



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

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

Town Mayor: Cllr A Biscoe

Town Clerk: C Williams

See Distribution

Date:
15th October 2025

Dear Councillor

Finance Committee Meeting – 20th October 2025

You are summoned to attend a Meeting of the Redruth Town Council Finance Committee to be held in the Langman Room, Redruth Civic Centre, Alma Place, on Monday 20th October 2025, commencing at 7pm.

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

Yours sincerely

A handwritten signature in black ink that reads "Charlotte Williams".

Mrs C Williams

Town Clerk

Enclosures:

Agenda and associated documentation

Distribution:

Action:

Cllr Barnes
Cllr Allen
Cllr A Biscoe
Cllr H Biscoe
Cllr Broad
Cllr Morrison
Cllr Reeve
Cllr Thomas
Cllr Tremayne

Information:

All other Town Councillors
Press & Public

Redruth Town Council
Finance Committee Meeting – 20th October 2025
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 enable the public to put questions to the Council on any item on this agenda.
4. To confirm the Minutes of the meeting of the Finance Committee held on 14th July 2025. [Minutes attached].
5. To review the Management Report for the quarter ended 30th September 2025. [See schedule attached].
6. To agree a future format for Management Reports, detailed Management reports and Budget.
7. To receive the report from the Responsible Finance Officer (RFO) for the period ended 30 September 2025, including an update on the Budget for 2026/27 [See report attached].
8. To receive the final External Audit report for 2024/25 [see report attached].
9. To agree dates for the Councillors' internal audit for Q1 and Q2.
10. To review the Financial Risk Assessment for 2025 [see report attached].
11. To confirm the effectiveness of our internal controls [see report attached].
12. To approve transfer of funds to the CCLA account.

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

The Council is invited 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.

13. To receive an update on the Clock Tower.

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 A Biscoe

Town Clerk: Ms C Caldwell

Minutes of a Meeting of the Finance Committee held at Redruth Civic Centre, Alma Place, Redruth on Monday 14th July 2025

Present: Cllr S Barnes (Chair)
Cllr E Allen
Cllr A Biscoe
Cllr H Biscoe
Cllr P Broad
Cllr J Morrison
Cllr D Reeve
Cllr I Thomas
Cllr W Tremayne

In attendance:	Ms C Caldwell	Town Clerk
	Mrs H Bardle	Responsible Finance Officer
	Ms C Welsh	Strategic Projects Officer
	Ms M Martin	Business Liaison Manager
	Miss K O'Dell	Administrator
	Cllr R Jolly	
	Mr B Kelly	CRASH
	Ms C Taylor	Redruth Clothes Bank
	Mr J Hale	Redruth Cricket Club
	Mrs M Tremayne	Gwealan Tops
	Ms S Sullivan	Totally Locally
	Mr J Faragher	Truro Nourish Hub
	Ms D Mitchell	RJ Working

PART I – PUBLIC SESSION

1627.1 To receive apologies for absence

None were received.

1627.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda

Cllrs Barnes and Tremayne both declared an interest and signed the register accordingly.

Public participation session – to enable members of the public to put questions to the Council relating to any items on the agenda

Mr Kelly introduced himself as an official representing CRASH, a group that supports anyone who has had a cardiac problem with both physical and emotional support. To keep the group operational, they need a number of qualified first aid members at each session. They have asked Redruth Town Council for a grant to help with covering the cost of running a course.

Mrs Tremayne had attended the meeting to ask for a grant to help maintain the play equipment at Gwealan Tops adventure playground. She stated that it is the only adventure playground in Cornwall, and it provides a free playing space for over 8000 children with all play being led by children with adult supervision.

Ms Taylor spoke about the Redruth Clothes Bank, a new community group set up as there was no such facility in Redruth. It has been a big success with over 100 attendees per session. They have applied for a grant to part fund the Free Child Christmas Picnic Lunch planned for Saturday 6th December 2025. This would be held alongside Redruth Town Council's Christmas grotto and would provide an additional free activity to children waiting to see Santa.

Mr Hale introduced himself as a committee member of Redruth Cricket Club. He explained that the club used as much green energy as it could and one of these methods was solar panels. They have applied for a grant to purchase a second solar battery to store electricity for consumption in the evening as a full stocked battery could save up to £200 per month. Cllr H Biscoe asked if the solar panels are angled to get the maximum amount of sunlight. Mr Hale replied that they can be angled and tilted in order to do so.

Ms Mitchell introduced herself as the CEO of RJ Working. They have applied for a grant to enable a partnership working with Redruth Youth Council and the local schools, providing fun, interactive workshops and promoting specific events such as the youth festival. They would go into schools and actively promote the aspiration to join the Redruth Youth Council. Cllr Morrison asked how many sessions would be provided and Ms Mitchell said a specific number had not been decided it would depend on how many were required. Cllr Allen asked what ages of staff would be involved and Ms Mitchell responded that the majority of her staff are between 18 and 25.

Ms Sullivan spoke on behalf of Totally Locally. They have applied for a grant to put up a map on an area of wall adjacent to the clock tower. Existing signage would be lowered in order to put the map up. The grant would cover the cost of getting the map printed. The design was completed for free and Redruth Town Council's facilities team has agreed to do the installation free of charge.

Mr Faragher was representing Truro Nourish Hub. He explained that although the name said Truro, it was a misnomer as they have worked in several Cornish towns including Bodmin and Hayle. They have applied for a grant to support the delivery of a new community engagement project which would combine three already successful projects: Grow (a community garden), Sizzle (cookery) and Create (Podcasts). The project would be aimed at young people and workshops would be held monthly with free food. They would collaborate with existing groups and projects already in Redruth. Cllr Barnes asked where workshops would be held, and Mr Faragher replied that they would be looking into possible venues if their grant application was successful. He added that the Langman Room would be suitable as all they need is a safe venue with electricity. He would approach local church halls and sports clubs. Cllr Broad mentioned

that there is a community room available at the local Tesco store. Cllr Thomas said they should speak to the Redruth Youth Café as that would be an excellent opportunity.

Cllr Barnes thanked all the grant applicants for their time.

Ms Martin, Mr Kelly, Mrs Tremayne, Ms Taylor, Mr Hale, Ms Mitchell, Ms Sullivan and Mr Faragher all left the meeting at this point.

1627.4 To confirm the Minutes of the Meeting of the Finance Committee held on 7th April 2025

1627.4.1 RESOLVED by Majority to accept the Minutes of the Meeting of the Finance Committee held on 7th April 2025 as a true and accurate record of proceedings [Proposed Cllr Barnes; Seconded Cllr A Biscoe] Cllrs Allen, Broad, Morrison, Tremayne and Reeve abstained as they had not been present at the previous meeting.

1627.5 To review the Management Report for the quarter ended 30th June 2025

The report was circulated prior to the meeting. The RFO said she would be happy to send out any further information as required as it was a long document. She answered a question from Cllr Allen on staffing costs.

