

**REDRUTH TOWN
COUNCIL**



**CONSEL AN DRE
RESRUDH**

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

Town Mayor: Cllr Ms D L Reeve

Town Clerk: P B Bennett

Our Reference:
RTC/400/1/Mtg
Date:
21st April 2021

See Distribution

Dear Councillor

Monthly Meeting of the Council – 26th April 2021

You are summoned to attend the Monthly Meeting of the Redruth Town Council to be held remotely and virtually on Monday 26th April 2021. Proceedings will commence promptly at 7 p.m.

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

Yours sincerely

A handwritten signature in black ink, appearing to be 'P B Bennett', written over a horizontal line.

Peter Bennett
Town Clerk

Enclosures

Agenda and associated documentation.

Distribution:

Action:

All Redruth Town Councillors

Information:

Press & Public

Cornwall Councillors (Redruth EDs)

President, Redruth Chamber of Commerce

Inspector S Curtis, Devon & Cornwall Constabulary

Monthly Meeting of the Redruth Town Council
26th April 2021
AGENDA

PART I - PUBLIC SESSION

1. To confirm members can communicate with others at the meeting and 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.
5. *To reinstate Standing Orders.*
6. A further presentation about the Redruth Masterplan by Martyn Lonsdale and Alison Osborne-Brown of Lavigne Lonsdale.
7. To deal with local Police issues.
8. To receive reports from the Cornwall Council Ward Members on their work within the Redruth parish.
9. To receive a report from the Community Link Officer, Ms Charlotte Caldwell. [See report attached]
10. To receive the Town Mayor's announcements. [See report attached]
11. To confirm the Minutes of the:
 - 11.1 Monthly Meeting of the Council held on 29th March 2021. [Minutes attached]
12. To receive the Town Clerk's report. [Report attached]
13. To receive Correspondence. [None at time of publication]
14. To receive the Minutes as reports of the following committee meetings, and to accept and approve the Recommendations and Resolutions contained within of the:
 - 14.1 Interim Planning – 29th March 2021. [Minutes attached]
 - 14.2 General Purposes Committee – 12th April 2021. [Minutes attached]
15. To approve the provisional dates for Council and Committee Meetings during the Civic Year 2021-2022. [See schedule attached]
16. To receive proposals from the Audit & Accounting Governance Committee in relation to the Council Accounts for Year Ending 31st March 2021 – Annual Governance and Accountability Return, Section 1; Annual Governance Statement 2020-2021. [See report attached]
17. To receive proposals from the Audit & Accounting Governance Committee in relation to the Council Accounts for Year Ending 31st March 2021 – Annual Governance and Accountability Return, Section 2; Accounting Statements 2020-2021. [See report attached]
18. To consider and approve the Schedule of Payments. [See schedule attached]

REDRUTH TOWN COUNCIL

REPORT FOR: Meeting of the Council 26th April 2021

1.0 **SUBJECT OF REPORT: Town Mayors Announcements**

2.0 **SUMMARY OF IMPLICATIONS**

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

3.0 **TERMS OF REFERENCE**

3.1 Please see below a report from the Town Mayor on her activities since the last meeting.

4.0 **REPORT**

4.1 Introduction

4.1 It was with sadness that Redruth Town Council marked the passing of HRH Prince Philip the Duke of Edinburgh on 9 April. I sent condolences to Her Majesty the Queen on behalf of Members, Officers, and all residents of Redruth. Prince Philip was the epitome of a public servant and an example to us all.

4.2 As the pre-election period continues, I would again take this opportunity to remind councillors of the enhanced requirement for care regarding the code of conduct. Please refer to the Clerk if you require any further information or guidance.

4.3 I would like to take this opportunity to thank my fellow Councillors for their support during my time in office and particularly over this last year. To those standing in the forthcoming elections I wish you all good fortune. To those of you not seeking re-election, I wish you a well-deserved rest!

4.4 I also wish to take this opportunity to thank the Officers of the Council, for their help and cooperation and in particular, to the Town Clerk for his guidance and unwavering dedication to both the Town Council and to the wider community of Redruth.

4.5 CPIR Climate Change Group

Cornwall Council's Climate Change DPD consultation was responded to by the April 16 deadline.

We will be discussing recycling and waste management at our next meeting, which will be in May 2021.

4.3 Police Matters/Safer Towns

The Safer Towns meeting has reverted to its monthly cycle. It is requested that the newly appointed Engagement Officer attends future meetings.

We still await an invitation to any future Police Liaison meetings.

4.4 Covid Recovery Group

This group continues to meet regularly to monitor the current situation.

The Reopen Redruth website www.reopenredruth.co.uk lists all businesses currently open in the town centre and gives all the relevant current guidance across all business sectors.

4.5 Town Team

Continues to monitor Covid responses in the Town Centre.

4.6 Other Work

I have represented RTC at the following:

CALC

5.0 **RECOMMENDATIONS**

5.1 It is recommended that the Engagement Officer attend future Safer Towns meetings.

5.2 It is recommended that the rest of this report should be noted.

Cllr Deborah Reeve
Redruth Town Mayor



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

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

Town Mayor: Cllr Ms D L Reeve

Town Clerk: P B Bennett

Minutes of a Meeting of the Redruth Town Council held remotely and virtually
on Monday 29th March 2021

Present:	Cllr Ms D Reeve Cllr S Barnes Cllr Mrs A Biscoe Cllr H Biscoe Cllr A Bishop Cllr P Broad Cllr M Brown Cllr Mrs J Davidson Cllr Mrs B Ellenbroek Cllr C Garrick Cllr Ms Page Cllr I Thomas Cllr J Tregunna Cllr W Tremayne	Chairman
In attendance:	Mr P B Bennett Ms A Hunt Ms C Caldwell Mr M Lonsdale Ms A Osborne-Brown Ms S White Mr M Hernandez One other local resident also attended	Town Clerk Office Administrator Community Link Officer Lavigne Lonsdale Lavigne Lonsdale Engagement Officer Redruth & District Chamber of Commerce

