



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

Town Mayor: Cllr R S Barnes

Town Clerk: C Caldwell

See Distribution

Our Reference:
RTC/400/1/Mtg
Date:
15th May 2024

Dear Councillor

Monthly Meeting of the Redruth Town Council – 20th May 2024

You are summoned to attend a Meeting of the Redruth Town Council to be held in The Langman Room, Redruth Civic Centre, Alma Place on Monday 20th May 2024. Proceedings will commence following the Annual Meeting which takes place at 7:00pm.

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'C. Caldwell', followed by a long horizontal flourish.

Charlotte Caldwell
Town Clerk

Enclosures

Agenda and associated documentation

Distribution:

Action:

All Redruth Town Councillors

Information:

Press & Public

Cornwall Councillors (Redruth EDs)

Monthly Meeting of the Redruth Town Council
20th May 2024
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. Public participation session – to enable the public to put questions to the Council relating to any items on the agenda.
4. To receive reports from the Cornwall Council Divisional Members on their work within the Redruth parish.
5. To receive announcements and communications from the Town Mayor and Town Clerk.
6. To receive correspondence – Land off Gladstone Terrace and planning correspondence.
7. To confirm the Minutes of the Monthly meeting of the Council held on 29th April 2024 (Minutes attached)
8. To receive the Minutes as reports of the following committee meetings, and to accept and approve the Recommendations and Resolutions contained within of the Minutes of the Finance Committee – 22nd April 2024 (Minutes attached)
9. To consider the Town Clerk’s report (report attached)
10. To receive the Quarter 4 2023-2024 Internal audit report from the Finance committee
11. To review the Internal Auditor’s report for the Year Ending 31st March 2024 (report attached)
12. To approve the continued appointment of the independent Internal Auditor for the three-year term of engagement.
13. To confirm there are no conflicts of interest with the External Auditing company; ‘BDO’.
14. To approve the Council Accounts for Year Ending 31st March 2024 – Annual Governance and Accountability Return, Section 1; Annual Governance Statement 2023-2024 (see report attached)
15. To approve the Council Accounts for Year Ending 31st March 2024 – Annual Governance and Accountability Return, Section 2; Accounting Statements 2023-2024 and associated documents. (report attached)
16. To consider and approve the schedule of payments (see attached schedule)
17. To consider the planning applications (schedule attached)

REDRUTH TOWN COUNCIL

REPORT FOR: Meeting of Full Council on Monday 20th May 2024

SUBJECT OF REPORT: Report from C. Cllr Barbara Ellenbroek

SUMMARY OF IMPLICATIONS

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

1.0 TERMS OF REFERENCE

To report on progress during the period.

2.0 REPORT

2.1 Parking at Gwealan Tops – The condition of the carpark has been raised with me by Cllr Garrick. I have been attempting to sort this out for a few years now, complicated by the fact the site is actually leased to the Town Council and that Lowen Harts Nursery shares part of the carparking area with Gwealan Tops.

So, I believe the holdup is due to establishing an agreement between RTC and CC for payment (and probably a new quotation for the work). There is also a need to undertake a pipework survey in case drains etc need to be maintained.

This is therefore quite a complex situation, but I am reassured that our Town Clerk and Senior team are on the case, I will as always do what I can to assist.

2.2 Banking Hub/Post Office – During the “meet your councillor” session on Saturday 20th April, I was asked about progress on these matters. The point being made that not all residents are users of websites and social media. I am not sure what the answer is, but perhaps information could also be put onto the town noticeboards? Both of these issues are of great concern for residents, especially for those who use our town centre rather than supermarkets.

2.3 Sandy Lane – I am informed that the opening of the road is imminent and I, (along with other residents of Clinton Road and Falmouth Road) will be delighted not to have the volume of speeding traffic that has become “normal” while this work is undertaken.

REDRUTH TOWN COUNCIL

REPORT FOR: Meeting of Full Council on Monday 20th May 2024

SUBJECT OF REPORT: Report from C. Cllr Stephen Barnes

SUMMARY OF IMPLICATIONS

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

1.0 **TERMS OF REFERENCE**

To report on progress during the period.

2.0 **REPORT**

2.1 This month has been quite challenging in many different ways. It began with me helping a resident to get some artefacts displayed within the town. It then appeared that there might be a risk of these being sold at auction at Heartlands. With Cornwall Council support, that was not the case, however people were not even aware that the auction was taking place.

2.2 I was asked to meet with a lady who is classed as homeless and duly met with her and I am still trying to speak to an officer from Cornwall Council to discuss her case. The difference in support that I get from Cornwall Council is not consistent which caused me great concern and it is not acceptable.

2.3 At a local Community Area Partnership (CAP) meeting, members felt they were being sidelined by Cornwall Council regarding Heartlands. Whilst not disrespecting the officers whatsoever, they seem to have a "Mother knows best" attitude. Ignoring local members and not accepting the importance of local knowledge, only takes more power to the centre and leaves members and the public feeling more isolated.

2.4 There is another Green Day taking place at Chacewater Village Hall on Saturday 18th May. It promises to be interesting and environmentally sustainable.

MAYORS ANNOUNCEMENTS

20th May 2024

I attended the Fuchsia Society on 2nd May, for a tour of Burncoose Nurseries. It was an interesting trip with a guided behind the scenes tour of the nursery with Andrew Mills. We were shown how they prepare the plants for posting, and how they are transported to their customers. There was an early chance to see their design for the Chelsea Flower Show. We were also allowed to have a walk around the gardens by the house itself. It was a very worthwhile visit.

On 7th May, we set off for our Twinning Trip to Brittany. We boarded at 8.00pm and set sail. It was a shock to have to get up at 4.30 am to prepare to disembark. What an ungodly hour of the day. I haven't been up that early since I was a postman. We all had an evening meal at a Creperie which was very nice. We had been there before in 2019.

On the Thursday I was taken by my host to see a very picturesque town in the afternoon. Then we went to Vannes in the evening to watch a local rugby match. Vannes Vs Brive. It was a lively full throttle match which the local team lost. It was said that Redruth RFC would probably have beaten them, but not very loudly.



Friday started for us with a trip to a town called Malestroit where we had a picnic beside a canal which was lovely. We then had a tour of the town, and I was amazed to see so many Tudor buildings. It was a very historic medieval town, and a delight to look around. On the way back we went to a place called Monteneuf. It was a bit like Tehidy Park with various large rocks. It was not very exciting, but on returning to our cars one of our members found that her handbag had been stolen and her hosts car window was smashed. Sadly, this lady had money, jewellery, and her passport in her handbag. The organiser in Brittany was a Police Officer and told her what to do and when.

