



# CAMELFORD TOWN COUNCIL

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## Annual Report 2022-23



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## **Opening Statement on Town Council Business by the Mayor, Cllr Rob Rotchell**

Cllr Rotchell noted that it has been a busy year following the pandemic. All Committees are public meetings and members are invited to attend. All Full Council meetings are live streamed on Facebook. Thanks to the Deputy Mayor, Steve Bond, and other members who work hard through the year, most of the work is unseen but many of the things that happen in the town wouldn't take place without their input. Also, a reminder that all their work is voluntary. Thank you to the Clerk and her team that make sure the Council, Library and our estate (including the skate park) run smoothly and efficiently. And Cornwall Cllr Barry Jordan who works on our behalf and constantly reminds the powers that be in County Hall that there is life outside of Truro. Thanks to the volunteer gardeners who do a great job in making sure the town looks bright and cheerful. And to the Camelford Christmas Lighting team who help every year to bring the Winter Festival to life. To all grant recipients who do so much to help create a sense of community. Particularly this year to the Directors, Managers and staff of the Camelford Leisure Centre as they celebrate 10 years of running independently. The single big issue that continues to be a frustration is that of the bypass. He reaffirmed his disappointment that we still have no decision. Costs have spiralled and this will continue to be the case until it is built. Particularly disconcerting to hear about the very significant financial investment in the St Austell bypass, and the new train line from Falmouth, with little investment targeted towards North Cornwall. Despite this, we will continue to press for a decision.

Cllr Rotchell noted that the Community Hub idea was aired at the annual parish meeting; the relocation of services that are not necessarily only NHS driven but also council services, 3<sup>rd</sup> sector, etc. in one place, closer to where people live, that allow teams of people to be aware of local need. Cllr Rotchell noted the exciting bid for the regeneration of Camelford Hall which includes a café, extra meeting rooms and co-working spaces and expanding the nursery. CTC has applied for £2.5m of Shared Prosperity Funding through Cornwall Council's Good Growth Team. The proposal put together by working in partnership with Camelford CIC, Little Acorns and the Trustees of Camelford Hall. It's an ambitious bid to create a 3-storey building on site. Parallel to this, work is continuing with the expansion of the medical centre. The Hall and new medical centre could accommodate everything Camelford needs. Will include some of that Community Hub thinking as potential opportunities for growth and funding streams.

### **LOCAL COUNCIL AWARD SCHEME**

Camelford Town Council received a prestigious award from the National Association of Local Councils. This achievement recognises that the council achieves good practice in governance, community engagement and council improvement. Moreover, CTC goes above and beyond their legal obligations, leading its community and continuously seeks opportunities to improve and develop even further. In terms of the future, the council is now reviewing ways in which it can keep on improving its offer to the local community and welcomes input from local people and partners on this. Camelford and other local councils like it, are at the front line of the government's localism agenda and are doing as much as they can to deliver services whilst being efficient and cost-effective.





## **Committees and Working Groups**

Councill has 5 committees and working groups that discuss projects, town assets and services. These committees recommend actions to Full Council

### **Finance & Staffing Committee**

Chair Cllr Coombes reiterated all the work that goes on throughout the year, but this has to be paid for. Income generated from precept and grants. Finance Committee spends wisely. Income was 14% higher than expected due to late payment of £16k Welcome Back grant funding (should have been in 2021-22) and £22k top-up Reaching Communities grant funding for Youth/Outreach work. Expenditure was 4% under budget so an ear-marked reserve of £10k of seed funding for the Camelford Hall project has been set aside. Churchfield car park and cemetery ear- marked reserves were used to purchase a tractor for grounds maintenance – these reserves will be replaced over 5 years.

Cllr Rotchell noted that spend gives a good indication of what the Council is involved in. Cllr Rotchell noted the recruitment of a third grounds person to ensure continuity and succession planning within the team. Also, a Youth Worker – the position has been part grant funded by Reaching Communities (Big Lottery funding). Appraisals have been undertaken, staff handbook has been reviewed and policy and procedures have been approved.

