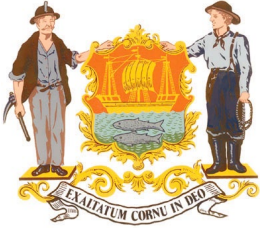


TRURO CITY COUNCIL



CITY OF TRURO

Roger Gazzard
Town Clerk

*Town Clerk's Department
Municipal Buildings
Boscawen Street
Truro TR1 2NE
Tel. (01872) 274766*

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18 February 2019

To: The Mayor (Councillor Ms L Southcombe)
Deputy Mayor (Councillor R Smith)
Chairman and members of the
FINANCE & GENERAL PURPOSES COMMITTEE
and all other Members of **TRURO CITY COUNCIL** for information

Dear Councillor

A G E N D A

NOTICE IS HEREBY GIVEN that a meeting of the Finance and General Purposes Committee will be held in the **Meeting Room, Hall for Cornwall Offices, Second Floor, Penhaligon House, Green Street, Truro TR1 2LH starting at 7:00pm on MONDAY 18 FEBRUARY 2019** for the transaction of the under-mentioned business.

- 1 **APOLOGIES**
- 2 **DISCLOSURE OR DECLARATIONS OF INTEREST**
- 3 **OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA**
VERBAL QUESTIONS (5 minutes only)
- 4 **MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 14 JANUARY 2019 HAVING BEEN TO FULL COUNCIL HELD ON 28 JANUARY 2019.**
- 5 **TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER'S REPORT**
Management Accounts 2018/2019 (Appendix A attached)
- 6 **TOURIST INFORMATION CENTRE**
Monthly report (Appendix B attached)
- 7 **DEVOLUTION OF LIBRARY SERVICE**
Town Clerk to provide a verbal update
- 8 **INDEPENDENT AUDIT REPORT**
To consider the 2017-2018 Interim Internal Audit Report (Appendix C attached)
- 9 **AUDIT REPORTS**
 - (a) Role of the Committee (Appendix D attached)
 - (b) Risk Strategy (Appendix E attached)
 - (c) Risk Register (Appendix F attached)
- 10 **POLLING DISTRICT AND POLLING PLACES REVIEW** (Appendix G attached)

- 11 **GREAT WESTERN RAILWAYS REVIEW CONSULTATION** (Appendix H attached)
- 12 **DECLARING A CLIMATE EMERGENCY** (Appendix I attached)

13 **CORRESPONDENCE**
Update on grant application feedback

14 **DATE OF NEXT MEETING**
18 March 2019
The agenda for the next Finance and General Purposes Committee to be held 18 March 2019 will be prepared on Tuesday 12 March 2019. In accordance with Minute 302 (03.12.12.), should a member wish an item to be included on this agenda please inform the Town Clerk's office by Monday 11 March 2019 as no items other than those on the agenda can be considered at the meeting.



ROGER GAZZARD
TOWN CLERK

Enc

Finance & General Purposes Committee

18th January 2019

Management Accounts 2018-19

I have attached the management accounts for the period to the end of January representing the first ten months of the financial year.

The estimates in the report are the revised estimates approved by the Council in January.

In overall terms we are underspent by £16k against the revised estimates.

There remains an uncertainty over the costs of the external works to the Municipal offices. We are liable for 50% of the cost and we await agreement between Cornwall Council and the Hall for Cornwall contractor Kier's over the schedule of works and the cost. We have made provision in our Finance Committee Capital reserve for a sum of £116k.

There are no other matters which I wish to draw to the attention of the Committee.

Recommendation

The Committee is asked to note the report.

Roger Gazzard
Town Clerk

TRURO CITY COUNCIL

11-Feb-19

Management Accounts 2018-19 Period 1st April 2018-31st Jan 2019

Overall Summary of Net Revenue Expenditure

Ref	2018-19	2018-19	Variance	2018-19
	Actual to date	Budget to date		Total Estimate
	£	£	£	£
1 Administration & Democratic	303,159	314,733	-11,574	311,713
2 Tourist Information Centre	103,825	93,204	10,621	112,044
3 Community Work	109,277	117,584	-8,307	128,666
4 Lemon Quay	-7,353	-2,167	-5,186	-2,900
Total Finance & General Purposes	508,908	523,354	-14,446	549,523
5 Allotments	2,344	445	1,899	7,548
6 Churchyard	9,723	9,001	722	15,074
7 Public Cemetery	30,131	29,004	1,127	34,805
8 Parks & Open Spaces	514,358	531,466	-17,108	685,627
9 Public Conveniences	106,840	117,224	-10,384	149,811
10 Coffee Bar: Boscawen park	23,677	1,333	22,077	8,395
11 Total Parks & Amenities	687,073	688,472	-1,666	901,261
12 Net Base Expenditure	1,195,981	1,211,826	-16,112	1,450,784
Fund Contributions				
13 Finance Committee Revenue Fund	0	0	0	33,100
14 Finance Committee Buildings Fund	0	0	0	27,000
15 Parks Committee Capital Fund	0	0	0	130,400
16 Transfer to Funds/Reserve	0	0	0	74,316
17 Net expenditure on Services add	1,195,981	1,211,826	-16,112	1,715,600
18 Devolution	11,000	11,000	0	16,000
less				
19 Council Tax Support Grant	71,705	71,705	0	71,705
	1,135,276	1,151,121	-16,112	1,659,895
19 Revenue Balance Movement				
Contribution to Balance	0	0	0	0
Contribution from Balance	0	0	0	0
20 Precept Amount	1,135,276	1,151,121	-16,112	1,659,895

