

**REDRUTH TOWN
COUNCIL**



**CONSEL AN DRE
RESRUDH**

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

Town Mayor: Cllr M J Brown

Town Clerk: P B Bennett

Our Reference:
RTC/460/2/Mtg
Date:
18th January 2023

See Distribution

Dear Councillor

Finance Committee Meeting – 23rd January 2023

You are summoned to attend a Meeting of the Redruth Town Council Finance Committee to be held which will be held in the Langman Room, Redruth Civic Centre, Alma Place, on Monday 23rd January 2023, commencing at 7 p.m., or at the conclusion of the Extraordinary Meeting of the Council, whichever is the later.

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

Yours sincerely

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

Peter Bennett
Town Clerk

Enclosures:

Agenda and associated documentation.

Distribution:

Action:

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

Information:

All other Town Councillors
Press & Public

Redruth Town Council
Finance Committee Meeting – 23rd January 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.*
4. To allow the public to put questions to the Council on any item on this agenda.
5. *To reinstate Standing Orders.*
6. To confirm the Minutes of the:
 - 6.1 Meeting of the Finance Committee held on 21st November 2022. [Minutes attached]
 - 6.2 Extraordinary Meeting of the Finance Committee held on 10th January 2023. [Minutes attached]
7. To receive notification of external auditor appointment for the 2022-23 financial year for the five-year period until 2026-27. [See notification attached]
8. To receive notification of draft employer results for Cornwall Pension Fund 2022 Actuarial Valuation. [See notification attached]
9. To review Income/Expenditure for the period ending December 2022. [See schedule attached]
10. To receive a report from Committee Members responsible for carrying out Internal Control Checks for Q2 2022-2023. [See report attached]
11. To receive a report from Committee Members responsible for carrying out Internal Control Checks for Q3 2022-2023. [See report attached]
12. To consider requests for financial assistance. [See schedule attached]



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

Town Mayor: Cllr M J Brown

Town Clerk: P B Bennett

Minutes of a Meeting of the Redruth Town Council Finance Committee held at Redruth Civic Centre, Alma Place, Redruth on Monday 21st November 2022

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

In attendance: P B Bennett Town Clerk
Cllr L Collins

PART I - PUBLIC SESSION

1497.1 To receive apologies for absence

Apologies were received from Cllr Tremayne (family commitments)

1497.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.

Cllrs Reeve and Collins declared a prejudicial interest in Agenda Item 13.1, as in their capacities as Committee Members of Redruth 2000, they had submitted the request for financial assistance on behalf of that organisation.

1497.3 To confirm the Minutes of the Meeting of the Finance Committee held on 18th July 2022

1497.3.1 RESOLVED by Majority to accept the Minutes of the Meeting of the Operations Committee held on 4th July 2022 as a true and accurate record of proceedings. [Proposed Cllr Thomas; Seconded Cllr Mrs Biscoe]. Cllr Ms Reeve abstained.

1497.4 Clerk's Report

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

1497.5 To review Income & Expenditure for the period ending September 2022

A report had been circulated prior to the meeting outlining income and expenditure for the period up to 30th September 2022.

1497.5.1 Unanimously RESOLVED that the Income & Expenditure for the period ending September 2022 is agreed and meets the expected budgetary requirements. [Proposed Cllr Barnes; Seconded Cllr Brown].

- 1497.6 **To receive a report from Committee Members responsible for carrying out Internal Control checks for Q2 2022-2023**
- 1497.6.1 The Internal Control Checks for Q2 had not been carried out due to time constraints. Cllr Barnes and Biscoe agreed that these will be do soonest.
- 1497.6.2 Cllrs Mrs Biscoe and Thomas were nominated to carry out Q3 internal control checks.
- 1497.7 **To receive and Interim Internal Audit Report for our Independent Internal Auditor for FY 2022-2023**
- 1497.7.1 A report from our Independent Internal Auditors outlining his finding during his interim checks on our accounting procedures and processes was circulated prior to the meeting.
- 1497.7.2 Unanimously RESOLVED that the findings and recommendations of the independent auditors during his interim checks on the Town Council accounts by approved and actioned as required. [Proposed: Cllr Biscoe; Seconded: Cllr Ms Reeve]
- 1497.8 **To review the effectiveness of our system of internal audit**
- 1497.8.1 A report outlining the effectiveness of our internal audit controls for FY 2022-23 was circulated prior to the meeting. The matter was considered and discussed in depth.
- 1497.8.2 Unanimously RESOLVED that the committee make a recommendation to Council that our system for internal controls for FY 2022-23 is considered effective and meets the requirements of the Council. [Proposed: Cllr Mrs Biscoe; Seconded: Cllr Barnes]
- 1497.9 **To review the Town Council's Risk Assessment of Financial Management**
- 1497.9.1 Members considered a report outlining the Council's Risk Assessment of Financial Management.
- 1497.9.2 Unanimously RESOLVED that the Council's Risk Assessment of Financial Management is considered effective and needs the current needs of the Council. [Proposed: Cllr Mrs Biscoe; Seconded: Cllr Barnes]
- 1497.10 Cllr Reeve and Collins left the meeting due to their declared prejudicial interests.
- 1497.11 **To consider requests for financial assistance**
- 1497.11.1 Requests for financial assistance we dealt with as shown at Appendix 1 to these minutes.
- 1497.12 Cllr Reeve and Collins returned to the meeting.

Chairman

Budget 2022-2023: £8000		Allocated to date: £2700		Balance available: £5300	
No	Appellant	Amount Requested/Purpose	Recommendation	Previous Awards	
1.	Redruth 2000 (Murdoch House)	£500 towards the costs of a replacement rear door to meet with Historic England requirements	RESOLVED by a majority that a donation of £500 be awarded to Redruth 2000 towards this work, subject to Listed Building Consent being granted to complete the works. [Proposed: Cllr Barnes; Seconded: Cllr Biscoe] Cllr Brown abstained	1989 £100	



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

Town Mayor: Cllr M J Brown

Town Clerk: P B Bennett

Minutes of an Extraordinary Meeting of the Redruth Town Council Finance Committee held at
Redruth Civic Centre, Alma Place, Redruth on Tuesday 10th January 2023

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

Chair

In attendance: P B Bennett

Town Clerk

PART I - PUBLIC SESSION

1505.1 To receive apologies for absence

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

1505.2 To discuss the proposed Council budget for financial year 2023-2024 and to make recommendations to Council in respect of said budget and the level of precept to be raised

A report prepared by the Responsible Finance Officer for consideration had been circulated prior to the meeting. Member discussed the proposals and options available. Unanimously they agreed that we should do whatever possible to keep any Council Tax increases down to a minimum for the coming financial year. After considering the options the general consensus was to look at a zero increase in Council Tax for the Redruth parish for financial year 2023-24.

