



Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT
Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr R S Barnes

Our Reference:
RTC/460/2/Mtg
Date:
14th February 2024

See Distribution

Dear Councillor

Finance Committee Meeting – 20th February 2024

You are summoned to attend a Meeting of the Redruth Town Council Finance Committee to be held in the Langman Room, Redruth Civic Centre, Alma Place, on Tuesday 20th February 2024, commencing at 7pm.

The Agenda and associated papers are enclosed for your reference and information.

Yours sincerely

A handwritten signature in black ink, appearing to be 'AH'.

Abigail Hunt
Operations Officer & Interim Proper Officer

Enclosures:
Agenda and associated documentation

Distribution:

Action:

Cllr Barnes
Cllr A Biscoe
Cllr H Biscoe
Cllr Brown
Cllr Craze
Cllr Garrick
Cllr Thomas
Cllr Tremayne

Information:

All other Town Councillors
Press & Public

Redruth Town Council
Finance Committee Meeting – 20th February 2024
AGENDA

PART I – PUBLIC SESSION

1. To receive apologies for absence.
2. Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.
3. *To suspend Standing Orders to allow the public to speak.*
4. To allow the public to put questions to the Council on any item on this agenda.
5. *To reinstate Standing Orders.*
6. To confirm the Minutes of the meeting of the Finance Committee held on 11th December 2023. [Minutes attached]
7. To receive a Report from the Responsible Finance Officer [See report attached]
8. To review the Income and Expenditure for the period ended 31st January 2024. [See schedule attached]
9. To review the Town Council's Risk Assessment of Financial Management [see report attached]
10. To review the effectiveness of our system of Internal Controls [see report attached]
11. To receive an update on the submission of the Annual Return for 2023 for the Trewirgie Playing Fields Charity
12. To arrange dates for the Internal Audit for Q3 and Q4 FY 2023-24.
13. To consider requests for financial assistance. [See schedule attached]



Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT

Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr R S Barnes

Town Clerk: P B Bennett

Minutes of a Meeting of the Redruth Town Council Finance Committee held at Redruth Civic Centre, Alma Place, Redruth on Monday 11th December 2023

Present: Cllr S Barnes Chair
Cllr A Biscoe
Cllr H Biscoe
Cllr M Brown
Cllr B Craze
Cllr C Garrick
Cllr I Thomas

In attendance: Mrs H Bardle RFO
Cllr R Major
Cllr C Skinner

PART I - PUBLIC SESSION

1561.1 To receive apologies for absence

Apologies were received from Cllr Tremayne (family commitments).

1561.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda

None were declared.

1561.3 To confirm the Minutes of the Meeting of the Finance Committee held on 16th October 2023

1561.3.1 Unanimously RESOLVED to accept the Minutes of the Meeting of the Finance Committee held on 16th October 2023 as a true and accurate record of proceedings. [Proposed Cllr H Biscoe; Seconded Cllr Brown].

1561.4 To confirm the Minutes of the Extraordinary Meeting of the Finance Committee held on 28th November 2023

1561.4.1 Unanimously RESOLVED to accept the Minutes of the Extraordinary Meeting of the Finance Committee held on 28th November 2023 as a true and accurate record of proceedings. [Proposed Cllr Thomas; Seconded Cllr H Biscoe]. Cllrs Garrick and Craze abstained as they were not present at the meeting.

1561.5 To receive a report from the Responsible Finance Officer

1561.5.1 Unanimously RESOLVED that the report from the Responsible Finance Officer was accepted. [Proposed Cllr Craze; Seconded Cllr Brown]

1561.6 **To review the Income and Expenditure for the period ended 30th November 2023.**

The RFO explained that future reports would be presented in a more summarised format, although more detail of the expenditure on festivals and events would be provided. Cllr Thomas asked why the Town Council was only paying for one School Crossing Patrol. The RFO agreed to investigate the matter and report back at the next meeting.

1561.6.1 Unanimously RESOLVED that the Income and Expenditure ended 30th November 2023 meets that which would be expected for this accounting period. [Proposed Cllr Brown; Seconded Cllr Garrick]

1561.7 **To receive the Interim Report for the year ended 31 March 2024 from the Independent Internal Auditor, Mr S Hudson**

Members were pleased to note that there were no significant matters requiring attention. The RFO reported that the recommendation to expand the asset register would be implemented in the New Year.

1561.7.1 Unanimously RESOLVED that the report be noted. [Proposed Cllr H Biscoe; Seconded Cllr Brown]

1561.8 **To receive a report from the Internal Audit for Q2 2023-24 carried out by Cllr H Biscoe**

Cllr H Biscoe summarised his findings, in particular the recommendation that a Councillor be available to authorise salary and other payments as required until the Town Clerk vacancy is filled.

1561.8.1 Unanimously RESOLVED that the report be noted. [Proposed Cllr H Biscoe; Seconded Cllr A Biscoe]

1561.9 **To consider requests for financial assistance.**

The RFO reported that since the schedule of requests for financial assistance had been circulated prior to the meeting, an additional payment of £500 had been made to Cornwall Pride as approved by the Finance Committee in 2022-23. This resulted in the expenditure to date in 2023/24 being increased to £3,500, and the amount available reduced to £4,500.

1561.9.1 The requests for financial assistance were considered and decisions made as per Annex A to these minutes.

Chairman

Redruth Town Council
Appeals Schedule
Meeting Date: 11th December 2023

Budget 2023-2024: £8,000		Allocated to date: £2,500	Balance available: £4,500	
No	Appellant	Amount Requested/Purpose	Recommendation	Previous Awards
1.	A Band of Brothers	£5,000 towards the provision of local quest weekends, hall hire for weekly circles and community days.	Unanimously RESOLVED that the RFO ask the organisation to submit an amended application to the next meeting of the Finance Committee [Proposed Cllr H Biscoe; Seconded Cllr Thomas]	NIL
2.	Drama Express	£500 towards the provision of an 'Oscar' ceremony, celebrating the achievements of the members	Unanimously RESOLVED that this donation is paid in full [Proposed: Cllr Brown; Seconded: Cllr H Biscoe]	£300 in 2017

1.0 **SUBJECT OF REPORT: To update the committee on the work of the Responsible Finance Officer**

2.0 **SUMMARY OF IMPLICATIONS**

- | | | | |
|----|-----------|---|----|
| a. | Policy | - | No |
| b. | Financial | - | No |
| c. | Legal | - | No |

3.0 **TERMS OF REFERENCE**

- 3.1 To provide the committee with information of the work carried out by the Responsible Finance Officer since the last meeting.

4.0 **REPORT**

4.1 **Revisions to Management Reporting**

The attached papers include the financial report for month 10 (January 2024) in a new format. I welcome any feedback and suggestions for improvement.

4.2 **Monies due from Redruth Chamber of Commerce**

We are still owed £285 by the Chamber of Commerce. It was reported at the latest Chamber meeting that the banking arrangements are completed, so I have contacted the current Treasurer requesting payment as soon as possible, and by 31st March 2024 at the latest.

I am about to issue a further invoice to the Chamber for the Local Hero Awards sponsorship for 2024 and have asked the Treasurer to confirm that the Chamber has the funds to meet this cost. He has said there is no reason why the Chamber should not be able to meet this cost.

4.3 **RECOMMENDATION**

It is recommended that this report is noted.

Helen Bardle – Responsible Finance Officer

**Redruth Town Council
Management Reports
2023-24 Month 10**

January 2024

	Actuals to date	2023-24 Full-Year Budget	Balance to spend / (overspent)
	£	£	£
<u>INCOME</u>			
Precept	1,045,261	1,045,261	0
Interest received	21,320		21,320
TOTAL INCOME	1,066,581	1,045,261	21,320
<u>EXPENDITURE</u>			
<u>STAFFING</u>			
Salaries and on-costs	546,587	713,352	166,766
Other employment costs	17,631	16,170	(1,461)
Total Staffing Costs	564,217	729,522	165,305
<u>OPERATIONS</u>			
Facilities Team	30,236	51,450	21,214
Properties	119,988	134,445	14,457
Office Administration	29,505	42,235	12,730
Total Operations Costs	179,728	228,130	48,402
<u>ENGAGEMENT</u>			
Festivals and Events	47,992	57,765	9,773
Other Engagement inc CCTV	26,114	33,800	7,686
Library	(3,010)	4,815	7,825
Total Engagement Costs	71,096	96,380	25,284
<u>OTHER COST CENTRES</u>			
Finance and Governance	21,120	28,070	6,950
Planning	7,594	5,000	(2,594)
Capital	86	11,000	10,914
Total Other Cost Centres	28,800	44,070	15,270
TOTAL EXPENDITURE	843,842	1,098,102	254,260
NET SURPLUS/(DEFICIT)	222,739	(52,841)	275,580

**Redruth Town Council
Management Reports
2023-24 Month 10**

January 2024

STAFFING

	Actuals to date	2023-24 Full-Year Budget	Balance to spend / (overspent)
	£	£	£
<u>Wages and Salaries</u>			
4101 Wages and Salaries	345,568	439,667	94,099
4102 Employers NIC	99,272	138,365	39,093
4104 Employers Pension	101,747	135,320	33,573
	546,587	713,352	166,766
<u>Other Employment Costs</u>			
Parking	1,506	2,420	915
4103 Mileage and other expenses	87	0	(87)
4708 Training	3,363	5,000	1,637
DBS Fees	212	250	38
Occupational Health	1,000	1,000	0
4223 HR Outsourcing	11,463	7,500	(3,963)
	17,631	16,170	(1,461)

Commentary

Staff costs in month 10 are £166k below budget. Additional costs for February and March are expected to be £96,000 so costs for the year will be around £70,000 under budget. This is because of various vacancies during the year (including Town Clerk for 3 months), plus the wage increase being less than budgeted.

