



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

Tel No: 01209-210038 e-mail: [admin@redruth-tc.gov.uk](mailto:admin@redruth-tc.gov.uk)

**Town Mayor: Cllr M J Brown**

**Town Clerk: P B Bennett**

*Our Reference:*  
RTC/400/1/Mtg  
*Date:*  
19<sup>th</sup> April 2023

See Distribution

Dear Councillor

**Monthly Meeting of the Council – 24<sup>th</sup> April 2023**

You are summoned to attend the Monthly Meeting of the Redruth Town Council which will be held in the Langman Room, Redruth Civic Centre, Alma Place, on Monday 24<sup>th</sup> April 2023 commencing at 7:00 p.m.

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

Yours sincerely

A handwritten signature in black ink, appearing to be 'PB', followed by a long horizontal line.

Peter Bennett  
Town Clerk

Enclosures

Agenda and associated documentation.

Distribution:

Action:

All Redruth Town Councillors

Information:

Press & Public

Cornwall Councillors (Redruth EDs)

President, Redruth Chamber of Commerce

Inspector W Hick, Devon & Cornwall Constabulary

**Monthly Meeting of the Redruth Town Council**  
**24<sup>th</sup> April 2023**  
**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 (if required)*
4. To allow the public to put questions to the Council.
5. *To reinstate Standing Orders (if required).*
6. To further discuss Police matters (if applicable).
7. To receive reports from the Cornwall Council Ward Members on their work within the Redruth parish. [Reports to follow]
8. To receive a report from Helen Kneale, the Community Link Officer (CLO) for CPIR. [See report attached]
9. To receive the Town Mayor's announcements. [See report attached]
10. To confirm the Minutes of the Monthly Meeting of the Council held on 27<sup>th</sup> March 2023. [Minutes attached]
11. To receive the Town Clerk's report. [Report attached]
12. To receive Correspondence. [See schedule attached]
13. To receive the Minutes as reports of the following committee meetings, and to accept and approve the Recommendations and Resolutions contained within of the minutes of the:
  - 13.1 Interim Planning Committee – 27<sup>th</sup> March 2023. [Minutes attached]
  - 13.2 Engagement Committee – 3<sup>rd</sup> April 2023. [Minutes attached]
  - 13.3 Staffing Committee – 17<sup>th</sup> April 2023. [Minutes attached]
14. To approve the Council Accounts for Year Ending 31st March 2023 – Annual Governance and Accountability Return, Section 1; Annual Governance Statement 2022-2023. [See report attached]
15. To approve the Council Accounts for Year Ending 31st March 2023 – Annual Governance and Accountability Return, Section 2; Accounting Statements 2022-2023, and associated documents. [See report attached]
16. To consider and approve the Schedule of Payments. [See schedule attached]
17. To exclude the press and public from the meeting for the remaining item of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (candidate interviews), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act.

*Continued overleaf*

## PART II – PRIVATE SESSION

18. To consider applications to fill the casual vacancy in Redruth (South) Ward and to interview candidates to determine a suitable person to be co-opted onto the Town Council. [See applications attached]
19. To re-instate Standing Orders allowing the press and public admittance to the meeting

## PART III – PUBLIC SESSION

20. To receive the Declaration of Acceptance of Office for the newly co-opted Member for Redruth (South) Ward.

**REPORT FOR: Meeting of the Council 24<sup>th</sup> April 2023**

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**1.0 SUBJECT OF REPORT: Report from C. Cllr Mrs B Ellenbroek – Redruth (South) ED**

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**2.0 SUMMARY OF IMPLICATIONS**

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

**3.0 REPORT**

**3.1 East End Skate Park**

I have been approached by residents voicing concerns about anti-social behaviour at and around the Skate Park.

As the evenings get longer, and the weather warmer, I am afraid that yet again residents are being disturbed by loud music, especially early in the mornings and evenings. Whilst I accept that it is difficult for anyone to manage the site 24/7, I do also feel that I have a responsibility to raise this with the Town Council who are the owners of the site.

Please can the Town Council work with the site users on ensuring that they respect the needs of the local residents that surround this park.

**3.2 CIL Grant available for young people**

I hope that members are aware of this opportunity. I copy it below as it is a good opportunity for funding

*Community groups can now apply to the Council for up to £100,000 to fund infrastructure projects that benefit children and young people.*

*The Council has launched the third round of the Community Infrastructure Levy – or CIL – fund, enabling community groups, town and parish councils and not for profit organisations to bid for between £20,000 and £100,000.*

*More than £1.5m has been awarded to projects across Cornwall since the first CIL fund round – supporting low carbon initiatives - launched in 2020. Funding last year was available to projects benefiting children and young people.*

*With a high level of interest in last year's fund, the third CIL fund round will once again support local infrastructure projects which focus on supporting children and young people and help to either alleviate the impact of development on an area or help development to come forward.*

**3.3 Another funding opportunity from GWR**

I am very pleased to let you know that we will be able to open our Customer & Community Improvement Fund shortly after Easter. I thought I would let you know right away so that you can start thinking about any local bids that you might want to encourage groups to submit – or indeed if you know of any groups that you would like us to contact directly to let them know about the fund.

We are particularly interested in bids that show a tangible benefit to the community with an emphasis on inclusion and diversity, engagement and education, environmental benefit and

increasing rail travel. It would be great if the fund could help close the gap on projects where some existing funding has been secured or could be available from other sources. However, each proposal will be treated on its own merits and consideration of the benefit it would bring to the community, and we will happily fund projects without any match funding.

There are no hard and fast rules; we want to encourage bids of all shapes and sizes, though to be fair, as the funding needs to cover our whole network we are particularly keen on **small and medium projects**. This could include phased projects, for instance a bid for a feasibility study or some research, to support a larger project. There must be a link to the railway in every project.

For more information and to discuss any ideas you have ahead of the fund officially opening, or if you want to check if we have already been in contact with a local group, please email Tom Lydon, [thomas.lydon@gwr.com](mailto:thomas.lydon@gwr.com) our Public Affairs Manager and he will be happy to help. We are keen to encourage as many bids as possible and very happy to listen to ideas you may have to broaden our reach.

#### 3.4 Contacting the Police

Please see below

Following the successful go-live of our new website, we are working to improve our non-urgent and non-emergency online contact service.

The home page of our website: [www.devon-cornwall.police.uk](http://www.devon-cornwall.police.uk) now features a series of blue boxes – each of which is a link to our new web forms.

**If you should need to get in touch about any non-emergency issue, we are asking you to use the online forms available on the new website rather than our old 101 email address.**

To support the exclusive use of web forms, we aim to remove the facility to be able to send emails to 101 on 19 April.

Barbara  
C.Cllr Barbara Ellenbroek  
Cornwall Council - Redruth South ED

# Community Link Officer's Report for Redruth Town Council

April 2023



Helen Kneale:  
07873 704048

[helen.kneale@cornwall.gov.uk](mailto:helen.kneale@cornwall.gov.uk)

## General Update

- The final Community Network Panel for CPIR & Mining Villages will take place at 6pm on 26<sup>th</sup> April 2023 at Dolcoath Council Offices and via Teams. The agenda is as follows:
  - Cornish and West Devon Mining UNESCO World Heritage site discussion
  - Red River/Tehidy Park Development Project
  - Update on CPIR Climate Action Group
  - Update on the Community Network Review
  - Divisional members updates and questions.

The Community Area Partnership (CAP) will officially commence in May 2023 with the vision to "Bring local organisations and people together to tackle the issues that matter to communities, so that everyone can start, live and age well." The inaugural meeting is due to occur in the final week of June 2023 where the AGM will take place to vote in a new Chair and Vice Chair of the CAP. Further details will be sent out prior to the meeting, but I would encourage Redruth Town Council to nominate a Chair and Vice Chair for the consideration of the group. Please email myself with your nominations.

- The Framework for the Community Levelling Up Funding is almost finalised for the CAP area. I am waiting for confirmation of funding so that the focus on delivery can begin. Further details will be sent when available.
- On May 3<sup>rd</sup> at 12 noon the first of the stakeholder engagement sessions for the A3047 corridor will take place at Treloweth Community Centre. Redruth Town Council have been invited.
- I attended the Murdoch House opening and met with Gwealan Tops to provide support.

- I continue to look for a suitable solution to the Lemmins Court access issue, bringing together prior knowledge from services and identifying what opportunities are available to solve this issue.
- I am linked into the discussion on youth provision for Redruth and provided some details on potential venues for activities. I continue to link this with the work of the Safer Redruth Town work.
- The community chest funding managed by divisional members will open again in May 2023.
- I continue to work with partner organisations who operate across this Network area and have regular meetings with Housing Associations, Family Partnership, Safer Towns, Police, Redruth Revival, Redruth Heritage Action Zone, Redruth Cultural consortium etc.

*Helen Kneale -*

*Community Link Officer*

Camborne, Pool, Illogan, Redruth & the Mining Villages (Carharrack, Chacewater, Gwennap, Lanner, Portreath, St Day, Stithians.)

## REDRUTH TOWN COUNCIL

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### REPORT FOR: Meeting of the Council 24<sup>th</sup> April 2023

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#### 1.0 **SUBJECT OF REPORT: Town Mayor's Announcements**

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#### 2.0 **SUMMARY OF IMPLICATIONS**

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

#### 3.0 **TERMS OF REFERENCE**

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

#### 4.0 **REPORT**

##### 4.1 Introduction

Good evening, Councillors. Tonight, is my final night in the Mayoral hot seat, so I wanted to take a brief opportunity to thank you all for your support throughout the past two years. Naturally, we'll share the traditional plenitudes at the AGM in three weeks, but for now please know I am incredibly grateful.

This month, things have picked up again as we see some spring Civic Services, and events to thank people for their contributions to their local communities and to generally celebrate:

##### 4.2 Market Day

Monthly markets are back in full swing, and I look forward to next week's Coronation Market in particular. A lot of effort goes into these from the Markets Committee, so please do stop by if you can.

##### 4.3 Elizabeth

I joined members of the Youth Council to unveil the plaque for the memorial rose planted by the Facilities Team, named for Her Late Majesty, Queen Elizabeth II. The rose is a fitting tribute to show a significant legacy, and can be seen in St Rumon's Gardens.

##### 4.4 Cornwall Pride Moonbow Gala Dinner

I attended this year's annual fundraiser for Cornwall Pride, held in the main hall at the Royal Cornwall Museum in Truro, which proved to be a fantastic venue. The evening raised funds for Pride and their schedule of activities designed to promote inclusivity, including at the event to be held in Redruth on Saturday 15<sup>th</sup> July.

##### 4.5 Penryn Spring Civic Service

I attended a Spring Civic Service in Penryn in honour of Cllr Julie Tucker. It was held in the beautiful St Gluvias Parish Church, and attended by representatives of Town and Parish Councils from across the county, alongside community organisations. Special Mention must go to Cllr Tucker herself and the Forget-Me-Not Singers for their performances, and the call to drag Cllr Steve Eva, Mayor of Falmouth, to sing with them.