Cash Balances

At the end of January 2019 the Council held the following cash balances

	£
Money Market Account	539,640
Current Account	220,092
Investments	303,287

Total 1,063,019

Administration & Democratic

Period 1st April 2018-31st Jan 2019

Vote No	Description	2018-19 Actual to date	2018-19 Budget to date	variance	2018-19 Estimate Total
		£	£	£	£
Employees					
5000/5001	Salary & Wage Costs	216,073	216,197	-124	259,436
6000	Training/Conferences	1,434	677	757	812
6001	Travelling	142	454	-312	545
6003	Payroll/Personnel Advice	5,716	14,326	-8,610	17,191
Premises					
6100	Repair & Maintenance	1,199	671	528	805
6102	Rates	4,682	3,708	974	4,708
6103	Cleaning	334	357	-23	428
6104	Furniture & Equipment	1,186	2,616	-1,430	3,139
Supplies & Services					
6300	Gas & Electricity	26	158	-132	190
6301	Water	503	291	212	349
6306	Health & Safety	2,100	2,092	8	2,510
6307	Insurance Premiums	23,798	20,403	3,395	24,484
6701	Audit Fees	1,250	4,725	-3,475	5,670
6703	Legal Fees	8,137	11,810	-3,673	14,172
6709	Advertising	756	1,288	-532	1,545
6710	Planning Advice	-130	1,717	-1,847	2,060
	Accommodation costs	0	0	0	0
Office Costs					
6400	Stationery	2,697	2,153	545	2,583
6401	Printing	2,520	2,978	-458	3,573
6403	Postages	2,252	2,400	-148	2,880
6404	Telephones	1,975	3,212	-1,237	3,854
6406	Publications	601	101	500	122
6407	Computer Costs	14,820	10,978	3,842	13,174
6408	Planning Committee Recharge	0	0	0	45,113
6409	Bank Charges	2,652	2,083	569	2,500
Democratic					
6600	Mayoral Allowance	6,160	6,124	36	7,349
6601	Town Crier & Macebearers Allowances	810	668	142	801
6602	Members Expenses	0	501	-501	602
6603	Civic Functions Allowance	2,410	2,646	-236	3,175
6702	Subscriptions	4,190	3,537	653	4,245
6799	Miscellaneous	78	218	-140	261
Gross Expenditure		308,371	319,087	-10,716	428,276
Income					
4203	Use of Rooms	3,293	3,368	-75	3,268
4910	Recharges to Operations	0	0	0	112,112
4900	Miscellaneous	0	403	-403	483
4401	Interest	1,919	583	1,336	700
Gross Income		5,212	4,354	858	116,563
Net Expenditure		303,159	314,733	-11,574	311,713

Tourist Information Centre

Period 1st April 2018 - 31st Jan 2018

Vote No	Description	2018-19 Actual to Date	2018-19 Budget to Date	Variance	2018-19 Estimate Total
		£	£	£	£
Employees					
5000/5001	Salary Costs	81,010	75,935	5,075	91,121
6000	Training	641	869	-228	1,043
6002	Clothing	0	324	-324	388
Premises Costs					
6100	Repairs & Maintenance	390	0	390	0
6101	Rent	8,943	6,917	2,026	8,300
6102	Rates	13,504	12,863	641	15,436
6103	Cleaning	1,657	0	1,657	0
6104	Furniture & Equipment	26,099	20,136	5,963	24,163
6300/6301	Power & Water	1,408	225	1,183	270
Office Costs					
6400	Stationary	1,429	1,103	326	1,324
6401	Printing	598	481	117	577
6403	Postages	-34	867	-901	1,040
6404	Telephones	4,046	3,715	331	4,458
6407	Computer Costs	-4,543	1,306	-5,849	1,567
6409	Card charges	1,149	833	316	1,000
Purchase of Sale Items					
6802/6501	Tickets / Accom Register	3,842	5,238	-1,396	6,286
6502	All other sale items	34,823	37,501	-2,678	45,001
Miscellaneous					
6801	Truro Guide	42,000	37,000	5,000	44,400
	Events	58,000	50,000	8,000	50,000
6799	Miscellaneous	826	923	-97	1,107
	Admin recharge	0	0	0	5,000
Gross Expenditure		275,788	256,235	19,553	302,482
Income					
4003	Sales	58,103	56,388	-1,716	67,665
4001	Tickets	6,036	7,576	1,540	9,091
	Events	78,000	70,000	-8,000	70,000
	Rents	0	0	0	4,800
4007	Contract Work	3,750	3,750	0	7,500
4100/4107	Registration/Inspections	4,000	3,628	-372	4,354
4105	Truro Guide	22,074	21,690	-384	26,028
	Parks recharge Tennis	0	0	0	1,000
Gross Income		171,963	163,032	8,931	190,438
Net Expenditure		103,825	93,204	10,621	112,044

