



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

Our Reference:
RTC/460/2/Mtg
Date:
13th July 2022

See Distribution

Dear Councillor

Finance Committee Meeting – 18th July 2022

You are summoned to attend a Meeting of the Redruth Town Council Finance Committee to be held which will be held in the Langman Room, Redruth Civic Centre, Alma Place, on Monday 18th July 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 Ms Reeve
Cllr Thomas
Cllr Tremayne
Admin & Finance Officer

Information:

All other Town Councillors
Press & Public

Redruth Town Council
Finance Committee Meeting – 18th July 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 19th April 2022. [Minutes attached]
7. Town Clerk's Report. [See report attached]
8. To review Income/Expenditure for the period ending June 2022. [See schedule attached]
9. To receive a report from Committee Members responsible for carrying out Internal Control Checks for Q1 2022-2023.
10. To receive a Year End Report from Independent Internal Auditor for FY 2021-2022. [See report attached]
11. To approve the Treasury Management Strategy for Financial Year 2022-23
12. To update the Committee on the work of the Administration & Finance Team. [See report attached]
13. To consider Market Way rent levels during the period of closure of The Buttermarket Market Way rents during refurbishment works on Buttermarket. [See report attached]
14. To consider requests for financial assistance. [See schedule attached]



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

Town Mayor: Cllr M J Brown

Town Clerk: P B Bennett

Minutes of a Meeting of the Redruth Town Council Audit & Accounting Governance Committee
held at Redruth Civic Centre, Alma Place, on Tuesday 19th April 2022

Present: Cllr S Barnes Chairman
Cllr Mrs A Biscoe
Cllr H Biscoe
Cllr M Brown
Cllr Ms D Reeve
Cllr I Thomas

In attendance: P B Bennett Town Clerk & RFO
S J Taylor Admin & Finance Officer

PART I – PUBLIC SESSION

1462.1 To receive apologies for absence.

1462.1.1 Apologies were received from Cllrs Garrick and Tremayne (other commitments).

1462.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.

1462.2.1 There were no interests declared.

1462.3 To confirm the minutes of:

The Audit & Accounting Governance Committee Meeting held on 18th January 2022:

1462.3.1 RESOLVED by a majority that the minutes of the Audit & Accounting Governance Committee Meeting held on Tuesday 18th January 2022 were a true and accurate record of proceedings. [Proposed: Cllr Brown; Seconded: Cllr Ms Reeve]. Cllrs Biscoe and Mrs Biscoe abstained as they were not present at the meeting.

1462.4 To review Income & Expenditure for the period ending March 2022

1462.4.1 A report had been circulated to members prior to the meeting outlining income and expenditure for the period up to 31st March 2022.

1462.4.2 Unanimously RESOLVED that the Income & Expenditure for the period ending March 2022 is agreed and meets the expected budgetary requirements. [Proposed: Cllr Brown; Seconded: Cllr Biscoe]

- 1462.5 **To receive a report from Committee Members responsible for carrying out Internal Control Checks for the 4th Quarter 2021-2022**
- 1462.5.1 A report on the Internal Controls carried out by Cllrs Craze and Ms Reeve were circulated prior to the meeting. They were thanked for their work and for preparing the report, which was discussed in some depth.
- 1462.5.2 Unanimously RESOLVED that the report on the internal controls for the 4th quarter Financial Year 2021-2022 with recommendations be accepted. [Proposed: Cllr Biscoe; Seconded: Cllr Brown]
- 1462.5.3 It was agreed that Cllrs Barnes and Biscoe be appointed to carry out the next set of internal control checks, reporting to the next committee meeting scheduled for 18th July 2022.
- 1462.6 The remaining items on the agenda were deferred as we are awaiting the internal auditor to complete the work on the year end accounts and will be presented to Council at the earliest opportunity.

Chairman

Redruth Town Council

Town Clerks Report – Finance Committee

Meeting Date: 18th July 2022

Min No	Item	Action	Response
Other	Town Council accounts for year ended 31 st March 2022	AGAR and associated documentation approved by Council at its meeting on 16 th May 2022 and submitted to external auditors	Period for end of elector's public rights to inspect and make comment ends on 22 nd July 2022. Audit can then be completed, and AGAR returned – expected late August/September.

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

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	82,553	376,628	294,075		294,075	21.9%
4102 Tax/NIC	16,625	111,349	94,724		94,724	14.9%
4103 Mileage	31	0	(31)		(31)	0.0%
4104 Pensions	15,679	114,896	99,217		99,217	13.6%
Administration-Staff Costs :- Indirect Expenditure	114,888	602,873	487,985	0	487,985	19.1%
Net Expenditure	(114,888)	(602,873)	(487,985)			
102 General Administration						
1050 Income-Photocopying	105	0	(105)			0.0%
1100 Income-Miscellaneous	3	0	(3)			0.0%
1176 Precept Received	513,961	1,027,921	513,961			50.0%
1177 CTSG Received	9,147	18,294	9,147			50.0%
1190 Interest Received	734	0	(734)			0.0%
General Administration :- Income	523,950	1,046,215	522,265			50.1%
4201 Stationery	350	1,200	850		850	29.2%
4202 Telephone/Internet	362	1,200	838		838	30.2%
4203 Mobile Phones	994	2,880	1,886		1,886	34.5%
4204 Annual Subscriptions	4,800	9,185	4,385		4,385	52.3%
4205 Photocopier Contract	357	1,250	893		893	28.6%
4206 Postage	78	550	472		472	14.2%
4207 Advertising	108	1,000	892		892	10.8%
4208 Audit	(2,300)	3,250	5,550		5,550	(70.8%)
4210 Mayor's Budget	40	2,000	1,960		1,960	2.0%
4212 Development Resources	207	1,000	793		793	20.7%
4213 Tablets	511	3,065	2,554		2,554	16.7%
4214 Newspapers	0	500	500		500	0.0%
4215 Refreshments	20	400	380		380	5.1%
4216 Volunteer Support Fund	0	500	500		500	0.0%
4217 Lib Events & Activities	0	750	750		750	0.0%
4220 Miscellaneous Expenses	0	200	200		200	0.0%
4221 Loan Repayment	8,515	16,958	8,443		8,443	50.2%
4222 IT Support	1,709	10,850	9,141		9,141	15.8%
4223 HR Outsourcing	2,873	7,500	4,628		4,628	38.3%
4224 TIC Bulk Buy	0	1,000	1,000		1,000	0.0%
4703 Office Equipment	105	0	(105)		(105)	0.0%
General Administration :- Indirect Expenditure	18,729	65,238	46,509	0	46,509	28.7%
Net Income over Expenditure	505,221	980,977	475,756			
6001 less Transfer to EMR	9,147					
Movement to/(from) Gen Reserve	496,074					