1505.2.1 Unanimously RESOLVED to recommend to Council that the budget for the Financial Year 2023-2024 be set at £1133443 and that the level of precept to be raised to meet this requirement be £1045261. [Proposed Cllr Barnes; Seconded Cllr Brown]

Chairman

Notification of external auditor appointment

Mon 28/11/2022 12:57

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

Notification of external auditor appointment for the 2022-23 financial year for the 5-year period until 2026-27

Redruth Town Council, Cornwall,

Dear Clerk/RFO/Chairman,

Smaller Authorities Audit Appointments (SAAA) is the independent, sector led organisation responsible for the appointment and contract management of external auditors to smaller authorities since the Local Audit and Accountability Act 2014 established new arrangements for the accountability and audit of local public bodies in England. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

This communication is to notify you that SAAA has appointed an external auditor to the authority for the 5-year appointing period from 2022-23 until 2026-2, following a procurement exercise to appoint auditors to each contract area from 1 April 2022.

Your current appointed auditor will conclude any outstanding work on the 2021-22 Annual Governance and Accountability Returns and the new appointed auditor (if changed) will be responsible for the arrangements in respect of the 2022-23 AGAR process onwards.

The contact details of your appointed external auditor and fee scales are shown in the appendix to this letter and can also be found on the SAAA website: www.saaa.co.uk.

The audit firms all have previous experience of conducting limited assurance reviews for smaller authorities and have dedicated support personnel. SAAA will monitor the performance of the appointed firms in providing the audit services in terms of quality and compliance with their statutory terms of appointment.

If your authority has any potential conflict of interest relating to the auditor appointment, for instance if a Councillor or close relation is employed by the appointed auditor, you should advise SAAA immediately.

Exempt authorities

Since 2017-18, authorities where the higher of income or expenditure for the financial year was £25,000 or less and who meet all the qualifying criteria have been able to declare themselves as 'exempt' from a limited assurance review by an external auditor. However, all authorities, even if they declare themselves 'exempt', still need to fully complete, agree and publish an annual return (AGAR).

All authorities require an external auditor appointment even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and a named auditor must be in place to deal with questions or objections from local electors about the accounts.

Annual Governance and Accountability Return (AGAR)

The Annual Governance and Accountability Return (AGAR) needs to be completed in accordance with "proper practices" as set out in '*Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide*', and then be published in accordance with any applicable Transparency Code.

Annual Governance and Accountability Return forms will be sent out by your appointed auditor electronically at the end of the financial year. It is assumed that your authority is willing and able to accept documents electronically by e-mail; whilst an authority may request paper copies this may incur an administration charge.

Advice and assistance are available from the various sector membership organisations:

National Association of Local Councils and County Associations - www.nalc.gov.uk

Society of Local Council Clerks - www.slcc.co.uk

Association of Drainage Authorities - www.ada.org.uk

Yours faithfully

Smaller Authorities' Audit Appointments Ltd

Appendix

Auditor appointments for smaller authorities for the five financial years from 2022-23 to 2026-27

SAAA announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms on 30 November 2021.

Responsibilities under the new contracts will relate to accounts for the financial year beginning on **1 April 2022**. The details of your specific appointment by contract (County) area are listed below.

Your Authority's Audit Appointment for 2022-23 to 2026-2027

Your appointed auditor will be **BDO LLP**.

Their contact details are:

BDO LLP,
Arcadia House,
Maritime Walk,
Ocean Village,
Southampton SO14 3TL
Email: councilaudits@bdo.co.uk
Tel.: 023 8088 1700

All auditor appointments are listed by contract (County) area and all the Auditor contact details are listed on our website on the Audit Appointments page.

Scales of Fees 2022-23 to 2026-27

The following fees have been determined by SAAA following consultation for the Audit Years 2022-23 to 2026-27.

Scales of audit fees

Scales of fees for smaller authorities, are based on bands of annual income or expenditure, whichever is the higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay.

Table 1 sets out the scales of audit fees for smaller authorities that complete their AGAR fully and accurately within the required timescales and provide the necessary supporting information and any explanations sought.

Authorities with neither income nor expenditure exceeding £200,000 will be subject to basic limited assurance audit review. Authorities with either income or expenditure exceeding £200,000 will be subject to intermediate limited assurance audit review.

Table 1 - Scale of fees for bodies subject to limited assurance review

INCOME/EXPENDITURE BAND (£)	FEE FOR LIMITED ASSURANCE REVIEW (£)	
0 - 25,000	0	(if a Certificate of Exemption is submitted)
0 - 25,000	210	(if a LAR review is required)
25,001 - 50,000	210	
50,001 - 100,000	315	
100,001 - 200,000	420	
200,001 - 300,000	630	
300,001 - 400,000	840	
400,001 - 500,000	1,050	
500,001 - 750,000	1,365	
750,001 - 1,000,000	1,680	
1,000,001 - 2,000,000	2,100	
2,000,001 - 3,000,000	2,520	
3,000,001 - 4,000,000	2,940	
4,000,001 - 5,000,000	3,360	
5,000,001 - 6,500,000	3,780	

Note: An authority with neither income nor expenditure exceeding £25,000 that is **not** able to certify that it is an exempt authority as it does not meet the qualifying criteria, or if the authority wishes to have a limited assurance review by the external auditor, then the fee payable is £210.

Reminder letters

Where the auditor is required to send a reminder to any authority that has failed to submit either an AGAR or Certificate of Exemption to the external auditor by the statutory submission deadline will be charged £40 + VAT for each reminder.

Additional work and variations to the scale fees

If an active authority fails either to submit its Annual Return to the supplier for review by 30 September or (if it is an exempt authority) to provide a certificate of exemption, the supplier will consider issuing a public interest report, the cost of which will be payable by the authority pertaining to the fee income band of that authority as in Table 1 (above).

Extra fees may also be charged in other circumstances, for example where auditors are required to:

- consider objections to the accounts from local electors, from the point at which the auditor accepts the objection as valid;

- exercise special powers in relation to the review, such as issuing a report in the public interest; or
- undertake any special investigations, such as those arising from disclosures under the Public Interest Disclosure Act 1998.

Extra fees will be calculated and charged according to the work required, subject to the maximum hourly rates set out in Table 2 below.

Table 2 - Maximum hourly rates for additional work at smaller authorities

STAFF GRADE	MAXIMUM £ PER HOUR
Engagement lead	355
Senior manager/manager	215
Senior auditor	140
Other staff	105

Value Added Tax

The fee scales exclude Value Added Tax, which will be charged at the prevailing rate on all work undertaken.

SAAA – Smaller Authorities' Audit Appointments Limited

77 Mansell Street, London E1 8AN www.saaa.co.uk

Cornwall Pension Fund 2022 Actuarial Valuation

120 Redruth Town Council - Notification of draft employer results

Introduction

This schedule contains a summary of the results of the 2022 actuarial valuation of the Cornwall Pension Fund ("the Fund"), specifically those relating to the Employer or Pool/Group named above. Its main purpose is to notify you (the Employer) of the contribution rates payable from 1 April 2023 to 31 March 2026 as well as your funding position on the valuation date. It also contains detailed technical information explaining the results and how they have changed since the previous valuation. This information may be of use to any professional advisors examining your valuation results. Please see the final section of this schedule for further information, and read these in conjunction with the Funding Strategy Statement (FSS) which you will receive from the Fund for consultation purposes.

