

**Responsible Financial Officer Reports (9 - 17)****9. RFO Report** (for information – including bank balances, internal controls and national non-domestic business rates update)

Bank balances - as at 31 May 2021 are as follows:

HSBC	107,147.82
Lloyds Debit card	1,723.22
Cornwall Council deposit	573,558.41
<b>TOTAL</b>	<b><u>£682,429.45</u></b>

Internal Controls – Councillor Goldsworthy carried out bank reconciliation verification checks for September – December 2020 on 24 May 2021, and all was found to be in order.

National Non-Domestic Business Rates update – We have received confirmation from Cornwall Council that the Non-Domestic Rating (Public Lavatories) Act 2021 has been passed and we have been awarded 100% relief on our three sets of public toilets backdated to 1 April 2020. We will receive a refund of payments made for the current year, plus a total of £3,158.67 for the 2020/21 financial year.

Foresters Hall was eligible for 100% relief for the period 1.4.21 – 30.6.21 and will receive 66% relief for the remainder of the year. A revised annual bill of £3,693.47 (full rate £14,471) has been received.

**10. Internal Auditors Report** – To receive, consider and accept the internal auditors report  
**Attachment: 10. Internal Audit Report 31.3.21**

There are no recommendations or suggested actions as a result of the audit.

**Recommendation: To accept the Internal Audit Report****11. Annual Governance Statement 2020/2021** – to respond to each of the nine Statements of the Annual Governance Statement (Section 1 – Page 4)  
**Attachment: 11. 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 2020/21 as undertaken by Council at its meeting on 27 April 2021. This return must be approved by 30 June 2021 and submitted with the accounting statements and all the documentation required for external audit by 2 July 2021.

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 Thursday 1 July 2021 and end on Wednesday 11 August 2021. Full details will be available on the Town Council website from Wednesday 30 June 2021.

**Recommendation: To approve the Annual Governance Statement for 2020/21 as completed by the Council for signature by the Chairman and Clerk**

**12. Accounting Statements 2020/2021** – to consider and approve the Accounting Statements for 2020/2021 signed by the RFO (Section 2 – page 5)

**Attachments: 12i. Balance Sheet, 12ii. Income and Expenditure**

The Accounting Statements for 2020/2021 within attachment 11, which have been checked by the internal auditor, 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 2020/2021 for signature by the Chairman**

**13. Bank Mandates** – To review the bank signing mandates and confirm signatories

The current bank signing mandates are as follows:

HSBC – Councillors Brooks, S Cassidy, Pascoe, Smith, Taylor and Whitty

Lloyds - Councillors Brooks, S Cassidy, Pascoe, Smith and Whitty

All are still current councillors and none of those members who stood down in May 2021 were signatories to the accounts.

In 2020 the system was set in place on the HSBC account for Councillors to authorise payments on the account electronically before they can be released, but not activated due to the pandemic and the need to issue authentication devices and provide training. Once the new mandate is confirmed this will be proceeded, and those councillors named will need to have regular online access to meet timescales for payments to be processed.

A non-signatory Councillor, currently Councillor Goldsworthy, should make the bank reconciliation verification checks as part of the system of internal controls.

**Recommendation: to confirm the signatories to be appointed on the HSBC and Lloyds bank mandates**

**14. Trust Report** – To receive a report on the trusts administered by the town council and confirm the Mayor as a new signatory to the accounts.

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

Four grants have been made from the Philip Blamey Trust in 2020/21, including a combined application from Liskeard School and Community College on behalf of a group of students. In total 15 laptops and a printer have been provided to young people in the town to support their education. The deposit account now been closed, and the balance transferred to the current account to fund these.

No new grants have been made on the Eva Bowles Memorial, and no expenditure incurred on the King George V (Thorn Park) Trust during 2020/21.

