



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

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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 20th October 2025**

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

In attendance: Mrs C Williams Town Clerk
Mrs H Bardle RFO / Deputy Town Clerk
Mrs C Rundle HR Manager
Mr J Malloy Consultant Asset Manager
A Local Resident was also in attendance.

PART I – PUBLIC SESSION

1636.1 To receive apologies for absence.

None were received.

1636.2 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.

1636.3 Public participation session – to enable members of the public to put questions to the Council relating to any items on the agenda.

The Local resident attending the meeting did not wish to speak.

1636.4 To confirm the Minutes of the Meeting of the Finance Committee held on 14th July 2025.

1636.4.1 RESOLVED by the Majority to confirm the minutes of the Finance meeting held on Monday 14th July as a true and accurate record of proceedings. [Proposed Cllr H Biscoe; Seconded Cllr S Barnes. Cllr Ellenbroek did not vote as she did not attend the meeting]

1636.5 To review the Management Report for the quarter ended 30th September 2025.

- 1636.5.1 The Responsible Finance Officer explained the details of the summary report circulated prior to the meeting. Confirming that the Precept is the total sum of taxes collected for the year, as the first payment is made in April, and the second payment in September, explaining that there would be no further income from the precept.

The Responsible Finance Officer confirmed that the finances were on budget, confirming that the Summary sheet was the cover sheet for all the different cost centres, including Core, Asset Management, Library, Communications and Projects.

Cllr Jolly asked for clarification of the figures for Murdoch Day, as she has been previously informed that only 50% of the budget had been used.

The Responsible Finance Officer confirmed that invoices were still being submitted for Murdoch Day, and that the budget had been set in October 2024, and it was hoped that some of the budget for Murdoch Day would have been raised through sponsorship. Although this has not been achieved fully, the Communication Manager had kept within budget with "In Kind" sponsorship, and that the overall event was near forecast.

Cllr Allen raised a question about the line within the report referring to Event Personnel costs, suggesting that should all be included under the different cost centres

The Responsible Finance Officer pointed out that these costs were in relation to First Aid cover, Security and staff overtime costs and included national insurance and tax implications.

Cllr Allen suggested that this had already been covered under the original precept Staff cost.

The Responsible Finance Officer responded that this was not correct and the only overtime accounted for was for meetings. The previous events budget had no breakdown regarding staff costs, and there was a requirement to find alternative security for this event at short notice.

Cllr Reeve requested that the Summary be broken down to read Actual; Predicted and Budget columns. Cllr Thomas suggested a forecast, predicted spend.

The Responsible Finance Officer confirmed that this could be done, but that she would also accrue for anticipated costs, which could then be adjusted once received.

- 1636.5.2 RESOLVED by the Majority to note the report [Proposed Cllr Barnes; Seconded Cllr H Biscoe; Against: Cllr Allen Abstained: Cllr Jolly]

1636.6 To agree a future format for the Management Reports, detailed Management reports, and Budget.

- 1636.6.1 The Responsible Finance Officer had investigated what to include in management reports and budgets following comments made at the previous full council meeting, and emails received from members. Members were asked three questions:

- 1636.6.2 Question 1 – Would members like to see Salaries combined on the report or separated.
Cllr Allen suggested that both options would be preferable.

- 1636.6.3 Question 2 – Would members like to see the Christmas lights budget shown separately?
Members agreed that they would like to see this budget line shown separately.

- 1636.6.4 Question 3 – Would members like to see Grants received shown separately?
Cllr Allen commented that she was confused between the EMR (Earmarked reserve) and the Grants lines, specifically the Youth Festival. The Responsible Finance Officer confirmed that the EMR are for a specific purpose similar to the concept of ringfencing. Cllr Reeve commented that it was helpful seeing the EMR information. Members agreed to show the grant money separately.

- 1636.6.5 Question 4 – Would members like to see Grants paid out separately. They are shown in the detailed reports but could also be included on the summary page which is presented to Full Council. Members supported this option.