Contribution rates

Employer contribution rates for year ending	Primary	Secondary		Total	
	% of pay	% of pay	£	% of pay	£
31 March 2023				18.7%	6,300
31 March 2024	19.6%	0.0%	4,900	19.6%	4,900
31 March 2025	19.6%	0.0%	4,900	19.6%	4,900
31 March 2026	19.6%	0.0%	4,900	19.6%	4,900

The above contribution rates are the minimum rate required by the Fund. In most circumstances you can pay additional contributions to improve your funding position but this should be referred to the actuary first. The Primary Rate includes an allowance of 0.6% of pay for administration expenses. Employer contribution rates are due in addition to employee contributions. The average employee contribution rate is 6.1% of pay.

The contribution rates payable from 1 April 2023 have been determined based on the following funding strategy and employer circumstances:

Funding strategy	Last valuation / Opening position	This valuation
Funding target (see FSS for details)	Ongoing	Ongoing
Funding time horizon (years)	20	20
Likelihood of achieving funding target by end of horizon	75%	70%
Investment strategy	A	A
Open / Closed to new entrants	Open	Open

The contribution strategy gives a 70% likelihood that both past and future service benefits will be at least fully funded on the Fund's Ongoing basis at the end of a 20 year time horizon. This funding strategy has been determined by the Administering Authority, taking into account the type of organisation the Employer is and the nature of its participation in the Fund. The approach to setting employer contribution rates, and the Employer's funding target, is explained further in the draft FSS. Further details on the Employer's investment strategy is included in the Fund's Statement of Investment Principles/Investment Strategy Statement.

Funding position

Your funding position as at 31 March 2022 is shown below, along with a summary of the assumptions and data underlying it.

Employer funding position (£000)	Last valuation / Opening position	This valuation (Ongoing)
Past service liabilities - Employees	308	482
Past service liabilities - Deferred pensioners	29	151
Past service liabilities - Pensioners	4	5
Past service liabilities - Total	342	637
Asset share	307	588
Surplus/(deficit)	(35)	(50)
Funding level	90%	92%

Assumptions

The financial and longevity assumptions underlying the funding positions disclosed are detailed below. Details of the demographic assumptions are available in the FSS.

Financial assumptions p.a.	Last valuation / Opening position	This valuation
Investment return (Ongoing)	4.1%	4.4%
Salary increases	2.3%	2.7%
Benefit increases/revaluation	2.3%	2.7%

Longevity assumptions	Last valuation / Opening position	This valuation
Baseline longevity	2018 VitaCurves	2021 VitaCurves
Future improvements (Ongoing basis)	CMI 2018: A=0.5%(M)0.25%(F), LTR=1.25%,Sk=7	CMI 2021: A=0.25%, W=0, LTR=1.75%, Sk=7

Based on the above longevity assumptions, and taking into account characteristics of the individual membership of the Employer, the average life expectancies are summarised below.

Life expectancy from age 65 31 March 2022	Ongoing
Current pensioners - male	
Current pensioners - female	24.8
Future pensioners - male	22.0
Future pensioners - female	25.7

Figures for future pensioners are a weighted average of active and deferred members.

Membership Data

All the results in this schedule are based on the membership data summarised below which was supplied to us by the Fund for the purpose of the valuation.

Member	Membership data	Last valuation/Opening position	This valuation
Employee members	Number	11	15
	Total actual pay (£000)	202	349
	Total accrued pension (£000)	22	31
	Average age weighted by liability	48	55
Deferred pensioners	Number	2	6
	Total accrued pension (£000)	2	12
	Average age weighted by liability	42	40
Pensioners	Number	1	1
	Total accrued pension (£000)	0	0
	Average age weighted by liability	58	61

Change in funding position compared to last valuation/opening position

The following table shows a detailed breakdown of the change in your assets and liabilities over the period since the last valuation (or the date you joined the Fund, if this is later). This information may be of use to any professional advisors with an interest in your valuation results.

(£000)	Source of change	Assets	Liabilities	Surplus/(deficit)
Last valuation / Opening position		307	342	(35)
Cashflows	Employer contributions paid in	154		154
	Employee contributions paid in	45		45
	Benefits paid out	(1)	(1)	0
	Net bulk and individual transfers in/(out) ¹	19		19
	Other cashflows (e.g. expenses)	(14)		(14)
Expected changes in liabilities	Interest cost on benefits already accrued		56	(56)
	Accrual of new benefits		214	(214)
Membership experience vs expectations	Salary increases greater/(less) than expected		16	(16)
	Benefit increases greater/(less) than expected		(7)	7
	Early retirement strain (and contributions)	0	0	0
	Ill health retirement strain ²		(4)	4
	Early leavers (more)/fewer than expected		0	0
	Pensioner deaths (more)/fewer than expected		0	(0)
	Commutation less/(greater) than expected		0	0
	Impact of bulk transfers		0	0
	Other membership experience		13	(13)
Changes in market conditions	Investment returns on the Employer's assets	77		77
	Change in future inflation expectations		64	(64)
Changes in actuarial assumptions	Change in demographic assumptions (excl. longevity)		(16)	16
	Change in longevity assumptions		5	(5)
	Change in salary increase assumption		0	0
	Change in discount rate		(46)	46
This valuation		588	637	(50)

1. The impact of individual member transfers (in/out) on the liabilities is included in the Other membership experience item.
2. Payments in respect of ill health retirements are recorded under Employer contributions or Other cashflows above.

Important information: addressee, purpose and professional notes

Hymans Robertson have prepared valuation results for all employers participating in the Cornwall Pension Fund and provided those to the Administering Authority. This Notification of draft employer results schedule has been created on behalf of the Administering Authority of the Fund to be shared with the Employer named above. Its purpose is to notify the Employer of the principal results from the 2022 actuarial valuation, and allow the Employer to check that the membership and participation details reflect their circumstances.

The draft Funding Strategy Statement (FSS) will contain further information on the assumptions and methodology used to calculate employer contribution rates and funding position set out in this report.

Please note that this schedule does not constitute advice to the Employer or any other third parties and Hymans Robertson LLP accept no liability to the Employer or any other third parties. If the Employer is a member of a funding pool or group within the Fund, the contribution rates, funding level and membership data shown in this report relate to the pool/group as opposed to the individual employer (unless stated otherwise).

The contribution rates shown in this schedule should be considered draft until finalised in the Rates and Adjustments Certificate, due to be published by 31 March 2023. The other results may also be revised by that point, for example due to changes in data or assumptions.

The figures shown in this document have been rounded and therefore the sum of figures within a table may not appear to add up exactly.

If you have any questions on the FSS or the results in this schedule please contact the Fund in the first instance.

Technical Actuarial Standard (TAS) 100 has been complied with to a proportionate degree in the preparation of this report.