1627.5.1 Unanimously RESOLVED to note the report [Proposed Cllr Barnes; Seconded Cllr H Biscoe]

1627.6 To receive the report from the Responsible Finance Officer (RFO) for the period ended 30th June 2025

The report was circulated prior to the meeting. The RFO drew attention to point 2.4 and the proposal to cease security at meetings to save money. The security team were brought in to aid with the need to comply with social distancing due to the COVID-19 pandemic but now would no longer be necessary. Cllr Allen asked how anyone arriving late to a meeting would gain access and the Town Clerk assured Cllrs that would not be a problem. Cllr Tremayne asked if staff safety would be compromised especially in the winter months when it would be dark outside. The Town Clerk responded that all staff left meetings together and walked to the car park as a group so there were no concerns.

1627.6.1 Unanimously RESOLVED to cease having security present at evening meetings going forward and to install a bell on the front Library door for late arrivals [Proposed Cllr Reeve; Seconded Cllr Tremayne]

The RFO asked Cllrs to consider a proposal regarding mobile phones for staff and councillors. At the present time, seven members of staff either do not have a work phone provided or they have one insufficient for their work requirements. Several councillors have also requested a work phone. The RFO said we are under budget for mobile phones and asked Cllrs to decide whether to approve mobiles for staff, councillors who have requested them or all councillors. Cllr Barnes queried why the Town Council would pay for councillors to have a phone. Cllr Thomas said in his opinion that it would not be necessary for councillors to have mobile phones and that they should go through the office main line if they do not want to use their personal numbers and had concerns that it could affect the precept. Cllr Allen said she did not want her personal number made public, due to the fact this represented a serious GDPR risk as well as potential impact on work/life balance. The Town Clerk stated that in terms of contact ability for parishioners, it is important that a number is shown on the Council's website. Cllr Tremayne asked if he would be

able to access emails on the mobile as currently, he can only access them through the tablet when he has wi-fi and that is sometimes difficult for him. The Town Clerk replied that they would have email access. The Town Clerk added that we currently have a website where there are no contact details for some councillors and that needs to be addressed. The RFO stated that if we have the 7 staff mobiles and 8 available for councillors then we would be within the budget.

- 1627.6.2 RESOLVED by Majority to provide work phones for 7 staff members and any councillors who request one [Proposed Cllr Reeve; Seconded Cllr H Biscoe] Cllr Thomas abstained.

1627.7 To receive the final Internal Audit report for 2024/25

The report was circulated prior to the meeting.

- 1627.7.1 Unanimously RESOLVED to note the report [Proposed Cllr Barnes; Seconded Cllr H Biscoe]

1627.8 To receive the Councillors' internal audit report for quarter 4 2024/25

The report was circulated prior to the meeting.

- 1627.8.1 Unanimously RESOLVED to note the report [Proposed Cllr Barnes; Seconded Cllr H Biscoe]

1627.9 To agree the timetable and rota for the Councillors' internal audit for the year ended 31st March 2026

The RFO asked for 8 councillors to volunteer to complete the internal audit for each quarter.

Cllrs Reeve and Allen volunteered for the quarter ending June 2025.

Cllrs A Biscoe and Broad volunteered for the quarter ending September 2025

Cllrs Tremayne and Morrison volunteered for the quarter ending December 2025

Cllrs Barnes and H Biscoe volunteered for the quarter ending March 2026

1627.10 To consider a request to utilise an Earmarked Reserve to meet the costs of the Residents' Survey

The RFO requested that two existing Earmarked Reserves (EMR) are used to pay the costs of the survey, including new software and a more powerful laptop to run it, printing and mailout, administration time and other expenses. Cllr Allen asked if the software cost would be included in next year's budget in order for us to access the data. The Town Clerk confirmed it would be and that some other councils had already been in contact with us about the survey and that there could be scope for consultancy.

- 1627.10.1 Unanimously RESOLVED to use the two existing EMR to cover the costs of the Residents' Survey [Proposed Cllr A Biscoe; Seconded Cllr H Biscoe]

1627.11 To consider the Grant applications made in the period to 30th June 2025

The Grant Applications were dealt with in accordance with the attached Annex A

Redruth Town Council
Grant Application Summary
Meeting Date: 14th July 2025

Budget 2025-2026: £16,000		Allocated to date: nil		Balance available: £16,000	
No	Applicant	Purpose	Amount Applied for	Decision	Previous Awards
1.	CRASH	12 members of the group need to renew their one-day Level 3 Award in Emergency First Aid at Work (RQF) qualification.	£480	Unanimously RESOLVED to grant the amount requested in full [Proposed Cllr A Biscoe; Seconded Cllr H Biscoe]	£180 in 2024 for defibrillator pads
2.	Gwealan Tops	To introduce new pieces of equipment and enhance the existing structures in order to extend the play, fun and stimulating experiences for young people in Redruth	£500	Unanimously RESOLVED to grant the amount requested in full [Proposed Cllr Broad; Seconded Cllr Morrison]	Nil
3.	National Literacy Trust	Following the success of Redruth Reads 2024 we seek funding for this programme in summer 2025. We role-modelled how to share stories with little ones, demonstrating simple play activities linked to effective speech and language development. We gifted a total of 250 high quality books so that families could continue the important work there.	£500	Unanimously RESOLVED to grant the amount requested in full [Proposed Cllr Reeve; Seconded Cllr Thomas]	£500 in 2024
4.	Redruth Clothes Bank	The application is to part-fund the Free Child Christmas Picnic Lunch planned for Saturday 6 th December 2025 at the Community Centre. This will go alongside the RTC Santa's grotto and provide an additional free activity.	£340	Unanimously RESOLVED to grant the amount requested in full [Proposed Cllr A Biscoe; Seconded Cllr Broad]	Nil
5.	Redruth Cricket Club	Redruth CC are currently in the process of installing and commissioning solar panels. We want to install a solar battery to store this electricity for consumption in the evening. All money will be re-invested back into the cricket club.	£500	Unanimously RESOLVED to grant the amount requested in full [Proposed Cllr H Biscoe; Seconded Cllr Allen]	Yes, January 2021, - £500 and July 2024 - £500

6.	RJ Working	Young members of the RJ Working team are proposing a partnership with Redruth's Youth Council: i) To promote understanding of the work of the Youth Council in Redruth's schools and the wider community, ii) To promote the aspiration of joining the Youth Council among Redruth's children and young people, and iii) Using Restorative approaches to support Youth Councillors consulting and representing wider groups of Redruth's children and young people.	£1800	RESOLVED by Majority not to support the grant request and to ask the Town Clerk to discuss this application with RJ Working in further detail [Proposed Cllr H Biscoe; Seconded Cllr Allen] Cllr Thomas abstained.	Nil
7.	True Butterflies	The True Butterflies Foundation is a registered charity that supports survivors of domestic abuse and their children. We would like to offer more children in Redruth support within their schools. We have an emotional support program called Little Wings, which is available to provide for children age 3 to 10, in mainstream school who are affected by domestic abuse.	£500	Unanimously RESOLVED to grant the amount requested in full [Proposed Cllr Allen; Seconded Cllr A Biscoe]	Nil
8.	Totally Locally	To cover the printing costs of an enlarged Totally Locally map which will showcase over 100 independent businesses in the town centre and be erected on the wall on the side of Market Strand.	£468	RESOLVED by Majority to grant the amount requested in full [Proposed Cllr Allen; Seconded Cllr Morrison] Cllrs H Biscoe and Thomas abstained.	Nil
9.	Truro Nourish Hub	To support the delivery of a new community engagement project designed to foster inclusion, connection, and opportunity for the residents of Redruth parish. The project will focus on creating a series of accessible workshops, events, and support sessions aimed at young people, families, and individuals who may be experiencing social isolation, unemployment, or other barriers to participation in community life	£350	Unanimously RESOLVED to grant the amount requested in full on the production of an appropriate delivery timescale and list of prospective collaborative partners [Proposed Cllr Reeve; Seconded Cllr Allen]	Nil