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
201 Christmas Festival						
4304 Christmas Lights	9,710	22,500	12,790		12,790	43.2%
4305 Christmas Events	0	6,000	6,000		6,000	0.0%
Christmas Festival :- Indirect Expenditure	<u>9,710</u>	<u>28,500</u>	<u>18,790</u>	<u>0</u>	<u>18,790</u>	<u>34.1%</u>
Net Expenditure	<u>(9,710)</u>	<u>(28,500)</u>	<u>(18,790)</u>			
202 Other Events						
4311 Market Support	0	1,000	1,000		1,000	0.0%
4312 Summer Events	0	2,500	2,500		2,500	0.0%
4313 May Day	846	1,500	654		654	56.4%
4314 Lowendar Perran	0	500	500		500	0.0%
4413 Road Closures/Licenses	48	0	(48)		(48)	0.0%
Other Events :- Indirect Expenditure	<u>894</u>	<u>5,500</u>	<u>4,606</u>	<u>0</u>	<u>4,606</u>	<u>16.3%</u>
Net Expenditure	<u>(894)</u>	<u>(5,500)</u>	<u>(4,606)</u>			
203 Administration Services						
4207 Advertising	385	1,000	615		615	38.5%
4701 Elections	0	5,000	5,000		5,000	0.0%
4703 Office Equipment	0	1,500	1,500		1,500	0.0%
4706 Council Website	320	6,300	5,980		5,980	5.1%
4708 Training	830	5,000	4,170		4,170	16.6%
4709 Donations	1,300	8,000	6,700		6,700	16.3%
4711 Youth Council	30	1,000	970		970	3.0%
4715 Town Website	29	1,400	1,371		1,371	2.1%
4716 Remembrance	0	2,500	2,500		2,500	0.0%
4718 Town Guide	3,035	6,200	3,165		3,165	49.0%
4719 C4L	0	2,500	2,500		2,500	0.0%
4720 Plastic Champion	0	1,000	1,000		1,000	0.0%
Administration Services :- Indirect Expenditure	<u>5,929</u>	<u>41,400</u>	<u>35,471</u>	<u>0</u>	<u>35,471</u>	<u>14.3%</u>
Net Expenditure	<u>(5,929)</u>	<u>(41,400)</u>	<u>(35,471)</u>			
204 RIM&PF						
4401 Marshals	0	370	370		370	0.0%
4402 Music Acts	0	3,000	3,000		3,000	0.0%
4404 Marketing/Advertising	0	2,500	2,500		2,500	0.0%
4405 Equip/Toilets/Tables/Chairs	0	1,300	1,300		1,300	0.0%
4407 First Aid	0	450	450		450	0.0%
4408 Bunting	0	275	275		275	0.0%

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4410 Marquees	0	850	850		850	0.0%
4413 Road Closures/Licenses	0	100	100		100	0.0%
4414 Hospitality	0	250	250		250	0.0%
4416 Fun Day	0	400	400		400	0.0%
4419 Generators	0	1,900	1,900		1,900	0.0%
4421 Electricity	0	300	300		300	0.0%
4422 Miners Day Activities	0	100	100		100	0.0%
RIM&PF :- Indirect Expenditure	0	11,795	11,795	0	11,795	0.0%
Net Expenditure	0	(11,795)	(11,795)			
205 Murdoch						
4401 Marshals	700	1,000	300		300	70.0%
4402 Music Acts	1,230	1,200	(30)		(30)	102.5%
4403 Street Ents	1,300	1,000	(300)		(300)	130.0%
4404 Marketing/Advertising	1,530	1,000	(530)		(530)	153.0%
4405 Equip/Toilets/Tables/Chairs	205	400	195		195	51.3%
4407 First Aid	0	460	460		460	0.0%
4408 Bunting	58	275	217		217	21.1%
4410 Marquees	750	1,150	400		400	65.2%
4411 Stage	0	900	900		900	0.0%
4412 Market Stalls	0	1,250	1,250		1,250	0.0%
4413 Road Closures/Licenses	836	420	(416)		(416)	199.0%
4415 Misc Expenses	17	300	283		283	5.8%
4418 Afternoon Dance	0	200	200		200	0.0%
4427 Schools	0	1,650	1,650		1,650	0.0%
Murdoch :- Indirect Expenditure	6,626	11,205	4,579	0	4,579	59.1%
Net Expenditure	(6,626)	(11,205)	(4,579)			
206 St Piran Festival						
4401 Marshals	0	350	350		350	0.0%
4402 Music Acts	50	3,000	2,950		2,950	1.7%
4405 Equip/Toilets/Tables/Chairs	40	325	285		285	12.3%
4406 Printing Programmes	0	500	500		500	0.0%
4408 Bunting	0	275	275		275	0.0%
4413 Road Closures/Licenses	48	75	27		27	64.0%
4430 Transport	0	350	350		350	0.0%
St Piran Festival :- Indirect Expenditure	138	4,875	4,737	0	4,737	2.8%
Net Expenditure	(138)	(4,875)	(4,737)			

