



# CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig, BA (Hons) CiLCA  
Town Hall  
Market Place  
Camelford  
Cornwall

PL32 9PD

01840 212880  
[clerk@camelford-tc.gov.uk](mailto:clerk@camelford-tc.gov.uk)  
[www.camelford-tc.gov.uk](http://www.camelford-tc.gov.uk)

## Annual Council Meeting – 9<sup>th</sup> May 2023

Minutes of the Annual Meeting of the Council, held at Town Hall.

Cllr Rotchell (Mayor) opened the meeting at 7.00pm and stood down as Mayor.  
Clerk took the chair

### 1. To Elect Mayor & Deputy Mayor.

It was **resolved** to elect Cllr Rotchell for Mayor:

**Proposed: Cllr Bond**      **Seconded: Cllr Burgis**      **unan**      **23/127**

Cllr Rotchell took the chair.

It was **resolved** to elect Cllr Coombes for Deputy Mayor:

**Proposed: Cllr Bond**      **Seconded: Cllr Burgis**      **unan**      **23/128**

Cllr Rotchell addressed Council. Remains an honour to retain this position for a further year and will continue to work hard for the town, pleased that Cllr Coombes is Deputy Mayor. Thank you to Cllr Bond for his duties in the last 2 years, perform all his duties in an exemplary fashion. Acceptances of Office were completed.

### 2. To note Councillors present

Cllr Rotchell noted 9 other Councillors present: Cllrs Bond, Burgis, Coombes, Elford, Ginger, Grigg, Hewlett, ~~Scawn~~, Shaw, Thomson  
**23/129**

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

Cllr Scawn - personal.

It was **resolved** to accept the apologies

**Proposed: Cllr Thomson**      **Seconded: Cllr Grigg**      **unan**      **23/130**

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

none

**23/131**

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

none

**23/132**

### 6. To receive and approve the Minutes of:

It was **resolved** to approve the Ordinary Meeting 18<sup>th</sup> April 2023 following a minor amendment.

**Proposed: Cllr Grigg**      **Seconded: Cllr Thomson**      **8-0 (2 abs)**      **23/133**

### 7. To receive Clerk's report

None

**23/134**

### 8. Planning

a. To **discuss** and **make a consultee comment** on the following applications:

none

**23/135**

### 9. Correspondence

None

**23/136**

### 10. To Elect committee & members to outside bodies

Chair's Signature.....

1

Dated...16/5/23

- a. That the Mayor is automatically an additional member to each group was **noted**. 23/137
- b. It was **resolved** to **appoint** 4 members to the Estate and Properties Committee: Cllrs; Burgis, Elford, Hewlett, Shaw  
**Proposed: Cllr Bond** **Seconded: Cllr Coombes** **unan** 23/138  
 and it was **resolved** to **appoint** Cllr Shaw the chair from those members.
- c. It was **resolved** to **appoint** 4 members to the Strategic, Economic & Planning Committee: Cllrs; Burgis, Coombes, Hewlett, Shaw  
**Proposed: Cllr Elford** **Seconded: Cllr Rotchell** **unan** 23/139  
**Proposed: Cllr Grigg** **Seconded: Cllr Shaw** **unan** 23/140  
 and it was **resolved** to **appoint** Cllr Rotchell the chair from those members.
- d. It was **resolved** to **appoint** 4 members to the Events Committee: Cllrs; Bond, Burgis, Ginger, Thomson.  
**Proposed: Cllr Bond** **Seconded: Cllr Coombes** **unan** 23/141  
**Proposed: Cllr Shaw** **Seconded: Cllr Coombes** **unan** 23/142  
 and it was **resolved** to **appoint** Cllr Ginger the chair from those members.
- e. It was **resolved** to **appoint** 4 members to the Finance & Staffing Committee: Cllrs; Coombes, Grigg, Scawn, Shaw  
**Proposed: Cllr Bond** **Seconded: Cllr Grigg** **unan** 23/143  
**Proposed: Cllr Shaw** **Seconded: Cllr Thomson** **unan** 23/144  
 and it was **resolved** to **appoint** Cllr Coombes the chair from those members.
- f. It was **resolved** to **appoint** Cllr Grigg to the Board of Camelford Hall Trustees.  
**Proposed: Cllr Bond** **Seconded: Cllr Rotchell** **unan** 23/145  
**Proposed: Cllr Shaw** **Seconded: Cllr Elford** **unan** 23/146
- g. It was **resolved** to **appoint** Cllr Thomson to represent CTC at Camelford Leisure Centre Meetings  
**Proposed: Cllr Bond** **Seconded: Cllr Grigg** **unan** 23/147  
**Proposed: Cllr Shaw** **Seconded: Cllr Coombes** **unan** 23/148  
 and it was **resolved** to **appoint** Cllr Shaw (support Cllr Hewlett) to represent CTC at Camelford Area Partnerships Meetings.

## 11. Agenda Items

- a. It was **resolved** to have the General Power Competence; having a suitably qualified Clerk and at least 2/3rds elected members  
**Proposed: Cllr Bond** **Seconded: Cllr Thomson** **unan** 23/149  
**Proposed: Cllr Elford** **Seconded: Cllr Rotchell** **unan** 23/150  
 It was **resolved** to set the dates and times of Committees for 2023.  
**Proposed: Cllr Grigg** **Seconded: Cllr Shaw** **unan** 23/151
- c. It was **resolved** to adopt Financial Regulations 2023, Code of Conduct 2023, Standing Orders 2023, Pay Policy Statement 2023, Annual Transparency Code Statement 2023  
**Proposed: Cllr Shaw** **Seconded: Cllr Thomson** **unan** 23/152
- d. The minutes of Finance and Staffing Committee were **noted** 23/153
- e. The Q4 Expenditure to budget report was **noted** 23/154
- f. It was **resolved** to approve the Ear-Marked Reserves as at 1.4.23  
**Proposed: Cllr Thomson** **Seconded: Cllr Coombes** **unan** 23/155
- g. The year-end Internal Auditor report was **noted**. No action required. 23/156
- h. It was **confirmed** that conflict of interest with BDO LLP does not exist (new external auditor).  
**Proposed: Cllr Thomson** **Seconded: Cllr Coombes** **unan** 23/157
- i. Cllr Rotchell read out the statements for agreement.  
 It was **resolved** to **approve** the Annual Governance Statement 2022/23  
**Proposed: Cllr Grigg** **Seconded: Cllr Thomson** **unan** 23/158
- j. It was **resolved** to **approve** the Annual Accounting statements 2021/22  
**Proposed: Cllr Coombes** **Seconded: Cllr Elford** **unan** 23/159

## 12. Accounts

- a. It was **resolved** to use direct debit for variable utility and monthly payments  
**Proposed: Cllr Hewlett** **Seconded: Cllr Burgis** **unan** 23/160
- b. It was **resolved** to use online banking to pay accounts outstanding where possible  
**Proposed: Cllr Grigg** **Seconded: Cllr Hewlett** **unan** 23/161

Chair's Signature.....



Clerk noted some Coronation mugs left over; to be distributed on a first come first served basis from the library. Some have been reserved for Anvil Court and Abbeyfield  
Cllr Coombes - Thank you for putting trust in me for Deputy Mayor

**12. To note items for 16<sup>th</sup> May 2023 Agenda.**  
Apologies Cllr Burgis.

**The Mayor closed the meeting at 7.30 pm**

Chair's Signature.....

Dated 16/5/23