Redruth Town Council
Summary Management Report
2025-26 Month 6

September 2025

	Actuals to date	2025-26 Budget - Year to Date	Variance under / (over) spend
	£	£	£
INCOME			
Precept	1,381,718	1,381,718	0
Interest received	13,977	17,000	(3,023)
Asset Management income	4,653	11,000	(6,348)
Sundry income	41	0	41
TOTAL INCOME	1,400,388	1,409,718	(9,330)
EXPENDITURE			
CORE COSTS			
Salaries and oncosts	139,601	132,648	(6,953)
Other staff costs	17,067	21,740	4,673
Office costs	33,158	32,979	(179)
Governance costs	16,005	20,100	4,095
Total Core Costs	205,831	207,467	1,636
ASSET MANAGEMENT			
Salaries and oncosts	115,973	112,676	(3,297)
Facilities team costs	36,541	32,370	(4,171)
Christmas Lights	0	20,000	20,000
Properties and public realm, net of rental income	65,362	79,712	14,350
Total Asset Management Costs	217,876	244,758	26,882
LIBRARY			
Salaries and oncosts	134,105	129,118	(4,987)
Library income	(1,908)	(1,740)	168
Library costs	1,080	5,220	4,140
Total Library Costs	133,277	132,598	(679)
COMMUNICATIONS			
Salaries and oncosts	49,200	49,581	381
Communications income	(2,762)	(800)	1,962
Communications - other costs	13,374	8,400	(4,974)
Festivals and Events	31,815	28,500	(3,315)
Total Communications Costs	91,627	85,681	(5,946)
PROJECTS			
Salaries and oncosts	42,084	40,471	(1,613)
Other project costs	91	1,450	1,359
CCTV	12,230	14,394	2,164
Total Projects Costs	54,405	56,315	1,910
TOTAL EXPENDITURE	703,018	726,819	23,802
NET SURPLUS/(DEFICIT)	697,371	682,899	14,472

Redruth Town Council
Detailed Management Report
2025-26 Month 6

September 2025

	Actuals to date	2025-26 Budget - Year to Date	Variance under / (over) spend	Comments
	£	£	£	
CORE COSTS				
Salary costs				
Wages and Salaries	101,559	99,054	(2,505)	Pay rises paid in July but budgeted in October
Temporary staff	2,676	0	(2,676)	Administrative support in April and May
Employers NIC	12,825	12,272	(553)	See above re pay rises
Employers Pension	22,542	21,322	(1,220)	See above re pay rises
	<u>139,601</u>	<u>132,648</u>	<u>(6,953)</u>	
Other Staff Costs				
Recruitment	2,573	4,000	1,427	Less new recruitment than expected in 2025/26
Staff mileage, travel and subsistence	663	500	(163)	£200 paid for train fares to courses in Bristol
Staff parking	2,400	2,500	100	
Other staff costs	558	440	(118)	Includes £250 bench for former Clerk
DBS fees	396	250	(146)	DBS fees for new Councillors
Occupational Health fees	0	750	750	No uptake so far this year
Employee Assistance Programme	550	1,500	950	Over-budgeted cost
HR Support	5,500	7,000	1,500	Switched to Stephens Scown
Staff training	4,429	4,800	371	
	<u>17,067</u>	<u>21,740</u>	<u>4,673</u>	

Redruth Town Council
Detailed Management Report
2025-26 Month 6

September 2025

CORE COSTS	Actuals to date	2025-26 Budget - Year to Date	Variance under / (over) spend	Comments
	£	£	£	
Office Costs				
Telephones and internet	435	1,080	645	
Mobile phones	975	2,400	1,425	SIM-only for 13 phones until September.
Tablets	1,660	1,800	140	
Software and licences	5,231	4,324	(907)	More Microsoft licences than budgeted due to more staff
IT Support	4,439	3,145	(1,294)	Higher than budgeted due to increase in staff
Photocopier lease and consumables	1,095	900	(195)	
Office equipment costs	(202)	850	1,052	Accrual b/f for new laptops higher than actual cost
Refreshments	298	150	(148)	Did not budget for higher staff numbers
Insurance	12,714	14,050	1,336	Deal negotiated with insurance company
Stationery	1,821	750	(1,071)	Higher than expected due to more staff/activities
Printing	134	0	(134)	Banners for Town meeting
Postage	0	30	30	
Subscriptions	4,498	3,500	(998)	Most annual subscriptions paid in April
Waste disposal	60	0	(60)	New contract for confidential shredding
	<u>33,158</u>	<u>32,979</u>	<u>(179)</u>	
Governance Costs				
Mayor's budget	730	1,000	270	
Member's training	300	0	(300)	Not budgeted in 2025/26
Meeting costs	853	750	(103)	Includes staff day and cost of CC meeting
Civic Events	384	0	(384)	Costs of Twinning event and Town meeting
Audit fees	2,100	2,100	0	
Bank charges	267	150	(117)	Includes Stripe fees and Sum-up costs
Loan repayments	8,084	8,100	16	
Grants paid to other organisations	3,288	8,000	4,712	Lower level of grants applied for
	<u>16,005</u>	<u>20,100</u>	<u>4,095</u>	

Redruth Town Council
Detailed Management Report
2025-26 Month 6

September 2025

	Actuals to date £	2025-26 Budget - Year to Date £	Variance under / (over) spend £	
ASSET MANAGEMENT				
Asset Management Income				
Sponsorship	0	7,000	(7,000)	Budgeted sponsorship for Floral baskets
Sundry income	243	0	243	Sale of scrap metal
Floral baskets	4,410	4,000	410	Invoices raised for Floral baskets
	<u>4,653</u>	<u>11,000</u>	<u>(6,348)</u>	
Salary costs				
Wages and Salaries	88,037	86,988	(1,049)	Pay rises paid in July but budgeted in October
Employers NIC	10,136	9,552	(584)	Due to pay rises paid in July
Employers Pension	16,042	16,136	94	Due to pay rises paid in July
Temporary staff costs	1,758	0	(1,758)	To cover long term sick leave
	<u>115,973</u>	<u>112,676</u>	<u>(3,297)</u>	
Facilities Team costs				
Green waste	223	0	(223)	
Equipment purchased	970	0	(970)	Purchase of long ladder and new roadsigns
PPE	1,820	1,280	(540)	Increase due to H&S requirements
Tools and small items	1,021	1,500	479	
Machinery maintenance	1,070	1,500	430	
Machinery fuel	437	500	63	
Vehicle lease	9,323	9,240	(83)	
Vehicle fuel	827	1,500	673	
Insurance - vehicles	2,465	2,750	285	Deal negotiated with insurance company
Floral baskets	13,884	14,100	216	
Consultancy fees	4,500	0	(4,500)	Asset Management consultancy
	<u>36,541</u>	<u>32,370</u>	<u>(4,171)</u>	
Christmas Lights	<u>0</u>	<u>20,000</u>	<u>20,000</u>	Costs to date funded by TRIP