On the Saturday, we had an official meal where there were lot of speeches and gifts exchanged. In my speech I explained that with our new Clerk we were facing changes but that change if planned is good. I also said that if we didn't change, the Twinning would soon become a thing of the past. The need to get new blood into the organisation is essential.

The trip back on the Sunday was a series of nervous events whenever we boarded and disembarked as we weren't sure if our member without a passport was going to be allowed through. Thankfully she was allowed to proceed through. However, at Roscoff she was told that she would have to go to Paris and get another passport. It was such a delight to get to West End Car Park and go home. Brittany is very nice, but I still love Redruth.

On 16th May, we have the "Meet the New Town Clerk" welcome event for local community organisations and neighbouring parish councils. This is a wonderful opportunity for members to fully join in the event by helping meet and greet the public. Please join in and enjoy the event.

Asset Management Group Briefing Document

Site name and address	Land at Gladstone Terrace (Former No. 7) Former No. 7, Gladstone Terrace, REDRUTH, Cornwall, TR15 1LD
UPRN	13542
Directorate	ENVIRONMENT – Public Spaces
Property Description	A small site in Redruth (153 sq meters) where there had been an intention by the previous District Council to create a small POS area following the demolition of a house. It is now used for informal (and disputed) parking. Environment requested disposal of the site in 2016 and the decision was made in August 2022 to put this site forward for auction.
Planning position	Amenity/ parking / open space
Plan Insert or attach	<p>UPRN : 13542 MANAGE_REF : NAME : Land at Gladstone Terrace (Former No. 7) POSTCODE : TR15 1LD SITE_M2 : 153 PLOTTED_BY : Ben Trebilcock PLOT_DATE : 16/1/12 TITLE_NUMB : CL227275 DEED_REF : KER120 BLPU : 010013625750 ADDRESS : 7 Gladstone Terrace, Redruth OS_East : 170051 OS_North : 42220 ASSET_CATE : Land & Buildings TENURE : Freehold POSSESSION : FREEHOLD</p> 
Photograph Insert or attach	
Recommendation	To dispose of the site at Auction in September 2023 if no suitable third party owner or internal Council manager is found in advance
Surveyor	Michelle Carter-Foster
Date prepared	24th November 2022

Charlotte Caldwell

From: [REDACTED]
Sent: 29 April 2024 13:24
To: Charlotte Caldwell
Cc: Helen Kneale
Subject: Notification relating to a property asset in your town/parish: Land at Gladstone Terrace, Redruth
Attachments: Land at Gladstone Terrace, Redruth.docx

Information Classification: CONTROLLED

Dear Charlotte Caldwell,

Notification relating to a property asset in your town/parish: Land at Gladstone Terrace, Redruth

I've attached for your consideration a report regarding the above Council asset, which is situated in your town/parish.

Why are we contacting you?

The Council service responsible for the asset has determined that it no longer has an operational need to retain it. In these circumstances, the Council needs to consider the future of the asset, according to an established process.

The first step is to consider whether any other Council service requires the asset for operational purposes. If no such internal use is identified, alternative options may be considered, which include (but are not limited to):

- (i) Examining the potential to transfer the asset to a local council or community group where service delivery will be maintained or improved, or alternative community benefit is identified, as part of the Council's devolution programme.
- (ii) Disposal of the asset. If disposal is pursued, this may be via sale or lease on the open market or a range of other transfer options. This could include an option to sell or lease the asset to a local council or community group, where this is appropriate.

In the case of the above asset, no requirement for Cornwall Council to retain the asset has been identified.

The local Cornwall Councillor and Council officers have already been consulted as part of Cornwall Council's asset release process for their views.

Before Cornwall Council commences activity to dispose of the asset, we want to engage with your council to ensure that you have had the opportunity to provide any views that you may wish to express. The Council has a legal duty to obtain best consideration when disposing of its property, therefore any transfer to a local council at lower than Market Value would need a justification to consider this as an option.

Please could you let us know within eight weeks of the date of this email if your council would have any interest in this asset. Your response will enable Cornwall Council to understand your Council's interest before we take further actions.

It would be appreciated if you could respond using the form below, even if it is to indicate that your council has no interest in the asset.

If no response is received by this deadline date, it will be assumed that your council has no interest and it is likely that Cornwall Council would then proceed with activity to dispose of the asset.

What happens next?

- (i) If your council has no interest in the property, please use the form below to confirm that this is the case.
- (ii) If you would like to express interest in the asset, please confirm this by the deadline and include a brief explanation of the intended use of the asset in the form below. Where in exceptional circumstances additional time is required to enable your council to meet to make a decision on this matter, please let us know before the consultation deadline expires and confirm the date by which you will be able to respond.

Please provide your comments/queries below and email back to me (sadik.miah@cornwall.gov.uk):

Question	Response
Does your town/parish council have an interest in the asset?	<p><i>Please delete as applicable:</i></p> <p>The town/parish council has an interest in the asset YES/NO</p>
Please provide some brief details regarding the likely future use of the asset by your council.	<p><i>Please briefly comment below</i></p>

Thanks

Sadik Miah | Data Management Technician | Property Services

Cornwall Council | Assets, Capital & Commercial Services

~~Sadik.Miah@cornwall.gov.uk~~



Ms Charlotte Caldwell
Town Clerk
The Chambers
Penryn Street
Redruth
Cornwall
TR15 2SP

Your ref: 1273 Mountford
My ref: PA24/02038
Date: 14 May 2024

Dear Sir/Madam

Application number: PA24/02038
Proposal: Proposed change of use of ground floor former retail shop area known as 'Harveys Newsagents and Tobacconists' to be integrated within existing dwelling occupying ground, lower ground and first floor levels of the same property at 7 Bond Street, Redruth TR15 2QA
Location: Harveys Of Bond Street Newsagents, 7 Bond Street, Redruth Cornwall, TR15 2QA
Applicant: Mr. + Mrs. Mountford

Thank you for the Town Council response to the above proposal which I have set out below:

Redruth Town Council (16 April 2024)

“RESOLVED by Majority to support the application”

I appreciate your comments which will be included in my report. However, following careful consideration of all the material planning considerations, in this instance I feel that it is appropriate to recommend refusal of the application. Under these circumstances, please can you confirm that on this occasion we may agree to disagree? If I do not hear from you within the next 5 working days, I will assume that this is the case.

The reasons why I am recommending refusal are:

- The property falls within the Primary Shopping Area of Redruth and benefits from a traditional, historic shopfront. Given its town-centre location within the Primary

Development Management Service

Cornwall Council

Correspondence Address: Cornwall Council Planning Dept, New County Hall, Treyew Rd, Truro,
TR1 3AY

HHPRLC

planning@cornwall.gov.uk

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Ms Charlotte Caldwell

14 May 2024

Shopping Area, modest footprint and traditional shopfront, the unit would be a particularly attractive unit to retain for commercial uses.