Prepared by

Catherine McFadyen FFA

Julie West FFA

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Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Administration-Staff Costs						
4101 Wages/Salaries	260,061	376,628	116,567		116,567	69.0%
4102 Tax/NIC	68,879	111,349	42,470		42,470	61.9%
4103 Mileage	164	0	(164)		(164)	0.0%
4104 Pensions	64,252	114,896	50,644		50,644	55.9%
Administration-Staff Costs :- Indirect Expenditure	<u>393,357</u>	<u>602,873</u>	<u>209,516</u>	<u>0</u>	<u>209,516</u>	<u>65.2%</u>
Net Expenditure	<u>(393,357)</u>	<u>(602,873)</u>	<u>(209,516)</u>			
102 General Administration						
1050 Income-Photocopying	105	0	(105)			0.0%
1100 Income-Miscellaneous	3	0	(3)			0.0%
1176 Precept Received	1,027,921	1,027,921	0			100.0%
1177 CTSG Received	18,294	18,294	(0)			100.0%
1190 Interest Received	5,875	0	(5,875)			0.0%
General Administration :- Income	<u>1,052,198</u>	<u>1,046,215</u>	<u>(5,983)</u>			<u>100.6%</u>
4201 Stationery	692	1,200	508		508	57.6%
4202 Telephone/Internet	848	1,200	352		352	70.7%
4203 Mobile Phones	2,669	2,880	211		211	92.7%
4204 Annual Subscriptions	8,082	9,185	1,103		1,103	88.0%
4205 Photocopier Contract	1,005	1,250	245		245	80.4%
4206 Postage	119	550	431		431	21.6%
4207 Advertising	1,036	1,000	(36)		(36)	103.6%
4208 Audit	150	3,250	3,100		3,100	4.6%
4210 Mayor's Budget	2,477	2,000	(477)		(477)	123.8%
4212 Development Resources	207	1,000	793		793	20.7%
4213 Tablets	2,519	3,065	546		546	82.2%
4214 Newspapers	156	500	344		344	31.2%
4215 Refreshments	(10)	400	410		410	(2.5%)
4216 Volunteer Support Fund	0	500	500		500	0.0%
4217 Lib Events & Activities	460	750	290		290	61.3%
4220 Miscellaneous Expenses	862	200	(662)		(662)	431.2%
4221 Loan Repayment	16,957	16,958	1		1	100.0%
4222 IT Support	8,396	10,850	2,454		2,454	77.4%
4223 HR Outsourcing	7,808	7,500	(308)		(308)	104.1%
4224 TIC Bulk Buy	217	1,000	783		783	21.7%
4703 Office Equipment	238	0	(238)		(238)	0.0%
General Administration :- Indirect Expenditure	<u>54,887</u>	<u>65,238</u>	<u>10,351</u>	<u>0</u>	<u>10,351</u>	<u>84.1%</u>
Net Income over Expenditure	<u>997,311</u>	<u>980,977</u>	<u>(16,334)</u>			
6000 plus Transfer from EMR	1,022					
6001 less Transfer to EMR	9,147					
Movement to/(from) Gen Reserve	<u>989,186</u>					

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
201 Christmas Festival						
4220 Miscellaneous Expenses	300	0	(300)		(300)	0.0%
4304 Christmas Lights	21,509	22,500	991		991	95.6%
4305 Christmas Events	6,502	6,000	(502)		(502)	108.4%
4413 Road Closures/Licenses	21	0	(21)		(21)	0.0%
Christmas Festival :- Indirect Expenditure	<u>28,332</u>	<u>28,500</u>	<u>168</u>	<u>0</u>	<u>168</u>	<u>99.4%</u>
Net Expenditure	<u>(28,332)</u>	<u>(28,500)</u>	<u>(168)</u>			
202 Other Events						
1076 Income - Sponsorship	800	0	(800)			0.0%
Other Events :- Income	<u>800</u>	<u>0</u>	<u>(800)</u>			
4311 Market Support	0	1,000	1,000		1,000	0.0%
4312 Summer Events	2,632	2,500	(132)		(132)	105.3%
4313 May Day	846	1,500	654		654	56.4%
4314 Lowendar Perran	0	500	500		500	0.0%
4413 Road Closures/Licenses	48	0	(48)		(48)	0.0%
Other Events :- Indirect Expenditure	<u>3,526</u>	<u>5,500</u>	<u>1,974</u>	<u>0</u>	<u>1,974</u>	<u>64.1%</u>
Net Income over Expenditure	<u>(2,726)</u>	<u>(5,500)</u>	<u>(2,774)</u>			
6000 plus Transfer from EMR	500					
Movement to/(from) Gen Reserve	<u>(2,226)</u>					
203 Administration Services						
4207 Advertising	973	1,000	27		27	97.3%
4701 Elections	0	5,000	5,000		5,000	0.0%
4703 Office Equipment	12	1,500	1,488		1,488	0.8%
4706 Council Website	320	6,300	5,980		5,980	5.1%
4708 Training	2,195	5,000	2,805		2,805	43.9%
4709 Donations	4,450	8,000	3,550		3,550	55.6%
4711 Youth Council	98	1,000	902		902	9.8%
4715 Town Website	5,314	1,400	(3,914)		(3,914)	379.5%
4716 Remembrance	0	2,500	2,500		2,500	0.0%
4718 Town Guide	3,035	6,200	3,165		3,165	49.0%
4719 C4L	0	2,500	2,500		2,500	0.0%
4720 Plastic Champion	0	1,000	1,000		1,000	0.0%
Administration Services :- Indirect Expenditure	<u>16,396</u>	<u>41,400</u>	<u>25,004</u>	<u>0</u>	<u>25,004</u>	<u>39.6%</u>
Net Expenditure	<u>(16,396)</u>	<u>(41,400)</u>	<u>(25,004)</u>			
6000 plus Transfer from EMR	7,899					
Movement to/(from) Gen Reserve	<u>(8,497)</u>					