Redruth Town Council

Detailed Management Report

2025-26 Month 6

September 2025

	Actuals to date	2025-26 Budget - Year to Date	Variance under / (over) spend
	£	£	£
CIVIC CENTRE			
Costs			
Non-domestic business rates	17,205	17,510	305
Electricity	7,696	12,000	4,304
Gas	467	1,800	1,333
Water and sewerage	2,087	850	(1,237)
Cleaning and cleaning materials	889	9,000	8,111
Waste disposal	792	973	181
Hygiene contracts	340	1,130	790
Security - property	128	100	(28)
Maintenance of buildings	330	4,250	3,920
Maintenance and testing - heating and aircon	880	635	(245)
Maintenance and testing - lifts	0	200	200
Maintenance and testing - fire safety systems	1,983	300	(1,683)
Maintenance and testing - plumbing and toilet systems	482	565	83
Maintenance and testing - security systems	0	925	925
Maintenance and testing - electrical systems and appliances	1,632	1,130	(502)
Equipment hire	77	565	488
	<u>34,989</u>	<u>51,933</u>	<u>16,944</u>

Redruth Town Council
Detailed Management Report
2025-26 Month 6

September 2025

MARKET WAY

	Actuals to date	2025-26 Budget - Year to Date	Variance under / (over) spend	
	£	£	£	
Income				
Rental income	16,517	15,000	(1,517)	
Service charges	1,178		(1,178)	
Recharge utilities	1,650		(1,650)	
	<u>19,344</u>	<u>15,000</u>	<u>(4,344)</u>	
Costs				
Non-domestic business rates	1,971	850	(1,121)	Offset by service charge income
Electricity	3,146	250	(2,896)	Partly offset by recharges. Further bills to be raised
Water and sewerage	96	700	604	
Cleaning and cleaning materials	6,316	5,520	(796)	
Waste disposal	2,340	250	(2,090)	Budget included assumed recharge to tenants which has not yet been implemented
Internet systems	130		(130)	
Security - property	4,491	3,800	(691)	
Maintenance of buildings	124	1,100	976	
Maintenance and testing - plumbing and toilet systems	508	500	(8)	
Maintenance and testing - electrical systems and appliances	662	0	(662)	
Pest and weed control	2,945	3,250	305	
Equipment hire	305		(305)	
	<u>23,034</u>	<u>16,220</u>	<u>(6,814)</u>	
Net cost after rental income	<u>3,689</u>	<u>1,220</u>	<u>(2,469)</u>	

Redruth Town Council
Detailed Management Report
2025-26 Month 6

September 2025

CHAMBERS

	Actuals to date	2025-26 Budget - Year to Date	Variance under / (over) spend	
	£	£	£	
Income				
Rental income	3,900	5,100	1,200	loss of rent from 1st floor from August
Recharge utilities	4,823		(4,823)	Electricity recharges to be calculated to 30 Sept
	<u>8,723</u>	<u>5,100</u>	<u>(3,623)</u>	
Costs				
Non-domestic business rates	5,177	3,750	(1,427)	Now using top floor so pay more in rates
Electricity	2,962	1,000	(1,962)	Budget was net of recharges/RTC now using building again
Gas	4,205	280	(3,925)	Budget was net of recharges/RTC now using building again
Water and sewerage	768	63	(705)	Budget was net of recharges/RTC now using building again
Maintenance and testing - heating and aircon		450	450	
Maintenance and testing - lifts	283	200	(83)	
Maintenance and testing - fire safety systems	380	100	(280)	
Maintenance and testing - plumbing and toilet systems	550	0	(550)	Legionella testing not budgeted
Maintenance and testing - security systems	0	52	52	
Maintenance and testing - electrical systems and appliances	0	150	150	
	<u>14,324</u>	<u>6,045</u>	<u>(8,279)</u>	
Net cost after rental income	<u>9,501</u>	<u>6,045</u>	<u>(3,456)</u>	

Redruth Town Council

Detailed Management Report

2025-26 Month 6

September 2025

	Actuals to date	2025-26 Budget - Year to Date	Variance under / (over) spend
	£	£	£
PUBLIC TOILETS			
Costs			
Electricity	142	375	233
Water and sewerage	2,174	2,500	326
Cleaning and cleaning materials	6,300	6,500	200
Maintenance of buildings	0	1,000	1,000
Maintenance and testing - plumbing and toilet systems	1,308	488	(820)
	<u>9,924</u>	<u>10,863</u>	<u>939</u>
FACILITIES YARD			
Costs			
Rent	1,103	2,175	1,073
Non-domestic business rates	1,235	1,100	(135)
Electricity	279	250	(29)
Water	0	255	255
	<u>2,616</u>	<u>3,780</u>	<u>1,164</u>

Redruth Town Council
Detailed Management Report
2025-26 Month 6

September 2025

EAST END PLAYING FIELD/SKATE PARK

	Actuals to date	2025-26 Budget - Year to Date	Variance under / (over) spend
	£	£	£
Costs			
Wayleave income	(168)	0	168
Maintenance of public spaces	520	500	(20)
Maintenance and testing - play equipment	160	2,000	1,840
Play equipment inspections		100	100
Skate Park Maintenance		1,000	1,000
Waste disposal	0	850	850
	<u>512</u>	<u>4,450</u>	<u>3,938</u>

PLAIN-AN-GWARRY

	£	£	£	
Costs				
Maintenance of public spaces	11	100	89	
Maintenance and testing - play equipment	80	200	120	
Purchase of play equipment	3,760	2,500	(1,260)	Replacement of basketball hoop
Waste disposal	0	500	500	
	<u>3,851</u>	<u>3,300</u>	<u>(551)</u>	

Redruth Town Council
Detailed Management Report
2025-26 Month 6

September 2025

	Actuals to date	2025-26 Budget - Year to Date	Variance under / (over) spend	
ST RUMONS GARDEN	£	£	£	
Costs				
Electricity	278	420	142	
Water and sewerage	79	30	(49)	
Waste disposal	0	500	500	
Maintenance of public spaces	91	1,500	1,409	
	<u>448</u>	<u>2,450</u>	<u>2,002</u>	
OTHER SITES				
Costs				
Electricity	(407)	0	407	Inc £510 electricity refund re Clinton Road
Water and sewerage	353	0	(353)	Surface drainage Cross Street
Cleaning	42		(42)	
Security - property	383	0	(383)	Security - Albany Road playing field
Maintenance of buildings		438	438	
Maintenance of public spaces	571	88	(483)	Inc £304 for removal of rugby post at Strawberry Field
Maintenance and testing - plumbing and toilet systems	1,930	0	(1,930)	Legionella testing and repairs at Comm Centre and G-a-T
Maintenance and testing - play equipment	134	0	(134)	Play Equipment inspection at Gweal-an-Tops
Other equipment maintenance	200	245	45	Murdoch Flyer maintenance
Tools and small items	30	0	(30)	
Equipment Hire	496	0	(496)	Hire of fencing for rugby posts at Strawberry Field
	<u>3,732</u>	<u>771</u>	<u>(2,961)</u>	