### **Specific Functions - Finance**

#### **Internal Audit**

To ensure internal control checks are undertaken. 2 Councillors per quarter to review, to review financial regulations annually, to review transparency code requirements annually, to ensure audit procedure is adequate, to review and action internal and external auditor reports, to ensure insurance policy is adequate, one member of Working Group to check monthly bank reconciliations, to agree cemetery fees

#### **Performance**

To review expenditure to budget quarterly, to ensure projects run to budget, to ensure grant conditions are met, to review investment returns.

#### **Financial strategy**

To decide on value of reserves annually, to decide on investment strategy, to plan funding of Council projects, to recommend precept following thorough annual budgeting process, to review risk strategy annually and recommend changes to insurance cover

### **Specific Functions - Personnel and Staffing**

To draft and keep under review the staffing structure of the Council and make recommendations as appropriate, to keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence, to keep under review all staff contracts of employment, terms and conditions and make recommendations to full council, to monitor the Council's employment policies and procedures in respect of changes to legislation and make recommendations to Council where appropriate, to review health and safety at work for all Council employees, to agree job descriptions, person criteria, advertising channels and interview dates for CTC vacancies, to shortlist from applications received, interview candidates for vacancies, and choose the most appropriate candidate

#### **Performance**

To carry out staff appraisals, to make recommendations on personnel related expenditure to the Full Council, to identify training requirements through appraisal and agree staff training programmes.

#### **Complaints**

To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure, to investigate and, where appropriate, hear complaints made under the Council's Grievance and Disciplinary Procedure and take whatever action necessary.





Feast Grant funding enabled the centenary tree sculpture project – copper repousse leaves were created during a series of community workshops.

<b>EMR – project balances</b>	<b>1st April 2022</b>	<b>31st March 2023</b>	
OCM	1679	Elections	
Cemetery	11225	Cemetery	2975
Skatepark	26443	Skatepark	4712.33
Lift - control panel	14154	Lift - control panel	14154
Events	3500	Consultations	500
CIL	1816	CIL	3630
Window - secondary glazing	1073		
Churchfield resurfacing	10000	Churchfield resurfacing	
Allotments	1897	Allotments	4897
Cleese CP - balance cost centre	5211		
Playarea - balance cost centre	2500	playarea fencing	1000
Staffing underspend	7000		
	<b>86498</b>		<b>31868.33</b>

# Camelford Town Council Income and Expenditure 2022-23

## Income

	22-23 Budget	22-23 Actual
Precept	286255	286255
Council Tax Support Grant	5132	5132
Grants and Donations	4000	20214
Income - Car Park	6500	5942
Footpath Grant	719	714
Allotment Rent	1000	1508
Other Income	500	3512
OCM Phase 2 Grants	5000	29985
Interest - Bank	3250	3202
CIL		1816
	<b>312356</b>	<b>358280</b>

## Expenditure

Accommodation	Budget	Actual
Office Rent	6200	6094
Rates - £2694.60 23-24	3500	3193
Building Operations	4200	4644
Lift	2300	2420
Building Modifications		
	16200	16351
Administration	Budget	Actual
Salaries	165000	178396
Staff Mileage	500	573
Councillor Mileage	300	88
Training	3000	2877
Mayors Allowance	650	874
Bank Charges	200	165
Audit	2000	1625
Insurance	2800	5016
Office Supplies and accounts	2000	2934
Telephones/Broadband	1050	709
Legal Expenses	2000	0
IT and Support	2550	2345
CTC Website	600	809
Subscriptions	1500	1494
Elections	1000	0
	185150	197905
Car Parks	Budget	Actual
Churchfield Car Park Maintenance	10,650	5360
Cleaze Car Park Maintenance & rates	4500	3916
PWLB Loan Repayment - Car Park	9725	9725
Churchfield Car Park Rates	4650	4442
	29525	23443
Community	Budget	Actual
Events	19993	18460
Christmas Lights	4000	4000
Defibrillator	350	690
Fireworks	2200	2200
Leisure Centre Grant	3000	3000
GPC Grants	7200	7253
Marketing	1500	346
Visit Camelford Website	1000	314
	39243	36263



<b>Parks and Recreation</b>	<b>22-23 Budget</b>	<b>22-23 Actual</b>
Park/River/Mkt pl. Maintenance	8970	5,309
Skate Park	3,450	4,455
Play Area	3650	1,068
Rates Store £354.29	850	359
PWLB Loan Repayment - Riverbank	9068	9068
	25988	20259