##### 4.6 Citizenship for Life Gala Dinner

[Verbal Update]



4.7 *Camborne-Redruth Lions Club's 47<sup>th</sup> Charter Anniversary Dinner and Dance*

[Verbal update]

4.8 *Mayor of Falmouth's Civic Service*

[Verbal update]

5.0 **RECOMMENDATIONS**

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

Cllr Matthew Brown  
Redruth Town Mayor



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

Tel No: 01209-210038 e-mail: [admin@redruth-tc.gov.uk](mailto: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 held in the Redruth Civic Centre on Monday  
27<sup>th</sup> March 2023

Present: Cllr M Brown  
Cllr S Barnes  
Cllr A Biscoe  
Cllr H Biscoe  
Cllr P Broad  
Cllr C Garrick  
Cllr D Reeve  
Cllr C Skinner  
Cllr E Smith  
Cllr I Thomas  
Cllr W Tremayne

Chair

In attendance: P B Bennett  
Ms A Hunt  
Ms S White  
Miss K O'Dell  
Cornwall Cllr C Donnithorne  
Cornwall Cllr B Ellenbroek  
Sgt S Flowerday

Town Clerk  
Operations Officer  
Engagement Officer  
Administrative Assistant

Devon & Cornwall Police

PART I – PUBLIC SESSION

**1521.1 To receive apologies for absence.**

Apologies were received from Cllrs Craze and Collins (other commitments).

**1521.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.**

None were declared.

**1521.3 To receive reports from Cornwall Council Ward Members on their work within the Redruth parish. [Reports to follow]**

Cllr Barnes had provided a written report. In addition, he reported that Cornwall Council would now be including the former Bonded Warehouse within the Brewery Site Masterplan. The report was noted.

A written report by Cllr Ellenbroek had been circulated prior to the meeting. In addition, she stated that Gwealan Tops Adventure Playground was now being held up nationally as an example and advised that the team was doing a superb job. The report was noted.

Cllr Donnithorne apologised for not having provided a written report. He reported that the recommendations to keep the concessionary bus fares as they were had been approved. It was hoped that free bus travel would be offered to care leavers aged 18 to 25 by June 2023. Cllr Donnithorne further confirmed plans for the phased roll out of 20mph zones, starting

next month. He advised that he had been contacted by residents within his Division to request that further seating be provided in Fore Street. Cllr Reeve stated that a Shared Prosperity Fund bid was being prepared in relation to the high street.

Councillors were advised that the parking consultation had concluded and responses would be considered over the next week. Councillors expressed a number of concerns, including the removal of free parking on Sundays and that other towns had free parking during the winter months. Cllr Donnithorne stated that the proposed changes were seeking to even things out in the fairest way and that residents could access discounts via Just Park. Cllr Donnithorne advised that it would be reviewed in 12 months' time, using a variety of data. He also confirmed that any changes would be made very clear on signage. Finally, Cllr Donnithorne advised that he had referred the Treskerby planning application to be called in by the Cornwall Council Planning Committee and that a meeting would take place after Easter in relation to the Treskerby play area. Cllr Thomas requested that Cllr Donnithorne also focus on the current lack of a safe crossing at the junction outside the Trefusis Arms.

**1521.4 To receive a report from Helen Kneale, the Community Link Officer (CLO) for CPIR.**

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

**1521.5 To receive the Town Mayor's announcements.**

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

**1521.6 To confirm the Minutes of the:**

**1521.6.1 *Monthly meeting of the Council held on 27<sup>th</sup> February 2023***

RESOLVED by Majority to confirm the minutes of the Meeting of the Council held on 27<sup>th</sup> February 2023 as a true and accurate record of proceedings. [Proposed Cllr H Biscoe; Seconded Cllr Reeve] Cllrs Garrick and Smith abstained as they had not been present at the meeting.

**1521.7 To receive the Town Clerks report.**

A report had been circulated prior to the meeting. Cllr Tremayne stated that the boundary issues at Gwealan Tops were ongoing, but that things were beginning to move forward. He asked that the Town Clerk continue to chase matters both in relation to the boundary issues and resurfacing of the car park. The Town Clerk reported that mobile speed signs had now been received at the Civic Centre, although further work needed to be carried out before they could be erected. Cllr Thomas stated that he had written to Cornwall Council to request access to their approved contractor list in relation to the proposed water refill station at Victoria Park.

The casual vacancy in Redruth South had now been advertised for co-option, with a closing date of 14<sup>th</sup> April. The Town Clerk further stated that, following advice from NALC, the next Planning Committee meeting would be held on Wednesday 12<sup>th</sup> April 2023. It was confirmed that no Councillor had any interest in BDO LLP, who were to be appointed as the Town Council's external auditors. It was agreed that the four tickets allocated to the Town Council for the C4L Gala Dinner would be allocated to Cllrs Brown, A Biscoe, H Biscoe and Barnes. Finally, the Town Clerk wished to remind Councillors that if they were visiting the Town Council offices, for security and fire safety reasons, they should sign in at the front desk from where they would be collected by a member of staff. The report was noted.

**1521.8 To receive Correspondence.**

Correspondence had been circulated prior to the meeting. Cllr Brown stated that it was upsetting to see that any young people felt this way about Redruth and that things were not being done. He offered to respond on behalf of the Town Council. Cornwall Cllr Ellenbroek advised that she would be happy to share the actions already underway.

Sgt Flowerday gave a verbal update regarding antisocial behaviour and confirmed that the new Chief Constable was keen, in the longer-term, to bring in extra staff and resources. He answered a number of questions from Councillors in relation to Police matters and would liaise with the Town Clerk in relation to the potential attendance of members of the senior Police team at future meetings. Cllr Brown thanked Sgt Flowerday for coming to the meeting. Sgt Flowerday left the meeting at this point.

1521.8.2 Unanimously RESOLVED that Cllr Brown respond on behalf of the Town Council to the Agents 4 Change letter. [Proposed Cllr H Biscoe, Seconded Cllr Barnes].

1521.9 **To receive the Minutes as reports of the following committee meetings, and to accept and approve the recommendations:**

1521.9.1 *Interim Planning Committee held on 27<sup>th</sup> February 2023*

Unanimously RESOLVED that the minutes of the Interim Planning Committee held on 27<sup>th</sup> February 2023 are received and the recommendations and resolutions are accepted and approved [Proposed Cllr H Biscoe; Seconded Cllr Tremayne]

1521.9.2 *Operations Committee held on 6<sup>th</sup> March 2023*

Unanimously RESOLVED that the minutes of the Operations Committee held on 6<sup>th</sup> March 2023 are received and the recommendations and resolutions are accepted and approved [Proposed Cllr Tremayne; Seconded Cllr A Biscoe]

1521.9.3 *Planning Committee held on 13<sup>th</sup> March 2023*

Unanimously RESOLVED that the minutes of the Planning Committee held on 13<sup>th</sup> March 2023 are received and the recommendations and resolutions are accepted and approved [Proposed Cllr H Biscoe; Seconded Cllr Tremayne]

1521.9.4 *Finance Committee held on 20<sup>th</sup> March 2023*

Unanimously RESOLVED that the minutes of the Finance Committee held on 20<sup>th</sup> March 2023 are received and the recommendations and resolutions are accepted and approved [Proposed Cllr Barnes; Seconded Cllr Thomas]

1521.10 **To receive an update on the CCTV monitoring provision provided by CFRS, Cornwall Council**

The Town Clerk reported that he and other representatives of the Town Council had earlier attended a meeting and that a commitment had been made to continue with the current provision for a further twelve months but there was a need to look again at provision and cost. Updates would be provided to Councillors as and when appropriate.

1521.11 **Re-introduction of Councillor Surgeries**

A report had been circulated prior to the meeting. Concerns were raised that previous surgeries had not been well attended and it was agreed to keep the scheme under review. Cllr Brown stated it would be good to give a face to the Council and for people in the town to see who their Councillors were.

1521.11.1 RESOLVED by Majority:

(a) to approve the introduction of 'Meet Your Councillor' events to be held on a monthly basis from May 2023 in accordance with the proposed schedule; and

(b) that Members advise the Town Council Administration Team by Monday 3<sup>rd</sup> April of any proposed dates on which they would be able to attend such an event.

[Proposed Cllr Reeve; Seconded Cllr Garrick]. Cllr Thomas abstained.

**1521.12 To nominate a Town Mayor and Deputy Town Mayor for Municipal Year 2023-2024**

Cllr Barnes was nominated as Town Mayor by Cllr Brown and seconded by Cllr Garrick. No other nominations were received. The nomination of Cllr Barnes as Town Mayor for the forthcoming 2023-2024 municipal year was agreed unanimously.

Cllr A Biscoe was nominated as Deputy Town Mayor by Cllr Barnes and seconded by Cllr H Biscoe. No other nominations were received. The nomination of Cllr A Biscoe as Deputy Town Mayor for the forthcoming 2023-2024 municipal year was agreed by Majority. Cllr Reeve abstained.

**1521.13 To consider and approve the Schedule of Payments.**

Unanimously RESOLVED that the Schedule of Payments be approved [Proposed Cllr Barnes; Seconded Cllr H Biscoe]

