

**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

See Distribution

Our Reference:

RTC/460/2/Mtg

Date:

15th March 2023

Dear Councillor

Finance Committee Meeting – 20th March 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 20th March 2023, commencing at 7 p.m.

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

Yours sincerely

A handwritten signature in black ink, appearing to be 'PB', with a horizontal line drawn through it.

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 – 20th March 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 23rd January 2023. [Minutes attached]
7. To receive correspondence. [See schedule attached]
8. To receive a report from Committee Members responsible for carrying out Internal Control Checks for Q3 2022-2023. [See report attached]
9. To further consider Market Way rent levels during the period of closure of The Buttermarket. [See report attached]
10. To consider requests for financial assistance. [See schedule attached]



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

Town Mayor: Cllr M J Brown

Town Clerk: P B Bennett

Minutes of a Meeting of the Redruth Town Council Finance Committee held at Redruth Civic Centre, Alma Place, Redruth on Monday 23rd January 2023

Present: Cllr S Barnes
Cllr Mrs A Biscoe
Cllr H Biscoe
Cllr M Brown
Cllr B Craze
Cllr Ms D Reeve
Cllr I Thomas
Cllr W Tremayne

Chair

In attendance: P B Bennett

Town Clerk

PART I - PUBLIC SESSION

1508.1 To receive apologies for absence.

There were no apologies to be received.

1508.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.

None declared.

1508.3 To confirm the Minutes of the

1508.3.1 Meeting of the Finance Committee held on 21st November 2022

1508.3.2 RESOLVED by Majority to accept the Minutes of the Meeting of the Finance Committee held on 21st November 2022 as a true and accurate record of proceedings. [Proposed Cllr Brown; Seconded Cllr Barnes]. Cllr Tremayne abstained as he was not present at the meeting.

1508.3.3 Extraordinary Meeting of the Finance Committee held on 10th January 2023

1508.3.2 RESOLVED by Majority to accept the Minutes of the Extraordinary Meeting of the Finance Committee held on 10th January 2023 as a true and accurate record of proceedings. [Proposed Cllr Barnes; Seconded Cllr Brown]. Cllrs Biscoe, Mrs Biscoe, and Tremayne abstained as they were not present at the meeting.

1508.4 To receive notification of external auditor appointment for the 2022-23 financial year for the five-year period until 2026-27

The correspondence from the Smaller Authorities Audit Appointments had been circulated prior to the meeting and was noted. No Member expressed a conflict with the nominated external auditors.

1508.5 To receive notification of draft employer results for Cornwall Pension Fund 2022 Actuarial Valuation.

The correspondence from the Cornwall Pension Fund 2022 Actuarial Valuation had been circulated prior to the meeting and was noted.

1508.5 To review Income & Expenditure for the period ending December 2022

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

1508.5.1 Unanimously RESOLVED that the Income & Expenditure for the period ending December 2022 is agreed and meets the expected budgetary requirements. [Proposed Cllr Barnes; Seconded Cllr Biscoe].

1508.6 To receive a report from Committee Members responsible for carrying out Internal Control checks for Q2 2022-2023

1508.6.1 A report on the Internal Controls carried out by Cllrs Barnes and Craze were circulated prior to the meeting. They were thanked for their work and for preparing the report which was discussed in some depth.

1508.6.2 Unanimously RESOLVED that the report on the internal controls for the 2nd Quarter of Financial Year 2022-23 with recommendations be accepted. [Proposed: Cllr barbes; Seconded: Cllr Brown]

1508.6 To receive a report from Committee Members responsible for carrying out Internal Control checks for Q3 2022-2023

1508.7.1 The Internal Control Checks for Q3 had not been carried by Cllrs Mrs Biscoe and Thomas out due to time constraints but would be available for the next meeting.

1508.7.2 Cllrs Craze and Tremayne were nominated to carry out the Q4 checks and also respond by the next meeting.

1508.11 To consider requests for financial assistance.

1508.11.1 Requests for financial assistance we dealt with as shown at Appendix 1 to these minutes.

Chairman

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	Unanimously RESOLVED that we donate £5000 towards the programme. [Proposed: Cllr Biscoe; Seconded: Cllr Reeve]	£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.	RESOLVED by a majority that we make no donation on this occasion. [Proposed: Cllr Biscoe; Seconded: Cllr Brown] Cllr Thomas abstained	NIL

Redruth Town Council
Finance Committee
Correspondence Schedule
Meeting Date: 20th March 2023

1. National Employers for Local Government Services – Local Government Pay 2023.
2. Chief Fire Officer, CFRS – Future of CCTV Monitoring Provision (with email update following Clerk's Meeting to discuss issue).