Community Work

Period 1st April 2018 -31st Jan 2019

Vote No	Description	2018-19 Actual to date	2018-19 Budget to date	Variance	2018-19 Estimate Total
		£	£	£	£
Employees					
5000	Salary & Wage Costs	29484	29971	-487	35965
6000	Training/Conferences	150	173	-23	208
6001	Travelling	2	433	-431	520
Supplies & Services					
6304	Grant Advice	1,500	1734	-234	2081
6305	Xmas Tree	1,300	1061	239	1273
6308	Public Space CCTV	35,028	29695	5333	35634
6404	Telephones	0	347	-347	416
6407	Computer Costs	234	173	61	208
6408	Recharge for Administration Support	0	0	0	5252
Grants & Donation					
6712	Citizens Advice Bureau	-1,330	1142	-2472	1370
6713	Public Transport Contribution	3,900	4333	-433	5200
6714	Twinning Associations	232	718	-486	862
6716	Street Pastors	0	4335	-4335	5202
6717	Cornwall Music Festival	1,000	1778	-778	2134
6719	Young People Cornwall	18,750	21673	-2923	26008
6720	Community Events	6,238	8669	-2431	10403
6721	Community Grants	8,033	7108	925	8530
3040	Community Navigator	5,000	5000	0	5000
6799	Miscellaneous	934	417	517	500
		110,455	118,762	-8307	146,766
Gross Expenditure					
Income					
	Contribution from Fund	0	0	0	14,000
3012	Rents from buildings	1,178	1,178	0	4,100
	Gross Income	1,178	1,178	0	18,100
	Net Expenditure	109,277	117,584	-8,307	128,666

Lemon Quay

Period 1st April 2018 - 31st Jan 2019

Vote No	Description	2018-19 Actual to date	2018-19 Budget to date	Variance	2018-19 Estimate Total
		£	£	£	£
	Employees				
5000/5001	Salary & Wage Costs	8,206	9,000	-794	10,800
	Premises				
6100	Repair & Maintenance	1,894	1,667	227	2,000
6103	Cleaning & Waste Management	0	8,000	-8,000	9,600
	Supplies & Services				
6300	Gas & Electricity	953	833	120	1,000
6301	Water	0	833	-833	1,000
6407	Computer Costs	130	0	130	0
6704	Event Costs	10,274	7,500	2,774	9,000
6799	Miscellaneous	2,973	0	2,973	0
	Administration Recharge	0	0	0	8,000
	Gross Expenditure	24,430	27,833	-3,403	41,400
	Income				
	Rental from Leases	0	0	0	8,300
4200	Event Income	31,783	30,000	1,783	36,000
	Gross Income	31,783	30,000	1,783	44,300
	Net Expenditure	-7,353	-2,167	-5,186	-2,900

Allotments

1st April 2018 - 31st Jan 2019

Vote No	Description	2018-19 Actual to date	2018-19 Budget to date	Variance	2018-19 Estimate Total
		£	£	£	£
	Employees				
5000/5001	Wages Costs	2456	2488	-32	2985
	Premises				
6100	Repair & Maintenance	2300	657	1643	788
6110	Allotment Development	0	0	0	6396
6301	Water	665	391	274	469
	Gross Expenditure	5421	3535	1886	10638
	Income				
4201	Allotments	3077	3090	-13	3090
	Gross Income	3077	3090	-13	3090
	Net Expenditure	2344	445	1899	7548

Kenwyn Churchyard

1st April 2018 -31st Jan 2019

Vote No	Description	2018-19 Actual to date	2018-19 Budget to date	Variance	2018-19 Estimate Total
		£	£	£	£
	Employees				
5000/5001	Wages Costs	9823	9948	-125	11938
	Premises				
6100	Repair & Maintenance	0	0	0	2167
	Transport				
6200	Fuel & Oil	0	0	0	1266
	Supplies & Services				
6303	Equipment & Materials	0	0	0	1390
	Gross Expenditure	9823	9948	-125	16761
	Income				
4007	Contract Work	0	0	0	550
4104	Burial Fees	100	948	-848	1137
	Gross Income	100	948	-848	1687
	Net Expenditure	9723	9001	722	15074