Redruth Town Council
Detailed Management Report
2025-26 Month 6

September 2025

PROJECTS	Actuals to date	2025-26 Budget - Year to Date	Variance under / (over) spend	Comments
	£	£	£	
Salary costs				
Wages and Salaries	31,630	30,460	(1,170)	Pay rises paid in July but budgeted in October
Employers NIC	4,143	4,042	(101)	Due to pay rises paid in July
Employers Pension	6,312	5,969	(343)	Due to pay rises paid in July
	<u>42,084</u>	<u>40,471</u>	<u>(1,613)</u>	
Other Project Costs				
Staff mileage, travel and subsistence	91	0	(91)	
Community activities	0	1,450	1,450	
	<u>91</u>	<u>1,450</u>	<u>1,359</u>	
CCTV				
CCTV Income				
Income from CCTV contracts	<u>0</u>	<u>20,121</u>	<u>20,121</u>	
Salary costs				
Wages and Salaries	7,911	24,038	16,127	
Employers NIC	999	0	(999)	
Employers Pension	939	0	(939)	
	<u>9,849</u>	<u>24,038</u>	<u>14,189</u>	
Other CCTV costs				
Staff mileage, travel and subsistence	56	0	(56)	
Telephones and internet	451	500	49	
Equipment		8,400	8,400	
CCTV Costs	1,460	1,577	117	
Legal expenses	413	0	(413)	
	<u>2,381</u>	<u>10,477</u>	<u>8,096</u>	

Redruth Town Council
Detailed Management Report
2025-26 Month 6

September 2025

	Actuals to date	2025-26 Budget - Year to Date	Variance under / (over) spend	
	£	£	£	
LIBRARY				
Salary costs				
Wages and Salaries	103,675	99,732	(3,943)	Pay rises paid in July but budgeted in October
Employers NIC	11,861	10,676	(1,185)	Due to pay rises paid in July
Employers Pension	18,569	18,710	141	Due to pay rises paid in July
	<u>134,105</u>	<u>129,118</u>	<u>(4,987)</u>	
Library Income				
Photocopy income	1,711	1,740	(29)	
Library sales	20	0	20	
Fines and lost items	40	0	40	
Other library income	137	0	137	
	<u>1,908</u>	<u>1,740</u>	<u>168</u>	
Library Costs				
Office equipment costs	123	0	(123)	
Stationery	60	50	(10)	
Subscriptions	0	2,100	2,100	PRS subscription not required
Marketing and advertising	0	350	350	
Library events and activities	345	1,200	855	
Newspapers	375	345	(30)	
Home Library Service costs	55	75	20	
Discover Redruth Centre costs	123	1,100	977	
	<u>1,080</u>	<u>5,220</u>	<u>4,140</u>	

Redruth Town Council
Detailed Management Report
2025-26 Month 6

September 2025

COMMUNICATIONS	Actual to date	2025-26 Budget - Year to Date	Variance under / (over) spend	
	£	£	£	
Salary costs				
Wages and Salaries	36,993	37,756	763	Reduction due to reduced hours
Employers NIC	4,690	4,524	(166)	
Employers Pension	7,518	7,301	(217)	
	<u>49,200</u>	<u>49,581</u>	<u>381</u>	
Communications income				
Sponsorship	2,245	800	(1,445)	Local Hero Awards income
Advertising income	17	0	(17)	
Stalls income	500	0	(500)	Clear credits from Pasty Festival 2024
	<u>2,762</u>	<u>800</u>	<u>(1,962)</u>	
Other Communications costs				
Staff mileage, travel and subsistence	185	0	(185)	
Staff training	250	0	(250)	
Software and licences	257	0	(257)	Canva
Printing	539	2,500	1,961	
Subscriptions	485	0	(485)	
Civic Awards	2,748	800	(1,948)	Local Hero Awards costs
Youth Council Activities	115	550	435	
PPE	84	0	(84)	
Marketing and advertising	695	0	(695)	Cornwall Map and Blackbird Pie adverts
Equipment purchased	5,248	0	(5,248)	Radios purchased for festivals
Town Council website	478	2,200	1,722	
Discover Redruth website	115	2,150	2,035	
Podcasts	0	200	200	
Design and branding	2,175	0	(2,175)	Consultancy fees
	<u>13,374</u>	<u>8,400</u>	<u>(4,974)</u>	

Redruth Town Council
Detailed Management Report
2025-26 Month 6

September 2025

FESTIVALS and EVENTS	Notes	Murdoch Day		Youth Festival - funded by EMR		RIM&PF		Redruth in Lights		St Piran Festival		Other Events		Total	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Expenditure															
Music, entertainers and activities		2,325	13,500	1,894	5,000	1,765	12,000			100		150	750	6,234	31,250
Equipment and stage		2,058		5,929	10,000	2,064								10,052	10,000
Licences and Road Closures		126				61								187	-
Event personnel		4,520		3,830		4,429				212				12,991	-
Marketing and Advertising		1,383		1,148		939		765						4,235	-
Other		170				66								235	-
Total expenditure		10,582	13,500	12,801	15,000	9,324	12,000	765	-	312	-	150	750	33,935	41,250
Income															
Stalls		1,230		360	-	530	-		-		-			2,120	-
Sponsorship		-	6,750				6,000		-		-			-	12,750
Advertising		-		-	-	-	-		-		-			-	-
Total income		1,230	6,750	360	-	530	6,000	-	-	-	-	-	-	2,120	12,750
Net Expenditure		9,352	6,750	12,441	15,000	8,794	6,000	765	-	312	-	150	750	31,815	28,500