**Chairman**

**Redruth Town Council**  
**Schedule of Payments**  
**Meeting Date: 27th March 2023**

<u>Ser No</u>	<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>Gross</u>	<u>VAT</u>	<u>Acct</u>	<u>Centre</u>	<u>Nett</u>	<u>Transaction Details</u>
1	24/02/2023	Tatto 4 Kids	PayPal	5.25		4711	203	5.25	YC Stickers
2	24/02/2023	Total Gas & Power Ltd	DDR	19.68	0.94	4604	305	18.74	Electricity Charges
3	24/02/2023	Total Gas & Power Ltd	DDR	27.57	1.31	4604	304	26.26	Electricity Charges
4	24/02/2023	Total Gas & Power Ltd	DDR	11.35	0.54	4604	302	10.81	Electricity Charges
5	24/02/2023	Total Gas & Power Ltd	DDR	43.94	2.09	4604	302	41.85	Electricity Charges
6	24/02/2023	Total Gas & Power Ltd	DDR	816.03	38.86	4604	302	777.17	Electricity Charges
7	24/02/2023	Total Gas & Power Ltd	DR	12.37	0.59	4604	302	11.78	Electricity Charges
8	24/02/2023	AGK Cleaning	FP810	2100.00	350.00	4607	304	1750.00	Toilet Cleaning
9	24/02/2023	Baqas Crowd	FP811	100.00		4403	206	100.00	SPF Ents
10	24/02/2023	BES Commercial	FP812	270.35	12.87	4604	302	257.48	Electricity Charges
11	24/02/2023	Control Print Ltd	FP813	113.00		4404	206	113.00	SPF Guide
12	24/02/2023	Cormac Solutions	FP814	1847.39	307.90	4510	320	1539.49	Vehicle Lease
13	24/02/2023	Corserv Ltd	FP815	1431.72	238.62	4607	302	1193.10	Cleaning services
14	24/02/2023	Drillserve Ltd	FP816	2950.20	491.70	4610	308	2458.50	Phone Box Refurb
15	24/02/2023	John Brady Agencies	FP817	57.60	9.60	4408	206	48.00	SPF Flaqs
16	24/02/2023	Kestrel Guards	FP818	118.80	19.80	4610	302	99.00	Security
17	24/02/2023	OFR Ltd	FP819	300.00	50.00	4610	302	250.00	Office Chairs
18	24/02/2023	Ms CA Latham-Jones	FP820	100.00		4403	206	100.00	SPF Obby Oss
19	24/02/2023	Redborne Printers	FP821	2944.00		4718	203	2944.00	Redruth town
20	24/02/2023	Southwest Playground Insp	FP822	7260.00	1210.00	4513	306	6050.00	Playpark repairs
21	24/02/2023	Tanist Ltd	FP823	58.80	9.80	4222	102	49.00	FTTP Service
22	24/02/2023	Worknest Ltd	FP824	900.00	150.00	4204	102	750.00	E-Learning - Year 3
23	24/02/2023	Miss B Blake	FP825	11.20		4103	101	11.20	HLS Mileage
24	27/02/2023	UK Fuels Ltd	DDR	90.00	15.00	4521	210	75.00	Fuel Card Charges
25	27/02/2023	Vodafone Ltd	DDR	513.79	85.63	4203	102	428.16	Mobile Phones
26	27/02/2023	Staff Costs	FP826-848						MEMBERS ONLY (See separate sheet)
27	28/02/2023	Total Gas & Power Ltd	DDR	368.29	17.54	4602	301	350.75	Gas - Chambers
28	28/02/2023	Hewlett-Packard Int Bank	DDR	254.88		4222	102	254.88	Laptops
29	01/03/2023	South West Water	DDR	1.00		4603	305	1.00	Water
30	01/03/2023	Pennon Water Servs Ltd	DDR	117.00		4603	301	117.00	Water
31	01/03/2023	Hewlett-Packard Int Bank	DDR	276.57		4222	102	276.57	Tablets
32	01/03/2023	Hewlett-Packard Int Bank	DDR	384.72		4222	102	384.72	Tablets (Old)
33	03/03/2023	Cormac Solutions	FP849	685.66	114.28	4511	306	571.38	Gnds Maint
34	03/03/2023	Corserv Ltd	FP850	1431.74	238.62	4607	302	1193.12	Monthly Cleaning
35	03/03/2023	Ellis Electrical	FP851	243.60	40.60	4405	206	203.00	SPF Generator

**Redruth Town Council**  
**Schedule of Payments**  
**Meeting Date: 27th March 2023**

<u>Ser No</u>	<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>Gross</u>	<u>VAT</u>	<u>Acct</u>	<u>Centre</u>	<u>Nett</u>	<u>Transaction Details</u>
36	03/03/2023	Flower Power	FP852	88.00		4401	206	88.00	Flower Power
37	03/03/2023	Lee Searle Photography	FP853	295.00		4430	206	295.00	SPF Photography
38	03/03/2023	Kestrel Guards	FP854	59.40	9.90	4610	302	49.50	Security
39	03/03/2023	Krowji Ltd	FP855	166.67		4508	320	166.67	Rent
40	03/03/2023	Imelda Martin	FP856	292.50		4721	401	292.50	NDP Work
41	03/03/2023	Macsalvors Ltd	FP857	1749.94	291.45	4610	302	429.67	Materials
						4607	304	7.46	Materials
						4610	305	62.58	Materials
						4511	306	38.50	Materials
						4511	307	11.04	Materials
						4502	320	909.24	Materials
42	03/03/2023	Maverick Industries	FP858	14970.00	2495.00	4529	306	12475.00	Skatepark
43	03/03/2023	Propest Solutions	FP859	180.00	30.00	4610	302	150.00	Pest Control
44	03/03/2023	Redruth Revival CIC	FP860	1000.00		4709	203	1000.00	Book Feast Donation
45	03/03/2023	Pennon Water Servs Ltd	FP861	69.69		4603	302	69.69	Water
46	03/03/2023	Tanist Ltd	FP862	508.20	84.70	4222	102	110.00	Server maintenance
						4222	102	313.50	IT Support
47	03/03/2023	Total Gas & Power Ltd	FP863	147.57	7.03	4604	302	140.54	Electricity Charges
48	03/03/2023	Total Gas & Power Ltd	FP864	816.03	136.00	4604	301	680.03	Electricity Charges
49	03/03/2023	South West Play	FP865	0.60	0.10	4513	306	0.50	repairs
50	03/03/2023	Ecosurface	FP866	10800.00	1800.00	4513	307	3381.00	New playsurface
						4904	999	5619.00	
51	06/03/2023	UK Fuels Ltd	DDR	124.84	20.81	4521	210	104.03	Fuel
52	06/03/2023	Biffa Waste Services Ltd	DDR	98.16	16.36	4605	302	81.80	Waste Contract
53	06/03/2023	Biffa Waste Services Ltd	DDR	397.12	66.19	4605	302	330.93	Waste Contract
54	10/03/2023	Berrymans	FP867	42.00		4415	206	42.00	Refreshments
55	10/03/2023	Christopher Nixon	FP868	250.00		4402	206	250.00	Redruth Festival
56	10/03/2023	Control Print Ltd	FP869	433.60	59.60	4311	202	253.00	Mrkt Banners
						4311	202	76.00	Welcome Pack
						4311	202	45.00	Information Hub
57	10/03/2023	Cormac Solutions	FP870	1847.39	307.90	4510	320	1539.49	Vehicle Lease
58	10/03/2023	Euro Tool Hire & Sales	FP871	18.00	3.00	4405	206	15.00	Fencing panels
59	10/03/2023	Fire Crest Fire Protection Ltd	FP872	1335.06	222.52	4610	302	1112.54	Site & Ext Inspection
60	10/03/2023	Hotch Potch	FP873	650.00		4402	206	650.00	St Pirans

**Redruth Town Council**  
**Schedule of Payments**  
**Meeting Date: 27th March 2023**

<b>Ser No</b>	<b>Date</b>	<b>Payee Name</b>	<b>Cheque</b>	<b>Gross</b>	<b>VAT</b>	<b>Acct</b>	<b>Centre</b>	<b>Nett</b>	<b>Transaction Details</b>
61	10/03/2023	Dr S Perrv	FP874	50.00		4217	102	50.00	Get craftv
62	10/03/2023	Sailflaas	FP875	492.60	82.10	4311	202	410.50	Feather flag
63	10/03/2023	SJ Andrew & Sond	FP876	66.35	11.06	4610	302	55.29	PPE
64	10/03/2023	Truro Tractors Ltd	FP877	83.99	1.15	4610	302	82.84	PPE
65	10/03/2023	T Clarke Contracting Ltd	FP878	302.64	50.44	4616	302	252.20	Annual maintenance
66	10/03/2023	Pennon Water Servs Ltd	FP879	467.40		4603	304	467.40	Water - Toilets
67	10/03/2023	Cornwall Pension Fund	FP880	8429.48		4104	101	8429.48	Monthly Contributions
68	10/03/2023	HMRC	FP881	8270.74		4102	101	8270.74	Feb P32
69	16/03/2023	Lloyds Bank	DDR	116.00		4204	102	6.00	Monthly Fee
						4419	204	110.00	Microphone (GAK)
70	17/03/2023	Citizenship for Life	FP882	5000.00		4709	203	5000.00	Donation
71	17/03/2023	Aquastorage Sys Cleaning Ltd	FP883	95.76	15.96	4615	304	39.90	Legionella Checks
						4615	302	39.90	Legionella Checks
72	17/03/2023	BES Commercial	FP884	214.39	10.21	4604	302	204.18	Electricity Charges
73	17/03/2023	Claire Ingleheart	FP885	150.00		4402	206	150.00	SPF Ents
74	17/03/2023	Cornish Marquee Hire Ltd	FP886	960.00	160.00	4410	202	800.00	Marquee Hire
75	17/03/2023	D.J. Wothers Inspection	FP887	200.00		4523	210	200.00	Murdoch Flyer
76	17/03/2023	The Green Waste Company	FP888	24.00	4.00	4605	302	20.00	Green waste
77	17/03/2023	ITEC Connect Ltd	FP889	28.42	4.74	4205	102	23.68	Photocopier
78	17/03/2023	Kestrel Guards	FP890	1000.00	166.67	4610	302	833.33	Security
79	17/03/2023	nPower Ltd	FP891	2588.02	431.34	4604	302	2156.68	Electricity Charges
80	17/03/2023	Macsavors Ltd	FP892	280.01	45.26	4610	302	193.03	Materials
						4610	304	21.70	Materials
						4610	305	20.02	Materials
81	17/03/2023	Skylite Associates Ltd	FP893	846.00	141.00	4223	102	705.00	HR Support
82	17/03/2023	Tanist Ltd	FP894	184.94	30.82	4202	102	56.12	IT Services
						4222	102	98.00	IT Services
83	17/03/2023	Total Gas & Power Ltd	FP895	344.19	57.36	4602	302	286.83	Gas Charges
84	17/03/2023	Trinity Fire & Security System	FP896	1680.00	280.00	4610	302	1400.00	Fire System repairs
85	17/03/2023	Warrior Warehouse	FP897	26.00	4.33	4610	302	21.67	Black bags
86	17/03/2023	Miss B Blake	FP898	5.60	0.93	4103	101	4.67	HLS Mileage
<b>Total Payments</b>				<b>94112.80</b>	<b>10454.22</b>			<b>83658.58</b>	



**Redruth Town Council**  
**Town Clerks Report**  
**Meeting Date: 24<sup>th</sup> April 2023**

<b>Mtg Ser No</b>	<b>Item</b>	<b>Action</b>	<b>Response</b>
1521.7	Resurfacing of Car park at Gweal-an-Top and issues with boundary infringements		In discussion with CC around possible funding of car park and hopefully we can proceed with work imminently; have taken matter of boundary infringements up with CC
1521.7	Speeding traffic along New Portreath Road and introduction of community speed watch		Update from Cllr Barnes, and awaiting confirmation of siting of signs
1521.7	Proposed provision of a free water refill station at Victoria Park, in support of the Friends of Victoria Park		Update from Cllr Thomas
1521.7	Casual Vacancy in Redruth (South) Ward		Separate agenda item

**Redruth Town Council**  
**Correspondence Schedule**  
**Meeting Date: 24<sup>th</sup> April 2023**

1. Citizens Advice Cornwall – Cost of Living Crisis in Cornwall
2. HM Lord Lieutenant of Cornwall – invitation to Parade and Service of Commemoration to mark the occasion of the Coronation of King Charles III.