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
204 RIM&PF						
1101 Income - Stalls	133	0	(133)			0.0%
RIM&PF :- Income	133	0	(133)			
4401 Marshals	0	370	370		370	0.0%
4402 Music Acts	257	3,000	2,743		2,743	8.6%
4403 Street Ents	1,296	0	(1,296)		(1,296)	0.0%
4404 Marketing/Advertising	1,630	2,500	870		870	65.2%
4405 Equip/Toilets/Tables/Chairs	119	1,300	1,181		1,181	9.1%
4407 First Aid	0	450	450		450	0.0%
4408 Bunting	0	275	275		275	0.0%
4410 Marquees	300	850	550		550	35.3%
4413 Road Closures/Licenses	531	100	(431)		(431)	530.7%
4414 Hospitality	0	250	250		250	0.0%
4416 Fun Day	580	400	(180)		(180)	145.0%
4419 Generators	0	1,900	1,900		1,900	0.0%
4421 Electricity	0	300	300		300	0.0%
4422 Miners Day Activities	3,203	100	(3,103)		(3,103)	3203.5%
RIM&PF :- Indirect Expenditure	7,916	11,795	3,879	0	3,879	67.1%
Net Income over Expenditure	(7,783)	(11,795)	(4,012)			
205 Murdoch						
4401 Marshals	700	1,000	300		300	70.0%
4402 Music Acts	1,230	1,200	(30)		(30)	102.5%
4403 Street Ents	1,300	1,000	(300)		(300)	130.0%
4404 Marketing/Advertising	1,556	1,000	(556)		(556)	155.6%
4405 Equip/Toilets/Tables/Chairs	205	400	195		195	51.3%
4407 First Aid	216	460	244		244	47.0%
4408 Bunting	58	275	217		217	21.1%
4410 Marquees	750	1,150	400		400	65.2%
4411 Stage	650	900	250		250	72.2%
4412 Market Stalls	685	1,250	565		565	54.8%
4413 Road Closures/Licenses	1,370	420	(950)		(950)	326.1%
4415 Misc Expenses	262	300	38		38	87.2%
4418 Afternoon Dance	238	200	(38)		(38)	118.8%
4427 Schools	0	1,650	1,650		1,650	0.0%
Murdoch :- Indirect Expenditure	9,219	11,205	1,986	0	1,986	82.3%
Net Expenditure	(9,219)	(11,205)	(1,986)			

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
206 St Piran Festival						
4401 Marshals	0	350	350		350	0.0%
4402 Music Acts	50	3,000	2,950		2,950	1.7%
4405 Equip/Toilets/Tables/Chairs	40	325	285		285	12.3%
4406 Printing Programmes	0	500	500		500	0.0%
4408 Bunting	0	275	275		275	0.0%
4413 Road Closures/Licenses	48	75	27		27	64.0%
4430 Transport	0	350	350		350	0.0%
St Piran Festival :- Indirect Expenditure	138	4,875	4,737	0	4,737	2.8%
Net Expenditure	(138)	(4,875)	(4,737)			
210 Other Services						
1075 Income-Floral Displays	0	3,500	3,500			0.0%
1080 Income-Footpaths	0	1,773	1,773			0.0%
Other Services :- Income	0	5,273	5,273			0.0%
4501 Purchases & Works	2,791	7,000	4,209		4,209	39.9%
4506 Signs	15	5,000	4,985		4,985	0.3%
4507 Town Clock Maintenance	414	3,500	3,086		3,086	11.8%
4514 CCTV Monitoring	10,056	9,000	(1,056)		(1,056)	111.7%
4515 CCTV R&M	1,868	5,000	3,132		3,132	37.4%
4516 CCTV Capital	0	3,500	3,500		3,500	0.0%
4520 Weed Control	2,700	5,000	2,300		2,300	54.0%
4521 Vehicle Fuel	1,942	2,000	58		58	97.1%
4522 Machinery Fuel	171	600	429		429	28.5%
4523 Floral Displays	10,848	15,000	4,152		4,152	72.3%
4524 GWaT Maintenance	320	4,000	3,680		3,680	8.0%
4525 PPE	79	1,500	1,421		1,421	5.3%
4530 Community Centre	295	4,000	3,705		3,705	7.4%
4610 Building Maintenance	13	0	(13)		(13)	0.0%
4613 Compound Rent	167	0	(167)		(167)	0.0%
Other Services :- Indirect Expenditure	31,677	65,100	33,423	0	33,423	48.7%
Net Income over Expenditure	(31,677)	(59,827)	(28,150)			
301 The Chamber						
1001 Income-Rent-KCU	6,300	3,000	(3,300)			210.0%
1011 Income-Services-KCU	0	2,625	2,625			0.0%
The Chamber :- Income	6,300	5,625	(675)			112.0%
4209 Insurance	6,500	6,500	0		0	100.0%

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4601 Non-domestic Business Rate	12,728	3,000	(9,728)		(9,728)	424.3%
4602 Gas	633	200	(433)		(433)	316.4%
4603 Water	(2,230)	100	2,330		2,330	(2230.3)
4604 Electricity	675	100	(575)		(575)	675.5%
4605 Waste	362	0	(362)		(362)	0.0%
4606 Lifts	180	420	240		240	42.9%
4610 Building Maintenance	2,431	2,000	(431)		(431)	121.5%
4611 Air Conditioning	113	850	738		738	13.2%
4616 Security Systems	(532)	100	632		632	(531.8%)
The Chamber :- Indirect Expenditure	20,859	13,270	(7,589)	0	(7,589)	157.2%
Net Income over Expenditure	(14,559)	(7,645)	6,914			
302 Market Way						
1002 Income - MW Retail	21,855	29,000	7,145			75.4%
Market Way :- Income	21,855	29,000	7,145			75.4%
4209 Insurance	4,416	4,000	(416)		(416)	110.4%
4220 Miscellaneous Expenses	0	2,500	2,500		2,500	0.0%
4601 Non-domestic Business Rate	25,969	32,960	6,991		6,991	78.8%
4602 Gas	1,073	3,200	2,127		2,127	33.5%
4603 Water	1,137	3,100	1,963		1,963	36.7%
4604 Electricity	17,544	10,000	(7,544)		(7,544)	175.4%
4605 Waste	3,701	4,000	299		299	92.5%
4606 Lifts	0	420	420		420	0.0%
4607 Cleaning	10,738	13,600	2,862		2,862	79.0%
4610 Building Maintenance	16,656	7,000	(9,656)		(9,656)	237.9%
4611 Air Conditioning	0	1,000	1,000		1,000	0.0%
4615 Hygiene Contracts	918	2,000	1,082		1,082	45.9%
4616 Security Systems	1,235	1,500	265		265	82.3%
Market Way :- Indirect Expenditure	83,386	85,280	1,894	0	1,894	97.8%
Net Income over Expenditure	(61,531)	(56,280)	5,251			
303 Library						
1020 Income - Fines/Lost Items	156	0	(156)			0.0%
1022 Income - Photocopy	1,463	0	(1,463)			0.0%
1023 Income - Small Items	4	0	(4)			0.0%
1024 Income - Reservations	19	0	(19)			0.0%
1026 Income - Misc	40	0	(40)			0.0%
1027 Income - Sale of Books	19	0	(19)			0.0%

