



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

Town Mayor: Cllr M J Brown

Town Clerk: P B Bennett

See Distribution

Our Reference:
RTC/460/2/Mtg
Date:
7th April 2022

Dear Councillor

Audit & Accounting Governance Committee Meeting – 19th April 2022

You are summoned to attend a Meeting of the Redruth Town Council Audit & Accounting Governance Committee to be held which will be held in the Langman Room, Redruth Civic Centre, Alma Place, on Tuesday 19th April 2022, commencing at 7 p.m.

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

Although the Covid-19 guidelines have now been relaxed, we request that Members do not attend the Council building before 6:50 p.m. Entry to the building will be through the main access doors to the Library and we ask that you continue to wear a face covering, unless exempt, and sanitise hands on entry. At the conclusion of the meeting members are asked to vacate the building promptly through the external door in the Langman Room to Alma Place.

Yours sincerely

A handwritten signature in black ink, appearing to read 'PB', with a long horizontal line extending to the right.

Peter Bennett
Town Clerk

Enclosures:

Agenda and associated documentation.

Distribution:

Action:

Cllr Barnes
Cllr Biscoe
Cllr Mrs Biscoe
Cllr Brown
Cllr Craze
Cllr Garrick
Cllr Ms Reeve
Cllr Thomas
Cllr Tremayne

Information:

All other Town Councillors
Press & Public

Redruth Town Council

Audit & Accounting Governance Committee Meeting – 19th April 2022

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:
 - 6.1 Meeting of the Audit & Accounting Committee held on 18th January 2022. [Minutes attached]
7. To review Income/Expenditure for the period ending March 2022. [See schedule attached]
8. To receive a report from Committee Members responsible for carrying out Internal Control Checks for Q4 2021-2022. [See report attached]
9. To receive an Internal Audit Report for the year ending 31st March 2022 from the appointed Internal Auditor. [If available]
10. To review Ear Marked Reserves/General Fund as at 31st March 2022. [If available]
11. To receive and consider the Annual Return for the accounts ending 31st March 2022, and to make recommendations to Council in respect of Sections 1 and 2 of the Accounting Governance Annual Return (AGAR). [If available]



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Town Mayor: Cllr M J Brown

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Minutes of a Meeting of the Redruth Town Council Audit & Accounting Governance Committee
held at Redruth Civic Centre, Alma Place, on Tuesday 18th January 2022

Present: Cllr S Barnes Chairman
Cllr M Brown
Cllr B Craze
Cllr Ms D Reeve
Cllr I Thomas

In attendance: P B Bennett Town Clerk

PART I – PUBLIC SESSION

1447.1 **To receive apologies for absence.**

1447.1.1 Apologies were received from Cllrs Biscoe and Mrs Biscoe (other commitments), and Cllr Tremayne (family commitments).

1447.2 **Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.**

1447.2.1 There were no interest declared.

1447.3 **To confirm the minutes of:**

The Audit & Accounting Governance Committee Meeting held on 18th October 2021:

1447.3.1 RESOLVED by a majority that the minutes of the Audit & Accounting Governance Committee Meeting held on Monday 18th October 2021 were a true and accurate record of proceedings. [Proposed: Cllr Ms Reeve; Seconded: Cllr Brown]. Cllr Garrick abstained as he were not present at the meeting.

The Extraordinary Meeting of the Audit & Accounting Governance Committee held on 22nd November 2021:

1447.3.2 RESOLVED by a majority that the minutes of the Audit & Accounting Governance Committee Meeting held on Monday 22nd November 2021 were a true and accurate record of proceedings. [Proposed: Cllr Thomas; Seconded: Cllr Brown]. Cllrs Craze and Garrick abstained as they were not present at the meeting.

1447.4 **Town Clerk's Report**

1447.4.1 The Town Clerk's report had been circulated prior to the meeting and was noted.

- 1447.4.2 Cllrs Craze and Ms Reeve were nominated to carry out this committee's audit checks for the third quarter, if guidelines allow, and to report back to the meeting in April 2022.
- 1447.5 **To review Income & Expenditure for the period ending December 2021**
- 1447.5.1 A report had been circulated to members prior to the meeting outlining income and expenditure for the period up to 31st December 2021.
- 1447.5.2 Unanimously RESOLVED that the Income & Expenditure for the period ending December 2021 is agreed and meets the expected budgetary requirements. [Proposed: Cllr Brown; Seconded: Cllr Craze]
- 1447.6 **To receive an Interim Internal Audit Report for the year ending 31st March 2022 from the appointed Internal Auditor**
- 1447.6.1 A report from the Independent Internal Auditor looking at his findings from his interim checks of the Council's finances had been circulated prior to the meeting. The report was considered and discussed in depth.
- 1447.6.2 Unanimously RESOLVED to accept the recommendations of the Independent Internal Auditor following his interim check of the Council finances for FY 2021-22. [Proposed: Cllr Brown; Seconded: Cllr Brown]

