



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 – 20th October 2023

1. To note Councillors present

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

FS23/050

2. To receive Apologies for absence with reasons

Cllr Grigg – personal

Proposed: Cllr Rotchell

Seconded: Cllr Shaw

unan

FS23/051

3. To receive Declarations of Interest & Approve Dispositions

None

FS23/052

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

None

FS23/053

5. To receive and approve the Minutes of Finance & Staffing 14th July 2023

It was **resolved** to approve the minutes

Proposed: Cllr Rotchell

Seconded: Cllr Shaw

3-0 (1abs)

FS23/054

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

Clerk noted recent conversations with CC Officers regarding the bypass. CC is forwarding additional information to DoFT next month. DoFT is still working out what the PM statement means in reality for other projects – hope to have an answer by Christmas. CC has spent approx. £2.4m of £6.6m which was allocated to the project. There isn't a new business plan – addendums are being added to the original as DoFT asks for additional information.

Clerk noted attendance at SPF update session and the potential of uplift in the TCRF from the town accelerator fund – 25% of the original grant. Clerk will clarify if CTC is eligible. Noted that the CLUP application has a criterion of at least £5k match funding – wasn't aware of that criteria so the Accelerator fund may help that, or the Hall project, as it can be used towards match funding other projects.

Clerk went through the half year figures. Most budget lines as expected. New purchase items outstanding – wall gate, website, laptop, outdoor rowing machine and fence (but zip wire repair instead?) leaf/pond maintenance and fireworks outstanding. 50% left of GPC grant budget and Xmas lights/Leisure centre haven't claimed this year. Had extra event – coronation for with received grant so not over budget. Not had bill for the library floor extension but the balance is for staff costs. Town maintenance will overspend as it included the mayoral chain repair.

FS23/055

7. Agenda Items

a. The Q2 internal control rota was **noted** – Cllrs Burgis and Elford.

FS23/056

b. Income/fees for 2024, allotments, CP permits, printing was discussed. CP fees will be consulted on. It was **resolved** to recommend allotment fee £25 from 1st April, printing to remain the same

Proposed: Cllr Rotchell

Seconded: Cllr Shaw

unan

FS23/057

c. Staff attendance at Market Place on Boxing Day was **discussed**.

It was **resolved** that staff not required – not a CTC event

Proposed: Cllr Rotchell

Seconded: Cllr Shaw

unan

FS23/058

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.

Esther Greig
 12/11/24

Proposed: Cllr Rotchell

Seconded: Cllr Shaw

unan

FS23/059

a. The 2024-25 staffing budget was **discussed**. Clerk noted current staffing level +6% would be approx. £207k. Cllr Scawn noted that the feedback from appraisals was that staff were overwhelmed by the volume of work. It would make more sense to increase capacity and reduce grants – so staff time could be used to help community groups apply for grant funding. Clerk noted that being able to facilitate meeting with community organisations would be beneficial in order to have a coherent vision for Camelford to demonstrate to funders. Currently there is not an active business forum for example. Most efficient would be to increase DC hours to 30 per week. Clerk will include that figure for initial budget workshop; with 6% assumption for inflation. FS23/060

b. Staff appraisals was **discussed**. Clerk noted the SCP levels across employees and the rationale for 2024-25 figures including first aid points. Clerk noted funding applications were required to maintain OCM youth work and the additional community outreach. FS23/061

9. Items, time and date for next meeting.

10th November 2023, 10am Town Hall – budget working group

19th January 2023. 10am Town Hall.

Contractor to find allotment water meter

For FC – to note free rental period for Café tenant started 1st June 2023



11/1/24