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1028 Income - Seagull Sacks	33	0	(33)			0.0%
1029 TIC Income	172	0	(172)			0.0%
Library :- Income	1,905	0	(1,905)			
4604 Electricity	493	0	(493)		(493)	0.0%
Library :- Indirect Expenditure	493	0	(493)	0	(493)	
Net Income over Expenditure	1,412	0	(1,412)			
304 Public Toilets						
4601 Non-domestic Business Rate	203	0	(203)		(203)	0.0%
4603 Water	1,496	2,500	1,004		1,004	59.8%
4604 Electricity	224	1,000	776		776	22.4%
4607 Cleaning	11,887	10,700	(1,187)		(1,187)	111.1%
4610 Building Maintenance	146	2,000	1,855		1,855	7.3%
4615 Hygene Contracts	692	375	(317)		(317)	184.5%
Public Toilets :- Indirect Expenditure	14,648	16,575	1,927	0	1,927	88.4%
Net Expenditure	(14,648)	(16,575)	(1,927)			
305 St Rumons Gardens						
4603 Water	70	50	(20)		(20)	139.9%
4604 Electricity	1,824	600	(1,224)		(1,224)	304.0%
4605 Waste	914	875	(39)		(39)	104.5%
4608 St Rumons Maintenance	0	1,000	1,000		1,000	0.0%
4610 Building Maintenance	369	0	(369)		(369)	0.0%
St Rumons Gardens :- Indirect Expenditure	3,177	2,525	(652)	0	(652)	125.8%
Net Expenditure	(3,177)	(2,525)	652			
306 EEPF						
4511 Grounds Maintenance	1,698	2,800	1,102		1,102	60.6%
4512 Play Equipment Inspections	366	250	(116)		(116)	146.5%
4513 Play Equipment Maintenance	2,096	8,000	5,904		5,904	26.2%
4529 Skate Park Maint	1,749	2,000	251		251	87.4%
4605 Waste	1,031	985	(46)		(46)	104.6%
4616 Security Systems	899	0	(899)		(899)	0.0%
EEPF :- Indirect Expenditure	7,838	14,035	6,197	0	6,197	55.8%
Net Expenditure	(7,838)	(14,035)	(6,197)			
6000 plus Transfer from EMR	1,645					
Movement to/(from) Gen Reserve	(6,194)					

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
307 Plain-an-Gwarry						
4512 Play Equipment Inspections	81	250	170		170	32.2%
4513 Play Equipment Maintenance	319	6,500	6,181		6,181	4.9%
4605 Waste	645	625	(20)		(20)	103.3%
4611 Air Conditioning	9	0	(9)		(9)	0.0%
Plain-an-Gwarry :- Indirect Expenditure	<u>1,054</u>	<u>7,375</u>	<u>6,321</u>	<u>0</u>	<u>6,321</u>	<u>14.3%</u>
Net Expenditure	<u>(1,054)</u>	<u>(7,375)</u>	<u>(6,321)</u>			
308 Facilities Yard						
4601 Non-domestic Business Rate	1,729	2,400	671		671	72.0%
4602 Gas	46	0	(46)		(46)	0.0%
4603 Water	0	500	500		500	0.0%
4604 Electricity	199	500	301		301	39.7%
4610 Building Maintenance	3	0	(3)		(3)	0.0%
Facilities Yard :- Indirect Expenditure	<u>1,977</u>	<u>3,400</u>	<u>1,423</u>	<u>0</u>	<u>1,423</u>	<u>58.2%</u>
Net Expenditure	<u>(1,977)</u>	<u>(3,400)</u>	<u>(1,423)</u>			
320 Capital Expenditure						
4502 Grounds Equipment	0	2,000	2,000		2,000	0.0%
4503 Climate Change	160	3,500	3,340		3,340	4.6%
4504 Bus Shelters	0	2,000	2,000		2,000	0.0%
4508 Compound Rent	1,333	2,000	667		667	66.7%
4510 Vehicles	19,230	20,500	1,270		1,270	93.8%
4526 Toilet Refurb	0	60,000	60,000		60,000	0.0%
4528 Library Furniture	0	1,000	1,000		1,000	0.0%
4531 TVF	62,165	0	(62,165)		(62,165)	0.0%
Capital Expenditure :- Indirect Expenditure	<u>82,888</u>	<u>91,000</u>	<u>8,112</u>	<u>0</u>	<u>8,112</u>	<u>91.1%</u>
Net Expenditure	<u>(82,888)</u>	<u>(91,000)</u>	<u>(8,112)</u>			
6000 plus Transfer from EMR	62,165					
Movement to/(from) Gen Reserve	<u>(20,723)</u>					
401 Planning						
4721 Neighbourhood Plan	1,736	5,000	3,264		3,264	34.7%
Planning :- Indirect Expenditure	<u>1,736</u>	<u>5,000</u>	<u>3,264</u>	<u>0</u>	<u>3,264</u>	<u>34.7%</u>
Net Expenditure	<u>(1,736)</u>	<u>(5,000)</u>	<u>(3,264)</u>			

REDRUTH TOWN COUNCIL

REPORT FOR: Meeting of the Finance Committee on 23rd January 2023

1.0 **SUBJECT OF REPORT: To receive a report from Committee Members responsible for carrying out Internal Control Checks – FY 2022-23; Quarter 2**

2.0 **SUMMARY OF IMPLICATIONS**

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

3.0 **TERMS OF REFERENCE**

- 3.1 This Committee has agreed that checks on the Internal Controls would be carried out by Members of this Committee on a quarterly basis. This report covers the first and second quarters of the Financial Year 2022-23. The checks were carried out by Cllr's Barnes and Biscoe on 23rd November 2022.

4.0 **REPORT**

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

Bank Reconciliation

BC1-4 This has been completed up to date as at 31st October 2022, with the balance reconciled. There were no differences, and it was confirmed that the reconciled difference is nil.

Receipts & Payments

- RP1 A random selection of receipts & payments including FPOs and DDRs were selected to check since the last audit – all were correctly dealt with.
- RP2-3 All payments have been approved by RFO and correctly authorised.
- RP4 All invoices have been authorised, invoices have not been countersigned due restrictions, however, all have been dealt with by two members of staff separately – one to input data the other, (RFO), to authorize – all payments have then been authorized by Council at the next appropriate Council Meeting. N.B. No cheques have been issued this fiscal year.
- RP5 All receipts have been identified correctly regarding reason for payment and identity of payee. All Faster Payments made electronically are reference numbered.
- RP6 VAT has been correctly accounted for on all receipts and payments.
- RP7 The VAT return for the end of the second quarter was submitted to HMRC on 3rd October 2022.
- RP8 PAYE return for October 2022 has been submitted for payment on 11th November 2022.
- RP9 Pension contributions are paid monthly. The payments for October 2022 were submitted for payment on 11th November 2022.

Computer Security

- CS1 All equipment physically secure, all housed in rooms protected by security system.
- CS2 Some new equipment needs to be security marked, though virtually all equipment now used in secure areas.
- CS3 All PC's, linked to the server, are password protected - individuals have set their own passwords which are changed every 30 days.
- CS4-5 Files are backed up through the server, which also has an internal back-up facility. In addition, files are also backed up on Veeam and Cloudberry through our ICT support service.
- CS6 A random check of websites visited was carried out on the Town Clerk's computer - there was nothing to cause any concern.