Public Cemetery

1st April 2018 -31st Jan 2019

Vote No	Description	2018-19 Actual to date	2018-19 Budget to date	Variance	2018-19 Estimate Total
		£	£	£	£
	Employees				
5000/5001	Wages Costs	39165	40788	-1623	48946
	Premises				
6100	Repair & Maintenance	481	1313	-832	1576
6102	Rates	4764	3400	1364	4080
	Transport				
6200	Petrol & Oil	0	2110	-2110	2532
6201	Repair & Maintenance	0	1336	-1336	1603
6202	Hired Plant	0	342	-342	410
	Supplies & Services				
6300	Gas & Electric	80	67	13	80
6301	Water	0	167	-167	200
6303	Equipment & materials	0	1361	-1361	1633
	Establishment Expenses				
6404	Telephones	327	333	-6	400
					0
	Gross Expenditure	44817	51217	-6400	61460
	Income				
4104	Burial Fees & Charges	14686	22213	-7527	26655
4200	Rents	0	0	0	0
4300	Interest	0	0	0	0
	Gross Income	14686	22213	-7527	26655
	Net Expenditure	30131	29004	1127	34805

Parks & Open Spaces

1st April 2018 - 31st Jan 2019

Vote No	Description	2018-19 Actual to date	2018-19 Budget to date	Variance	2018-19 Estimate Total
		£	£	£	£
Employees					
5000/5001	Wages Costs	445243	444194	1049	533033
6000	Training	7257	5455	1802	6546
6001	Travelling	2	833	-831	1000
6002	Protective Clothing	3777	5596	-1819	6716
6007	Contract Work	738	0	738	0
Premises					
6100	Repair & Maintenance	45401	29060	16341	34872
6101	Rent	1252	1818	-566	2182
6102	Local Authority Rates	576	816	-240	980
6105	Play Equipment Repairs	1750	2392	-642	2871
6106	Seats, Gates ,Fencing	1723	1723	0	2067
6107	Gritting	0	1000	-1000	2000
6108	Doggy Bin Service	866	1148	-282	1378
6109	Idless Nursery	0	0	0	16073
Transport					
6200	Petrol & Oil	9274	8556	718	10267
6201	Repair & Maintenance	10577	15365	-4788	18437
6202	Hired Plant & Equipment	1366	2106	-740	2528
6203	Licences	1425	1480	-55	1776
Supplies & Services					
6300	Gas & Electricity	5650	9019	-3369	10823
6301	Water	1520	4222	-2702	5066
6302	Plants & Seeds	9854	12012	-2158	14414
6303	Equipment & Materials	18916	26431	-7515	31717
6306	Health & Safety	6211	5570	641	6684
6404	Telephones	473	1058	-585	1270
6408	Recharge for Administration	0	0	0	38495
	Loan repayments Tennis	0	0	0	0
6705	Summer Activities	10565	8432	2133	10119
6706	Gardens Competition	921	1010	-89	1212
6707	Britain in Bloom	7678	6159	1519	7391
6709	Advertising	3233	3315	-82	3978
6799	Miscellaneous	138	81	57	97
					0
Gross Expenditure		596386	598852	-2466	773990

Parks and Open Spaces

Vote No	Description	2018-19 Actual to date	2018-19 Budget to date	Variance	2018-19 Estimate Total
		£	£	£	£
Income					
4005 / 4006	Floral Displays	24061	21772	2289	26126
4007	Contract Work	31356	19424	11932	23309
4008	Sponsorship	0	0	0	0
4101	Use of Pitches	5090	4310	780	5172
4102	Tennis	1943	7622	-5679	9146
4103	Trading Rights	14933	10507	4426	12608
4200	Site Rentals	4208	3454	754	4145
4401	Investment Interest	0	0	0	0
4900	Miscellaneous	437	298	140	357
	County Council Agency	0	0	0	7500
Gross Income		82028	67386	14642	88363
Net Expenditure		514358	531466	-17108	685627

Coffee Bar : Boscawen park

1st April 2018 - 31st Jan 2019

Vote No	Description	2018-19 Actual to date	2018-19 Budget to date	Variance	2018-19 Estimate Total
		£	£	£	£
Expenditure					
5000/5001	Wages	57045	54146	2899	64975
6004	Purchases of Sale Items	28472	21860	6612	26232
6100	Repairs & Maintenance	2644	2160	484	2592
6102	Local Authority Rates	2496	1833	663	2200
6103	Cleaning Materials	267	0	0	0
6300	Electricity	0	0	0	1100
6301	Water Charges	0	0	0	696
6303	Equipment & Materials	2256	0	2256	0
6404	Telephones	452	0	452	0
6407	Computer costs	285	0	285	0
	Admin recharge				5000
	Gross Expenditure	93917	79999	13651	102795
Income					
4004	Sales	70240	78667	-8427	94400
	Net Expenditure	23677	1333	22077	8395

