



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

Our Reference:
RTC/Finance Comm
Date:
15th April 2026

See Distribution

Dear Councillor

Finance Committee Meeting – 20th April 2026

You are summoned to attend a meeting of the Finance Committee to be held in The Langman Room, Redruth Civic Centre, Alma Place on Monday 20th April 2026. Proceedings will commence at 7:00pm.

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

Yours sincerely

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

Charlotte 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 Councillors
Cornwall Council Members
Press & Public

Redruth Town Council
Finance Committee Meeting – 20th April 2026

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 19th January 2026. [Minutes attached]
5. To review the Management Report for the year ended 31st March 2026. [See schedule attached].
6. To receive the report from the Deputy Town Clerk/Responsible Finance Officer (RFO) for the period ended 31 March 2026 [See report attached].
7. To receive the Committee's internal audit reports for Q2 and Q3 2025/26 [see reports attached].
8. To receive a verbal update about the Business Liaison Manager role from the RFO.



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

Town Mayor: Cllr A Biscoe

Town Clerk: C Williams

**Minutes of a Meeting of the Finance Committee held at Redruth Civic Centre,
Alma Place, Redruth on Monday 19th January 2026**

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

In attendance: Mrs C Williams Town Clerk
Mrs H Bardle RFO / Deputy Town Clerk (DTC)
Ms M Martin Business Liaison Officer
Ms K O'Dell Administrator
Cllr R Jolly
Ms E Vitai YMCA Cornwall
Mrs S Phillips Redruth Memory Café
Ms R Purdy Make it Better (MITBER) CIC
Mr G Bennett Four Lanes Snooker Club
Mr P Deakin Fluxus Cornwall CIC
Ms J Miller Clifford's Kingdom
3 members of the public were also present.

PART I - PUBLIC SESSION

Prior to the meeting commencing Cllr Barnes read out a statement about civility and respect and informed the meeting that the Town Council would be making an audio recording of the meeting for the purposes of minute taking. In line with Standing Orders, he asked those present to declare if they were also intending to make a recording and to state if it was visual or audio. Cllr Allen confirmed that she was audio recording the meeting.

1648.1 To receive apologies for absence.

Apologies were received from Cllrs H Biscoe and Morrison.

1648.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.

Cllrs Allen and Tremayne both declared an interest and signed accordingly.

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

Ms Vitai introduced herself as the Fundraising and Partnerships Officer for YMCA Cornwall and thanked the committee for considering supporting the 'Your Help, Their Future' project. She told the committee about a young man who had been supported by YMCA Cornwall and how he had turned his life around from overdosing on drugs, to reaching out and getting proper support, completing A-levels and now moving into his own accommodation with a bright future ahead of him. Ms Vitai added there are lots of young people like him across the county who need help and support but cannot get it as their accommodation units are full and there are currently 46 people on the waiting list. This project would enable YMCA Cornwall to build 4 new self-contained flats to help reduce this waiting list. They would then be able to get stability, safety and a future. They are based in Penzance but have approximately 5% of young people from Redruth needing their help. Regularly have young people from Redruth on their waiting list and using their free housing advice service. Ms Vitai explained that they do not receive statutory funding and rely solely on support from volunteers and the local community. They are less than £8000 from their target so any further grant funding would be extremely appreciated.

Mrs Phillips spoke on behalf of the Redruth Memory Café. She thanked the committee for their generous support of their last application and allowing her the opportunity to apply again. The Memory Café have recently celebrated their 15th birthday and have been between 35 and 40 members that they support twice monthly. The previous grant award enabled them to go on some coach trips, purchase much-needed equipment and train first aiders. This time they would like to apply for funding to help with coach trips to Leach Pottery in St Ives and a trip to Chacewater Garden Centre and have provided some quotes as to the cost. Mrs Phillips then read out an emotional message from the daughter of one of the members the Memory Café has been supporting for 2 years, highlighting the importance of the work they do.

Ms Purdy introduced herself as the project manager for the Active Looking Project being run by Make it Better (MITBER) CIC. It has been running for 3 years around the county and now about to run in Redruth, Pool and Camborne. They run creative activities designed to help people to live well. Active Looking is about looking at the world around us and creating positive change. New project using a mix of photography, meet ups, challenges and creative workshops. They would commission local artists to deliver the workshops. The project will help participants focus on the idea of reflecting and responding to things rather than reacting to them. They will be running different pathways, one of which is a partnership pathway working with other organisations including Cornwall Mental Health Trust, the Pain Clinic Network, Home Educated Young People, Inspiring Women's Network, Carefree Cornwall and the Women's Centre Cornwall. They will be particularly focusing on people whose lives are not fixed by place. They intend to run these workshops in libraries, community hubs, places where people can get extra support. Ms Purdy then read out a note from a lady called Bridget (who was also in attendance) that explained how much the project had helped her.

Mr Bennett spoke on behalf of Four Lanes Snooker Club. He explained how they are currently revamping the club which is a building of historical significance. The majority of the funding to date has been privately fundraised by members. They have applied for a grant to help finish the works and encourage young members to join up and looking for support to help complete the works.

Ms Miller introduced herself as the owner of Clifford's Kingdom. She explained that Clifford's Kingdom is a rare-breed Suffolk Punch horse visiting centre where they offer horse riding, carriage rides, equine therapy and equine based learning. It is a legacy she created in the memory of her son who sadly committed suicide. It has been a healing journey for herself that led to her creating this Redruth based centre that is unique as it is the only centre in Britain that is dedicated to riding the Suffolk Punch horse. They provide Cornwall's only horse-drawn funeral service which has supported many families from Redruth. Clifford's Kingdom provides a sanctuary for equine assisted learning and therapy for anyone suffering from mental health, trauma and isolation. They serve vulnerable members of the community and never turn anyone

away due to lack of funds. Ms Miller currently operates Clifford's Kingdom at a personal expense with no paid staff and relying on volunteers. She stated the running costs and asked the committee if they would consider her grant application to continue running the centre safely and sustainably. This would enable her to purchase protective equipment for the public and volunteers, essential tools for daily care and management and outreach promotional services. Funding would ensure that Clifford's Kingdom remained a safe, compliant and inclusive space whilst protecting a rare piece of our heritage. She then asked permission to play a short video for the committee which Cllr Barnes confirmed she could. Whilst the video played Ms Miller added they have worked with other charities including Georgia's Voice and that she'd received lots of positive feedback and interest from members of the public.

Cllr Barnes thanked all the speakers for their time and explained that the grants would be discussed at the end of the agenda for the meeting and the Town Clerk confirmed that all applicants would be informed in writing of the outcomes.