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

Effectiveness of Internal Controls

- IC1 Steve Hudson of Hudson Accounting was appointed as the Council's auditor in October 2020 by the Audit & Accounting Governance Committee meeting. His contract expires at the end of financial year 2022/2023, and the RFO is already in talks about a new contract.
- IC2 The IA is confirmed as independent of the Council.
- IC3 All IA reports are made in his own name.
- IC4 The Audit Plan as at Appendix 9 of the Governance and Accountability for Local Councils – A Practitioners Guide (England) 2010 was approved at the meeting of the committee on 21st October 2014, and updated on a yearly basis to reflect amendments made by JPAG.
- IC5 The internal audit will consist of two visits per year. The April visit carries out risk assessments. It also carries out wider internal controls.
- IC6 Council considers the IA to be competent and has carried out the internal audit work ethically, with integrity and objectively.
- IC7 Interim audits are now being carried out by members of the committee. This is the first Audit carried out since Feb 2020 due to the Covid pandemic.
- IC8 This is the nineteenth occasion that members have carried out audits, and the report will be presented at the Audit & Accounting Governance Committee Meeting.
ACTION: Agree 2 new members of the committee to conduct the next audit.
- IC9 Regular budget monitoring is now carried out by the Finance Committee.
- IC10 The Committee is asked to make responses and recommendations to this report at its next meeting.
- IC11 Adequate insurance cover is in place including Public Liability which is now set at £15 million with the Fidelity Guarantee cover at £2 million.
- IC12 The Asset Register has been viewed and is up to date, barring the addition of the skatepark.
- IC13 The Asset Register was reconciled with the Insurance schedule in June 2022.

Staffing

- S1 Contracts of Employment for members of staff employed prior to 1 April 2021 were unavailable during this visit as they are currently being updated to reflect the changes made by staffing review. Staff appointed since 1 April 2021 have up to date contracts and that of one new employee was chosen at random to check.

ACTION: Amendments to contracts to be checked at next visit.

- S2 Annual leave forms were checked, and all records have been updated.
- S3 The Grounds Staff, Admin Asst and Library staff receive overtime payments. All other staff receive Time Off in Lieu (TOIL). This will be confirmed within the new Staff Handbook and consequently staff contracts.
- S4 Employees are on the correct pay for their spinal column point. Random employee spinal column point checked.
- S5. Staff appraisals are currently being carried out. Staff 1-2-1's have been done for all staff and this was confirmed by the Town Clerk.

Health & Safety

- HS1 The Town Council Health & Safety Policy document has not been updated since the move into the new building.

ACTION: This document has still to be updated as a matter of urgency, and should be a top priority for the newly appointed Admin Mgr in early 2023.

- HS2 The Accident Book and Fire Register has not been updated since the move into the new building.

ACTION: Accident Book now updated.

Fire alarm bell records were not checked.

Fire extinguishers were not checked.

There have been zero accidents involving Council staff since the last Internal Control Check, but one involving a child in the library area.

- HS3 Risk assessments are currently being updated in light of the move into the new building and changes to staffing.

ACTION: These to be checked at the next audit as a matter of urgency.

- HS4 An informal 'walk round' check was not carried out.

ACTION: Walk round checks to be continued on further audit visits.

4.2 Proposal

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

Cllr S Barnes
Cllr H Biscoe

23rd November 2022

Redruth Town Council
Appeals Schedule
Meeting Date: 23rd January 2023

Budget 2022-2023: £8000		Allocated to date: £4050	Balance available: £3950	
No	Appellant	Amount Requested/Purpose	Recommendation	Previous Awards
1.	Citizenship for Life (C4L)	£8000 to fund 4 places for young people to participate in the C4L programme	There is £2500 in separate budget towards this request	£2500 2021/22
2.	Grow Cornwall CIC	£1000 towards United Cornwall FC, a Community Football Group at Camborne College, which will meet weekly and provide a positive space for males to come together. Whether that is to lose weight, improve their wellbeing or just to fill spare time, it doesn't matter to them. The sessions will provide space for individuals to build important social and support networks, to be used in times of need away from the football pitch. We aim to work with around 50 individuals in year one.		NIL

GRANT APPLICATION FORM

Name of Organisation: Citizenship for Life CIC

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

Name: Charlotte Caldwell	Name: Rose Hitchens Todd
Address Citizenship for Life CIC [REDACTED] [REDACTED] [REDACTED]	Address As opposite (CIC registered office)
Tel No [REDACTED]	Tel No [REDACTED]
Email address: [REDACTED]	Email address: [REDACTED]
Position Held: Founding Director	Position Held: Project Co-Ordinator

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

C4L is a community interest company whose purpose is to enable acutely challenged, local young people (agreed 13/14 yrs) to undertake an inspirational 12 month programme which is a journey of learning about all aspects of Citizenship and being a good citizen.

It benefits the Redruth parish because the young people that Redruth Town Council supported in our last programme have learned new skills and learned new ways of coping with their life challenges and build their emotional resilience. It helps by enabling and facilitating the young people to be better citizens and to put something back into their local communities.

Young people experience at first hand opportunities and new experiences which give them the chance to practise their skills in a supported environment and with the help of their volunteer mentor(s).

As a result the young people are markedly less likely to engage in anti-social behaviour, are more willing to participate in local volunteering in Redruth and are more likely to be the local leaders of the future. The C4L programme also gives them public speaking skills and employability skills which are valuable to the local economy.

DETAILS OF THE PROJECT/ACTIVITY

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

The project which the Grant would be supporting is the 2023-24 Citizenship for Life programme which will include 12 theme days on the topics of Team building and resilience, Courage and Challenge day, Entrepreneurship & Social Enterprise day, Homelessness day, Care and Supporting Others day, Fundraising day, Legal Day, Environmental Awareness and Action Day, Presentation Skills day, Civic Pride and public service day, Health & Well-being day and the final Gala Dinner event where the young people all speak of how the project has impacted positively on their lives and helped to transform lives and rebuild self-belief and confidence.

Each of the above sessions involves a host organisation, motivational speaker(s), hearing from those with lived experiences, (such as former homeless people/ prisoners) and includes one on one time between the young people (mentees) and their mentors.

The 12 month programme also includes a residential which challenges young people out of their comfort zones and allows them time and space away from the family unit to work on their challenges and to gain new skills in a supportive and safe space.

The year culminates in a Gala Dinner which this year, four representatives of Redruth Town Council have been invited to attend, as this is the C4L showcase to really see the impact of the programme for yourselves, as each young person gives a three minute talk about their experience on C4L and how it has helped them with skills for life, not just for now.

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

All project costs are frontline costs – none of the Board of Directors or volunteers are paid a penny.

Typical programme costs for 12 month programme:

Transport and Travel	£8,500.00 * includes Residential
Food and Hospitality on programme days	£9,000.00 * includes Residential
C4I Diaries – design and printing	£500.00
Programme materials	£1500.00
Publicity materials	£1500.00
Website, Insurance & DBS checks	£2500.00
Gala Dinner AV and materials	£3500.00
Project Co-Ordinator role Fore/Bulldog Trust grant)	£15000.00 (NB: not included in total below as this is funded from The
Total	£27,000.00 / 14 young people = Unit cost of £1928.57.

Estimated start and end date for the project/activity: Start date: May 2023 – End date April 2024.

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

We already have funding secured from The Fore/Bulldog Trust, Helston Rotary and Cober Valley Rotary clubs, an invite to attend the Redruth Lions.

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

We will be approaching Helston Town Council and Mullion Parish Council.