PART I – PUBLIC SESSION

- 1403.1 **To confirm members can communicate with others at the meeting and to receive apologies for absence**
The Clerk confirmed with each Member present that they could communicate with others at the meeting. No apologies were received.
- 1403.2 **Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.**
Cllrs Thomas and Broad each declared an interest in Item 18 of the Agenda and would sign accordingly as soon as practicable.
- 1403.3 **To suspend Standing Orders to allow the public to speak**
- 1403.3.1 Unanimously RESOLVED to suspend Standing Orders to allow the public to speak [Proposed Cllr Tremayne; Seconded Cllr Broad].

1403.4 To allow the public to put questions to the Council

No member of the public wished to speak. Cllr Ms Reeve would contact a local resident with whom Cllr Barnes had been in communication.

1403.5 To reinstate Standing Orders

1403.5.1 Unanimously RESOLVED to reinstate Standing Orders [Proposed Cllr Brown; Seconded Cllr Mrs Davidson].

1403.6 Presentation about the Redruth Masterplan by Martyn Lonsdale and Alison Osborne-Brown of Lavigne Lonsdale

Councillors were reminded that the masterplan was part of the HSHAZ. Lavigne Lonsdale had been appointed by Cornwall Council and had been working on the project for around five months. The brief was to look at the role of the town centre, how to make it easier to move around town and how heritage could be improved to make Redruth a better place to live in and visit. Eight themes were being looked at: UNESCO/World Heritage Site; signage and signposting; heritage and its interpretation; connections and the public realm; environment; sustainability and resilience; people and the Cornish culture; creativity. The aim was to build on the work carried out in 2008. Cllr Garrick pointed out that Redruth Station was a well-used transport hub and offered opportunities going forward. Issues with connectivity to the surrounding villages were discussed. Cllr Barnes stated that Councillors had seen many ideas like those presented before and the issue was that nobody put in anything which lasted. He argued that what was needed were shops in the town centre and signage from the A30. Cllr Biscoe suggested that the masterplan should start by repairing and putting right what Redruth already had, such as the granite crossings which had been installed but since broken up owing to inferior quality of materials. He also queried the ability to include plans for areas in private ownership and asked whether landowners had been approached. Finally, he suggested that to increase the viability of any small town, car parking charges needed to be either abolished or reduced. Cllr Tremayne agreed that the plans sounded good, but reiterated that all had been raised at some point in the past, especially signage. In answer to a question from Cllr Bishop, Mr Lonsdale stated that Redruth had assets, for example beautiful buildings, but that retail was dying. The question was what to replace it with and how to fill the empty units. Cllr Ms Reeve asked that the presentation be circulated to all Councillors in order that they could make further comments. The masterplan was working with the Neighbourhood Plan team to see how the two documents could work side by side, and also with Kresen Kernow. A meeting with the Chamber of Commerce would take place. Cllr Thomas asked that any business consultation be extended beyond the Chamber of Commerce, given that many businesses were not members of that organisation. The masterplan team were asked to attend the next monthly meeting of the Council. Mr Lonsdale and Ms Osborne-Brown were thanked for their attendance.

1403.7 To deal with local Police issues

A Safer Towns meeting would take place the following week. Cllr Ms Reeve would raise the issue of dog theft and incidents of antisocial behaviour. Cllr Thomas had attended the recent meeting of the Police Liaison Group. The Town Clerk would make enquiries as to why an invitation had not been received by the Town Council.

1403.8 To receive reports from the Cornwall Council Ward Members on their work within the Redruth parish

Reports from Cllrs Mrs Ellenbroek and Thomas had been circulated prior to the meeting. Cllr Mrs Ellenbroek further advised that the Town Clerk would circulate information in relation to the Vaccination Centre at Stithians. She asked all Councillors to read the

document as it contained clear information as to what was actually going on and it was important to get the right message out.

Cllr Barnes reported that a registered social landlords enquiry was being called for. He stated that the service being received by residents was poor and Cornwall Council needed to do something about it. Cllr Barnes had also taken part in discussions about the lack of launderette facilities in Redruth. An interim measure was now in place for those in genuine need, with facilities at The Green being made available.

1403.9 To receive a report from the Community Link Officer, Ms Charlotte Caldwell

A report had been circulated prior to the meeting. Ms Caldwell further reported that a National Literacy Trust meeting would take place the following day, with the aim of undertaking a pilot in the area to improve literacy levels. She also suggested that dog theft was on the increase and causing widespread concern. She agreed it would be good were the Town Council minded to raise this issue. Ms Caldwell was thanked for her attendance and left the meeting at this point.

1403.10 To receive the Town Mayor's announcements

A report had been circulated prior to the meeting. Cllr Ms Reeve further asked that the Town Council write to offer its congratulations to Kathryn Billing on her appointment as Chief Fire Officer for Cornwall. Ms White was introduced to those present as the Town Council's new Engagement Officer. The report was noted.

1403.11 To confirm the Minutes of the:

1403.11.1 *Monthly Meeting of the Council held on 22nd February 2021*

Unanimously RESOLVED to confirm the minutes of the Monthly Meeting of the Council held on 22nd February 2021 as a true and accurate record of proceedings [Proposed Cllr Brown; Seconded Cllr Ms Page].

1403.12 To receive the Town Clerk's report

A report had been circulated prior to the meeting. The report was noted.

