



# CAMELFORD TOWN COUNCIL

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## Minutes of the Finance and Staffing Committee Meeting – 10<sup>th</sup> February 2023

### 1. To note Councillors present

Cllr Coombes opened the meeting at 10am with 3 other Councillors present: Cllrs Burgis, Rotchell, Shaw.  
Clerk: Esther Greig. FS23/001

### 2. To receive Apologies for absence with reasons

Cllr Grigg – none received FS23/002

### 3. To receive Declarations of Interest & Approve Dispensations

None FS23/003

### 4. Public question time (15 minutes allowed for this)

None FS23/004

### 5. To receive and approve the Minutes of Finance & Staffing 21<sup>st</sup> October 2022

It was **resolved** to approve the minutes

**Proposed: Cllr Shaw      Seconded: Cllr Rotchell      unan      FS23/005**

### 6. To receive Clerk's report Q2 budget to expenditure

Clerk reported mostly as expected with a couple of unbudgeted items – as previously noted in Qs1&2. Clerk went through each cost centre. Administration – on budget overall, slight overspend on salaries but covered by underspend in other areas such as audit and insurance. Car parks on budget. Community- underspend in general; marketing and visitcamelford website and events. Parks and recreation – significant underspend for trees and bridge maintenance in particular. Town maintenance – expected overspend in CCTV due to additional system required. Town services slight overspend £100. Accommodation – as expected. Income more than expected. Clerk noted the changes in budget headings – reduced elsewhere and increased for vehicle costs to reflect the purchase of the tractor. FS23/006

### 7. Agenda Items

a. Q3 internal control completed – Cllrs Shaw & Hewlett. **Noted** FS23/007

b. LGPS pensions discretions policy was **reviewed**. It was **resolved** to **approve** policy.

**Proposed: Cllr Rotchell      Seconded: Cllr Shaw      unan      FS23/008**

c. The resignation of the Youth Worker was noted. FS23/009

d. The interview and decision criteria for architects' interviews was **discussed**. Clerk to advise applicants that the decision has been postponed, to check whether fees would remain the same, to consider whether the revised time scales would mean they would wish to remain as an active bid, and whether project management could be included in the fees. It will be recommended to FC that the interview and decision criteria for architects' interviews shall be undertaken by an Advisory Board. Terms of Reference for the advisory board to go to FC on the 21<sup>st</sup> February for approval, but will include adjustment of financial regulations for this project to £10k for the Clerk, and £20k for Clerk plus Councillor. The Finance committee would meet monthly during the active phase of the project to sign off invoices – terms of reference will need to be amended for that committee too. FS23/010

e. Grant Policy was **discussed**. Committee noted that grant applications are for a specific, achievable, outcome that can be scrutinised. Examples used: cabling, tyres. For capital items not revenue. Clerk to ensure that the Lights application fits these criteria before being presented to Council. Need to apply criteria to all applications; no exceptions.

It was **resolved** to approve Grant Application Policy 2023.

**Proposed: Cllr Rotchell      Seconded: Cllr Coombes      unan      FS23/011**

f. Coronation event grant application form was **reviewed**. It was **resolved** to apply for Lottery grant.

**Proposed: Cllr Coombes**

**Seconded: Cllr Rotchell**

**unan**

**FS23/012**

**8. Public Bodies (Admission to Meetings) Act 1960.**

It was **resolved** that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussions for the following items: staffing.

**Proposed: Cllr Rotchell**

**Seconded: Cllr Burgis**

**unan**

**FS23/013**

a. The OCM grant requirement with regard to YW vacancy were **discussed**. Clerk outlined current situation – targets not achieved, but grant funder will see that the process is being managed. DTC and Library assistant will be able to undertake the community outreach and hopefully achieve volunteer targets, sporting activities would need to be bought in via contractors.

It was **resolved** that current staff and contractors will manage the project to ensure targets are hit over the spring and summer season.

**Proposed: Cllr Rotchell**

**Seconded: Cllr Burgis**

**unan**

**FS23/014**

Review point end of Q2. May wish to employ in house at that point or curtail project/return funding.

b. Clerk reported on staffing issues. Have a medium-term sickness issue, appointment booked with Occupational Health. Process is being managed correctly, but any decisions regarding continuing capability will need to be taken by Staffing Committee following receipt of OH report. **FS23/015**

c. The extension of grounds person's employment contract was **discussed**. It was resolved to extend for 6 months or until other matters have resolved – whichever is sooner.

**Proposed: Cllr Shaw**

**Seconded: Cllr Commbes**

**unan**

**FS22/014**

d. The tenders from architectural services and resolve to shortlist 6 - to go to Advisory Committee. **FS23/016**

e. The lift service contract was **reviewed** and make recommendation to Full Council for Arrow Lifts **FS23/017**

**9. Items, time and date for next meeting.**

28<sup>th</sup> April, 10am Town Hall

Staffing - Date to be advised following Occupational Health report.