<b>Town Maintenance</b>	<b>Budget</b>	<b>Actual</b>
Public Toilets (all electric, water, supplies)	3050	3935
CCTV	500	1693
General Town Maintenance	7000	7161
Refuse	2500	2445
Vehicle Costs	2000	22192
	15050	37426

<b>Town Services (Allotments/Cemetery)</b>	<b>Budget</b>	<b>Actual</b>
Allotment expenditure	3800	903
Cemetery Business Rates	0	0
Cemetery Maintenance	1600	1839
	5400	2742

**316556    334389**



Drag Queen Story Hour at the Library



## **Estates and Properties Committee**

Chair Cllr Shaw thanked the grounds staff and volunteers for their commitment to keep the town clean and tidy, and for the planting and gardening program. This year, CTC have planted many trees around the town including specimen trees: Centenary Lime celebrating the 100 years of Enfield Park, Copper Beach trees commemorating the Life of the Duke of Edinburgh and Platinum Jubilee of Queen Elizabeth, the Scouts planted a Swamp Cypress to celebrate 100 years of the late Queen Elizabeth's supporting the scouting movement and CTC received donations of two Willow trees. CTC has planted a Darley Oak (a sapling from one of the oldest trees in the county which is approx. 1000 years old) in the cemetery and renewed protective fencing around the other specimen trees. Enfield Park was gifted to Camelford Town Council (CTC) on August 9th, 1922 by Mr A.C. Tingcombe, who was born in Camelford in the year 1860. At the conclusion of his apprenticeship in 1880, he went to London. After spending a few years in the City, he commenced business in Enfield. He retired from business in 1920 and returned to Camelford.



Mayor Cllr Rotchell with Philip Hinde, great nephew of the Tingcombe Family, with the original gate key and commemorative box



A new storage container has been installed at the cemetery for expanding equipment. Sold the old ride-on mower and purchased a Kubota mini tractor which should reduce grounds staff time for grass cutting. A lot of work to do to keep on top of maintenance, but with help of volunteers it can succeed in keeping our town looking good. Council members, staff and volunteers have cleared the shrubs at the steps at the entry to the play area – the terrace was rediscovered!



### **Specific Functions**

To review and inspect all land and properties owned or administered by CTC, recommend remedial action, review maintenance tasks, to review scales of fees for services, leases and tenancy agreements, to plan and prepare for future requirements, to review tenders and quotations, to make recommendations to Full Council; including submitting budget requirements for consideration.

### **Enfield Park**

To ensure that the park is a place for safe enjoyment of the environment and conserve natural habitat, encourage wildlife and increase biodiversity

### **Cemetery**

To recommend final structures and elements of design are finished and ensure maintenance procedures are in place.

### **Orchard**

To increase the biodiversity, to encourage use of community asset

### **Play Areas**

To review play provision in Camelford in line with our vision for all children and young people of Camelford, to have play provision and play space that is stimulating and exciting and allows children to encounter and learn about risk which helps them to build confidence, learn skills and develop resilience at their own pace.

### **Allotments**

To provide allotment gardens for the community, and to consider long-term alternative sites as the opportunities arise.

### **Camelford Hall**

To ensure that this community asset remains viable by having a representative on the Hall Committee

### **Mount Camel Heather Beds/Land at Valley Truckle**

To plant and maintain these CC Highways properties

### **Car Parks**

To provide parking facilities that service Camelford's requirements



## Events Committee

Chair Cllr Rotchell noted that until recently, Ayla Ackroyd-Johnson has Chaired events. Ayla resigned due to work commitments. A big thank you to Ayla and to all those businesses and organisations that helped us and particularly our Deputy Town Clerk without who these events just wouldn't happen. Over past year, it has organised the following events: Easter bonnets and egg hunt, Beating the bounds, Queen's Platinum Jubilee. Enfield Park Centenary including Copper Leaf workshop, time capsule in the park, tree planting, circus skills, dance workshop (KBSK).



Jubilee Concert being shown on a bug screen at OCM



WI stall in Enfield Park – in front of the Mural.