- Policy 5 (Business and Tourism) of the Cornwall Local Plan Strategic Policies 2010-2030 seeks to ensure a continued supply of appropriate business space. Proposals that would result in the loss of business space must demonstrate that there is no market demand through active and continued marketing for at least a period of 9 months.
- Whilst it is acknowledged that there is a number of vacant units along Bond Street, no evidence has been submitted to demonstrate that the building has been actively marketed for at least a period of 9 months. As such, it has not been demonstrated that the commercial unit is unviable or unsuitable to continue as business use.
- Whilst afforded very limited weight due to its stage in the neighbourhood plan process, policy T1 of the draft Redruth Neighbourhood Plan advises that the Redruth Town & World Heritage Site Spatial Vision and Investment Plan 2022 needs to be supported and implemented. The plan outlines that Bond Street is an attractive street with high quality shop frontages and range of independent shops but acknowledges that a number of shops are closing. The road and public realm improvements outlined within the plan seek to maximise the footfall and use of Bond Street.
- It is acknowledged that the Council's Climate Emergency Development Plan Document (DPD) 2023 affords greater support to town-centre and high-street residential uses. However, policy TC1 of the DPD states that provision of a high-quality residential dwellings using *underused or redundant space* will be supported. In this instance, it has not been demonstrated that the building is redundant due to a lack of demand.
- In conclusion, the proposal has failed to demonstrate that there is no market demand for the commercial unit for at least a period of 9 months, raising direct conflict with policy 5 of the Cornwall Local Plan Strategic Policies 2010-2030.

Thank you for your assistance.

~~Katie Lever~~

Development Management Service
Senior Development Officer

~~Tel: 01872 322222~~

~~Email: katielever@cornwall.gov.uk~~



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

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

Town Mayor: Cllr R S Barnes

Town Clerk: Ms C Caldwell

Minutes of a Meeting of Redruth Town Council held at Redruth Civic Centre, Alma Place, Redruth
on Monday 29th April 2024

Present:	Cllr S Barnes Cllr A Biscoe Cllr H Biscoe Cllr M Brown Cllr B Craze Cllr B Ellenbroek Cllr K Grasso Cllr D Reeve Cllr C Skinner Cllr I Thomas Cllr W Tremayne	Chair Vice Chair
In attendance:	Ms C Caldwell Ms A Hunt Ms S White Mrs H Bardle Miss K O'Dell Ms K White Mr J Sweet	Town Clerk Operations Officer Engagement Officer Responsible Finance Officer Administration Assistant Anti-Social Behaviour Officer Anti-Social Behaviour Officer

PART I – PUBLIC SESSION

1579.1 To receive apologies for absence

Apologies were received from Cllrs Broad and Major.

1579.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect to of any item(s) on this Agenda

Cllrs Reeve and Tremayne declared pecuniary interests in Agenda item 10, part 2.7. and signed accordingly. Cllr Ellenbroek declared a non-registerable interest in Agenda item 10, part 2.7.

1579.3 To allow members of the public to put questions to the Council

No members of the public were present.

1579.4 To receive reports from the Cornwall Council Divisional Members on their work within the Redruth parish

A report from Cornwall Cllr Barnes had been circulated prior to the meeting. The report was noted.

A report from Cornwall Cllr Ellenbroek had been circulated prior to the meeting. The report was noted.

A report from Cornwall Cllr Donnithorne had been circulated prior to the meeting. Cllr Reeve informed members that she had received an email from a member of the public with concerns regarding scaffolding that had been erected on Sandy Lane. Cllr Barnes replied he was aware of the situation and had reported the matter to Cornwall Council.

Cllr Thomas asked if there was a reason Cllr Donnithorne had not attended the West Cornwall Planning Committee as application PA23/03089 which Redruth Town Council had previously not supported, was approved at this meeting. The Town Clerk confirmed that she would follow up with Cllr Donnithorne. The report was noted.

1579.5 To receive announcements and communications from the Town Mayor and Town Clerk

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

The Town Clerk raised one item on her report with members. The Scrapstore owner had asked Redruth Town Council for a letter of support in their bid to the Community Levelling Up fund. Cllr Thomas asked if they were the only party interested in the building and asked if it would be suitable for the Banking Hub Deposit solution instead. The Town Clerk and Engagement Officer confirmed that there was no other interest they were aware of, and the Engagement Officer stated that Link had already discounted the building as unsuitable for the Deposit Solution.

1579.5.1 Unanimously RESOLVED to write a letter of support for the Scrapstore in relation to their funding bid [Proposed Cllr Tremayne; Seconded Cllr A Biscoe].

1579.6 To receive correspondence

Correspondence had been circulated prior to the meeting. The correspondence was noted.

1579.7 To confirm the Minutes of the:

1579.7.1 Monthly Meeting of the Council held on 25th March 2024

RESOLVED by Majority to confirm the Minutes of the Monthly Meeting of the Council held on the 25th March 2024 as a true and accurate record of proceedings [Proposed Cllr H Biscoe; Seconded Cllr Thomas] Cllrs Craze, Ellenbroek, Garrick and Tremayne abstained as they had not been present at the meeting.

1579.7.2 Monthly Meeting of the Council held on 15th April 2024

RESOLVED by Majority to confirm the Minutes of the Monthly Meeting of the Council held on the 15th April 2024 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.

1579.8 To receive the Minutes as reports of the following committee meetings, and to accept and approve the Recommendations and Resolutions contained within the minutes of;

1579.8.1 Finance Committee – 20th February 2024

Unanimously RESOLVED that the Minutes of the Finance Committee meeting held on the 20th February 2024 are received and the Recommendations and Resolutions are accepted and approved. [Proposed Cllr Barnes; Seconded Cllr Craze]

1579.8.2 *Engagement Committee – 8th April 2024*

Unanimously RESOLVED that the Minutes of the Engagement Committee meeting held on the 8th April 2024 are received and the Recommendations and Resolutions are accepted and approved. [Proposed Cllr Thomas; Seconded Cllr Garrick]

1579.9 To nominate a Town Mayor and Deputy Town Mayor for Municipal Year 2024-2025 This will be taken forward to the Annual Meeting of the Council on 20th May where nominations are formally voted on for the Municipal year 2024-25.

1579.9.1 Cllr Barnes was nominated as Town Mayor by Cllr H Biscoe and seconded by Cllr Thomas. No other nominations were received. The nomination of Cllr Barnes as Town Mayor for the forthcoming 2024-2025 municipal year was agreed unanimously.

1579.9.2 Cllr A Biscoe was nominated as Deputy Town Mayor by Cllr Barnes and seconded by Cllr Thomas. No other nominations were received. The nomination of Cllr A Biscoe as Deputy Town Mayor for the forthcoming 2024-2025 municipal year was agreed unanimously.