**Redruth Town Council
Management Reports
2023-24 Month 10**

January 2024

FACILITIES AND PROPERTIES

	Actuals to date	2023-24 Full-Year Budget	Balance to spend / (overspent)
<u>Facilities Team</u>			
Purchases and Works	6,396	7,500	1,104
Weed Control	5,680	5,750	70
Vehicle Leasing	14,510	21,000	6,490
Vehicle Fuel	1,982	2,400	418
Machinery Fuel	648	500	(148)
Floral Displays	1,607	16,000	14,393
PPE	1,268	0	(1,268)
	32,091	53,150	21,059
<u>Income</u>			
Floral displays	(51)		51
Footpaths LMP	1,906	1,700	(206)
	30,236	51,450	21,214
<u>Properties - net expenditure</u>			
Civic Centre	80,487	80,870	383
Market Way	(2,288)	(5,790)	(3,502)
Chambers	8,950	3,720	(5,230)
Public Toilets	25,950	31,120	5,170
Facilities Yard	3,931	5,000	1,069
East End Playing Field inc Skate park	2,366	11,725	9,359
Plain-an-Gwarry	1,675	3,435	1,760
St Rumons Gardens	(2,780)	2,615	5,395
Clinton Road	410	0	(410)
Clock Tower	1,189	1,750	561
Public Mural	98	0	(98)
	119,988	134,445	14,457

Commentary

The Council has not spent the anticipated budget on the floral displays in 2023/24, as the Facilities Team undertook the maintenance of the floral baskets.

Expenditure on the Chambers is higher than budget as the Council has borne the cost of the non-domestic business rates in 2023/24. This was not included in the budget, but we will be seeking ways to ensure we recover this cost in future.

The net 'income' for St Rumon's Gardens is due to a large electricity refund of £4k received earlier in the year.

Redruth Town Council Management Reports 2023-24 Month 10

January 2024

Office Administration

	Actuals to date	2023-24 Budget	Balance to spend / (overspent)
Stationery	1,357	1,400	43
Telephone/Internet	426	1,350	924
Mobile phones	3,665	3,400	(265)
Annual subscriptions	4,622	5,365	743
Photocopier contract	1,068	1,375	307
Postage	42	150	108
Advertising	2,355	2,000	(355)
Mayor's Budget	896	2,000	1,104
Tablets	2,580	3,065	486
Refreshments	8	400	392
Misc expenses	498	200	(298)
IT Support and software	8,058	12,200	4,142
Elections	0	0	0
Office Equipment	2,272	2,000	(272)
Council Website	290	1,500	1,210
Youth Council	455	1,000	545
C4L	0	2,500	2,500
Security - meetings	914	2,330	1,416
	<u>29,505</u>	<u>42,235</u>	<u>12,730</u>

**Redruth Town Council
Management Reports
2023-24 Month 10**

January 2024

FESTIVALS and EVENTS

	Murdoch Day		IM&PF		Redruth in Lights		St Piran Festival		Other Events		Total	
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
<u>Expenditure</u>												
Music and Entertainers	4,690	2,400	2,810	3,000	6,852	5,000	100	3,000			14,452	13,400
Christmas Lights					20,974	20,290					20,974	20,290
Activities	1,200	1,650	900	1,800					1,246	4,500	3,346	7,950
Marquees, equipment, bunting	1,439	3,975	2,136	4,625				600			3,575	9,200
Licences and Road Closures	663	420	71	100	184		126	75			1,044	595
Marshalls and First Aid	913	1,460	621	620			185	350			1,719	2,430
Marketing and Advertising	1,852	1,000	1,774	1,500	966			500			4,592	3,000
Other	114	300	21	250	2		7	350			144	900
Total expenditure	10,871	11,205	8,333	11,895	28,978	25,290	418	4,875	1,246	4,500	49,846	57,765
<u>Income</u>												
Stalls	567		810	-	400	-	15	-			1,792	-
Sponsorship					20	-	-	-			20	-
Advertising	27		15	-			-	-			42	-
Total income	594	-	825	-	420	-	15	-	-	-	1,854	-
<u>Net Expenditure</u>	10,277	11,205	7,508	11,895	28,558	25,290	403	4,875	1,246	4,500	47,992	57,765

**Redruth Town Council
Management Reports
2023-24 Month 10**

January 2024

OTHER ENGAGEMENT

	Actuals to date	2023-24 Full-Year Budget	Balance to spend / (overspent)
4311 Market Support	272	500	228
4216 Volunteer Support Fund	100	500	400
4314 Lowendar Perran	400	500	100
4212 Development Resources	1,000	1,000	0
4315 Coronation	4,197	5,000	803
4703 Local Hero Awards 2024	148	0	(148)
4715 Town Website	1,200	1,400	200
4716 Remembrance	943	1,000	57
4718 Town Guide	6,126	6,500	374
4720 Plastic Champion	0	500	500
4723 Podcast	0	1,500	1,500
4514 CCTV Monitoring	8,603	9,900	1,297
4515 CCTV R&M	5,029	5,500	471
	28,018	33,800	5,782
1076 Income - sponsorship	(1,700)	0	1,700
1103 Income - advertising	(204)	0	204
	(1,904)	0	1,904
Net Expenditure	26,114	33,800	7,686

Commentary

The Development Resources budget has been used for the cost of the new Town Crier's coat

**Redruth Town Council
Management Reports
2023-24 Month 10**

January 2024

LIBRARY

	Actuals to date	2023-24 Budget	Balance to spend / (overspent)
	£	£	£
<u>Library Costs</u>			
4214 Newspapers	474	500	26
4217 Lib Events & Activities	901	750	(151)
4724 Home Library Service	74	500	426
PRS Subscription	1,594	1,065	(529)
4224 TIC Bulk Buy	0	1,000	1,000
4528 Library Furniture	0	1,000	1,000
	3,043	4,815	1,772
<u>Library Income</u>			
1020 Income - Fines/Lost Items	71	0	(71)
1022 Income - Photocopy	2,541	0	(2,541)
1025 Income - Small Items (NonVAT)	5	0	(5)
1026 Income - Misc	1,741	0	(1,741)
1027 Income - Sale of Books	106	0	(106)
1028 Income - Seagull Sacks	672	0	(672)
1029 TIC Income	215	0	(215)
1100 Income - miscellaneous	702	0	(702)
	6,053	0	(6,053)
<u>Net Library income</u>	(3,010)	4,815	7,825

Commentary

Miscellaneous library income includes £1,769 received from Cornwall Council as compensation for the loss of library fines.

**Redruth Town Council
Management Reports
2023-24 Month 10**

January 2024

OTHER COST CENTRES

	Actuals to date	2023-24 Budget	Balance to spend / (overspent)
	£	£	£
<u>Finance and Governance</u>			
4208 Audit	450	3,400	2,950
4221 Loan Repayment	16,670	16,670	0
4709 Grants	4,000	8,000	4,000
	<u>21,120</u>	<u>28,070</u>	<u>6,950</u>
<u>Planning Costs</u>			
401 Neighbourhood Development Plan	7,594	5,000	(2,594)
	<u>7,594</u>	<u>5,000</u>	<u>(2,594)</u>
<u>Capital Expenditure</u>			
4502 Grounds Equipment	0	2,000	2,000
4531 TVF	0	0	0
4524 GWaT	86	4,000	3,914
4619 Major Items	0	5,000	5,000
	<u>86</u>	<u>11,000</u>	<u>10,914</u>

Commentary

There will be additional audit fees for 2023/24 accrued in March, to cover the second visit by the independent internal auditor, plus the external audit to be carried out later in the year.

Additional expenditure on the Neighbourhood Development plan is covered by the grant received in November 2023, which has been posted to the Ear-marked Reserves. Expenditure in excess of budget will be transferred to the Ear-marked Reserve at the year-end.

REPORT FOR: Meeting of the Council on 20th February 2024

1.0 SUBJECT OF REPORT: To Review the Town Council's Risk Assessment of Financial Management

2.0 SUMMARY OF IMPLICATIONS

- | | | | |
|----|-----------|---|-----|
| a. | Policy | - | Yes |
| b. | Financial | - | No |
| c. | Legal | - | Yes |

3.0 TERMS OF REFERENCE

- 3.1 As a corporate body it is necessary for the Town Council to have in place policies which will ensure the smooth and efficient running of the organisation. These policies should be reviewed from time-to-time, and at least on an annual basis.

4.0 REPORT

- 4.1 The Town Council Risk Assessment for Financial Management is due for review following this committee's review in November 2022, and it should be completed within each financial year. Attached is a copy of the Risk Assessment itself which has been updated to include the recommendations of the external auditor made last year and reflect other changes during the course of the last 12 months.
- 4.2 A large number of the items raised are now covered either by the actions of the Finance Committee or are included within the Internal Audit Checks carried out by Members of the Committee.

5.0 CONCLUSION

- 5.1 The Risk Assessment of Financial Management needs to be reviewed on a regular basis and updated as necessary.

6.0 RECOMMENDATION

- 6.1 It is recommended that Members consider this report and approve that the risk assessment meets our current needs.