1403.12.1 Unanimously RESOLVED to write to Cornwall Council expressing concern that the system in place for submission of nomination papers makes it very difficult for those who do not drive and/or those who work [Proposed Cllr Tremayne; Seconded Cllr Brown]

1403.13 To receive correspondence

Correspondence had been circulated prior to the meeting. The Town Clerk advised that work continued to get legislation changed to enable the continuation of virtual meetings, but that Councillors should be prepared for some physical meetings to take place from mid-May. Cllr Mrs Ellenbroek urged everyone to make comment where requested in relation to the proposed merger of Manor Surgery and Clinton Road GP Practices. She advised that the Neighbourhood Plan team was also talking to the practices and that it was crucial to get the right facilities in place. The correspondence was noted.

1403.14 To receive the minutes as reports of the following committee meetings, and to accept and approve the Recommendations and Resolutions contained within of the:

1403.14.1 *Meeting of the Planning Committee – 8th March 2021*

Unanimously RESOLVED that the minutes of the Meeting of the Planning Committee held on 8th March 2021 are received and the recommendations and resolutions are approved [Proposed Cllr Biscoe; Seconded Cllr Brown].

1403.14.2 *Interim Meeting of the Planning Committee – 22nd February 2021*

Unanimously RESOLVED that the minutes of the Interim Meeting of the Planning Committee held on 22nd February 2021 are received and the recommendations and resolutions are approved [Proposed Cllr Biscoe; Seconded Cllr Brown].

1403.14.3 *Meeting of the Amenities Committee – 1st March 2021*

Unanimously RESOLVED that the minutes of the Meeting of the Amenities Committee held on 1st March 2021 are received and the recommendations and resolutions are approved [Proposed Cllr Ms Page; Seconded Cllr Brown].

1403.15 **To further consider the Climate Emergency Development Plan Document Pre-submission draft – Consultation under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012, following initial submissions**

Councillors were asked to submit any comments to the Town Clerk by 9th April. Cllr Ms Reeve and the Town Clerk would then draft and submit a response. Comments in an email from the Neighbourhood Plan Project Manager would also be incorporated.

1403.16 **To receive and approve the Schedule of Accounts**

1403.16.1 Unanimously RESOLVED that the Schedule of Accounts be approved [Proposed Cllr Brown; Seconded Cllr Barnes].

1403.17 **To exclude the press and public from the meeting for the remaining items of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (commercial contracts), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act**

1403.17.1 Unanimously RESOLVED to exclude the press and public from the meeting for the remaining items of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (commercial contracts), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act [Proposed Cllr Thomas; Seconded Cllr Biscoe].

Cllrs Thomas and Broad left the meeting at this point having previously declared an interest.

1403.18 **To confirm that Members are able to communicate with others at the meeting and that no-one else is able to see or hear the proceedings to be held in private**

The Clerk confirmed with each Member present that they could communicate with others at the meeting and that no-one else was able to see or hear the proceedings to be held in private.

1403.19 **To further consider the rents applied to Market Way Units during the pandemic [from Council Meeting of 22nd February 2021]**

1403.23.1 Unanimously RESOLVED: (i) to apply 50% of the full rent rates to Market Way Units with effect from 1st April 2021 to 11th April 2021 inclusive, with 100% of the full rent rates to be applied with effect from 12th April 2021 [Proposed Cllr Barnes; Seconded Cllr Garrick].

Redruth Town Council
Town Clerks Report
Meeting Date: 26th April 2021

Mtg Ser No	Item	Action	Response
Other	Local Council Elections		Best of luck to those contesting the election in Redruth North; and those standing in the Cornwall Council elections Those not standing could they please return Laptops to the Library as soon as possible.
Other	Physical Meetings		Verbal update



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

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

Town Mayor: Cllr Ms D L Reeve

Town Clerk: P B Bennett

Minutes Of A Meeting Of The Redruth Town Council General Purposes Committee held virtually
and remotely on Monday 12th April 2021

Present: Cllr Mrs J Davidson MBE Chairman
Cllr M Brown
Cllr Mrs Ellenbroek
Cllr Ms D Reeve
Cllr I Thomas

In attendance: Mr P B Bennett Town Clerk
Mrs J Pascoe Administrative Assistant
Ms C Waterhouse Senior Library & Information Assistant
Mr B Barber Redruth Rotary
Mrs S Barber Redruth Rotary

PART I – PUBLIC SESSION

1404.1 **To confirm Members can communicate with others at the meeting and to receive apologies for absence.**

The Clerk confirmed with each Member present that they could hear and if applicable see the proceedings. Apologies were received from Cllrs Biscoe, Mrs Biscoe, Broad and Garrick.

1404.2 **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.

1404.3 **To confirm the Minutes of the Meeting of the General Purposes Committee held on 1st February 2021**

1404.3.1 Unanimously RESOLVED that the Minutes of the General Purposes Committee Meeting held on 1st February 2021 be accepted as a true and accurate record of proceedings. [Proposed Cllr Ms Reeve; Seconded Cllr Brown]

1404.4 **Town Clerk's Report**

A report had been circulated prior to the meeting. The Town Clerk advised there was nothing further to report regarding the Footfall Measurement Proposal. The report was noted.

1404.5 **To receive correspondence**

Rural Services Network

An email had been circulated prior to the meeting. The Town Clerk advised the Council could join the Rural/Market Towns Grouping whenever they wished. Cllr Mrs Ellenbroek

stated that it was a good organisation to be part of and would give the Council added strength.