- 1636.6.6 Cllr Ellenbroek commented that the clarity of the breakdowns was appreciated to give the information validation. The Town Clerk suggested that members think of the EMR as ringfenced money to cover a specific purpose.
The Responsible Finance Officer confirmed that the Full Council papers will show amended figures for September, and that members would have an opportunity to feedback their thoughts. Cllr Allen mentioned Legal Fees relating to CCTV cost centre, asking if they will be recharged. The Responsible Finance Officer confirmed that the CCTV costs overall will be recharged in part to the other Councils, and that as the service was just starting, salary recharges will take place. Cllr Allen suggested that this was deceptive, and that a real figure was needed. The Responsible Finance Officer disagreed that this was deceptive, and that the EMR had been used legitimately to get the service off the ground.
Cllr Thomas asked if Redruth Town Council were still holding money for a third party. The Responsible Finance Officer confirmed that this was the case and that this was shown on the balance sheet as a creditor, A full list of creditors is available for members to see.
- 1636.6.7 Unanimously RESOLVED to action the responses to Questions 1-4 as answered during the meeting. [Proposed Cllr Barnes; Seconded Cllr H Biscoe]
- 1636.7 To receive a report from the Responsible Finance Officer (RFO) for the period ended 30th September 2025, including an update on the Budget for 2026/27**
- 1636.7.1 A report had been circulated prior to the meeting. The Responsible Finance Office proceeded to explain the content of her report, confirming that the Business Liaison Manager would be commencing work in the Industrial estates in November.
- 1636.7.2 Unanimously RESOLVED to approve the proposed budget timetable outlined in 2.3 of the report and note the remainder of the report. [Proposed Cllr Barnes; Seconded Cllr H Biscoe]
- 1636.8 To receive the final External Audit report for 2024/25.**
- 1636.8.1 A report had been circulated prior to the meeting and the Responsible Finance Officer confirmed that the previous recommendation received from the External auditor regarding Trewergie Trust had now been dealt with.
- 1636.8.2 Unanimously RESOLVED to note the report. [Proposed Cllr Barnes; Seconded Cllr H Biscoe]
- 1636.9 To agree dates with Councillors' internal audit for Q1 and Q2**
- 1636.9.1 The Responsible Finance Officer stated that due to the fact that the two Cllrs who were supposed to do the Quarter One audit had unfortunately not responded to her, she needed two more to step forward to do this. It was agreed that Cllr Reeve and Cllr Morrison would undertake the Q1 Internal audit and that Cllr Barnes and Cllr Tremayne would undertake the Q2 Internal audit. Both audits would be undertaken as soon as possible.
Cllr Allen informed the meeting that she would not be able to undertake any internal audits on health grounds and that she wished to be removed from this duty until further notice.
- 1636.10 To review the Financial Risk Assessment for 2025**
- 1636.10.1 A report had been circulated prior to the meeting, and the Responsible Finance Officer asked members to review the risk assessment to ensure the Town Councils needs were met through the document. Cllr H Biscoe asked the Town Clerk if she was happy with the content of the Risk assessment. The Town Clerk confirmed that there were still some issues relating to DBS checks having not been completed, but that she recommends the risk assessment be approved subject to all completing their DBS checks.

- 1636.10.2 Unanimously RESOLVED to approve the Risk assessment of Financial management and approve that it meets the current needs of Redruth Town Council. [Proposed Cllr Barnes; Seconded Cllr H Biscoe]
- 1636.11 To review and confirm the effectiveness of internal controls.**
- 1636.11.1 Cllr Allen commented that she found it difficult to follow the information in retrospect and there should be a summary of tasks. Cllr Reeve confirmed that a sheet is presented in the minutes showing all of the Internal control audit information during the year, which was available for the previous year. This year's internal audits had not been completed so the information was unable to be submitted. The Responsible Finance Officer confirmed that it is widely advertised that any member of the public can see most of the Financial records during a specific period, and this is advertised on the website.
- 1636.11.2 RESOLVED by the Majority that the Town Council has an effective system of internal controls applicable to the year ended 31st March 2025. [Proposed Cllr A Biscoe; Seconded Cllr Thomas; Abstained Cllr Allen]
- 1636.12 To approve transfer of funds to the CCLA account.**
- 1636.12.1 Unanimously RESOLVED to approve the transfer of funds to the CCLA account as recommended by the Responsible Finance Officer. [Proposed Cllr A Biscoe; Seconded Cllr S Barnes]

PART II – PRIVATE SESSION

- 1636.13 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.**
- 1636.13.1 Unanimously RESOLVED to pass the following resolution: - That pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting for the following item of business, by reason of the confidential nature of the business to be transacted. [Proposed Cllr Thomas; Seconded Cllr Broad]
- 1636.14 To receive an update on the Clock Tower**
- 1636.14.1 RESOLVED by the Majority to consider the recommendation on next steps. [Proposed Cllr Thomas; Seconded Cllr Broad]

Chair