National Employers for local government services

To: Chief Executives in England, Wales and N Ireland
(to be shared with HR Director and Finance Director)
Members of the National Employers' Side
Regional Employer Organisations

8 March 2023

Dear Chief Executive,

LOCAL GOVERNMENT PAY 2023

I wish to update you on important developments in the local government pay round for 2023.

Having received on 23 February the employers' pay offer (see **Annex 1**), the unions requested a meeting with the National Employers. That meeting took place earlier today, at which the unions sought a 'significant improvement' to the £1,925 / 3.88 per cent headline offer. The National Employers rejected the unions' request and reaffirmed their offer as full and final.

The employers explained to the unions that they believe the offer is fair to employees, given the wider economic backdrop. By way of an example, if the offer were to be accepted by the unions, an employee on the bottom pay point in April 2021 (earning £18,333) will have received an increase in their pay of £4,033 (22.0 per cent) over the two years to April 2023. For an employee at the mid-point of the pay spine (pay point 22), their pay will have increased over the same period by £3,850 (13.99 per cent).

However, notwithstanding their belief in the fairness of the offer, the employers emphasised that the offer would need to be paid for from existing budgets, meaning more pressure on already hard-pressed finances, especially for those councils and schools with large numbers of employees on the lower pay points.

The employers also explained how they took a number of factors into consideration before making the pay offer: how to meet the challenge of the National Living Wage (as set out in the employer circular dated 23 February); tackling recruitment and retention issues (hence the 3.88 per cent offer for those NJC employees who are paid above the top of pay spine); as well as presenting an offer that would hopefully avoid ballots for industrial action, meaning that employees would receive their pay award much closer to the traditional implementation date of 1 April than has been the case in recent years.

However, we now know that the national committees of all three unions have rejected the employers' final offer. UNISON has announced a ballot for industrial action, whilst GMB and Unite members will be consulted on the basis of a recommendation that the offer be rejected.

The employers are particularly disappointed that UNISON's timetable for its ballot means it will not get underway until mid / late May. The reason UNISON has given for the delay before balloting starts, is that it needs to cleanse its member data records in order to ensure it meets its legal obligations of conducting an industrial action ballot. The law requires that there is a ballot of employees in accordance with strict legal requirements before industrial action is called for or endorsed. Only where such a ballot produces a majority in favour of industrial action and at least 50 per cent of those eligible to vote have voted, will the action be lawful. The ballot will only be effective for and mandate industrial action that takes place within six months, beginning with the date of the ballot (which is the date the ballot closes).

UNISON has confirmed it will be balloting on a disaggregated basis. This means that action could be taken at each individual council / school where a turn-out of over 50 per cent is secured (if members vote in favour strike action).

If UNISON meets the threshold for lawful industrial action to take place, its timetable means such action may not start until September, more than six months after the employers' offer was made. This potential very lengthy delay is hugely frustrating and will mean many months of uncertainty for employers and employees, whom I am sure you will agree, deserve their pay award as soon as possible.

GMB has announced it will conduct a consultative ballot of its members with a recommendation that the offer be rejected. It will explain that by rejecting the offer, its members will be indicating their willingness to participate in future industrial action. GMB's consultation is likely to run for six weeks from the end of this month. If its recommendation is supported by its members, it is likely a formal industrial action ballot would follow.

Unite has announced it will recommend rejection of the offer by stating, "*Local government employers need to enter into full pay negotiations and make a decent pay offer if industrial action is to be avoided.*" Unite's consultation is also likely to run for six weeks from the end of this month.

As you know, the National Employers moved very quickly this year to consult on and respond to the unions' pay claim. The claim was received on 30 January; regional pay briefings took place between 6 and 15 February, ahead of the employers making their full and final offer on 23 February. Part of the reason for the employers' swift actions was to try and avoid another prolonged pay round process, such as we have seen in recent years.