- 1404.5.1 Unanimously RESOLVED to join the Rural/Market Towns Group [Proposed Cllr Ms Reeve; Seconded Cllr Mrs Ellenbroek]

1404.6 **Reports from Members/Officers**

- 1404.6.1 *Community Projects Manager on her work to date*

A detailed report on the Community Project Managers (CPM) work since the last meeting had been circulated. The CPM had sent apologies for being unable to attend. Cllr Mrs Ellenbroek thanked the whole Events Team for providing publicity for the town. Referring to item 4.4 of the report, Cllr Mrs Ellenbroek asked if a local company could be used to purchase the 10 folding tables rather than a company found on the internet. She stated that the Town Council as a matter of principle should look to buy local first. The Town Clerk advised he would look at suitable local companies.

- 1404.6.2 Unanimously RESOLVED to purchase tables for use at the Monthly Markets which will be owned by Redruth Town Council and stored within the Market Hall area, using a local company if possible [Proposed Cllr Ms Reeve; Seconded Cllr Brown]

- 1404.6.3 *Update on the work of the Redruth Library and Information Service by the Library and Information Service Team Leader*

A report had been circulated to the members prior to the meeting.

Mr B and Mrs S Barber joined the meeting at this point.

The Library and Information Service Team Leader (LISTL) advised 1631 people had been through the doors of the Library during lockdown. The Library was following a “Roadmap to Recovery” giving a timescale of when which services would become available. Limited browsing had commenced, with 2 public access PC’s available, and the service was now open on six days a week. The Summer Reading Challenge 2021 would have an environmental theme called “Wild World Heroes.” It was planned to deliver the challenge on both digital platforms and in the traditional way to encourage families to reconnect with the Library. The Tourist Information Service was now a key part of the overall Information Service run by the Library, following the organisational review. Plans were in progress on how the service would be delivered. The LISTL further advised the report included a postcode breakdown of active library borrowers, as previously requested by Cllr Thomas. It showed an interesting split of borrowers using the service from other parishes including Illogan, Pool and St Day. Cllr Thomas stated the report highlighted the impact the Library Service had as it was used by all around Redruth. Cllr Mrs Ellenbroek advised the LISTL of a literary project she had become aware of aimed at the very young pre-school ages in the Camborne, Pool and Redruth area, and would forward details on. Cllr Thomas further advised it was ran by the National Literary Trust and they would be in contact. Cllr Mrs Davidson thanked the LISTL and the whole Library team for their work.

The LISTL left the meeting at this point.

- 1404.7 **To suspend Standing Orders to allow the public to speak**

- 1404.7.1 Unanimously RESOLVED to suspend Standing Orders to allow the public to speak [Proposed Cllr Mrs Davidson; Seconded Cllr Ms Reeve]

1404.8 To allow the public to put questions to the Committee relating to any items on this agenda

Mr Brian Barber introduced himself to the Members, and advised he wished to speak in support of the Grant Application being made by Redruth Rotary in his capacity as the Public Image Officer. Redruth Rotary were aiming to give every Key Stage II pupil in years 3-6 a copy of a Safeguarding reference book called "Watch Out! A child's guide to everyday dangers." The book had been created and produced by a small charity called "OK Our Kids", and the project had been adopted and supported by the Rotary Clubs. The Rotary were approaching Town and Parish Councils for Grant assistance for the project, and the books themselves cost £1 each. In Redruth, the aim was to deliver to the three schools in the area being Penoweth, Treleigh and Trewirgie. It was estimated that nearly 1000 books would be required, which would include enough for the new intake in September and the teachers. Cllr Thomas asked if Mr Barber had been in touch with Cornwall Council regarding the project. Mr Barber confirmed the founders of the charity were in talks looking into Cornwall Council taking it on in the future. Cllr Thomas suggested Redruth Rotary contact Cornwall Fire and Rescue Service to ask if they could offer assistance. He further advised that after the May elections Cornwall Councillors would be able to offer support through their Community Chest allocation, which if he were to be elected he would be happy to support them. Cllr Mrs Davidson thanked Mr and Mrs Barber for attending, and the Council would let them know of their decision in due course.

Mr and Mrs Barber left the meeting at this point.

1404.9 To reinstate Standing Orders

1404.9.1 Unanimously RESOLVED to reinstate Standing Orders [Proposed Cllr Mrs Davidson; Seconded Cllr Thomas]

1404.10.1 To thank Cllr Mrs Davidson

Cllr Ms Reeve paid tribute to Cllr Mrs Davidson, as after many years of service to Redruth Town Council she would not be standing at the forthcoming May elections and would be greatly missed. Cllr Thomas thanked Cllr Mrs Davidson for her impartiality and fair approach to all matters, and her outstanding service. Cllr Mrs Davidson thanked all of the Members for their good wishes, she had much enjoyed the past 14 years as a Councillor, and would still be involved in the town through her connections with Redruth Revival.

Chairman

Redruth Town Council
Appeals Schedule
Meeting Date: 12th April 2021

Budget 2021/2022: £10000		Allocated to date: £NIL	Balance available: £10000	
No	Appellant	Amount Requested/Purpose	Recommendation	Previous Awards
1.	Redruth Rotary	A request for £700 as a contribution towards a project “Safeguarding for Key Stage 2” which aims to give every Key Stage 2 pupil at the schools in our area a copy of a safeguarding reference book called “Watch Out! A child’s guide to everyday dangers”.	Unanimously RESOLVED that we make a donation of £700 [Proposed Cllr Brown; Seconded Cllr Ms Reeve].	NIL



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

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

Town Mayor: Cllr Ms D L Reeve

Town Clerk: P B Bennett

Minutes of an Interim Meeting of the Redruth Town Council Planning Committee held remotely and virtually on Monday 29th March 2021

Present: Cllr H Biscoe Chairman
Cllr Mrs A Biscoe
Cllr M Brown
Cllr Mrs B Ellenbroek
Cllr Ms D Reeve
Cllr J Tregunna
Cllr W Tremayne

In attendance: Ms A Hunt Office Administrator
Cllr I Thomas

PART I – PUBLIC SESSION

1402.1 To receive apologies for absence

The Clerk confirmed with each Member present that they could communicate with others at the meeting. Apologies were received from Cllr Bishop (other commitments).