1579.10 To consider the Town Clerk's report

A report had been circulated prior to the meeting. The Town Clerk stated that she had completed one-to-one meetings with all staff, and that councillor one to one meetings were nearly completed. She encouraged all councillors to attend the Community Welcome event on Thursday 16th May at Redruth Civic Centre. This would be an excellent opportunity to showcase the work of the Council and to enable more collaborative working with local community organisations.

Cllrs Reeve and Tremayne left the meeting at this point having previously declared an interest.

1579.10.1 RESOLVED by Majority to send a letter of support to Gwealan Tops with regards to their proposal to install new play equipment purchased with CIL funding they have recently been awarded. [Proposed Cllr Garrick; Seconded Cllr A Biscoe] Cllr Ellenbroek abstained.

Cllrs Reeve and Tremayne rejoined the meeting at this point. Mr Sweet arrived at the meeting at this point.

The Town Clerk advised councillors of CALC Code of Conduct online training that is to be held on 21st May 2024 from 6.30-8.30pm and encouraged them to attend. If anyone was unable to attend, they were asked to inform the Town Clerk by Friday 3rd May. The remainder of the report was noted.

1579.11 To consider a fact finding visit to Wigan

A report had been circulated prior to the meeting. The Town Clerk and Engagement Officer asked councillors to consider approval of a trip to Wigan to visit a community initiative called 'The Brick', stating that Wigan has many similarities to Redruth including being former mining towns and having similar deprivation and poverty issues. The proposed visit will also include a meeting with the Wigan Council Leader, Mayor and Chief Executive. Cllr Garrick confirmed that he thought 'The Brick' project was very impressive and believed that some of the project ideas would be of significant benefit for Redruth. Cllr H Biscoe questioned how many staff would be taking the trip, the Town Clerk replied that it would be herself, the Engagement Officer, and a Member. Cllr Thomas suggested that the chair of the Engagement Committee or the Mayor also attended.

1579.11.1 Unanimously RESOLVED (i) that the Chair of the Engagement Committee go with the Town Clerk and Engagement Officer to visit Wigan and (ii) approve all expenditure as detailed in the report [Proposed Cllr Thomas; Seconded Cllr Brown].

1579.12 To approve the dates of the draft meeting schedule for 2024-2025

A table of proposed dates had been circulated prior to the meeting. Cllr H Biscoe asked if there was a need for the Interim Planning meetings to be held so frequently, with the reinstatement of the Full Planning Committee. Cllr Reeve asked how the Finance and Staffing meetings being held on the same dates would work. The Town Clerk explained that the Finance Committee would meet first, then the Staffing Committee would follow on thereafter.

1579.12.1 Unanimously RESOLVED to amend the proposed dates to remove the Interim Planning dates and keep one Planning meeting per month. All other dates were accepted as proposed. [Proposed Cllr H Biscoe; Seconded Cllr Thomas].

1579.13 To receive the Attendance Record for the Municipal Year 2023-2024

A report was circulated prior to the meeting. The Operations Officer reminded councillors that this information is published annually to allow public transparency, and acts as a good performance indicator. The report was noted.

1579.14 To consider and approve the Schedule of Payments

1579.14.1 Unanimously RESOLVED to approve the Schedule of Payments [Proposed Cllr Barnes; Seconded Cllr H Biscoe].

1579.15 To consider the planning applications

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

PART II – PRIVATE SESSION – Exclusion of the Press and Public

1579.16 The Council was invited and agreed to pass the following resolution:- That pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the following item of business, by reason of the confidential nature of the business to be transacted [Proposed Cllr Garrick; Seconded Cllr A Biscoe].

1579.17 To receive a written report from the Police

The Town Clerk read out a report from the Sector Inspector.

1579.18 To receive a verbal report from the Anti-Social Behaviour case workers

A verbal report was given by the Anti-Social Behaviour case workers.

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

All references for PA24/ unless otherwise stated.

Meeting: Monday 29th April 2024

REF NO	CC REF	SITE	PROPOSAL	DECISION
LIST 1 Unanimously RESOLVED that Recommendations on List 1 are supported en bloc. [Proposed Cllr H Biscoe; Seconded Cllr Tremayne]				
1	02731	The Bungalow, Mount Carbis Road	Replacement of existing house with one pair of semi-detached properties without compliance of condition 2 of decision PA18/11707 dated 22/11/2019	Not supported on the grounds that the scale of the building is not in keeping with the surrounding properties

LIST 2

2	01160	Ciao Bellissimo, 58 Fore Street	Conversion of commercial and residential units to retain two commercial units and form three flats	<p>RESOLVED by Majority to support the application for three flats, over three split levels, in an aged building, with these two provisos:</p> <p>(i) Cornwall Council instructs its own Fire and Rescue Service to carry out a full fire risk assessment to ensure safe escape routes for all residents;</p> <p>(ii) Cornwall Council Planning Department satisfies itself that sufficient utility space is provided for the treatment of waste and recycling [Proposed Cllr Thomas; Seconded Cllr Garrick] Cllr Ellenbroek voted against.</p>
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Redruth Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT
Tel No: 01209-210038 e-mail: admin@redruth-tc.gov.uk

Town Mayor: Cllr R S Barnes

Town Clerk: Ms C Caldwell

Minutes of a Meeting of the Redruth Town Council Finance Committee held at Redruth Civic Centre, Alma Place, Redruth on Monday 22nd April 2024

Present:	Cllr S Barnes Cllr B Craze Cllr A Biscoe Cllr H Biscoe Cllr M Brown Cllr C Garrick Cllr I Thomas	Chair Vice Chair
In attendance:	Mrs H Bardle Ms C Caldwell Mrs J Pelham-Wales Cllr K Grasso Mr T Mackie	Responsible Finance Officer Town Clerk Administration Assistant Local Resident

PART I - PUBLIC SESSION

- 1578.1 **To receive apologies for absence**
Apologies were received from Cllr Tremayne.
- 1578.2 **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.
- 1578.3 **To allow the public to put questions to the Council on any item on this Agenda**
- 1578.3.1 Mr Tristan Mackie introduced himself as the Funding Co-Ordinator for A Band of Brothers (ABOB). Mr. Mackie explained that ABOB provides mentoring and support to young men (aged 18 – 25yrs) who have been involved in the criminal justice system, and who have been referred from various agencies. Mr Mackie was at the meeting in support of the organisation’s application for funding which is included later in the agenda.
Cllr Barnes thanked Mr. Mackie for his time and Mr. Mackie left the meeting at this point.
- 1578.4 **To confirm the Minutes of the Meeting of the Finance Committee held on 20th February 2024**
- 1578.4.1 RESOLVED by Majority to accept the Minutes of the Meeting of the Finance Committee held on 20th February 2024 as a true and accurate record of proceedings. [Proposed Cllr Barnes; Seconded Cllr H Biscoe]. Cllrs Brown and Garrick abstained as they had not been present at the meeting.
- 1578.5 **To receive a report from the Responsible Finance Officer**
A report had been circulated prior to the meeting.
The Responsible Finance Officer informed the Committee that a financial reporting pack will be presented to the Senior Management Team at monthly meetings. The Annual Governance and

Accountability Return (AGAR) for 2023/2024 will be presented to Full Council on 20th May 2024 for approval and that the internal auditor would carry out his final checks within the next couple of weeks.