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

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	0	3,500	3,500			0.0%
1080 Income-Footpaths	0	1,773	1,773			0.0%
Other Services :- Income	<u>0</u>	<u>5,273</u>	<u>5,273</u>			<u>0.0%</u>
4501 Purchases & Works	1,739	7,000	5,261		5,261	24.8%
4506 Signs	0	5,000	5,000		5,000	0.0%
4507 Town Clock Maintenance	186	3,500	3,314		3,314	5.3%
4514 CCTV Monitoring	0	9,000	9,000		9,000	0.0%
4515 CCTV R&M	818	5,000	4,182		4,182	16.4%
4516 CCTV Capital	0	3,500	3,500		3,500	0.0%
4520 Weed Control	0	5,000	5,000		5,000	0.0%
4521 Vehicle Fuel	579	2,000	1,421		1,421	29.0%
4522 Machinery Fuel	11	600	589		589	1.9%
4523 Floral Displays	4,711	15,000	10,289		10,289	31.4%
4524 GWaT Maintenance	81	4,000	3,920		3,920	2.0%
4525 PPE	79	1,500	1,421		1,421	5.3%
4530 Community Centre	0	4,000	4,000		4,000	0.0%
Other Services :- Indirect Expenditure	<u>8,204</u>	<u>65,100</u>	<u>56,896</u>	<u>0</u>	<u>56,896</u>	<u>12.6%</u>
Net Income over Expenditure	<u>(8,204)</u>	<u>(59,827)</u>	<u>(51,623)</u>			
301 The Chamber						
1001 Income-Rent-KCU	750	3,000	2,250			25.0%
1011 Income-Services-KCU	0	2,625	2,625			0.0%
The Chamber :- Income	<u>750</u>	<u>5,625</u>	<u>4,875</u>			<u>13.3%</u>
4209 Insurance	6,500	6,500	0		0	100.0%
4601 Non-domestic Business Rate	6,290	3,000	(3,290)		(3,290)	209.7%
4602 Gas	816	200	(616)		(616)	407.8%
4603 Water	347	100	(247)		(247)	347.1%
4604 Electricity	1,567	100	(1,467)		(1,467)	1567.4%
4605 Waste	63	0	(63)		(63)	0.0%
4606 Lifts	180	420	240		240	42.9%
4610 Building Maintenance	144	2,000	1,856		1,856	7.2%
4611 Air Conditioning	113	850	738		738	13.2%
4616 Security Systems	334	100	(234)		(234)	334.2%
The Chamber :- Indirect Expenditure	<u>16,353</u>	<u>13,270</u>	<u>(3,083)</u>	<u>0</u>	<u>(3,083)</u>	<u>123.2%</u>
Net Income over Expenditure	<u>(15,603)</u>	<u>(7,645)</u>	<u>7,958</u>			

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
302 Market Way						
1002 Income - MW Retail	8,230	29,000	20,770			28.4%
Market Way :- Income	8,230	29,000	20,770			28.4%
4209 Insurance	4,416	4,000	(416)		(416)	110.4%
4220 Miscellaneous Expenses	0	2,500	2,500		2,500	0.0%
4601 Non-domestic Business Rate	6,493	32,960	26,467		26,467	19.7%
4602 Gas	292	3,200	2,908		2,908	9.1%
4603 Water	166	3,100	2,934		2,934	5.4%
4604 Electricity	3,554	10,000	6,446		6,446	35.5%
4605 Waste	771	4,000	3,229		3,229	19.3%
4606 Lifts	0	420	420		420	0.0%
4607 Cleaning	0	13,600	13,600		13,600	0.0%
4610 Building Maintenance	2,594	7,000	4,406		4,406	37.1%
4611 Air Conditioning	0	1,000	1,000		1,000	0.0%
4615 Hygiene Contracts	78	2,000	1,922		1,922	3.9%
4616 Security Systems	1,547	1,500	(47)		(47)	103.1%
Market Way :- Indirect Expenditure	19,911	85,280	65,369	0	65,369	23.3%
Net Income over Expenditure	(11,681)	(56,280)	(44,599)			
303 Library						
1020 Income - Fines/Lost Items	103	0	(103)			0.0%
1022 Income - Photocopy	241	0	(241)			0.0%
1023 Income - Small Items	4	0	(4)			0.0%
1024 Income - Reservations	19	0	(19)			0.0%
1026 Income - Misc	40	0	(40)			0.0%
1027 Income - Sale of Books	10	0	(10)			0.0%
1028 Income - Seagull Sacks	(77)	0	77			0.0%
1029 TIC Income	16	0	(16)			0.0%
Library :- Income	356	0	(356)			
4604 Electricity	493	0	(493)		(493)	0.0%
Library :- Indirect Expenditure	493	0	(493)	0	(493)	
Net Income over Expenditure	(137)	0	137			
304 Public Toilets						
4601 Non-domestic Business Rate	174	0	(174)		(174)	0.0%
4603 Water	0	2,500	2,500		2,500	0.0%
4604 Electricity	74	1,000	926		926	7.4%
4607 Cleaning	0	10,700	10,700		10,700	0.0%

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4610 Building Maintenance	25	2,000	1,975		1,975	1.2%
4615 Hygene Contracts	158	375	217		217	42.1%
Public Toilets :- Indirect Expenditure	<u>430</u>	<u>16,575</u>	<u>16,145</u>	<u>0</u>	<u>16,145</u>	<u>2.6%</u>
Net Expenditure	<u>(430)</u>	<u>(16,575)</u>	<u>(16,145)</u>			
305 St Rumons Gardens						
4603 Water	24	50	26		26	47.4%
4604 Electricity	44	600	556		556	7.3%
4605 Waste	0	875	875		875	0.0%
4608 St Rumons Maintenance	0	1,000	1,000		1,000	0.0%
4610 Building Maintenance	280	0	(280)		(280)	0.0%
St Rumons Gardens :- Indirect Expenditure	<u>347</u>	<u>2,525</u>	<u>2,178</u>	<u>0</u>	<u>2,178</u>	<u>13.8%</u>
Net Expenditure	<u>(347)</u>	<u>(2,525)</u>	<u>(2,178)</u>			
306 EEPF						
4511 Grounds Maintenance	0	2,800	2,800		2,800	0.0%
4512 Play Equipment Inspections	81	250	170		170	32.2%
4513 Play Equipment Maintenance	95	8,000	7,905		7,905	1.2%
4529 Skate Park Maint	0	2,000	2,000		2,000	0.0%
4605 Waste	0	985	985		985	0.0%
EEPF :- Indirect Expenditure	<u>175</u>	<u>14,035</u>	<u>13,860</u>	<u>0</u>	<u>13,860</u>	<u>1.3%</u>
Net Expenditure	<u>(175)</u>	<u>(14,035)</u>	<u>(13,860)</u>			
307 Plain-an-Gwarry						
4512 Play Equipment Inspections	81	250	170		170	32.2%
4513 Play Equipment Maintenance	187	6,500	6,313		6,313	2.9%
4605 Waste	0	625	625		625	0.0%
Plain-an-Gwarry :- Indirect Expenditure	<u>267</u>	<u>7,375</u>	<u>7,108</u>	<u>0</u>	<u>7,108</u>	<u>3.6%</u>
Net Expenditure	<u>(267)</u>	<u>(7,375)</u>	<u>(7,108)</u>			
308 Facilities Yard						
4601 Non-domestic Business Rate	577	2,400	1,823		1,823	24.0%
4602 Gas	(1)	0	1		1	0.0%
4603 Water	0	500	500		500	0.0%
4604 Electricity	61	500	439		439	12.2%
Facilities Yard :- Indirect Expenditure	<u>638</u>	<u>3,400</u>	<u>2,762</u>	<u>0</u>	<u>2,762</u>	<u>18.8%</u>
Net Expenditure	<u>(638)</u>	<u>(3,400)</u>	<u>(2,762)</u>			

