

**Responsible Financial Officer Reports (9-16)****9. RFO Report** - (for information – bank balances, internal audit, precept and other receipts)

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

HSBC	36,136.73
Lloyds Debit card	758.01
Cornwall Council deposit	551,821.29
<b><u>TOTAL</u></b>	<b><u>£588,716.03</u></b>

- Internal Audit – The internal auditor will be visiting on Thursday 10 April to carry out checks ahead of completion of the year end accounts and Annual Governance and Accountability Return. His report to Council will follow when year-end is completed.
- Precept and Other Receipts – The first payment of the precept of £349,386 was received on 7 April, and surplus funds have been transferred to the Cornwall Council deposit.

**10. Schedule of Payments** - To receive and approve the schedule of payments totalling £67,196.02**Attachment: 10. Schedule of Payments****Recommendation: to approve the schedule of payments totalling £67,196.02****11. Budget Monitoring 2024/25** – To receive and accept a budget report to **28 February 2025** for monitoring purposes**Attachment: 11. Budget Monitoring to 28 February 2025**

*On target spend should now be at 91.67%*

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

- Training (4110) includes £998 which will be funded by a grant from DWP.
- Professional Fees (4160) has overspent following payment of the legal fees for the devolution of Castle Park totalling £2,845.
- S137 Expenditure (4170) should include poppy wreaths, but invoices not received by year end.
- Advertising (4180) has overspent due to increased costs at the Cornish Times for publishing election notices. It is no longer a legal requirement to publish these in the local press – websites, social media, notice boards etc are sufficient.
- Youth Council (4225) invoice received from YPC for this year's support totalling £140 paid in March.

- Equipment & IT Purchase (4230) & Equipment & IT M'tnce/Support (4240) includes £265.61 which will be funded by a grant from DWP. The ear-marked reserve has been fully used and there will be an overspend of approx. £1,300.
- Elections Expenses (4310) £10,000 covered from ear marked reserve
- Defibrillators (4320) invoices received totalling £980 (including the bleed control kits) paid in March.
- Mayoral Allowance (4340) is paid via payroll so included in the salary line, £1,800 paid to 31 March 2025.
- CCTV (4360) annual maintenance and monitoring charges have been paid so far this year. The budget line includes £5,000 for dilapidations which will be transferred at year end taking spend to 91%.

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

**12. External Auditor BDO LLP** – Annual declaration to confirm there are no conflicts of interest with BDO LLP

**Attachment: 12. Conflict of Interest with BDO LLP Declaration**

The external auditors are the regulated and independent professional company appointed with a statutory mandate to audit the council. In basic terms, the external auditors provide assurance to residents and the council that the council's finances are soundly managed, and the annual accounts present a true and fair view of the council's income and expenditure and its assets and liabilities.

Smaller Authorities Audit Appointments (SAAA) is the independent, sector led organisation responsible for the appointment and contract management of external auditors to smaller authorities. They have appointed BDO LLP as external auditor to the Town Council for the 5-year period from 2022-23 until 2026-27.

BDO LLP require an annual declaration to confirm there are no conflicts of interest between Liskeard Town Council and BDO LLP.

**Recommendation - To confirm there are no conflicts of interest with BDO LLP**

**13. Annual Review of the effectiveness of Internal Controls and Risk Management**

**Arrangements 2024/2025** – to review the effectiveness of internal controls and risk management arrangements for 2024/2025 and consider any additional action required

**Attachments: 13i. Statement of Internal Control, 13ii. Financial Risk Assessment**

Annually, the Council must review the effectiveness of its internal controls and risk management arrangements, before considering the Annual Governance Statements which will be presented to Council at the end of May/June. The attachments are provided to assist with the review.

**Recommendation: To approve the Statement of Internal Control 2025 and Financial Risk Assessment 2025**

**14. Standing Orders 2025** – To approve the updated Standing Orders 2025 to take account of The Procurement Act 2023 and The Procurement Regulation 2024, which came into force on 24 February 2025 and to better reflect Code of Conduct requirements.

**Attachment: 14. Standing Orders 2025 DRAFT**

Sections 14 and 18 have been updated to take account of the new regulations.

**Recommendation – To approve the updated Standing Orders**

**15. IT Policy** – To approve the new IT policy

**Attachment: 15. IT Policy DRAFT**

The Smaller Authorities' Proper Practices Panel (SAPPP), formally the Joint Panel on Accountability and Governance (JPAG), is responsible for issuing proper practices about the governance and accounts of smaller authorities. This is contained in the annual Practitioners Guide which details a number of updates and changes each year.