1402.2 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.

1402.3 To consider the planning applications

1402.3.1 The planning applications were dealt with in accordance with the attached Annex A to these minutes.

1402.4 To receive correspondence

1402.4.1 *Cornwall Council – PA21/02976, 28 Clinton Road, Felling of Cypress tree*

The correspondence was noted.

1402.4.2 *Cornwall Council – Community Governance Review Changes, Planning Application Consultations*

The correspondence was noted.

Chairman

REDRUTH TOWN COUNCIL – PLANNING SCHEDULE

ANNEX A

All references for PA20/ unless otherwise stated

Meeting: 29th March 2021

REF NO	CC REF	SITE	PROPOSAL	DECISION
<p>LIST 1 Unanimously RESOLVED that Recommendations on List 1 are supported en bloc. [Proposed Cllr Brown; Seconded Cllr Biscoe]</p>				
1	02044	15 Trevingey Close	Proposed single storey extension to side	Supported
2	01383	Seton Villa, Scorrier Road	Loft conversion including the creation of an inset balcony	Supported
3	00942	Land adj to Treetops, Coach Lane	Reserved matters application for appearance, landscaping, scale and layout following outline approval of PA17/08453	Supported
5	02330	21 Trevingey Crescent	Demolition of rear conservatory and construction of single storey extension	Supported
<p>LIST 2</p>				
4	10434 (PA19)	OS Field 6100, St Day Road	Retrospective planning permission for existing use for the siting of storage container and widening access	Unanimously RESOLVED to support the application on the condition that the existing illegal and dangerous access onto St Day Road is blocked up. It is suggested that, due to its

				proximity to the roundabout, the proposed new access onto Sandy Lane be made left turn only [Proposed Cllr Mrs Ellenbroek; Seconded Cllr Mrs Biscoe]
6	01776	Land adj to The Ponderosa, Tolgus Mount	Construction of Affordable Led Development of four dwellings	Unanimously RESOLVED to support the application [Proposed Cllr Biscoe; Seconded Cllr Brown]

Redruth Town Council
Table of Council and Committee Meetings 2021-2022

	May 2021	June	July	August	September	October	November	December	January 2022	February	March	April
Full Council	AGM 17	28	26		27	25	29	20	31	28	28	25
Amenities Committee	25 (Tues)		5		6		1		10		7	
General Purposes Committee		7		2		4		6		7		4
Audit & Accounting Governance			19			18			18 (Tues)			19 (Tues)
Staffing Committee		21			20			21 (Tues)			21	
Planning Committee	24	14	12	9	13	11	8	13	17	14	14	11
Planning Committee (Interim)		28	26	31 (Tues)	27	25	29		31	28	28	25
Neighbourhood Development (subject to change)	Meetings to be held on 3rd Monday of the month (if available) as required											

All meetings are held remotely and virtually until further notice, commencing at 7:00 pm (excepting Interim Planning & Neighbourhood Planning meetings which will commence at 6.30pm) promptly. The dates indicated are provisional dates only; confirmation of these dates will be on issue/receipt of the agendas and associated meeting papers.

REDRUTH TOWN COUNCIL

REPORT FOR: Council Meeting of 26th April 2021

1.0 **SUBJECT OF REPORT: To receive proposals from the Audit & Accounting Governance Committee in relation to the Council Accounts for Year Ending 31st March 2021 – Annual Governance and Accountability Return, Section 1; Annual Governance Statement 2020-2021**

2.0 **SUMMARY OF IMPLICATIONS**

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

3.0 **TERMS OF REFERENCE**

3.1 At the end of each Financial Year the Council Accounts has to be reconciled in accordance with current Accounting and Audit Regulations, and an Annual Governance and Accountability Return (AGAR) which has to be approved by Council, is then submitted to the appointed external Auditors. The AGAR is split into essentially 4 Sections. Section 1 relates to the Annual Governance Statement which relates to internal controls and the preparation of the accounting statements; Section 2 is the Accounting Statements which detail income, expenditure, and assets of the Council; Section 3 is the External Auditor Report and Certificate for the financial year concerned. There is also an un-numbered section which our independent internal auditor completes. The internal auditor's completed section of the AGAR, the Annual Internal Audit Report 2020-21 (AIAR) is attached for your information along with his Year End Audit report. We have to submit our AGAR and associated documentation by 30th June 2021.

3.2 The pandemic of the last twelve months has played an integral part in limiting the work done by all towards meeting our requirements and internal controls. Neverthe less, our Independent Internal Auditor has been able to carry out his complete checks through emailed documents and the collection and return of more robust documentation. The work of the A&AG committee has been limited, however, they have been able, through meetings been able to monitor and carry out their work which will hopefully give Members assurance that matters have been dealt with correctly and promptly during the course of the year.

3.3 For this agenda item we are dealing solely with Section 1, the Annual Governance Statement for the year ended 31st March 2021 – Section 2 will be considered as a separate agenda item.

4.0 **REPORT**

4.2 Section 1 of the AGAR is the Annual Governance Statement that Council must complete acknowledging responsibility for the preparation of the statement of accounts and for the council's internal controls. If we answer "No" to any of these we have to explain why. A copy of Section 1 is attached for your information.

4.3 The following information will hopefully demonstrate why the Audit & Accounting Governance Committee believes that as a corporate body we are able to answer "Yes" to each of the assertions:

Assertion 1: This is confirmed by our Independent Internal Auditor as shown at lines A & J, of the AIAR and verified by your internal inspections.