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
320 Capital Expenditure						
4502 Grounds Equipment	0	2,000	2,000		2,000	0.0%
4503 Climate Change	60	3,500	3,440		3,440	1.7%
4504 Bus Shelters	0	2,000	2,000		2,000	0.0%
4508 Compound Rent	167	2,000	1,833		1,833	8.3%
4510 Vehicles	8,399	20,500	12,101		12,101	41.0%
4526 Toilet Refurb	0	60,000	60,000		60,000	0.0%
4528 Library Furniture	0	1,000	1,000		1,000	0.0%
Capital Expenditure :- Indirect Expenditure	8,625	91,000	82,375	0	82,375	9.5%
Net Expenditure	(8,625)	(91,000)	(82,375)			
401 Planning						
4721 Neighbourhood Plan	266	5,000	4,734		4,734	5.3%
Planning :- Indirect Expenditure	266	5,000	4,734	0	4,734	5.3%
Net Expenditure	(266)	(5,000)	(4,734)			
999 Ear Marked Reserves						
1079 Income Grants	11,460	0	(11,460)			0.0%
Ear Marked Reserves :- Income	11,460	0	(11,460)			
4901 Town Clock EMR	0	(10,019)	(10,019)		(10,019)	0.0%
4902 Office Equipment EMR	0	3,480	3,480		3,480	0.0%
4903 Elections EMR	0	19,813	19,813		19,813	0.0%
4904 Playgrounds EMR	0	10,112	10,112		10,112	0.0%
4905 Grounds Equipment EMR	0	5,731	5,731		5,731	0.0%
4908 SK8 Park	0	(164,395)	(164,395)		(164,395)	0.0%
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	3,481	3,481		3,481	0.0%
4913 Website EMR	0	4,662	4,662		4,662	0.0%
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	0	6,692	6,692		6,692	0.0%
4922 Members Allowances EMR	0	(40)	(40)		(40)	0.0%
4924 Mayors Allowance EMR	0	6,721	6,721		6,721	0.0%
4925 CCTV	0	6,219	6,219		6,219	0.0%

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4926 Building Maintenance EMR	0	12,162	12,162		12,162	0.0%
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	0	67,384	67,384		67,384	0.0%
4930 Town Trail Leaflets	0	4,922	4,922		4,922	0.0%
4931 Toilets	0	39,399	39,399		39,399	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	0	6,182	6,182		6,182	0.0%
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	18,058	18,058		18,058	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%
4944 Library EMR	0	1,307	1,307		1,307	0.0%
4946 CIL	0	17,572	17,572		17,572	0.0%
4947 Staffing	0	40,100	40,100		40,100	0.0%
4948 Climate Change	0	29,842	29,842		29,842	0.0%
4949 TVF	9,651	65,775	56,125		56,125	14.7%
4950 Welcome Back Fund	170	(9,058)	(9,228)		(9,228)	(1.9%)
4951 Telephone Box	0	15,000	15,000		15,000	0.0%
4952 Mobile Speed Signs	0	10,000	10,000		10,000	0.0%
4953 GWaT	0	3,200	3,200		3,200	0.0%
4954 TIC	0	1,800	1,800		1,800	0.0%
4955 Plastic Champion	0	500	500		500	0.0%
Ear Marked Reserves :- Indirect Expenditure	9,821	270,236	260,415	0	260,415	3.6%
Net Income over Expenditure	1,640	(270,236)	(271,876)			
6000 plus Transfer from EMR	10,106					
6001 less Transfer to EMR	11,745					
Movement to/(from) Gen Reserve	0					
Grand Totals:- Income	544,746	1,086,113	541,367			50.2%
Expenditure	222,445	1,345,182	1,122,737	0	1,122,737	16.5%
Net Income over Expenditure	322,301	(259,069)	(581,370)			
plus Transfer from EMR	10,106					
less Transfer to EMR	20,892					
Movement to/(from) Gen Reserve	311,514					



**HUDSON ACCOUNTING LTD.
INTERIM INTERNAL AUDIT REPORT:
TO THE MEMBERS OF REDRUTH TOWN COUNCIL
YEAR ENDED 31ST MARCH 2022.**

**ISSUE DATE: 03/11/2021
ISSUED TO: TOWN CLERK**

INTRODUCTION:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Scope:

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return and the Transparency Code.

Any areas not covered at this interim stage will be included later in the year or during the final audit activity.

Approach:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's

Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2021.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed.

GENERAL COMMENTS:

We would like to thank the staff for their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

We have provided a table of audit recommendations that allow for the Council's response which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it is completed and returned to us.

AUDIT COMMENTARY:

Items in **bold text** within the body of the report represent our findings in respect of the application of controls, text in *italics* represent suggested actions that fall short of being a formal recommendation or do not necessarily pertain to the application of internal controls.

Previous Recommendations

The current position in respect of previous transactions is included on the attached Internal Audit Response Record.

Accounting Records

The accounts are maintained on RBS accounting software they were up to date and appeared free from material errors.