The new guide for 2025, which contains practices which must be followed from 1 April 2025, includes details of a new Assertion 10 to be added to the Annual Governance and Accountability Return (AGAR) for next year testing digital and data compliance. This has been added to clarify data compliance which was previously covered under Assertion 3. To warrant a positive response to the assertion, authorities must have taken a number of actions including, having an IT policy which mandates the use of authority-owned email accounts for official business. Councillors not currently using an authority-owned email will be contacted to set this up for the new civic year.

This policy replaces the Information Technology Usage and Security Policy for Councillors (September 2020).

**Recommendation – To approve the new IT Policy**

**16. Liskeard Town Vision** – To approve the final report

**Attachment: 14. Town Vision Report**

The public consultation on the draft report closed on Monday 7 April, and including the surveys completed at the Community Fair, there were 62 responses in total. 92% of people supported the overall vision. People were asked to score each of the project headings from 10 'very important' to 1 'not important' and the average scores are shown in the table below.

<b>Project Heading</b>	<b>Average Score</b>
<b>Barras Street &amp; The Parade</b> Inc – widen pavements, improve pedestrian connections, redesign Dean St/Barras St junction, vacant building strategy	<b>8</b>
<b>Fore Street &amp; Market Street</b> Inc – improve the spaces at either end of Fore St making it more visible to visitors, occupying the former M & Co building	<b>8</b>
<b>Pike Street &amp; Bay Tree Hill</b> Inc – testing occasional pedestrianisation of Bay Tree Hill to allow shops and cafes to ‘spill out’, temporary parklets to create flat areas for seating	<b>7</b>
<b>Heritage &amp; Wayfinding</b> Inc – guide visitors to the town centre attractions from key arrival points, integrate physical wayfinding with digital promotion	<b>7</b>
<b>Empty &amp; Neglected Buildings</b> Inc – prepare a register of vacant properties and identify priorities for possible funding, where ‘pop-up’ uses are appropriate encourage Cornwall Council to waive business rates to stimulate investment from landlords and occupiers	<b>9</b>
<b>Workshed &amp; Cattle Market</b> Inc – maximise use of the new space for festivals, events, markets, etc. and enhance the connections to the rest of the town centre to make it easier to find	<b>7</b>
<b>Place to Work</b> Inc – secure development of more industrial land on the edge of town, work with existing local employers to understand how the town centre can be more attractive to new businesses	<b>8</b>
<b>Liskeard School &amp; Students</b> Inc – engage with young people to understand how to create spaces in the town where they feel safe and comfortable, more things to do and work opportunities	<b>8</b>
<b>Evening Activity</b> Inc – support traders to trial coordinated evening opening to coincide with events, investigate opportunities for food halls, pop-ups and spill-out areas	<b>8</b>
<b>Tourism &amp; Accommodation</b> Inc – alongside more evening activity promote alternative forms of visitor accommodation within and on the edge of the town	<b>7</b>
<b>Markets &amp; Events</b> Inc – secure resources and support to coordinate the work being done across town to bring high quality traders to our markets and promote them as events for the whole community	<b>9</b>
<b>Parks &amp; Green Spaces</b> Inc – alongside improvements at Castle Park and Rapson’s skatepark, enhance the entrance to Westbourne Gardens and increase allotment provision	<b>8</b>
<b>Sports Pitches</b> Inc – prioritise delivery of new sports and recreational complex at Roundbury (north of town on the B3254), while retaining and improving existing facilities	<b>7</b>
<b>Places to Live</b> Inc – attract new housing developers to create a more varied mix of housing, with a legal commitment to provide appropriate levels of jobs, green space, and associated community infrastructure	<b>7</b>
<b>Embracing Digital</b> Inc – attract innovative businesses to Liskeard, make existing businesses more digitally literate to promote the town, enhance the digital profile of Liskeard	<b>7</b>

A few other comments were received, which are being included in the final report:

- Strengths/Opportunities to include the strong and growing arts and crafts community, and the new cultural collective
- Opportunities to include the Cornish Mining World Heritage Site and Cornwall National Landscapes (Section 12) alongside the Dark Skies
- Cattle market page to include reference to the Liskerrett Centre and its arts role in the community

Amendments are with the designer, and the final report will be circulated ahead of the meeting.

The draft report has been submitted to Cornwall Council, and they have approved drawdown the remaining 50% of the funding for the project.

**Recommendation - To approve the final report**