Ms Vitai, Mrs Phillips, Ms Purdy, Mr Bennett, Ms Miller and three members of the public left the meeting at this point.

The RFO/DTC then read out an email on behalf of RJ Working which is to be included as an addendum of these minutes.

1648.4 To confirm the Minutes of the meeting of the Finance Committee held on 20th October 2025

1648.4.1 RESOLVED by Majority to accept the Minutes of the Meeting of the Finance Committee held on 20th October 2025 as a true and accurate record of proceedings [Proposed Cllr Barnes; Seconded by Cllr A Biscoe] Cllr Allen abstained.

1648.5 To confirm the Minutes of the Extraordinary meeting of the Finance Committee held on 8th December 2025

Cllr Jolly stated she was not particularly happy with part of these minutes regarding 1644.4.2 at the bottom of page 2 stating that in her opinion they were not accurate and there was still no clarification of what she had asked and do not reflect what happened. The Town Clerk said her recollection is that they would take Cllr Jolly's point on board and said detail is yet to be determined but it could be either. The Town Clerk added that minutes are not verbatim and are to cover key action points. The RFO added there is still work to be done that would be in place before April.

Cllr Allen said she feels the part where Jessie Leigh circulated and read a letter could have been recorded better and suggested that it would help for context if the letter was added to the minutes as an addendum. The Town Clerk and RFO both agreed to this.

1648.5.1 Unanimously RESOLVED to accept the Minutes of the Extraordinary Meeting of the Finance Committee, held on 8th December 2025 as a true record of proceedings subject to Jessie Leigh's letter being added as an addendum to the Minutes [Proposed Cllr Barnes; Seconded Cllr Broad]

1648.6 To review the Management Report for the nine months ended 31st December 2025

The report was circulated prior to the meeting. The RFO explained that these had been put into the same format as the budget which would be the standard from now on. Cllr Allen had sent some questions about the CCTV costs, the RFO directed Cllrs to the correct page. The RFO said it was important to note that the budget for CCTV was originally prepared in August 2024 by the previous engagement officer who was in charge of CCTV at the time.

Cllr Allen had concerns about how much money had been spent on the set-up costs and legal fees and questioned how we are going to recover the money from our partner councils. She said she was not a councillor when everything was agreed but she does not understand the benefit of RTC paying for everything.

The RFO went through Cllr Allen's question regarding set up costs and explained some was spent on legal expenses. It was more expensive than originally expected but we now have an extremely robust set up for when we start to expand our provision to other councils. Some costs were for redecorating and refurbishing the CCTV room as well as providing equipment and IT support. The RFO explained the process of re-charging our partner councils and monthly invoicing has now been set up and how the proportional costs have been worked out.

The Town Clerk confirmed the decisions were before this current administration of RTC and explained the historical reasoning as to why RTC made them. She added the set-up costs were a one-off. The legal fees were necessary as the existing policies from Cornwall Council were unsatisfactory and that Stephens Scown have produced a gold standard piece of work ensuring full compliance and added Cllrs would be welcome to view the new policies. She added that longer term the costs would even out and provide better value for money than other options.

Cllr Reeve said she clearly remembered Cllrs being presented with 3 options with all costs shown and this was the one they voted to opt for. She said the initial costs were highest but over time it would work out to be the best value for money.

The RFO said that very recently, on the strength of our CCTV provision our Strategic Projects Officer has managed to get £40,000 funding from the PCC. Cllr Barnes recalled there have been several attempts to have CCTV in Redruth and we have not had much success by partnering with Cornwall Council. We now have an excellent system in place.

The Town Clerk added that the legal policies and CCTV staff belong to RTC not the other partner councils and the staff are on fixed term contracts for 5 years.

Cllr Thomas asked a question about the percentages; he wondered why Camborne had less than Redruth. The RFO explained that each council gave us hours they wanted coverage for and the staff rota is based upon that. She also confirmed that Camborne have less cameras than Redruth, hence the percentage difference.

The Town Clerk said that historically RTC have offered a room free of charge to the police to use as a rest room and that at the end of the last administration the Police sent a letter saying they were no longer going to use it but reversed that decision due to having the CCTV control room. Lots of mutual benefits and information sharing now happens.

1648.6.1 Unanimously RESOLVED that the report be noted [Proposed Cllr Barnes; Seconded Cllr A Biscoe]

1648.7 **To receive the report from the Responsible Finance Officer (RFO) for the period ended 31 December 2025**

A report was circulated prior to the meeting. The Town Clerk added that there has been a meeting scheduled with shops in Bond Street and West End regarding this year's Christmas lights.

1648.7.1 Unanimously RESOLVED that the report be noted [Proposed Cllr Barnes; Seconded Cllr Broad]

1648.8 **To receive the interim Internal Audit report for 2025/26**

The report was circulated prior to the meeting.

- 1648.8.1 Unanimously RESOLVED that the report be noted [Proposed Cllr Barnes; Seconded Cllr A Biscoe]
- 1648.9 **To receive the Committee's internal audit report for Q1 2025/26**
- The report was circulated prior to the meeting.
- 1648.9.1 Unanimously RESOLVED that the report be noted [Proposed Cllr Barnes; Seconded Cllr Reeve]
- 1648.10 **To receive a report from the Business Liaison Manager for Q4 2025/26, including a strategy for 2026/27**
- The report was circulated prior to the meeting. Cllr Allen asked what was happening with the 'Match My Project' that the Strategic Projects Manager had shown them a few months ago. The Town Clerk replied that the idea from that had come from the Wigan trip. Upon further investigation it required a lot of investment. We are planning to do something similar but a more localised version as Cllrs all liked the concept.
- Cllr Allen asked if there were any targets for income and how that would be shown. The Business Liaison Manager replied that she has a £6,000 income generation target for this quarter and she is working with the local industrial estates as there is a lot of potential in that area. The RFO added we will be looking for St Piran's sponsorship, but we would be breaking things down into more specific targets for longer term projects.
- Cllr Allen asked for a clear demarcation between grant funding and finance which the RFO agreed to. The Town Clerk said it would be useful to know for reporting purposes if Cllrs would like income broken down into three sections: grant income, in-kind support and cash income which was agreed to.
- 1648.10.1 Unanimously RESOLVED that the report be noted [Proposed Cllr Barnes; Seconded Cllr Reeve]
- 1648.11 **To consider an Asset Register and Disposals Policy**
- The report was circulated prior to the meeting. The RFO explained this is a short policy that formalises what we already do but has been expanded to cover disposal of assets. Cllr Thomas asked how Cllrs can view the Asset Register and the RFO replied she'd be happy to show it to them anytime and suggested a good opportunity might be during the quarterly Cllr audit. She is also happy to email a copy. It is not yet on the website but will be on the new one. Cllr Reeve mentioned that two areas on the audit cover the asset register and they had marked it as unsatisfactory due to the staff and councillor phones not being added. The RFO does have a list of phones which she will add to asset register.
- 1648.11.1 Unanimously RESOLVED to accept the Asset Register and Disposals Policy once mobile phones have been added [Proposed Cllr Tremayne; Seconded Cllr Thomas]