Good Old Fashioned Lover Boys – headlined Music in The Park

Fun Week – slip n slide, tug of war, beacon lighting, dog show, music in the park, mayor's afternoon tea, bird and bat walks, fun run, Brownies Bingo, Music in the Park. 2<sup>nd</sup> year Friday Nights - music at bandstand. Camelford in Bloom, stall at Camelford Show. Supported St Julittas Flower Festival. 3<sup>rd</sup> Annual Scarecrow competition, Halloween at the Library. Small celebration reception for receipt of Quality Mark, Winter Festival.

This year, the flags from last year's workshop will be put around town for St Piran's Day.

### Specific Functions

To organise activities on behalf of CTC, to ensure CTC is compliant with Cornwall Council's policies and procedures in regard to safeguarding, risk assessments, health and safety and other policy as recommended by Cornwall Council. To seek grants to enhance the activities on offer, to review and plan future/other events to enhance the annual calendar, to work within the budget allocated by the Council.

### Strategic and Economic Development Committee

Chair Cllr Rotchell noted that over the past year, expressions of interest have been forwarded to the Good Growth fund, managed by Cornwall Council, for Shared Prosperity Funding. The three projects being:

- Camel Cycle trail extension bid; working with Sustrans for Wenford Bridge to Camelford and Camelford to Delabole £300k for feasibility study.
- Camelford Hall regeneration bid; working with Camelford CIC, Little Acorns, Old Bank to upgrade and extend services and facilities. £2.5m for build and fit out.
- Town Centre regeneration bid; upgrading information provision, events seating, town trail and lighting etc. to increase footfall within the town centre. £200k

OCM Café has a tenancy agreement in place – due to open summer 2023. Cornwall Council introduced 20mph speed limit through the town centre. Riverside walk signage was refreshed. Continued to lobby for supermarket, medical centre and bypass. Cleese Car Park was transferred



from Cornwall Council. Considering replacement EV chargers in Churchfield car park. Increased CCTV capacity for additional cameras for monitoring sculpture and Hall frontage.

### **Specific Functions**

To create a strategic plan, to engage in public consultations, to work in partnership with outside organisations, to review key service and transport provision, to encourage economic regeneration, to consider tourist information and the marketing of Camelford as a destination.

### **Strategic Plan**

To suggest projects, to produce recommendations for full Council, to research grant funding for projects, to research best practice for projects, to produce cost and benefit analysis for projects, to facilitate the successful completion of projects.

## **Councillors 2022-23**

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<b>Cllr M Coombes:</b> Chair Finance & Staffing	Higher Trefrew Farm, Willow Garth, PL32 9XQ Tel: 07989869278 Email: <a href="mailto:mike.coombes@camelford-tc.gov.uk">mike.coombes@camelford-tc.gov.uk</a>
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## Full Council meeting attendance May 2022 to April 2023

	Attended	Meetings held	% attended
Cllr Ackroyd-Johnson	4	9	44%
Cllr Bond	12	14	86%
Cllr Burgis	13	14	93%
Cllr Coombes	13	14	93%
Cllr Elford	12	14	86%
Cllr Ginger	2	2	100%
Cllr Grigg	9	14	64%
Cllr Hewlett	10	14	71%
Cllr Rotchell	11	14	79%
Cllr Scawn	7	14	50%
Cllr Shaw	13	14	93%
Cllr Thomson	9	14	64%

### CTC Staff

Clerk:	Esther Greig
Deputy Clerk:	Amanda Lash
Maintenance and Grounds Manager:	John Gilbert
Senior Librarian and Administrator:	Bronwen Hockerday
Grounds Person:	Neil Pearce
	Dave Brown
Youth Worker:	Vanessa Harrison
Saturday Librarian:	Jessica Marsh
Cleaner:	Helen Parkyn

**County Councillor:** Cllr Barry Jordan

## Aims and Objectives for the Administration 2021-25

### Completed 2021-22

OCM phase 2 completed – regeneration of the Old Cattle Market area of Camelford. Includes more skateable area and a pump track  
 Engaged Youth Worker – to work with Camelford youth at the OCM skatepark and to ensure access to youth club once a week.  
 Riverbank and path repairs – shored up the flood defences and banks to protect Enfield Park from erosion. Improved the drainage over the pond path in 4 sections and replaced slate path around the pond with a non-slip surface.  
 Cleese car park - installed of EV chargers and devolved from Cornwall Council. New car parking order put in place  
 Consultation completed on Camelford Vision document following feasibility study.  
 Continued lobbying for Bypass, medical services and supermarket  
 Launched Visit Camelford website and quarterly newsletters  
 Safely reopened of Council services and events post COVID pandemic. Continuing to provide Facebook live-streamed Council meetings to promote engagement  
 Ratification of Neighbourhood Development Plan – referendum had been postponed due to COVID.  
 Planted 75 trees in the Cemetery.

