



# CAMELFORD TOWN COUNCIL

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

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## Minutes of the Finance and Staffing Committee Meeting – 19<sup>th</sup> January 2024

- 1. To note Councillors present**  
Cllr Coombes opened the meeting at 1745 with 4 other Councillors present: Cllrs Rotchell, Grigg, Scawn, Shaw. Clerk: Esther Greig.  
FS24/008
- 2. To receive Apologies for absence with reasons**  
none  
FS24/009
- 3. To receive Declarations of Interest & Approve Dispositions**  
None  
FS24/010
- 4. Public question time (15 minutes allowed for this)**  
none  
FS24/011
- 5. To receive and approve the Minutes of Finance & Staffing 12<sup>th</sup> January 2024**  
It was **resolved** to approve the minutes  
**Proposed: Cllr Scawn                      Seconded: Cllr Rotchell                      unan                      FS24/012**
- 6. To receive Clerk's report and Q3 budget to expenditure**  
Clerk and Deputy gave updates on burst water pipes in toilets, allotments and Town Hall.  
Clerk noted budget lines are mainly as expected.  
Staffing will be slightly over – as discussed previously; but will mostly be picked up from the community hub funding. Mayor's allowance – underspend. Cllr Rotchell noted he will spend on Dementia awareness as he attended a CALC meeting recently on that subject. Training budget has funds to pay for the new clerk's CiLCA course. A general discussion took place on new clerk training and contract to include the requirement for CiLCA to be achieved in 18 months – before next elections.  
It was **resolved** that CTC will fund CiLCA course and associated expenses. To be undertaken in their own time.  
**Proposed: Cllr Grigg                      Seconded: Cllr Rotchell                      unan                      FS24/013**  
Contract to be approved at next FC.  
Audit – underspent as less expenditure 23-23 compared to previous. Legal expenses have not had any spend – expecting Solicitors fee from new EV chargers in Churchfield – may need to transfer to EMR at end of year for that purpose. New website is outstanding on IT and Support. £1k for Elections will go to EMR. Car parks – as expected but additional Churchfield wall repair £500 to consider. Community – events shows overspend but received coronation grant; which compensates. Underspend on grants and marketing but £1k has been allocated to match funding the CLUP application. Park maintenance is under but leaf and bench invoices are due. Wallgate purchase is outstanding from the public toilets budget – but needs another £1k to be identified from another budget line to make up the difference. Town maintenance budget will exceed due to the Mayoral chain refurbishment. CCTV is over due to the relocation of the wiring at OCM. Vehicle costs is over as noted in budget setting for next year – increase in fuel usage and servicing of tractor. Community hub funding second tranche has not arrived – Leisure centre is chasing.  
Income for car park is down – mainly due to the resolution to allow businesses to have transferable permits.  
EMRs were **reviewed**.  
FS24/014  
Clerk noted difficulties with Barclays updating mandates and getting online access for Deputy Clerk and Cllr Coombes. 3 months so far. To ensure business continuity; Clerk recommended ordering DC a debit card now, rather than waiting until new Clerk is in post. Financial Regulations states that DC can act in absence of Clerk.  
It was **resolved** to request debit card immediately.  
**Proposed: Cllr Rotchell                      Seconded: Cllr Scawn                      unan                      FS24/015**

Signed *M. Moorhead*

Dated *2/02/24*

## 7. Agenda Items

- a. The Q3 internal control rota – Cllrs Rotchell and Grigg, was **noted**. FS24/016
- b. Cleanse car park budget 2024-25 was **discussed**. Rather than purchasing a new machine – Office to price up the repair and relocation of existing ticket machine. FS24/017
- c. OCM Blocked Drains FC resolution 24/019 was reviewed following this receipt of further quotes and the subsequent request of 4 Councillors (Bond, Coombes, Grigg, Thomson).  
It was **resolved** to instruct Metro Rod from the 3 quotes provided.