Mrs H L Bardle
Responsible Finance Officer

Redruth Town Council - Risk Assessment of Financial Management 2023-2024

Risks identified		Risk factor level - High, Medium, Low	Existing controls, precautions, arrangements, procedures	Are existing controls adequate? Yes/No	If no, what additional controls, precautions, arrangements, procedures are required?	Action to be taken by	Target date	Date completed and signature
No.	Risk							
INSURABLE RISKS								
1	The protection of physical assets owned by the council buildings, furniture, equipment, etc. (loss or damage)	H	An up to date register of assets and investments; · Regular maintenance arrangements for physical assets; · Ensuring the robustness of insurance providers as carried out by Finance Committee.	Yes	We have been advised by the external auditors to strengthen our procedures for recording assets held by the Town Council	HB (RFO)	22nd April 2024	
2	The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public (public liability)	H	Regular inspections (recorded) of amenities; review of risk carried out throughout the year, and the adequacy of cover determined accordingly; regular maintenance arrangements for physical assets carried out on at least an annual basis	Yes				
3	The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss)	M	Annual review of risk and the adequacy of cover carried out by Finance Committee.	Yes				
4	Loss of cash through theft or dishonesty (fidelity guarantee)	H	Regular audit of accounts and practices by Finance Committee audit checks; annual review of risk and the adequacy of cover	Yes				
5	Legal liability as a consequence of asset ownership (public liability)	H	An up to date register of assets and investments; regular inspections and risk assessments	Yes	See above re Fixed asset register			

Redruth Town Council - Risk Assessment of Financial Management 2023-2024

6	The protection of Council employees against bodily injury, death, disease, illness or shock whilst in the employ of the Council (Employers Liability)	M	Annual review of risk and the adequacy of cover carried out annually in discussion with insurance company, and by Finance Committee.	Yes				
	POLICY							
7	Keeping proper financial records in accordance with statutory requirements	H	Standing orders and financial regulations; Regular audit of financial records and proper arrangements for the approval of expenditure; reporting of accounts at all Finance Committee meetings; monthly bank reconciliations carried out by RFO, independently reviewed by audit checks	Yes				
8	The provision of services being carried out under agency/partnership agreements with principal authorities	L	Regular reporting on performance by suppliers/ providers/ contractors; Annual review of contracts; · Clear statements of management responsibility for each service	Yes				
9	Banking arrangements, including borrowing or lending	L	Regular bank reconciliations, independently reviewed; Adoption of and adherence to codes of practice for procurement and investment	Yes				
10	Ensuring all business activities are within legal powers applicable to local councils	H	Standing orders and financial regulations regularly reviewed; regular scrutiny of financial records by A&AG Committee and proper arrangements for the approval of expenditure	Yes				
11	Complying with restrictions on borrowing	L	Procedures for dealing with and monitoring grants or loans made or received	Yes				

Redruth Town Council - Risk Assessment of Financial Management 2023-2024

12	Ensuring that all requirements are met under employment law and Inland Revenue regulations	H	Regular returns to the Inland Revenue; contracts of employment for all staff, annually reviewed by the council, systems of updating records for any changes in relevant legislation; all checked as part of Finance Committee audit checks and independent internal auditor	Yes				
13	Ensuring all requirements are met under Customs and Excise regulations (especially VAT)	H	Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary; all checked as part of Finance Committee audit checks, and independent internal auditor. Now using Make Tax Digital returns to HMRC.	Yes				
14	Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137	L	N/A	N/A	Council has adopted the Power of General Competence wef 17th May 2021. Nevertheless, regular checks carried out at Committee Meetings and regular budget monitoring statements at Finance Committee meetings			
15	Meeting the requirements for the Local Council Award Scheme or other accreditation	M	N/A	N/A				
16	Register of members' interests and gifts and hospitality in place, complete, accurate and up to date	H	Adoption of codes of conduct for members; procedures in place for recording and monitoring members' interests and gifts and hospitality received	Yes	Code of Conduct updated and adopted in May 2021.			

Redruth Town Council - Risk Assessment of Financial Management 2023-2024

PROCEDURES								
17	Security/maintenance for vulnerable buildings, amenities or equipment	M	Meetings held with partners on at least an annual basis, and/or on request; regular meetings with staff to consider implications	Yes				
18	Ensuring the adequacy of the annual precept within sound budgeting arrangements	H	Developed systems of performance measurement; Regular budget monitoring statements at Finance Committee Meetings	Yes				
19	Monitoring of performance against agreed standards under partnership agreements	M	Developing systems of performance measurement	Not applicable at present time				
20	Proper, timely and accurate reporting of council business in the minutes	H	Minutes properly numbered and paginated with a master copy kept in safekeeping	Yes				
21	Responding to electors wishing to exercise their rights of inspection	H	Documented procedures to deal with enquiries/complaints from the public	Yes				
22	Meeting the laid down timetables when responding to consultation invitation	M	Dealt with in timely manner based on Committee responses	Yes				
23	Proper document control	M	Documented procedures for document receipt, circulation, response, handling and filing	Yes				
24	Protection of accounting records against the possibility of computer failure	L	Implementation of Backup procedures: built in server back up with cloud based back up.	Yes				

Printed name of assessor: H Bardle (RFO) (and by Meeting of Finance Committee on 20th February 2024)

Signature:

Date: 20th February 2024

Review Date: No later than January 2025

REPORT FOR: Meeting of the Audit & Accounting Governance Committee on 20th February 2024

1.0 SUBJECT OF REPORT: To review the effectiveness of our system of internal audit

2.0 SUMMARY OF IMPLICATIONS

- a. Policy - Yes
- b. Financial - No
- c. Legal - Yes

3.0 TERMS OF REFERENCE

- 3.1 The regulations require larger authorities to carry out a review of the effectiveness of their system of internal audit at least once a year. This is not a requirement for smaller authorities (including town and parish councils) but it remains good practice and local councils should carry out a review periodically. When completing assertions 2, 6 and 7 in the annual governance statement in the annual return we should consider the outcomes of any review of internal audit. We carried out a review during the last financial year and would therefore recommend that we do so again during this financial year, particularly now that the audit of the accounts to the year ended 31st March 2023 have been completed, although no issues were raised by the external auditors.
- 3.2 Any review should balance the council's internal audit needs and usage. It should be designed to provide sufficient assurance for the council that standards are being met and that the work of internal audit is effective. Councils judge the extent and scope of the review by reference to their own individual circumstances.

4.0 REPORT

- 4.1 When carrying out a review a key point to note is that any review should be undertaken by the council. This is not a review that can be carried out by the external auditor or as part of the annual audit. Nor is it something that can be delegated to the clerk or RFO, and certainly not to internal audit. Although the internal audit provider cannot be allowed to influence the direction or extent of the review, it is good practice to seek their input into the process.
- 4.2 Attached is an updated copy of the Statement of Internal Controls which was approved by this committee at our meeting of November 2022. This document sets out quite clearly the practices and procedures that we currently have in place involving the practices of our independent internal auditor; those of this committee; and those of the Council. Whilst I believe that our current practices and procedures are more than adequate (they have not met with any adverse comments from our external auditors) Members should satisfy themselves that these practices and procedures meet the requirements of the Council, or make any amendments as seen necessary and report these findings to Council for approval.

5.0 CONCLUSION

- 5.1 A review of the effectiveness of our system of internal audit should be carried out at regular intervals. This report does this and recommends that our current practices and procedures meet our requirements.

6.0 **RECOMMENDATION**

- 6.1 It is recommended that Members consider this report and make a recommendation for Council to consider regarding the effectiveness of our internal audit practices and procedures.

Mrs H L Bardle
Responsible Finance Officer

REDRUTH TOWN COUNCIL

POLICY STATEMENT ON INTERNAL CONTROLS

FOR THE YEAR ENDING 31st MARCH 2024

1. SCOPE OF RESPONSIBILITY

Redruth Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently, and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively, and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2024 and up to the date of approval of the annual report and accounts and, except for the details of significant internal control issues at section 5, accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council is responsible for:

- establishing and monitoring the achievement of the Authority's objectives.
- The facilitation of policy and decision-making
- Ensuring compliance with established policies, procedures, laws and regulations
- The Council has delegated the overall management of risk to its Finance Committee.
- The Council and all committees, the clerk and staff all contribute to the identification and management of risk. Any identified weaknesses in this area are addressed and actioned by the appropriate standing committee.
- Key staff are trained in health and safety, fire and general risk management and appropriate risk management software is used to regularise these processes.
- Through its standing orders and financial regulations, the Council has put in place controls to ensure that best value and value for money are achieved in all larger purchases
- All committees of the Council receive regular and up to date reports on financial activities under their direction
- Performance is regularly monitored against financial and operational budgets

A Standing Committee of the Council, namely the Finance Committee, has been established whose main responsibilities include:

- to monitor the Council's spending, balances, and budgets throughout the financial year by regular checks and trusted information; and approve the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices prior to submission to Council for approval.

- Ensuring that an adequate system of internal control is maintained; including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness through a comprehensive review of procedures and regular checks of our activities throughout the year.
- ensuring that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the Council to conduct its business or on its finances.
- Carrying out an assessment of the risks facing the Council and ensuring that appropriate steps to manage those risks are taken, including the introduction of internal controls and/or external insurance cover where required.

