



Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT
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Town Mayor: Cllr R S Barnes

Minutes of a Meeting of the Redruth Town Council Finance Committee held at Redruth Civic Centre, Alma Place, Redruth on Tuesday 20th February 2024

Present: Cllr S Barnes
Cllr A Biscoe
Cllr H Biscoe
Cllr B Craze
Cllr I Thomas
Cllr W Tremayne

Chair

In attendance: Mrs H Bardle
Mrs J Pelham-Wales
Ms J Driver
Ms C Marshall

Responsible Finance Officer
Administration Assistant
Local Resident
Local Resident

PART I - PUBLIC SESSION

1569.1 To receive apologies for absence

Apologies were received from Cllr Brown (unwell), Cllr Garrick (other commitments) and Cllr Tremayne who would be late. Cllr Tremayne arrived at 7.10pm.

1569.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda

None were declared.

1569.3 To suspend standing orders to allow the public to speak.

1569.3.1 Unanimously RESOLVED to suspend Standing Orders to allow the public to speak [Proposed Cllr Barnes; Seconded Cllr Craze].

1569.4 To allow the public to put questions to the Council on any matters relating to this Agenda

1569.4.1 Ms Driver introduced herself along with Ms Marshall as Directors of the Redruth Book Feast. Ms Driver gave a verbal presentation and spoke in support of the application for financial assistance for Redruth Book Feast 2024. Ms Driver outlined plans to increase the number of participants attending the 2024 event, including school visits on a Friday morning and the use of different premises around town. Ms Driver advised that Bill Buckley would be the keynote speaker and thanked Councillors for their time.

1569.5 To reinstate Standing Orders

1569.5.1 Unanimously RESOLVED to reinstate Standing Orders [Proposed Cllr Barnes; Seconded Cllr Craze].

A handwritten signature in black ink, appearing to be 'R S Barnes'.

1569.6 **To confirm the Minutes of the Meeting of the Finance Committee held on 11th December 2023**

The Responsible Finance Officer followed up on a question raised by Councillors at the previous meeting and advised that efforts to recruit a replacement School Crossing Patrol on the retirement of the previous incumbent had been unsuccessful.

1569.6.1 RESOLVED by Majority to accept the Minutes of the Meeting of the Finance Committee held on 11th December 2023 as a true and accurate record of proceedings. [Proposed Cllr Thomas; Seconded Cllr H Biscoe]. Cllr Tremayne abstained as he had not been present at the meeting.

1569.7 **To receive a report from the Responsible Finance Officer**

A report had been circulated prior to the meeting. There was some discussion regarding the Chamber of Commerce outstanding balance. The Responsible Finance Officer would continue to communicate with the Treasurer and advise a deadline of 31st March 2024 for outstanding invoices to be paid. This would include an invoice to be raised on 21st February 2024.

1569.7.1 Unanimously RESOLVED that the report be noted. [Proposed Cllr H Biscoe; Seconded Cllr Thomas].

1569.8 **To review the Income and Expenditure for the period ended 31st January 2024**

A report had been circulated prior to the meeting. The Responsible Finance Officer reported that the Council was on target to remain within budget for the Financial Year 2023/2024. She also asked for comments regarding the change in format.

1569.8.1 Unanimously RESOLVED that the report be noted. [Proposed Cllr H Biscoe; Seconded Cllr Thomas].

1569.9 **To review the Town Council's Risk Assessment of Financial Management**

A report had been circulated prior to the meeting. The Responsible Finance Officer reported that an Asset Register was in progress with the aim of a report being available at the next meeting of the Committee.

The Responsible Finance Officer recommended that the Risk Assessment be approved but that it would be reviewed in the new financial year when the new Town Clerk was in post.

1569.9.1 Unanimously RESOLVED that the Risk Assessment of Financial Management is approved [Proposed Cllr H Biscoe; Seconded Cllr Thomas].

1569.10 **To review the effectiveness of our system of Internal Controls**

A report had been circulated prior to the meeting. The Responsible Finance Officer recommended that the Internal Control Documents be approved and that they be reviewed again in the new financial year when the new Town Clerk was in post.

1569.10.1 Unanimously RESOLVED that the Internal Controls schedule is approved [Proposed Cllr H Biscoe; Seconded Cllr Thomas].

1569.11 **To receive an update on the submission of the Annual Return for 2023 for the Trewirgie Playing Fields Charity**

A report had been circulated prior to the meeting.

The Responsible Finance Officer reported that the annual return to the Charity Commission for 2023 was submitted on time and that the income for the year was £479.00. The Responsible Finance Officer also reported that steps were being taken to open a separate bank account in the name of the Trust, as recommended by the external auditor.

The report was noted.

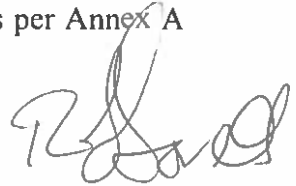
1569.12 To arrange dates for the Internal Audit for Q3 and Q4 FY 2023-2024.

Cllr A Biscoe and Cllr Thomas would carry out the Internal Audit for Q3 on 14th March 2024.

Cllrs Craze and Tremayne would carry out the Internal Audit for Q4 on a date to be arranged.

1569.13 To consider requests for financial assistance.

1569.13.1 The requests for financial assistance were considered and decisions made as per Annex A to these minutes.



Chairman

Budget 2023-2024: £8,000		Allocated to date: £4,000	Balance available: £4,000	
No	Applicant	Amount Requested/Purpose	Recommendation	Previous Awards
1.	Troubadour Stageworks	£950 towards performances in St Rumon's Garden and workshops held in Spring 2024	Unanimously RESOLVED that the RFO requests additional information regarding anticipated numbers and performances before a decision is made [Proposed Cllr Barnes, Seconded Cllr H Biscoe]	£1,000 in 2021 – UK Prosperity Fund
2.	Redruth Book Feast 2024	£1,000 towards the 2024 festival	Unanimously RESOLVED that this donation is paid in full, and that applications in future years would be considered on their merit [Proposed Cllr A Biscoe, Seconded Cllr Thomas]	£1,000 in 2023
3.	Gwennap Pit	£1,000 towards the replacement of doors and windows and upgrading kitchen and toilet facilities	RESOLVED by majority that a donation of £250 should be paid [Proposed Cllr Barnes, Seconded Cllr A Biscoe] Cllr Tremayne abstained. Cllr Thomas voted against.	Nil
4.	Cornwall International Male Choral Festival	£500 towards the support of visiting youth choirs	Unanimously RESOLVED that a donation of £250 should be paid [Proposed Cllr Barnes, Seconded Cllr Tremayne]	£250 in 2022 and 2019 (£500 total)