

Responsible Financial Officer Reports (9-15)**9. RFO Report** - (for information – bank balances, banking and Cattle Market Makers project financial update)

Bank balances - as at 30 April 2023 are as follows:

HSBC	79,303.87
Lloyds Debit card	1,737.88
Cornwall Council deposit	711,682.87
TOTAL	<u>£792,724.62</u>

Banking

The new HSBCnet bacs payment system has been in use since 1 April 2023, with payments currently being set up and authorised by two of three officers (Town Clerk, RFO & Deputy Town Clerk, and Accounts Clerk). HSBC in the town closed on 23 May 2023. Arrangements have been made make deposits at the Post Office and collect petty cash from Lloyds Bank.

Cattle Market Makers Financial Update

The table below shows a summary of project expenditure and percentage of overall project spend. All claims and evaluation have now been submitted and are awaiting final checks and payment, together with confirmation of the unused matched funding to be repaid to Cornwall Council, which is expected to total £12,349.55.

CMM Project Expenditure Summary

ERDF - Total Project Expenditure approved £88,442.53 (Intervention rate 72%)

Claim/spend period	Expenditure	Exp to date	% of total project	
Start - 31/12/21	11,871.51	11,871.51	13	Paid
01/01/22 - 31/03/22	13,261.36	25,132.87	28	Paid
01/04/22 - 30/06/22	8,653.86	33,786.73	38	Paid
01/07/2022 - 30/09/22	9,003.11	42,789.64	48	Paid
01/10/22 - 31/12/22	8,393.75	51,183.40	58	Paid
01/01/23 - 31/03/23	5,117.01	56,300.41	64	Awaiting payment

ESF - Total Project Expenditure approved £63,359.06 (Intervention rate 80%)

Claim/spend period	Expenditure	Exp to date	% of total project	
Start - 31/12/21	3,684.43	3,684.43	6.8	Paid
01/01/22 - 31/03/22	5,695.14	9,379.57	14.8	Paid
01/04/22 - 30/09/22	13,513.34	22,892.91	36	Double claim - Paid
01/10/22 - 31/12/22	3,987.09	26,880.00	42	Paid
01/01/23 - 31/03/23	2,012.46	28,892.46	46	Awaiting payment

10. Trust Report – To receive and accept a report on the trusts administered by the town council.

End of financial year statements have been received from Santander Bank on the accounts of the funds administered by the Council.

No new grants have been made on the Philip Blamey Trust, and no expenditure has been incurred on the King George V (Thorn Park) Trust during 2022/23.

Two grants have been made from the Eva Bowles Memorial. The first which was presented at the Annual Town Meeting in 2022 was for the purchase of a flute (£1,600) to a young person who aspires to join the Royal Marine Band. The second was awarded to a young person currently playing with the Cornwall Youth Brass Band who was one of 50 nationally who had been invited to join the National Childrens Brass Band of Great Britain and funded two years annual residential fees (£970). A balance of only £507.79 remains in the trust. Two applications were received in March within three days of each other, both seeking a grant to fund the purchase of a piano in the region of £1,000 - £1,500, and both supported by the same music teacher. Both applicants have been advised there is insufficient monies in the trust to support these requests, and a contribution of approx. £250 may be possible if they are able to raise the remaining monies required. In the meantime, the fund remains open for applications.

Returns to the Charities Commission are up to date on the Philip Blamey and King George V Trust (no return is needed on the Eva Bowles Memorial as it is not a registered charity).

A summary is provided as follows:

Trust	Account Balance as at 31.3.22	Credits received for 2022/23	Grants/transfers during 2022/23	Balance as at 31.3.23
<u>Philip Blamey Trust - Charity number 269057</u>				
Current account	885.35	0.00	0.00	885.35
Deposit account	Closed			0.00
Totals	885.35	0.00	0.00	885.35
<u>Eva Bowles Memorial (not a registered charity)</u>				
Current account	691.56	2,386.23	2,570.00	507.79
Deposit account	2,384.92	1.31	2,386.23	0.00
Totals	3,076.48	2,387.54	4,956.23	507.79
<u>King George V (Thorn Park) - Charity number 272490</u>				
Current account	660.91	0.00	0.00	660.91
Deposit account	2,393.28	3.09	0.00	2,396.37
Totals	3,054.19	3.09	0.00	3,057.28

Recommendation: to approve the trust report

11. Internal Auditors Report – To receive, consider and accept the Internal Auditors report.
Attachment: 11. Internal Audit Report year ended 31.3.23

The report notes one suggested action under Trusts – *Strictly speaking the annual report to council should take the form of a separate meeting for each charity (convened before or after the Council business) to demonstrate that the Council is sitting as trustee, and as such a separate legal entity, and not as the Council.*

The earlier Trust item has been retained on this agenda, to ensure details of the Trusts are reported to Council. Rules will be checked for calling Trustee meetings (e.g. notice required, posting of agendas) and appropriate meetings arranged at a later date.

Recommendation: To accept the Internal Audit Report

12. Annual Governance Statement 2022/2023 - To respond to each of the nine Statements of the Annual Governance Statement (Section 1 – Page 4).
Attachment: 12. Annual Governance and Accountability Return

The Council must consider and respond individually to each statement, considering the report from the internal auditor, and its own review of the effectiveness of internal controls and risk management arrangements for 2022/23 as undertaken by Council at its meeting on 25 April 2023. This return must be approved by 30 June 2023 and submitted with the accounting statements and all the documentation required to the new external auditor, BDO LLP by 3 July 2023.

In accordance with requirements, the period for the exercise of public rights, when any interested person may inspect or make copies of the accounting records, question the auditor or make an objection, will commence on Tuesday 6 June 2023 and end on Monday 17 July 2023 inclusive – 30 working days. Full details will be available on the Town Council website <https://www.liskeard.gov.uk/key-documents/financial-information/> from Monday 5 June 2023.

Recommendation: To approve the Annual Governance Statement for 2022/23 as completed by the Council for signature by the Chairman and Clerk

13. Accounting Statements 2022/2023 - To consider and approve the Accounting Statements for 2022/2023 signed by the RFO (Section 2 – page 5).
Attachments: 13i. Balance Sheet, 13ii. Income and Expenditure

The Accounting Statements for 2022/2023 within attachment 12, which have been checked by the internal auditor together with other financial records including the final bank reconciliations, are presented for approval. To provide additional information, more traditional balance sheet and income and expenditure reports have also been provided.

Recommendation: to approve the Accounting Statements 2022/2023 for signature by the Chairman

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

Attachment: 14. Schedule of Payments

Recommendation: to approve the schedule of payments

15. Project Plan Template – To approve the template as the format for all new ideas/projects to be presented to Council or Committee

Attachment: 15. Project Plan Template

It is proposed to introduce a standard format for presenting all new projects and ideas to Council or its committees. This will ensure enough information is provided to make a decision more quickly, reducing time at meetings, or the need to bring items back again. As a small Town Council the template suggested has a limited number of parts, although a larger project would naturally provide more detail within each question than a project seeking £500 or £1,000.

Recommendation: to adopt the use of the project plan template for future new projects and ideas