Chairman

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Administration-Staff Costs						
4101 Wages/Salaries	302,507	329,222	26,715		26,715	91.9%
4102 Tax/NIC	73,332	91,748	18,416		18,416	79.9%
4103 Mileage	15	0	(15)		(15)	0.0%
4104 Pensions	75,609	88,878	13,269		13,269	85.1%
Administration-Staff Costs :- Indirect Expenditure	451,463	509,848	58,385	0	58,385	88.5%
Net Expenditure	(451,463)	(509,848)	(58,385)			
102 General Administration						
1176 Precept Received	844,876	844,876	0			100.0%
1177 CTSG Received	30,947	0	(30,947)			0.0%
1190 Interest Received	335	0	(335)			0.0%
General Administration :- Income	876,157	844,876	(31,281)			103.7%
4201 Stationery	1,284	1,200	(84)		(84)	107.0%
4202 Telephone/Internet	1,216	690	(526)		(526)	176.3%
4203 Mobile Phones	2,960	2,500	(460)		(460)	118.4%
4204 Annual Subscriptions	12,142	7,620	(4,522)		(4,522)	159.3%
4205 Photocopier Contract	1,300	1,250	(50)		(50)	104.0%
4206 Postage	453	700	247		247	64.7%
4207 Advertising	212	1,000	788		788	21.2%
4208 Audit	500	3,250	2,750		2,750	15.4%
4210 Mayor's Budget	598	2,000	1,402		1,402	29.9%
4212 Development Resources	0	1,000	1,000		1,000	0.0%
4213 Tablets	3,064	3,065	1		1	100.0%
4214 Newspapers	212	340	128		128	62.5%
4215 Refreshments	24	400	376		376	6.0%
4216 Volunteer Support Fund	0	500	500		500	0.0%
4217 Lib Events & Activities	451	500	49		49	90.3%
4220 Miscellaneous Expenses	0	200	200		200	0.0%
4221 Loan Repayment	17,244	17,388	144		144	99.2%
4222 IT Support	5,512	8,560	3,048		3,048	64.4%
4223 HR Outsourcing	16,163	7,500	(8,663)		(8,663)	215.5%
4224 TIC Bulk Buy	173	2,000	1,827		1,827	8.7%
General Administration :- Indirect Expenditure	63,508	61,663	(1,845)	0	(1,845)	103.0%
Net Income over Expenditure	812,649	783,213	(29,436)			
6001 less Transfer to EMR	30,947					
Movement to/(from) Gen Reserve	781,702					

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
201 Christmas Festival						
4304 Christmas Lights	14,392	17,200	2,808		2,808	83.7%
4305 Christmas Events	5,781	6,000	219		219	96.3%
4313 Tourism	95	0	(95)		(95)	0.0%
Christmas Festival :- Indirect Expenditure	20,268	23,200	2,932	0	2,932	87.4%
Net Expenditure	(20,268)	(23,200)	(2,932)			
202 Other Events						
4716 Remembrance	21	850	829		829	2.5%
4717 Poppy Parade	0	2,000	2,000		2,000	0.0%
4722 Covid Celebration	0	2,000	2,000		2,000	0.0%
Other Events :- Indirect Expenditure	21	4,850	4,829	0	4,829	0.4%
Net Expenditure	(21)	(4,850)	(4,829)			
203 Administration Services						
4207 Advertising	466	2,200	1,734		1,734	21.2%
4701 Elections	3,716	5,000	1,284		1,284	74.3%
4703 Office Equipment	19	500	481		481	3.8%
4706 Council Website	290	700	410		410	41.4%
4708 Training	2,046	5,000	2,954		2,954	40.9%
4709 Donations	2,601	5,000	2,399		2,399	52.0%
4710 Christmas Goodwill	0	500	500		500	0.0%
4711 Youth Council	57	1,000	943		943	5.7%
4715 Town Website	101	450	349		349	22.5%
4718 Town Guide	5,877	6,200	323		323	94.8%
4719 C4L	2,500	2,500	0		0	100.0%
4720 Plastic Champion	0	500	500		500	0.0%
Administration Services :- Indirect Expenditure	17,673	29,550	11,877	0	11,877	59.8%
Net Expenditure	(17,673)	(29,550)	(11,877)			
204 RIM&PF						
4401 Marshals	0	370	370		370	0.0%
4402 Music Acts	1,084	3,000	1,916		1,916	36.1%
4403 Street Ents	0	1,000	1,000		1,000	0.0%
4404 Marketing/Advertising	2,484	2,500	16		16	99.4%
4405 Equip/Toilets/Tables/Chairs	0	1,000	1,000		1,000	0.0%
4407 First Aid	432	450	18		18	95.9%
4408 Bunting	0	275	275		275	0.0%

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Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4410 Marquees	0	700	700		700	0.0%
4413 Road Closures/Licenses	57	100	43		43	57.5%
4414 Hospitality	0	250	250		250	0.0%
4416 Fun Day	0	400	400		400	0.0%
4419 Generators	0	1,700	1,700		1,700	0.0%
4421 Electricity	0	100	100		100	0.0%
4422 Miners Day Activities	0	100	100		100	0.0%
RIM&PF :- Indirect Expenditure	4,057	11,945	7,888	0	7,888	34.0%
Net Expenditure	(4,057)	(11,945)	(7,888)			
205 Murdoch						
4401 Marshals	0	1,000	1,000		1,000	0.0%
4402 Music Acts	1,459	1,200	(259)		(259)	121.6%
4403 Street Ents	1,150	1,000	(150)		(150)	115.0%
4404 Marketing/Advertising	731	1,000	269		269	73.1%
4405 Equip/Toilets/Tables/Chairs	0	300	300		300	0.0%
4407 First Aid	0	460	460		460	0.0%
4408 Bunting	0	275	275		275	0.0%
4410 Marquees	0	900	900		900	0.0%
4411 Stage	0	900	900		900	0.0%
4412 Market Stalls	0	1,250	1,250		1,250	0.0%
4413 Road Closures/Licenses	0	420	420		420	0.0%
4415 Misc Expenses	0	300	300		300	0.0%
4418 Afternoon Dance	0	200	200		200	0.0%
4427 Schools	0	1,650	1,650		1,650	0.0%
Murdoch :- Indirect Expenditure	3,340	10,855	7,515	0	7,515	30.8%
Net Expenditure	(3,340)	(10,855)	(7,515)			
206 St Piran Festival						
4401 Marshals	87	350	263		263	24.9%
4402 Music Acts	2,204	3,000	796		796	73.5%
4405 Equip/Toilets/Tables/Chairs	0	250	250		250	0.0%
4406 Printing Programmes	59	500	441		441	11.8%
4408 Bunting	82	275	193		193	29.7%
4413 Road Closures/Licenses	13	75	63		63	16.7%
4415 Misc Expenses	60	0	(60)		(60)	0.0%
4424 Transport	0	350	350		350	0.0%
St Piran Festival :- Indirect Expenditure	2,505	4,800	2,296	0	2,296	52.2%
Net Expenditure	(2,505)	(4,800)	(2,296)			

