

**Responsible Financial Officer Reports (8-13)****8. RFO Report** – (for information) to include current balances

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

HSBC	90,969.86	
Lloyds Debit card	1,588.80	
Cornwall Council deposit	431,717.14	
United Trust (1 year bond)	145,000.00	Matures 27/11/20
<b>TOTAL</b>	<b>£669,275.80</b>	

**9. Budget Review 2020/21****a) to receive and accept a report on the 2020/21 budget to 30 September 2020 for monitoring purposes including reserve balances****Attachment 9a. Budget Monitoring to 30 September 2020**

On target spend should be at 50%. The following points should be noted:

- All PAYE & NI and Pension lines include only four months expenditure as this is paid a month behind until year end. 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.
- The Bank Charges line (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.
- Equipment & IT Purchase (4230) has now been overspent with the purchase of laptops, webcams, a tablet and other associated equipment. The facilities manager's desktop also needs replacement.
- Equipment & IT M'tnce/Support (4240) includes the unexpected cost of virtual meetings platform licences, and therefore may overspend.
- One month of the Mayor's allowance (4340) £139.17 has 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 but is not reflected in the budget line. The Mayor has indicated that except for any Christmas expenses, she does not wish to receive further payments as due to the current covid restrictions she is unable to carry out all the usual engagements.

**Recommendation: To accept the budget report to 30 September 2020**

- b) To review the 2020/21 budget and reserves and consider where cost savings can be made to address the Council shortfall due to Covid-19 including proposals submitted by the Communications & Engagement and Facilities committees  
Attachment 9bi. FED&GP Budget worksheet, 9bii. C&E Budget worksheet, 9biii. Facilities Budget worksheet, 9biv. Budget Review Summary**

All committees have now reviewed the expected outturns for 2020/21, and after reducing expenditure where possible and deferring projects it is projected that the additional expenditure and lost income due to Covid-19 can be covered without depleting reserves.

**Recommendation: To accept the revised budgets for 2020/21**

**10. Budget and Precept setting 2021/22** – to draft a budget for 2021/22, including proposals submitted by the Communications & Engagement and Facilities committees (see 9biv. Budget Review Summary document)

Committees have now produced draft budgets for 2021/22, anticipating continued reduction of income due to Covid-19. Additional funds have not been included for projects and where these take place will be funded from reserves, which is a position which cannot be sustained in future years, but is suggested until a clearer picture of the longer term impact can be assessed.

The overall level of precept required would be a small increase, but until we have confirmation of the 2021/22 council tax base and Council Support Grant the direct impact on individual households cannot be confirmed.

**Recommendation: To accept the draft budgets, and continue to review against new information, until receipt of the council tax base and Council Support Grant information for 2021/22 is provided and the budget and precept amounts must be confirmed**

**11. ZOOM** - to agree license options

At July Council, having completed a three month trial of the GoToMeetings platform, it was found that this did not meet all the Council's needs as some Councillors had difficulty connecting to it, and it was agreed to switch to Zoom.

Zoom has now been in operation for three months, and the Council has additionally purchased some laptops to be loaned to Councillors to assist them in participating in Council meetings. We currently have a licence for three users paid on a monthly subscription of £35.97 (equating to £431.64). With the government currently asking all those who can work at home to do so over the winter, it looks unlikely we could return to physical meetings until at least March 2021. However, when these are permitted, a use of virtual meeting platforms may continue for some circumstances. If Council feels Zoom now meets its requirements billing could be switched to an annual subscription at £359.70 per annum (£71.94 per annum saving).

**Recommendation: To agree to switch the Zoom licence to an annual subscription****12. Reserved Car Parking Space** – to agree arrangements for the renewal of a reserved parking space in Westbourne carpark

Cornwall Council provided four months free parking at the start of this year, but arrangements for the remainder of 2020/21 are now due for renewal. The space is currently allocated to the Deputy Mayor as the Mayor does not drive.

In 2019/20 a one VPM space was purchased. This allows for a single change of vehicle during the year for an administration fee of £10. As it was necessary to change the registered vehicle twice during the year, an upgrade to a two VPM permit was required at a total cost of £402.17 (plus £10 admin fee) for the year. Due to the free parking allowance, the cost to renew the permit to 31 March 2021 for a single VPM would be £238.32 and we would be allowed one further vehicle change for the period at an admin cost of £10.

Alternative options:

Current cost	£402.17
1 permit (1 VPM*)	£238.32
2 permits (2 VPMs*)	£268.11
5 permits (5 VPMs*)	£297.90
5 permits (not tied to specific vehicles)	£433.33

*\*One change for each VPM allowed at a cost of £10*

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

**Recommendation: To agree to the renewal of a 1 VPM permit valid until 31 March 2021****13. Schedule of Payments** – to receive and approve the schedule of payments.**Attachment 13. Schedule of Payments****Recommendation: To approve the schedule of payments**