Chair

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

Budget 2025-2026: £16,000		Allocated to date: £3,638		Balance available: £12,362	
No	Applicant	Purpose	Amount Applied for	Decision	Previous Awards
1.	Four Lanes Snooker Club	Four Lanes and Pencoys Snooker Club plays a vital role in the community of Redruth by offering numerous benefits including: social, youth engagement, skill development, mental health, community events and economic impact. This application is seeking funding to undertake essential repairs and upgrades and will include running hot water, new kitchen, damp proofing, general repairs and the pool table. These upgrades are for maintaining the club as a welcoming and functioning community space continuing to provide a hub for the residents of Redruth.	£3000	RESOLVED by Majority to not award any money for this application [Proposed Cllr Reeve; Seconded Cllr A Biscoe] Cllrs Barnes, Broad and Thomas abstained	Nil
2.	YMCA Cornwall	YMCA Cornwall is an independent registered charity that provides supported accommodation for vulnerable young people aged 16-24 who are homeless or at risk of homelessness. They are based in Penzance, but figures show a number of Redruth residents use their services. Their specialist team support young people to build confidence and life skills and fulfil their potential. Their accommodation is consistently full, and they have recently been granted planning permission to create 4 new self-contained studio flats which they plan to deliver in 2026.	£1000	RESOLVED by Majority to award £1000 on the condition they reach their overall project target [Proposed Cllr Reeve; Seconded Cllr A Biscoe] Cllrs Barnes and Thomas voted against	Nil

3.	Redruth School Duke of Edinburgh	<p>The school has an Area Resource Base attached to it where a number of students with SEND receive their education. They are looking to expand their student profile by including these pupils and helping them achieve the Duke of Edinburgh Bronze Award. To this end they are looking to purchase two larger 5-man tents to allow them all to camp in the same tent and have a little more space to assist those with sensory issues.</p> <p>In addition, if they could access further funds, they are aiming to try and open up the award to more students from relatively poor backgrounds under the pupil premium scheme. To this end they are trying to build a supply of loan clothing, specifically waterproofs, and torches which tend to be a major cost for the families concerned.</p>	£522	Unanimously RESOLVED to award £522 on the condition it is only used for the Duke of Edinburgh award [Proposed Cllr Allen; Seconded Cllr Broad]	Nil
4.	Clifford's Kingdom	<p>Clifford's Kingdom is a locally based Community Group They are seeking funding for a project titled Promoting Well-Being through Equine (horse) Activities and Community Engagement. The project provides free, non-judgemental and inclusive equine activities to improve the physical and mental well-being of the community, especially those who struggle to engage with traditional forms of exercise or need accessible mental health support. They use interaction with the rare breed Suffolk Punch horses to offer tangible projects and skill building. The activities will include horse care, use of horses through history, riding and carriage driving all whilst incorporating physical activity by interacting with the horses and their</p>	£3,716	Unanimously RESOLVED to award £1000 [Proposed Cllr Allen; Seconded Cllr Reeve]	Nil

		environment. Any grant money would be used on equipment (costing £2383) to enable the project to be delivered safely and for advertisement costs (£1333).			
5.	Redruth Town Band	Redruth Town Band is a registered charity that provides music, musical education and brass band instruments to enable members to perform to the local community by taking part in various concerts, parades and services. They are looking to form a new training band to involve young and older people from the local community to ensure the ongoing continuity of the band for future generations. In particular they are looking to fund the purchase of new music stands for both the current and proposed new training band and would be grateful for any contribution towards this.	£1,300	Unanimously RESOLVED to award £1300 [Proposed Cllr Allen; Seconded Cllr Reeve]	£500
6.	Make it Better (MITBER) CIC	Make it Better (MITBER) CIC supports communities to live well through the arts. They believe creative activity is a vital, often overlooked human right that helps us connect, contribute, and care for our diverse cultures. Their work in Redruth is important because they tackle issues like digital poverty, social isolation, and poor mental or physical health. They offer joyful and meaningful ways to creatively explore technology together. They are inspired by taking notice of the world around us and they think giving attention to looking helps us to externalise our thoughts and adjust our perspective. Their Active Looking Project (ALP) will support individuals in Redruth who are most affected by health inequalities because of their social,	£500	RESOLVED by Majority to award £500 [Proposed Cllr Allen; Seconded Cllr Reeve] Cllr Barnes abstained	Nil

		economic or cultural status by offering creative opportunities to learn about wellbeing.			
7.	RJ Working	<p>RJ Working is a children and young people's charity based in Redruth. Since 2017 they have worked with Redruth School and have strong relationships with local Primary Schools including Trewirgie Juniors and St Day and Carharrack. Their main purpose is reducing inequality through using "Restorative" approaches to strengthen relationships between children and young people in their peer groups, and intergenerationally with adults. Restorative simply means 'making things better' so can be used for lots of different purposes, working together in circles gets everyone's voice heard, and engages young people more deeply. We are especially concerned to include those who might be marginalised or left out and those who are struggling with issues such as not enough money at home, or parents who are so stressed that they don't have the resources to provide positive coaching. This work benefits communities through increased cohesion and understanding. RJ Working will partner with Redruth School, and feeder Primaries to develop an annual Youth Conference at Kresen Kernow, starting in 2026 on the theme of Climate and Nature. They will involve and co-create this with Redruth Youth Council, using the Restorative model. We are already partners at Camborne Youth Conference which is held annually. This would include delivering two dedicated members of the RJ Working team providing a total of 9 workshops. These young</p>	£500	<p>RESOLVED by Majority to not award any money for this application [Proposed Cllr Allen; Seconded Cllr A Biscoe] Cllrs Barnes and Reeve abstained</p>	Nil