Despite the prospect of a very lengthy delay before this year's pay can be settled, the National Employers advise very strongly against imposing the pay offer before the collective bargaining process has concluded. To do so would not only fragment the unity of the employers' position but would also leave councils vulnerable to questions being asked by auditors as to why expenditure has been unnecessarily incurred in the absence of a national collective agreement. In addition, councils would need to consider very carefully the wider legal issues, including those arising out of the cases of *Kostal UK Limited v Dunkley* (as explained in [Advisory Bulletin 696](#)) and *INEOS Infrastructure Grangemouth Limited v Jones & others* (as explained in [Advisory Bulletin 704](#)).

Finally, I remind you about our comprehensive [guidance on managing industrial action](#), along with associated [FAQs](#).

Please share this letter and subsequent updates on pay, with your colleagues in HR and Finance, and with elected members, as appropriate.

I shall continue to keep you informed of developments.

Yours sincerely,

Naomi Cooke
Employers' Secretary

Mike Short, Rachel Harrison, Clare Keogh
Trade Union Side Secretaries
NJC for Local Government Services
c/o UNISON Centre
130 Euston Road
London NW1 2AY

23 February 2023

Dear Mike, Rachel and Clare

LOCAL GOVERNMENT PAY 2023

Thank you for your pay claim which was received on 30 January. As you know, the employers moved very quickly to brief councils on it, with that process concluding on 15 February. The National Employers met today and agreed to respond formally to your pay claim.

The National Employers wish to make the following full and final, one-year (1 April 2023 to 31 March 2024) offer:

- **With effect from 1 April 2023, an increase of £1,925 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive (the equivalent percentage increases to each pay point are shown at Annex A)**
- **With effect from 1 April 2023, an increase of 3.88 per cent on all pay points above the maximum of the pay spine but graded below deputy chief officer (in accordance with Green Book Part 2 Para 5.4¹)**
- **With effect from 1 April 2023, an increase of 3.88 per cent on all allowances (as listed in the 2022 NJC pay agreement circular dated 1 November 2022)**

In response to other elements of your claim:

Your claim seeks, ***“A review of the pay spine, including looking at the top end, and discussions about the link between how remuneration can be used to improve retention.”*** The National Employers propose that the Joint Secretaries enter into exploratory ‘without prejudice’ informal discussions in order to map out the practical considerations of how and when the pay spine might be reviewed once the future policy direction of the National Living Wage has been confirmed.

The employers are puzzled by the inclusion in your claim for the third consecutive year of an element that has formed part of both the 2021 and 2022 employer offers, despite which, your Side has never pursued the matter with us. I therefore remind you that the

¹ The Green Book Part 2 Para 5.4 provides that posts paid above the maximum of the pay spine but graded below deputy chief officer are within scope of the NJC. The pay levels for such posts are determined locally, but once fixed are increased in line with agreements reached by the NJC.

employers have twice previously offered (and offer again this year) to “*enter into discussions on the broader family leave and pay issues raised in your claim.*”

The National Employers also repeat their offers from 2021 and 2022 to incorporate into the National Agreement’s Maternity Scheme, the statutory provisions that provide for an additional week’s leave for each week a neonatal baby is in hospital, for up to 12 weeks, paid currently at the statutory rate of £156.66² per week (or 90 per cent of earnings, if less).

Your claim seeks, “*A review of job evaluation outcomes for school staff whose day-to-day work includes working on Special Educational Needs (SEN).*” The National Employers reject your request that job evaluation outcomes are reviewed, as these are matters entirely for local determination rather than by the NJC.

However, the National Employers are aware that the model profiles for school support staff roles, produced by the NJC’s Job Evaluation Technical Working Group (JETWG) are now ten years’ old. Three of the profiles are for different levels of Additional Support Needs Assistant roles, which cover employees with SEN responsibilities. The National Employers therefore propose that the Joint Secretaries agree that JETWG conducts a review of all the 2013 role profiles to see whether any of the terminology needs refreshing to take account of, for example, technological advances and new ways of working that may have taken place over the last ten years.

Finally, in response to the remaining elements of your claim, the employers reject the following:

- *Consideration of a flat rate increase to hourly rates of pay in order to bring the minimum rate up to £15 per hour within two years*
- *Establishing model role profiles for school support staff jobs, with advisory banding structures*
- *An additional day of annual leave for personal or well-being purposes*
- *A homeworking allowance for staff for whom it is a requirement to work from home*
- *A reduction in the working week by two hours*

The National Employers hope this final offer can quickly form the basis of an agreement between the two Sides so that employees, who continue to provide such critical support to their communities, can receive this award as soon as is practicable.