A summary is provided as follows:

Trust	Account Balance as at 31.3.20	Credits received for 2020/21	Grants/transfers during 2020/21	Balance as at 31.3.21
<u>Philip Blamey Trust - Charity number 269057</u>				
Current account	789.73	3,734.62	-3,639.00	885.35
Deposit account	3,723.93	10.69	-3,734.62	0.00
Totals	4,513.66	3,745.31	-7,373.62	885.35
<u>Eva Bowles Memorial (not a registered charity)</u>				
Current account	691.56	0.00	0.00	691.56
Deposit account	2,378.26	6.42	0.00	2,384.68
Totals	3,069.82	6.42	0.00	3,076.24
<u>King George V (Thorn Park) - Charity number 272490</u>				
Current account	660.91	0.00	0.00	660.91
Deposit account	2,385.72	7.32	0.00	2,393.04
Totals	3,046.63	7.32	0.00	3,053.95

The Trust deeds appoint the Town Clerk and Mayor as trustees; however Santander Bank require a resolution from the Town Council before any changes can be may to the signing mandate.

**Recommendation: To accept the trust report, to remove the former Mayor Councillor Brooks as a signatory to the accounts, and to approve the current Mayor Councillor S Cassidy as a new signatory to the accounts**

**15. Budget Monitoring to 31 May 2021 –**

- a) To receive and accept a budget report to 31 May 2021 for monitoring purposes.
- b) To review the balance of the elections reserve

**Attachment: 15. Budget Monitoring Report to 31.5.21**

Budget Report for monitoring purposes

*On target spend should now be at 16.7%*

The following points should be noted:

- Grants and Donations Received (1100) under the Finance committee budget (Administration 101) includes receipt of the £50,000 grant for Active Travel from the Town Vitality Fund
- All PAYE & NI (4010) and Pension (4020) lines include only one month's expenditure – 8.3% as this is paid a month behind until year end. The Finance committee budget for Pensions includes payment of the annual lump sum contribution of £6,100.

**a) Recommendation: To accept the budget report to 31 May 2021**

Elections Reserve

The balance of the Elections reserve (see the balance sheet report – attachment 12i) currently stands at £11,255, and the Council has budgeted a further £1,200 for Election Expenses (4310) in the current financial year. Having now completed the 2021 election process and remaining vacancies being filled by co-option process, the only potential election expenses until 2025 will be if a vacancy occurs and there is a request from electors to hold an election in that ward.

The Council's Reserves Policy (last reviewed in May 2020) states that:

*The Council may hold an Election Reserve, as all reasonable costs of holding town council elections can be fully recharged by Cornwall Council. In the case of contested elections in all three wards the costs can be relatively high (approximately £10,000 in 2017). The maximum value should be no more than £10,000, the balance to be met from annual revenue. This should be accumulated in tranches annually between whole council elections years, with a view to reaching the maximum in the year before whole council elections are due.*

As the balance now exceeds the policy threshold, and there is no anticipated large spend, the Council should consider returning some of these monies to the General Reserve for allocation to other projects as required.

**b) Recommendation: To agree to return £9,255 (leaving a balance of £2,000) from the Elections Reserve to the General Reserve**

**16. Schedule of Payments - To receive and approve the schedule of payments.**  
**Attachment: 16. Schedule of Payments**

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

**17. Active Travel** – To appoint a contractor for the Active Travel project**Background information**

Liskeard has long held aspirations to protect and enhance connectivity within the town and the nearby countryside for pedestrians and cyclists, which is included within policies in the Liskeard Neighbourhood Development Plan made in 2018, and further developed by an active travel working group over the last two years.

In January 2021, Liskeard Town Council successfully bid for £50,000 of funding from the Town Vitality Fund administered by Cornwall Council to commission a comprehensive Local Walking and Cycling Infrastructure Plan (LCWIP) for Liskeard. This will include preferred option(s) for a Liskeard multi-use network to encourage local people and visitors to Liskeard to access the town and its surroundings; identifying the preferred option for a town centre cycle hub; and recommendations on enlarging bus stops on Barras Street. The work will include analysis of the current situation, consultation with stakeholders and detailed recommendations and plans which can be used as the basis of funding bids for future active travel measures to provide an alternative to private car use.

**Procurement information**

In accordance with the Town Council's Financial Regulations, the tender was advertised on Contracts Finder (a government website allowing organisations nationally to search for information about contracts worth over £10,000 with the government and its agencies) on 4 May 2021, with a closing date for submissions of 1 June 2021. All notices issued during the advertising period were published on our website along with all the tender documentation, to be available to all tenderers. The brief stated the consultant would be appointed on 1 July 2021 for applicants to programme work accordingly.