Public Conveniences

Period 1st April 2018 - 31st Jan 2019

Vote No	Description	2018-19 Actual to date	2018-19 Budget to date	Variance	2018-19 Estimate Total
		£	£	£	£
Employees					
5000/5001	Salary & Wage Costs	55,528	56,429	-901	67,715
6000	Training	0	184	-184	220
6002	Protective Clothing	185	433	-248	520
Premises					
6100	Repair & Maintenance	3,846	6,328	-2,482	7,594
6102	Local Authority Rates	12,948	15,727	-2,779	18,872
6103	Cleaning Materials	13,400	14,588	-1,188	17,505
Transport					
6200	Fuel	0	0	0	625
6201	Repair & Maintenance	328	487	-159	584
6203	Licences	0	0	0	290
Supplies & Services					
6300	Gas & Electricity	1,930	1,998	-68	2,398
6301	Water	16,400	18,131	-1,731	21,757
6306	Health & Safety	0	1,234	-1,234	1,481
6307	Insurance Premiums	0	0	0	551
Office Costs					
			0		
6405	Telephones	145	184	-39	220
6408	Administration Recharge	0	0	0	5,252
Miscellaneous					
6708	Loan Charges	3,030	3,030	0	6,060
6799	Miscellaneous	0	80	-80	96
Gross Expenditure		107,740	118,832	-11,092	151,741
Income					
4007	Contract Work	900	1,608	708	1,930
Gross Income		900	1,608	708	1,930
Net Expenditure		106,840	117,224	-10,384	149,811

Statement of Funds

as at 31st Jan 2019

REVENUE BALANCE

	Code 3200	£
Balance as at 1st April 2018		423,350.00
add		
Contribution from Precept 2018-19		0.00
less		
TIC re-location costs		-61,121.38
Balance		<u><u>362,228.62</u></u>

PARKS CAPITAL FUND

Parks Plant Renewals Fund

	Code 3000	
Balance as at 1st April 2018		-18,043.60
add		
Contribution from Precept 2018-19		27,800.00
Interest		0.00
Sales		
Proceeds from grave digger		540.00
Proceeds from machinery		427.95
		967.95
less		
Expenditure		
Honda Mower		1,458.33
Buckets		1,150.00
Welfare Unit		3,750.00
Hand Blower		300.43
Lifton Dumper		4,500.00
		11,158.76
Balance		<u><u>-434.41</u></u>

Parks Capital Maintenance Funds

	Code 3001	
Balance as at 1st April 2018		151,880.81
add		
Contribution from Precept 2018-19		53,500.00
Income		
Legacy		350.00
		205,730.81
less		
Expenditure		
Legacy		780.00
Brushcutter		982.80
		487.50
		375.00
Railings		4,348.00
Pines Cemetery		350.00
Eucalyptus Bos Park		1,520.00
Walnut V Gdns		490.00
Railings V Gdns		3,000.00
WW1 Field Gun		2,100.00
Shed		2,208.33
Green waste		2,034.00
Hendra		603.50
Windows Bos Park		3,790.00
Grit Blast gates etc		4,200.00
Sand Blast Furniss Island		460.00
		27,729.13
Balance		<u><u>178,001.68</u></u>

Parks Play Equipment Fund

	Code 3002	
Balance as at 1st April 2018		25,941.41
add		
Contribution from Precept 2018-19		18,800.00
		0.00
Income		
Tremorvah Play Equipment donation		1,250.00
		45,991.41
Expenditure		
Redannick		39,914.53
Push up bars		799.20
		40,713.73
Balance		<u><u>5,277.68</u></u>

Victoria Gardens & Cemetery Lodges

Code 3003

Balance as at 1st April 2018		19,475.81
add		
Rent Receipts Victoria Gardens		2,456.70
Rent Receipts Cemetery		2,631.90
Interest		0.00
less		
Expenditure		24,564.41
Chimney Sweep VG		45.83
Cem Lodge Annual Inspection		70.00
Cem Lodge Gutters		150.00
Cem Lodge Windows		160.00
Bathroom V Gdns		4,500.00
Bathroom Cemetery		1,897.50
Cem Taps		45.00
Cem Lodge Roof		1,205.00
Thermostat VG		54.51
VG Lodge		857.55
		8,985.39
		15,579.02

Allotment Development Fund

Code 3004

Balance as at 1st April 2018		50,895.00
add		
Contribution from Precept 2018-19		0.00
less		
Expenditure		0.00
		50,895.00

