

Responsible Financial Officer Reports (16-20)

16. RFO Report – to provide an update on the internal audit and completion of year end accounting statements.

We are continuing to work remotely with the new internal auditor and this process is near to completion, which will finish with checks to the end of year accounting statements.

We will need some support from Rialtas to complete the end of year accounting statements, as the new software has aspects not included in the previous package used. The RFO will be spending time in the office next week with the account's clerk to complete this.

The Annual Governance and Accountability Return and internal control review will be presented to Council in July for approval.

Once the end of year process is complete work will commence on the current financial year, to produce a budget monitoring report for the July Council.

Trust Report

End of financial year statements have now been received from Santander Bank on the accounts of the funds administered by the Council. No new grants have been made in 2019/2020. Income received includes all amounts due from 2014 when the accounts were closed to dormant funds. A summary is provided as follows:

Trust	Account Balance as at 31.3.19	Income received for 2019/20	Adjustments made during 2019/20	Balance as at 31.3.20
<u>Philip Blamey Trust</u>				
Current account*	1,289.73	0.00	-500.00	789.00
Deposit account	3,624.76	99.17	0.00	3,723.93
Totals	4,914.49	99.17	-500.00	4,512.93
<u>Eva Bowles Memorial</u>				
Current account	691.56	0.00	0.00	691.56
Deposit account	2,317.68	60.50	0.00	2,378.26
Totals	3,009.24	60.50	0.00	3,069.82
<u>King George V - Thorn Park</u>				
Current account	660.91	0.00	0.00	660.91
Deposit account	2,325.68	60.04	0.00	2,385.72
Totals	2,986.59	60.04	0.00	3,046.63

* Adjustment represents grant given in a previous year, which was advanced by the Council as access to the trust account was not available due to closure.

Recommendation: to note and accept the trust report**17. 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 including fixed IPs giving speeds up to 38mbps. Current speeds are sufficient for our purposes.

Service at the Public Hall and fixed IPs needed are now to be 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 including fixed IP address with speeds up to 76mbps and includes 4G Assure back up & digital line. Fixed price for 24 months. (It is not clear whether the backup 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), plus £15 per month for a fixed IP address, 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.

Our IT consultant has confirmed that a fixed IP address is still required.

Summary

Provider	Monthly cost	24 month total cost	36 month total cost
Current provision	43.40	1,041.60	1,562.40
Contractor A	36.00	864.00	1,296.00
Contractor B & IP address	29.95 15.00	1,177.88 (inc installation)	1,717.20 (inc installation)

Recommendation: to agree to the provision of service from Contractor A at a lower overall cost**18. Committee Meetings** – to consider options on holding future meetings.

Since lockdown began, all Council business has been transacted through a monthly virtual Council meeting (with the exception of decisions taken under delegated powers by the Mayor, Deputy Mayor and Chairs meeting or the by the Mayor and Town Clerk), which with the additional burden of work as a direct result of the pandemic, have been much longer than usual.

With the virtual meeting platform now more familiar this could be used to host committee meetings, to reduce the workload and duration of Council meetings.

The following options are available:

1. Continue with monthly Council as currently taking place
2. Continue with monthly Council (replacing Finance, Economic Development & General Purposes committee (FEDGP)) and restart the committee cycle for Communications & Engagement (C&E) and Facilities
3. Return to the usual format of bi-monthly council meetings, plus FEDGP, C&E and Facilities committees

In addition since travel for the meeting is not required an earlier start time of 6.30pm could prevent meetings from running later into the evening.

As planning is on a three week cycle and has successfully continued consultations since lockdown began using an email consultation process, this could continue, unless an application is received which requires further debate, when a single application virtual meeting could be held.

Recommendation: to agree to option 2, restarting the meeting cycle for C&E and Facilities committees with all Council meetings commencing at 6.30pm

19. Recording Meetings – to agree rules for the retention of recordings and access arrangements.

In October 2014, the Council considered new legislation, which permitted members of the press and public to attend Council meetings and film, photograph or make an audio recording.

As a result, to promote openness and transparency the Council resolved to adopt relevant new standing orders (SO no. 4) to allow this in its own meetings. In addition, it agreed to purchase recording equipment to make its own official recordings which could be used in the event an edited version was published which portrayed part of the discussion out of context.

The discussion recorded in the minutes from the relevant meetings (C&E 07/10/14 minute ref 342/14) also includes the following:

- *anyone who wished to listen to a recording could come to the office*
- *Recordings should be kept for at least one year, duration to be agreed*

Advice from CALC suggests that after the minutes from a meeting have been approved, they are the official record of the meeting, and all other records should be destroyed. There is also growing concern, that with the advancements in technology biometric data including voice and facial patterns from audio and visual recordings could be used for fraudulent purposes.

Other considerations:

- Any data held by the Council can be subject to a Freedom of Information request and must be made available if held. In exceptional circumstances we can insist people inspect/view it in person.
- Our GDPR General Privacy Notice says - *In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.*
- Audio/visual recordings of meetings are not currently included in the Council's *Information available under the Model Publication Scheme* or *Data retention and disposal policy*
- The virtual meeting platform being used produces a combined recording of both the audio and visual aspects of the meeting. These are stored on the platform and password protected. These are very large files, which are difficult to send/transfer/share, however a link can be produced which expires after a given time although the file can be downloaded and stored elsewhere while the link is valid.

With changes in the way we are currently working, and the inclusion of a visual recording element a review of retention periods, access arrangements and updates to the relevant policies mentioned above are required.

Recommendation: to agree to retain recordings for one year, with all older recordings currently held to be deleted, and to limit access to viewing/listening in person to prevent copies being made and if this is not possible such as under the current conditions a link expiring after three days to be provided.

20. Schedule of Payments – to receive and approve the schedule of payments.
Attachment – 20. Schedule of Payments

Recommendation: to approve the schedule of payments