1578.5.1 Unanimously RESOLVED that the report be noted. [Proposed Cllr Barnes; Seconded Cllr H Biscoe].

1578.6 To review the Income and Expenditure for the period ended 31st March 2024

A report had been circulated prior to the meeting.

The RFO presented the management accounts and noted that there was an underspend against the budget for all cost centres and overall, there was a surplus of £80,000. The RFO also commented that there were some last-minute adjustments to be made to the final figures, which will be reflected in the AGAR. The RFO went on to say that the largest underspend was on staffing, and this was partly due to the absence of a Town Clerk for 3 months along with other underspends. Cllr Thomas again asked whether any of the shortfall was due to the vacancy of a second School Crossing Patrol. The RFO responded that a second School Crossing Patrol was not a factor in the underspend on staffing. The Town Clerk agreed to review past decisions made by the council in respect of the School Crossing Patrol position. The Town Clerk stated that the RFO will be providing training to managers on financial awareness and forecasting to improve the budget process for 2025/2026. Cllr Brown thanked the RFO for the hard work undertaken.

1578.6.1 Unanimously RESOLVED that the report be noted. [Proposed Cllr Barnes; Seconded Cllr Garrick].

1578.7 To consider Proposed Movements to the Earmarked Reserves for the year ended 31st March 2024

A report had been circulated prior to the meeting.

The RFO presented a schedule showing the balances on earmarked reserves as at 31st March 2024. The RFO also discussed proposals to transfer balances between funds as set out in the accompanying report. The RFO listed the underspends against budgets set out in the report and specifically mentioned;

1. Renaming fund 365 Legacy EMR to call it Grant Scheme EMR
2. The transfer of £2,500 unspent donations from 2023/2024 into the Grant Scheme EMR
3. The transfer of £2,500 unspent Citizenship for Life expenditure be transferred into the Grant Scheme EMR

Cllr Thomas asked about the earmarked reserve of £7,000 for the Redruth Heritage Project/Museum. The Town Clerk confirmed this was a valid reserve and that a transfer would be made from the Transition EMR fund to reflect this. The RFO agreed to merge fund 370 Plastic Champions into fund 372 Climate Change.

1578.7.1 Unanimously RESOLVED that the report be noted. [Proposed Cllr Barnes; Seconded Cllr A Biscoe].

1578.8 To receive the Internal Audit Report for Q3 2023/2024

An Internal Audit report carried out by Cllrs Thomas and A Biscoe for Quarter 3 2023/2024 had been circulated prior to the meeting.

The RFO agreed to ensure that workings to calculate future pay increases should be approved, and that the approval be evidenced.

The report was noted.

1578.9 To consider a review and relaunch of the Grants Application process.

A report had been circulated prior to the meeting.

An amended grant application form was presented and the RFO outlined the main changes proposed, as set out in the accompanying report. The Town Clerk stated that the proposed changes were to encourage more grant applications from local organisations. The RFO clarified that the proposals included an increase in the amount available under the grant scheme for 2024/2025 to £15,500 with £8,000 coming from the existing budget and £7,500 from the Grant Scheme earmarked reserve. Cllr Thomas asked how the changes proposed would be managed, given the potential increased number of applications to be considered at each grant panel. Cllr Brown suggested panels should be quarterly rather than six-monthly. The Town Clerk stated that the plan was to launch the new Grant Scheme at the community welcome event on 16th May 2024 and that more information would be made available on the night.

1578.9.1 RESOLVED by Majority that the proposed Grant Scheme be approved without amendment. [Proposed Cllr Barnes; Seconded Cllr H Biscoe]. Cllr Brown voted against.

1578.10 To further consider Market Way rent levels during the prolonged period of the Buttermarket closure

A report had been circulated prior to the meeting.

A report was presented requesting Market Way rent reductions of 25% should be extended until 30th September 2024 when the Buttermarket is due to re-open. Cllr. Thomas questioned why the Town Council was bearing a financial cost associated with the work. Cllr Grasso asked whether there were leases in place for each tenant and whether the leases set out details of rent reviews and discounts. The RFO and Cllr Thomas confirmed the tenants have rent licences that cover a twelve-month period and that any rent increases are taken into account when renewed. The RFO agreed to present a paper to the next committee meeting setting out details of Market Way licences and rents.

1578.10.1 RESOLVED by Majority that the Market Way rent reduction should be extended to 30th September 2024 [Proposed Cllr Brown; Seconded Cllr H Biscoe] Cllr Thomas abstained.

1578.11 To consider requests for financial assistance.

1578.11.1 The requests for financial assistance were considered and decisions made as per Annex A to these minutes.

Chair

Grant Application Summary
Meeting Date: 22nd April 2024

Budget 2024-2025: £8,000		Allocated to date: £nil	Balance available: £8,000	
No	Applicant	Amount Requested/Purpose	Recommendation	Previous Awards
1.	Quiet Connections CIC	£910 for 26 weeks room hire £490 for 14 weeks room hire	Unanimously RESOLVED that a donation of £490 should be paid [Proposed Cllr H Biscoe, Seconded Cllr A Biscoe].	Nil
2.	YMCA Cornwall	Not specified. They are aiming to raise £95,000 to replace the roof of their premises	RESOLVED by Majority that a donation of £500 should be paid [Proposed Cllr A Biscoe, Seconded Cllr Brown]. Cllr H Biscoe voted against.	Nil
3.	C.R.A.S.H.	£180 inc VAT for replacement pads for the AED located in the Community Centre	Unanimously RESOLVED that a donation of £180 should be paid [Proposed Cllr Brown, Seconded Cllr Garrick].	Nil
4.	A Band of Brothers	£1,000 to support this year's mentoring programme	Unanimously RESOLVED that a donation of £1,000 should be paid [Proposed Cllr Brown, Seconded Cllr Barnes]. The Committee looks forward to a Redruth group being opened in future.	Applied in 2023/24 but no award granted
5.	Cornwall Pride	£2,000 as a contribution towards Redruth Pride on 12 th May 2024	Unanimously RESOLVED that a donation of £500 should be paid [Proposed Cllr H Biscoe, Seconded Cllr Thomas].	£500 paid in 2023 ref 2022/23

REDRUTH TOWN COUNCIL

REPORT FOR: Meeting of Full Council on Monday 20th May 2024

SUBJECT OF REPORT: Town Clerk's Report

SUMMARY OF IMPLICATIONS

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

1.0 TERMS OF REFERENCE

To report on progress during the period.