Assertion 2: Verified by the A&AG Committee's responsibility for carrying out internal audit.

Assertion 3: This is confirmed by our Independent Internal Auditor as shown in the AIAR and verified by the A&AG Committee's internal inspections.

Assertion 4: Notices advertng elector's rights placed will be placed on the town noticeboards and the Council website from the end of this week for matters relating to the accounts for the year ended 31st March 2020. For the accounts ended 31st March 2019 they are still on the website and were displayed on the noticeboards for the appropriate times.

Assertion 5: Carried out and approved by the A&AG Committee at its meeting of January 2020, and again verified by the A&AG Committee's responsibility when carrying out internal audit. Ratified at the January 2020 meeting of the Council.

Assertion 6: Confirmed by the appointment of our independent internal auditor who has completed Section 4.

Assertion 7: Dealt with by the A&AG Committee meeting whether raised by independent internal auditor or our own audit inspections/controls.

Assertion 8: Confirmed by our independent internal auditor.

Assertion 9: Trewirgie Charitable Trust Fund requires little or no management as it is only the council that can authorise expenditure from the fund and this has not happened during the year. Charity Commission annual return completed for 2019-20 and submitted, albeit later than required; next return due in next 3 months.

5.0 **CONCLUSION**

5.1 It is my opinion, backed up by the comments of the independent internal auditor, and the work of the A&AG Committee that the Town Council has accepted and carried out our responsibilities for ensuring that there has been a sound system of internal control, including arrangements for the preparation of the Accounting Statements, and that we confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31st March 2021.

6.0 **PROPOSALS**

6.1 On behalf of the Audit & Accounting Governance Committee I make the following proposal to Council:

- a. that the Town Council has accepted and carried out its responsibilities for ensuring that there has been a sound system of internal controls for the accounts for Year Ending 31st March 2021, and we that we answer yes to the assertions in the Annual Governance and Accountability Return; Section 1 – Annual Governance Statement, and that it be approved.

Cllr Colin Garrick
Chair, Audit & Accounting Governance Committee

Encs.

Annual Internal Audit Report 2020/21

REDRUTH TOWN COUNCIL

redruth-tc.gov.uk/Annual Returns

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

NOT USED

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

08/10/2020 16/04/2021

Name of person who carried out the internal audit

S P HUDSON C.P.F.A.

Signature of person who carried out the internal audit

S. P. Hudson

Date

17/04/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

REDRUTH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves 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 this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.redruth-tc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

REDRUTH TOWN COUNCIL

REPORT FOR: Council Meeting of 26th April 2021

1.0 **SUBJECT OF REPORT: To receive proposals from the Audit & Accounting Governance Committee in relation to the Council Accounts for Year Ending 31st March 2021 – Annual Governance and Accountability Return, Section 2; Accounting Statements 2020-2021**

2.0 **SUMMARY OF IMPLICATIONS**

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

3.0 **TERMS OF REFERENCE**

- 3.1 At the end of each Financial Year the Council Accounts has to be reconciled in accordance with current Accounting and Audit Regulations, and an Annual Governance and Accountability Return (AGAR) which has to be approved by Council, is then submitted to the appointed external Auditors. The AGAR is split into essentially 4 Sections. Section 1 relates to the Annual Governance Statement which relates to internal controls and the preparation of the accounting statements; Section 2 is the Accounting Statements which detail income, expenditure, and assets of the Council; Section 3 is the External Auditor Report and Certificate for the financial year concerned. There is also an un-numbered section which our independent internal auditor completes
- 3.2 For this agenda item we are dealing solely with Section 2, the Accounting Statements 2020-2021, which has already been signed by the Responsible Financial Officer (RFO), and a copy is attached for your information.

4.0 **REPORT**

- 4.1 The RFO for the Town Council has completed the summary of the accounts to the correct accounting basis (Income & Expenditure) as required and this has been presented to the Audit & Accounting Committee. The information in the summary of accounts is in turn extrapolated and used to complete the Annual Return and this is explained below:

Section 2:

- 4.2 Section 2, the Statement of Accounts, shows the figures of income and expenditure and reflects the summary Balance Sheet and Statutory Income & Expenditure Accounts, copies of which are attached for your information. The independent internal auditor has verified that these figures are correct and fairly reflects the financial position of the Council at the year ended 31st March 2021.

Other requirements

- 4.3 In relation to this section of the Annual Governance and Accountability Return we are also required to explain variations in excess of +/- 15% year-on-year for Lines 2 – 10 inclusive. You will note that these excesses occur this year in Boxes 2, 3, and 6 and we have to explain the differences so that the reasons identified bring the variance below the 15% margin. For

this year the majority of the variances can be explained due to refurbishment and move of the Library/Offices; refurbishment of the Clock Tower; work on the Neighbourhood Development Plan; and the new facilities Yard, or the receipt of a grant from Cornwall Council for the library move all effective in the previous year. We also have to explain differences between Boxes 7 (Balance C/F) and Box 8 (Total cash and short-term investments). Explanations of these variations and differences are attached on pre-printed schedules attached for your information, which also includes details of the Bank Reconciliation as at the year-end; details of Accruals, Creditors & Debtors; and details of when our accounts will be available for the exercise of public rights.

4.4 Intermediate Level Review Procedures

In addition to the information already outlined above, the External Auditors require as part of the intermediate level review to which all smaller councils whose gross income or expenditure exceeds £200,000), evidence that the authority (Town Council) is registered as an employer with HMRC. We have included copies of the evidence that will be provided, but have for the benefit of confidentiality and that these papers are in the public domain redact the pertinent information. Of course, this will not be done for the documentation sent to the External Auditor.