The work of the committee is supported by regular internal audit reports on systems, reports from the Clerk/RFO and matters raised by the internal/external auditors and from other retained professional advisers. It receives and considers such reports promptly and agrees appropriate action to address identified weaknesses.

The Committee itself carries out a quarterly audit of the Council's accounts and procedures in line with the document attached. Each audit is reported to the next meeting of the Finance Committee where any matters raised are considered. Each check is carried out by two different members of the committee on each occasion so as to ensure that all Members familiarise themselves with the practices and procedures of the Council. As all Members of Council receive paperwork for the Finance Committee meetings, they are all aware of matters under discussion and are able to attend committee meetings whether they sit on committee or not.

The full Council meets 10 times each year and monitors progress against its aims and objectives at each meeting by receiving reports as necessary from the Town Clerk and the nominated Members.

Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is also the Council's Responsible Financial Officer (RFO) and is responsible for administering the Council's finances. The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the Council for approval, included in the minutes which are the available for public scrutiny on the Council website. Two Members of the Council must authorise every payment (through signature of invoices and/or cheques). Two Members of the Council monitor electronic bank statements regularly through quarterly checks.

Risk Assessments / Risk Management:

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

Internal Audit:

In addition to the Finance Committee audit responsibilities, the Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

These checks follow the recommendations contained within Section 4 of the Joint Panel on Governance and Accountability – A Practitioners Guide (England) 2022

External Audit:

The Council’s External Auditors, currently PKF Littlejohn LLP, submit an annual Certificate of Audit, which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the by the work of:

- > the full Council;
- > the Clerk to the Council/RFO who has responsibility for the development and maintenance of the internal control environment and managing risks;
- > The Finance Committee and the work on audit checks.
- > the independent Internal Auditor who reviews the Council’s system of internal control;
- > The currently appointed Council’s external auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Town Mayor, and the Internal Auditor, and approved at a meeting of the Council.
- > the number of significant issues that are raised during the year.

The Finance Committee ensure that the effectiveness of the internal controls are assessed annually and that any recommendations are made to Council for discussion and approval.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 2022-2023 financial year.

Whilst no significant internal control issues were identified during the year the Council strives for the continuous improvement of the system it has adopted for internal control and has addressed all the minor issues and weaknesses raised and reported during the review process.

.....
Cllr S Barnes
Chairman
Finance Committee

.....
Mrs H L Bardle
Responsible Finance Officer

These controls were approved at the meeting of the Finance Committee held on 20th February 2024

1.0 **SUBJECT OF REPORT: To update the committee on the Trewirgie Playing Fields Charity**

2.0 **SUMMARY OF IMPLICATIONS**

- | | | | |
|----|-----------|---|----|
| a. | Policy | - | No |
| b. | Financial | - | No |
| c. | Legal | - | No |

3.0 **TERMS OF REFERENCE**

3.1 To provide the committee with an update on recent activity regarding the Trewirgie Playing Fields Charity

4.0 **REPORT**

4.1 **Annual Return for 2023**

After some difficulties in obtaining access to the Charity Commission online services, I was able to submit the attached Annual Return for 2023 on 30th January 2024.

The only entry was interest received, for which I have attached my calculation.

The balance held by Redruth Town Council in respect of the Trewirgie Playing Fields Charity as at 31 March 2023 was £43,512.35 comprising £36,036 of original capital and £7,476.35 accumulated interest to date.

4.2 **Progress with opening a bank account**

I am in the process of opening a new bank account in the name of the Trewirgie Playing Fields Charity as recommended by the external auditor in 2023.

4.3 **RECOMMENDATION**

It is recommended that this report is noted.

Helen Bardle – Responsible Finance Officer

Charity Commission Annual Return 2023

TREWIRGIE PLAYING FIELDS CHARITY

Charity registration number: 300594

Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.

This document is a record of the information provided in the Annual Return 2023.

Financial period

Financial period start date

01/04/2022

Financial period end date

31/03/2023

Income and spending

Income £

£479

Spending £

£0

Privacy statement

Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:

- you have consented to their release; or**
- we are legally obliged to disclose them; or**
- we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.**

We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:

- we can lawfully do so; and**
- we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest**

Information we collect about you

We will use this information:

To enable us to carry out our statutory functions and duties;

This will include the following actions:

- (a) update, consolidate, and improve the accuracy of our records;**
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;**
- (c) data analysis, testing, research, statistical and survey purposes**

Information we receive from other sources.

Information we receive from other sources

We may combine this information with information you give to us and information we collect about you.

We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).

We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.

The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.

As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.

Please check back frequently to see any updates or changes to our privacy policy.

Declaration

Your role at the charity (select one):

Other

Given names	HELEN
Family name	BARDLE
Telephone number	01209210038
Email	rfo@redruth-tc.gov.uk
Date submitted	30/01/2024

It is a criminal offence under section 60 of the Charities Act 2011 for anyone to knowingly or recklessly provide false or misleading information to the commission; this includes suppressing, concealing or destroying documents.

Trewirgie Playing Fields Charity Trust

	<i>Capital</i> £	<i>Revenue</i> £	<i>Total</i> £
Opening Balance:	36036.00	6459.00	42495.00
Interest Added @ 26/11/13 CC		104.94	
Interest Added@ 31/03/14 RTC		35.89	
Balance @ 31/03/14	36036.00	6599.83	42635.83
Interest added 31/03/15		106.59	
Balance @ 31/03/15	36036.00	6706.42	42742.42
Interest added 31/03/16		106.85	
Balance @ 31/03/16	36036.00	6813.27	42849.27
Interest added 31/03/17		107.12	
Balance @ 31/03/17	36036.00	6920.39	42956.39
Interest added 31/03/18		107.39	
Balance @ 31/03/18	36036.00	7027.78	43063.78
Interest added 31/03/19		172.26	
Balance @ 31/03/19	36036.00	7200.04	43236.04
Interest added 31/03/20			
Expenditure deducted @ 31/03/20		250.00	
Balance @ 31/03/20	36036.00	6950.04	42986.04
Interest added 31/03/21		22	
Balance @ 31/3/21	36036	6972.04	43008.04
Interest added 31/03/22		25	
Balance @ 31/03/22	36036	6997.04	43033.04
Interest added 31/03/23		479.31	
Balance @ 31/03/23	36036	7476.35	43512.35

Trewirgie Playing Fields Trust
Interest Calculators

2022-23

Date	Interest Rate per Bank website	Opening Balance	Interest	Expenditure	Closing Balance
Apr-22	0.45%	43,033.04	16.14		43,049.18
May-22	0.45%	43,049.18	16.14		43,065.32
Jun-22	0.45%	43,065.32	16.15		43,081.47
Jul-22	0.45%	43,081.47	16.16		43,097.63
Aug-22	0.65%	43,097.63	23.34		43,120.97
Sep-22	0.95%	43,120.97	34.14		43,155.11
Oct-22	0.95%	43,155.11	34.16		43,189.27
Nov-22	1.40%	43,189.27	50.39		43,239.66
Dec-22	1.70%	43,239.66	61.26		43,300.92
Jan-23	1.70%	43,300.92	61.34		43,362.26
Feb-23	2.00%	43,362.26	72.27		43,434.53
Mar-23	2.15%	43,434.53	77.82		43,512.35
			<u>479.31</u>		

Redruth Town Council
Appeals Schedule
Meeting Date: 20th February 2024

Budget 2023-2024: £8,000		Allocated to date: £4,000	Balance available: £4,000	
No	Appellant	Amount Requested/Purpose	Recommendation	Previous Awards
1.	Troubadour Stageworks	£950 towards performances in St Rumon's Garden and workshops held in Spring 2024		£1,000 in 2021 – UK Prosperity Fund
2.	Redruth Book Feast 2024	£1,000 towards the 2024 festival		£1,000 in 2023
3.	Gwennap Pit	£1,000 towards the replacement of doors and windows and upgrading kitchen and toilet facilities		Nil

GRANT APPLICATION FORM

Name of Organisation: Troubadour Stageworks

Organisation type
(Please circle one option)

Community Group

Registered Charity X

Voluntary
Organisation

Statutory Agency

Give the name and status of two representatives authorised to make the application:

Name: Judith Morgane

Name: Mingma Hughes

Address

██████████
██████████

Address

██████████
██████████
██████████
██████████
██████████

Tel No: ██████████

Tel No: ██████████

Email address: judith@troubadourstageworks.com

Email address: mingma@troubadourstageworks.com

Position Held: development lead

Position Held: artistic director

Please describe the purpose of your organisation and how it benefits communities in the Redruth parish:

Troubadour Stageworks is a small charity promoting the performing arts in its many forms. Since incorporating as a charity in 2021, the focus has been on outreach and audience engagement in areas where people might find it difficult to access the arts. With our motto "Access to the Arts Everywhere", we bring live performances to remote locations, small outdoor theatres, private gardens, and schools. Beside performing Shakespeare and classical plays, the troupe also produces new site-specific and placed-based work. This gives us the opportunity to draw on local stories, history and legends to engage audiences with their own heritage as well as making theatre more accessible. Our last visit to Redruth was part of this strand of our work.

This year, we have worked with a considerable number of first-time venues and our programme to support places and communities in creating their own performances spaces has been an important focus for us. This has enabled us to recruit locally for shows and given young actors the chance to join our tour.

Our goal going forward is to link every performance with as many local school workshops as possible. Our education programme is one of our three pillars (charitable work, performances, education) and we are excited to be visiting, for example, the Isles of Scilly next spring. In partnership with Creative Scilly, we are performing Shakespeare at affordable prices, and working with the BTEC drama class of the local secondary school as well as off-island primaries.