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
210 Other Services						
1075 Income-Floral Displays	1,471	0	(1,471)			0.0%
1080 Income-Footpaths	1,701	0	(1,701)			0.0%
Other Services :- Income	<u>3,172</u>	<u>0</u>	<u>(3,172)</u>			
4501 Purchases & Works	8,294	6,500	(1,794)	(1,794)		127.6%
4507 Town Clock Maintenance	955	1,500	545	545		63.7%
4514 CCTV Monitoring	9,287	8,250	(1,037)	(1,037)		112.6%
4515 CCTV R&M	3,228	5,000	1,772	1,772		64.6%
4516 CCTV Capital	1,796	3,500	1,704	1,704		51.3%
4520 Weed Control	4,860	5,000	140	140		97.2%
4521 Vehicle Fuel	1,589	1,500	(89)	(89)		105.9%
4522 Machinery Fuel	427	1,000	573	573		42.7%
4523 Floral Displays	13,538	15,000	1,462	1,462		90.3%
4524 GWaT Maintenance	789	4,000	3,212	3,212		19.7%
4525 PPE	227	1,500	1,273	1,273		15.2%
Other Services :- Indirect Expenditure	<u>44,989</u>	<u>52,750</u>	<u>7,761</u>	<u>0</u>	<u>7,761</u>	<u>85.3%</u>
Net Income over Expenditure	<u>(41,817)</u>	<u>(52,750)</u>	<u>(10,933)</u>			
301 The Chamber						
4209 Insurance	6,250	6,250	0	0		100.0%
4601 Non-domestic Business Rate	10,729	10,800	72	72		99.3%
4602 Gas	2,664	2,050	(614)	(614)		130.0%
4603 Water	2,014	550	(1,464)	(1,464)		366.2%
4604 Electricity	5,295	550	(4,745)	(4,745)		962.8%
4605 Waste	919	0	(919)	(919)		0.0%
4606 Lifts	85	420	335	335		20.2%
4610 Building Maintenance	1,629	2,000	371	371		81.5%
4611 Air Conditioning	104	850	747	747		12.2%
4615 Hygiene Contracts	0	365	365	365		0.0%
4616 Security Systems	0	355	355	355		0.0%
The Chamber :- Indirect Expenditure	<u>29,689</u>	<u>24,190</u>	<u>(5,499)</u>	<u>0</u>	<u>(5,499)</u>	<u>122.7%</u>
Net Expenditure	<u>(29,689)</u>	<u>(24,190)</u>	<u>5,499</u>			
302 Market Way						
1002 Income - MW Retail	23,386	0	(23,386)			0.0%
Market Way :- Income	<u>23,386</u>	<u>0</u>	<u>(23,386)</u>			
4209 Insurance	3,928	3,750	(178)	(178)		104.8%
4601 Non-domestic Business Rate	32,461	32,000	(461)	(461)		101.4%

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Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4602 Gas	2,524	3,000	476		476	84.1%
4603 Water	1,160	3,000	1,840		1,840	38.7%
4604 Electricity	22,124	8,000	(14,124)		(14,124)	276.6%
4605 Waste	3,227	4,000	773		773	80.7%
4606 Lifts	85	420	335		335	20.2%
4607 Cleaning	17,032	12,500	(4,532)		(4,532)	136.3%
4610 Building Maintenance	18,511	7,000	(11,511)		(11,511)	264.4%
4611 Air Conditioning	0	1,000	1,000		1,000	0.0%
4615 Hygiene Contracts	546	2,000	1,454		1,454	27.3%
4616 Security Systems	1,138	1,500	362		362	75.9%
Market Way :- Indirect Expenditure	102,736	78,170	(24,566)	0	(24,566)	131.4%
Net Income over Expenditure	(79,350)	(78,170)	1,180			
303 Library						
1020 Income - Fines/Lost Items	81	0	(81)			0.0%
1022 Income - Photocopy	1,174	0	(1,174)			0.0%
1023 Income - Small Items	45	0	(45)			0.0%
1024 Income - Reservations	13	0	(13)			0.0%
1025 Income - Small Items (NonVAT)	3	0	(3)			0.0%
1026 Income - Misc	22	0	(22)			0.0%
1027 Income - Sale of Books	162	0	(162)			0.0%
1028 Income - Seagull Sacks	518	0	(518)			0.0%
1029 TIC Income	132	0	(132)			0.0%
Library :- Income	2,149	0	(2,149)			
4604 Electricity	2,371	0	(2,371)		(2,371)	0.0%
Library :- Indirect Expenditure	2,371	0	(2,371)	0	(2,371)	
Net Income over Expenditure	(221)	0	221			
304 Public Toilets						
1085 Income - Toilets	1,176	0	(1,176)			0.0%
Public Toilets :- Income	1,176	0	(1,176)			
4601 Non-domestic Business Rate	(2,745)	0	2,745		2,745	0.0%
4603 Water	99	2,500	2,401		2,401	4.0%
4604 Electricity	280	1,000	720		720	28.0%
4607 Cleaning	15,711	10,500	(5,211)		(5,211)	149.6%
4610 Building Maintenance	4,874	1,000	(3,874)		(3,874)	487.4%
4615 Hygiene Contracts	456	375	(81)		(81)	121.6%
Public Toilets :- Indirect Expenditure	18,676	15,375	(3,301)	0	(3,301)	121.5%
Net Income over Expenditure	(17,500)	(15,375)	2,125			