5 APRIL 2023

## **COST OF LIVING CRISIS IN CORNWALL**

**Dear Sir / Madam,**

As you will know, our communities are currently experiencing a cost-of-living crisis, exacerbated in Cornwall by a housing crisis and a low wage economy.

Last year, Citizens Advice Cornwall helped more than 9,000 people across all areas of the county with a wide range of issues, including help with energy bills, debt, benefits claims, housing and employment issues.

This year, our charity is facing unprecedented demand for our free, independent and confidential service while also grappling with our own increased running costs.

We have expanded our advice sessions to include foodbanks and also run drop-ins in Bude and Hayle. To meet the growing need, we would like to take our service to more communities but to do this we need additional funds.

We appreciate there are many demands on restricted council budgets but any financial support your authority is able to provide would be very warmly welcomed.

We would be happy to come and talk to your members about our work in your area and answer any questions or listen to any suggestions they may have.

**Yours sincerely,**

**Gill Pipkin (Chief Executive – Citizens Advice Cornwall)**

### **LAST YEAR WE...**

- ⊕ Helped **9,000** people with **37,000** issues
- ⊕ Helped people in Cornwall and the IoS gain **£8.2** million in income
- ⊕ Wrote-off debt worth **£1.1 million** for people in Cornwall and the IoS
- ⊕ For every **£1** invested in Citizens Advice Cornwall we generated **£2.38** in savings to public services
- ⊕ **91%** of people said we helped them find a way forward
- ⊕ **93%** of people would recommend our services to others.

## In this/these parish/es we helped

Clients	299
Issues all	1,701

## Top Issues

Benefits & tax credits	409
Debt	365
Benefits Universal Credit	343
Housing	167
Financial services & capability	86

## Top 5 benefit issues

01 Initial claim	135
21 Personal independence payment	134
28 General Benefit Entitlement	72
04 Limited capability for work elements	51
23 Council tax reduction	45

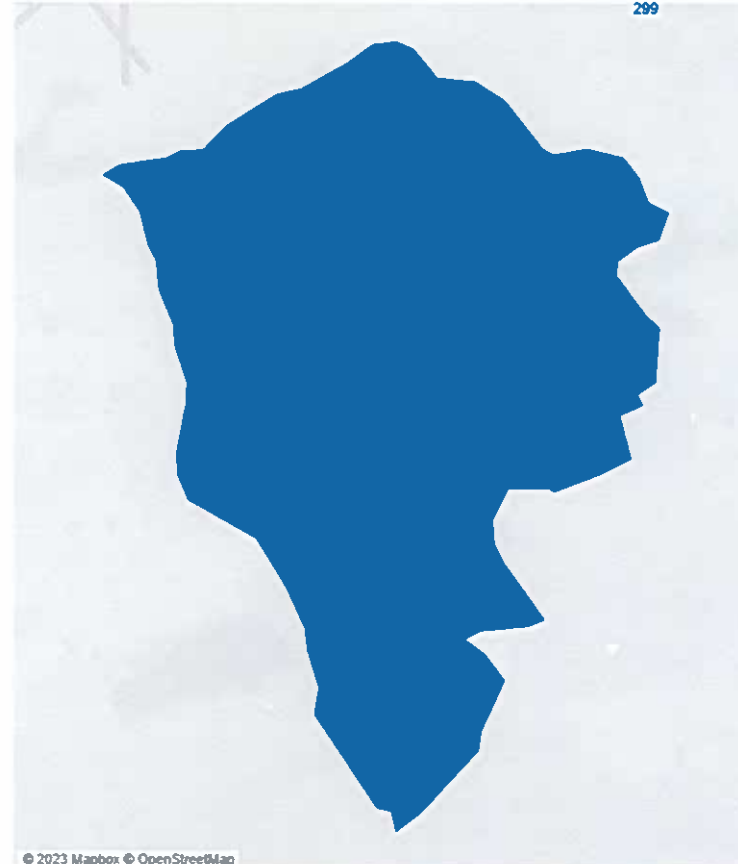
## Top 5 debt issues

49 Debt Relief Order	52
09 Council tax arrears	49
52 Breathing Space Moratorium	46
99 Other Debt	44
04 Fuel debts	34

## Homelessness

03 Threatened homelessness	48
02 Actual homelessness	14

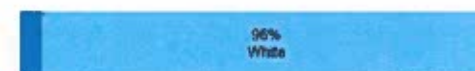
## Clients seen (parishes)



## Gender



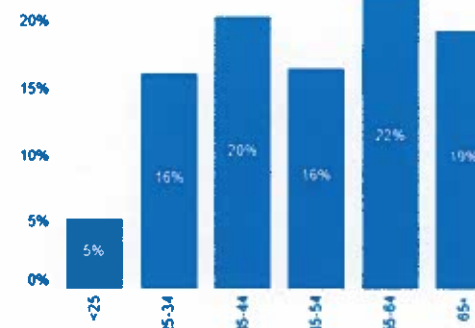
## Ethnicity



## Disabled or Long term health



## Age group



The **Client** figure at the top left of the dashboard represents the total number of unique clients with one or more case notes in the period.

The number before the issue on the **Top benefit issues** chart, and **Top debt issues** chart, is the code for the issue and does not represent the number of issues.

**Citizens Advice Cornwall, Clients by Parish, March  
2022 to February 2023**

<b>Parish</b>	<b>Number of clients</b>
Penzance CP	501
Camborne CP	451
Truro CP	404
Newquay CP	389
St. Austell CP	364
Bodmin CP	351
Falmouth CP	340
Redruth CP	299
Saltash CP	276
Liskeard CP	196
Hayle CP	188
Treverbyn CP	185
St. Ives CP	182
Roche CP	169
Carn Brea CP	161
Helston CP	149
Launceston CP	133
St. Blaise CP	133
St. Stephen-in-Brannel CP	127
Penryn CP	125
Bude-Stratton CP	116
Callington CP	109
Calstock CP	102
Torpoint CP	97
Wadebridge CP	94
Perranzabuloe CP	91
St. Agnes CP	87
St. Columb Major CP	86
Illogan CP	85
Kenwyn CP	84
St. Just CP	78
Looe CP	70
St. Ender CP	69
St. Dennis CP	62
Camelford CP	60
St. Cleer CP	51
Porthleven CP	46
Ludgvan CP	45
Perranuthnoe CP	45
Gwinear-Gwithian CP	44
Colan CP	43
Tywardreath and Par CP	43
Lanner CP	41

**From:** Charlie Sims [REDACTED] on behalf of Lieutenancy  
[REDACTED]  
**Sent:** 14 April 2023 17:23  
**Subject:** Invitation to the Coronation Service of Commemoration

Information Classification: PUBLIC

Good afternoon

Please find below an invitation from Col Edward Bolitho OBE, Lord Lieutenant, to attend the Service of Commemoration to mark the occasion of the Coronation to your Councillors.



**Invitation**  
Parade and Service of Commemoration  
Truro Cathedral, Sunday 7 May

---

**HM Lord-Lieutenant of Cornwall Col Edward Bolitho OBE invites you to attend a Parade and Service of Commemoration to mark the occasion of the Coronation of King Charles III at Truro Cathedral on Sunday 7 May.**

Parade muster point on Lemon Quay at 4pm for 4.30pm start. Standards and banners welcome. Alternatively please be seated in the Cathedral by 4.45pm.

Uniform/Medals/Chains of Office to be worn.

**RSVP [lieutenancy@cornwall.gov.uk](mailto:lieutenancy@cornwall.gov.uk) by 26 April.**



Kind regards

Charlie

**Charlie Sims (she/her)**

For the Cornwall Lieutenancy Office



**Cornwall Lieutenancy Office**

[www.lordlieutenantofcornwall.org.uk](http://www.lordlieutenantofcornwall.org.uk) | 'Onen hag oll'

County Hall, Truro, TR1 3AY

[Call me directly on MS Teams](#)



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

Tel No: 01209-210038 e-mail: [admin@redruth-tc.gov.uk](mailto: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 Interim Planning Committee held at Redruth  
Civic Centre, Alma Place, Redruth on Monday 27<sup>th</sup> March 2023

Present: Cllr H Biscoe  
Cllr S Barnes  
Cllr A Biscoe  
Cllr M Brown  
Cllr W Tremayne

Chairman

In attendance: Ms A Hunt  
Miss K O'Dell  
Cllr I Thomas  
Mr S Childs  
Ms D Reeve  
Mr N Rodda  
Ms E Smith  
Six further members of the public were also in attendance

Operations Officer  
Administration Assistant

Local Resident  
Redruth 2000  
Applicant  
Local Resident

PART I – PUBLIC SESSION

**1520.1 To receive apologies for absence.**

Apologies were received from Cllrs Craze and Collins (other commitments)

**1520.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.**

None were declared.

**1520.3 To suspend Standing Orders to allow the public to speak.**

Unanimously RESOLVED to suspend Standing Orders to allow the public to speak  
[Proposed Cllr H Biscoe; Seconded Cllr Tremayne]

**1520.4 To allow the public to put questions before the council.**

- 1520.4.1 Mr Childs expressed his concerns regarding PA23/00671. As owner of the neighbouring property, he stated that the applicant intended to use the courtyard owned by him as a fire escape. While Murdoch House was currently permitted to access this area as a fire escape, this was seldom used and had very little impact. The steel gates that opened onto Cross Street were kept locked for security reasons and would continue to be so. In addition, the proposed fire escape door was directly adjacent to an intended addition to his property which would block the access. There would be no means of policing the use of this doorway and with a multi-occupancy unit, there could be as many as 10-14 people potentially using the exit as a back door which would be an invasion of Mr Childs'



privacy. The ground in the courtyard was very uneven, consisting of slate, cobbles and earth which could be a trip hazard especially as unlit at night. In addition, it was unsuitable for wheelchair users. Mr Childs also wished to correct a previous statement made on the planning portal and apologised for comments in relation to social housing. He expressed the belief that any tenants would raise the same issues. The Chair thanked Mr Childs for his input and time.

Ms Reeve spoke as Chair of Redruth 2000 and also spoke against PA23/00671. Ms Reeve suggested that the application did not accord with the values which had emerged from recent work and stated that the proposals would ruin a Grade II listed storefront. She stated that the proposed bin storage was in an unsuitable location and asked the Planning Committee not to support the application.

Mr Rodda spoke as the applicant in relation to PA23/00424. He spoke to the Committee about the history of the creamery and its benefits to the local community and farmers. Mr Rodda also stated the energy generated by the proposals would only be used by the business and not sold off to energy companies. The Chair thanked Mr Rodda for his time.