		people will then be supported to develop their own presentation for the Conference which will involve an exchange of learning on various relevant themes e.g. school food gardens, beekeeping, rewilding. Redruth Youth Councillors will be invited to be involved in planning and evaluation of the event.			
8.	Lowender	Lowender is a registered charity that exists to promote Cornish culture and heritage. They hold an annual Celtic festival in Redruth. The festival had a fallow year in 2025 to have a management rethink. In 2026, Lowender will return with a stronger, umbrella structure delivering four key programming areas: the Community Centre, Redruth Wesley, Buttermarket, and civic spaces. A freelance coordinator will connect with local businesses and community groups, ensuring a cohesive town-wide festival. They will lead a sustained marketing campaign and grow sponsorship and fundraising for long-term sustainability. The festival will have a bigger footprint through street performances and “painting the town tartan,” encouraging businesses to create themed displays, host entertainment, and run Celtic-inspired events as part of an integrated programme. Alongside high-profile touring acts, they will continue community outreach to schools, library, and care homes. As a registered charity seeking funding from other sources, this uplift can also be used as match to draw further funding into the town / festival. They are already using funding secured for	£2,500	RESOLVED by Majority to award £2500 [Proposed Cllr Reeve; Seconded Cllr Tremayne] Cllr A Biscoe abstained	Nil

		other projects, e.g. the Youth Folk Ensemble, Youth Dance Mash Up and talent development projects, to help part-fund festival activities			
9.	Gwealan Tops	<p>Gwealan Tops is a registered charity whose core service is free adventure playground sessions for 7-16s after school, weekends and school holidays all year round. They provide free healthy meals throughout school holidays. Various other services nest within their main purpose including learning support groups for those not in school; 13-19s youth group; community meal; parents/carers and toddlers' group; plus over 13s volunteer programme. Whilst some people travel from all over Cornwall to visit over 75% of their 1100+ beneficiaries are local.</p> <p>The cost of running an all-year-round provision open 50 weeks a year and 5 days a week exceeds £160,000. Whilst it has always been a challenge to fundraise this amount and maintain a free play service, in the current challenging economic climate with more charities chasing fewer funding streams and costs increasing this has proven difficult to achieve in recent times. In order to provide a basic offer to 7-16-year-olds through the coming year they need funding for staffing, play resources and running costs.</p>	£2,000	Unanimously RESOLVED to award £2000 [Proposed Cllr Reeve; Seconded Cllr Barnes]	£500
10.	Redruth Memory Café	Redruth Memory Café is a Voluntary Organisation that has been running for 14 years and supports 45 plus members living with dementia, memory loss and loneliness. Thanks to the previous grant from RTC they have been able to purchase wheelchairs and have first aid	£500	Unanimously RESOLVED to award £500 [Proposed Cllr Allen; Seconded Cllr Thomas]	£1329

		trained volunteers. They are now applying for a grant to help pay for coach trips planned for July and October 2026.			
11.	Fluxus	Fluxus Cornwall CIC is a community-driven organisation based in Redruth, focused on making STEAM (Science, Technology, Engineering, the Arts and Maths) learning accessible, practical, and engaging for local residents. Their longer-term aim is to re-establish regular STEAM activities in the town centre and contribute to Redruth's growing reputation as a creative and inventive place, where local people can learn, create, and take part in exciting, community-led projects. This project will enable Fluxus Cornwall CIC to continue and expand its community STEAM activities in Redruth by purchasing two refurbished Windows 11 laptops for use during workshops, pop-up sessions, and public-facing events. The laptops will be shared equipment, used to support a range of hands-on activities including coding, electronics, game and interactive project development, animation workshops for children, and creative digital making. They will also be required to operate existing tools such as our laser cutter and 3D printer, which are no longer compatible with older versions of Windows. Almost all of our current laptops are Windows XP-era and cannot run modern software or safely support these activities.	£500	Unanimously RESOLVED to award £500 [Proposed Cllr Allen; Seconded Cllr Reeve]	£500

12.	Grow Box CIC	<p>The Grow Box CIC is a community-interest company based in the heart of Redruth, dedicated to keeping our high street alive by connecting people through good food, local produce, and shared experiences. The Grow Box is a friendly community hub tackling isolation and building confidence. They host events such as community suppers, quiz nights, and film evenings, alongside volunteer opportunities in their café, shop, and allotment.</p> <p>They are seeking funding to support new external signage, window graphics, and updated branding materials for the shop, café, and allotment sites in Redruth. As their community business has grown and evolved since becoming a CIC, the current signage no longer reflects the full scope of what they do or the welcoming, inclusive space they've created. The project will include professionally designed and installed exterior signs for our premises, along with cohesive branding to use across print, digital, and community materials.</p> <p>This rebrand represents an investment in Redruth's high street by helping them strengthen their presence, increase footfall, and continue offering meaningful opportunities for local people.</p>	£500	Unanimously RESOLVED to award £500 [Proposed Cllr Reeve; Seconded Cllr Allen]	Nil
13.	Mayes Creative	<p>Mayes Creative produces creative engagement opportunities for Cornwall and Isles of Scilly. In partnership with heritage, science and technology partners, we aim to bring exciting events, activities & experiences to communities,</p>	£775	Unanimously RESOLVED to award £500 [Proposed Cllr Broad; Seconded Cllr Barnes]	Nil

		<p>whilst constantly seeking new and innovative ways to share and explore inspiring ideas through collaboration. They aim to illuminate and surprise, making apparently complex or difficult ideas fun and accessible to everyone.</p> <p>This application is to extend the Story of Steam project (created to celebrate the 200-year anniversary of passenger rail travel) to create a community film with schoolchildren and other members of the community. Redruth Town Council funding will pay for materials and artist time to deliver two filmmaking sessions with community members, using heritage filmmaking equipment and eco-friendly plant-based developers. The activity will take place at Redruth Library and also at the train station/Moseley Museum where they can film the model steam railway and Murdoch Flyer to remind people of the wonderful steam engines which used to join our communities. We will also highlight the 2025/6 200-year anniversary of the Redruth and Chasewater Railway. This activity will be led by Joanna Mayes and St Ives Film which will both produce short films for sharing on social media but also give an introduction to the pathways for learning filmmaking locally, with the aim of developing opportunities for people to develop skills, especially young people with an interest in film and social media.</p>			
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1.0 SUMMARY OF IMPLICATIONS

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

2.0 TERMS OF REFERENCE

2.1 The attached report shows the income and expenditure for the year ended 31 March 2026 together with budgets income and expenditure for the year.

3.0 FINANCIAL REVIEW – General Fund

3.1 The deficit at the end of the year on the General Fund is £19,758. The main reasons for this were presented to Full Council in March 2026, but are summarised below.

3.2 Income

3.2.1 Rental income and recharged utilities are higher than budgeted, despite the vacancy in the middle floor of the Chambers since July 2025, but this is offset by shortfalls in other income;

- Interest income – although Finance Committee has approved the transfer of £500k into a higher interest deposit account with CCLA, I have delayed transferring the funds until all the TRIP and CLUP expenditure was completed and the corresponding grants received, to minimise pressure on our cash flow. I will transfer the monies once the precept is received in April. As a result, interest income is lower than expected.
- Income generated from sponsorship was significantly below the level anticipated when the budget was set. The Acting Business Liaison Manager has already obtained sponsorship for the 2026 Local Hero Awards of £2,000 and is continuing to seek more. The focus in 2026/27 will be on seeking sign-ups for a new sponsorship scheme, plus finding sponsors for the Floral baskets and Christmas Lights specifically.