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
305 St Rumons Gardens						
4603 Water	25	50	25		25	49.6%
4604 Electricity	1,343	320	(1,023)		(1,023)	419.7%
4605 Waste	867	875	8		8	99.1%
4610 Building Maintenance	1,378	1,000	(378)		(378)	137.8%
St Rumons Gardens :- Indirect Expenditure	<u>3,613</u>	<u>2,245</u>	<u>(1,368)</u>	<u>0</u>	<u>(1,368)</u>	<u>160.9%</u>
Net Expenditure	<u>(3,613)</u>	<u>(2,245)</u>	<u>1,368</u>			
306 EEPF						
4511 Grounds Maintenance	3,723	2,800	(923)		(923)	133.0%
4512 Play Equipment Inspections	69	250	182		182	27.4%
4513 Play Equipment Maintenance	1,500	1,500	0		0	100.0%
4605 Waste	978	985	7		7	99.3%
EEPF :- Indirect Expenditure	<u>6,269</u>	<u>5,535</u>	<u>(734)</u>	<u>0</u>	<u>(734)</u>	<u>113.3%</u>
Net Expenditure	<u>(6,269)</u>	<u>(5,535)</u>	<u>734</u>			
307 Plain-an-Gwarry						
4512 Play Equipment Inspections	93	250	157		157	37.2%
4513 Play Equipment Maintenance	0	1,500	1,500		1,500	0.0%
4605 Waste	612	625	13		13	98.0%
Plain-an-Gwarry :- Indirect Expenditure	<u>705</u>	<u>2,375</u>	<u>1,670</u>	<u>0</u>	<u>1,670</u>	<u>29.7%</u>
Net Expenditure	<u>(705)</u>	<u>(2,375)</u>	<u>(1,670)</u>			
308 Facilities Yard						
4601 Non-domestic Business Rate	1,921	3,200	1,279		1,279	60.0%
4603 Water	0	800	800		800	0.0%
4604 Electricity	594	800	206		206	74.2%
Facilities Yard :- Indirect Expenditure	<u>2,515</u>	<u>4,800</u>	<u>2,285</u>	<u>0</u>	<u>2,285</u>	<u>52.4%</u>
Net Expenditure	<u>(2,515)</u>	<u>(4,800)</u>	<u>(2,285)</u>			
320 Capital Expenditure						
4503 Climate Change	0	10,000	10,000		10,000	0.0%
4508 Compound Rent	1,833	2,000	167		167	91.7%
4510 Vehicles	17,452	18,000	548		548	97.0%
4526 Toilet Refurb	0	25,000	25,000		25,000	0.0%
4527 Mobile Speed Signs	0	10,000	10,000		10,000	0.0%
4528 Library Furniture	922	1,000	78		78	92.2%
Capital Expenditure :- Indirect Expenditure	<u>20,207</u>	<u>66,000</u>	<u>45,793</u>	<u>0</u>	<u>45,793</u>	<u>30.6%</u>
Net Expenditure	<u>(20,207)</u>	<u>(66,000)</u>	<u>(45,793)</u>			

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Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Planning						
4721 Neighbourhood Plan	1,845	5,000	3,155		3,155	36.9%
Planning :- Indirect Expenditure	<u>1,845</u>	<u>5,000</u>	<u>3,155</u>	<u>0</u>	<u>3,155</u>	<u>36.9%</u>
Net Expenditure	<u>(1,845)</u>	<u>(5,000)</u>	<u>(3,155)</u>			
999 Ear Marked Reserves						
1100 Income-Miscellaneous	3,175	0	(3,175)			0.0%
Ear Marked Reserves :- Income	<u>3,175</u>	<u>0</u>	<u>(3,175)</u>			
4901 Town Clock EMR	5,499	0	(5,499)		(5,499)	0.0%
4903 Elections EMR	0	18,533	18,533		18,533	0.0%
4904 Playgrounds EMR	1,658	11,770	10,112		10,112	14.1%
4905 Grounds Equipment EMR	0	5,731	5,731		5,731	0.0%
4908 SK8 Park	200,573	23,054	(177,519)		(177,519)	870.0%
4909 Bus Shelters EMR	0	3,988	3,988		3,988	0.0%
4910 Station Hill Site EMR	0	1,200	1,200		1,200	0.0%
4911 Signs EMR	0	5,942	5,942		5,942	0.0%
4912 Training EMR	0	531	531		531	0.0%
4913 Website EMR	5,370	9,622	4,252		4,252	55.8%
4914 Building Contingency	0	4,387	4,387		4,387	0.0%
4915 Running Costs EMR	0	4,659	4,659		4,659	0.0%
4917 Receptions EMR	0	650	650		650	0.0%
4918 Tourism EMR	0	1,156	1,156		1,156	0.0%
4921 Neighbourhood Plan EMR	2,089	1,081	(1,008)		(1,008)	193.2%
4924 Mayors Allowance EMR	40	5,319	5,279		5,279	0.8%
4925 CCTV	0	6,219	6,219		6,219	0.0%
4926 Building Maintenance EMR	2,557	14,719	12,162		12,162	17.4%
4927 Public Realms	0	2,000	2,000		2,000	0.0%
4928 Christmas Lights EMR	0	1,479	1,479		1,479	0.0%
4929 Transition	9,947	24,697	14,750		14,750	40.3%
4930 Town Trail Leaflets	715	5,637	4,922		4,922	12.7%
4931 Toilets	0	14,399	14,399		14,399	0.0%
4934 Bunting/Flags	0	2,427	2,427		2,427	0.0%
4935 Youth Council	0	1,410	1,410		1,410	0.0%
4936 Redruth Community Centre	2,818	9,000	6,182		6,182	31.3%
4937 Legacy	0	2,500	2,500		2,500	0.0%
4938 Floral Displays	0	6,000	6,000		6,000	0.0%
4940 Events Contingency EMR	0	10,758	10,758		10,758	0.0%
4942 Advertising EMR	0	2,860	2,860		2,860	0.0%
4943 Market Way EMR	0	12,976	12,976		12,976	0.0%