Ms Smith spoke as a resident of Redruth in relation to PA23/00671. She stated that she was a strong supporter of equality and wished to express concerns over the language used around social housing.

**1520.5 To reinstate Standing Orders**

Unanimously RESOLVED to re-instate Standing Orders [Proposed Cllr Tremayne; Seconded Cllr A Biscoe].

**1520.6 To consider the planning applications.**

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

**1520.7 To receive correspondence:**

**1520.7.1 *Cornwall Council – PA23/02257, 1 Trenessa Gardens, Drump Road. Works to trees within a conservation area – works to T1 (Sycamore), T2 (Beech), T3 (Oak), and felling of T4 (Beech).***

This correspondence was noted.

**Chair**

**REDRUTH TOWN COUNCIL - PLANNING SCHEDULE****ANNEX A**

All references for PA23/ unless otherwise stated

**Meeting: Monday 27<sup>th</sup> March 2023**

<b>REF NO</b>	<b>CC REF</b>	<b>SITE</b>	<b>PROPOSAL</b>	<b>DECISION</b>
<b>LIST 1</b>				
Unanimously RESOLVED that Recommendations on List 1 are supported en bloc. [Proposed Cllr Brown; Seconded Cllr Barnes]				
1	02231	85 Plain An Gwarry	Non-material amendment in relation to decision notice PA22/06853 dated 12/08/2022 for small alteration to layout of ground floor and removal of one rooflight	Supported
3	01218	Land North West Of Hillcrest, Church Coombe	Retention and completion of a single dwellinghouse	Not Supported
4	00424	Roddas, The Creamery, Wheal Rose, Scorrier	Installation of a 2.65 MWp Ground Mounted Solar Photovoltaic array, erection of substations and associated works	Supported
<b>LIST 2</b>				
2	00671	91 Fore Street, Redruth	Reconfiguration of existing ground, first and second floor flats to provide 3 further residential units including associated alterations to existing communal staircase and circulation space to meet statutory	Unanimously RESOLVED not to support the application and to request that Cornwall Council undertake a site visit

			requirements without compliance of condition 2 in relation to decision notice PA18/07458 dated 28.01.2019	to properly understand concerns raised in relation to: (i) building regulations and, in particular, the proposed fire safety arrangements; (ii) loss of retail space and (iii) overdevelopment. [Proposed Cllr Barnes; Seconded Cllr Brown]
5	00894	Land South Of Castle View Sandy Lane	Outline Planning Permission with some matters reserved (appearance, landscaping and scale) for the construction of an affordable-led development of four affordable dwellings and one disability adapted open-market dwelling	Unanimously RESOLVED not to support the application on the grounds: (i) of the need to maintain the green and agricultural buffer zone between the parishes of Lanner and Redruth; (ii) that the South side of Sandy Lane consists of relatively few domestic residences (iii) that the proposals are not in keeping with the emerging Redruth Neighbourhood Development Plan and (iv) that it is neither necessary nor helpful to change agricultural land to residential [Proposed Cllr Barnes; Seconded Cllr A Biscoe]



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

Tel No: 01209-210038 e-mail: [admin@redruth-tc.gov.uk](mailto: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 Engagement Committee held at Redruth Civic Centre, Alma Place, Redruth on Monday 3rd April 2023

Present: Cllr D Reeve  
Cllr S Barnes  
Cllr A Biscoe  
Cllr H Biscoe  
Cllr M Brown  
Cllr B Craze  
Cllr C Skinner  
Cllr I Thomas

Chair

In attendance: S White  
C Coomber

Engagement Officer  
Administration Manager

**PART I – PUBLIC SESSION**

**1522.1 To receive apologies for absence.**

Apologies were received from Cllrs Broad, Collins, Garrick, and Smith (other commitments)

**1522.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.**

None were declared.

**1522.3 To confirm the Minutes of the Meeting of the;**

**1522.3.1 Engagement Committee held on Monday 6<sup>th</sup> February 2023**

RESOLVED by Majority that the Minutes of the Engagement Committee Meeting held on 6<sup>th</sup> February 2023 be accepted as a true and accurate record of proceedings. [Proposed Cllr Thomas; Seconded Cllr Brown] Cllrs A Biscoe, H Biscoe, and Craze abstained.

**1522.3.2 Interim Engagement Committee held on Monday 6<sup>th</sup> March 2023**

RESOLVED by Majority that the Minutes of the Interim Engagement Committee Meeting held on 6<sup>th</sup> March 2023 be accepted as a true and accurate record of proceedings. [Proposed Cllr A Biscoe; Seconded Cllr Thomas] Cllr Brown abstained.

**1522.4 Clerks Report**

A report was circulated prior to the meeting. The Engagement Officer gave a verbal update with more information about the Town Centre Hub, advising the Engagement committee that there is currently a collection of different agencies looking existing projects and finding gaps. The Engagement officer is also in regular contact with Eugene at Redruth School. Cllr Thomas asked if Agents for Change would be invited to participate in the conversations? The Engagement officer confirmed that A4C would be invited to become involved. The

Engagement officer mentioned that most of the work currently being carried out is preparatory, and no funding or grant applications have yet been submitted until all details are finalised and a potential location is found. Cllr Thomas asked that the Engagement officer consider talking to Pool School as well as Redruth. The Engagement officer confirmed that the committee will be regularly updated on any progress of this work. The report was noted.

**1522.5 To receive correspondence.**

No correspondence had been received.

**1522.6 To receive a verbal update from the President of Redruth & District Chamber of Commerce on the work of the Chamber.**

Unfortunately, Mr Hernandez was unable to attend the meeting. Cllr Reeve gave a brief verbal update on behalf of Mr Hernandez. The Chamber of Commerce had recently held its AGM, where most current officers had been retained. The planned shared prosperity fund application has now been joined together with the Redruth Revival cultural consortium application to hopefully benefit the whole town.

**1522.7 Report from the Engagement Officer on her department's work to date**

A report had been circulated prior to the meeting. Cllr Brown asked the Engagement officer if the Chamber of Commerce had been out with the Engagement team to approach businesses in the Town? The Engagement officer confirmed that this had not yet happened, primarily due to the recent Chamber of Commerce recent elections, but that it was on the list of priorities. Cllr Reeve asked for more information of the appointment of a new CPM. The Engagement officer confirmed member of the current team would be Acting up temporarily, and that a more permanent role was being discussed with Skylight. The Engagement officer informed the committee that there had been a good response for nominations for the Local Hero Awards. Cllr Reeve asked what would happen after the twelfth podcast had been recorded. The Engagement officer confirmed that there would be a couple of additional episodes available, and that the Engagement team were now in a much better position to be able to record their own podcasts following the purchase of mobile recording equipment. The Admin Manager confirmed that she would circulate the notes from the festival engagement meetings. The report was noted.

**1522.8 Report on the work of the Library from the Library & Information Service Team Leader**

A report had been circulated prior to the meeting. Unfortunately, due to illness the Library & Information Service Team Leader was unable to attend the meeting. Cllr A Biscoe asked if the warm space area would be continuing? The Engagement officer confirmed that there would be space left for the jigsaw, and the area would be kept as a "safe space" during the warmer months. The whole foyer area of the library is being looked at to make the most of the space. Cllr Barnes asked if the ILS team leader could look at making the pricing of items in the display cabinet clearer. The Engagement officer confirmed that this would be investigated further. Cllr Brown wished to thank the ILS team leader on all her hard work carried out for the recent Passmore Edwards Festival. It had been a successful event, with lots of positive publicity for the town. The report was noted.

**1522.9 Update from Climate Working Group**

The Climate working group had not yet met as a group. But the CPIR climate group had recently had a talk from Cornwall Council environment team representative, to discuss weed killing hot foam machine recently purchased by Camborne Town Council. Cllr Reeve suggested that it may be possible for RTC to borrow it at a cost.

**Chairperson**



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

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**Town Mayor: Cllr M J Brown**

**Town Clerk: P B Bennett**

Minutes of a Meeting of the Redruth Town Council Staffing Committee held in the Redruth Civic Centre on Monday 17<sup>th</sup> April 2023

Present: Cllr M Brown  
Cllr R S Barnes  
Cllr Mrs A Biscoe  
Cllr H Biscoe  
Cllr C Garrick  
Cllr Ms D Reeve  
Cllr I Thomas  
Cllr W Tremayne

Chair

In attendance: P B Bennett  
Ms A Hunt  
Ms S White  
Mrs L Cantrill

Town Clerk  
Operations & Facilities Officer  
Engagement Officer  
Skylite Associates

PART I – PUBLIC SESSION

**1523.1 To receive apologies for absence**

No apologies were necessary.

**1523.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda**

None were declared.

**1523.3 To confirm the Minutes of:**

*The Meeting of the Staffing Committee held on 20<sup>th</sup> February 2023*

**1523.3.1** RESOLVED by Majority to confirm the minutes of the Meeting of the Staffing Committee held on 20<sup>th</sup> February 2023 as a true and accurate record of proceedings. [Proposed Cllr Reeve; Seconded Cllr Garrick] Cllrs Mrs Biscoe, Biscoe, and Tremayne abstained as they had not been present at the meeting.

**1523.4 To exclude the press and public from the meeting for the remaining items of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (employee terms and conditions), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act**

**1523.4.1** Unanimously RESOLVED to exclude the press and public from the meeting for the remaining items of business as their presence would be prejudicial to the public interest by virtue of the confidential nature of the subject matter (employee terms and conditions), and on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12[A] of the 1972 Local Government Act. [Proposed Cllr Thomas; Seconded Cllr Barnes]

**1523.5 To receive an update on the current staffing position within the Operations Team**

A report had been circulated prior to the meeting. Councillors asked a number of questions in relation to both aspects of the Operations Team, and in particular the staff structure, the recently filled posts within the team, and the recruitment of the vacant Facilities Technician post.

1523.5.1 Unanimously RESOLVED that the report be noted. [Proposed: Cllr Biscoe; Seconded: Cllr Mrs Biscoe]

**1523.6 To receive an update on the current staffing position within the Engagement Team**

A report had been circulated prior to the meeting. The Engagement Officer provided clarification in response to questions from Councillors. They fully supported the short-term reorganisation of the team.

1523.6.1 Unanimously RESOLVED that the report be noted. [Proposed: Cllr Biscoe; Seconded: Cllr Thomas]

**1523.7 To receive update on HR/Staffing processes from Louise Cantrill, Skylite Associates**

A report had been circulated prior to the meeting. Ms Cantrill outlined the general situation concerning leavers, Employment Contracts and the RFO recruitment. In relation to questions about using a financial specialist recruitment agency, Ms Cantrill gave members an assurance that there is a claw back guarantee should someone be appointed and then leave the post shortly afterwards.