4.5 "Except for matters" raised during 2019-2020 audit

We also have to give any details of how "except for" matters raised by the external auditors during the 2019-20 audit and how these have been addressed. As previously advised to Council there were no "only except for" matters raised by the external auditor last year.

4.6 Dates for The Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return

As a Council we must make arrangements for the exercise of public rights. This allows any person interested, the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. We must inform the electorate of a single 30 working day period during which these rights may be exercised. This inspection period must by law include the first 10 working days of July. It is recommended therefore that we should publish the dates to exercise these rights as between Monday 14th June 2021 and Friday 23rd July 2021.

5.0 **CONCLUSION**

5.1 It is the Committee's opinion, backed up by the comments of the independent internal auditor, and the work of the Committee the Town Council Accounts for the year ending 31st March 2021 have been completed in accordance with all current Accounting and Audit Regulations, and that the Accounting Statements for 2020-2021 is a true representation of the council's financial situation at that time. This has been verified by our appointed independent auditor.

6.0 **PROPOSALS**

6.1 On behalf of the Audit & Accounting Governance Committee I make the following proposals to Council:

- a. that the Town Council Accounts for Year Ending 31st March 2021 be approved and signed off at Section 2 – Accounting Statements 2020-2021 of the Annual Governance and Accountability Return.

- b. That Council in approving the Accounting Statement at Section 2 of the AGAR confirms the explanation of the variances exceeding +/- 15% for Boxes 2, 3, and 6; and the difference between Boxes 7 & 8; and approves them.
- c. That we set the dates for Electors Rights for between 7th June and 16th July 2021.
- d. That Council notes with gratitude the work of the internal independent auditor and his reports.

Cllr Colin Garrick
Chair, Audit & Accounting Governance Committee

Encs.

14/04/2021

Redruth Town Council 2020-2021

05:58

Balance Sheet as at 31st March 2021

31st March 2020

31st March 2021


		Current Assets		
	0	Debtors	6,869	
	62,207	Vat Refunds	9,839	
	587,696	Current/High Interest Accounts	609,932	
	<u>649,903</u>		<u>626,640</u>	
	649,903	Total Assets		626,640
		Current Liabilities		
	68,713	Creditors	4,459	
	13,616	Accruals	11,495	
	43,152	Trewirgie Trust CF	43,173	
	597	Raymond Rd Allotments	655	
	8,251	Redruth Heritage Project	8,251	
	2,916	Skate Park	2,916	
	21,832	Victoria Park Bandstand	16,832	
	<u>159,076</u>		<u>87,782</u>	
	490,827	Total Assets Less Current Liabilities		538,858
Represented By				
	218,572	General Fund		250,320
	272,255	Earmarked Reserves		288,538
	<u>490,827</u>			<u>538,858</u>

The above statement represents fairly the financial position of the authority as at 31st March 2021 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial
Officer



_____ Date : 13/4/2021

Redruth Town Council 2020-2021

Income and Expenditure Account for Year Ended 31st March 2021

31st March 2020		31st March 2021
	Income Summary	
620,298	Precept Received	720,615
3,647	Interest Received	428
<u>623,945</u>	Sub Total	<u>721,043</u>
	Operating Income	
37,409	General Administration	32,785
430	Christmas Festival	0
144	Administration Services	0
1,675	RIM&PF	0
519	Murdoch	0
266	St Piran Festival	0
5,960	Other Services	1,668
6,455	The Chamber	3,000
28,178	Market Way	8,550
6,586	Library	390
4,187	Public Toilets	559
24,310	Ear Marked Reserves	8,600
<u>740,062</u>	Total Income	<u>776,594</u>
	Running Costs	
340,011	Administration-Staff Costs	348,407
38,311	General Administration	39,765
22,940	Christmas Festival	17,379
3,656	Section 137 Floral Displays	0
11,271	Administration Services	9,781
9,382	RIM&PF	453
9,532	Murdoch	1,094
3,664	St Piran Festival	590
0	Amenities Services	3,362
36,883	Other Services	36,285
31,973	The Chamber	26,013
39,675	Market Way	93,575
34,591	Library	8,744
18,115	Public Toilets	14,679
3,420	St Rumons Gardens	2,866
3,932	EEPF	3,924
2,586	Plain-an-Gwarry	913
11,560	Capital Expenditure	18,100
462,464	Ear Marked Reserves	102,632
<u>1,083,967</u>	Total Expenditure	<u>728,563</u>
	General Fund Analysis	
205,554	Opening Balance	218,572
740,062	Plus : Income for Year	776,594
<u>945,616</u>		<u>995,166</u>
1,083,967	Less : Expenditure for Year	728,563
<u>(138,351)</u>		<u>266,603</u>
(356,523)	Transfers TO / FROM Reserves	16,283
<u>218,172</u>	Closing Balance	<u>250,320</u>

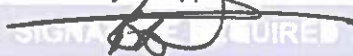
Section 2 – Accounting Statements 2020/21 for

REDRUTH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	834,732	490,827	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	620,298	720,615	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	119,764	55,979	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	340,013	348,407	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	17,819	17,532	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	726,135	362,624	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	490,827	538,858	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	587,696	609,932	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,022,026	1,081,581	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	253,000	242,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

 SIGNATURE REQUIRED

Date

13/04/2021

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Explanation of variances – pro forma

Name of smaller authority:

REDRUTH TOWN COUNCIL

County area:

