



CAMELFORD TOWN COUNCIL

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Minutes of the Finance and Staffing Committee Meeting – 28th April 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. FS23/018

2. To receive Apologies for absence with reasons

Cllr Grigg – personal

Proposed: Cllr Coombes Seconded: Cllr Rotchell unan FS23/019

3. To receive Declarations of Interest & Approve Dispensations

None FS23/020

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

None FS23/021

5. To receive and approve the Minutes of Finance & Staffing 10th February 2023

It was **resolved** to approve the minutes

Proposed: Cllr Coombes Seconded: Cllr Burgis unan FS23/022

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

Clerk went through the end of year figures. Budget lines as expected and after transfers to EMR's accounted for - CTC was £1589 under budget for the year. FS23/023

7. Agenda Items

a. Q4 internal control rota – Cllrs Rotchell and Coombes FS23/024

b. It was **resolved** to sign up for Octopus 1 year - utilities for Enfield Park and change to RAC breakdown from Green Flag.

Proposed: Cllr Rotchell Seconded: Cllr Coombes unan FS23/025

c. Fixed Assets register was **noted**. Clerk noted that none of the war memorials are on the register. Who installed them and who is responsible for maintaining them? Cllr Shaw noted person who organised Valley Truckle memorial. Cllr Rotchell noted the one at the bandstand was CTCs.

It was **resolved** that Cllr Shaw would speak to him with a view to CTC adopting Valley Truckle memorial.

Proposed: Cllr Coombes Seconded: Cllr Burgis unan FS23/026

d. Ear marked reserves for 2023-34 were **reviewed**. Remaining £1500 from 2022-23 budget to be reserved in elections EMR.

Proposed: Cllr Shaw Seconded: Cllr Rotchell unan FS23/027

e. Investments were **reviewed**. Noted that general reserve levels are acceptable. Not in a position to add to investments. FS23/028

f. Insurance renewal was **reviewed**. Clerk noted that renewal from current insurers was similar to previous and other companies (Zurich and Gallagher) had noted that they wouldn't be able to produce a lower quote than that, as per last year – did CTC want to get formal quotes? Would take a morning of office time to do this. Not had a response from BHIB regarding possibility of a three agreement.

It was **resolved** to accept BHIB quotation at £1817.60 unless 3 year was available at similar price.

Proposed: Cllr Rotchell Seconded: Cllr Coombes unan FS23/029

g. The Youth Worker/Skate contract and recruitment was **discussed**. Will be funded by Reaching Communities. Skate coach is a specialist function – DC not been able to source affordable local options apart from 1 contractor. Cllr Rotchell noted need to appoint swiftly so if all avenues have been explored to go ahead with 6-month contract.

It was **resolved** that office would interview Skate coach.

Proposed: Cllr Coombes Seconded: Cllr Rotchell unan FS23/030

Outreach worker appointment to be advertised as normal. Clerk will organise rota for shortlisting and interviewing.

h. Grounds Team organisation from November 2023 was **discussed**. Clerk has assessed 10 scenarios for set up. Clerk and Grounds Manager recommended 2 full time positions going forward – manager wouldn't be required. Recommend SCP 7. This would mean £8326 over current staff budget as set up would have been different through 23-24. Savings have been identified to £9000 elsewhere in budget (Hall toilets, Churchfield CP, insurance, YW).

It was **resolved** to recommend 2 x full time on SCP7 from November to FC.

Proposed: Cllr Shaw Seconded: Cllr Rotchell unan FS23/031

i. Extra-statutory days holiday was discussed. One of which is allocated to St. Pirans Day. Clerk noted staff would like more flexibility with these days.

It was **resolved** that extra-statutory days could be taken at any-time.

Proposed: Cllr Shaw Seconded: Cllr Coombes unan FS23/032

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 Coombes Seconded: Cllr Rotchell unan FS23/033

a. It was **resolved** that DC overtime payments could be paid as suits, and that working from home could be negotiated in the future (noting that attendance in the office would be required one day a week as a minimum and for cover).

Proposed: Cllr Coombes Seconded: Cllr Rotchell unan FS23/034

b. It was **resolved** on to authorise request for one months' holiday in January for grounds person.
8c & d. were discussed under 7i.

Proposed: Cllr Shaw Seconded: Cllr Rotchell unan FS23/035

9. Items, time and date for next meeting.

21st July, 10am Town Hall