1523.7.1 RESOLVED by a majority that:

- a. We use specialised a finance recruitment firms in pursuit of the RFO;
- b. The rest of the report be noted.

[Proposed: Cllr Biscoe; Seconded: Cllr Barnes] Cllr Garrick abstained.

**1523.8 To consider a recommendation in respect to the continued employment of Maria Moreno-Felstead.**

1523 A report had been circulated prior to the meeting recommending that the employment of Maria Moreno-Felstead be made permanent after a highly successful probationary period.

1523.8.1 Unanimously RESOLVED that Maria Moreno-Felstead's employment with the Council be made permanent. [Proposed: Cllr Biscoe; Seconded: Cllr Garrick]

**1523.9 To consider a recommendation in respect to the continued employment of Tamsyn Dowling.**

1523 A report had been circulated prior to the meeting recommending that the employment of Tamsyn Dowling be made permanent after a highly successful probationary period.

1523.9.1 Unanimously RESOLVED that Tamsyn Dowling's employment with the Council be made permanent. [Proposed: Cllr Biscoe; Seconded: Cllr Garrick]

**Chairman**

**REPORT FOR: Council Meeting of 24<sup>th</sup> April 2023**

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**1.0 SUBJECT OF REPORT: To approve the Council Accounts for Year Ending 31<sup>st</sup> March 2023 – Annual Governance and Accountability Return, Section 1; Annual Governance Statement 2022-2023**

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**2.0 SUMMARY OF IMPLICATIONS**

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

**3.0 TERMS OF REFERENCE**

- 3.1 At the end of each Financial Year the Council Accounts has to be reconciled in accordance with current Accounting and Audit Regulations, and an Annual Governance and Accountability Return (AGAR) which has to be approved by Council, is then submitted to the appointed external Auditors. The AGAR is split into essentially 4 Sections. Section 1 is the Annual Governance Statement which relates to internal controls and the preparation of the accounting statements; Section 2 is the Accounting Statements which detail income, expenditure, and assets of the Council; Section 3 is the External Auditor Report and Certificate for the financial year concerned. There is also an un-numbered section which our independent internal auditor completes. The internal auditor's completed section of the AGAR, the Annual Internal Audit Report 2022-23 (AIAR) is attached for your information along with his Year End Audit report. We have to submit our AGAR and associated documentation by 30<sup>th</sup> June 2023.
- 3.2 Following on from the restrictions imposed on normal working practices during the pandemic, the work done by the Finance Committee has been restored with quarterly checks being once again carried out. Our independently appointed Internal Auditor has been continuing his robust checks through emailed documents, the collection and return of "hard-copy" documentation, and visits to quantify queries. The work of both of these facets of our internal audit will hopefully give Members assurance that matters have been dealt with correctly and promptly during the course of the year.
- 3.3 For this agenda item we are dealing solely with Section 1, the Annual Governance Statement for the year ended 31<sup>st</sup> March 2023 – Section 2 will be considered as a separate agenda item.

**4.0 REPORT**

- 4.2 Section 1 of the AGAR is the Annual Governance Statement that Council must complete acknowledging responsibility for the preparation of the statement of accounts and for the council's internal controls. If we answer "No" to any of these we have to explain why. A copy of Section 1 is attached for your information.
- 4.3 The following information will hopefully demonstrate why the Finance Committee believes that as a corporate body we are able to answer "Yes" to each of the assertions:

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

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



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

Assertion 4: Notices advertising 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 31<sup>st</sup> March 2023. For the accounts ended 31<sup>st</sup> March 2022, they are still on the website and were displayed on the noticeboards for the appropriate times.

Assertion 5: Carried out and approved by the Finance Committee at its meeting of 21<sup>st</sup> November 2022, and again verified by the Finance Committee's responsibility when carrying out internal audit. Ratified at the November 2022 meeting of the Council.

Assertion 6: Confirmed by the appointment of our independent internal auditor who has completed the AIAR and , the work of the Finance Committee.

Assertion 7: Dealt with by the Finance 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 2021-2022 and submitted – this will be considered at our AGAR Section 2 approval.

#### 4.4 Intermediate Level Review Procedures

In addition to the information already outlined above, the External Auditors require as part of the intermediate level review (which applies to all smaller councils whose gross income or expenditure exceeds £200,000), we are required to provide the following evidence:

- For Assertion 1 – a copy of accounting records on which the AGAR is based
- For Assertion 1 – a copy of extended trial balance (if prepared on an Income & Expenditure basis)
- For Assertion 1 – copies of closing bank statements
- For Assertion 5 – a copy of minutes of the meeting, in the financial year 2022-23 considering risk management and insurance coverage
- For Assertion 7 – a copy of minutes recording consideration of the external auditors' report from 2021-22.
- For Assertion 7 – a copy of agreed action plan to implement recommendations from external auditors' report from 2021-22

In response to these additional items, the Town Council can confidently respond accordingly:

- Balance Sheet, and Income & Expenditure records will be included.
- Extended Trial balance will be included.
- Closing Bank statements will be included.
- Copy of Finance Committee meeting held on 21<sup>st</sup> November 2022 will be included showing that risk management and insurance coverage was considered.
- Copy of Council Meeting minutes of 26<sup>th</sup> September 2022 to be included.
- No action plan necessary as no recommendations made by external auditors report from 2021-2022.

5.0 **CONCLUSION**

- 5.1 It is my opinion, backed up by the report and signed AIAR of the independent internal auditor, and the work of the Finance Committee, that the Town Council has accepted and carried out our responsibilities for ensuring that there has been a sound system of internal control, including arrangements for the preparation of the Accounting Statements, and that we confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31<sup>st</sup> March 2023.

6.0 **RECOMMENDATION**

- 6.1 It is requested that Council consider the report and make the following recommendation as a proposal which is passed by Council:
- a. that the Town Council has accepted and carried out its responsibilities for ensuring that there has been a sound system of internal controls for the accounts for Year Ending 31<sup>st</sup> March 2023, and we that we answer yes to the assertions in the Annual Governance and Accountability Return; Section 1 – Annual Governance Statement, and that it be approved; and approves the additional requirements as part of the intermediate level review.

Peter Bennett  
Town Clerk & RFO

Encs.

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

EN 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 2023, 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

**\*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:

24/04/2023

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

# Annual Internal Audit Report 2022/23

## REDRUTH TOWN COUNCIL

[www.redruth-tc.gov.uk/Annual\\_Returns\\_3300.aspx](http://www.redruth-tc.gov.uk/Annual_Returns_3300.aspx)

During the financial year ended 31 March 2023, 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 2022/23 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.			✓	NOT USED
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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓	
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓			
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓			
O. (For local councils only)	Yes	No	Not applicable	
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓			

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

30/09/2022 01/02/2023 13/04/2023

Name of person who carried out the internal audit

S P HUDSON C.P.F.A.

Signature of person who carried out the internal audit

S. P. Hudson

Date

14/04/2023

**\*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).**



HUDSON ACCOUNTING LTD.  
INTERNAL AUDIT REPORT:  
TO THE MEMBERS OF REDRUTH TOWN COUNCIL  
YEAR ENDED 31ST MARCH 2023.

ISSUE DATE: 14/04/2023  
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.

**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 2022.

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.

***The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications, thus in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.***

We have provided a table of audit recommendations, if required, 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 was 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**

**There are no previous recommendations requiring action.**

### **Accounting Records**

**The accounts have been properly maintained throughout the year.**

### **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.

#### *Payments*

**Further testing revealed no issues to report.**

#### *Grants*

**A sample of grants awarded was cross checked from the ledger to Member approvals; all were found to be in accord.**

### **Risk**

#### *Insurance*

**The Fidelity Guarantee remains adequate at £2 million.**

#### *Risk*

**The Council reviewed its risk management arrangements and the effectiveness of its internal controls in November 2022.**

### **Budgets**

#### *Setting*

**The 2023/24 budget and precept were properly approved by Full Council in January 2023 following a robust process.**

#### *Monitoring*

**Budget monitoring has been undertaken in line with the requirements of financial regulations.**

#### *Adequacy of Reserves*

**After allowing for earmarked reserves of £508,623 the general reserve stands at £256,977; equating to 24% of gross expenditure which is at the bottom end of generally accepted parameters.**

### **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.

#### *Interest*

**Interest on the Council's investments has been accurately reflected in the ledger.**

#### *Library*

**Library income is controlled via a till; it is regularly banked and postings to the ledger were easy to follow.**

*VAT*

VAT claims for the year have been submitted.

The year-end claim reconciles to the accounting records.

**Assets**

The asset register has been updated to reflect disposals during the year and the total value of assets held is accurately reflected in the AGAR.

**Payroll**

The national pay ward has been accurately applied.

Two new employees are awaiting contracts as the staffing review will result in all staff receiving updated contracts once it is concluded.

**Bank Reconciliation**

Monthly bank reconciliations have been undertaken in a timely manner throughout the year.

The year-end bank reconciliation was found to be accurate.

**Accounting Statements**

The accounts were produced on an income and expenditure basis and were in accord with underlying records.

A good audit trail was provided and year-end adjustments were properly accounted for.

**Trusts**

The Council has met its responsibilities as Trustee.



## REDRUTH TOWN COUNCIL

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### REPORT FOR: Council Meeting of 24<sup>th</sup> April 2023

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#### 1.0 **SUBJECT OF REPORT: To approve the Council Accounts for Year Ending 31<sup>st</sup> March 2023 – Annual Governance and Accountability Return, Section 2; Accounting Statements 2022-2023, and associated documents**

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#### 2.0 **SUMMARY OF IMPLICATIONS**

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

#### 3.0 **TERMS OF REFERENCE**

- 3.1 At the end of each Financial Year the Council Accounts has to be reconciled in accordance with current Accounting and Audit Regulations, and an Annual Governance and Accountability Return (AGAR) which has to be approved by Council, is then submitted to the appointed external Auditors. The AGAR is split into essentially 4 Sections. Section 1 relates to the Annual Governance Statement which relates to internal controls and the preparation of the accounting statements; Section 2 is the Accounting Statements which detail income, expenditure, and assets of the Council; Section 3 is the External Auditor Report and Certificate for the financial year concerned. There is also an un-numbered section which our independent internal auditor completes. This is the Annual Internal Audit Report 2022-23 (AIAR) and was discussed at the AGAR Section 1 approval.
- 3.2 For this agenda item we are dealing solely with Section 2, the Accounting Statements 2022-2023, which has already been signed by myself acting as the Council's Responsible Financial Officer (RFO), and a copy is attached for your information.

#### 4.0 **REPORT**

- 4.1 The RFO for the Town Council has completed the summary of the accounts to the correct accounting basis (Income & Expenditure) as required. Unfortunately, time constraints and meeting schedules has meant that these have not been presented to the Finance Committee. Nevertheless, Council would need to consider and approve these accounts regardless. The information in the summary of accounts is in turn extrapolated and used to complete the Annual Return.