Financial Regulations

Financial Regulations were last reviewed in September 2019.

Payments

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for and payment controls were applied.

Payment:

Payments over £1,000 were tested; controls had been properly applied and there are no issues to report.

VAT:

VAT had been accurately recorded.

Risk

Risk Assessment:

The council has yet to review its risk management arrangements in the current financial year.

Insurance:

Statutory insurances are in place and the Fidelity Guarantee is adequate at £2 million.

Cash:

An Investment Strategy covering the current financial year was approved in July 2021.

Budgets

Setting:

We reviewed the 2021/22 budget setting process as part of our final audit work last year and we review the 2022/23 process later in the year.

Monitoring:

Quarterly reports have been provided to the Audit & Finance Committee.

Income

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

Precept:

The precept payment received is in accord with that set by the Council.

Market Way Rents:

Tenants have been invoiced in line with their Agreements in all but one case, the reason for which is being reviewed.

Festival stalls:

The various festivals have not been held due to the pandemic.

VAT:

VAT claims are up to date.

Payroll

New Starters:

New employees have been issued with Contracts of Employment and are being paid in accordance with them.

Re-gradings:

The changes recommended in the Staffing Review have been accurately implemented.

Tax, NI & Pensions:

PAYE and pension requirements have been properly discharged.

Bank Reconciliations

Bank reconciliations are carried out monthly and testing showed them to be accurate with no old unrepresented payments or 'balancing' entries.

Electors Rights

The 2020/21 AGAR was properly approved by Full Council in April 2021.

The opportunity for electors to examine the accounts was properly advertised and the publication requirements in respect of the 2021/22 accounts have been met.

INTERNAL AUDIT RESPONSE RECORD – REDRUTH TOWN COUNCIL

No	Recommendation	Management Response	Timescale/ Responsibility	Follow Up (for auditor use)
INTERIM REPORT 2018/19				
2	The accounting system is used to manage the budget setting process and the use of earmarked reserves and that income budgets included Council Tax Support Grant are input into the system.	Agreed		Test at year-end once 2022/23 budget process has been completed

REDRUTH TOWN COUNCIL

REPORT FOR: Audit & Accounting Governance Committee Meeting of 18th July 2022

1.0 **SUBJECT OF REPORT: To approve the Treasury Management Strategy for Financial Year 2022-23**

2.0 **SUMMARY OF IMPLICATIONS**

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

3.0 **TERMS OF REFERENCE**

- 3.1 Council are required to issue a Treasury Management Strategy on an annual basis in accordance with the guidance laid down within the Local Government Act 2003, as amended, as our total investments exceed or are expected to exceed £100,000.

4.0 **REPORT**

- 4.1 Using the statutory guidance on Local Government Investments, I have prepared a Treasury Management Strategy (last updated during the last financial year in July 2021), and this is attached for your information. We are required to produce a strategy each financial year, so this will be brought back to committee on an annual basis for review, although I do not see many changes being made within the coming years, particularly where investments returns are low, and in fact it is recommended that the strategy remain as previously approved. It is hoped that the information provided within the strategy is straightforward and self-explanatory.

5.0 **RECOMMENDATIONS**

- 5.1 It is recommended that this committee consider the proposed Treasury Management Strategy 2022-23 as attached.

P B Bennett
Town Clerk & Responsible Financial Officer

Encs.

REDRUTH TOWN COUNCIL
TREASURY MANAGEMENT STRATEGY
FINANCIAL YEAR 2022-23

1. Overview

This document gives guidance on borrowing and investments by Redruth Town Council in accordance with 'the Local Government Act 2003'. It highlights that the Council is committed to professional Treasury Management practices to ensure that:

- Capital expenditure plans are affordable
- All external borrowing and other long-term liabilities are within prudent and sustainable levels, and
- Treasury Management decisions are taken in accordance with good professional practice.

The CIPFA Treasury Management Code of Practice defines Treasury Management as:

"The management of the Council's cashflows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

2. INVESTMENT STRATEGY

2.1 Introduction

The Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

This Strategy complies with the requirements set out in the Department for Communities and Local Government's Guidance on *Local Government Investments* and Chartered Institute of Public Finance and Accountancy's *Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes* and takes account of Section 15(1)(a) of the Local Government Act 2003, as amended.

2.2 Investment Objectives

In accordance with Section 15(1) of the 2003 Act, the Council will *have regard to (a) such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.*

The Council's investment priorities are the security of reserves and liquidity of its investments.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in sterling.

The Ministry of Housing Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

Where external investment managers are used, they will be contractually required to comply with the Strategy.

2.3 Specified Investments

Specified Investments are those offering high security and high liquidity, made in sterling and which mature in no more than a year. Such short-term investments made with the UK

Government or a local authority or town or parish council will automatically be Specified Investments.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Redruth Town Council will only consider using:

- Deposits with UK Clearing banks, building societies, local authorities or other public authorities
- The debt management agency of HM Government
- Cornwall Council variable deposit scheme
- CCLA Public Sector Deposit Fund.

2.4 **Non-Specified Investments**

These investments have greater potential risk – examples include investment in the money market, stocks and shares.

Given the unpredictability and uncertainties surrounding such investments, Redruth Town Council will not use this type of investment.

2.5 **Liquidity of Investments**

The Town Clerk, as Responsible Finance Officer, will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity and may transfer up to £100,000 between bank accounts as appropriate to take advantage of interest-bearing deposit accounts while maintaining sufficient liquidity. Larger investments should be in accordance with this strategy and only be undertaken following consultation with the Audit & Accounting Governance Committee. Such investments will be subject to two signatures as with all payments.

Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

2.6 **Long Term Investments**

Long term investments are defined in the Guidance as greater than 12 months.

The Council does not currently hold any long-term investments.

No long-term investments are currently envisaged due to large expenditure associated with moving of assets and locations.

2.7 **End of Year Investment Report**

Investment forecasts for the coming financial year were accounted for when the budget was prepared. At the end of the financial year, the Town Clerk will report on investment activity to the Audit & Accounting Governance Committee.