**Tender assessment**

Seven tenders were received and initially assessed by the panel on Friday 18 June. The panel was made up of Councillors Brooks, Cassidy and Craker, Peter Murnaghan (community) and the Deputy Town Clerk.

The evaluation criteria set out in the brief were:

	<b>Criteria</b>	<b>Score</b>
<b>A</b>	Cost (to be completed by December 2021)	30%
<b>B</b>	Demonstration of relevant experience, including track record on active travel, and experience of analysis, consultation and production of detailed plans	20%
<b>C</b>	Demonstration of understanding of the brief	20%
<b>D</b>	Extent to which proposed plans credibly set out: <ul style="list-style-type: none"> <li>- Analysis of the current situation</li> <li>- Consultation with key stakeholders</li> <li>- Production of detailed plans which can be used as the basis for funding bids.</li> </ul>	20%

The Council is not bound to accept the lowest or any quotation received. Any unspent grant monies must be returned to Cornwall Council, while any expenditure in excess of £50,000 must be covered by the Town Council.

A short list of three contractors was drawn up and a summary of the panel's comments is set out.

<b>Contractor 1</b>	
<b>A</b>	£49,950 includes 124 days, with work to be completed by 31.3.22 – 3 scheme designs <i>Panel comments: Very close the budget ceiling and no scope for extras. The project overruns the initial completion deadline by three months for the final design phase.</i>
<b>B</b>	<i>Panel comments: Comprehensive experience of producing LCWIPs and strong record in the field of active travel. Good local knowledge and established working relationships. Good team with varied skills.</i>
<b>C</b>	<i>Panel comments: Good understanding of the key aspects of the brief, local stakeholders and other relevant considerations.</i>
<b>D</b>	<i>Panel comments: Good use of head cam footage from site visits to address possible ongoing restrictions due to covid. Excellent engagement plan for consultation stages using a two-stage process Handover notes to be provided on scheme designs No specific plans for the cycle hub and Barras Street redesign – these need to be confirmed</i>

<b>Contractor 2</b>	
<b>A</b>	£47,350 includes 143 days, with work to be completed by 21.12.21 <i>Panel comments: Good value for money based on the number of days costed. Small amount of headroom in the budget.</i>
<b>B</b>	<i>Panel comments: Good local knowledge and connections, with team based in Cornwall. No specific LCWIP experience but strong production of detailed design experience.</i>
<b>C</b>	<i>Panel comments: Good understanding of public engagement and possible local resistance.</i>
<b>D</b>	<i>Panel comments: Good communication plan Consideration given to obtaining future funding Consultation plan very weak/insufficiently detailed – more information to be requested.</i>

<b>Contractor 3</b>	
<b>A</b>	£39,984.61 includes 86.75 days, with work to be completed by 17.12.21, using three sub-consultants – up to two routes included <i>Panel comments: Although lowest cost, average cost per day is highest. Heavily desk/online based (2 x 1 day site visits included)</i>

<b>B</b>	<i>Panel comments: Limited local knowledge related to the World Heritage Site and AONB. Diverse regional examples given. Experience of writing funding bids and the requirements for this.</i>
<b>C</b>	<i>Panel comments: General understanding of the key aspects of the brief</i>
<b>D</b>	<i>Panel comments: Good understanding of the current situation, including appropriate local references and relevant statistics. Good online engagement tools and virtual consultation room. Emphasis on quality visual outputs to attract funding</i>

The panel requested clarification from each of these three contractors on items listed in the bids under out of scope/excluded/assumptions to establish the possibility of additional costs.

The panel recommend the Council appoint Contractor 1, due to their greater experience in producing LCWIPs, local knowledge and established working relationships, and excellent engagement programme. Although they have indicated a longer timescale for delivery than originally requested, references have confirmed they have delivered previous projects within the original budget and timescale set, and therefore further slippage is not expected. Clarification has been provided that items listed as out of scope will not be required.

**Recommendation: To appoint Contractor 1 to deliver the Active Travel brief**