

**Responsible Financial Officer Reports (9-14)****9. RFO Report** - (for information – bank balances, precept, s106 expenditure and Cattle Market Makers project financial update)

Bank balances - as at 31 August 2023 are as follows:

HSBC	45,947.27
Lloyds Debit card	1,164.26
Cornwall Council deposit	243,286.46
HSBC Money Market Deposit	375,000.00

**TOTAL** **£665,397.99**

Precept – The second instalment of the precept totalling £254,926.50 was received on 7 September with £200,000 transferred to the Cornwall Council deposit.

**S106 Expenditure**

A summary of invoices paid to date and s106 payments received is shown. A separate claim is required when each invoice is received and paid.

<b>Supplier</b>	<b>Amount (net)</b>	<b>s106 funds received</b>	<b>Notes</b>
Ploszajski Lynch Consulting Ltd	4,069.60	01/06/2023	Feasibility Study 20% initial fee
Cornwall Council	6,395.17	27/06/2023	Heritage assessment and geophysical survey
Ploszajski Lynch Consulting Ltd	6,104.40	11/07/2023	Feasibility Study 30% interim payment
Ploszajski Lynch Consulting Ltd	10,174.00	07/09/2023	Feasibility Study 50% final payment

**Cattle Market Makers Financial Update**

Payment of the final ERDF grant claim totalling £3,684.23 was received on 1 September 2023. We now await a request to repay the unused match funding to Cornwall Council of approx. £12,351.45

**10. External Auditor Report and Certificate 2022/23** – To receive and accept the External Auditor Report and Certificate 2022/23**Attachment: 10. External Audit Certificate**

The external audit has been completed and there were no matters that came to their attention giving cause for concern or affecting their opinion to which they needed to draw our attention.

In accordance with the Accounts and Audit Regulations 2015 the ‘Notice of Conclusion of Audit’ was published on our website on 18 September 2023 and the Council must ensure

copies of the Annual Governance and Accountability Return remain available to the public for a period of at least 5 years.

**Recommendation: To receive and accept the External Audit Report and Certificate**

**11. Budget Monitoring 2023/24** – To receive and accept a budget report to 31 July 2023 for monitoring purposes

**Attachment: 11. Budget Monitoring to 31 July 2023**

*On target spend should now be at 33.33%*

The following points should be noted on the Administration (101) budget (other budgets monitored within the relevant committees):

- PAYE & NI (4010) and Pension (4020) lines show only three month's expenditure (25%) as this is paid a month behind until year end. The annual lump sum (secondary) pension contribution of £4,900 was paid in May.
- Ellis Whittam (now Worknest) (4140) annual payments made
- Subscriptions & memberships (4190) annual CALC and NALC membership fees have been paid
- Civic Duty & Members Expenses (4350) include purchase of magnolia trees, civic service/duty for the coronation, and memorial flowers
- CCTV (4360) annual maintenance and monitoring costs have been paid
- Sports Pitch Working Party (4380) all expenditure is to be reclaimed from s106 monies held by Cornwall Council and the income is shown in the Grants and Donations Received (1100) line

**Recommendation: to note and approve the budget monitoring report**

**12. Twinning Visit** – To approve expenditure for the twinning visit

The town has recently enjoyed a successful visit from the Mayor of Quimperle and his party, which many Councillors were involved in. When budgets were agreed at the start of the year, there was no budget approved for twinning as the visit was not then planned. Council is asked to retrospectively approve the expected costs of the visit from the General Reserve as follows:

Civic Reception x 35 Saturday 16 <sup>th</sup> September 1pm – 2pm	Stuart House	390.00 (Mayor's Allowance)
Evening event – Saturday 16 <sup>th</sup> September	Sportsman's Arms, Menheniot	275.00

Floral Wreath for Quimperle visitors	Rebecca Florist	60.00 (Civic Duty & Members Exp)
Poppy Wreath for LTC	RBL	18.50 (s137 Exp)
RBL Buffet Lunch Sunday 17 <sup>th</sup> September	RBL - <b>Estimate</b>	<b>300.00</b> (Mayor's Allowance)
Mace Bearers x 2 Wreath laying	Ethan & Rose	24.00 (Civic Duty & Members Exp)
Town Crier Wreath laying	Chris Smirthwaite	20.00 (Civic Duty & Members Exp)
Hamper box	TIC 78.37 (retail)	36.64 (TIC Stock)
Gift	Laurie Scott prints & frame, wrappings, etc	59.26
Simon Pascoe services	Pre event planning, translation and travel (918 miles), photography costs	£560.00
<b>Total</b>		<b>1,743.40</b>
<b>Funded from other budgets</b>		<b>849.14</b>
<b>Balance</b>		<b>894.26</b>

**Recommendation: to approve a budget of £900 for Twinning from the General Reserve**

**13. Schedule of Payments** - To receive and approve the schedule of payments.

**Attachment: 13. Schedule of Payments**

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

**14. Christmas Events Funding** – To approve an additional £1,000 towards the cost of Christmas events in the town

At the Communications & Engagement committee meeting on 14 September Christmas celebrations in the town were considered 222/23c.

*Councillor Cassidy proposed, Councillor Braithwaite seconded, and the Committee **RESOLVED** to proceed with the road closure and match funding and request an additional £1,000 from Council towards the additional costs of Christmas activities.*

Similar to the difficulties with holding the Remembrance Day parade, it is not possible for volunteers to operate a road closure this year for a lantern parade and evening

entertainment when the Christmas tree is switched on. An estimate for professional services to operate the road closure is approx. £2,200. (NB this is for a longer duration and hence more costly than the Remembrance Day Parade – there are also more risks identified, such as it being during darkness, and higher attendance expected including lots of children.) Some discussions have taken place about how these costs can be reduced in future years by training new volunteers, and them shadowing the contractors team this year, to work with them next year.

The committee have agreed to support these costs, and would also like to offer match funding for a grant to provide a children's trail and entertainment in Fore Street during the day, the lantern parade and musical entertainment on the Parade and in the cattle market events area before and after the switch on. There will also be additional costs to be found for publicity and first aid cover for the parade.

Other sources of funding are being pursued, however an additional £1,000 is requested from the General Reserve to the C&E Events budget to cover the additional costs.

**Recommendation: to approve an additional £1,000 to the C&E Events budget, from the General Reserve, to support the additional costs of Christmas activities in the town.**