



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

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

Town Mayor: Cllr R S Barnes

Town Clerk: Ms C Caldwell

Minutes of a Meeting of the Redruth Town Council Finance Committee held at Redruth Civic Centre, Alma Place, Redruth on Monday 7th April 2005

Present: Cllr S Barnes
Cllr A Biscoe
Cllr H Biscoe
Cllr M Brown
Cllr K Grasso
Cllr I Thomas
Cllr W Tremayne

Chair

In attendance: Ms C Caldwell
Mrs H Bardle
Mrs J Pelham-Wales
Cllr D Reeve
One other resident was also in attendance

Town Clerk
Responsible Finance Officer
Administrator

PART I - PUBLIC SESSION

1616.1 To receive apologies for absence.

Apologies were received from Cllrs Craze and Garrick

1616.2 Members to declare any disclosable pecuniary interests or non-registerable interests (including details thereof) in respect of any item(s) on this Agenda.

None were declared.

1616.3 To enable the public to speak about any item included on this agenda.

The resident who attended the meeting did not wish to speak.

1616.4 To confirm the Minutes of the meeting of the Finance Committee held on 20th January 2025.

1616.4.1 RESOLVED by Majority to accept the Minutes of the Meeting of the Finance Committee held on 20th January 2025 as a true and accurate record of proceedings. [Proposed Cllr Barnes; Seconded Cllr Brown]. Cllr Tremayne abstained as he had not been present at that meeting.

1616.5 To review the Management Report for the period ended 31st March 2025.

A report had been circulated prior to the meeting. The Responsible Finance Officer verbally summarised the Management Report for 2024/2025 Month 12 and noted that Redruth Town Council had finished with a net surplus of £363. She added that the costs associated with the organisational review had been budgeted for in 2025/2026 but had been paid in 2024/2025. This also applied to additional computer equipment and laptops for new staff which have been included in costs for 2024/25.

The Town Clerk thanked the RFO and told Councillors from a management perspective how happy she was with Helen's outstanding hard work, commitment and dedication in what has been a rather

A handwritten signature, likely of the Town Clerk, in dark ink.

difficult period for the Town Council, and she was impressed that we had come in with a surplus. All Councillors joined the Town Clerk in giving the RFO a round of applause.

1616.6 To approve the AGAR for the financial year 2024/25.

The RFO reported that the AGAR (Annual Governance and Accountability Return) will be audited over the next couple of months. She went on to ask members to approve the AGAR in order to be signed off at the next Full Council meeting.

1616.6.1 Unanimously RESOLVED that the Finance Committee approve the AGAR in order for it to be signed off at the next Full Council meeting. [Proposed Cllr Barnes; Seconded Cllr A Biscoe].

1616.7 To receive the report from the Responsible Finance Officer (RFO) for the period ended 31st March 2025.

A report had been circulated prior to the meeting. The RFO verbally reported that the asset register had been spot checked by her for a review in May prior to the insurance renewal. She went on to say that she will be doing a fuller review of the asset register and items at the Facilities Yard by May and that she and her administrators would be doing more spot checks. She also reported that there are now tags on all assets.

The RFO then outlined her priorities for the first quarter of 2025/2026.

- Implement a new finance system, Xero following a successful visit to St Austell Town Council, who use it successfully. It is a Cloud-based system which will be easier for the relevant staff and managers to access and is also considerably cheaper than more bespoke systems.
- The independent and external audits of the 2024/2025 accounts will take place shortly.
- A CCLA account will be opened shortly. The RFO suggested four signatories on the account of which the Town Clerk and RFO will be two. Cllr Barnes and Cllr H Biscoe indicated they would be willing to act as additional signatories on the account.
- The RFO reported she is now a line manager for the Business Liaison Manager and the three company Administrators. She will be setting objectives for them for the next six months.
- The RFO is working closely with the Facilities Manager. She is making sure that the team feel supported, and their workload is being managed.
- To carry out training for new staff members on the current year's budget.
- The RFO has taken over responsibility for managing IT. We need to replace our existing servers and the RFO will work with Acronyms to move onto Cloud-based servers for most applications. Our telephone system also needs updating but this is not a priority at this time.
- The RFO will provide confirmation of the S106 monies received and amounts spent on the Skatepark to date. The deadline for this is Easter 2025.

The RFO reported two bad debts that have been outstanding for more than six months and unlikely to be collected. The RFO would like permission from the Finance Committee to write these off as bad debts.

Cllr Brown asked the RFO if the new system being implemented, would be integrated with the payroll system. The RFO replied that we are still keeping the SAGE HR and Payroll system which deals with payroll and annual leave, but monthly payroll totals would be input onto Xero as is currently the case.

Cllr Brown asked about stall holders not paying and if there were ways to address this. The RFO replied that a new system has been implemented in which stall holders make an online payment via Stripe once their booking is accepted. Stalls will only be allocated to organisations that have already paid.

Cllr Thomas asked that those for those Councillors returning post May, would it be possible to see a list of the asset register. The RFO responded that it will be made available.

1616.7.1 Unanimously RESOLVED for the two bad debts totalling £40 to be written off by the RFO, and that the report from the RFO be noted. [Proposed Cllr Barnes; Seconded Cllr H Biscoe].

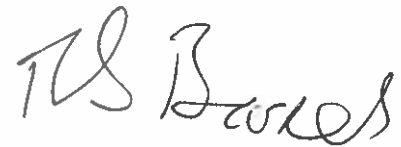
1616.8 **To receive the Councillors' internal audit report for quarter 3 2024/25.**

The RFO reported that the internal audit for quarter 3 2024/25 was carried out by Cllrs A Biscoe and Thomas. and she thanked them for their time in completing this.

A query had been raised during the audit about the nature of the secondary pension payments. The RFO explained that they relate to historic shortfalls in the Cornwall Pension Fund.

The RFO stated that she would contact the Councillors for the quarter 4 2024/25 audit in due course.

1616.8.1 Unanimously RESOLVED that the remainder of the report and its contents be noted. [Proposed Cllr Barnes; Seconded Cllr H Biscoe].

A handwritten signature in black ink, appearing to read 'T. Barnes'.