Yours sincerely,

Naomi Cooke
Employers’ Secretary

² Will increase to £172.48 per week, from April 2023

fANNEX A

SCP	Employer offer	Equivalent percentage
1	<i>Deleted wef 1 April 2023</i>	
2	£1,925	9.42%
3	£1,925	9.25%
4	£1,925	9.08%
5	£1,925	8.92%
6	£1,925	8.76%
7	£1,925	8.61%
8	£1,925	8.45%
9	£1,925	8.30%
10	£1,925	8.15%
11	£1,925	8.00%
12	£1,925	7.86%
13	£1,925	7.72%
14	£1,925	7.58%
15	£1,925	7.44%
16	£1,925	7.30%
17	£1,925	7.17%
18	£1,925	7.04%
19	£1,925	6.91%
20	£1,925	6.79%
21	£1,925	6.66%
22	£1,925	6.54%
23	£1,925	6.38%
24	£1,925	6.19%
25	£1,925	6.01%
26	£1,925	5.85%
27	£1,925	5.69%
28	£1,925	5.54%
29	£1,925	5.44%
30	£1,925	5.30%
31	£1,925	5.17%
32	£1,925	5.03%
33	£1,925	4.87%
34	£1,925	4.76%
35	£1,925	4.64%
36	£1,925	4.53%
37	£1,925	4.42%
38	£1,925	4.32%
39	£1,925	4.23%
40	£1,925	4.14%
41	£1,925	4.05%
42	£1,925	3.96%
43	£1,925	3.88%

Cornwall Fire and Rescue Service
www.cornwall.fire.gov.uk



CORNWALL
FIRE & RESCUE SERVICE
A service of Cornwall Council



Your ref: CFO Control Project
My ref:
Date: 01 March 2023

Dear Town Council,

I wanted to provide an update from the letter I sent to you on the 12 September when I wrote to advise you that Cornwall Fire & Rescue are undertaking an efficiency review of fire control. The preferred option noted within the first letter was superseded by the Neighbourhoods Overview and Scrutiny Committee (NOSC) recommendations on the 6 October which have been outlined below.

This business case needs to answer the following:

- That the proposal to establish the most safe, effective and efficient Critical Control Centre for Cornwall Fire and Rescue Service be noted.
- That the Chief Fire Officer develops a full business case in relation to the partnership model options with the inclusion of a fully funded and sustainable Cornwall based Critical Control Centre, to enable a recommendation to be made to the Portfolio Holder for Environment and Climate Change.
- That the Committee undertakes a review in relation to the review of Fire Control including site visits and witness evidence, to gather specific knowledge in the function of Critical Control in order to assist in making informed recommendations to the Portfolio Holder for Environment and Climate Change on the detailed business case.
- That the arrangements for the review be delegated to the Committee Chairman in consultation with the Strategic Director Neighbourhoods.

In order to complete the recommendations above I have commissioned a full business case which will be returned to NOSC with four options.

Whilst the original review and potential partnership approach did not include the CCTV function, the subsequent full business case has been required to review all activities within the control room including the delivery of the CCTV provision. Unfortunately, the options that have been put forward within the business case recommend that going

forward our critical control room focuses on the delivery of its statutory duty to call handle, mobilise and support fire and rescue functions. We have completed a full review of the CCTV provision which you will see within the business case provided for the NOSC meeting on 9 March and are working with wider colleagues across Cornwall Council to identify a long-term solution to CCTV provision.

Following the cabinet recommendation on the 22 March we will be producing an implementation plan; CCTV provision will form a key part of this plan. We will not be looking to implement the six-month break clause within the contracts but working with the CCTV management group and individual towns to ensure an appropriate handover of provision at an appropriate time. We recognise that some towns may wish to move to alternative provisions quicker than others and we will facilitate this. I can give assurance we will continue to monitor at Service Headquarters, Tolvaddon throughout 2023-2024 whilst a longer-term solution is identified.

We have a CCTV management meeting scheduled for the 27 March where we can discuss this in person, please also feel free to extend this information to additional members of your town and parish councils should they wish to attend.