This is just one example of how we put our motto "Access to the Arts Everywhere" into action and meaningfully engage with a wide range of different audiences.

With Sam White from Redruth Town Council, we've been planning a visit to the town in spring 2024. We will perform in St Rumon's Gardens and deliver workshops before and after. Local students and schools play an important part in our visit, and to keep costs down, we are applying for funding. Our workshops are aimed at developing new skills and allowing students to experiment in a safe environment to come up with their own ideas, take agency, and experience autonomy in decision-making. Our performances are accessible and Midsumemr Night's Dream especially has many characters that are fun and easy to relate to. We link our workshops to our performances, so when the students we have worked with come to see the show, they are more engaged and focused because of the previous work done on the play. This, in turn, brings their families and friends to our performances and turns them into community gatherings, the kind of which are so vital to a feeling of belonging and pride of place.

DETAILS OF THE PROJECT/ACTIVITY

Give brief details of the project for which the Grant Application is being made (Please complete this section even if you have included full details of the scheme elsewhere)

We will perform in St Rumon's Gardens and deliver workshops before and after. Local students and schools play an important part in our visit, and to keep costs down, we are applying for funding. Our workshops are aimed at

developing new skills and allowing students to experiment in a safe environment to come up with their own ideas, take agency, and experience autonomy in decision-making. Our performances are accessible and Midsumemr Night's Dream especially has many characters that are fun and easy to relate to. We often link our workshops to our performances, so when the students we have worked with come to see the show, they are more engaged and focused because of the previous work done on the play. This, in turn, brings their families and friends to our performances and turns them into community gatherings, the kind of which are so vital to a feeling of belonging and pride of place. Our charity supports itself through ticket sales, and to keep prices affordable but still cover our costs we are applying for extra funding.

Please give a detailed breakdown of the costs of your project/activity

Travel and accommodation (five troupers): 700

Actors' daily fee: 1450

Marketing: 100

Fundraising/booking/relationship building: 350

Workshop design and materials: 300

Overheads: 150

Estimated start and end date for the project/activity: 24th to 26th May

Please tell us how you will fund your project/activity, giving details of any funding already secured or applications made:

We have applied for Big Give funding support to run a campaign in early spring. There's pending application with the Leche Trust, and we are planning to approach FEAST, too.

Ticket sales will make up for some of the costs of the performance, and we are hoping for a contribution from schools towards the workshops.

Please advise which other Town and Parish Councils you have approached for funding this project, and the amounts requested:

We are currently not planning to approach other town or parish councils.

Grant requested from Redruth Town Council:

950

How do you know there is a local need for your project/activity? Please give recent evidence.

Troubadour Stageworks have performed in Redruth area before and worked with Pennoweth Primary School, St Andrews and St Euny Church. We met and talked with various stakeholders to learn that access to the arts is not always easy or affordable. Our evaluation form highlights contacts, what worked well, and areas to improve on, so we are tailoring our offer to what we found last time round. Early planning and having funding in place are both part of the forward-planning of our project. Most recently, Sam White from the Redruth Town Council has encouraged us to plan a performance and workshops in Redruth and to apply for this funding.

Who and how many people in the Redruth Parish will benefit from your project/activity?

Students, teacher, older people, the general public.

We plan to engage with 200+ people in person and many more online through our online engagement materials (5000).

How long have you been fundraising for this particular project?

Our Redruth visit is part of a bigger educational outreach project. We have approached various other funding bodies to support with core costs and for Redruth specifically, we have started focusing on funding in November.

Have you applied for a grant from Redruth Town Council before? If so, when did you apply and how much were you awarded?

We successfully applied for funding in 2021 from the UK Prosperity Fund for 1000GBP.

Please attach your last set of annual accounts to this application. If you are unable to provide this information, please tell us why.

Accounts attached.

Name of payee: Troubadour Stageworks
(This should be a group or association and not an individual)

Account No [REDACTED]

Sort Code: [REDACTED]

Please write here anything else you wish to say about your application:

Declaration

We declare that to the best of our knowledge the information we have provided on this application form is correct and the grant will be used for the purposes stated

Signature: Judith Morgane

Signature: Mingma Hughes



TROUBADOUR STAGEWORKS
Annual Return and Trustee Report
1 October 2021- 30 September 2022

1. Objectives and Activities

1.1. Statements of Constitutional Objectives

The charitable purposes of Troubadour Stagemworks are:

To advance education for the public benefit in the performing arts in particular but not exclusively by writing, designing and delivering a range of events in the theatrical and dramatic arts, through hosting indoor and outdoor performances :

1. To promote and facilitate high standards in the creation of theatre and the arts
2. To promote greater awareness and public education of all styles, forms, traditions and variants of the dramatic arts
3. To develop public appreciation of the arts through the presentation.

1.2. Activities undertaken within the financial period.

- 1.2.1. In 2022, despite a nationwide 20% decrease in ticket sales across all events, we ran two national tours of three new productions across the width of the UK.
- 1.2.2. We visited 24 venues (20 of whom were new partners), delivering 61 performances to approximately 2,500 audience members.
- 1.2.3. We began our educational programme, reaching 350 children from Cornwall to Suffolk.

1.3. Public Benefit

- 1.3.1. Our productions of *Much Ado About Nothing*, *Twelfth Night*, and *In the Stones* were recognized for their quality and imaginative conception and performance.
- 1.3.2. A fundamental goal of the charity is to establish and maintain arts programs in communities that have had little or no prior experience with such events. Around 60% of our venues had never hosted this kind of live event before, and so we guided them through the process, thereby opening up future possibilities of cultural activities in local areas where before there had been nothing.
- 1.3.3. The trustees have paid due regard to the Charity Commission's guidance on public benefit when reviewing their aims and objectives and planning future activities. Specifically, our commitment to broad accessibility and to affordable education projects shaped our ticketing and pricing policy as we planned for a financially stable going concern.

2. Achievements and Performance

2.1. Covid 19 Response

2.1.1. Like all arts companies in the UK, Troubadour Stageworks has faced continuing challenges posed by the long shadow of Covid-19. We have been particularly vulnerable as a start-up. However, we are proud that, despite a nationwide 20% decrease in ticket sales across all events, we managed to expand our offerings and are looking forward to a stronger position next year.

2.2. Theatre Presentation

2.2.1. Building on the success of our 2021 *All's Well That Ends Well* production, which the company toured to three new regions - Devon, Surrey, and London - in addition to our home base of Wiltshire, in 2022 we returned to the four venues and increased the number of venues to 24 across the same four counties.

2.2.2. In 2022 we increased the number of theatrical performances by 70.1%, and experienced a comparable increase in audience numbers compared to the same period in 2021.

2.2.3. This success has provided us with a strong foundation from which to continue creating exciting touring theatre and expanding the company's wider public outreach. The Troubadour Stageworks adaptations of *Much Ado About Nothing* and *Twelfth Night* can be performed with almost any venue. *In The Stones* is an original work which can be adapted for most venues and more importantly can be tailored to include local history which increases engagement in local heritage and community interest.

2.3. Public Education and Accessibility

2.3.1. We received an initial charitable grant of £4,000 from The Foyle Foundation to support the promotion and distribution of our touring schedule this year.

2.3.2. Over 60% of our venues had never hosted live events or been involved in the arts before partnering with us.

2.3.2.1. Our focus on engaging with communities and local spaces enables us to provide affordable access to the arts and education to these communities, allowing them to continue similar projects in the future. This educational investment aims to promote wider participation in the arts for many years beyond our own event booking procedures.

2.3.3. In addition to our touring performances, we launched a workshop and school education program, conducting five workshops in London, Dorset, and Cornwall.

2.3.3.1. In Cornwall, we collaborated with Carn to Cove, Redruth Town Council, and FEAST (who provided a £2,000 grant) to deliver three workshops in primary schools located in Pendeen, Godolphin, and Breage. These workshops were tailored to fit the school curriculums and the specific needs of each class, covering various themes from 'Hip Hop Romeo and Juliet' to WWII-inspired learning. The feedback received from all partners and schools was overwhelmingly positive, with 98% rating

the workshops as outstanding in all categories, and all schools expressing an interest in continuing the program.

2.3.4. As part of our efforts to extend our impact and benefit wider communities, we have begun establishing charitable partnerships with organizations like Hammersley Homes, The Bridge Trust, and St. Nicholas Priory. We hope to further expand these connections in the years to come.

3. Future Goals and Plans

- 3.1. We will continue to support and expand our network of new event spaces in areas that currently have little to no local access to the arts.
- 3.2. Our focus is on consolidating repeat (annual) visits with key supportive venues, with the aim of building hubs of loyal local audiences. This, in turn, will contribute to the stability in our monthly forecasts and consistency for those communities' creative arts programs.
- 3.3. We are in the process of developing a comprehensive marketing plan for 2023. The plan's primary objectives are to fully publicize our aims and goals, and to grow and cultivate our audience and local following in key regions.
- 3.4. It is crucial for us to continue strengthening relationships with our current venues to foster further community development. Establishing a known local presence is essential in building trust that will ensure the long-term longevity of any local education programs.
- 3.5. In addition to our workshop and community work, we are launching a digital education program. This program is designed to complement and supplement our existing efforts.
- 3.6. We are actively seeking funding to cover our core costs. We hope to secure more regular donations and aim to gain support from local and educational Grants. Once we achieve this financial stability, we can focus more on our work in education and supporting disadvantaged communities.

