

## **Responsible Financial Officer Reports (10-16)**

### **10. RFO Report – for information**

#### **Attachment – 10a. NALC Survey on the Financial Impact of the Coronavirus on Local Councils**

Staff Update – all staff continue to work as previously reported, as the relaxation of restrictions has not yet changed the impact on delivery of council services. Staff have used time to complete a total of 54 online training courses including various aspects of health and safety, and safe home working.

Internal Audit – while there have been extensions made to the deadlines for completing the various parts of the audit process, both internal and external, the internal auditor has contacted us to agree alternative arrangements for carrying out internal audit sampling and testing in order that we can proceed with this under the current conditions. As a result, he collected our records on Friday 15 May to work on remotely, returning them on Tuesday 19 May. We are providing follow up information and responses to questions as required.

We expect to have completed the end of year accounts by the next meeting on 23 June, when the Annual Governance and Accounting Review will be presented for approval, together with the internal control review. The internal auditor will then also be able to provide his full report. These will then be submitted for external audit, and the period for public inspection set.

#### **Impact of the coronavirus crisis on town council income and expenditure**

- Finance, Economic Development and General Purposes committee  
Income – precept, council support grant and bank interest all unaffected  
Expenditure – reduction in office supplies (printing and copying), no election expenses this year, but this will roll forward when elections in all wards should be expected in 2021, additional expenditure agreed to establish Social Emergency Fund of £20,000  
Conclusion – Overall increase in expenditure of £20,000
- Facilities committee  
Income – Public Hall closed with a loss of approx. £4,250 per month, Guildhall rent holiday generates a loss of £2,167 per month (including recharged water and electricity), Foresters Hall Business Support Grant of £25,000 received (CALC advise this is put into a nominated reserve for this building)  
Expenditure – Staff overtime not required due to closure of buildings/services creating a saving of approx. 80 hours per month equating to about £1,000, metered utilities (water and electricity) will be reduced due to closure of buildings approx. £900 per month, non-domestic rates at Foresters Hall zeroed for the year saving £1,100 per month, consumables (housekeeping) reduced due to lack of cleaning/toilet rolls supplies etc by approx. £150 per month (this may be cancelled out by requirements to supply PPE as services reopen)

Conclusion – Overall loss of approx. £3,267 pm (ignoring Business Support Grant)  
– possible reduction in this if monies received from the Job Retention Scheme

- Communications & Engagement committee  
Income – TIC shop closed with a loss of approx. £250 per month, museum closure resulting in a loss of donations of approx. £100 per month.  
Expenditure – cancellation of some major events this year may leave part of the £6,000 Events budget unspent (this was used to fund the coronavirus leaflet - it is possible that one off events such as VE Day 75 may be celebrated next year or other celebratory/thank you events planned as we leave lockdown)  
Conclusion – Overall minimal impact - possible recovery of monies from the Job retention Scheme.

A survey conducted by NALC on the financial impact on town and parish councils, which received 1,191 responses, found the following:

- 10% were proactively seeking and receiving government support through furloughing staff, business rate support and applying for a loan/grant
- 74% were helping to support the community by provision of advice and information

To help the sector they also asked the government to:

- Fast-track current legislation to exempt public toilets from business rates, backdated to 1 March 2020
- Extend deadlines for complying with website accessibility regulations
- Establish a single point of contact within MHCLG to ensure effective communication and engagement with NALC and the local council sector throughout the pandemic and recovery phase.

Bank balances - as at 31 March 2020 are as follows:

HSBC	33,158.14
Lloyds Debit card	tbc*
Cornwall Council	190,495.01
United Trust	145,000.00
<b>TOTAL</b>	<b>£368,653.15</b>

\*Lloyds Bank statements are usually received by collection from the branch, which has not been possible since home working began. The balance on this account never exceeds £2,000.

**11. Budget Monitoring report to 31 March 2020** - to receive and approve the budget monitoring report to 31 March 2020  
**Attachment – 11. Budget Report**

Verbal report to be given at the meeting

**Recommendation: to note and accept the budget monitoring report to 31 March 2020**

## 12. Aged Debtors - to receive and approve the aged debtors report

As at 31 March 2020 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 Standard	3	73.00	0	0.00	1	119.00
Public Hall Discount	2	32.00	2	87.50	2	49.00
Guildhall rents	1	451.00	0	0.00	0	0.00
Guildhall utilities	1	301.12	0	0.00	0	0.00
<b>Totals</b>	<b>7</b>	<b>£857.12</b>	<b>2</b>	<b>£87.50</b>	<b>3</b>	<b>£168.00</b>

Due to remote working invoices have not been actively pursued for payment since 25 March 2020 and no new invoices issued. For those customers who would normally pay in cash this has not been possible since the office closed.

**Recommendation: To write off the invoices totalling £168 which have been outstanding for more than 90 days as unrecoverable.**

## 13. Reserves Policy – to approve the Reserves Policy Attachment – 13. Reserves Policy

This policy was considered by Council on 28 February.

**509/19 RESERVES POLICY** – *It was considered that the policy would benefit from the inclusion of upper and lower limits. It was decided to defer consideration of the Reserves Policy to the next meeting of the Finance, Economic Development & General Purposes Committee to permit such an inclusion.*

With the assistance of Councillor Smith, the required amendments have been made.

**Recommendation: To approve the Reserves Policy**

## 14. Anti-Fraud Policy – to approve the attached policy. Attachment – 14. Anti-Fraud, Bribery and Corruption Policy

The Town Council has not approved an Anti-Fraud policy since 2010, however this is a requirement of the CLLD application, and therefore an updated version is presented for approval.

**Recommendation: To approve the Anti-Fraud, Bribery and Corruption Policy**

**15. Fibre Provision at Foresters Hall** - to agree arrangements for the provision of fibre at Foresters Hall

The Town Council currently has three fibre lines (two at the Public Hall and one at Foresters Hall) at a current cost of £43.40 per line per month with fixed IP giving speeds up to 38mbs. Current speeds are sufficient for our purposes.

Service at the Public Hall is now provided in return for permission to affix a mast to the building.

Options for the service at Foresters Hall are:

- Contractor A at £36.00 per month with speeds up to 76mbs and includes 4G Assure back up & digital line. Fixed price for 24 months. It is not clear whether the back up would operate the VOIP phones.
- Contractor B at £29.95 per month with 30 mbps (unlike traditional fixed wired services it does not share band width) and a one-off £99 installation fee. Fixed term of 36 months. 24/7 customer support helpline based in Redruth and a physical presence in the town.

**Recommendation: to agree to the provision of service from Contractor B at a lower overall cost over a 2 year period, and local support**

**16. Schedule of Payments** – to receive and approve the schedule of payments.  
**Attachment – 16. Schedule of Payments**

**Recommendation: to approve the schedule of payments**