3. **EXTERNAL BORROWING STRATEGY**

3.1 **Introduction**

The Council acknowledges the importance of borrowing funds and the financial impact on the Council and the local community. The Council will agree borrowing for specific capital projects (as defined in section 16 of the 2003 Act) and gain approval for borrowing by sending an application to the National Association of Local Councils (NALC). All borrowings must be approved by the full Council.

3.2 **Principles**

Before a council can borrow a sum of money, it must first receive an approval to borrow (loan sanction) from the Secretary of State by way of the Ministry of Housing Communities

and Local Government (MHCLG), unless it is for a temporary loan or overdraft from a bank or otherwise of sums which the council may temporarily require to meet revenue expenditure.

The process to be followed and the criteria applied in deciding whether or not approval should be forthcoming, are detailed in the Guide to Parish and Town Council Borrowing in England, jointly published by MHCLG and NALC.

The Council is only authorised to borrow a maximum of £500,000 in any single financial year for any single purpose.

The Council will ensure the following criteria when considering requesting a borrowing approval:

The borrowing should only be used for the purpose of Capital Expenditure as defined by Section 16 of the Local Government Act 2003.

- The borrowing amount should not be less than £5 multiplied by the number of local government electors in the area of the Council on the first day of the current financial year (1 April)
- Any unallocated balances including, where appropriate capital receipts beyond those required for the prudent financial management of the council, should be used in the project for which the borrowing is required.
- The Council should have a realistic budget for the servicing and repayment of the debt, taking into account the future effect on the council's precept and cashflow.
- The Council must not mortgage or charge any of its property as security for money borrowed.

3.3 **Interest Rates**

The Council will look around for the best possible terms when borrowing but will usually use the Public Works Loan Board (PWLB).

The Council feels that the fixed term rates offered by the PWLB are relatively cheap and that PWLB loans are most likely to offer stability for the financial planning of the council.

3.4 **Period of Loan**

The Council will determine the period of each loan which should not exceed the period for which the expenditure is forecast to provide benefit to the Council i.e. useful life of the asset.

The maximum period will begin on the date on which the money is borrowed, and will be;

- 50 years for acquisition of, or work on or to, land, buildings, roads or structures or
- 10 years in all other cases.

3.5 **Current External Borrowing**

The Town Council currently has a loan of £275,000 from PWLB repayable over 25 years on an Equal Instalments of Principle (EIP) basis. This loan commenced in November 2017 and was required for the acquisition of the Cornwall Centre building in Alma Place, Redruth. As at 31st March 2022 this had reduced to £231,000.

3.6 **Further Anticipated External Borrowing**

The Council has no plans currently to incur capital expenditure which will require a loan sanction or external borrowing.

4. **Review and Amendment of Regulations**

This Strategy will be reviewed annually. The Annual Strategy for the coming financial year will be prepared by the Town Clerk and presented for approval to the Finance and General Purposes Committee.

The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the full Council. Any variations will be made available to the public.

5. **Disability Discrimination Act 1995**

Copies of this document in large print (A3 Format) or larger font size, or recorded onto tape as a 'talking book' can be made available for those with sight impairment on request from the Council Office or by telephoning 01209 210038 or e-mailing admin@redruth-tc.gov.uk

The Council can also arrange to provide versions in other languages.

6. **Freedom of Information**

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's website.

REDRUTH TOWN COUNCIL

REPORT FOR: Finance Committee Meeting on 18th July 2022

SUBJECT OF REPORT: To update the Committee on the work of the Administration & Finance Team

SUMMARY OF IMPLICATIONS

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

TERMS OF REFERENCE

To update the Committee on the work of the Administration & Finance Team in relation to financial matters.

REPORT

Since starting in March with the Town Council, I have been taking on more financial duties and tasks as my training and experience has permitted. My training has included formal training on procurement practices, pension practices and the use of accounting software – all specifically designed for town and parish council officers. I have also received training from the Town Clerk covering various aspects of our accounting procedures and the use of our software applications.

We have successfully accumulated a significant sum of money owed to Redruth Town Council from various sources for past dues on rent and electricity charges. There are various reasons for why there was a build of past dues, from issues arising with staff levels to the multiple effects of the Covid-19 pandemic.

Since the implementation of new members of staff at the Council, we have been able to utilise the extra resources to open lines of communication and monitor our income and expenditure more closely. We are also opening conversations with our tenants to help set up suitable repayment plans if required, and to avoid any future occurrences.

I have recently been focusing on our energy suppliers and working to see if any savings can be made going forward. This will be an ongoing process, but we are currently on the most suitable tariffs, and they will be reviewed regularly moving forward.

It had become apparent during these investigations however, that we had still been receiving bills from an energy supplier for an electricity supply that was no longer under our control. I have started the process of rectifying this issue and have been in touch with the suppliers and the current landlords to ensure we do not receive any more bills and to accumulate any monies that been paid to them in error.

RECOMMENDATIONS

It is recommended that this report is noted.

Steven Treloar
Admin & Finance Officer

REDRUTH TOWN COUNCIL

REPORT FOR: Finance Committee Meeting on 18th July 2022

SUBJECT OF REPORT: To consider Market Way rent levels during the period of closure of The Buttermarket

SUMMARY OF IMPLICATIONS

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

TERMS OF REFERENCE

To consider how to respond to the upcoming closure of The Buttermarket in terms of the impact on Market Way.

REPORT

Following the recent press release issued by Redruth Revival, Councillors will be aware of the plans for the future of The Buttermarket and its upcoming closure to allow the works to take place. As a neighbour of the site, it is anticipated the works will impact on the Town Council in a number of ways. Discussions have already begun with Redruth Revival so that we can better understand their intentions and put in place plans to mitigate, where possible, against the consequences. Clearly, there remains some uncertainty but the aim is to prepare for a number of eventualities.

One area which it is anticipated will be affected is Market Way. Passing trade will significantly decrease with pedestrians unable to walk through from The Buttermarket on to Fore Street, meaning that the licence holders will become increasingly dependent on their customers making a deliberate choice to visit them. The hope is that Redruth Town Council, as landlord, can assist in two different ways.

