

Responsible Financial Officer Reports (9-15)

9. RFO Report - (for information – bank balances, Town Centre Revitalisation Fund, VAT, and Training)

- **Bank balances** - as at 31 May 2025 are as follows:

HSBC	43,335.55
Lloyds Debit card	512.09
Cornwall Council deposit	808,580.71
<u>TOTAL</u>	<u>£852,428.35</u>

- **VAT** – The VAT partial exemption calculation has been completed and there is a total of £17,833.76 to repay. This breaks down approximately as £10,516.49 for the Guildhall and £7,317.27 for the Public Hall. This is due to be paid by 7 August 2025 as an adjustment to the first quarter return for 2025/26.
- **Town Centre Revitalisation Fund** – Final grant payments are still outstanding from Cornwall Council. All necessary documentation has been submitted.
- **Training** - It is a legal requirement for councillors to undertake Code of Conduct training within six months of election, and the Code recommends this is repeated every 2 years. Councillors S Cassidy, Dorling and Powell still need to book training. The Monitoring Officer has advised an updated recording of the training will soon be released, for refreshers or anyone who hasn't yet attended a scheduled session (NB – this will not be an interactive session where questions can be asked).

The RFO has recently completed the Principles of Internal Auditing Local Councils (PIALC) qualification with the SLCC to gain a better understanding of the requirements of audit.

10. Schedule of Payments - To receive and approve the schedule of payments totalling £63,285.76 gross

Attachment: 10. Schedule of Payments

Recommendation: to approve the schedule of payments totalling £63,285.76 gross

11. Budget Monitoring 2025/26 – To receive and accept a budget report to 31 May 2025 for monitoring purposes

Attachment: 11. Budget Monitoring to 31 May 2025

On target spend should now be at 16.67%

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

- PAYE & NI (4010) shows only one month's expenditure (8.33%) as this is paid a month behind until year end.
- Pension (4020) includes the annual lump sum contribution of £4,900 and paid a month behind as above.
- Staff Expenses (4100) is likely to overspend due to the cost of occupational health assessments
- Ellis Whittam (4140) annual fee has been paid
- Subscriptions & Memberships (4190) the annual CALC and NALC fees have been paid
- Equipment & IT M'tnce/Support (4240) annual fees have been paid for Rialtas software
- Mayoral Allowance (4340) will be paid via payroll from June and included in the salary line.

Recommendation: to note and approve the budget monitoring report

12. Aged Debtors - To receive a report on aged debtors and agree to write off an outstanding invoice of £60

As at 31 May 2025 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
Invoice Type						
Public Hall					1	60.00
Guildhall rents						
Guildhall utilities						
Allotments						
Miscellaneous						
<u>Totals</u>	0	<u>£0.00</u>	0	<u>£0.00</u>	1	<u>£60.00</u>

The amount outstanding relates to sessions that were cancelled without sufficient notice by a local business which has ceased trading due to personal circumstances. The hirer had a previously good track record of paying hire invoices until a change in circumstances. It is recommended the amount is written off.

Recommendation - To agree to write off invoice 18541 for £60

13. Bank Mandates – To review the signing mandates for the HSBC and Lloyds Bank accounts as per financial regulation 6.1

6.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with HSBC and Lloyds Bank. The arrangements shall be reviewed annually for security and efficiency.

Current signatories on the bank mandates are as follows:

- HSBC: Councillors Brooks, S Cassidy, Pascoe, Taylor and Whitty – electronic payments are set up and authorised for release by any two of the Town Clerk, RFO and Accounts Clerk
- Lloyds Bank (debit card only account): Councillors Brooks, S Cassidy, Pascoe, and Whitty – debit card held in the name of the Town Clerk

Recommendation - To confirm the existing bank mandates for HSBC and Lloyds Bank without change

14. Direct Debits - To confirm the use of variable direct debit mandates as per financial regulation 7.8

7.8 With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

The current list of variable direct debit mandates are as follows:

<u>Company</u>	<u>Notes</u>
Acronyms	IT Support
American Express	TIC Card Fees
British Gas	Electricity (Guildhall, Dean St, Sungirt, Pipewell)
Concorde	Copier
Cornwall Council	Business rates (Public Hall, Guildhall store)
E.ON Next Ltd	Electricity (Public Hall, Foresters Hall)
EE Limited	Caretaker Mobile
Evo Payments	TIC Card Fees
GBC re Concorde	Telephones
Information Commissioners Office	Annual Registration (discount for DDR payment)
Ionos Cloud Ltd	Museum Website Domain & Hosting
Pennon Water Services	7 Supplies
Sage	Payroll software
South West Water	Fountain
Square	Events card payments
SSE	Gas (PH, Foresters) Electricity (Tree lights)
Suez R&R	Waste
TV Licence	Public Hall - annual licence
Wildanet	Foresters Hall Broadband

Recommendation - To approve use of variable direct debit mandates for the suppliers listed.

15. Safeguarding Policy – To review and approve the updated safeguarding policy
Attachment: 15. Safeguarding Policy – June 25

This has had minor changes to update links within the policy.

Recommendation - To approve the safeguarding policy