Cambridgeshire

Insert figures from Section 2 of the AGAR in all blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21: variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2019/20 £	2020/21 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	834,732	490,827				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	620,298	720,615	100,317	16.17%	YES		Additional amounts within precept included £20k towards Climate Change; £6600 towards CCTV for new equipment; Lease of additional vehicle £7400; and increase in Donations of £4500 year on year.
3 Total Other Receipts	119,784	55,979	-63,785	53.28%	YES		Reduction in income mainly due to impact of Covid restrictions with reduction in Unit Rents of £19747 (Council approved waiver); Toilet Income of £3628; Library income of photocopying - £2500, and Fines - £3000; No Floral Displays in town with loss of £4340 income. Other changes include a reduction in Council Tax Support Grant of £4500; and Library Transition Grant of £10,000 was received in year, but not available this current year.
4 Staff Costs	340,013	348,407	8,394	2.47%	NO		
5 Loan Interest/Capital Repayment	17,819	17,532	-287	1.61%	NO		
6 All Other Payments	728,136	342,624	-385,511	50.06%	YES		Refurbishment costs of Council Building (£209281) and Clock Tower (£131506) included in previous year and not in this year as work completed during previous year.
7 Balances Carried Forward	490,827	538,858				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	587,696	609,932				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,022,028	1,081,581	59,555	5.83%	NO		
10 Total Borrowings	253,000	242,000	-11,000	4.35%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

REDRUTH TOWN COUNCIL

County area (local councils and parish meetings only):

Cornwall

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		538,858.00
Deduct: Debtors (enter these as negative numbers)		
Debtors	(6,869.00)	
VAT Refund	(9,839.00)	
3	<u>(16,708.00)</u>	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
1		
2		
Total deductions		<u>(16,708.00)</u>
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)	4,460.00	
Creditors (must not include community infrastructure levy (CIL) receipts)	11,495.00	
Accruals	43,173.00	
TTCF	655.00	
Raymond Ropad Allotments	8,251.00	
Redruth Heritage Project	2,916.00	
Redruth Skatepark	16,832.00	
Victoria Park Bandstand	<u>87,782.00</u>	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
1		
2		
Total additions		<u>87,782.00</u>
Box 8: Total cash and short term investments		<u><u>608,932.00</u></u>

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 7 headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a rec basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: **REDRUTH TOWN COUNCIL**

County area (local councils and parish meetings only): **Corwall**

Financial year ending 31 March 2021

Prepared by (Name and Role): **P B Bennett; Town Clerk/ RFO**

Date: **11/04/2021**

	£	£
Balance per bank statements as at 31/3/2021:		
Current Account	16010.59	
Deposit Account	593635.82	
		609646.41
Less: any unpresented cheques as at 31/3/2021 (enter these as negative numbers)		
None	0.00	
		0.00
Add: any un-banked cash as at 31/3/2021		
Toilet Income banked 31/03/2021 (but not credited until 1 April)	229.19	
Library Income banked 31/03/2021 (but not credited until 1 April)	56.70	
		285.89
Net balances as at 31/3/2021 (Box 8)		609932.30

REDRUTH TOWN COUNCIL
PAYE Employer reference: 470/RR439

About your organisation

Name and address

REDRUTH TOWN COUNCIL

[Add trade name](#)

REDRUTH CIVIC CENTRE
ALMA PLACE
REDRUTH
CORNWALL
TR15 2AT

[Change business address](#)

[Add communication details](#)

Contact details

Telephone number: 01209210038

Fax: Not held

Email: townclerk@redruth-tc.gov.uk

[Change contact details](#)

Reference numbers

PAYE Employer reference 470/RR439

Online Agent details

HM Revenue & Customs doesn't have a record of an Online Agent for you. Please follow this link to [authorise an Online Agent](#)

~~Important~~ Information

The details below have been used to generate your Employer Payment Summary submission to HMRC.

If you are sure the details are correct, click Submit. If you need to make changes, click Close.

Tax Year 2020/2021			
Company Name:	Redruth Town Council	Accounts Office Reference:	470PG00133390
Tax District/Ref:	470/RR439	Includes Payment for Period:	Yes
Final Submission for Year:	Yes	Final Submission (Scheme Ceased):	No
Employment Allowance:	n/a	Apprenticeship Levy YTD:	n/a

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **REDRUTH TOWN COUNCIL**

County Area (local councils and parish meetings only): **Cornwall**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on **Monday 14th June 2021**

and ending on **Friday 23rd July 2021**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2021 (i.e. Thursday 1 July – Wednesday 14 July).

We have suggested the following dates: Monday 14 June – Friday 23 July 2021. The latest possible dates that comply with the statutory requirements are Thursday 1 July – Wednesday 11 August 2021.)

Signed: _____



Role: Town Clerk/RFO

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

Redruth Town Council
Schedule of Payments
Meeting Date: 26th April 2021

<u>Ser No</u>	<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>Gross</u>	<u>VAT</u>	<u>Acct</u>	<u>Centre</u>	<u>Nett</u>	<u>Transaction Details</u>
1	26/03/2021	Aquastorage Sys Cleaning Ltd	FP658	91.20	15.20	4615	302	38.00	Legionella Checks
						4615	304	38.00	Legionella Checks
2	26/03/2021	GoCollaborate	FP659	1080.00	180.00	4921	999	900.00	NDP Consultation
3	26/03/2021	Macsalvors Ltd	FP660	22.11	3.68	4501	210	18.43	Materials
4	26/03/2021	RNID	FP661	162.00	27.00	4610	302	135.00	Hearing Loop Maint
5	26/03/2021	Tanist Ltd	FP662	936.26	156.04	4703	203	500.00	Backup Facs
						4708	203	280.22	Backup Facs
6	30/03/2021	Staff Costs	FP663-680						MEMBERS ONLY (See separate sheet)
7	31/03/2021	Unity Trust Bank	DDR	18.00		4204	102	18.00	Service Charge
Total Payments				2309.57	381.92			1927.65	