Firstly, there will be a need to make it clear to visitors to the town centre that Market Way remains open with businesses trading as normal. Discussions have taken place with the Engagement Officer in relation to the installation of signage at the entrance to Market Strand and ensuring that the signage at the entrance to Market Way itself is up to date. The possibility is also being investigated of erecting artwork within Market Hall, particularly on the wall facing out onto Market Strand, to catch peoples' attention and counteract the current impression that by entering Market Way they will just be walking into a brick wall. These investigations are at an early stage and Councillors will be updated as and when appropriate.

In addition, we are recommending that a temporary rent reduction is implemented across all of the units, starting from the date that works commence (currently anticipated to be in October 2022). It is suggested that that a 25% reduction in rent be offered with a review to take place in January 2023, at which time the impact both of the works and of any rent reduction should be clearer.

As reported at the Operation Committee, although all Market Way units are currently occupied, one of the double units will become available at the end of July. Although discussions have started as to how best to proceed at this time, Councillors should be aware that the unit is currently not being advertised pending the outcome of this report.

RECOMMENDATIONS

It is recommended that:

- (i) A temporary 25% rent reduction is applied to all units in Market Way;
- (ii) This rent reduction be implemented from the date of commencement of works at The Buttermarket;
- (iii) The reduction is reviewed by the Finance Committee at its meeting scheduled for 23rd January 2023.

Abigail Hunt
Operations & Facilities Officer

Redruth Town Council
Appeals Schedule
Meeting Date: 18th July 2022

Budget 2022-2023: £8000		Allocated to date: £1950	Balance available: £6050	
No	Appellant	Amount Requested/Purpose	Recommendation	Previous Awards
1.	Redruth Community Association	£6000 over two years towards the additional work required to seek funding opportunities for £66k of capital funding required to carry out upgrades on the site		
2.	Redruth North Girl Guide Association	£250 towards day sessions at BF Adventure to improve confidence, mental health and social inclusion which have all suffered as a result of the pandemic		

GRANT APPLICATION FORM

Name of Organisation: **Redruth Community Association**

Organisation type <small>(Please circle one option)</small>	Community Group	<input checked="" type="checkbox"/> Registered Charity	Voluntary Organisation	Statutory Agency
--	-----------------	--	------------------------	------------------

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

Name: Imelda Martin	Name: Carol Taylor
Address: [REDACTED]	Address: [REDACTED]
Tel No: [REDACTED]	Tel No: [REDACTED]
Email address: [REDACTED]	Email address: [REDACTED]
Position Held: Interim Manager	Position Held: Trustee and RCA Treasurer

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

Redruth Community Association (RCA) is a registered charity which manages the Redruth Community Centre in Foundry Row, Redruth on a 25-year lease from Redruth Town Council (2017 – 2042), on behalf of the residents of Redruth. The hall and rooms are let for training, meetings, and leisure activities.

DETAILS OF THE PROJECT/ACTIVITY

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

RCA is applying for grant support to facilitate the current Interim Centre Manager with making funding applications on behalf of RCA to improve the fabric of the building. We are applying to Redruth Town Council for 20 months of funding support, from July 2022 & finishing in March 2024.

Redruth Community Association wish to make capital funding applications to undertake a minimum of two phases of an improvement programme. The first phase is to upgrade the main hall and the toilets. Community consultation will then take place to discuss the future uses of the ex-IT suite, Murdoch Bar and the kitchen/ bar areas to upgrade and remodel these features as appropriate. This will form the second phase. Improvements will also address the external presentation of the building and will consider sustainability in all plans. More than one phase is required to allow the building to continue trading and generating revenue whilst works are ongoing.

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

The Interim Manager is self employed and is paid £15 per hour. Redruth Community Association has a budget of approximately £810 per month to pay this manager for the day to day management of the centre, but there is a need to undertake funding applications to improve the condition of the building. Making the funding applications and running the projects for any successful applications takes additional management time, which at this moment in time, as the centre trading is still recovering from Covid and is also impacted by the condition of the building, Redruth Community Association will struggle to fund.

£300 per month (July 22 – March 24) is therefore being sought to pay for this work.

£300 per month equates to 20 hours per month at £15 per hour.

Total being sought for this financial year (July 2022 – March 2023) is £2,400.

Total being sought for next financial year (April 2023 – March 2024) is £3,600

Total grant request for 2 years is £6000.

It is estimated that at least £55K plus VAT of capital funding is required to upgrade the hall and toilets. At this stage we estimate a similar level of funding will be required to undertake the Phase 2 work.

RCA pays for two members of staff to run the centre, the manager at £810 per month and the Assistant Manager at £1,300 per month. Trade is still recovering post Covid.

Estimated start and end date for the project/activity: July 22 – March 24

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

RCA made an application to TheFore.org for this fund-raising work. The application was made in May to The Fore Summer Funding Round 2022. This RCA application made it to the final 18 from 55 applications considered, but although our application was considered a good one, it was too risky for Fore to grant. The risk was considered that of the funding applications failing.

Redruth Town Council has allocated a £10k match funding pot for capital works at Redruth Community Centre.

Securing this grant will enable RCA to make further funding applications on behalf of Redruth Community Centre.

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

N/A

Grant requested from Redruth Town Council:

£6,000.00 over 2 years. £2,400 for July to March 23.
£3,000 from April – March 2024.

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

Both the Dowling and Dodds building condition survey undertaken in 2017, when the new lease was drawn up and a more recent quantity surveying survey of the hall and toilets indicate that significant work is required to improve the condition of the building.

The centre is well used by many groups, many of them with vulnerable clients and they all deserve the building to be in better condition.

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

The following organisations are all regular users of Redruth Community Centre. CRASH (Cardiac Rehab Support Haven), Cornwall Neighbourhoods for Change, Memory Café, Speakeasy, Mandown, 4 motion CIC – running three classes per week for children & young mums, Bingo, Aerial Dance, yoga, Pilates, Cornwall Marine Network, Taekwondo, Trelawney Care, Golden Tree Productions, Headway Cornwall, Cornwall Fuchsia society, residents booking children's parties and more. We regularly have over four hundred people per week visiting the centre and it is open to everyone in the Parish.

How long have you been fundraising for this particular project?

Since May 2022

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

Yes, RCA made an application in 2021/22 for £3k towards building repairs and equipment and were awarded this grant.

