



CAMELFORD TOWN COUNCIL

Town Clerk: Esther Greig
Town Hall
Market Place
Camelford
Cornwall
PL32 9PD

01840 212880
clerk@camelford-tc.gov.uk
www.camelford-tc.gov.uk

Minutes of the Finance and Staffing Committee Meeting – 14th July 2023

1. To note Councillors present

Cllr Coombes opened the meeting at 10am with 3 other Councillors present: Cllrs Grigg, Rotchell, Shaw. Clerk: Esther Greig. FS23/036

2. To receive Apologies for absence with reasons

Cllr Scawn – personal

Proposed: Cllr Coombes Seconded: Cllr Rotchell unan FS23/037

3. To receive Declarations of Interest & Approve Dispensations

None FS23/038

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

None FS23/039

5. To receive and approve the Minutes of Finance & Staffing 28th April 2023

It was **resolved** to approve the minutes

Proposed: Cllr Shaw Seconded: Cllr Rotchell unan FS23/040

6. To receive Clerk's report Q4 budget to expenditure

Clerk went through the end of year figures. Most budget lines as expected – Mayoral chain repair to be moved from Mayors allowance to maintenance. Clerk noted that costs for the tractor are higher than expected – fuel was about £30 a month now £150-160pcm – will need to adjust next year's budget accordingly. Moving of the CCTV equipment out of the Scout Hut and facilitating the extra channels for the sculpture and Camelford Hall has sent this budget line over. Cllr Shaw noted that the war memorial has been 'handed over' to CTC- Clerk requested contact details to confirm in writing. FS23/041

7. Agenda Items

a. The Q1 internal control check will be undertaken by Cllrs Bond and Ginger. FS23/042

b. The investment strategy was **reviewed**. £90k cash deposit/reserves could have better interest rates. To recommend to FC that £25k be moved to CCLA deposit fund at 4.77% – Clerk to get up to date interest rate data for the September meeting. FS23/043

c. It was resolved that Christmas office/library to be closed between Christmas and New year – shut 1pm on the 23rd Dec then open as usual on the 2nd Jan. Staff to use their holiday entitlement.

Proposed: Cllr Shaw Seconded: Cllr Rotchell unan FS23/044

d. Staff appraisals for August/September was discussed- to be undertaken week beginning 14th August.

e. The Noticeboards at OCM and Tregoodwell were discussed. D-clerk to revise size of OCM board smaller and hold off at Tregoodwell due to planning application for development. FS23/045

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 Grigg Seconded: Cllr Coombes unan FS23/046

a. The 2023-24 staffing budget considering grounds team changes were reviewed. Clerk noted that it would be approx. £3k more than budgeted. FS23/047

b. The office staff structure was **discussed**. Clerk requested using existing hours slightly differently – rather than having a library assistant it would be more efficient to have an administrator that could cover the

library when required. Deputy Clerk job description was reviewed. Various different scenarios and relevant costs were discussed. FS23/048

c. It was **resolved** to recruit a library and administration assistant to replace staff that have already resigned, and to recruit Deputy Clerk immediately on their resignation.

Proposed: Cllr Coombes

Seconded: Cllr Rotchell

unan

FS23/049

9. Items, time and date for next meeting.

20th October 2023, 10am Town Hall