3.3 Expenditure

3.3.1 Salaries and staff costs

Overall, salaries and on-costs were £1,075,356 against a budget of £1,111,629. There was an underspend of £51k on CCTV salaries due to the team starting later in the year than anticipated. Excluding this, the overspend is just under £15k which relates to the cost of employing temporary staff to cover long-term sickness absence.

3.3.2 Office costs

Several expense headings within Office Costs have exceeded budget, due to the requirements of new staff, as set out to Full Council in March.

3.3.3 Consultancy

As reported to Full Council in March, we undertook an extensive Health and Safety audit in November 2025, and have commenced an Accessibility audit in 2026.

The unbudgeted costs of this work was £13,485, but it has given a valuable insight into the condition of our properties, and will inform future budgets.

4.0 FINANCIAL REVIEW – Earmarked Reserves

4.1 Overall, we have used £22k more than budgeted of our Earmarked Reserves, which includes;

4.2 Cost of elections in May and September 2025 are £11.3k more than the budgeted figure of £10k.

4.3 The CCTV set-up has cost £36.5k in excess of budget, most of which was the cost of legal fees to prepare a robust service level agreement with the partner councils, and operating procedures for the team. I will prepare a report on the set-up costs for the CCTV scheme, plus ongoing operating costs for the Community Committee meeting.

4.4 The Council agreed to spend £5.6k on commissioning the work for the Expression of Interest for Town of Culture 2028. It is expected that this will be recovered if the EoI is successful and the next stage of the contest is reached.

4.5 The cost of the refurbishment works to Market Hall, the Community Centre and other works were part-funded by Cornwall Council. The match-funding provided by Redruth Town Council of £74k was not budgeted, but the projects have resulted in investment of £280k into the town. In 2026/27, Council has agreed to set aside £100k into an Earmarked Reserve for match funding, and any projects that require match funding, and therefore the use of this reserve, will be presented to Council for approval.

4.6 Offsetting this, the Strategic Projects Officer has secured additional funding of £40k from the Office of the Police and Crime Commissioner, of which £12k will be spent in Redruth and the remainder in our partner Councils under the CCTV scheme. The expenditure will take place in 2026/27.

5.0 RECOMMENDATION

5.1 It is recommended that this report is noted.

Helen Bardle
Deputy Town Clerk/Responsible Finance Officer

Redruth Town Council					
Management Accounts					
March 2026					
		2025-26 Actuals - Year to Date	2025-26 Budget - Year to Date	2025-26 Forecast - Full Year	2025-26 Budget - Full Year
GENERAL FUNDS		£	£	£	£
PRECEPT AND OTHER INCOME					
Precept		1,381,718	1,381,718	1,381,718	1,381,718
Income Generation		9,596	47,875	9,596	47,875
Interest Income		23,361	40,000	23,361	40,000
TOTAL INCOME		1,414,675	1,469,593	1,414,675	1,469,593
COST CENTRES					
CORE COSTS					
Salaries and on-costs		301,112	278,725	301,112	278,725
Other employment costs		32,695	34,375	32,695	34,375
Office costs		56,746	52,088	56,746	52,088
Governance costs		21,738	20,500	21,738	20,500
RTC Grant Scheme		14,460	16,000	14,460	16,000
Total Core Costs		426,750	401,688	426,750	401,688
LIBRARY					
Library income		(6,019)	(3,500)	(6,019)	(3,500)
Salaries and on-costs		270,917	261,137	270,917	261,137
Library costs		5,557	7,650	5,557	7,650
Total Library Costs		270,455	265,287	270,455	265,287
ASSET MANAGEMENT					
Income from assets		(56,678)	(42,275)	(56,678)	(42,275)
Salaries and on-costs		267,555	274,190	267,555	274,190
Facilities Team costs		49,604	57,550	49,604	57,550
Cost of Buildings		168,675	167,740	168,675	167,740
Cost of Public Realm		18,130	23,410	18,130	23,410
Christmas Lights		0	25,000	0	25,000
Total Asset Management Costs		447,285	505,615	447,285	505,615
COMMUNITY					
Strategic Projects salaries and on-costs		91,389	91,965	91,389	91,965
Strategic Projects other costs		698	600	698	600
Communications salaries and on-costs		99,475	109,460	99,475	109,460
Communications net costs		27,738	14,550	27,738	14,550
Festivals and Events net costs		47,223	48,050	47,223	48,050
CCTV Income		(36,149)	(80,483)	(36,149)	(80,483)
CCTV salaries and on-costs		44,908	96,152	44,908	96,152
CCTV other costs		14,661	16,709	14,661	16,709
Total Community Costs		289,943	297,003	289,943	297,003
NET COSTS OF OPERATIONS		1,434,434	1,469,593	1,434,434	1,469,593
NET SURPLUS/(DEFICIT)		(19,758)	0	(19,759)	0

**Redruth Town Council
Management Accounts
March 2026**

	2025-26 Actuals - Year to Date	2025-26 Budget - Year to Date	2025-26 Forecast - Full Year	2025-26 Budget - Full Year
<u>INCOME GENERATION</u>	£	£	£	£
Other sponsorship from businesses	3,640	24,825	3,640	24,825
Christmas Lights sponsorship/income	0	6,250	0	6,250
Floral baskets sponsorship/income	4,760	16,800	4,760	16,800
Other income	1,196	0	1,196	0
<u>Income Generation</u>	<u>9,596</u>	<u>47,875</u>	<u>9,596</u>	<u>47,875</u>
<u>Interest Received</u>				
Bank interest received	23,361	30,000	23,361	30,000
CCLA Deposit Account interest	0	10,000	0	10,000
	<u>23,361</u>	<u>40,000</u>	<u>23,361</u>	<u>40,000</u>

CORE COSTS - STAFF	2025-26 Actuals - Year to Date	2025-26 Budget - Year to Date	2025-26 Forecast - Full Year	2025-26 Budget - Full Year
	£	£	£	£
Salaries and on-costs				
Wages and Salaries	221,151	207,591	221,151	207,591
Employers NIC	27,800	26,236	27,800	26,236
Employers Pension	48,401	44,898	48,401	44,898
Temporary staff	3,760	0	3,760	0
	301,112	278,725	301,112	278,725
Other Employment Costs				
Mileage and other expenses	1,028	1,000	1,028	1,000
Other staff costs	724	875	724	875
DBS Fees	935	500	935	500
Occupational Health	1,729	1,500	1,729	1,500
Parking	3,631	5,000	3,631	5,000
Recruitment	3,619	5,000	3,619	5,000
HR Outsourcing	7,298	7,500	7,298	7,500
Employee Benefits Scheme	1,100	3,000	1,100	3,000
Training	12,630	10,000	12,630	10,000
	32,695	34,375	32,695	34,375

