

Responsible Financial Officer Reports (9-14)**9. RFO Report** - (for information – bank balances and receipt of precept)

- Bank balances - as at 31 August 2025 are as follows:

HSBC	55,113.37
Lloyds Debit card	1,559.95
Cornwall Council deposit	667,671.49
<u>TOTAL</u>	<u>£724,344.81</u>

- Receipt of Precept – The second instalment of the precept of £349,386 was received on 8 September and surplus funds have been transferred to the Cornwall Council deposit to maximise interest.

10. Schedule of Payments - To receive and approve the schedule of payments totalling £47,196.50 gross**Attachment: 10. Schedule of Payments****Recommendation: to approve the schedule of payments totalling £47,196.50 gross****11. Budget Monitoring 2025/26** – To receive and accept a budget report to 31 August 2025 for monitoring purposes**Attachment: 11. Budget Monitoring to 31 August 2025***On target spend should now be at 41.67%*

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

- PAYE & NI (4010) shows only four month's expenditure (33.33%) as this is paid a month behind until year end.
- Pension (4020) includes the annual lump sum contribution of £4,900.
- Staff Expenses (4100) has overspent due to the cost of occupational health assessments
- Election Expense (4310) invoices are due for the uncontested elections in May totalling £620.97
- Mayoral Allowance (4340) paid via payroll and £567 is included in the salary line

Recommendation: to note and approve the budget monitoring report

12. External Auditor Report and Certificate 2024/25 – To receive and accept the External Auditor Report and Certificate 2024/25

Attachment: 12. 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 28 August 2025, 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

13. Civic Regalia Refurbishment – to consider options for refurbishment of the regalia, to inform the 2026/27 budget setting process

Attachment: 13i. Deputy Mayor Bar Details, 13ii. Mayor's Consort Bar Details

Background

The regalia comprises a Mayor and Mayoress Chain with historic engraving of names and dates of the bearer, which have not been added to for many years. In addition, there are three badges of office worn on ribbons for the Deputy Mayor, Mayor's Consort (only used when the consort is male), and Deputy Mayor's Consort. The first two have engraved gilt bars to show the bearer, but engraving styles are different and over time some have become tarnished or damaged. These date from 1974 but were probably commissioned later with the early bars added retrospectively as some carry several dates spanning up to 18 years, while in more recent years there are two duplicates where the office holder has served a second term.

We have been advised it would be more cost efficient to replace the existing bars rather than refurbish them due to the different styles. The Deputy Mayor's ribbon currently has 28 bars, with a further six required to bring it up to date, depending on the format agreed on, e.g. single bar with multiple dates, bar added annually, etc. (see details attached). The Mayor's Consort ribbon has seven existing bars with a further three needed to update it. This is in better condition as it has had less use. An ongoing budget commitment would be required to keep them up to date.

Quotes received

Contractor A – Deputy Mayor's Ribbon to replace the ribbon and existing bars £1,375, plus £50 per additional bar. Approx total cost £1,675, plus three bars for the Consort's Ribbon £150

Contractor B – Replacement collarette with swivel hook fastening £39.50 each, £24.75 per engraved bar, plus £12.50 delivery. Approx cost to replace the Deputy Mayor's Ribbon £893.50, plus three bars for the Consort's Ribbon £74.25

Options

Several options are available including:

- Refurbish the Deputy Mayor's Ribbon (agreeing a format for the replacement bars)
- Reassign the Mayoress Chain to the Deputy Mayor and use the two consort ribbons for male and female holders (retire the existing Deputy Mayor's Ribbon which could become part of a civic exhibition in the future).

There is currently approx. £800 remaining in the Civic Duty & Members Expenses budget. In addition, £561 remains unspent in the Mayor Choosing budget which could be vired as there will be no further expense on this in the current year.

Recommendation – To agree a strategy for future regalia use

14. Town CCTV – To consider a quote from Enerveo of £9,109.49 to relocate the CCTV camera and subsequent equipment in Castle Park

Attachment: 14. CCTV Quote – Castle Park

Following discussion with the police, it was suggested the CCTV camera in Castle Park was repositioned to provide better surveillance of anti-social behaviour hot spots. Enerveo (Cornwall Council and the Town Council's nominated contractor) have provided a quote for this totalling £9,109.49. However, a second quote has since been requested to provide a second camera rather than relocate the existing one (NB – this would increase ongoing maintenance and monitoring costs).

Due to changes to the CCTV monitoring arrangements, full costings for operation of the existing system for the current year have not been received. The last quote received in March 2025 based on an East Hub including Liskeard, Bodmin and Wadebridge ranged from £36,558.35 to £38,596.78 per annum plus control room faults/amendment costs, however this was based on an 8 camera system rather than the 10 in operation. Due to interruptions to the monitoring and maintenance arrangements for the current year, it would not be expected that a full year's costs should be payable.

There will be additional set-up costs for the new monitoring system such as the IT one-off costs of £240 plus £261 per annum approved by Council in July 2025. There may also be additional costs for new equipment such as PCs, as Cornwall Council have not yet provided Acronyms with a list of the existing control room equipment being gifted to check if this is suitable. The experience of the already established West Hub was that new equipment was needed. Ongoing equipment costs will be the responsibility of the three town councils.

There will also be legal costs to establish a collaboration agreement between the three town councils for the operation of East Hub. Wadebridge TC are seeking advice on this as they have an established relationship with the company who produced on the West Hub agreements.

Based on the above, it is not clear whether the current year's budget of £29,300 will be sufficient to cover the operating costs in the current year, and costs associated with the set up of the new East Hub for monitoring.

There is £5,000 in the current year budget for CCTV dilapidations, and a further £19,144 in the reserve. It is advised the typical lifespan of a camera is 8 – 10 years. The original eight cameras were installed in 2019. Advice has been requested but not yet received on current replacement costs to budget for replacement between 2027-29. A cost of £5,000 per camera has previously been used.

The general reserve has a balance of £332,859. The current Reserves Policy recommends holding a general reserve of approximately 6 months expenditure, currently £365,000. It is possible for larger councils to operate on a reserve of between three and six months expenditure, dependant on individual risk, however this may limit the Council's ability to undertake larger projects in the future.

Recommendation: to note the current position