

Responsible Financial Officer Reports (10-15)**10. RFO Report** - (for information – bank balances)

- Bank balances - as at 31 May 2026 are as follows:

HSBC	78,925.64
Lloyds Debit card	713.26
Cornwall Council deposit	999,189.79
TOTAL	<u>£1,078,828.69</u>

- 11. Schedule of Payments** - To receive and approve the schedule of payments totalling £164,687.80 gross

Attachment: 11. Schedule of Payments

Recommendation: to approve the schedule of payments totalling £164,687.80 gross

- 12. Budget Monitoring 2026/27** – To receive and accept a draft budget report to 30 April 2026 for monitoring purposes

Attachment: 12. Budget Monitoring to 30 April 2026

On target spend should now be at 8.33%

The following points should be noted on the Administration (101) budget (other budgets monitored within the relevant committees):

- Work Nest (4140) – annual premium has been paid, no further expenditure expected
- Subscriptions & Memberships (4190) – CALC and NALC annual membership fees have been paid
- Equipment & IT Maintenance/support (4240) – annual Rialtas subscriptions have been paid
- Civic Duty & Members Expense (4350) – the first part of the Mayor’s chain essential repairs have been paid

Recommendation: to approve the budget monitoring report

- 13. Aged Debtors** - To receive a report on aged debtors and agree to any necessary action

As at 31 May 2026 the following amounts were outstanding:

Outstanding	31 - 60 Days		61 - 90 Days		91+ Days	
	No. of customers	Amount	No. of customers	Amount	No. of customers	Amount
Public Hall	2	148.00				
Guildhall rents	1	451.00				
Guildhall utilities						
Allotments						
Miscellaneous						
Totals	3	£599.00	0	£0.00	0	£0.00

All three account holders are in communication, and these are not a cause for concern. No action is recommended.

Recommendation - To accept the report on aged debtors with no action required

10. Bank Mandates – To review the Council’s banking arrangements and the signing mandates for the HSBC and Lloyds Bank accounts as per financial regulation 6.1

6.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with HSBC and Lloyds Bank. The arrangements shall be reviewed annually for security and efficiency.

The Town Council’s main account is with HSBC, operated using online banking. There is a designated account manager based in Plymouth available for support when needed. The Lloyd’s Bank account is used for card payments only, with a restricted balance. Petty cash is available from this account via the Post Office. These continue to meet the Town Council’s requirements.

Current signatories on the bank mandates are as follows:

- HSBC: Councillors Brooks, S Cassidy, Pascoe, Taylor and Whitty – electronic payments are set up and authorised for release by any two of the Town Clerk, RFO & Deputy Town Clerk and the Finance Officer
- Lloyds Bank (debit card only account): Councillors Brooks, S Cassidy, Pascoe, and Whitty – debit card held in the name of the Town Clerk

Recommendation - To confirm the existing bank mandates for HSBC and Lloyds Bank without change

11. Direct Debits - To confirm the use of variable direct debit mandates as per financial regulation 7.8

7.8 With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension

contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

The current list of variable direct debit mandates is as follows:

<u>Company</u>	<u>Notes</u>
Acronyms	IT Support
Acronyms	East Hub CCTV
American Express	TIC Card Fees
British Gas	Electricity (Guildhall, Dean St, Sungirt, Pipewell)
Concorde	Copier
Cornwall Council	Business rates (Public Hall, Guildhall store)
E.ON Next Ltd	Electricity (Public Hall, Foresters Hall)
EE Limited	Caretaker Mobile
Evo Payments	TIC Card Fees
GBC re Concorde	Telephones
HMRC	VAT, PAYE
Information Commissioners Office	Annual Registration (discount for DDR payment)
Ionos Cloud Ltd	Museum Website Domain & Hosting
Pennon Water Services	7 Supplies
Sage	Payroll software
South West Water	Fountain
Square	Events card payments
SSE	Gas (PH, Foresters) Electricity (Tree lights)
Suez R&R	Waste (PH, Foresters)
TV Licence	Public Hall - annual licence
Wildanet	Foresters Hall Broadband

Recommendation - To approve use of variable direct debit mandates for the suppliers listed.