Resurfacing

Code 3005

Balance as at 1st April 2018		24,674.91
add		
Contribution from Precept 2018-19		17,500.00
Income		0.00
Less		
Expenditure		
Ramps V Gdns		3,560.00
		0.00
		0.00
		3,560.00
		38,614.91

Nursery Development Fund

Code 3006

Balance as at 1st April 2018		22,028.99
add		
Contribution from Precept 2018-19		0.00
Balance from Reserve		0.00
less		
Expenditure		
Electric Supply		411.57
Timber		164.31
Plywood		57.52
Recticel		83.52
Plywood		201.72
Roof		13.00
Dumper		1,475.30
Advice		800.00
RSJ's		585.53
Road Planing		174.11
		3,966.58
		18,062.41

Parks Capital Fund Total

305,996.29

FINANCE COMM BUILDINGS FUND

Code 3020

Balance as at 1st April 2018		340,311.33
add		
Contribution from Precept 2018-19		27,000.00
Less		
Expenditure		74,602.00
		292,709.33

Finance Capital Fund Total

Project details	Available	Net	Balance
	Budget	Expenditure	
	£	£	£

Municipal Buildings External Repairs (code 3022)	Brought forward £100,311.33 + £14,000 in 2018-19	114,311.33	-2,398.00	116,709.33
Zebs Building - Provision for repairs (3025)	£2,500 in 2018-19	2,500.00	0.00	2,500.00
Truro Library	Precept contn 2016-17 + 2017-18	240,000.00	0.00	240,000.00
TIC 30 Boscawen St	£8,000 in 2018-19	8,000.00	77,000.00	-69,000.00
Carrick Sports Hall	£2,500 in 2018-19	2,500.00	0.00	2,500.00
		367,311.33	74,602.00	292,709.33

FINANCE COMMITTEE REVENUE FUNDS

Balance as at 1st April 2018				146,315.35
add				
Contribution from Precept 2018-19				22,100.00
Balance from revenue				0.00
Transfer from revenue				0.00
Interest				0.00
Less				
Expenditure				17,721.73

Finance Revenue Fund Total

150,693.62

Project Details

		Available Budget	Net Expenditure	Balance
		£	£	£
Community Work (code 3040)	Brought Forward £47,627.03	47,627.03	0.00	47,627.03
Municipal Buildings Internal Works (code 3060)	Brought forward £910.29	910.29	0.00	910.29
Community Events (code 3062)	Brought Forward £13,133.62	13,133.62	0.00	13,133.62
Community Grants (code 3063)	Brought Forward £4,664.00	4,664.00	0.00	4,664.00
Election Expenses (code 3064)	Brought forward £19,987.04 + £6,000 in 2018-19	25,987.04	0.00	25,987.04
Computers (code 3066)	Brought Forward £7,052.64 + £9,800 in 2018-19	16,852.64	14,765.86	2,086.78
Community Projects (code 3021)	Brought forward £32,642.31 + £6,300 in 2018-19	38,942.31	1,562.50	37,379.81
Bus shelters (code 3024)	Brought Forward £9,298.42	9,298.42	1,393.37	7,905.05
CCTV		11,000.00	0.00	11,000.00
		168,415.35	17,721.73	150,693.62

Hendra Development

Code 3100

code 3080

Balance as at 1st April 2018				1,011.88
add				
Contribution from Precept 2018-19				0.00

Income

Belmont Income Annual			4342.61	
				4,342.61

less Expenditure

Rates Apr 18			434.69	
Rates May 18			430.00	
Rates June 18			430.00	
Rates July 18			430.00	
Rates Aug 18			430.00	
Rates Sept 18			430.00	
Rates Oct 18			430.00	
Rates Nov18			430.00	
Rates Dec 18			430.00	
Rates Jan 19			430.00	
Rates Feb 19				
Rates Mar 19				
Faulty Light			203.00	4,507.69

Balance

846.80

B

Truro Tourist Information Centre Finance and General Purposes February 2019

Customer Figures Footfall January 2019 – 4161
(New Digital counter installed)

Retail Sales – December 2018 -£13,673.00 a 106% increase year on year

January 2019 - £3,000.25 a 37% increase year on year

- **Retail**
As the figures show the TIC continues to be very successful in its new position and with the design, layout and merchandise.
New lines are still being sourced and new suppliers include, Living Sea of the Cornish Sea Salt company, The Cornish Seaweed Bath Company, Betty Boyns designs and the Stein brand, which means we are the only retailer outside of their own premises.
- **Membership** – The new 2019 accommodation guide is now complete and again our members are included in the centre pages of the Visit Cornwall 2019 guide, which has a far wider distribution area.
- **Events** -
Currently looking at the year ahead to help with both Bid and TCC events.
The new Facebook page for events proves to be a success and a very useful platform to promote events within the City.
We are also looking into the feasibility of developing a tour programme and look at the possibility of a monthly evening tour. This would coincide with the ongoing work with the Heritage Cities Project.
- **Cornish Riviera Box office** – We have secured ourselves to be ticket agents for all Cathedral Events including Truro Choral Society. This is great news for us and our customers to be able to serve tickets face to face for Truro Events. This means the ticket sales from the TIC will increase quite dramatically as other theatre companies are now using this successful ticket company for their sales.
- **Spring Guide** – Due to financial constraints this year the spring guide will be produced in a lighter and less expensive generic leaflet. This leaflet is still

extensive with its information to customers and the quality of information is not changed. This new guide will be available by the end of February and will be distributed accordingly.