2.0 REPORT

2.1 A key focus of activity has been work towards the community welcome event on 16th May which will see the Council re-launch its new and increased grant scheme and enable a wider range of community and voluntary organisations to meet the Councillor and staff team to discuss new ideas for collaborations. The staff have worked very hard on this event and we hope it is well received, with new connections made as a result.

I have now met all staff and Councillors and am starting to get out into the community to meet a key number of local stakeholder organisations and charities/community groups to see how the Council can further support them.

I have identified key staff who will, alongside myself, form the new bid writing team at the Council. Our first meeting takes place on 23rd May. Following this, various funds will be approached for specific projects and activities as deemed appropriate.

2.2 During the period, I have undertaken a tour of the parish with the Facilities supervisor to view the work of the team and to identify twelve places where a volunteer gardening scheme could work well. This will help the parish to become greener and encourage local people to gain benefits from volunteering through community gardening. I will arrange for this to be promoted in the local press/social media.

2.3 I have devoted significant time to understand all the Council's procedures, policies and operational processes and am currently working on harmonising leases, contracts and procurement. I have also undertaken a full review of our Standing Orders, Financial Regulations and Terms of Reference for all Committees and the Scheme of delegation for Officers which will be presented at the Annual Meeting.

I am pleased to report that a number of Councillors have booked to attend Code of Conduct training. In addition and on the advice of our insurers, we will be asking Councillors to complete a DBS check.

2.4 For decision:

There is a business need to create and finalise an Emergency Management Plan, the bones of which have been started some years ago. I propose to work with a small team of Councillors and staff to create a first draft for consideration by Council.

Councillors to volunteer to be part of this Task and Finish group.

2.5 External meetings attended:

- Meeting with Skylite Associates
- CCTV meeting
- Police Liaison meeting
- Meeting with CC Community Link Officer
- Meeting with Redruth Revival CIC
- Meeting with Cornwall Council re: Library contract and enhancements
- Meeting with solicitors re: legal work and conveyancing matters
- Local Heroes Awards event
- Met with Memory café leaders and Cllr Garrick

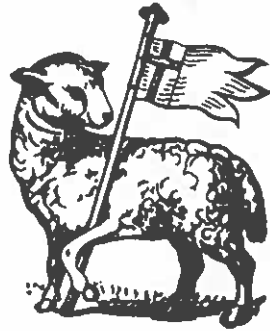
2.6 To attend in next period:

- Meeting with Gwealan Tops
- Meeting with Redruth Charity Trust
- Meeting with Kresen Kernow
- Meeting with Krowji
- Meeting with The Ladder
- Meeting with Carefree
- Meeting with Redruth School
- Meeting with Community Centre and Neighbourhood Development Plan lead
- Meeting with CN4C
- Meeting with Cornwall Council grants team
- Meeting with Making Space for Nature manager – Cormac Ltd
- Meeting with University of Exeter – design brief for visitor and heritage centre/information space
- Meeting with conservation specialist re: Clock tower
- Code of Conduct for Clerks training session
- Meeting to discuss Discretionary policy in relation to LGPS

3.0 **RECOMMENDATION**

To note and accept the report of the Town Clerk and to make decision regards point 2.4 above.

INTERNAL AUDITS **(FINANCE)**



REDRUTH TOWN COUNCIL

ANNUAL RETURN

Section 2 – Annual Governance Statement

2. We maintain an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and review its effectiveness

6. We maintain throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems

7. We took appropriate action on all matters raised in reports from internal and external audit.

Checks to be carried out during Internal Audit

	<i>Receipts & Payments</i>	Yes	No	Comments
RP1	Carry out a random selection of Receipts and Payments	✓		
RP2	Are all payments approved by the RFO?	✓		
RP3	Have all payments been properly authorised?	✓		
RP4	Have all Invoices been signed by the relevant number of signatories?	✓		
RP5	Have all Receipts been properly identified as to whom the payment is from and for what reason?	✓		
RP6	Has VAT been properly accounted for on all Receipts and Payments?	✓		
RP7	Have VAT returns been properly submitted to HMRC and on time?			

	<i>Bank Reconciliation</i>	Yes	No	Comments
BR1	Has the Bank Reconciliation been completed for the previous month end? If "No", how many months are outstanding?	✓		
	Assuming the Bank Reconciliation is current.....	✓		
BR2	Does the Balance figure on the reconciliation equal the sum of the balance figures on the statements?	✓		
BR3	Are the differences explained?			N/A
BR4	Does the reconciled difference equal nil?	✓		

	<i>Salaries & Wages</i>	Yes	No	Comments
SW1	Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, and also with the contracted hours	✓		
SW2	Ensure that appropriate tax codes are being applied to each employee	✓		
SW3	For the test sample of employees, ensure that tax is calculated appropriately	✓		
SW4	For NI, ensure that the correct deduction and employer's contributions are applied.	✓		
SW5	Check the correct treatment of Pension contributions	✓		

SW6	Have payments to CC Pension Fund been properly submitted and on time?	✓		
SW7	Have payments to HMRC for PAYE been properly submitted and on time?	✓		All paid well ahead of the 22nd deadline

	Effectiveness of Internal Controls	Yes	No	Comments
IC1	Does the internal audit take account of both the Council's risk assessment and wider internal control arrangements?	✓		To have a look at the credit card with the Amazon purchasing.
IC2	Is the IA considered to be competent and has carried out the internal audit work ethically, with integrity and objectivity?	✓		
IC3	Have interim audits been carried out by Members of the Council	✓		
IC4	Have interim audits been recorded and presented to the Council?	✓		
IC5	Is regular budget monitoring reported to Council?	✓		
IC6	Does the Council make positive responses to the recommendations of the IA and Audit Members?	✓		
IC7	Is adequate insurance cover in place, including Public Liability and fidelity Guarantee?	✓		
IC8	Is the Asset Register adequate and up to date?		✓	Work in progress to get all Council Assets recorded - the facilities equipment.
IC9	Has the Asset Register and Insurance Schedule been reconciled?		✓	- In progress

	Miscellaneous	Yes	No	Comments
M1	Ensure that the precept received in the accounts matches the prior year submission form to the relevant authority and the public record of precepted amounts	✓		
M2	Where free or paid for software is used, ensure that it is up to date.	✓		
M3	Physically check the petty cash	✓		
M4	Petty Cash payments are properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for	✓		

Any other comments:

~~Checks such as insurance etc could be removed~~
- Suggested that this form is updated for quarterly, monthly and yearly checks - for things like insurance etc

Print Name Bace Crave Signature [Signature] Date 24/02/24
Print Name HENRY BISLOVE Signature [Signature] Date



HUDSON ACCOUNTING LTD.
INTERNAL AUDIT REPORT:
TO THE MEMBERS OF REDRUTH TOWN COUNCIL
YEAR ENDED 31ST MARCH 2024.