It is always a privilege to work alongside you and your teams across our communities of Cornwall and we are committed to maintaining our collaborative work until a suitable solution for the delivery of CCTV provision has been found.

We will keep you updated and of course any queries or questions you may have then please contact us.

Kindest regards,



Kathryn
Chief Fire Officer
Cornwall Fire and Rescue Service
Email: Kathryn.Billing@fire.cornwall.gov.uk

Sam White

To: Town Clerk
Cc: Cllr A Biscoe

Thu 09/03/2023 16:01

CCTV update

Hi Peter, just to update you that Alison and I attended a town clerks' meeting today about the CCTV following on from the letter from the Chief Fire Officer about possible changes to the CCTV contract.

It seems like there's quite a bit of confusion at Cornwall Council about the plans in the letter as some key officers didn't know it was being sent. It also may be that the letter is worded in such a way that the plans aren't clear!

So the outcome of today's meeting is that two paths will be followed simultaneously:

- 1) A letter will be drafted with signatories from multiple town councils basically arguing against breaking the contracts and asking them to reconsider. This is being led by Louise at St Ives with support from others and will be sent to us on 23rd March for comments. It will then be presented at the CCTV forum meeting on Monday 27th
- 2) An alternative plan for CCTV in the affected towns will be considered which may involve joining the existing Newquay/St Austell scheme although that's not straightforward (Andy from Newquay was on the call today). Questions will also be asked about the space and equipment at Tolvaddon and what will happen to that; could an alternative scheme simply sit in the same seats and use the same kit?

Some TCs are able to bring the issue to their councils quite soon – i.e. Camborne will discuss it tonight, but we thought that the initial Fire Service letter could be put on the agenda for Finance on 20th March and then Alison and I could give verbal updates at Full Council on 27th March after we've been to the CCTV and PLG meetings.

Also Henry has spoken to George Eustice's team and the issue has been raised to him.

Thanks
Sam

Sam White
Engagement Officer
Redruth Town Council
Consel An Dre Resrudh



REDRUTH TOWN COUNCIL

REPORT FOR: Meeting of the Finance Committee on 20th March 2023

1.0 **SUBJECT OF REPORT: To receive a report from Committee Members responsible for carrying out Internal Control Checks – FY 2022-23; Quarter 3**

2.0 **SUMMARY OF IMPLICATIONS**

- a. Policy - Yes
- b. Financial - Yes
- c. Legal - Yes

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 third quarter of the Financial Year 2022-23. The checks were carried out by Cllr's Mrs Biscoe and Thomas on 13th March 2023.

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 December 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 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 third quarter was submitted to HMRC on 4th January 2023.
- RP8 PAYE return for December 2022 was submitted for payment on 6th January 2023.
- RP9 Pension contributions are paid monthly. The payments for December 2022 were submitted for payment on 6th January 2023.

Computer Security

- CS1 All equipment physically secure, all housed in rooms protected by controlled access 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 and Admin computers - 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 has a verbal agreement to extend the contract for a further two years.
- 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.
- IC8 This is the twentieth occasion that members have carried out audits, and the report will be presented at the Finance Committee Meeting on 20th March 2023.

ACTION: Agree rota for FY 23-24.

- IC9 Regular budget monitoring is 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.
- IC13 The Asset Register was reconciled with the Insurance schedule in June 2022, and will be done so again once new insurance schedule is received.

Staffing

- S1 Contracts of Employment for all members of staff employed are currently under consultation having been updated to reflect the changes made by staffing review.
ACTION: Contracts to be checked at next visit.
- S2 Annual leave forms were checked, and all records have been updated.
- S3 A random selection of overtime sheets were checked for accuracy.
- S4 Employees are on the correct pay for their spinal column point.
- S5. Staff sickness records are adequately maintained, as 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 and will be a top priority for the newly appointed Admin Mgr.
- HS2 The Fire Register have not been updated since the move into the new building.
ACTION: Fire Register to be updated.
No record of fire drills carried out – current issues with system make drills difficult – system hopefully fully serviceable soon.
Two new Fire Wardens and three First Aiders to be appointed.
- HS3 Risk assessments were checked.
- HS4 An informal 'walk round' check was carried out with the following issues highlighted:
ACTION: COSHH Register not evident for Cormac Cleaning Facilities – access to cupboard only available due to broken lock.
Four Fire Doors wedged open, one of which requires full access to be considered.
Rear corridor and staircase (fire exit) to Market Strand appears not to be provided with emergency lighting – needs further investigation, although recent checks by qualified Fire Officer did not raise any concerns.