- **Membership/Visual Advertising** - Still in the early stages but we would be looking to develop this as a potential revenue source, as the presence of our new premises on the high street has proved very popular with business wanting to advertise. This may be developed alongside Visit Cornwall as a joint membership scheme.
- **Digital** – Also in collaboration with Visit Cornwall we are looking at our digital applications and would like to continue to maintain and improve our social media and website performance.

C



HUDSON ACCOUNTING LTD.
INTERIM INTERNAL AUDIT REPORT:
TO THE MEMBERS OF TRURO CITY COUNCIL YEAR ENDED 31ST
MARCH 2019

ISSUE DATE: 19/11/2018 ISSUED TO: TOWN CLERK & FINANCE
OFFICER STATUS: DRAFT

INTRODUCTION:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Scope:

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return and the Transparency Code.

Any areas not covered at this interim stage will be included later in the year or during the final audit activity.

Approach:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's

Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2017.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed. Visits were made to the Council's offices on 22nd & 24th October 2018 and information was requested prior to the visits.

GENERAL COMMENTS:

We would like to thank the staff for their assistance and co-operation during the course of the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

In giving our internal audit opinion, it should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

We have provided a table of audit recommendations that allow for the Council's response which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it is completed and returned to us.

AUDIT COMMENTARY:

Items in **bold text** within the body of the report represent our findings in respect of the application of controls, text in *italics* represent suggested actions that fall short of being a formal recommendation or do not necessarily pertain to the application of internal controls.

Previous Recommendations

The Council responds positively to recommendations and the current position is set out in the attached Internal Audit Response Record.

Accounting Records

The accounts are maintained on SAGE accounting software; they were up to date and appeared free from material errors.

Financial Regulations

Financial Regulations based on the NALC model documentation were adopted in March 2018.

Payments

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for and payment controls were applied.

Authority to spend:

Purchase orders are routinely used, as previously reported there is no scheme of delegation in respect of purchasing decisions in place.

Procurement:

The tenders for the tennis court refurbishment project were undertaken in accordance with Financial Regulations and the Public Contracts Regulations.

Payment:

Payments were supported by invoices, were certified prior to payment and reported to Members on payment schedules on a quarterly basis.

Other payment related controls are consistently applied.

VAT:

VAT had been accurately recorded.

Risk

Risk Assessment:

The risk register has yet to be reviewed in the current year.

Insurance:

Statutory and motor insurances are in place and the Fidelity Guarantee is adequate at £2 million.

GDPR:

Various policies have been adopted, a councillor working party established and a Compliance Officer appointed whose role will encompass the new Regulations.

Budgets

Setting:

The budget setting process is robust and the budget and precept were approved by Council in January 2018.

Monitoring:

Budget monitoring is undertaken on a quarterly basis, comprehensive reports with accompanying commentary are provided.

Income

Precept:

The precept payment received is in accord with that set by the Council.

Summer Planting:

A sample was checked back to the original booking forms. Charges were accurately applied and income was banked in a timely manner.

Lemon Quay:

The sample checked revealed that charges had been accurately applied and invoiced. Income was promptly banked.

Winter Fayre:

Bookings are managed externally and then invoiced by the Council. No issues were found to report.

Coffee Shop:

Receipts were tested to till receipts and found to be in order. Income is now banked direct from the facility and is done regularly. In the period tested the takings held on site were well within the Council's insurance cover.

Burials:

Burial charges had been accurately applied and the relevant documentation retained. Memorial permits and Exclusive Rights of Burial had been issued. Burial Registers are not currently up to date as a review of the information required is being undertaken.

VAT:

Claims for the first two quarters have been submitted.

Payroll

2018/19 pay award:

The national pay award has been accurately applied.

New Starters:

Council has approved new posts and contracts have been issued albeit that one or two of the very recent ones have yet to be filed.

Re-gradings:

Changes in staff terms and conditions were verifiable and details included in their personnel files.

Tax, NI & Pensions:

Tax, NI & pension deductions were properly applied and paid over to the relevant authority in a timely manner.

Bank Reconciliations

Bank reconciliations are frequently undertaken and are reviewed by a Member. There were no 'balancing' entries or old un-presented payments.