Redruth Town Council Detailed Management Report 2025-26 Month 6						September 2025
	Opening Balance	2025/26 Income expected	2025/26 Income Actual	2025/26 Expenditure Actual	Closing Balance	
EARMARKED RESERVES	£	£	£	£	£	
Town Clock EMR	0	0	15,000	(20,720)	(5,720)	Town Clock costs to be covered by transfer from CIL fund
Office Equipment EMR	3,480				3,480	
Elections EMR	19,813			(17,455)	2,358	
Playgrounds EMR	6,175				6,175	
Grounds Equipment EMR	7,731				7,731	
Skatepark EMR	26,046	28,500			54,546	
Bus Shelters EMR	3,988				3,988	
Station Hill EMR	1,200				1,200	
Signs EMR	5,942				5,942	
Training EMR	3,481				3,481	
Building Contingency EMR	5,346				5,346	
Tourism EMR	822				822	
Neighbourhood Plan EMR	9,332			(6,808)	2,523	Resident Survey
CCTV EMR	6,219			(26,163)	(19,944)	CCTV recharge of equipment costs to be invoiced
Public Realm EMR	2,000				2,000	
Christmas Lights EMR	1,479				1,479	
Transition EMR	51,753	0	25	(27,796)	23,981	Costs to date of office move
Town Trail Leaflets EMR	4,922				4,922	
Toilets EMR	99,399				99,399	
Bunting and Flags EMR	2,427				2,427	
Youth Council EMR	1,410				1,410	
Redruth Community Centre EMR	6,182				6,182	
Grant Scheme EMR	3,013				3,013	
Events Contingency EMR	17,434				17,434	
Advertising EMR	2,272				2,272	
Market Way EMR	12,976				12,976	
Library EMR	1,307				1,307	
Community Infrastructure Levy EMR	37,509		2,662		40,172	fund to be offset against Clock Tower expenditure
Mobile Speed Signs EMR	10,000				10,000	
Gweal-an-Tops EMR	3,200			854	4,054	Legal fees
Staff Costs EMR	94,672			(18,711)	75,961	To be transferred to transition costs
Tourist Information Centre EMR	1,800				1,800	
Climate Change EMR	30,842				30,842	
Floral Displays EMR	6,000				6,000	
Town Accelerator Fund EMR	8,250		8,250	(18,129)	(1,629)	Offset against transition costs
Youth Festival Community Fund EMR	20,000		360	(9,801)	10,559	Balance to be spent in 2026/27
CLUP Funding		81,343		(23,896)	57,447	First claim made to CC but not yet received
TRIP funding		163,820		(6,120)	157,700	
	518,422	273,663	26,297	(174,746)	643,636	

REPORT FOR: Meeting of Finance Committee on Monday 20th October 2025

SUBJECT OF REPORT: To update the committee on the work of the Deputy Town Clerk/Responsible Finance Officer

SUMMARY OF IMPLICATIONS

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

1.0 TERMS OF REFERENCE

- 1.1 To inform the committee about work carried out by the DTC/RFO since the last meeting.

2.0 REPORT

2.1 Update on priorities presented to the July 2025 meeting

<u>ITEM</u>	<u>UPDATE</u>
Complete documentation of finance procedures and expand training on Xero.	On going with key staff.
Carry out appraisals/probation interviews for all direct reports.	Carried out for Administration and Business Liaison, and objectives set. Still to complete Facilities Team.
Set income generation targets for Business Liaison Manager and agree programme of activity	Programme of activity has been agreed and targets set, these focus on driving sponsorship opportunities from the industrial estates, in line with businesses needs.
Maintain the organisation of the filing of documents and certificates for all assets.	This work has commenced and we are currently reviewing which online platform would be best fit.
Establish an audit system for the Asset Management Committee to check certification and actions arising for each property.	Still to be worked on.
Manage the Administrators to prepare an inventory of all equipment stored at the Facilities yard and at the Civic Centre and ensure it is shared with the relevant staff members.	The Asset Register has been updated but still need to complete the inventory at the Facilities Yard and The Chambers.
Work with the Christmas Lights working party and Facilities Team as determined at their meetings.	Ongoing work on Christmas Lights.
Prepare a Disposals policy for consideration at the October Committee meeting.	Will carry forward to January 2026.
Complete the renewal of utilities contracts	Completed with savings built in with new sustainable supplier.

Reconvene the internal Bid writing team and complete library of documents.	The first meeting took place in July and we are monitoring opportunities on a daily basis.
Report to the Town Clerk with a list of recommendations for replacing the servers, moving onto Cloud-based IT systems, updating the telephone system and commencing the Cyber Essentials accreditation	To be completed.

2.2 Priorities for Q3 2025/26

My priorities for the next three months are;

- Complete the budget and precept calculation for 2026/27.
- Agree a format for management information with Finance Committee and implement from October onwards.
- Continue the documentation of financial procedures, including streamlining the process of inputting information onto Xero.
- Work with the Administrators to ensure fully accessible documents are made available via the website as soon as possible, prior to the commission being let for procurement of a new RTC website which would have in built full accessibility and search facility on hot topics/keywords.
- Complete the asset register to include the Chambers and Facilities Yard.
- Oversee use of new asset management system.
- Work with Facilities Manager to ensure progress is made on key projects such as East End Park.
- Disposals policy.
- IT review – replacement office phones, servers and laptops for Councillors.
- Review of grants scheme.

2.3 Budget for 2026/27 Proposed Timetable

before 27th October hold meetings with Managers/SMT to work on individual budgets

27th October first complete budget reviewed by SMT

3rd November Draft budgets for Library, Projects, CCTV and Communications presented to Community Committee

1st December Draft budget for Asset Management presented to Asset Management Committee

8th December Extraordinary Staffing Committee meeting to consider staffing budget
Extraordinary Finance Committee meeting to consider overall budget

15th December Full budget and precept calculation presented to Full Council for approval

3.0 RECOMMENDATION

It is recommended that this report is noted and that a decision is taken on the proposed budget timetable outlined in 2.3.

Helen Bardle – Deputy Town Clerk and Responsible Finance Officer

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Redruth Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

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

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

28/04/2025

and recorded as minute reference:

1619.9

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

Chair

Clerk

Chair: [Signature]
Clerk: Charlotte Caldwell

Section 2 – Accounting Statements 2024/25 for

Redruth Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	765,600	811,969	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,045,261	1,176,015	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	94,304	120,903	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	649,615	818,324	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	16,670	16,383	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	426,911	462,622	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	811,969	811,558	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	862,295	869,038	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,255,789	1,263,209	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	209,000	198,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

I certify that for the year ended 31 March 2025 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

22/04/2025

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

28/04/2025

as recorded in minute reference:

1619.9

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

TJ Bardsley

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

EN Redruth Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A **limited assurance review is not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

None

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

EN BDO LLP Southampton

External Auditor Signature

DocuSigned by:

BDO LLP

457DFB745A3A428

Date

22 September 2025

REPORT FOR: Meeting of the Finance Committee on 20th October 2025

1.0 SUBJECT OF REPORT: To Review the Town Council's Risk Assessment of Financial Management

2.0 SUMMARY OF IMPLICATIONS

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

3.0 TERMS OF REFERENCE

- 3.1 As a corporate body it is necessary for the Town Council to have in place policies which will ensure the smooth and efficient running of the organisation. These policies should be reviewed from time-to-time, and at least on an annual basis.

4.0 REPORT

- 4.1 The Town Council Risk Assessment for Financial Management must be reviewed in each financial year. The last review was carried out by the Finance Committee at the meeting on 18th November 2024.

Attached is a copy of the Risk Assessment of Financial Management which has been updated to include any recommendations made by internal or external auditors during the previous year and reflect other changes during the course of the last 12 months.

5.0 CONCLUSION

- 5.1 The Risk Assessment of Financial Management is reviewed at least annually and updated as necessary.

6.0 RECOMMENDATION

- 6.1 It is recommended that Members consider this report and approve that the Risk Assessment of Financial Management meets our current needs.