##### Section 2:

- 4.2 Section 2, the Statement of Accounts, shows the figures of income and expenditure, and reflects the summary Balance Sheet and Statutory Income & Expenditure Accounts, copies of which are attached for your information. The independent internal auditor has verified that these figures are correct and fairly reflects the financial position of the Council at the year ended 31<sup>st</sup> March 2023.

### Other requirements

- 4.3 Year-on-year variances - In relation to this section of the Annual Governance and Accountability Return we are also required to explain variations in excess of +/- 15% year-on-year for Lines 2 – 10 inclusive. You will note from the copy included, that these excesses occur this year in Boxes 2, 3, 4, and 6, and we have to explain the differences so that the reasons identified bring the variance below the +/- 15% margin. For this year the majority of the variances can be attributed to the Organisational & Staffing Review and the increase in the number of employees; work on the multi-wheeled facility at East End Playing Fields; and grants received in year for other work such as the Town Vitality Fund.
- 4.4 Box 7 & Box 8 Differences - we also have to explain differences between Boxes 7 (Balance C/F) and Box 8 (Total cash and short-term investments). Explanations of these variations and differences are attached on pre-printed schedule attached for your information. However, it is essentially the difference between Receipts and Payments (what actually happened in year) and Income and Expenditure (what should have happened in year!), and is a straight extrapolation from the Balance Sheet.
- 4.5 Dates for The Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return

As a Council we must make arrangements for the exercise of public rights. This allows any person interested, the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts, and other documents relating to those records must be made available for inspection by any person interested. We must inform the electorate of a single 30 working day period during which these rights may be exercised. This inspection period must by law include the first 10 working days of July. It is recommended therefore that we should publish the dates to exercise these rights as between Monday 5<sup>th</sup> June 2023 and Friday 14<sup>th</sup> July 2023.

### 5.0 **CONCLUSION**

- 5.1 It is my opinion, backed up by the comments of the independent internal auditor, and the work of the Finance Committee, that the Town Council Accounts for the year ending 31<sup>st</sup> March 2023 have been completed in accordance with all current Accounting and Audit Regulations, and that the Accounting Statements produced for 2022-2023 is a true representation of the council's financial situation at that time. On that basis, Council should feel confident in signing them off as approved.

### 6.0 **RECOMMENDATIONS**

- 6.1 It is therefore recommended that Council consider the report and approve the following recommendations as proposals:
- a. that the Town Council Accounts for Year Ending 31<sup>st</sup> March 2023 be approved and signed off at Section 2 – Accounting Statements 2021-2022 of the Annual Governance and Accountability Return.
  - b. that Council in approving the Accounting Statement at Section 2 of the AGAR confirms the explanation of the variances exceeding +/- 15% for Boxes 2, 3, 4, and 6; and approves the differences between Boxes 7 & 8.
  - c. that we set the dates for Electors Rights for between 5<sup>th</sup> June 2023 and 14<sup>th</sup> July 2023.

- d. That Council notes with gratitude the work of the internal independent auditor and his reports.

Peter Bennett  
Town Clerk & RFO

Encs.

## Section 2 – Accounting Statements 2022/23 for

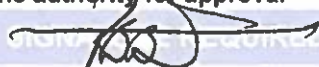
### EN Redruth Town Council ITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	538,858	477,781	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	844,876	1,027,921	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	214,541	321,335	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	471,628	548,127	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	17,244	16,957	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	631,622	496,353	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	477,781	765,600	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	538,191	819,137	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	1,265,553	1,248,553	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	231,000	220,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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 14/04/2023

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

24/04/2023

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

12/04/2023

## Redruth Town Council 2022-2023

09:51

## Balance Sheet as at 31st March 2023

31st March 2022

31st March 2023

31st March 2022		31st March 2023	
<b>Current Assets</b>			
9,066	Debtors	5,998	
11,792	Vat Refunds	17,778	
538,191	Current/High Interest Accounts	819,137	
<b>559,049</b>		<b>842,912</b>	
<b>559,049</b>	<b>Total Assets</b>	<b>842,912</b>	
<b>Current Liabilities</b>			
3,466	Creditors	1,059	
22,914	Accruals	20,097	
43,199	Trewirgie Trust CF	43,652	
505	Raymond Rd Allotments	423	
8,251	Redruth Heritage Project	8,251	
2,916	Skate Park	2,916	
18	Redruth Markets	18	
0	Receipts in Advance	897	
<b>81,269</b>		<b>77,312</b>	
<b>477,781</b>	<b>Total Assets Less Current Liabilities</b>	<b>765,600</b>	
<b>Represented By</b>			
207,543	General Fund	256,977	
270,237	Earmarked Reserves	508,623	
<b>477,781</b>		<b>765,600</b>	

The above statement represents fairly the financial position of the authority as at 31st March 2023 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer



Date : 14/04/2023

# Redruth Town Council 2022-2023

## Income and Expenditure Account for Year Ended 31st March 2023

31st March 2022		31st March 2023
	<b>Income Summary</b>	
844,876	Precept Received	1,027,921
309	Interest Received	9,643
<b>845,185</b>	<b>Sub Total</b>	<b>1,037,564</b>
	<b>Operating Income</b>	
0	Administration-Staff Costs	28
30,947	General Administration	18,402
0	Christmas Festival	(25)
0	Other Events	935
0	RIM&PF	91
0	Murdoch	(10)
0	St Piran Festival	420
3,172	Other Services	1,824
3,000	The Chamber	8,100
27,618	Market Way	27,238
1,999	Library	2,691
1,176	Public Toilets	0
146,319	Ear Marked Reserves	251,998
<b>1,059,417</b>	<b>Total Income</b>	<b>1,349,256</b>
	<b>Running Costs</b>	
471,628	Administration-Staff Costs	548,127
66,304	General Administration	72,233
20,268	Christmas Festival	28,720
21	Other Events	4,634
17,673	Administration Services	26,970
4,057	RIM&PF	8,560
3,340	Murdoch	9,511
2,505	St Piran Festival	3,418
44,989	Other Services	37,591
29,960	The Chamber	19,981
103,497	Market Way	118,715
2,371	Library	493
19,978	Public Toilets	23,433
3,613	St Rumons Gardens	3,280
6,269	EEPF	28,046
705	Plain-an-Gwarry	12,908
2,515	Facilities Yard	7,284
20,207	Capital Expenditure	92,288
2,246	Planning	2,625
298,346	Ear Marked Reserves	12,621
<b>1,120,495</b>	<b>Total Expenditure</b>	<b>1,061,437</b>
	<b>General Fund Analysis</b>	
250,320	Opening Balance	207,543
1,059,417	Plus : Income for Year	1,349,256
1,309,737		1,556,800
1,120,495	Less : Expenditure for Year	1,061,437
189,243		495,363
(356,523)	Transfers TO / FROM Reserves	238,386
<b>545,766</b>	<b>Closing Balance</b>	<b>256,977</b>

## Explanation of variances

Name of smaller authority:

County area (local councils and parish meetings only)

**REDRUTH TOWN COUNCIL**

**Cornwall**

Accounting statements 2022-23

By completing this box, the figures will pull through to the relevant tabs of the workbook to assist you in reporting on the significant variances

	Year ending		Variance £	Variance %	Notes and guidance	Explanation required
	31-Mar-22	31-Mar-23			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	538858	477781			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	844876	1027921	183045	22%	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	Please explain within the relevant tab
3. (+) Total other receipts	214541	321335	106794	50%	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	Please explain within the relevant tab
4. (-) Staff costs	471628	548127	76499	16%	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.	Please explain within the relevant tab
5. (-) Loan interest/capital repayments	17244	16957	-287	-2%	Total expenditure of payments of capital and interest made during the year on the authority's borrowings (if any).	No explanation required
6. (-) All other payments	631622	496353	-135269	-21%	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	Please explain within the relevant tab
7. (=) Balances carried forward	477781	765600			Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	No explanation required
	Bal c/f checker	Bal c/f checker				
8. Total value of cash and short term investments	538191	819137			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	1265553	1248553	-17000	-1%	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.	No explanation required
10. Total borrowings	231000	220000	-11000	-5%	The outstanding capital balances as at 31 March of all loans from third parties (including PWLB).	No explanation required

**Box 2 - Precept or rates and levies**

2021/22      844876      2022/23      1027921

Difference      183045

% Change      22%      Yes explain

Use the table below to breakdown your explanation

2021/22	£	2022/23	£	Difference	Explanation (Ensure each explanation is quantified)
25000		60000		35000	Funds for refurbishment of Public Conveniences (build up of funds)
1500		8000		6500	Additional identified maintenance of play areas
0		5000		5000	Funds towards new project for replacement town signs
700		6300		5600	Funds for update of Council website
17200		22500		5300	Additional funding for Xmas Lights
329222		376628		47406	Increase in staff costs based on approved Organisational & Staffing Review
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
<b>Total</b>	<b>373622</b>	<b>478428</b>		<b>104806</b>	

Enter more lines as appropriate



**Box 3 - Other receipts**

2021/22

214541

2022/23

321335

### Difference

106794

% Change

50%

☐ Yes explain

Use the table below to breakdown your explanation

*(consider any fixed assets that have been sold and ensure reflected in explanation in box 9 fixed assets)*

2021/22	£	2022/23	£	Difference	Explanation (Ensure each explanation is quantified)
0		182376		182376	s106 funding for Skate Park which completed towards end of previous FY offset by:
30947		18294		-12653	Reduction in Council Tax Support Grant received
143144		69622		-73522	Reduction in other grant funding received in previous year, primarily Town Vitality Fund
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Total	174091	270292		96201	

*Enter more lines as appropriate*

**Box 4 - Staff Costs**

2021/22      471628      2022/23      548127

Difference      76499

% Change      16%      Yes explain

Use the table below to breakdown your explanation

2021/22	£	2022/23	£	Difference	Explanation (Ensure each explanation is quantified)
0		43000		43000	Increase in Library staff by 1.64 FTE with associated Employer NIC and Pension costs
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
<b>Total</b>	0	43000		43000	

Enter more lines as appropriate

**Box 6 - All other payments**

2021/22

631622

2022/23

496353

Difference

-135269

**% Change**

**-21%**

yes explain

Use the table below to breakdown your explanation

(consider any fixed assets that have been purchased and reflect in explanation in box 9 fixed assets)

	2021/22	£	2022/23	£	Difference	Explanation (Ensure each explanation is quantified)
	248288		0		-248288	New skatepark facility built in previous year, but savings offset by increases in other spending namely:
	14392		21509		7117	Xmas Lights and festivities
	17452		26927		9475	Increase in vehicle lease fleet
	1500		20266		18766	Additional but planned Play Area Maintenance
	0		62165		62165	Spending on Town Vitality Fund projects
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
Total	281632		130867		-150765	

*Enter more lines as appropriate*

## Reconciliation between Box 7 and Box 8 in the Accounting Statements

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 within 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.