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 A Biscoe
Cllr I Thomas

13th March 2023

REDRUTH TOWN COUNCIL

REPORT FOR: Finance Committee Meeting on 20th March 2023

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

SUMMARY OF IMPLICATIONS

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

TERMS OF REFERENCE

To review the temporary rent reduction applied to all Market Way units during the period of closure of The Buttermarket.

REPORT

Councillors will recall that in July 2022, this Committee approved a temporary 25% rent reduction to be applied to all units in Market Way. It was further approved to implement the rent reduction from the date of commencement of works at The Buttermarket and to review the decision at the meeting of the Finance Committee on 23rd January 2023.

Following some delays to the anticipated start date, works to The Buttermarket commenced in early January 2023. Access to Market Hall and Market Way from The Buttermarket was closed at this point. As a result of this delay, the January meeting of the Finance Committee represented too early a point to review the impact of the temporary rent reduction and the decision was taken to postpone the review by two months.

Councillors are now asked to consider whether they wish the temporary rent reduction to continue to be applied to all units in Market Way.

RECOMMENDATIONS

It is recommended that Councillors advise whether they approve that the temporary 25% rent reduction continue to be applied to all units in Market Way and, if so, approve that:

- (i) This rent reduction be implemented until the date on which access from The Buttermarket into Market Hall is restored; and
- (ii) The reduction be reviewed further by the Finance Committee in twelve months' time, should works still be ongoing at this point.

Abigail Hunt
Operations Officer

Redruth Town Council
Appeals Schedule
Meeting Date: 20th March 2023

Budget 2022-2023: £8000		Allocated to date: £6950	Balance available: £1050	
No	Appellant	Amount Requested/Purpose	Recommendation	Previous Awards
1.	Grow Cornwall CIC (Re-submitted application)	£990 towards United Cornwall FC, a Community Football Group at Cornwall College, which meets 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: **GROW CORNWALL COMMUNITY INTEREST COMPANY**

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

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

Name: Jack Greaves	Name: Susan Lewry
Address [REDACTED] [REDACTED] [REDACTED]	Address [REDACTED] [REDACTED] [REDACTED]
Tel No: [REDACTED]	Tel No: [REDACTED]
Email address: [REDACTED]	Email address: [REDACTED]
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 was set up in 2022 to develop community projects to build positive and sustainable growth within Cornwall's fragile communities. We have a wealth of experience in working with individuals to promote healthy lifestyles and social inclusion, and we are driven to develop community led support groups across the Duchy, but with a focus on Redruth and Camborne.

One of the projects we have got off the ground is United Cornwall FC which started after a belief that bringing people together through football would have a positive impact on Cornwall's communities and individuals. It started in January 2023 at Camborne Academy but moved a month later to Evolve Sports and Fitness at Cornwall College, Pool, to improve access and facilities. We grew from 9 players in week one to 20 in week six, and the community backing, need and support for the project was clear. In order to be inclusive and maximise participant involvement we pitch the sessions as "Jogging Football" finding a place between full contact and walking football.

United Cornwall FC falls under Grow Cornwall's **Outdoors, Together** programme, a programme designed to develop opportunities for Cornwall's communities to get together in the outdoors and for individuals to:

- Work on their mental and physical wellbeing.
- Work towards achievable development goals.
- Develop important social and support networks.
- Reconnect with Nature
- Try outdoor activities in a safe and enjoyable setting.
- Come together in a positive setting to GROW.

In order to make the sessions fully accessible to all in the community and ensure that no-one in the community is excluded on the basis of affordability, the sessions are run on a Pay what you Can scheme, with a maximum of £4 per week, if participants can afford it. This has provided a hit, with players supporting us when we are doing OK, but also still able to engage when times are tough.