12:34

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4944 Library EMR	0	1,307	1,307		1,307	0.0%
4946 CIL	(1,969)	12,428	14,397		14,397	(15.8%)
4947 Staffing	0	40,100	40,100		40,100	0.0%
4948 Climate Change	158	20,000	19,842		19,842	0.8%
4949 TVF	(68,025)	0	68,025		68,025	0.0%
4950 Welcome Back Fund	9,058	0	(9,058)		(9,058)	0.0%
4951 Telephone Box	(15,000)	0	15,000		15,000	0.0%
Ear Marked Reserves :- Indirect Expenditure	155,487	288,539	133,052	0	133,052	53.9%
Net Income over Expenditure	(152,313)	(288,539)	(136,226)			
6000 plus Transfer from EMR	294,757					
6001 less Transfer to EMR	143,144					
Movement to/(from) Gen Reserve	(700)					
Grand Totals:- Income	909,216	844,876	(64,340)			107.6%
Expenditure	951,939	1,201,690	249,751	0	249,751	79.2%
Net Income over Expenditure	(42,724)	(356,814)	(314,090)			
plus Transfer from EMR	294,757					
less Transfer to EMR	174,091					
Movement to/(from) Gen Reserve	77,942					

REPORT FOR: Meeting of the Audit & Accounting Governance Committee on 19th April 2022

1.0 SUBJECT OF REPORT: To receive a report from Committee Members responsible for carrying out Internal Control Checks

2.0 SUMMARY OF IMPLICATIONS

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

3.0 TERMS OF REFERENCE

- 3.1 This Committee has agreed that checks on the Internal Controls would be carried out by Members of this Committee on a quarterly basis. This is the eighteenth report and covers the fourth quarter of the Financial Year 2021-22. The checks were carried out by Cllr's Craze and Reeve on 15th March 2022.

4.0 REPORT

- 4.1 In accordance with the agreed check list the following are findings in relation to the check of Internal Controls carried out by the undersigned.

Bank Reconciliation

BC1-4 This has been completed up to date as at 28th February 2022, with the balance reconciled. There were no differences, and it was confirmed that the reconciled difference is nil.

Receipts & Payments

- RP1 A random selection of receipts & payments including FPOs and DDMs were selected to check since the last audit all were initialed correctly.
- RP2-3 All payments have been approved by RFO and correctly authorised.
- RP4 All invoices have been authorised, but invoices have not been countersigned due to Covid restrictions. N.B. No cheques have been issued this fiscal year.
- RP5 All receipts have been identified correctly with regard to reason for payment and identity of payee. All Faster Payments made electronically are reference numbered.
- RP6 VAT has been correctly accounted for on all receipts and payments.
- RP7 The VAT return for the end of the third quarter was submitted to HMRC on 15th March 2022.
- RP8 PAYE return for February 2022 has been submitted for payment on 11th March 2022.
- RP9 Pension contributions are paid monthly. The payments for February 2022 were submitted for payment on 11th March 2022.

Computer Security

- CS1 All equipment physically secure, all housed in rooms protected by security system.

- CS2 Some new equipment needs to be security marked.
- CS3 All PC's, linked to the server, are password protected - individuals have set their own passwords which are changed every 30 days.
- CS4-5 Files are backed up through the server, which also has an internal back-up facility. In addition, files are also backed up via Cloud through our ICT support service.
- CS6 A random check of websites visited was carried out on the Marketing Assistant's laptop - there was nothing to cause any concern.

ACTION: A different pc needs to be checked at the time of next visit.

Effectiveness of Internal Controls

- IC1 Steve Hudson of Hudson Accounting was appointed as the Council's auditor at the July 2017 Audit & Accounting Governance Committee meeting. Contract expires at the end of financial year 2022/2023, and the RFO is already in talks about a new contract.
- IC2 The IA is confirmed as independent of the Council.
- IC3 All IA reports are made in his own name.
- IC4 The Audit Plan as at Appendix 9 of the Governance and Accountability for Local Councils – A Practitioners Guide (England) 2010 was approved at the meeting of the committee on 21st October 2014.
- IC5 The internal audit will consist of two visits per year. The April visit carries out risk assessments. It also carries out wider internal controls.
- IC6 Council considers the IA to be competent and has carried out the internal audit work ethically, with integrity and objectively.
- IC7 Interim audits are now being carried out by members of the committee. This is the first Audit carried out since Feb 2020 due to the Covid pandemic.
- IC8 This is the eighteenth occasion that members have carried out audits, and the report will be presented at the Audit & Accounting Governance Committee Meeting.
ACTION: Agree 2 new members of the committee to conduct the next audit.
- IC9 Regular budget monitoring is now carried out by the Audit and Accounting Governance Committee.
- IC10 The Committee is asked to make responses and recommendations to this report at its next meeting.
- IC11 Adequate insurance cover is in place including Public Liability which has now increased at no extra charge from £10 million to £15 million with the Fidelity Guarantee cover increased to £2 million.
- IC12 The Asset Register has been viewed and is up to date, barring the addition of the skatepark.
- IC13 The Asset Register will be reconciled with the Insurance schedule when the new schedule is issued in April 2022.