4. Financial Review

4.1. Financial Review Statement

4.1.1. From 1st Oct 2021 – 30 September 2022 the charity's income was £51,393. Expenditure was £34,799, resulting in a net gain of £16,594.

4.2. Reserves Policy

- 4.2.1. The Trustees recognise the need to establish a level of general reserves that enables financial stability. In particular, reserves are needed to meet working capital requirements, to cover short-term fluctuations in income and expenditure and to enable the Charity to respond to unexpected needs or new opportunities, and to finance major projects. Free reserves are deemed to be those that are readily realisable, excluding funds whose uses are restricted or designated for particular purposes.
- 4.2.2. The Trustees also recognise that the Charity is still in its initial growth development phase. While it builds its track record of public benefit, the Trustees are committed to progressively increasing income and containing costs in order to achieve financial stability.

4.2.3. In light of the size and age of the Charity, as well as the knock on effect of the pandemic, the Trustees have determined that the Free Reserves of the Charity should be grown to cover the potential deficit of a lost 6 months of work. Looking into the growth forecast, this reserve size target also grows.

5. Structure, Governance and Management

- 5.1. The Charity is a Charitable Incorporated Organisation, with a governing document approved and held by the Charity Commission.
- 5.2. At the end of the annual period there were three trustees. The trustees meet approximately four times a year.
- 5.3. New trustees are appointed by the Chair.
- 5.4. All Trustees give of their time freely and no remuneration or expenses were paid for their activities as Trustees in the year.
- 5.5. Trustees have developed and regularly review policies. These policies are implemented through operating procedures that are agreed by the Trustees. Trustees regularly review the risks faced by the charity.
- 5.6. Management of the day to day charitable operation is delegated to the Artistic Director and Development Director, who report regularly to the Board.

6. Reference and Administrative Information

6.1. The Trustees

- 6.1.1. Ostin D'Silva (Chair)
- 6.1.2. Susan Hitch
- 6.1.3. Colin Howard
- 6.1.4. Nova Robinson

6.2. Charity Registered No. 1193809

6.3. Registered Office

- 6.3.1. Old Wardour House, Tisbury, Salisbury, Wiltshire, SP3 6RP

Prepared on behalf of the trustees by Mingma Hughes
22 July 2022

Signed by Nova Jayne Robinson, Trustee.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Account number	1011203
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CC16a

Receipts and payments accounts

For the period from	1/1/2017	To	31/12/2017
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Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Grants	-	-	-	-	12,581
Donations	12,510	-	-	12,510	-
Ticket sales	20,756	-	-	20,756	-
Schools and workshops	1,450	-	-	1,450	-
Grants	4,096	3,000	-	7,096	-
Gift aid	9,581	-	-	9,581	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	48,393	3,000	-	51,393	12,581
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	48,393	3,000	-	51,393	12,581
A3 Payments					
	-	-	-	-	9,000
General admin	3,381	216	-	3,597	-
Marketing	1,388	89	-	1,477	-
Cost of sales	5,193	-	-	5,193	-
Fund raising	209	-	-	209	-
Costumes and props	1,676	107	-	1,783	-
Show salaries	14,730	1,584	-	16,314	-
Travel, Accomodations and subsid*	5,522	391	-	5,913	-
Schools and workshops	-	313	-	313	-
	-	-	-	-	-
Sub total	32,099	2,700	-	34,799	9,000
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	32,099	2,700	-	34,799	9,000
Net of receipts/(payments)	16,294	300	-	16,594	3,581
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	16,294	300	-	16,594	3,581

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-
	Total cash funds <small>(agree balances with receipts and payments account(s))</small>	-	-	-


Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Motor vehicle		1,995	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	NOVA JANE RUBINSON	5/8/23

Independent examiners report to Troubadour Stageworks
For the year ending 30th September 2022

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiners statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act.

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Miss Sonia Booth FMAAT
34 Imber Road
Shaftesbury
Dorset
SP7 8RX



1/8/2023

GRANT APPLICATION FORM

Name of Organisation: Redruth Book Feast 2024 Committee (presented by Redruth Revival CIC)

Organisation type
(Please circle one option)

Community Group

Registered Charity

Voluntary
Organisation

Statutory Agency

Give the name and status of two representatives authorised to make the application:

Name: Claire Marshall

Name: Jan Driver

Address

Address

Tel No:

Tel No:

Email address:

Email address:

Position Held: Treasurer

Position Held: Chair

Please describe the purpose of your organisation and how it benefits communities in the Redruth parish:

This application is to support the delivery of the second Book Festival in Redruth, following a successful pilot last year. The event is scheduled to take place in April 2024 at the Redruth Drapery.

The organising team comprises four people from Redruth with a shared commitment to the town and with a track record in delivering events and activities. The festival is fully supported by and to be promoted by Redruth Revival CIC.

DETAILS OF THE PROJECT/ACTIVITY

Give brief details of the project for which the Grant Application is being made (Please complete this section even if you have included full details of the scheme elsewhere)

Redruth Book Feast 2024 is a literary festival building on the success of the pilot held last year. We intend to grow the event this year, planning activities over three days in several locations in Redruth and reaching a wider section of the community.

The festival will primarily feature writers who have national significance but a local connection with Cornwall or the Southwest, with the addition of guest speakers who have a recognised contribution to make to the theme.

There will be a seated dinner on the Saturday night followed by a keynote speaker. We are working with local caterers to provide high quality, locally and sustainably sourced meals and refreshments which will give our festival goers nourishment and create opportunities to share food and stories and network/build connections outside of the more formal sessions.

This festival will sit alongside the existing cultural activities going on within the town and at the venue. We are working with a range of local businesses and organisations who will be able to offer complementary activities for the festival weekend.

Attendance at the Festival is likely to be around 500, across all sessions and at the dinner on Saturday night. Fringe events within the town, which will run concurrently, are likely to increase those numbers by fifty or more extra people. The venue and variable ticketing structure is designed to allow people to attend even if their income is low. We have budgeted to allow ten discretionary free places should a case be made for this.

We have designed the new activities after analysing the feedback data from our audience. This year include a Children's Festival, in partnership with Redruth Library, The Literary Trust and Redruth Charity Trust. We have employed an intern from Falmouth University who has led on this element of the festival, working closely with the team.

We are also programming a literary salon theatre event, featuring established theatre company Scary Little Girls, who have a background in strong female led theatre productions. The writers this year have been selected to talk to our theme of Connecting with the Land. Whilst we are still confirming some slots, the confirmed participants include Emily Barr, Craig Barr Green, Fliss Freeborn, Tim Hannigan, Graham Harvey, Lucy Holland, Tim Hubbard, Philip Marsden, Orlando Murrin, Sophie Pierce, Sasha Swire, and Cobweb tours.

Please give a detailed breakdown of the costs of your project/activity

EXPENDITURE

	Amount	No	Total
Keynote artist fee	£ 500.00	1	£ 500.00
Authors talk fee (Society of Authors)	£ 175.00	6	£ 1,050.00
Artist's accommodation	£ 100.00	6	£ 600.00
Artist's travel	£ 150.00	3	£ 450.00
Artists per diems	£ 75.00	12	£ 900.00
Venue fee	£ 2,000.00	1	£ 2,000.00
Marketing - C365 advertising	£ 200.00	1	£ 200.00
Design - brochure / poster	£ 250.00	2	£ 500.00
print - posters, leaflets, programme	£ 500.00	1	£ 500.00
paid for Facebook ads	£ 25.00	5	£ 125.00
Web build	£ 4,000.00	1	£ 2,000.00
Domain name	£ 150.00	1	£ 150.00
Access support (BSL, caption)	£ 500.00	1	£ 500.00
AV equipment (accessibility)	£ 300.00	1	£ 300.00
Tech support	£ 225.00	1	£ 225.00
Evaluation - feedback forms / analysis	£ 500.00	1	£ 500.00
T shirts - crew and merch	£ 500.00	1	£ 500.00
Contingency	£ 800.00	1	£ 800.00
TOTAL EXPENDITURE			£ 13,800.00

Estimated start and end date for the project/activity: 19th-21st April

Please tell us how you will fund your project/activity, giving details of any funding already secured or applications made:

INCOME

	Amount	No	Total	Status
Cornish Lithium (sponsorship)	£ 5,000.00	1	£ 5,000.00	Confirmed
FEAST	£ 2,500.00	1	£ 2,500.00	Expected
Community Fund	£ 300.00		£ 300.00	Expected
Box office income (100 weekend passes)	£ 25.00	50	£ 1,250.00	Expected
Box office income - individual events	£ 10.00	150	£ 1,500.00	Expected
Merch income	£ 250.00	1	£ 250.00	Expected
Own funds	£ 2,000.00	1	£ 2,000.00	Confirmed
Redruth Town Council	£ 1,000.00	1	£ 1,000.00	
TOTAL INCOME			£ 13,800.00	

Investment in the Redruth Book Feast 2024 exhibits excellent value for money – it has already proven that it contributes to the development of Redruth as a cultural and literary centre, to complement and enhance the already much more established community which has developed around the visual arts. We are committed to the overarching plan for a 21st Century Redruth, which is already in progress. We have secured significant sponsorship from a local business, as well as contributions from local charitable organisations.