### Completed 2022-23

Successful Jubilee and Enfield Park Centenary events.  
 Increased events offer – Live music on the bandstand through summer on Fridays  
 Centenary Arts project – Copper leaf tree sculpture completed (and other dance workshops)



Monitored community engagement at Skatepark. Received Reaching Communities grant funding to increase youth worker hours in 2023 to help provide inclusive and supportive environment at OCM. Continued to lobby for A39 bypass, medical services and a supermarket. Provided cycle racks at Market Place, Fore Street, and motorcycle bay in Churchfield car park. Reviewed action plan for the administration post Camelford vision consultation:

- Commenced Camelford Hall Project. Applied to Shared Prosperity Fund for £2.5m. Liaised with Camelford Community Interest Company, Little Acorns Nursery and Camelford Hall to expand Hall services and facilities identified in the vision document – bakery, additional meeting and co-working spaces, refurbishment or replacement of existing building.
- Applied for funding for feasibility study for both the Camel trail extension and the Camelford to Delabole cycle track
- Applied for funding for Regeneration Project to include provision of display cabinets for artefacts and information from the "Old Museum" into the Town Hall. Town Trail to celebrate the heritage/history of Camelford, Riverside Walk mural, enhancing provision of tourist information – electronic boards, Market Place lighting and Enfield Park light trail.

Regular newsletters published and content added to 'visitcamelford' website.

Enhanced service delivery by increasing maintenance staff hours – employed new full time staff member

Purchased small tractor with attachments for maintenance tasks

OCM café tenanted. Facilitation of new/start up business to increase footfall at OCM.

West Country Rivers Trust installed information board at Enfield park entrance.

## **2023-24**

To increase library offer – Wednesday evening opening, to consider use of café for community hub.

To apply for community hub funding in Partnership with Leisure Centre.

To connect community Camelford – outreach work/recruitment of volunteers.

To provide more copper leaf workshops to complete sculpture installation.

To open OCM café and to provide apprenticeship/work experience opportunities at OCM Café to help young people get into employment.

To source grants for replacement play equipment in Enfield Park – phase 3 - see-saw, accessible swing and roundabout.

To consider enhanced EV charger provision in Churchfield car park.

To review management of Clease car park following one year of ownership/no active management

To continue to lobby for A39 bypass, improved medical services and a supermarket.

To assess current green space provision within the parish and identify opportunities for improvements and promotion. To continue working with West Country Rivers Trust; to revitalise brass rubbing circuit

To update Council website

To continue with Camelford Hall and Regeneration projects.

To enhance Friday nights at the bandstand music events to improve community cohesion.

To upgrade information provision in Parish – new noticeboards and install electronic information boards at Churchfield car park and in the library for tourist information/ access to 'visitcamelford' website.

## **2024-25**

To plan OCM phase 3 – landscaping, additional half-pipe, water fountain.

To identify land for further tree planting and Cornish hedge creation.

To consider ways to ensure Camelford assets become carbon neutral. Town Hall – historic grade 2 listed building: retrofitting air source heat pumps, insulation, secondary glazing.

To plan re-opening of Cemetery and building of related structures – landscaping, compost toilets, shelter, mapping

To consider the provision of civic badges

To consider additional lighting, re-lining and replacement ticket machine in Churchfield car park

To locate land to purchase for allotments

To consider replacing CTC diesel van with electric vehicle.

To review action plan for the administration post Camelford vision consultation:

- To consider Camelford cider press and related events
- To consider regeneration options post bypass decision
- To consider enhancement of rare wet woodland in Enfield Park.
- To consider the need for consultation of residents