	£	£
<b>Box 7: Balances carried forward</b>		<b>765600</b>
<b>Deduct: Debtors (enter these as negative numbers)</b>		
Debtors	-5998	
VAT Refunds	-17778	
	<u>-23776</u>	
<b>Deduct: Payments made in advance (prepayments) (enter these as negative numbers)</b>		
NONE	0	
	<u>0</u>	
<b>Total deductions</b>		<u>-23776</u>
<b>Add:</b>		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Creditors	1059	
Accruals	20097	
Trewirgie Trust CF	43652	
RRAA	423	
Redruth Heritage Project	8251	
Skate Park	2916	
Redruth Markets	18	
	<u>76416</u>	
<b>Add:</b>		
Receipts in advance (must not include deferred grants/loans received)		
Receipts in Advance	897	
	<u>897</u>	
<b>Total additions</b>		<u>77313</u>
<b>Box 8: Total cash and short term investments</b>		<b>819137</b>

**Redruth Town Council**  
**Schedule of Payments**  
**Meeting Date: 24th April 2023**

<u>Ser No</u>	<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>Gross</u>	<u>VAT</u>	<u>Acct</u>	<u>Centre</u>	<u>Nett</u>	<u>Transaction Details</u>
1	20/03/2023	UK Fuels Ltd	DDR	5.40	0.90	4521	210	4.50	Fuel Insights
2	21/03/2023	Total Gas & Power Ltd	DDR	2138.99	356.50	4604	302	1782.49	Electricity Charges
3	22/03/2023	British Gas	DDR	43.39	2.07	4604	308	41.32	Electricity Charges
4	24/03/2023	Vodafone Ltd	DDR	513.79	85.63	4203	102	428.16	Mobile Phones
5	24/03/2023	AGK Cleaning	FP899	2100.00		4607	304	2100.00	Toilet Cleaning
6	24/03/2023	Cormac Solutions	FP900	1847.39	307.90	4510	320	1539.49	Vehicle Hire
7	24/03/2023	Cornwall Council	FP901	303.00		1028	303	303.00	Seaquill Sacks
8	24/03/2023	Kernow Training Ltd	FP902	440.00		4708	203	440.00	Facilities Training
9	24/03/2023	Maids of Melody	FP903	75.00		4402	206	75.00	St Pirans Singers
10	24/03/2023	Office Smart	FP904	146.20	24.37	4201	102	121.83	Stationary
11	24/03/2023	Cllr D Reeve	FP905	136.00		4210	102	32.40	Travel
						4210	102	13.60	Subsistence
						4402	206	90.00	St Piran Musicians
12	24/03/2023	Pennon Water Servs Ltd	FP906	94.66		4603	302	94.66	Water Charges
		Not used	FP907						Not used
		Not used	FP908						Not used
		Not used	FP909						Not used
13	24/03/2023	Kestrel Guards	FP910	59.40	9.90	4610	302	49.50	Security
14	27/03/2023	Total Gas & Power Ltd	DDR	24.80	1.18	4604	304	23.62	Electricity Charges
15	27/03/2023	Total Gas & Power Ltd	DDR	20.94	1.00	4604	302	19.94	Electricity Charges
16	27/03/2023	Total Gas & Power Ltd	DDR	11.17	0.53	4604	302	10.64	Electricity Charges
17	27/03/2023	Total Gas & Power Ltd	DDR	17.60	0.84	4604	302	16.76	Electricity Charges
18	28/03/2023	Total Gas & Power Ltd	DDR	301.06	14.34	4602	301	286.72	Gas Charges
19	30/03/2023	Staff Costs	FP911-933						MEMBERS ONLY (See separate sheet)
20	31/03/2023	Unity Trust	BS	67.50		4204	102	67.50	Service Charge
21	31/03/2023	Unity Trust	BS	3.50		4204	102	3.50	Handling Charge
22	31/03/2023	Biffa Waste Services Ltd	DDR	98.16	16.36	4605	302	81.80	Waste Contract
23	31/03/2023	Biffa Waste Services Ltd	DDR	324.96	54.16	4605	302	270.80	Waste Contract
24	31/03/2023	South West Water	FP934	4279.14		4603	302	4279.14	Water Charges
25	31/03/2023	Drillserve Ltd	FP935	2950.20	491.70	4610	308	2458.50	Telephone Kiosk
26	31/03/2023	Kestrel Guards	FP936	118.80	19.80	4610	302	99.00	Security Charges
27	31/03/2023	QTech PA	FP937	50.00		4402	206	50.00	St Pirans PA
28	31/03/2023	Pennon Water Servs Ltd	FP938	11.45		4603	302	11.45	Water Charges
29	31/03/2023	Redruth Town Band	FP939	250.00		4402	206	250.00	St Pirans Parade
30	31/03/2023	Total Gas & Power Ltd	FP940	145.71	6.94	4604	302	138.77	Electricity Charges

**Redruth Town Council**  
**Schedule of Payments**  
**Meeting Date: 24th April 2023**

<b>Ser No</b>	<b>Date</b>	<b>Payee Name</b>	<b>Cheque</b>	<b>Gross</b>	<b>VAT</b>	<b>Acct</b>	<b>Centre</b>	<b>Nett</b>	<b>Transaction Details</b>
31	31/03/2023	Rabart Decorators Merchants LI	FP941	44.58	7.43	4610	302	37.15	Paint
32	31/03/2023	P J D Martin Ltd	FP942	403.00	67.17	4610	302	335.83	Repairs
33	03/04/2023	UK Fuels Ltd	DDR	174.63	29.10	4521	210	145.53	Fuel
34	03/04/2023	Cornwall Council	DDR	1039.25	173.21	4601	301	866.04	NDBR
35	03/04/2023	Cornwall Council	DDR	163.80		4601	302	163.80	NDBR
36	03/04/2023	Cornwall Council	DDR	3178.00		4601	302	3178.00	NDBR
37	03/04/2023	Cornwall Council	DDR	199.21		4601	308	199.21	NDBR
38	03/04/2023	South West Water	DDR	1.00		4603	305	1.00	South West Water
39	04/04/2023	Hewlett-Packard Int Bank	DDR	276.57		4222	102	276.57	Laptops
40	04/04/2023	Hewlett-Packard Int Bank	DDR	254.88		4222	102	254.88	Laptops
41	06/04/2023	Cornwall Council	FP001	50.00		4413	203	50.00	Murdoch Day
42	06/04/2023	Cornwall ALC Ltd	FP002	3137.82	375.52	4204	102	2762.30	Membership 23/24
43	06/04/2023	Krowji Ltd	FP003	166.67		4508	320	166.67	Rent for yard
44	06/04/2023	OfficeSMart	FP004	74.21		501	0	74.21	Laminator & Pens
45	06/04/2023	Seymac Distribution Servs Ltd	FP005	3698.40	616.40	4718	203	3082.00	Town Leaflet
46	06/04/2023	Control Print	FP006	345.60		501	0	345.60	SPF Banners
47	11/04/2023	UK Fuels Ltd	DDR	119.18	19.86	4521	210	99.32	Fuel
48	11/04/2023	HMRC	FP007	9034.97		4102	101	9034.97	Tax/NIC
49	11/04/2023	Cornwall Pension Fund	FP008	8511.79		4104	101	8511.79	Mthly Contributions
50	11/04/2023	Sam Bradbury Art	FP009	70.31		4217	102	70.31	Easter Workshop
51	14/04/2023	Control Print Ltd	FP010	312.00	52.00	4404	202	260.00	Coronation Banners
52	14/04/2023	Cornwall Arts Marketing Ltd	FP011	378.00	63.00	4404	202	315.00	Advertising
53	14/04/2023	ITEC Connect Ltd	FP012	23.92	3.99	4205	102	19.93	Photocopier
54	14/04/2023	Kestrel Guards	FP013	1000.00	166.67	4610	302	833.33	Security
55	14/04/2023	Ms I Martin	FP014	247.50		501	0	247.50	NDP
56	14/04/2023	MillSigns Ltd	FP015	273.60	45.60	4311	202	228.00	Market Boards
57	14/04/2023	Raffidy Dumitz Band	FP016	100.00		4402	206	100.00	St Pirans Band
58	14/04/2023	S J Andrew & Sons	FP017	71.03	11.84	4610	302	59.19	PPE
59	14/04/2023	Not used	FP018						Not used
60	14/04/2023	St John Ambulance	FP019	221.76	36.96	4407	206	184.80	First Aid
61	14/04/2023	Tanist Ltd	FP020	421.50	70.25	4222	102	294.50	IT Support
						4202	102	56.75	Telephony
62	14/04/2023	Total Gas & Power Ltd	FP021	369.12	61.52	4602	302	307.60	Gas Charges
63	14/04/2023	Truro Tractors Ltd	FP022	438.70	67.49	4610	302	371.21	Equipment
64	14/04/2023	Vision ICT Ltd	FP023	306.00	51.00	4706	203	255.00	Website
65	14/04/2023	Warrior Warehouse	FP024	11.67	1.94	4610	302	9.73	Materials

**Redruth Town Council**  
**Schedule of Payments**  
**Meeting Date: 24th April 2023**

<u>Ser No</u>	<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>Gross</u>	<u>VAT</u>	<u>Acct</u>	<u>Centre</u>	<u>Nett</u>	<u>Transaction Details</u>
66	14/04/2023	Macsalvors Ltd	FP025	592.33	98.72	4610	301	6.26	Materials
						4610	302	395.81	Materials
						4511	304	22.67	Materials
						4610	304	4.92	Materials
						4610	305	51.70	Materials
						4610	306	12.25	Materials
67	14/04/2023	South West Loos	FP026	99.00	16.50	4315	202	82.50	Coronation Toilets
68	14/04/2023	Mrs L Francis	FP027	11.60		4724	303	11.60	HLS Mileage
69	17/04/2023	Lloyds Bank CC	CC	421.93		4210	102	189.98	Plaques
						4210	102	94.96	Moonbow qala
						4413	206	21.00	TEN
						4222	102	109.99	Anti virus
						4204	102	6.00	Mthly Fee
70	17/04/2023	Opie Oils	DDR	31.36	5.23	4522	210	26.13	Machinery Fuel
71	17/04/2023	UK Fuels Ltd	DDR	120.56	20.09	4521	210	100.47	Vehicle Fuel
72	17/04/2023	Sage UK Ltd	DDR	156.00	26.00	4222	102	130.00	Sage Cover
73	18/04/2023	Abbotts Event Hire	FP028	354.40	42.40	4315	202	312.00	Table Hire
<b>Total Payments</b>				<b>53484.06</b>	<b>3524.01</b>			<b>49960.05</b>	