ISSUE DATE: 14/05/2024
ISSUED TO: TOWN CLERK & RFO

INTRODUCTION:

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

Scope:

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

Approach:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2023.

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

GENERAL COMMENTS:

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

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

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

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

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

AUDIT COMMENTARY:

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

Previous Recommendations

There are no previous recommendations requiring action.

Accounting Records

The accounts have been properly maintained throughout the year.

Payments

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

Payment

Further testing of payments made revealed no issues to report.

Risk

Insurance

The Fidelity Guarantee remains adequate at £2 million.

Risk

The council reviewed its risk assessment and the effectiveness of its internal controls in February 2024.

Budgets

Setting

The 2024/25 budget and precept were approved at full council in December 2023 following the production of detailed estimates.

Although contained in the Finance Committee recommendation the amount of the precept levied was not formally entered into the Council Minute.

For the avoidance of doubt the amount of the precept set should be formally Minuted in future.

Monitoring

Budget monitoring reports are provided to each Finance Committee meeting.

Adequacy of Reserves

After allowing for earmarked reserves of £542,897 the general reserve stands at £269,072; equating to 25% of gross expenditure which is within generally accepted parameters.

Income

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

Interest

Interest earned on the council's investments has been accurately reflected in the Ledger.

VAT

VAT returns for the year have been submitted.

The year-end claim differs slightly from balances held in the accounting statements; this will need to be rectified with the next submission.

Festival Stalls

A booking system is in place and a master spreadsheet is maintained to manage invoicing and the recording of payments made. Testing revealed no issues to report.

Market Way Rents

Rents have been invoiced in line with the Agreements in place, allowing for the temporary rent reduction approved by Members.

Petty Cash

Petty cash expenditure is funded from cash receipts at the library. Receipts are retained for expenditure made and voucher numbers are used to post to the Ledger. Member checks are undertaken as part of internal control checking activity.

Assets

the asset register has been updated to reflect movements during the year and the total value of assets held has been accurately disclosed in the AGAR.

Payroll

Testing of the March payroll revealed no issues to report.

The national pay award and associated back pay were correctly applied.

Changes in the hours worked by three employees were approved by Members and accurately implemented.

A new employee has been issued with a contract of employment and has been paid in accordance with the Terms therein.

Bank Reconciliation

Monthly bank reconciliations have been carried out in a timely manner throughout the year; they are reviewed as part of the quarterly Member internal audit control checking regime.

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

Accounting Statements

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

Year-end adjustments were properly accounted for.

Trusts

There is still no separate bank account for the Trewirgie Playing Fields Charity, however, its transactions are excluded from the Council's accounts.

Charity Commission returns are up to date.

There are three councillors listed as Trustees along with the Council itself.

The council should endeavour to set up a separate bank account for the charity and should amend the Charity Commission listing to show the Council as sole trustee.

Annual Internal Audit Report 2023/24

REDRUTH TOWN COUNCIL

www.redruth-tc.gov.uk/Annual_Returns_

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored, and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

08/11/2023 25/04/2024 14/05/2024

Name of person who carried out the internal audit

S P HUDSON CPFA

Signature of person who carried out the internal audit

S P Hudson

Date

14/05/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: if the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

EN Redruth Town Council ITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20/05/2024

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

EN Redruth Town Council ITTY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	477,781	765,600	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	1,027,921	1,045,261	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	321,335	94,304	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	548,127	649,615	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	16,957	16,670	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	496,353	426,911	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	765,600	811,969	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	819,137	862,295	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,248,553	1,255,789	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	220,000	209,000	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	✓			<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Helen Bardsley

Date

14/05/2024

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Date: 14/05/2024
Time: 16:05

**Redruth Town Council Current Year
Current/High Interest Accounts
List of Payments made between 24/04/2024 and 14/05/2024**

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
Direct Debit				
25/04/2024	Vodafone	DD26	608.24	Mobile phones - April 2024
30/04/2024	Acronyms Ltd	DD27	808.20	IT support services
01/05/2024	PWLB	DD28	8,227.45	Loan repayment and interest
01/05/2024	Xerox Finance Ltd	DD30	324.72	Photocopier rental
01/05/2024	Hewlett-Packard Int Bank	DD31	276.57	Tablet rental
01/05/2024	Cornwall Council	DD32	1,035.00	Business rates 1st/2nd floor (Chambers)
01/05/2024	Cornwall Council	DD33	157.00	Business rates MW
01/05/2024	Cornwall Council	DD34	3,385.00	Business rates Civic Centre
01/05/2024	Cornwall Council	DD35	222.00	Business rates Yard
01/05/2024	Lloyds Bank credit cards	DD36	635.11	Credit card - clear balance
03/05/2024	3007903790 Total Energies Gas	DD37	147.49	Electricity to 31/04/2024
07/05/2024	Biffa Waste Services Ltd	DD38	155.35	Civic Centre waste
07/05/2024	Biffa Waste Services Ltd	DD39	411.10	Market Way waste collection
			<u>16,393.23</u>	
Faster Payments				
10/05/2024	EDF Energies	FP100	64.94	Electricity St Rumon's Gardens
10/05/2024	Propest Solutions Ltd	FP101	204.00	Rat treatment
10/05/2024	5019325201 Pennon Water Servic	FP102	5.92	Water - allotments
10/05/2024	Home Library Service	FP103	22.05	HLS mileage 49 miles
26/04/2024	RW Entertainments	FP38	250.00	DJ Redruth Town Awards
26/04/2024	Rabart Decorators Merchants Lt	FP39	44.58	Town centre paint
26/04/2024	Fire Crest	FP40	742.17	Fire extinguisher service
26/04/2024	Mill Signs	FP41	144.00	Town market - signs
26/04/2024	C Applegarth Cleaning Services	FP42	20.00	Window cleaning
26/04/2024	Relyon Guarding & Security Ser	FP43	39.00	Alarm response 18/04/2024

Date: 14/05/2024
Time: 16:05

**Redruth Town Council Current Year
Current/High Interest Accounts
List of Payments made between 24/04/2024 and 14/05/2024**