Mrs H L Bardle
Deputy Town Clerk and Responsible Finance Officer

Redruth Town Council - Risk Assessment of Financial Management 2025-2026

Risks identified		Risk factor level - <i>High, Medium, Low</i>	Existing controls, precautions, arrangements, procedures	Are existing controls adequate? Yes/No	If no, what additional controls, precautions, arrangements, procedures are required?	Action to be taken by	Target date	Date completed and signature
No.	Risk							
	INSURABLE RISKS							
1	The protection of physical assets owned by the council buildings, furniture, equipment, etc. (loss or damage)	M	An up-to-date register of assets and investments. Regular maintenance arrangements for physical assets. Reconciliation of asset register to insurance cover requirements carried out in April each year, prior to renewal. Appointment of an interim Asset Manager.	Yes	Existing measures are adequate, but the Town Council will implement an Asset Management system to ensure safety and security of all assets is recorded centrally	DTC(RFO)	Mar-26	
2	The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public (public liability)	M	Regular inspections of amenities carried out and recorded by Facilities Team; regular maintenance arrangements for physical assets carried out on at least an annual basis. Health & Safety audit carried out in Autumn 2025	Yes	Additional work to be completed around review of Health and Safety audit findings, and implementation of recommendations	TC / DTC(RFO) / FacMgr / Asset Mgr	Mar-26	
3	The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss)	M	Annual review of risk and the adequacy of insurance cover carried out by Finance Committee; assessment of potential loss of Library provision from damage from upper floors;	Yes	Additional work to be completed around relationship with tenants in order to safeguard income.	DTC(RFO)	Dec-25	
4	Loss of cash through theft or dishonesty (fidelity guarantee)	L	Regular audit of accounts and practices by Finance Committee audit checks; annual review of risk and the adequacy of cover; amount of cash held kept to a minimum.	Yes				

Redruth Town Council - Risk Assessment of Financial Management 2025-2026

Risks identified		Risk factor level - <i>High, Medium, Low</i>	Existing controls, precautions, arrangements, procedures	Are existing controls adequate? Yes/No	If no, what additional controls, precautions, arrangements, procedures are required?	Action to be taken by	Target date	Date completed and signature
No.	Risk							
5	Legal liability as a consequence of asset ownership (public liability)	M	An up to date register of assets and investments; regular inspections and risk assessments. Regular review of lease and licence agreements.	Yes				
6	The protection of Council employees against bodily injury, death, disease, illness or shock whilst in the employment of the Council (Employers Liability)	M	Annual review of risk and the adequacy of cover carried out annually in discussion with insurance company, and by Finance Committee. Training Plan fully implemented for all staff of mandatory and specialist training to ensure full compliance and knowledge.	Yes				
POLICY								
7	Keeping proper financial records in accordance with statutory requirements	L	Standing orders and Financial regulations; Regular audit of financial records and proper arrangements for the approval of expenditure; reporting of accounts at all Finance Committee meetings; monthly bank reconciliations carried out by RFO and reviewed by Clerk, independently reviewed by audit checks	Yes				
8	The provision of services being carried out under agency/partnership agreements with principal authorities or additional contracted out activities	L	Regular reporting on performance by suppliers/ providers/ contractors; Annual review of contracts; Clear statements of management responsibility for each service. Full training on contract management principles implemented for relevant staff, and Risk Assessment compilation training undertaken.	Yes				

Redruth Town Council - Risk Assessment of Financial Management 2025-2026

Risks identified		Risk factor level - <i>High, Medium, Low</i>	Existing controls, precautions, arrangements, procedures	Are existing controls adequate? Yes/No	If no, what additional controls, precautions, arrangements, procedures are required?	Action to be taken by	Target date	Date completed and signature
No.	Risk							
9	Banking arrangements, including borrowing or lending	L	Regular bank reconciliations, independently reviewed; Adoption of and adherence to codes of practice for procurement and investment	Yes				
10	Ensuring all business activities are within legal powers applicable to local councils	M	Standing orders and Financial Regulations regularly reviewed; regular scrutiny of financial records by Finance Committee and proper arrangements for the approval of expenditure; Council has General Powers of Competence; DTC(RFO) has completed FILCA	Yes				
11	Complying with restrictions on borrowing	L	Procedures for dealing with and monitoring grants or loans made or received	Yes				
12	Ensuring that all requirements are met under employment law and Inland Revenue regulations	M	Regular returns to the Inland Revenue; contracts of employment for all staff, annually reviewed by the council, systems of updating records for any changes in relevant legislation; all checked as part of Finance Committee audit checks and independent internal auditor	Yes	Monthly checklist to be compiled as part of resilience process to ensure statutory returns are submitted and payments made in accordance with deadlines	DTC(RFO)	Mar-26	
13	Ensuring all requirements are met under Customs and Excise regulations (especially VAT)	M	Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary; all checked as part of Finance Committee audit checks, and independent internal auditor. Now using Make Tax Digital returns to HMRC.	Yes				

Redruth Town Council - Risk Assessment of Financial Management 2025-2026

Risks identified		Risk factor level - <i>High, Medium, Low</i>	Existing controls, precautions, arrangements, procedures	Are existing controls adequate? <i>Yes/No</i>	If no, what additional controls, precautions, arrangements, procedures are required?	Action to be taken by	Target date	Date completed and signature
No.	Risk							
14	Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137	L	N/A	N/A	Council has adopted the Power of General Competence wef 17th May 2021. Nevertheless, regular checks carried out at Committee Meetings and regular budget monitoring statements at Finance Committee meetings			
15	Meeting the requirements for the Local Council Award Scheme or other accreditation	L	N/A	N/A				
16	Register of members' interests and gifts and hospitality in place, complete, accurate and up to date	H	Adoption of codes of conduct for members; procedures in place for recording and monitoring members' interests and gifts and hospitality received	Yes				
	PROCEDURES							
17	Safeguarding of vulnerable people, security and maintainance of buildings, amenities or equipment	M	All staff and Members must undergo a DBS check with a negative result in line with our insurance policy and safeguarding. Safeguarding training is undertaken by relevant staff.	Yes				
18	Ensuring the adequacy of the annual precept within sound budgeting arrangements	L	Budget prepared in conjunction with SMT and Managers; Budget reviewed by each Committee prior to presentation to Full Council; budget process reviewed by independent auditor	Yes				
19	Monitoring of performance against agreed standards under contracts	M	Developing systems of performance measurement and contract management	Yes				