**Redruth Town Council
Management Accounts
March 2026**

CORE COSTS	2025-26 Actuals - Year to Date	2025-26 Budget - Year to Date	2025-26 Forecast - Full Year	2025-26 Budget - Full Year
Office Costs	£	£	£	£
Stationery and printing	3,523	1,500	3,523	1,500
Telephone/Internet	1,069	2,194	1,069	2,194
Mobile phones	1,555	5,400	1,555	5,400
Annual subscriptions	6,593	5,000	6,593	5,000
Insurance	12,714	14,050	12,714	14,050
Photocopier contract	2,218	2,000	2,218	2,000
Postage	17	75	17	75
Confidential shredding	292	0	292	0
Mayor's Budget	1,050	2,000	1,050	2,000
Civic events	650	0	650	0
Members' IT	3,064	3,600	3,064	3,600
Members' training	535	0	535	0
Members' expenses	19	0	19	0
Refreshments	821	300	821	300
IT Support	10,828	5,545	10,828	5,545
Software	9,211	7,924	9,211	7,924
Security - meetings	853	1,500	853	1,500
Office Equipment	1,734	1,000	1,734	1,000
	56,746	52,088	56,746	52,088

Redruth Town Council				
Management Accounts				
March 2026				
<u>CORE COSTS</u>	2025-26 Actuals - Year to Date £	2025-26 Budget - Year to Date £	2025-26 Forecast - Full Year £	2025-26 Budget - Full Year £
<u>Governance</u>				
Audit	2,550	3,000	2,550	3,000
Loan Repayment	16,096	16,200	16,096	16,200
Bank charges	568	300	568	300
Professional fees	2,524	0	2,524	0
Neighbourhood Plan Statement	0	1,000	0	1,000
	21,738	20,500	21,738	20,500
Grants paid out	14,460	16,000	14,460	16,000
	14,460	16,000	14,460	16,000

**Redruth Town Council
Management Accounts
March 2026**

LIBRARY	2025-26 Actuals - Year to Date £	2025-26 Budget - Year to Date £	2025-26 Forecast - Full Year £	2025-26 Budget - Full Year £
Library Income				
Income - Photocopy	4,265	3,500	4,265	3,500
Sale of goods	1,362	0	1,362	0
Fines and lost items	144	0	144	0
Other income	248	0	248	0
	6,019	3,500	6,019	3,500
Salaries and On-costs				
Wages and Salaries	209,434	201,689	209,434	201,689
Employers NIC	23,972	21,680	23,972	21,680
Employers Pension	37,510	37,768	37,510	37,768
	270,917	261,137	270,917	261,137
Library Costs				
Stationery and equipment	1,271	100	1,271	100
PRS cost	0	1,800	0	1,800
Newspapers	834	700	834	700
Volunteer expenses	152	650	152	650
Lib Events & Activities	1,446	2,000	1,446	2,000
Stock for resale	1,697	1,500	1,697	1,500
Library Marketing & Comms	0	600	0	600
Subscriptions	157	300	157	300
	5,557	7,650	5,557	7,650

**Redruth Town Council
Management Accounts
March 2026**

	2025-26 Actuals - Year to Date	2025-26 Budget - Year to Date	2025-26 Forecast - Full Year	2025-26 Budget - Full Year
Asset Management				
Salaries and On-costs	£	£	£	£
Wages and Salaries	171,211	207,263	171,211	207,263
Employers NIC	19,859	25,627	19,859	25,627
Employers Pension	31,060	41,300	31,060	41,300
Consultancy	25,176	0	25,176	0
Temporary staff	20,248	0	20,248	0
	267,555	274,190	267,555	274,190
Facilities Team				
Vehicle Insurance	2,465	2,750	2,465	2,750
Small tools and equipment	1,983	3,000	1,983	3,000
Grounds Equipment	1,035	0	1,035	0
Vehicle Leasing	18,560	19,500	18,560	19,500
Vehicle Fuel	1,447	3,000	1,447	3,000
Machinery Fuel	600	1,000	600	1,000
Floral Displays	18,369	16,800	18,369	16,800
PPE	3,039	2,000	3,039	2,000
Waste	436	0	436	0
Weed Control	0	6,500	0	6,500
Equipment Maintenance	1,669	3,000	1,669	3,000
	49,604	57,550	49,604	57,550

**Redruth Town Council
Management Accounts
March 2026**

Asset Management	2025-26 Actuals - Year to Date	2025-26 Budget - Year to Date	2025-26 Forecast - Full Year	2025-26 Budget - Full Year
<u>Income from Properties</u>		£	£	£
<u>Rental Income</u>				
Civic Centre	54	0	54	0
Chambers	12,223	10,200	12,223	10,200
Market Way	42,152	30,000	42,152	30,000
Civic Centre		0	0	0
Other sites		0	0	0
<u>Other income</u>				
LMP agreement	2,081	2,075	2,081	2,075
Wayleaves	168	0	168	0
Total Income	56,678	42,275	56,678	42,275

**Redruth Town Council
Management Accounts
March 2026**

	Total			
<u>Cost of Buildings</u>	2025-26 Actuals - Year to Date	2025-26 Budget - Year to Date	2025-26 Forecast - Full Year	2025-26 Budget - Full Year
	£	£	£	£
<u>Costs</u>				
Security	9,092	7,800	9,092	7,800
Non-domestic Business Rates	48,706	44,220	48,706	44,220
Gas	8,475	4,160	8,475	4,160
Water	(4,835)	8,225	(4,835)	8,225
Electricity	38,013	27,250	38,013	27,250
Cleaning	27,120	44,500	27,120	44,500
Waste	5,464	2,445	5,464	2,445
Hygiene Contracts	4,084	4,235	4,084	4,235
Building Maintenance	10,179	17,950	10,179	17,950
Lifts	283	800	283	800
Health and Safety audit work	8,085	0	8,085	0
Heating & Air Conditioning	1,797	2,170	1,797	2,170
Fire Alarm Maintenance	4,845	800	4,845	800
Equipment Maintenance	6,659	1,430	6,659	1,430
Security Systems	708	1,755	708	1,755
	168,675	167,740	168,675	167,740

