

Responsible Financial Officer Reports (11-19)**11. RFO Report**

(for information – including bank balances, United Trust bond update, internal controls and Trusts)

Attachment: 11i. Internal Control check 9.11.20

Bank balances - as at 30 November 2020 are as follows:

HSBC	51,688.97	
Lloyds Debit card	1,838.58	
Cornwall Council deposit	382,150.80	
United Trust (1 year bond)	145,000.00	Repaid 4/12/20
TOTAL	<u>£580,678.35</u>	

United Trust Bond update – following the decision made by Council in November 2020 the United Trust bond of £145,000 was repaid to the HSBC account on 4 December 2020 together with interest earned of £2,619.98. Excess balances of £140,000 were transferred to the Cornwall Council deposit.

Internal Controls – Councillor Cassidy completed a quarterly internal control check on contracts and salaries on 9 November 2020 and all was in order – the confirmation report is attached.

Philip Blamey Trust – The Town Council is responsible for the administration of this trust, and the Mayor and Town Clerk are the trustees. In October and December grants were made to assist young people in the town with the purchase of laptops to pursue their studies. The current position is:

Current account balance at 31.3.20	789.00	
<i>less</i> Grants made		
CY - laptop (Oct 2020)	160.00	Grant also made from the Alex Page Trust
ET/Liskeard SCC - laptop (Dec 2020)	279.00	
Balance remaining	350.00	
<i>plus</i> Deposit account	3,723.93	
TOTAL	<u>4,073.93</u>	

No payments have been made from the Eva Bowles Memorial Fund.

12. Budget Monitoring to 30 November 2020

To receive and accept a budget report to 30 November 2020 for monitoring purposes

Attachment: 12. Budget Monitoring to 30.11.20

On target spend should be at 66.7%. The report shows all committee budgets to provide a full picture, although the Communications & Engagement and Facilities committee budgets are now being monitored again with the recommencement of their bi-monthly meeting.

The following points should be noted:

- All PAYE & NI (4010) and Pension (4020) lines include only seven months expenditure – 58.3% as this is paid a month behind until year end (updated budget report to be provided on Monday 21 December reflecting this). The Finance committee budget for Pensions includes payment of the annual lump sum contribution of £6,100. The PAYE & NI line in the Facilities budget includes a refund of Statutory Maternity Pay.
- Bank Charges (4130) will overspend as this includes the set-up fee for the new bacs payment system which when budgeting we expected to be paid in the previous financial year.
- Audit fees (4150) will overspend by £250 due to new internal audit costs
- Equipment & IT Purchase (4230) has now been overspent with the purchase of laptops, webcams, a tablet, replacement of the facilities manager's desktop and other associated equipment.
- Equipment & IT M'tnce/Support (4240) includes the unexpected cost of virtual meetings platform licences. We have also had two old hard drives reconditioned for use in the office to reduce the need to share workstations and help with social distancing and to give the caretakers computer access.
- Mayor's allowance (4340) – two month's payments (April and November) totalling £278.34 have been paid to the Mayor, with two further months payments donated to the Mayor's charities as agreed at a meeting of the Mayor and Chairs, bringing the total paid to £556.68 but this is not reflected in the budget line. The Mayor has indicated that she does not wish to receive further payments as due to the current covid restrictions she is unable to carry out many of the usual engagements.

Recommendation: To accept the budget report to 30 November 2020

13. Aged Debtors

To receive a report on aged debtors and agree any further action required

As at 30 November 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			1	60.00	4	210.00
Public Hall Discount	0	0.00	0	0.00	1	11.00
Guildhall rents	0	0.00	0	0.00	0	0.00
Guildhall utilities	0	0.00	0	0.00	0	0.00
Allotments	0	0.00	0	0.00	0	0.00
Miscellaneous	0	0.00	0	0.00	2	6,161.90
Totals	0	£0.00	1	£60.00	7	£6,382.90

Public Hall Standard includes the amount of £119 being pursued via the small claims court. The debtor asked the court for more time to pay, which was granted, but they have failed to respond within the new timescale. We can now request a County Court Judgement.

Miscellaneous relates to grants due from Cornwall Council for the CCTV installation (£5,000) and footpath maintenance (£1,161.90 for 2019/20). The CCTV grant is being chased with David Read who requested an amended invoice, which was submitted in August 2020, but payment is still outstanding, and we continue to follow-up. The footpath team have promised payment, but it has not yet been received.

Recommendation: to consider any additional action required

14. External Audit

To receive and accept the External Auditors report and certificate 2019/20

Attachment: 14. External Audit report and certificate 2019/20

The external audit has been completed by PKF Littlejohn, who have not reported any issues. The Notice of Conclusion of Audit has now been published on our website as required by 30 November 2020, advising that the Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Liskeard Town Council. This must remain available for 5 years, although there is no requirement for the period the notice must be displayed.

Recommendation: to accept the External Audit report and certificate 2019/20

15. Internal Audit – interim report

To receive and accept the Internal Auditor's interim report for 2020/21

Attachment: 15. Interim Internal Audit report issued 1.12.20

Due to the ongoing restrictions, the internal auditor again collected our records for an interim review on 17 November, and his report is attached.

Two small errors were detected in the allocation of VAT in one instance, and an incorrect pension deduction rate. Both were immediately corrected. In accordance with the

suggested actions the Treasury Management Strategy (Investment Strategy) is presented at the next agenda item for review. A separate report will be presented at a later date to address the suggested actions under Shop Rents.