Redruth Town Council - Risk Assessment of Financial Management 2025-2026

Risks identified		Risk factor level - <i>High, Medium, Low</i>	Existing controls, precautions, arrangements, procedures	Are existing controls adequate? Yes/No	If no, what additional controls, precautions, arrangements, procedures are required?	Action to be taken by	Target date	Date completed and signature
No.	Risk							
20	Proper, timely and accurate reporting of council business in the minutes	M	Minutes properly numbered and paginated with a master copy kept in safekeeping	Yes				
21	Responding to electors wishing to exercise their rights of inspection	L	Rights of public inspection advertised in accordance with legal requirements and checked by auditors; Enquiries/complaints from the public are dealt with in a timely manner	Yes				
22	Meeting the prescribed timetables when responding to consultation invitation	M	Dealt with in timely manner based on Committee responses	Yes				
23	Proper document control	L	Documented procedures for document receipt, circulation, response, handling and filing; archive policy and record destruction policy in place	Yes				
24	Protection of accounting records against the possibility of IT failure or cyber security threats	L	Implementation of Backup procedures and antivirus software, built in server back up with cloud based back up. Cyber Security training given to all staff and members. Data Protection audit underway in Autumn 2025	Yes	Cyber Essentials Accreditation to be worked on in 2025/26. implementation of recommendations from Data Protection audit to be implemented	TC / DTC(RFO)	Mar-26	
Printed name of assessor:		Helen Bardle Deputy Town Clerk and Responsible Finance Officer (DTC(RFO))						
Signature:								
Date: 20th October 2025					Review Date: No later than November 2026			

REPORT FOR: Meeting of the Finance Committee on 20th October 2025

1.0 SUBJECT OF REPORT: To review the effectiveness of our system of internal controls

2.0 SUMMARY OF IMPLICATIONS

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

3.0 TERMS OF REFERENCE

- 3.1 The Accounts and Audit Regulations 2015, require larger authorities to carry out a review of the effectiveness of their system of internal controls at least once a year. This is not a requirement for smaller authorities (including town and parish councils) but it remains good practice and local councils should carry out a review periodically. When completing assertions 2, 6 and 7 in the annual governance statement in the annual return we should consider the outcomes of any review of internal controls. A review of the internal controls in place for the year ended 31st March 2025 is attached to this report for consideration by Finance Committee. The audit of the accounts to the year ended 31st March 2025 has been completed, and no issues were raised by the external auditors.

4.0 REPORT

- 4.1 This review should be undertaken by the Finance Committee, not by the Town Clerk or RFO, nor by either internal or external auditor.
- 4.2 The attached report sets out the practices and procedures we have in place including the practices of our independent internal auditor, those of this Committee, and those of the Council. Members should satisfy themselves that these practices and procedures meet the requirements of the Council, or make any amendments as seen necessary and report these findings to Council for approval.

5.0 CONCLUSION

- 5.1 A review of the effectiveness of our system of internal controls should be carried out at regular intervals. This report does this and recommends that our current practices and procedures meet our requirements.

6.0 RECOMMENDATION

- 6.1 It is recommended that Members consider this report and make a recommendation for Council to consider that the Town Council has an effective system of internal controls applicable to the year ended 31 March 2025.

Mrs H L Bardle
Deputy Town Clerk and Responsible Finance Officer

REDRUTH TOWN COUNCIL POLICY STATEMENT ON INTERNAL CONTROLS FOR THE YEAR ENDING 31st MARCH 2025

1. SCOPE OF RESPONSIBILITY

Redruth Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently, and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively, and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2025 and up to the date of approval of the annual report and accounts and, except for the details of significant internal control issues at section 5, accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council is responsible for:

- establishing and monitoring the achievement of the Authority's objectives.
- The facilitation of policy and decision-making.
- Ensuring compliance with established policies, procedures, laws and regulations.
- The Council has delegated the overall management of risk to its Finance Committee.
- The Council and all committees, the clerk and staff all contribute to the identification and management of risk. Any identified weaknesses in this area are addressed and actioned by the appropriate standing committee.
- Key staff are trained in health and safety, fire and general risk management and appropriate risk management software is used to regularise these processes.
- Through its Standing Orders and Financial Regulations, the Council has put in place controls to ensure that best value and value for money are achieved in all larger purchases.
- All committees of the Council receive regular and up to date reports on financial activities under their direction.
- Performance is regularly monitored against financial and operational budgets.

A Standing Committee of the Council, namely the Finance Committee, has been established whose main responsibilities include:

- to monitor the Council's spending, balances, and budgets throughout the financial year by regular checks and trusted information; and approve the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices prior to submission to Council for approval.

- Ensuring that an adequate system of internal control is maintained; including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness through a comprehensive review of procedures and regular checks of our activities throughout the year.
- ensuring 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 the Council to conduct its business or on its finances.
- Carrying out an assessment of the risks facing the Council and ensuring that appropriate steps to manage those risks are taken, including the introduction of internal controls and/or external insurance cover where required.

The work of the committee is supported by regular internal audit reports on systems, reports from the Clerk/ RFO and matters raised by the internal/external auditors and from other retained professional advisers. It receives and considers such reports promptly and agrees appropriate action to address identified weaknesses.

The Committee itself carries out a quarterly audit of the Council's accounts and procedures. Each audit is reported to the next meeting of the Finance Committee where any matters raised are considered. Each check is carried out by two different members of the committee on each occasion so as to ensure that all Members familiarise themselves with the practices and procedures of the Council. As all Members of Council receive paperwork for the Finance Committee meetings, they are all aware of matters under discussion and are able to attend committee meetings whether they sit on committee or not.

The full Council meets 10 times each year and monitors progress against its aims and objectives at each meeting by receiving reports as necessary from the Town Clerk and the nominated Members.

Clerk to the Council and Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Council has a Responsible Financial Officer (RFO) and is responsible for administering the Council's finances. The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the Council for approval and included in the minutes which are available for public scrutiny on the Council website. The Clerk and a Member of the Council must authorise every payment (through internet banking). Two Members of the Council monitor electronic bank statements regularly through quarterly checks.

Budget:

The Council approves an annual Budget, which comprises the best forecasting at the time it is considered. It must be noted that on occasions due to best-value procurement, economies of scale, sponsorship, in-kind support and adjustments to plans, some expenditure will differ from the original budget.

Any expected variation in excess of £10,000 will be brought to Finance Committee for approval before expenditure is incurred.

Any in-year savings can be added to the General Reserve at the end of the financial year, in line with the stated objective of the Finance Committee, and best practice.

Risk Assessments / Risk Management:

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

Internal Audit:

In addition to the Finance Committee audit responsibilities, the Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

These checks follow the recommendations contained within Section 4 of the Joint Panel on Governance and Accountability – A Practitioners Guide (England) 2024

External Audit:

The Council’s External Auditors, currently BDO, submit an annual Certificate of Audit, which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the by the work of:

- the full Council;
- the Clerk to the Council and RFO who has responsibility for the development and maintenance of the internal control environment and managing risks;
- The Finance Committee and the work on audit checks.
- the independent Internal Auditor who reviews the Council’s system of internal control;
- The currently appointed Council’s external auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Town Mayor, and the Internal Auditor, and approved at a meeting of the Council.
- the number of significant issues that are raised during the year.

The Finance Committee ensure that the effectiveness of the internal controls are assessed annually and that any recommendations are made to Council for discussion and approval.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 2024-2025 financial year.

Whilst no significant internal control issues were identified during the year the Council strives for the continuous improvement of the system it has adopted for internal control and has addressed all the minor issues and weaknesses raised and reported during the review process.

.....
Cllr S Barnes
Chairman
Finance Committee

.....
Mrs H L Bardle
Deputy Town Clerk and Responsible Finance Officer

These controls were approved at the meeting of the Finance Committee held on 20th October 2025