Grant requested from Redruth Town Council:

£8,000.00 to fund four places for young people from Redruth to participate in the C4L programme.

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

We know there is a desperate need due to a number of factors including feedback from the local schools about the kinds of acute challenges and issues the young people are experiencing such as abuse and neglect, bullying, bereavement, loneliness and lack of self-belief.

From previous programmes and from analysing the indices of multiple deprivation for Redruth parish, we are sure that there is a current and real need for this project and the activity response.

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

A total of four young people will be directly impacted on, but in addition there will be at least 140 in the school assembly who will benefit because the young people will be tasked with sharing their learnings with their peers.

In addition there will be at least 8 -10 family members and siblings positively impacted on from within the families of the selected four young people.

How long have you been fundraising for this particular project?

We have been fundraising for the last six months for the new C4L programme.

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

Yes prior to the Pandemic - £7500.00 was awarded. We are applying for slightly more due to rising costs and inflation.

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

Attached within email.

Name of payee: Citizenship for Life CIC
(This should be a group or association and not an individual)

Account No: [REDACTED]

Sort Code: [REDACTED]

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

We are passionate about making a difference to the lives of young people in Redruth as we know it is a town where issues and anti-social behaviour among the young people is a persistent problem. We believe that the outcomes of this investment will help a new generation of young people be active and responsible citizens and will also be good mentors for future cohorts of young people. This year for the first time we have two previous mentees becoming leading mentors!

Declaration

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

Signature:

Signature:

CU.

Citizenship for Life Community Interest Company

**Annual Report and Unaudited Financial Statements
Year Ended 31 July 2021**

Registration number: 09152393



Citizenship for Life Community Interest Company

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Citizenship for Life Community Interest Company

Statement of Income and Retained Earnings

Year Ended 31 July 2021

	2021 £	2020 £
Turnover	-	-
Cost of sales	-	(16)
Gross loss	-	(16)
Administrative expenses	(1,606)	(1,445)
Other operating income	1,606	1,461
Operating profit/(loss)	-	-
Profit/(loss) before tax	-	-
Profit/(loss) for the financial year	-	-
Retained earnings brought forward	-	-
Retained earnings carried forward	-	-

Citizenship for Life Community Interest Company

Balance Sheet

31 July 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	4	329	215
Current assets			
Debtors	5	1,927	1,858
Cash at bank and in hand		<u>16,624</u>	<u>18,443</u>
		18,551	20,301
Creditors: Amounts falling due within one year	6	<u>(18,880)</u>	<u>(20,516)</u>
Net current liabilities		<u>(329)</u>	<u>(215)</u>
Net assets/(liabilities)		<u>-</u>	<u>-</u>
Capital and reserves			
Total equity		<u>-</u>	<u>-</u>

GRANT APPLICATION FORM

Name of Organisation: Grow Cornwall CIC

Organisation type
(Please circle one option)

Community Group

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

Name: Jack Greaves

Name: Craig Donlevy

Address

██████████
██████████
██████████

Address

██████████
██████████
██████████

Tel No: ██████████

Tel No: ██████████

Email address: ██████████

Email address: ██████████

Position Held: Managing Director

Position Held: Director

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

Grow Cornwall CIC with two main aims, one is to look at ways that tourism can support community growth (Community Supported Tourism) and two is to facilitate community activities in outdoor settings.

Grow Cornwall CIC's Outdoors, Together programme has been designed to develop opportunities for Cornwall's communities to get together in the outdoors. We will facilitate the time and space:

- For individuals to work on their mental and physical wellbeing.
- For individuals to set and work towards achievable development goals.
- For individuals to develop important social and support networks.
- For individuals to reconnect with nature
- For individuals to try outdoor activities in a safe and enjoyable setting.
- For communities to come together in a positive setting to GROW.

DETAILS OF THE PROJECT/ACTIVITY

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

Our first project will be United Cornwall FC, a Community Football Group at Camborne College, which will meet weekly and provide a positive space for males to come together. Whether that is to lose weight, improve their wellbeing or just to fill spare time, it doesn't matter to us. The sessions will provide space for individuals to build important social and support networks, to be used in times of need away from the football pitch. We aim to work with around 50 individuals in year one.

We are targeting individuals from Redruth as well as Camborne as it is the closest available all weather football pitch to Redruth. It is easily accessible from Redruth via car, public transport, and bike, and we feel that there is a great need for it for the male community of Redruth.

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

The funding will be used as follows:

£500 – delivery costs (3 month staff delivery costs)

£400 - training costs (train volunteers in First Aid / Safeguarding so group can continue without myself)

£100 - Get involved costs (finances held back to help cover cost of trainers etc. for those who can't afford)

*Please see attached business plan for full costs

Estimated start and end date for the project/activity: 17/01/2023

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

We have applied for £4,000 funding from Active Cornwall which we are yet to hear back from. We also aim to raise money by trailing a pay what you can afford scheme, where the money raised will go towards the financial security of the project. We feel that this scheme has the opportunity for us to build a bank of money which will help support us when funding ends.

We will also be using the first 12 months of the project to look for additional funding streams, and these will include Crowdfunders, working with local businesses to provide sponsorship opportunities and research grants and funding opportunities.

We are hoping that between grants, funding applications and the pay as you can scheme to raise around £7,500 for the delivery of project, this will include staff costs for the delivery, promotion and management. We also hope to offer Information, Advice and Guidance, where an individual can privately contact Grow Cornwall CIC and we can offer one to one support and help with referral into suitable support organisations.

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

Camborne Town Council - £1,000

Grant requested from Redruth Town Council:

£1,000

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

The UK and Cornwall is currently suffering from a financial and mental health crisis. 25% of adults suffer from mental health issues each year, and 11.2 million in England are classed as inactive. Cornwall's male population has one of the highest suicide rates in Britain, and there is a lack of affordable social and positive wellbeing activities. We are entering a period of financial and wellbeing crisis for many, and we feel that such an activity can bring a positive and affordable wellbeing activity into individuals lives.

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

We will be targeting males from the Camborne and Redruth area, we hope to support 60 individuals in year one, 65 in year two and 75 a year thereafter.

How long have you been fundraising for this particular project?

0 months

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

No

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

This is our first project and we are yet to receive any funding

Name of payee: Grow Cornwall CIC
(This should be a group or association and not an individual)

Account No: [REDACTED]

Sort Code: [REDACTED]

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

We feel that this project would be a great opportunity for Redruth and Camborne's male community. We are about to enter a period of real hardship, financially and mentally, and we hope that this activity will be a place for individuals to get away from the stresses and strains of life. By creating friendships and support networks we aim to build resilient communities, where those involved can lean on others in their time of need.

By targeting males only, we understand this opportunity will not be open to all in the community. But the current high levels of suicide in the Cornish male community show the stresses being felt by this demographic. We would be more than happy to work with other organisations who would be willing to run something similar for the local female population.

We hope that this application explains our plans and shows our passion for the project,
With thanks

Declaration

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

Signature: Jack Greaves

Signature: Craig Donlevy