Recommendation: to accept the Interim Internal Audit report issued 1.12.20

16. Treasury Management Strategy (Investment Strategy)

To review and approve the Treasury Management Strategy

Attachment: 16. Treasury Management Strategy 2021/22

The previous policy has been reviewed. No material changes have been suggested, and only small amendments such as removal of references to United Trust Bank are proposed.

Recommendation: to approve the Treasury Management Strategy 2021/22

17. Reserved Car Parking Space

To agree requirements for a reserved parking space in Westbourne carpark for 2021/22

The reserved car parking space was previously considered by Council on 30 April 2019, when it was known that the incoming Mayor, Councillor Brooks did not drive. The following resolution was made:

564/18 MAYORS CAR PARKING SPACE 2019/2020 – *Following discussion, Councillor Shand proposed, Councillor Cassidy seconded and the Council **RESOLVED** to not retain the parking space for 2019/2020 but refund the parking costs of the current Mayor until 22nd May and revisit this issue in spring 2020, once it is known, whom will be the Mayor in 2020/2021. At that point the town council, could ask to reinstate the parking space (with the space identified as a “Public Hall” space) or to add something to the Mayor’s allowance, if they need to park in town.*

However, when Cornwall Council were contacted to arrange the cancellation they advised that they could not guarantee the space would be available if it were required again in the future, and therefore the space was retained in 2019/20 in case it should be needed in 2020/21 and budget provision made in case of need ahead of the proposed review.

At the meeting of Council on 27 October 2020, it was agreed that as budget provision had been made then the space should be renewed for 2020/21 for a single vehicle registration permit (currently assigned to the Deputy Mayor). This was at a reduced rate of £198.60 (£238.32 inc. VAT), since Cornwall Council provided a period of free parking to all at the start of the pandemic which was reflected in the cost.

To inform budget setting for 2021/22 consideration of reserved parking requirements from May 2021 should be made. The costs will be as follows:

Type of Permit	Inc. VAT as published	Excluding VAT
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1 permit (1 vehicle registration*)	£362.84	£302.37
2 permits (2 vehicle registrations*)	£408.20	£340.17
5 permits (5 vehicle registrations*)	£453.55	£377.96
5 permits (not tied to specific vehicles)	£659.75	£549.79

**One charge for each vehicle registration allowed at a cost of £10 – further changes will require upgrade of permit*

Season and Multi-purchase tickets are not available in Westbourne carpark.

Recommendation: To agree a course of action for May 2021

18. Draft Budgets 2021/22

To review the draft budgets for 2021/22 against current information

Attachment: 18i. FED&GP Budget Worksheet DEC20, 18ii. C&E Budget Worksheet DEC20, 18iii. Facilities Budget Worksheet DEC20, 18iv. Budget Summary DEC20

Updated Information

Taxbase – The taxbase for 2021/22 will be 3,230.35 which is a 0.93 % increase on 2020/21.

Council Tax Support (CTS) Grant – We have received advice from Cornwall Council that the CTS grant for 2021/22 will be £18,808.57 which is a £2,965 (13.6%) reduction on the current year. It is proposed that this will reduce by 50% in 2022/23 to £9,404 and be withdrawn completely in 2023/24 subject to approval in February 2021.

Business Rates on Public Conveniences - On 18 March, the Government introduced the Non-Domestic Rating (Public Lavatories) Bill, the intention of which is to provide 100% Business Rates relief to all properties consisting wholly or mainly of public lavatories. The Bill has now completed its passage through the Commons and on 7 September was introduced in the Lords, where it is currently awaiting Second Reading. The relief will apply retrospectively from **1 April 2020**, subject to the final passing of the bill through the legislative process. At present, we are still budgeting for this expenditure in 2021/22.

Election costs 2021 – We have now received confirmed costings for the elections in 2021 which are as follows:

<u>Ward</u>	<u>Uncontested</u>	<u>Contested</u>
East	229.48	3,540.75
North	214.28	2,259.10
West	214.28	2,538.07
Totals	£658.04	£8,337.92

The maximum cost would be £8,337.92 if all wards are contested, which we have sufficient in the election reserve to cover with a small surplus, without the need for the current year's provision. With the next elections in 2025 we would have five budget year's in which to

build a new reserve. It is suggested annual contributions could be reduced to £1,200 with a review again next year when the actual costs of the 2021 elections are known.

Precept - We have now received the precept calculator from Cornwall Council. Cornwall Council proposes paying the 2021/22 precepts as usual by two equal instalments, the first in April 2021 and the second in September 2021. The calculator indicates that if we were to hold the precept at the current rate for households (Council Tax Band D charge pa £141.08) we would raise a total precept of £455,738. The current draft budgets attached are within this.

To set our 2020/21 Council Tax Band D £141.08 element in context this represents 7.23% of the total council tax bill, 14 town councils in Cornwall have a band D element in excess of £200 pa (more than 10%), and of the larger towns, the only ones with a smaller percentage share are, St Ives 6.76% and St Austell Town 6.36%.

Recommendation: To note the draft budgets in preparation for final budget and precept setting in January 2021

19. Schedule of Payments

To receive and approve the schedule of payments

Attachment: 19. Schedule of Payments

Recommendation: to approve the schedule of payments