Staffing

- S1 Contracts of Employment for members of staff employed prior to 1 April 2021 were unavailable during this visit as they are currently being updated to reflect the changes made by staffing review. Staff appointed since 1 April 2021 have up to date contracts and that of one new employee was chosen at random to check.
ACTION: Amendments to contracts to be checked at next visit.
- S2 Annual leave forms were checked, and all records have been updated.

- S3 The Grounds Staff, Admin Asst and Library staff receive overtime payments. All other staff receive Time Off in Lieu (TOIL). This will be confirmed within the new Staff Handbook and consequently staff contracts.
- S4 Employees are on the correct pay for their spinal column point. Random employee spinal column point checked.
- S5. Staff appraisals are currently being carried out. Staff 1-2-1's have been done for all staff and this was confirmed by the Town Clerk.

Health & Safety

- HS1 The Town Council Health & Safety Policy document has not been updated since the move into the new building.
ACTION: This document to be updated as a matter of urgency and checked at the next audit visit.
- HS2 The Accident Book and Fire Register has not been updated since the move into the new building.
ACTION: This document to be updated as a matter of urgency and checked at the next audit visit.
Fire alarm bell records were not checked.
Fire extinguishers were not checked.
There have been zero accidents involving Council staff since the last Internal Control Check.
- HS3 Risk assessments are currently being updated in light of the move into the new building and changes to staffing.
ACTION: These to be checked at the next audit as a matter of urgency.
- HS4 An informal 'walk round' check was not carried out.
ACTION: Walk round checks to be continued on further audit visits.

4.2 Proposal

It is proposed that Members accept the report as read and that action is taken on the points raised before, or at, the next internal audit.

Cllr B Craze
Cllr D Reeve

15th March 2022

REPORT FOR: Audit & Accounting Governance Committee Meeting of 19th April 2022

1.0 SUBJECT OF REPORT: To receive the Council Accounts for Year Ending 31st March 2022 and make recommendations to Council

2.0 SUMMARY OF IMPLICATIONS

- | | | | |
|----|-----------|---|-----|
| a. | Policy | - | Yes |
| 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 a return, the Annual Governance & Accountability Return (AGAR), made to the appointed external auditors, who again this year is PKF Littlejohn.

4.0 REPORT

- 4.1 As the appointed Responsible Financial Officer for the Town Council I have completed the summary of the accounts to the correct accounting basis (Income & Expenditure) as required, and the Balance Sheet and Income & Expenditure are attached for your information.
- 4.2 The information in the summary of accounts is in turn extrapolated and used to complete the AGAR (copy attached, and completed where applicable), and this is explained below:

Annual Internal Audit Report (AIAR)

This section is completed by our appointed internal auditor and follows the audit plan iaw Appendix 9 of the Governance and Accountability for Local Councils – A practitioners Guide (England) 2010 which was agreed at the meeting of the Council on 28th September 2020 when the auditor was appointed.

Our Independent Internal Auditor is currently completing his work on the accounts. I very much hope that he is able to verified that the Year End Accounts produced are fairly stated – he actually calculates them independently to our accounts for comparison.

Section 1 – Annual Governance Statement 2021-22:

Section 1 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. The following information will hopefully show why we can 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 this 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 your 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 2022. For those ended

31st March 2021 they are still on the website and were displayed on the noticeboards for the appropriate times.

Assertion 5: Carried out and approved by this committee at its meeting of October 2021, and again verified by this committee's responsibility when carrying out internal audit.

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

Assertion 7: Dealt with at 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 2020-21 and submitted; next return due in next 3 months.

Section 2 – Accounting Statements 2021-22:

Section 2, the Accounting Statements, shows the figures of income and expenditure and reflects the Summary Balance Sheet. Within this section we are 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, 4, 6, and 10, and we have to explain the differences so that the reasons identified bring the variance below the 15% margin. You will see from the completed proforma how we have explained these variances for this 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 a pre-printed schedule for your information, which also includes details of the Bank Reconciliation as at the year end, Accruals, Creditors & Debtors, and details of when our accounts will be available for the exercise of public rights.

4.3 In addition to the information already outlined above, the External Auditors require as part of the intermediate level review confirmation that we have submitted an annual return as part of our responsibilities as trustees to a charity, so will be sending a copy of that along with the other required documentation. We also have to give any details of how "except for" matters raised during the 2019-20 audit have been addressed. I am pleased to remind Members that there were no "only except for" matters raised during the external audit last year; and confirm that our income or expenditure is below £2M. Details of our response is attached for your information.

4.4 The approval of Sections 1 and 2 of the AGAR must be dealt with separately and as such will appear as individual agenda items once recommended to Council.

5.0 CONCLUSION

5.1 It is my opinion that the Town Council Accounts for the year ending 31st March 2022 have been completed in accordance with all current Accounting and Audit Regulations, and that the Accounting Statements is a true representation of the council's financial situation at that time. I very much hope that the appointed independent auditor will verify this shortly and possibly in time for this meeting.

6.0 RECOMMENDATIONS

6.1 It is recommended that the following proposals are placed before Council, as separate agenda items:

a. That this committee recommends that Council approves the Annual Governance Statement in Section 1 of the AGAR, as outlined above, and primarily evidenced by the work of our independent internal auditor and this committee's work on internal audit

checks, thereby accepting our responsibility for the preparation of the statement of accounts and for the Council's internal controls.

- b. That this Committee recommends to the Council that the Accounting Statements 2021-22 for the Town Council be approved and signed off at Section 2 of the Annual Return.
- b. That this committee recommends that Council in approving the Accounting Statements 2021-22 in Section 2 of the AGAR confirms the explanation of the variances exceeding +/- 15% for Boxes 2, 3, 4, 6, and 10, and the reconciled difference between Boxes 7 & 8.
- c. Approves the details to be included in our response to the intermediate level review, as outlined above.
- d. That committee recommends the Council notes with gratitude the work of the internal independent auditor and his reports.