**Redruth Town Council
Management Accounts
March 2026**

Total

<u>Cost of Public Realm</u>	2025-26 Actuals - Year to Date	2025-26 Budget - Year to Date	2025-26 Forecast - Full Year	2025-26 Budget - Full Year
	£	£	£	£
<u>Costs</u>				
Rent	2,021	2,350	2,021	2,350
Non-domestic Business Rates	2,470	2,200	2,470	2,200
Water	640	560	640	560
Electricity	1,666	1,350	1,666	1,350
Waste	2,008	2,700	2,008	2,700
Grounds Maintenance	3,856	5,150	3,856	5,150
Play Equipment Inspections	245	400	245	400
Play Equipment Maintenance	3,760	6,500	3,760	6,500
Skate Park Maintenance	0	2,000	0	2,000
Equipment Maintenance	218	200	218	200
Legal fees	496	0	496	0
Consultancy	750	0	750	0
	18,130	23,410	18,130	23,410

**Redruth Town Council
Management Accounts
March 2026**

ASSET MANAGEMENT	2025-26 Actuals - Year to Date	2025-26 Budget - Year to Date	2025-26 Forecast - Full Year	2025-26 Budget - Full Year
	£	£	£	£
<u>Christmas Lights</u>				
Cost of lights and installation	0	25,000	0	25,000
	0	25,000	0	25,000

**Redruth Town Council
Management Accounts
March 2026**

STRATEGIC PROJECTS	2025-26 Actuals - Year to Date	2025-26 Budget - Year to Date	2025-26 Forecast - Full Year	2025-26 Budget - Full Year
<u>Salaries and On-costs (exc CCTV)</u>				
Wages and Salaries	68,818	69,274	68,818	69,274
Employers NIC	8,970	9,113	8,970	9,113
Employers Pension	13,601	13,578	13,601	13,578
	<u>91,389</u>	<u>91,965</u>	<u>91,389</u>	<u>91,965</u>
<u>Strategic Projects and Community Liaison</u>				
ASB Measures	0	0	0	0
Emergency Plan	0	0	0	0
Climate Action Plan	0	0	0	0
Community Liaison	698	600	698	600
Volunteer Network	0	0	0	0
Resident Survey	0	0	0	0
Promotional Materials for events etc	0	0	0	0
	<u>698</u>	<u>600</u>	<u>698</u>	<u>600</u>

**Redruth Town Council
Management Accounts
March 2026**

<u>COMMUNICATIONS</u>	2025-26 Actuals - Year to Date £	2025-26 Budget - Year to Date £	2025-26 Forecast - Full Year £	2025-26 Budget - Full Year £
<u>Communications Income</u>				
Sponsorship and donations	3,740	-	3,740	-
Advertising income	2,038	-	2,038	-
Other income	355	-	355	-
	<u>6,133</u>	<u>-</u>	<u>6,133</u>	<u>-</u>
<u>Salaries and on-costs</u>				
Wages and Salaries	75,309	83,076	75,309	83,076
Employers NIC	9,237	10,199	9,237	10,199
Employers Pension	14,930	16,185	14,930	16,185
	<u>99,475</u>	<u>109,460</u>	<u>99,475</u>	<u>109,460</u>
<u>Communications costs</u>				
Town Council Website	4,031	2,500	4,031	2,500
Discover Redruth website	115	2,500	115	2,500
Publications	1,801	5,000	1,801	5,000
Design and branding	10,050	0	10,050	0
Subscriptions	778	0	778	0
Advertising	1,568	0	1,568	0
Travel, networking etc	197	0	197	0
Software and licences	732	750	732	750
Other costs	5,593	2,000	5,593	2,000
Local Hero Awards	2,748	800	2,748	800
Youth Council	126	1,000	126	1,000
	<u>27,738</u>	<u>14,550</u>	<u>27,738</u>	<u>14,550</u>

**Redruth Town Council
Management Accounts
March 2026**

FESTIVALS and EVENTS	2025-26 Actuals - Year to Date	2025-26 Budget - Year to Date	2025-26 Forecast - Full Year	2025-26 Budget - Full Year
	£	£	£	£
<u>Festival and Event income</u>				
Murdoch Day	1,299	0	1,299	0
Youth Festival	11,635	0	11,635	0
Fun Day August	0	0	0	0
International Mining & Pasty Festival	860	0	860	0
Redruth in Lights	770	0	770	0
St Piran's	918	0	918	0
	<u>15,482</u>	<u>0</u>	<u>15,482</u>	<u>0</u>
Grant Income - Youth Festival	<u>(11,635)</u>	<u>15,000</u>	<u>(11,635)</u>	<u>15,000</u>
<u>Festival and Event costs</u>				
Murdoch Day	10,582	13,000	10,582	13,000
Youth Festival	0	15,000	0	15,000
Fun Day August	0	1,300	0	1,300
International Mining & Pasty Festival	10,310	12,000	10,310	12,000
Remembrance Day	1,157	750	1,157	750
Redruth in Lights	17,217	10,000	17,217	10,000
Christmas Grotto		0	0	0
St Pirans	11,804	6,500	11,804	6,500
Other events		4,500	0	4,500
	<u>51,071</u>	<u>63,050</u>	<u>51,071</u>	<u>63,050</u>
NET FESTIVAL COSTS	<u>47,223</u>	<u>48,050</u>	<u>47,223</u>	<u>48,050</u>

**Redruth Town Council
Management Accounts
March 2026**

CCTV Operations	2025-26 Actuals - Year to Date	2025-26 Budget - Year to Date	2025-26 Forecast - Full Year	2025-26 Budget - Full Year
INCOME				
Recharges to other Councils				
Truro	17,919	40,483	17,919	40,483
Camborne	13,230	30,000	13,230	30,000
Perranzabuloe	5,000	10,000	5,000	10,000
	<u>36,149</u>	<u>80,483</u>	<u>36,149</u>	<u>80,483</u>
EXPENDITURE				
Salaries and On-costs (exc CCTV)				
Wages and Salaries	34,778	71,432	34,778	71,432
Employers NIC	4,466	10,712	4,466	10,712
Employers Pension	5,664	14,008	5,664	14,008
Holiday and sickness cover @ 20%	0	0	-	0
	<u>44,908</u>	<u>96,152</u>	<u>44,908</u>	<u>96,152</u>
Other Costs				
Equipment and leased line	12,590	8,400	12,590	8,400
Operating costs	611	2,000	611	2,000
Energieo maintenance	1,460	6,309	1,460	6,309
	<u>14,661</u>	<u>16,709</u>	<u>14,661</u>	<u>16,709</u>
CCTV Net Costs	<u>23,420</u>	<u>32,378</u>	<u>23,420</u>	<u>32,378</u>