Please advise which other Town and Parish Councils you have approached for funding this project, and the amounts requested:

Not applicable

Grant requested from Redruth Town Council: £1000

How do you know there is a local need for your project/activity? Please give recent evidence.

Our feedback from last year was overwhelmingly positive which has encouraged the voluntary organising group to continue to embed this event in Redruth's cultural calendar. Some quotes from our audience:

'Thank you for putting this event together, fabulous event and so amazing to have in Redruth'

'Thank you to all involved, it was a fantastic weekend event considering it is the first and hopefully will continue for many years. I'll definitely be back next year! Food and drink selection was really good and more importantly affordable. Loved the venue!!'

'Thank you for organising this, it takes a lot of hard work (and courage!) to plan something like this from scratch. I hope it will continue for many years, and be part of Redruth's cultural heritage

'I feel that we really need more events, and more often! Once we are known for hosting interesting and different events in the town it can only build on the footfall'

'I think the idea of a book fest - and even more a book Feast - is a brilliant one and I think the weekend went very well. There are bound to be revisions and additions to the way the event is planned but I for one (as a resident of Redruth) am delighted such an event exists in 'my' town! :)'

Who and how many people in the Redruth Parish will benefit from your project/activity?

The festival is designed to appeal to readers and book lovers, book groups and library goers, thinkers and doers and anyone who cares about the issues that affect us today, primarily for residents but will also attract visitors to the town from other communities within Cornwall - who will have come especially to be part of it and will increase footfall in the town. Last year nearly 40% of the attendees were from the TR14, TR15 and TR16 postcodes, with another 40% of the audience within the TR postcode as a whole.

The professional writers and speakers have been carefully chosen and the programme curated to appeal to a wide audience, both in terms of age and diversity

Last year we sold nearly 250 tickets, across all sessions and at the dinner on Saturday night. This year we are on target to increase that number by at least 50% with our additional activity with school children and the Friday evening events.

This year, we have invested our surplus from last year's festival in a website which is currently under construction, and we will use this, along with an extensive communication programme across social media platforms, print media and press & PR, to extend the reach of the festival beyond the ticket holding audience.

How long have you been fundraising for this particular project?

We are using our own funds to develop a website and are asking for investment from sponsors and local grant givers to support the artistic activity. We have been actively fundraising for 2024's festival for 2 months.

Have you applied for a grant from Redruth Town Council before? If so, when did you apply and how much were you awarded?

Last year we received £1000 for the pilot Redruth Book FEAST. We are asking for the same amount this year to enable us to develop and increase the activities on offer.

Please attach your last set of annual accounts to this application. If you are unable to provide this information, please tell us why

As a voluntary group we have no annual accounts. Redruth Revival are continuing to support us as emerging group. Our ambition is to who will, if successful, set up their own organisation and without the initial help in underwriting, this project would not be possible.

Name of payee: Redruth Revival
(This should be a group or association and not an individual)

Account No: [REDACTED]

Sort Code [REDACTED]

Please write here anything else you wish to say about your application:

Draft schedule

Friday 19th April

Session 1 [Craig Barr Green](#) fiction and non-fiction writer for younger readers. Also lectures on children's literature and tutors emerging writers - stories and activities with school groups from Treleigh, Pennoweth and Trewirgie

Session 2 [Justyn Edwards](#) Author of the Great Fox Series

Session 3 [Emily Barr](#) - travel writer and novelist, author of YA books such as The One Memory Of Flora Banks and The Girl Who Came Out of the Woods. Workshop with Redruth School students

- Session 4 [Lucy Holland](#) in conversation with... [Lucy Cooper](#) writer with a special interest in folk tales, fairy tales and mythology
- Session 5 [Scary Little Girls](#) Literary Salon

Saturday 20th April

- Session 1 [Rebecca Cobb](#) – children's illustrator
- Session 2 Saturday Kitchen Cabinet session with theme of sustainable food - [Fliss Freeborn](#) (award-winning cookery author, recipe developer, food journalist and panellist on BBC Radio 4), [Graham Harvey](#) (former agricultural story editor for The Archers and the author The Killing of the Countryside), Bearded Farmers (tbc) - chaired facility by [Bill Buckley](#). Breakfast served by [Canteen Cornwall](#) (TBC)
- Session 3 [Joseph Coehlo](#) - award-winning performance poet, playwright and children's author. Books include the critically acclaimed Luna Loves... series, If All The World Were, and the CLIPPA-shortlisted collection of poems, Overheard in a Tower Block.
- Session 4 [Sasha Swire](#) in conversation with [Tim Hannigan](#) (travel writer) – about her book Edgeland (about walking the SW coast path and the power of nature to heal)
- Session 5 [Jodie Matthews](#) / Emily Barr Green - mystery writer of Meet Me At the Surface – a tale of love and loss set on the Cornish moors.
- Session 6 [Orlando Murrin](#) interviewed by [Tim Hubbard](#) – about his book Knife Skills for Beginners
- Session 7 Evening TBC - poss [Gillian Burke](#), Countryfile presenter – about her Podcast – How to achieve System Change

Sunday 21st April

- Session 1 [Sophie Pierce](#) (The Green Hill) in conversation with [Wyl Menmuir](#) or Sarah Conner. On loss, grief and the power of nature to heal
- Session 2 Tim Hubbard (Gardens of Cornwall) features Trevilley (Patrick Gale's garden) Burncoose and Trevince. Gardeners QT
- Session 3 Panel - Cornish Lithium ([Jeremy Wrathall](#)), Tim Hannigan, [Philip Marsden](#) - poss Gillian Burke to chair

Declaration

We declare that to the best of our knowledge the information we have provided on this application form is correct and the grant will be used for the purposes stated.

Signature:



Signature:



GRANT APPLICATION FORM

Name of Organisation: Gwennap Pit

Organisation type <small>(Please circle one option)</small>	<input type="checkbox"/> Community Group	<input checked="" type="checkbox"/> <u>Registered Charity</u>	<input type="checkbox"/> Voluntary Organisation	<input type="checkbox"/> Statutory Agency
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Give the name and status of two representatives authorised to make the application:

Name: MRS DIANE NANKIVELL

Name: MRS JENNY LOCKWOOD

Address



Address



Tel No:

Tel No:

Email address:

Email address:

Position Held: MANAGEMENT COMMITTEE

Position Held: MANAGEMENT COMMITTEE

Please describe the purpose of your organisation and how it benefits communities in the Redruth parish:

OUR PURPOSE IS TO PROVIDE A PLACE OF PEACE AND ENJOYMENT FOR ALL.

GWENNAP PIT IS A NATURAL AMPHITHEATRE SITUATED JUST OUTSIDE REDRUTH. LAST YEAR WE HAD APPROXIMATELY 3500 VISITORS WHILE THE VISITOR CENTRE WAS OPEN. THE RED RIVER SINGERS HAVE BEEN REGULAR USERS. WE ALSO HOLD SERVICES AND LIVE PRODUCTIONS THROUGH THE YEAR. LOTS OF LOCALS BRING THEIR CHILDREN, BUT WE ALSO HAVE PEOPLE FROM ALL OVER THE WORLD. THE VISITOR BOOK MAKES INTERESTING READING. ALTHOUGH WE TEND TO BE METHODIST WE ARE OPEN TO ANY RELIGION. WE HAVE CUBS AND SCOUTS VISIT AND ALSO LOCAL SCHOOLS.

LAST YEAR THERE WERE THREE WEDDING CEREMONIES.

THE PIT IS OPEN ALL YEAR AND THE CHAPEL AND VISITOR CENTRE FROM EASTER UNTIL SEPTEMBER.

DETAILS OF THE PROJECT/ACTIVITY

Give brief details of the project for which the Grant Application is being made (Please complete this section even if you have included full details of the scheme elsewhere)

WE HAVE TO REPLACE ALL OF THE WINDOWS AND DOORS IN THE CHAPEL AND VISITOR CENTRE. THEY HAVE TO BE MADE OF WOOD WHICH IS MORE EXPENSIVE BECAUSE WE ARE LISTED WITH NATIONAL HERITAGE.

WE ARE ALSO GOING TO UP DATE THE TOILETS AND KITCHEN AREA IN THE VISITOR CENTRE.

Please give a detailed breakdown of the costs of your project/activity

THE TOTAL COST FOR THE DOORS AND WINDOWS IS £24,713.71 SEE ATTACHED SHEET
THE APPROXIMATE COST FOR THE KITCHEN AND TOILETS IS £12,000. I'M SORRY BUT I DON'T
HAVE A DETAILED COST FOR THIS.

Estimated start and end date for the project/activity: APRIL 2024 – JUNE 2024

Please tell us how you will fund your project/activity, giving details of any funding already secured or applications made:

THE METHODIST CHURCH HAS GIVEN US A GRANT FOR £10,000
THE MINING DISTRICT £2,500
ST DAY PARISH COUNCIL £250
CORNISH LITHIUM £2500
W.J.MILLS TRUST £200
DONATIONS AND COFFEE MORNING £2800

Please advise which other Town and Parish Councils you have approached for funding this project, and the amounts requested:

ST DAY PARISH COUNCIL £250

Grant requested from Redruth Town
Council:

£1,000

How do you know there is a local need for your project/activity? Please give recent evidence.

THE LOCAL NEED IS SHOWN BY THE 3500 'COUNTED' (EASTER TO SEPTEMBER) PEOPLE VISITING LAST YEAR.

THIS IS AN HISTORIC PLACE THAT NEEDS MAINTAINING AND PRESERVING FOR THE FUTURE.