**Proposed: Cllr Rotchell**

**Seconded: Cllr Scawn**

unan

**FS24/018**

## 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 Rotchell**

**Seconded: Cllr Grigg**

unan

**FS24/018**

*\*\*Cllr Grigg left the meeting\*\**

- a. The shortlisting and interview procedure for Town Clerk vacancy was **discussed**. Selection procedure same format as previous but to start group discussions earlier at 1030. Cllrs Ginger, Coombes and Scawn for Shortlisting and Cllrs Bond, Rotchell and Shaw for Interviews.
- d. The administrative assistant probation was **discussed**. Clerk noted the issues to date, actions being taken and that a review is scheduled for the 31<sup>st</sup> January. Clerk to report at next meeting for a decision by committee on the probation. FS24/020

## 9. Items, time and date for next meeting.

2<sup>nd</sup> February 2024, 5.45pm Town Hall – interview review and Clerk appointment.  
26<sup>th</sup> April 2024, 10am Town Hall – end of year

Signed



Dated

2/02/24

**From:** Esther Greig <clerk@camelford-tc.gov.uk>  
**Sent:** Wednesday, January 17, 2024 11:54:37 AM  
**To:** Councillors <councillors@camelford-tc.gov.uk>  
**Subject:** OCM drainage clearance

Morning,

Following receipt of another (late) quote for drainage – it is cheaper than Cormac by approx. £700. Cheaper than the other one but still on an hourly rate – they estimate 3 hours for this drain depending on what they find. All companies have had a map of the drain. I have had a conversation with the Mayor this morning regarding CTC decision 24/019, and I am recommending that the resolution is reviewed at finance committee on Friday. However, I need 4 councillors to request this. Please email back if you agree with the review.

Best regards



Esther Greig. PSLCC  
Camelford Town Clerk and Responsible Financial Officer  
Town Hall  
Market Place  
Camelford  
Cornwall  
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## Esther Greig

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**From:** Emma Grigg  
**Sent:** 17 January 2024 14:53  
**To:** Jim Thomson; Mike Coombes; Stephen Bond; Esther Greig; Councillors  
**Subject:** Re: OCM drainage clearance

Hi,

I agree we need to revisit this.

Sent from [Outlook for iOS](#)

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**From:** Jim Thomson <jim.thomson@camelford-tc.gov.uk>  
**Sent:** Wednesday, January 17, 2024 1:23:31 PM  
**To:** Mike Coombes <mike.coombes@camelford-tc.gov.uk>; Stephen Bond <stephen.bond@camelford-tc.gov.uk>; Esther Greig <clerk@camelford-tc.gov.uk>; Councillors <councillors@camelford-tc.gov.uk>  
**Subject:** Re: OCM drainage clearance

I too think this should be revisited by finance committee

Kind Regards

Jim Thomson

\*Kyfyth Kensa\*

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**From:** Mike Coombes <mike.coombes@camelford-tc.gov.uk>  
**Sent:** 17 January 2024 13:03  
**To:** Stephen Bond <stephen.bond@camelford-tc.gov.uk>; Esther Greig <clerk@camelford-tc.gov.uk>; Councillors <councillors@camelford-tc.gov.uk>  
**Subject:** Re: OCM drainage clearance

I also think we need to  
look at this again  
Mike

Sent from [Outlook for Android](#)

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**From:** Stephen Bond <stephen.bond@camelford-tc.gov.uk>  
**Sent:** Wednesday, January 17, 2024 11:56:57 AM  
**To:** Esther Greig <clerk@camelford-tc.gov.uk>; Councillors <councillors@camelford-tc.gov.uk>  
**Subject:** Re: OCM drainage clearance

Good morning Esther.

I believe this should be revisited by the finance committee.

Kind regards

Steve

Sent from [Outlook for iOS](#)

Administration	receipts	Budget	Actual
Salaries	0.00	185000.00	145,020.79
Staff Mileage	0.00	500.00	277.15
Councillor Mileage	0.00	300.00	100.35
Training	0.00	3000.00	2,033.56
Mayors Allowance	0.00	650.00	132.32
Bank Charges	0.00	200.00	104.26
Audit	0.00	2000.00	1,490.00
Insurance	4950.00	4500.00	7,125.94
Office Supplies	10.79	2650.00	2,428.07
Telephone/Broadband	0.00	1000.00	602.08
Legal Expenses	0.00	2000.00	0.00%
IT and Support	0.00	3500.00	1,320.99
CTC Website	0.00	2945.00	239.65
Subscriptions	0.00	1750.00	1,617.79
Elections	0.00	1000.00	0.00%
		<b>210995.00</b>	<b>162492.95</b>
			<b>77.01%</b>

items moved to other cost codes

New ticket machine

website outstanding

Car Parks			
Churchfield Car Park Maintenance	0.00	9050.00	3,082.53
Cleese Car Park Maintenance £2694.60	792.72	6000.00	4,123.83
PWLB Loan Repayment - Car Park	0.00	9725.00	4862.42
Car Park Rates £4663.15	0.00	4650.00	4,197.15
		<b>29425.00</b>	<b>16265.93</b>
			<b>55.28%</b>