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)

Following the initial success of United Cornwall FC we would like to extend the programme to widen participation within our communities, for example an additional night per week to enable us to expand our numbers, and possibly offering women's or mixed sex jogging football and a walking football group if the community interest is there. In order to be able to expand the provision, however, we would like to apply for a grant to enable us to train a number of Lead Volunteers to co-ordinate the sessions. This will involve undertaking training in Safeguarding and First Aid, alongside training in the role of a Lead Volunteer. We

would also need to rent more pitch space at the college or elsewhere locally, and increase our pool of equipment to facilitate the expansion. We would also like to reimburse the Lead Volunteers their mileage costs as they will have to collect and transport the equipment to the sessions each time. We are actively seeking sponsorship for equipment and intend to hold some social events to support the costs of the sessions, but in the current cost of living crisis money is tight for most organisations and people.

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

Training of 3 x Lead Volunteers in First Aid, Safeguarding and being a Lead Volunteer = £500

Pitch rental for two hours per week for one year at £38 per session x 5 weeks = £190

Additional equipment - balls, bibs, first aid kit = £100

Help with mileage reimbursement for Lead Volunteers = £100

Insurance for 12 months - £100

TOTAL GRANT = £990

Estimated start and end date for the project/activity:

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

We secured a small grant from Camborne Council of £1000, which has helped with the initial costs of setting up the programme, purchasing equipment and a contribution to the much larger rental costs of the pitch hire for the one day a week programme we are currently delivering. We did apply to Active Cornwall, and were hopeful, but we have recently been advised that we don't fall in their target areas of Penzance, St Austell and Bodmin.

We are actively exploring sponsorship with local businesses, and have received help to cover set up costs through a local building firm, and costs for a social from a local bushcraft organisation.

We truly believe that everyone in the community should be able to participate in the sessions, and not just those who can afford it, which is why we are seeking funding to enable this much needed and worthwhile project to continue.

The programme started in January 2023, and in just 9 weeks we have:

- Had 37 players sign up
- Created over 130 footballing experiences
- Created a social WhatsApp group where players engage positively outside of the sessions
- Booked in our first social event for June

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

We received a grant of £1000 from Camborne Council, who encouraged us to contact you in regards to seeing if you could match that grant.

Our pay what you can scheme also raises between £20 and £30 per week

Grant requested from Redruth Town Council:

£990

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

From the initial interest in the project. Going from 9 participants in week one to 20 in week six we believe provides evidence of a community need for this activity. It is well documented that time spent outdoors has beneficial impacts on our health, and particularly our mental health, We believe bringing this group together can have a positive impact for the participants; be it an improvement in fitness and health, the opportunity to socialise with those in your community, improvements in mental health, a chance to share and talk about things, improve confidence and, of course, to grow and develop. Each participant will have different needs and wants but we are confident all participants will fulfil a need by attending.

<p>Who and how many people in the Redruth Parish will benefit from your project/activity? We are anticipating initially growing to between 60-75 participants in year one.</p>	
<p>How long have you been fundraising for this particular project? The project launched in January 2023 so around three months.</p>	
<p>Have you applied for a grant from Redruth Town Council before? If so, when did you apply and how much were you awarded? No</p>	
<p>Please attach your last set of annual accounts to this application. If you are unable to provide this information, please tell us why</p> <p>Grow Cornwall CIC launched in December 2022 so no annual accounts are yet available. However, bank statements for its account can be provided.</p>	
<p>Name of payee: Grow Cornwall CIC (This should be a group or association and not an individual)</p> <p>Account No: XXXXXXXXXX Sort Code: XXXXXX</p>	
<p>Please write here anything else you wish to say about your application: We did put in a funding application in late last year which was unsuccessful, but we are hoping that due to the relocation Cornwall College, which falls between Redruth and Camborne, and the success of our grant application and the support received from Camborne Council you may be inclined to reconsider. I will also include some examples of feedback we have received: <i>"I suffer really bad daily. This is a massive bonus to have in my life"</i> <i>I had a great time thank you</i> <i>It was a brilliant evening. Thank you</i> <i>Meeting new folks through social football is brilliant! It also provides a bit of clear headspace from work and life, which is very much needed! 🍷</i> <i>Really enjoyed last night, at 51 it's fantastic to get the opportunity to enjoy a social game of football and meet some great people 🍷</i> <i>Highlight of the year so far mate, thank you.</i></p>	
<p>Declaration</p> <p>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</p>	
<p>Signature: Jack Greaves (electronic)</p>	<p>Signature: Susan Lewry (electronic)</p>