P B Bennett
Town Clerk & Responsible Financial Officer

Encs.

13/04/2022

Redruth Town Council 2021-2022

13:57

Balance Sheet as at 31st March 2022

31st March 2021

31st March 2022

31st March 2021		31st March 2022	
Current Assets			
6,869	Debtors	202,669	
9,839	Vat Refunds	11,792	
609,932	Current/High Interest Accounts	538,191	
<u>626,640</u>			<u>752,652</u>
626,640	Total Assets		752,652
Current Liabilities			
4,459	Creditors	3,466	
11,495	Accruals	22,914	
43,173	Trewirgie Trust CF	43,199	
655	Raymond Rd Allotments	505	
8,251	Redruth Heritage Project	8,251	
2,916	Skate Park	2,916	
16,832	Victoria Park Bandstand	0	
0	Redruth Markets	18	
<u>87,782</u>			<u>81,269</u>
538,858	Total Assets Less Current Liabilities		671,383
Represented By			
250,320	General Fund		401,146
288,538	Earmarked Reserves		270,237
<u>538,858</u>			<u>671,383</u>

The above statement represents fairly the financial position of the authority as at 31st March 2022 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Redruth Town Council 2021-2022

Income and Expenditure Account for Year Ended 31st March 2022

31st March 2021		31st March 2022
	Income Summary	
720,615	Precept Received	844,876
428	Interest Received	309
<u>721,043</u>	Sub Total	<u>845,185</u>
	Operating Income	
32,785	General Administration	30,947
1,668	Other Services	3,172
3,000	The Chamber	3,000
8,550	Market Way	27,618
390	Library	1,999
559	Public Toilets	1,176
8,600	Ear Marked Reserves	3,175
<u>776,594</u>	Total Income	<u>916,273</u>
	Running Costs	
348,407	Administration-Staff Costs	471,628
39,765	General Administration	66,304
17,379	Christmas Festival	20,268
0	Other Events	21
9,781	Administration Services	17,673
453	RIM&PF	4,057
1,094	Murdoch	3,340
590	St Piran Festival	2,505
3,362	Amenities Services	0
36,285	Other Services	44,989
26,013	The Chamber	29,960
93,575	Market Way	103,497
8,744	Library	2,371
14,679	Public Toilets	19,978
2,866	St Rumons Gardens	3,613
3,924	EEPF	6,269
913	Plain-an-Gwarry	705
0	Facilities Yard	2,515
18,100	Capital Expenditure	20,207
0	Planning	2,246
102,632	Ear Marked Reserves	(38,400)
<u>728,563</u>	Total Expenditure	<u>783,748</u>
	General Fund Analysis	
218,572	Opening Balance	250,320
776,594	Plus : Income for Year	916,273
<u>995,166</u>		<u>1,166,593</u>
728,563	Less : Expenditure for Year	783,748
<u>266,603</u>		<u>382,845</u>
(356,523)	Transfers TO / FROM Reserves	(18,301)
<u>623,126</u>	Closing Balance	<u>401,146</u>

Annual Internal Audit Report 2021/22

REDRUTH TOWN COUNCIL

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During the financial year ended 31 March 2022, 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 2021/22 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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			
M. The authority, during the previous year (2020-21) 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 2020/21 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

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

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*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 2021/22

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 2022, that:

	Agreed			‘Yes’ means that this authority:
	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:

25/04/2022

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

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Section 2 – Accounting Statements 2021/22 for

REDRUTH TOWN COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	490,827	538,858	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	720,615	844,876	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	55,979	71,397	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	348,407	471,628	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	17,532	17,244	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	362,624	294,876	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	538,858	671,383	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	609,932	538,191	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	1,052,026	1,277,026	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	242,000	231,000	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	N/A	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 2022 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



Date

14/04/2022

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 (local councils and

Cornwall

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 onwards:** 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)

	2020/21 £	2021/22 £	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	490,827	538,858					
2 Precept or Rates and Levies	720,615	844,876	124,261	17.24%	YES	As well as the Staffing Review mentioned in the explanation for the Staff Costs, other items causing increase are Refurbishment of Public Toilets (£25000) and Mobile Speed Signs (£10000)	
3 Total Other Receipts	55,979	71,397	15,418	27.54%	YES	Most receipts have increased year-on-year due to the previous year restrictions including our retail outlets rental income which has increased by £19068, but income on grants (£5425) and CTSG (£1778) has seen decreases.	
4 Staff Costs	348,407	471,628	123,221	35.37%	YES	Due to complete review of Staffing and Organisation including regrading of posts, includes new post of Engagement Officer (£33488), regrading of Town Clerk Salary (£16778), regrading of Facilities Team and new post (£25201) and additional staff to Library & Information Service (£20043).	
5 Loan Interest/Capital Repayment	17,532	17,244	-288	1.64%	NO		
6 All Other Payments	362,624	294,876	-67,748	18.68%	YES	The reductions this year relate in the main to work carried out in the previous year, which was not repeated during this financial year, namely building works associate with move to new location (£37010), work on the Neighbourhood Development Plan (£7774), and work on our Staffing & Organisational Review (£13402)	
7 Balances Carried Forward	538,858	671,383			NO	Variances of £200 or less are tolerable	
8 Total Cash and Short Term Investments	609,932	538,191				Variances of £200 or less are tolerable	
9 Total Fixed Assets plus Other Long Term Investments and Assets	1,052,026	1,277,026	225,000	21.39%	YES	New Multi-Wheeled Facility (£250000), increase in IT equipment (£5000)	
10 Total Borrowings	242,000	231,000	-11,000	4.55%	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		671383
Deduct: Debtors (enter these as negative numbers)		
Debtors	-202669	
VAT Refund	-11792	
	-214461	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
NONE	0	
Total deductions		-214461
Add:		
Debtors (must not include community infrastructure levy (CIL) receipts)		
Creditors	3466	
Accruals	22914	
Trewirgie Trust CF	43199	
Raymond Rd Allotments	505	
Redruth Heritage Project	8251	
Skate Park Assoc	2916	
Victoria Park Bandstand	0	
Redruth Markets	18	
	81269	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
NONE	0	
Total additions		81269
Box 8: Total cash and short term investments		538191