Community			
Events	680.00	10810.00	12,334.92
Christmas Lights	0.00	1500.00	0.00%
Defibrillator	0.00	400.00	380.00
Fireworks	0.00	2500.00	2,200.00
Leisure Centre Grant	0.00	1500.00	1500
GPC Grants	0.00	3700.00	1,644.00
Marketing	0.00	1500.00	368.32
Visit Camelford Website	0.00	500.00	184.37
		<b>22410.00</b>	<b>18611.61</b>
			<b>83.05%</b>

Had additional grant £3.5k coronation

deposit paid

church, stingers, CHAT  
£1k match funding to CLUP

Parks and Recreation			
Park/River Maintenance	0.00	6500.00	1313.06
Skate Park	842.07	2950.00	2,284.09
			20.20%
			48.88%

leat and bench invoices due

Play Area	0.00	4800.00	2,623.00	54.65%
Rates and Utilities Store £354.29	0.00	400.00	354.29	88.57%
PWLB Loan Repayment - Riverbank	0.00	9068.00	9,068.00	100.00%
	<b>23718.00</b>	<b>15642.44</b>		<b>65.95%</b>

#### Town Maintenance

Public Toilets (all electric, water, supplie	0.00	6550.00	2,090.19	31.91%
CCTV	0.00	500.00	1,412.90	282.58%
General Town Maintenance	0.00	5050.00	3,922.37	77.67%
Refuse	0.00	2500.00	2,312.19	92.49%
Vehicle Costs	0.00	6200.00	2,706.03	43.65%
	<b>20800.00</b>	<b>12443.68</b>		<b>59.83%</b>

#### Town Services (Allotments/Cemetery/Orchard)

Allotment expenditure	0.00	3750.00	1,008.50	26.89%
Cemetery Business Rates	0.00	0.00	0.00	#DIV/0!
Cemetery Maintenance	0.00	500.00	514.50	102.90%
	<b>4250.00</b>	<b>1523.00</b>		<b>35.84%</b>

#### Accommodation

Office Rent		6350.00	4,753.08	74.85%
Rates £2694.60		3500.00	2,425.60	69.30%
Building Operations		6730.00	4,353.49	64.69%
Lift	122.5	1700.00	451.99	24.80%
Library Community Hub		8000.00	6,119.16	76.49%
	<b>26280.00</b>	<b>11984.16</b>		<b>45.60%</b>

#### Income

Precept		316,759.00	316,759.00	100.00%
Grants and Donations	25,000.00	1,000.00	59,475.44	3447.54%
Income - Car Park		8,000.00	4,212.73	52.66%
Footpath Grant		719.00		0.00%
Allotment Rent		1,250.00	1,344.00	107.52%
Other Income		1,000.00	700.63	70.06%
OCM Phase 2 Grants				
Interest - Bank		3,250.00	3,017.04	92.83%
CIL		0.00	0.00	0.00%
		<b>331,978.00</b>	<b>385508.84</b>	<b>116.12%</b>

zip wire repair (instead of £2k fence and £150

wallgate purchase outstanding  
moving connections out of Scout Hut  
includes mayoral chain  
annual invoice paid  
tractor service, increased fuel consumption (f

refund from Jackson  
Balance £4k due

£50k CC - refunded £25k, £3.5k cornonation, £

no more grants available from RC for this proj

**EMR**

Skatepark	6391	3,325.06	52.03%
CIL	3631.46	0	0.00%
Staffing	0	#DIV/0!	
Playarea	1494.21		0.00%
Cleese CP	1000		0.00%
Allotments	1897		0.00%
Churchfield CP resurfacing	0	#DIV/0!	
Cleese CP resurfacing	1250		0.00%
Community Consultations	500		0.00%
OCM uplift grant	27300	10,606.59	38.85%
Camelford Hall Project	35000	15,475.17	44.21%
Lift	14154		0.00%
Cemetery	2975		0.00%
Elections	1500		0.00%
	<b>97092.67</b>	<b>29406.82</b>	<b>30.29%</b>

needs spending in next 3 years

includes £5k for utilities and supplies!  
increase this EMR to £35k to included capacit