WE HAVE HAD A DEFIBRILLATOR FITTED RECENTLY THAT HAS ALREADY BEEN USED BY THE COMMUNITY.

Who and how many people in the Redruth Parish will benefit from your project/activity?

WALKING GROUPS, SINGING GROUPS, SCHOOL CHILDREN, CUBS AND SCOUTS, RETIRED PEOPLE.
THOSE WANTING TO GET MARRIED. CHARITY GROUPS.

APPROXIMATELY 3500 – 4000 PEOPLE EACH YEAR

How long have you been fundraising for this particular project?

12 – 18 MONTHS

Have you applied for a grant from Redruth Town Council before? If so, when did you apply and how much were you awarded?

NO

Please attach your last set of annual accounts to this application. If you are unable to provide this information, please tell us why

ATTACHED

Name of payee: METHODIST CHURCH CORNWALL DISTRICT
(This should be a group or association and not an individual)

Account No:

[REDACTED]

Sort Code:

[REDACTED]

Please write here anything else you wish to say about your application:

IF ANY OF REDRUTH TOWN COUNCIL WOULD LIKE TO COME AND VISIT GWENNAP PIT AND LOOK AT THE WINDOWS, DOORS AND VISITOR CENTRE, WE WILL HAPPILY MEET YOU THERE .

ANY HELP YOU COULD GIVE US WOULD BE MUCH APPRECIATED

THANK YOU

Declaration

We declare that to the best of our knowledge the information we have provided on this application form is correct and the grant will be used for the purposes stated

Signature:

[REDACTED]

Signature:

[REDACTED]

Constitution

As part of the Methodist Church we are called to respond to the gospel of God's love in Christ and to live out its discipleship in worship, outreach and mission.

We want others to know and feel God's love when they visit this special place.

Income and Expenditure
Cornwall Methodist District
Restricted - Gwennap Pit
1 September 2022 to 31 August 2023

	1-27 Sept 23	Year to 31 Aug 23
Income		
Donations	£1,434	£8,814
Grant for windows		£10,000
Bank interest		£1,037
Other income (sales)	£81	£768
Total Income	£1,515	£20,619
Gross Profit	£1,515	£20,619
Less Operating Expenses		£0
Travel expenses		£899
Utilities and rates		£702
Property maintenance	£5,288	£158
Telephone		£150
Postage, printing and stationery		£90
Website		£0
Purchase of equipment		£837
Miscellaneous expenses incl insurance		£2,836
Total Operating Expenses	£5,288	£2,836
Net Surplus (-Deficit)	-£3,773	£17,783
Balance brought forward	£42,739	£24,956
Balance at 31/8/2023	£38,966	£42,739
Held in:		
Gwennap Pit CFB account	£35,684	£35,684
Gwennap Pit Cash float	£50	£50
District Lloyds account	£3,232	£7,005
	£38,966	£42,739

Tom Rowse

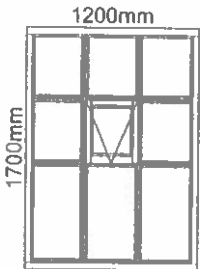
QUOTATION

Reference
Quotation Number Q2218a
Date of Quotation 6 September 2023
Validity 30 days

Thank you for the enquiry. Below is a detailed specification for your project.

Should you agree with the details and be in acceptance of the quotation please sign and return the order confirmation sheet enclosed with this quotation.

Should you require any changes or have any queries please contact David Gilbert or Belinda Bell on the number above.

Item (sizes)	Description	Qty	Unit Cost	Total Cost
Screen Chaple windows with curved bars. To Match existing windows. Flush Casement Frame Timber Type:Sapele 4mm Obscured Toughened Sikken Primer, Undercoat and White Top Coat U-value=4.4 198.15 kgs		4	£2,064.76	£8,259.04
	Screen Casement S/G Casement Flush 45mm thick - Brass Fittings Timber Type:Sapele Planitherm 4/16/4 Clear Toughened DG Units with Duplex Bar White Spacer (Argon)			

Carried Forward

£8,259.04

Page 1 of 5

Item (sizes)	Description	Qty	Unit Cost	Total Cost
		Brought Forward		£8,259.04
	Window FLUSH Casement style - Double Glazed - Satin Stainless Steel Fittings - 9 Degree mould throughout frame and sashes with no mould on cill to allow for casement stay. Timber Type:Sapele Planitherm 4/16/4 Clear Toughened DG Units White Spacer (Argon) Sikkens Primer, Undercoat and 2 Colour Top Coat U-value=1.6 46.67 kgs	1	£1,332.99	£1,332.99
	Window FLUSH Casement style - Double Glazed - Satin Stainless Steel Fittings - 9 Degree mould throughout frame and sashes with no mould on cill to allow for casement stay. Timber Type:Sapele Planitherm 4/16/4 Clear Toughened DG Units White Spacer (Argon) Sikkens Primer, Undercoat and 2 Colour Top Coat U-value=1.6 32.51 kgs	1	£713.61	£713.61
	Window FLUSH Casement style - Double Glazed - Satin Stainless Steel Fittings - 9 Degree mould throughout frame and sashes with no mould on cill to allow for casement stay. Timber Type:Sapele Planitherm 4/16/4 Clear Toughened DG Units White Spacer (Argon) Sikkens Primer, Undercoat and 2 Colour Top Coat U-value=1.6 78.08 kgs	4	£718.98	£2,875.92
	Door Door 56mm thick - Double Glazed - 9 degree moulds - Stainless Steel Ironmongery - Hung on 3 ball bearing hinges Timber Type:Sapele Planitherm 4/16/4 Clear Toughened DG Units White Spacer (Argon) Sikkens Primer, Undercoat and White Top Coat 122.24 kgs	2	£2,336.60	£4,673.20
STROMA Building Regulations Sign Off				£180.00
Carried Forward				£18,034.76

Item (sizes)	Description	Qty	Unit Cost	Total Cost
		Brought Forward		£18,034.76
Fitting of windows and doors and making good.				£2,560.00
				£20,594.76
			VAT @ 20%	£4,118.95
			Total	£24,713.71

Total Weight 477.65 kgs

NOTES:

Diagrams of windows, doors and frames indicate style viewed from the outside and do not reflect size. Other diagrams are showing a section through or a generic view.

Yours sincerely

David Gilbert

Tom Rowse

ORDER CONFIRMATION

Reference
Date of Order 6 September 2023
Confirmation

Ref	Description	Qty	Unit Cost	Total Cost
S1	Screen Chaple windows with curved bars. To Match existing windows. Flush Casement Frame Timber Type:Sapele 4mm Obscured Toughened Sikken Primer, Undercoat and White Top Coat U-value=4.4 198.15 kgs Screen Casement S/G Casement Flush 45mm thick - Brass Fittings Timber Type:Sapele Planitherm 4/16/4 Clear Toughened DG Units with Duplex Bar White Spacer (Argon)	4	£2,064.76	£8,259.04
W2	Window FLUSH Casement style - Double Glazed - Satin Stainless Steel Fittings - 9 Degree mould throughout frame and sashes with no mould on cill to allow for casement stay. Timber Type:Sapele Planitherm 4/16/4 Clear Toughened DG Units White Spacer (Argon) Sikkens Primer, Undercoat and 2 Colour Top Coat U-value=1.6 46.67 kgs	1	£1,332.99	£1,332.99
W3	Window FLUSH Casement style - Double Glazed - Satin Stainless Steel Fittings - 9 Degree mould throughout frame and sashes with no mould on cill to allow for casement stay. Timber Type:Sapele Planitherm 4/16/4 Clear Toughened DG Units White Spacer (Argon) Sikkens Primer, Undercoat and 2 Colour Top Coat U-value=1.6 32.51 kgs	1	£713.61	£713.61
W4	Window FLUSH Casement style - Double Glazed - Satin Stainless Steel Fittings - 9 Degree mould throughout frame and sashes with no mould on cill to allow for casement stay. Timber Type:Sapele Planitherm 4/16/4 Clear Toughened DG Units White Spacer (Argon) Sikkens Primer, Undercoat and 2 Colour Top Coat U-value=1.6 78.08 kgs	4	£718.98	£2,875.92

JMS 2.4.0.6 (51052)

Page 4 of 5

Ref	Description	Qty	Unit Cost	Total Cost
		Brought Forward		£13,181.56
D5	Door Door 56mm thick - Double Glazed - 9 degree moulds - Stainless Steel Ironmongery - Hung on 3 ball bearing hinges Timber Type:Sapele Planitherm 4/16/4 Clear Toughened DG Units White Spacer (Argon) Sikken Primer, Undercoat and White Top Coat 122.24 kgs	2	£2,336.60	£4,673.20
	STROMA Building Regulations Sign Off			£180.00
	Fitting of windows and doors and making good.			£2,560.00
				<hr/> £20,594.76
			VAT @ 20%	£4,118.95
			Total	<hr/> £24,713.71 <hr/>

Total Weight 477.65 kgs

PLEASE NOTE: Unless stated fitting is not included in this quotation. If your windows and putty glazed, the painting of the putty is also not included and will need to be carried out approximately 30 days after installation.

Please check all details, sign below and return to us. We will confirm a delivery date once a signed confirmation and 20% deposit is received.

We require a 50% payment prior to delivery of joinery.

I accept the above details are correct and have read and agreed the Terms and Conditions attached.

.....
Please sign here.

Date:.....