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 13th June 2022**

and ending on **Friday 22nd July 2022**

(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 2022 (i.e. Friday 1 July – Thursday 14 July).

We have suggested the following dates: Monday 13 June – Friday 22 July 2022. The latest possible dates that comply with the statutory requirements are Friday 1 July – Thursday 11 August 2022.)

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 Form 3 and other requested documentation – this form is not for publication on your website.

REDRUTH TOWN COUNCIL

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021-2022

INTERMEDIATE LEVEL REVIEW

In response to the Intermediate Level Review where we are asked to provide the following information:

- a. If we act as a sole managing trustee of a local trust, the Charity Commission documents submitted during 2021-2022 in respect of the 2020-2021 reporting year – copy of Charity Commission Annual Return 2021 for the Trewirgie Playing Fields Charity (Charity No: 300594) attached for your information.
- b. We can confirm that the 2020-2021 external audit report did not include any "except for matters".
- c. Our authority does not have income or expenditure of more than £2,000,000

Signed:

.....

Clr M J Brown
Town Mayor
Officer

.....

P B Bennett
Town Clerk & Responsible Finance

Charity Commission Annual Return 2021

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 2021.

Financial period

Financial period start date

01/04/2020

Financial period end date

31/03/2021

Income and spending

Income £

£22

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):

Employee

Given names

Peter

Family name

Bennett

Telephone
number

01209210038

Email

townclerk@redruth-tc.gov.uk

Date submitted

01/12/2021

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.

REPORT FOR: Audit & Accounting Governance Committee Meeting of 19th April 2022

1.0 SUBJECT OF REPORT: To review and Ear Marked Reserves/General Fund at year end 31st March 2022

2.0 SUMMARY OF IMPLICATIONS

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

3.0 TERMS OF REFERENCE

- 3.1 To review and consolidate Ear Marked Reserves (EMRs)/General Fund held by the Town Council at the year-end 31st March 2022.

4.0 REPORT

- 4.1 Members will be aware that the Town Council funds are essentially made up of two elements – the General Fund Reserve, which funds everyday expenditure and safeguards an amount for future protection; and Ear Marked Reserves – those funds specifically identified that need funding, but not necessarily within a set financial year. At the end of each accounting year part of the checks process is to ensure that we have sufficient funds within the General Fund.

The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE). NRE (subject to any planned surplus or deficit) is effectively Precept\Levy less any Loan Repayment and/or amounts included in Precept\Levy for Capital Projects and transfers to Earmarked Reserves. The reason for the wide range (3 to 12 months) is to cater for the large variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months. In practice, any authority with an NRE in excess of £200,000 should plan on holding at least 3-4 months equivalent within the General Reserve. In all of this it is important that each authority adopt, as a General Reserve policy, the level appropriate to their size and situation and plan their Budget so as to ensure that the adopted level is maintained. Changes in activity levels/range of services provided will inevitably lead to changes in the requisite minimum level of General Reserve in order to provide working capital for those activities. With an NRE for the forthcoming year of around £1M, we should be looking at a minimum General Fund level of £300k. The transfer of funds to EMRs outlined below would allow us to increase the General Fund to a more acceptable level i.e., around the £400k level. This would allow to use the Ear Marked Reserves as identified and would not preclude us from using some General Fund Reserves if exceptional circumstances arose, as long as we do not go below that base level previously mentioned.

- 4.3 Detailed below, is the recommended variations we make to specific or new EMRs which would allow us to maintain a reasonable General Fund Reserve:

EMR	Amount	Reason
Transition	£30000	To build resilience for potential devolutions; improvements to services etc
Mayors Allowance	£1402	Underspend, but Mayor not yet out of office!
Office Equipment	£3480	Set aside for replacement office equipment and equipment for new staff
TIC Bulk Buy	£1800	Allows us to purchase goods for resale within the TIC.
Events Contingency	£7300	Allows for additional events/attractions at events and could match HSHAZ funds.
Elections	£1280	Normal transfer to cover costs of elections
Website	£410	To go towards possible revamp of Council website
Training	£2950	Allows for training of staff and members
GWaT	£3200	Amount remaining after being set aside for possible maintenance – could be used to offset their contribution towards the car park tarmacking
Climate Change	£10000	Transfer of funds originally budgeted to cover costs associated with Climate Change matters
Plastic Champion	£500	Hopefully self-explanatory and used to funds initiatives relating to our non-plastic status.
Toilet Refurb	£25000	Funds towards the refurbishment of the toilets
Mobile Speed Signs	£10000	Funds identified and to be used for mobile speed signs at some stage in the future
Neighbourhood Development Plan	£2700	Monies for hopefully concluding the NDP

4.4 I believe these changes will allow greater flexibility in spend going forward without affecting the EMR values at the beginning of the financial year, and also protecting and enhancing our General Reserve Fund.

5.0 **RECOMMENDATIONS**

5.1 It is requested that the committee consider and approve the report.

P B Bennett
Town Clerk & Responsible Financial Officer