Redruth Town Council Management Accounts March 2026							
Earmarked Reserves	Opening Balance	Grant Income		Expenditure		Projected closing balance	Closing Balance before transfers
		Actual - year to date	Budget	Actual - year to date	Budget		
		£	£	£	£		
Town Clock EMR	(4,074)	15,000		49,164	9,024	(13,098)	(38,238)
Office Equipment EMR	3,480				3,480	0	3,480
Elections EMR	19,813			21,300	10,000	9,813	(1,487)
Playgrounds EMR	6,175					6,175	6,175
Grounds Equip EMR	7,731					7,731	7,731
Sk8 Park EMR	26,046	28,500				26,046	54,546
Bus Shelters EMR	3,988					3,988	3,988
Station Hill EMR	1,200					1,200	1,200
Signs EMR	5,942					5,942	5,942
Training EMR	3,481					3,481	3,481
Building Contingency EMR	5,346				5,346	0	5,346
Tourism EMR	822				822	0	822
Neighbourhood Plan EMR	9,332			6,932		9,332	2,399
CCTV EMR	6,219			36,546		6,219	(30,327)
Public Realms EMR	2,000					2,000	2,000
Christmas Lights EMR	1,479					1,479	1,479
Transition EMR	51,753			43,974	56,678	(4,925)	7,778
Town Trail/Leaflets EMR	4,922				4,922	0	4,922
Toilets EMR	99,399					99,399	99,399
Bunting/Flags EMR	2,427				2,427	0	2,427
Youth Council EMR	1,410					1,410	1,410
Redruth Community Centre EMR	6,182					6,182	6,182
Grant Scheme EMR	3,013					3,013	3,013
Events Contingency EMR	17,434				1,401	16,033	17,434
Advertising EMR	2,272			2,200	2,272	0	72
Market Way EMR	12,976				12,976	0	12,976

Redruth Town Council Management Accounts March 2026							
	Opening Balance	Grant Income		Expenditure		Projected closing balance	Closing Balance before transfers
		Actual - year to date	Budget	Actual - year to date	Budget		
<u>Earmarked Reserves</u>	£	£	£	£	£	£	£
Library EMR	1,307					1,307	1,307
CIL	41,583	14,235		798	41,583	0	55,020
Mobile Speed Signs	10,000				10,000	0	10,000
GWaT	3,200			3,794		3,200	(594)
TIC	1,800			1,800	1,800	0	0
Staff costs	94,672			37,235		94,672	57,438
Climate Change	30,842					30,842	30,842
Floral Displays	6,000					6,000	6,000
Town Accelerator Fund EMR	8,250	8,250	8,250	18,179	16,500	0	(1,679)
Youth Festival - Community Fund	20,000	360		13,023	15,000	5,000	7,337
Town of Culture 2028	0			5,640		0	(5,640)
CLUP Funding - Community Centre	0	87,594		109,163		0	(21,569)
TRIP Funding - Town Centre	0	118,740		171,307		0	(52,567)
OPCC Funding		40,000				0	40,000
	518,422	312,679	8,250	521,055	194,231	332,441	310,047

REDRUTH TOWN COUNCIL

REPORT FOR: Meeting of Finance Committee on Monday 20th April 2026

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 January 2026 meeting

<u>ITEM</u>	<u>UPDATE</u>
Procurement and Budget training	Procurement and budget training has started in April 2026 and will be given to all staff with a budget responsibility.
Implement Asset Management system	A system has been identified (Civic.ly), and RFO is working with Office Manager and Facilities Manager to plan implementation by end June 2026.
Review Market Way licences.	Meetings have been held with most licensees, and new terms (such as service charge) has been discussed. A new licence agreement has been drafted for the latest occupier.
Review Grants Scheme	A couple of meetings have taken place. To be finalised soon.
Work with Business Liaison Manager to ensure income generation targets are met	The Business Liaison Manager has now left RTC employment, and Jo Pelham-Wales has been appointed as Acting BLM for a three month period. A verbal update will be given at the meeting.
Establish an audit system for the Asset Management Committee to check certification and actions arising for each property.	To be presented to carried forward to July 2026
Work on the Strategic Plan, including reviewing the prospect of a Community Post Office in the centre of Redruth	To be carried forward
Start studying for the CILCA qualification	Started February 2026

2.2 **Priorities for Q1 2026/27**

My priorities for the next three months are;

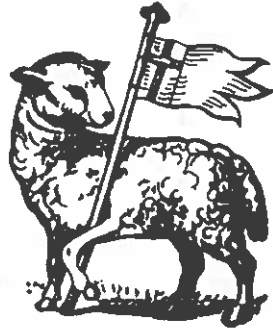
- Complete the year-end report for 2026 (Annual Governance and Accountability Return) ready to present to Council for approval at the April meeting. Following this, arrange for completion of the audits for 2026.
- Implement the updated procurement procedures and provide training for key staff on Xero.
- Work with temporary Office Manager to implement Asset Management system.
- Complete the review of the grants scheme, and implement from May 2026.
- Work with Acting Business Liaison Manager to set targets for 2026/27.
- Work on the Strategic Plan for 2026 – 2031.
- Work with the new Finance Assistant (commenced 14 April 2026) to streamline finance procedures and reduce overheads.

3.0 **RECOMMENDATION**

It is recommended that this report is noted.

Helen Bardle – Deputy Town Clerk and Responsible Finance Officer

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.

Q/E 30 September 2025

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?	✓		

	<i>Effectiveness of Internal Controls</i>	Yes	No	Comments
IC1	Does the internal audit take account of both the Council's risk assessment and wider internal control arrangements?	✓		
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?	✓		
IC9	Has the Asset Register and Insurance Schedule been reconciled?	✓		

	<i>Miscellaneous</i>	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	✓		

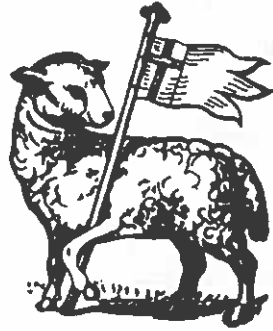
Any other comments:

EVERYTHING IN ORDER - UR > GOOD.

Print Name ALISON BISCOE Signature *Alison* Date

Print Name PAUL BROAD Signature *P. W. Broad* Date 4/3/26

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.

Q1E 31 December 2025

Checks to be carried out during Internal Audit

	Receipts & Payments	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?	✓		

	Bank Reconciliation	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?			
BR4	Does the reconciled difference equal nil?	✓		

	Salaries & Wages	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?	✓		

	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?	✓		
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?	✓		New system on the way
IC9	Has the Asset Register and Insurance Schedule been reconciled?	✓		

	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:

Print Name R.S. BARNES Signature [Signature] Date 16-3-26

Print Name W. Tremayne Signature [Signature] Date 16/3/2026