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

Accounts attached for 2020/2021.

Name of payee: Redruth Community Association

(This should be a group or association and not an individual)

Account No:



Sort Code:



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

Redruth Community Centre is very important to many of our vulnerable residents. Investment in the building is long overdue and would be much appreciated by lots of people. Investment in the building would also help the RCA build trade. Our new interim manager has a solid track record with funding applications and project management and is committed to improving the centre.

Declaration

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

Signature: Imelda Martin

Signature: Carol Taylor

GRANT APPLICATION FORM

Name of Organisation: Redruth North Girl Guide Association

Organisation type X <small>Exempt charity</small>	Community Group	Registered Charity	Voluntary Organisation	Statutory Agency
--	-----------------	--------------------	------------------------	------------------

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

Name: Alison Hallett	Name: Hannah Tame
Address: [REDACTED] [REDACTED] [REDACTED] [REDACTED]	Address: [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Tel No: [REDACTED]	Tel No:
Email address: [REDACTED]	Email address: [REDACTED]
Position Held: Division Commissioner	Position Held: district Commissioner

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

As part of the Guiding programme we aim to offer the girls a variety of experiences and opportunities that are not only fun but help the girls in our care to grow and develop and to gain skills that will benefit them and their community as they grow into the next generation of adults. We encourage the girls to develop Personal, Social and Emotional skills including, self-confidence and self-awareness, self-care skills and well-being, relationship skills and how to manage their feelings and behaviour. To develop their communication and language, problem solving, understanding of the world and physical development.

- Girlguiding is the leading charity for girls and young women in the UK.
- We are for all girls.
- We give girls their own space.
- We empower girls to have a voice.
- We change as the lives of girls change.
- We are girl-led.
- We have years of experience behind us.
- We have over 100,000 adult volunteers.
- Our vision is an equal world where all girls can make a positive difference, be happy, safe and fulfil their potential.
- We offer every girl the very best opportunities to develop their potential and make a difference in the world.

We currently have units and Girls from the Redruth area.

DETAILS OF THE PROJECT/ACTIVITY

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

Girlguiding in Kerrier restarted face to face meeting for most units in September 2021, Since our return after covid we have noticed that the pandemic has affected the girls confidence, mental health and social inclusion.

We would like to offer a days session at BF Adventure for all of our Brownies in Kerrier, girls aged 7-11. The cost for the day is £45 PP, BF Adventure have offered us a 10% discount for a booking in September. We currently have just over 200 girls in the area. In order for this to be anywhere near affordable our leaders will plan and lead team building and skills building activities for half of the day while the other half of the day the girls will take part in adventurous activities lead by BF Adventure, by doing this the charge per girl will be closer to £25 per person

We anticipate 15 Portreath girls will be invited to take part.

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

B f adventure £4050 based on 200 girls (actual numbers are unknown until we can confirm cost)

Food. £200. Packed lunch for all girls attending, girls to make own sandwiches

Other activities. £250. Other half day activities, resources etc.

Estimated start and end date for the project/activity: 24/9/22

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

We have reduce the cost for a day at b f adventure by leaders organising half of the day, we are applying to other grants including Portreath and Illogan parish councils. We are waiting for all funding decisions.

Once we get the amount outstanding after the decision of any grants we can then put out to the girls to see who can and is able to come. We are applying for grants to try and make this event as affordable for all.

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

Portreath Parish Council £300

Illogan Parish Council.

Grant requested from Redruth Town Council:

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

Girls from across our area have not been able to come together for a couple of years due to covid, a lot of our girls are new to Guiding and rather than just experiencing guiding just a unit level we would like them to meet their peers from other schools and areas.

Most children have suffered with mental well-being and confidence during the covid period and we want to offer this opportunity to help with this.

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

40

How long have you been fundraising for this particular project?

We have only just booked this project. This is due to change of leadership and the want to get girls mixing with their peers.

Our normal fundraising activities are still not available to us, as the main activity was supermarket bag packing.

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

Not that we are aware of.

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

Name of payee: Redruth North Girl Guide Association
(This should be a group or association and not an individual)

Account No

Sort Code

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

Declaration

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

Signature:

Signature:

Re: Grant Application Redruth North Girl Guide Association

Alison Hallett [REDACTED]
Peter Bennett (Town Clerk) [REDACTED]

Dear Peter,

Thank you very much for your email,
I'm sorry I have missed off some information, the second signatory was keen to get it in the post.

To answer the questions,

A, Does the Council have a small grants limit? I also presume any grant funding needs to be spent within 12 months. We are hoping to provide this activity in September 22, we are also hoping to repeat in 23, along with a day and overnight for the Guides in Kerrier in 2023.
If we are allowed to apply again next year, could we ask for £250 this year please.

B, We are currently asking councils in the area where leaders have expressed an interest in joining this event. We do have units in Redruth that are looking at coming.
Why we have not gone to all Parish Councils with units, not all of the units are currently interested. We have 1 unit in Porthleven interested, Porthleven gave £1000 to all sections in the council are in December 2021 this was to help pay the girls insurance costs at £30pp and have a little for activities, out of the money left the District are looking to put £100 to the event.
We have missed the grant application deadline for both Helston and St Day, both councils only do annual awards.
The only area not covered so far is Camborne, the Commissioner in Camborne is wanting to confirm with all of her units they are happy for her to apply.

C, as on the application we are anticipating around 40 participants from Redruth area.

I hope this clarify the application, any help we can get is very gratefully received.
We are looking to try and do a couple of fundraising events during the winter period to help with costs for next year.
This year units have been finding finances tough firstly due to restarting and extra money needed for this and also due to the extra costs in providing activities. I do know of you of Redruth's Units needed help with the annual insurance bill this year which has currently been paid by the Division.
If the council found it has a little more funding that could be given to help units generally with hall hire costs as well as activities and help with insurance next year it would be very gratefully received but we are fully aware everyone is currently in need.

Many thanks for your assistance,

Alison

On 18 May 2022, at 14:47, Peter Bennett (Town Clerk) [REDACTED] wrote:

Dear Alison

Thank you for the grant application form of which receipt is acknowledged.