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
26/04/2024	Aquastorage System Cleansing L	FP44	95.76	Market Way toilet checks
26/04/2024	Control Print Limited	FP45	52.00	Local Hero Awards leaflet
29/04/2024	Net Wages April 2024	FP46 - 70	36,988.77	See separate schedule
03/05/2024	YMCA Cornwall	FP71	500.00	Grant approved FC1578.11.1
03/05/2024	David Reynolds Building Preser	FP72	432.00	Damp survey/structural survey
03/05/2024	abandofbrothers	FP73	1,000.00	Grant application FC 1578.11.1
03/05/2024	Warrior Warehouses	FP74	20.18	Toilet rolls
03/05/2024	Penventon Park Hotel	FP75	2,324.00	Local Hero Awards Dinner
03/05/2024	C.R.A.S.H.	FP76	180.00	Grant application FC 1578.11.1
03/05/2024	Krowji Ltd	FP77	175.00	Rent for Facilities Yard
03/05/2024	The Business Supplies Group	FP78	26.54	Notepads
03/05/2024	Gear 4 Music	FP79	485.85	Silent Disco equipment
03/05/2024	HMRC	FP80	9,811.37	PAYE and NIC for April 24
03/05/2024	Rabart Decorators Merchants Lt	FP81	28.27	Market Way - paint
03/05/2024	Cormac Solutions Ltd	FP82	1,847.39	Vehicle hire charge - Apr 24
03/05/2024	Sarah Sullivan Ceramics	FP83	250.00	Local Hero Awards trophies
03/05/2024	Alliance Tool Hire (SW)	FP84	108.00	Dehumidifier hire - Langman
03/05/2024	Quiet Connections CIC	FP85	490.00	Grant application FC 1578.11.1
03/05/2024	Helston Town Council	FP86	32.00	Flora Day buffet tickets
03/05/2024	Cornwall Pension Fund	FP87	11,558.54	Pension Contributions Apr 24
10/05/2024	Barbara Blake	FP88	7.20	Home library service
10/05/2024	The Business Supplies Group	FP89	137.06	A4 Copier Paper
10/05/2024	Jo Pelham-Wales	FP90	42.00	Refreshments for Comm Event
10/05/2024	B&Q - Camborne	FP91	73.78	Round hook and brackets
10/05/2024	Imelda Martin, Project Manager	FP92	405.00	27hrs NDP work
10/05/2024	5044354501 Pennon Water Servic	FP93	195.94	Water & sewerage charges

Date: 14/05/2024
Time: 16:05

**Redruth Town Council Current Year
Current/High Interest Accounts
List of Payments made between 24/04/2024 and 14/05/2024**

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
10/05/2024	JDS Properties & Developments	FP94	432.00	Annual boiler service
10/05/2024	South West Hygiene	FP95	63.83	San bin and dust mat service
10/05/2024	Relyon Guarding & Security Ser	FP96	1,231.92	Security services
10/05/2024	National Association of Local	FP97	52.04	Training - Climate Emergency
10/05/2024	Control Print Limited	FP98	112.00	Posters & information pack
10/05/2024	South West Loos	FP99	120.00	Toilet hire - Murdoch Day
			<u>70,815.10</u>	
<u>Petty Cash</u>				
30/04/2024	Jo Pelham-Walsh	PC53	12.60	Postage stamps- LHA certs
30/04/2024	Jo Pelham- Walsh	PC54	1.75	Milk
24/04/2024	Claire Coomber	PC55	1.25	Milk
29/04/2024	Tamsyn Dowling	PC56	1.25	Milk
07/05/2024	Claire Coomber	PC57	1.25	Milk
08/05/2024	Claire Coomber	PC58	34.80	Nozecco for Community event
09/05/2024	Refreshments	PC59	7.20	Coffee and milk
14/05/2024	Jo Pelham-Wales	PC60	17.25	Refreshments purchased
			<u>77.35</u>	
	Total Payments		<u>87,285.68</u>	

REDRUTH TOWN COUNCIL

PLANNING SUBMISSIONS FOR: Monday 20th May 2024

LIST 1 (FOR APPROVAL EN-BLOC)

Ser No	Planning App No <i>(All PA24/ unless otherwise stated)</i>	Details	Ward	Reply
1	08622 (PA23)	11A Green Lane Conversion and extension of existing shop to form residential apartment For Mr S Johns	North	Supported
2	02404	2-4 Clinton Road Listed building consent for proposed installation of new passenger lift, disabled WC and associated works For Mr Joshua Nawras, Redruth Former Library CIC	South	Supported
3	02444	7 Green Lane Proposed conversion of lower ground floor to form a single bedroom residential apartment For Mr S Johns	North	Supported
4	02002	The Nook, Wheal Montague, North Country Erection of a detached dwelling with a double garage with a workshop above For Mr & Mrs Geraint & Megan Thomas	North	Supported
5	03191	Stanley Way, Cardrew Prior notification for proposed removal of the existing 15m lattice tower and the installation of a replacement 20m high lattice tower with a new headframe along with 6no. antennas and 1no. 600mm transmission dish; plus ancillary development thereto For Cornerstone Telecommunications Infrastructure Limited	Central	Supported
6	02319	Windy Ridge, Radnor Road Retention of livestock shelter and feed shed For Mrs L Abraham	North	Supported

7	02709	5 Clarence Villas, Mount Ambrose Proposal to add a tiled pitched roof to garage. Close up window and door openings and render wall finish. Replace courtyard opening with bi-fold doors For Ms E Pearse	Central	Supported
8	01051	Homestead, 27 Treskerby Double storey side extension and new vehicle access For Mr & Mrs Davey	Central	Supported
9	01919	11 Hoskings Row Installation of solar panels to the front pitched roof of the property For Miss Jordan Willis, South Coast Building Company Limited	North	Supported
10	03404	7 St Stephens Crescent, Treleigh First floor bedroom on timber clad columns For Mr Ian Evans	North	Supported

LIST 2

Ser No	Planning App No <i>(All PA24/ unless otherwise stated)</i>	Details	Ward	Reply
11	02338 (Cllr A Biscoe)	RR Transport Limited, 59 Cardrew Industrial Estate, Cardrew Way Hazardous substance consent for storage of P3A flammable aerosols For Mark Gordon Bailey, RR Transport Ltd	Central	

REDRUTH TOWN COUNCIL
LICENSING SUBMISSIONS FOR:

Monday 20th May 2024

Ser No	License No <i>(All LI24/ unless otherwise stated)</i>	Details
1	002526	The Buttermarket, Station Hill Sale by Retail of Alcohol, Late Night Refreshment and Regulated Entertainment For Redruth Revival CIC

REDRUTH TOWN COUNCIL
REQUESTS FOR PRE-APPLICATION ADVICE:

Monday 20th May 2024

Reference	Location	Details
PA24/00542/PREAPP	59 Fore Street	Pre application advice for conversion of shop and flat to form 3 flats