

Responsible Financial Officer Reports (Items 8 and 11)

8. RFO Reports – (for information – bank balances, business support grant, cattle market makers project financial update, Plastic Free Liskeard funds).

Bank balances - as at 31 January 2022 are as follows:

HSBC	66,021.48
Lloyds Debit card	660.52
Cornwall Council deposit	545,837.12
TOTAL	<u>£612,519.12</u>

Business Support Grant

The Town Council has been awarded a Business Support Grant – Omicron Hospitality and Leisure Grant of £4,000 in respect of Foresters Hall, as announced by the government on 21 December 2021, for businesses eligible at 30 December 2021. This was received on 3 February 2022.

Cattle Market Makers project financial update

There are four separate grant offer letters which currently make up the funding package:

Grant Offer Letter	Amount
ERDF dated 28/05/21	£318,581.50
Cornwall Council ERDF Match dated 15/07/21	£310,408.16
ESF dated 28/05/21	£50,687.25
Cornwall Council ESF Match dated 21/06/21	£11,671.81
Total	£691,348.72
<i>Plus Liskeard Town Council contribution</i>	<i>£2,000</i>
Project Total	£693,349

Both Cornwall Council Match funding offers are payable at 90% at the start of the project and the remaining 10% paid on completion. On 6 January 2022 we received 90% of the ESF match funding totalling £10,504.63. Once the tender process for delivery of the workspace is complete, and the total funding confirmed together with its breakdown between ERDF and Cornwall Council Match funding, we will receive amended offer letters. We will then receive 90% of the ERDF match funding element.

The ERDF and ESF funding is payable against quarterly claims providing evidence of defrayal. In January, the Town Council submitted its first grant claim for both the ERDF and ESF elements of the project, from commencement to 31 December 2021. The claim is being processed by CLLD and additional information requested has been submitted and accepted. The total expenditure for the period was £17,609.63 (this includes a 15% overheads allowance on salary costs totalling £1,322.74). The claim submitted for eligible ERDF and ESF funding totals £12,968.35 and is due to be received by the end of February.

We will continue to make quarterly claims for the ERDF and ESF funding against evidence of defrayal, with the next one due to be submitted in April and paid in May for the period to 31 March 2022.

While all monies are reclaimable through the project, there will be some timing differences which will need to be managed within our cashflow.

Plastic Free Liskeard

The following resolution was made by Council on 26 October 2021:

*266 / 21 **PLASTIC FREE LISKEARD – BUSINESS ACCOUNT CLOSURE** – Councillor Brooks proposed, Councillor Frost seconded and the Council **RESOLVED** to accept the proposal from Plastic Free Liskeard that the funds from their business account be transferred to the Town Council to be ringfenced for environmental improvement projects including the Plastic Free Liskeard hemp bags.*

Plastic Free Liskeard (PFL) have now closed their bank account, and on 1 February 2022, £389.13 was transferred to the Town Council to be held in an earmarked reserve. PFL have issued two outstanding invoices totalling £200 for their remaining stock of jute bags and the Town Council will collect payment on these to add to the earmarked reserve.

9. Budget Monitoring to 2021/22 – To receive and accept a budget report to 31 December 2021 for monitoring purposes.

Budget Report for monitoring purposes

On target spend should now be at 75%

The following points should be noted:

- Salaries (4000) are still being paid at 2020/21 rates as the NJC have not yet agreed a pay settlement. An increase of 1.75% has been made but rejected by the unions. Once agreed, salary increases will need to be backdated to April 2021.
- PAYE & NI (4010) and Pension (4020) lines include only eight month's expenditure – 66.67% as this is paid a month behind until year end. Pensions also include a payment of the annual lump sum contribution of £6,100.
- Training (4110) has overspent, however £400 of this relates to photography training for a museum project which is covered by a grant and donations – an internal adjustment will be made. Several other training needs have been updated for groups of staff including first aid, sharps awareness, fire safety and evacuation chair use. Four members of staff are now accredited to train others in the use of evacuation chairs.
- Professional fees (4160) are currently unused, as the legal and specialist advice costs related to the cattle market makers project which LTC budgeted for before commencement have been reclaimable from the project.

- Insurance (4200) has overspent due to a change from monthly to annual payments. We have previously paid insurance costs monthly, but on renewal in October 2021 a charge was introduced for monthly instalments, so we switched to annual invoicing. The £20,808 represents monthly payments from April - October 2021 inclusive, plus the annual renewal premium for November 2021 - October 2022 (one year seven months premiums in total).
- Office supplies (4250) has overspent due to the cost of shelving for the old facilities office for file/stationery storage totalling £367.
- Defibrillators Monitoring (4320) – invoices are due in February 2022 to fully spend this budget line.
- Civic Duty & Members Expenses (4350) has overspent due to the purchase of a new Mayor's hat
- CCTV (4360) and Security Patrols (4365) – some of the additional costs are covered by a grant of £7,407 from the OPCC.
- Liskeard Together (4370) have advised us they will not need our final £10,000 contribution until the new financial year, due to delays to the project caused by covid, which have been authorised by the funders with an extension to the end date. An adjustment will be made at year end to carry these funds forward.

Recommendation: To accept the budget report to 31 December 2021

- 10. Aged Debtors** – a). To receive and accept a report on aged debtors to 31 January 2022;
b). To agree to write off an irrecoverable sum of £130.89

As at 31 January 2022 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	130.89
Public Hall Discount						
Guildhall rents	1	451.00				
Guildhall utilities						
Allotments						
Miscellaneous	1	21.25				
Totals	2	£472.25	0	£0.00	1	£130.89

Public Hall Standard includes an amount of £130.89 (including £11.89 interest and charges). Following a previous resolution from Council a court judgement has been obtained, however due to the low value the court have been unable to provide enforcement agents to collect the money owed.

Recommendations:

a). To accept the report on aged debtors

b) To agree to write off the irrecoverable sum of £130.89

11. Schedule of Payments

To receive and approve the schedule of payments

Attachment: 11. Schedule of Payments

Recommendation: to approve the schedule of payments