INTERNAL AUDIT REPORT RESPONSE RECORD – TRURO CITY COUNCIL

No.	Recommendation	Management Response	Timescale/Responsibility	Follow Up (Auditor use)
2017/18 Final Report				
1	The asset register should be expanded to include some of the key information suggested in paragraph 5.57 of the 'Proper Practice' guidance.	The Compliance Officer commenced in September and will review by Mar 19. R Budge has done the Plant and Machinery.	March 19	Test with final accounts
2017/18 Interim Report				
1	The Council should adapt, as appropriate, and adopt the Model Financial Regulations and ensure those controls enshrined within them are implemented if they are currently absent	This was considered by the Council in March 2018 and the Model Form (with some slight amendments) adopted by the Council.		Complete – see comments in current report
2	Procedures should be put in place to ensure compliance with the Public Procurement Regulations 2015.	The procedures are in place and recent procurements of the Tennis Court contract and Xmas Market marquee provision were fully compliant.		Complete - closed
3	A written procedure is produced and is included in Financial Regulations in respect of changes to supplier bank details and that the random checking of supplier bank details is included in the Member internal control checking activity once this commences.	The Council excluded the requirement for a Councillor sign off to amendments to supplier details on the grounds of practicality. <i>Random checks have been done, but the Supplier Bank details often change on the invoices so is rather difficult to test.</i>		See comment in latest report – still included

4	During the budget setting process the detailed Establishment is documented by department (including Grades SCP's and hours worked) and that once approved it is signed off by the relevant Chair and that this process and any delegations in place regarding recruitment to existing posts are included in Financial Regulations.	The scheme of delegation remains outstanding. The detailed establishment was included in the budget report in January 2018. The Detailed Establishment will be included in the budget report In Jan 19. The scheme of delegation is under review.	March 2019	Test year-end 2018/19
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INTERNAL AUDIT REPORT RESPONSE RECORD – TRURO CITY COUNCIL

No.	Recommendation	Management Response	Timescale/Responsibility	Follow Up (Auditor use)
2016/17 Final Report				
1	A partial exemption calculation is undertaken using the Model Method set out in VAT Notice 749 and that this is further refined should the results indicate a potential problem.	VAT specialist contacted to undertake review. The specialist has visited us in 2017-18 and reviewed our treatment of VAT but as yet has not carried out the partial exemption test. Tax Advisor contacted to chase this in Oct 18. Reminder issued 14.11.18	March 19	Test 2018/19 Consultant feels no requirement due to lack of exempt activity - closed
2	Bank reconciliations are periodically reported to Members and a non-signatory signs off the reconciliation as being accurate	A Councillor panel has been appointed and will commence work in the current year. April – Sept 18 reviewed by nominated councillor.	September 2018	Closed
2016/17 Interim Report				
1	Procedure manuals are produced for all key areas, particularly finance, in sufficient detail to allow a temporary or new member of staff to undertake the function with minimal disruption.	Agreed, ongoing Ongoing and updating current procedures	Completion by September 2018	Test 2018/19 yearend

2	Full compliance with the Transparency Code should be achieved as soon as is practicable.	Agreed, our compliance will be reviewed by our compliance officer, when appointed. Compliance Officer commenced Sept and will check if we comply.	Compliance audited in Autumn 2018. March 19	Test 2018/19 yearend
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D

Truro City Council

Finance & General Purposes Committee

18th February 2019

Role & Purpose of Committee in Respect of Audit Work

In October 2007 the Council established an Audit and Risk Management sub-committee and agreed its role and purpose. This has been reviewed each year. In 2016 the Council reviewed its sub-committees and concluded that it would be beneficial for the Finance & General Purposes Committee to directly carry out the duties of an audit committee.

The Role currently agreed is as laid out in the Chartered Institute of Public Finance and Accountancy (CIPFA) guidance "*Audit Committees: Practical Guidance for Local Authorities (2005)*"

The Guidance recommends that the Committee responsible for carrying out the role of the Audit Committees will: -

- Consider the effectiveness of the authority's risk management arrangements, the control environment and associated anti- fraud and anti-corruption arrangements
- Seek assurances that action is being taken on risk-related issues identified by auditors and inspectors
- Be satisfied that the authority's assurance statements properly reflect the risk environment and any actions needed to improve it
- Approve (but not direct) internal audits strategy, plan and monitor performance
- Review summary internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary
- Receive the annual report of the head of internal audit
- Consider the reports of external audit and inspection agencies
- Ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted
- Review the financial statements, external audit's opinion and reports to members, and monitor management action in response to the issues raised by external audit.

In order to achieve the above I am suggesting that the Committee plans to consider audit reports routinely twice per annum, with the ability to receive urgent reports at any meeting if required.

	February	June	September
Risk Strategy Review	Y		
Risk Register Review	Y		Y
Statement of Governance and Internal Control		Y	
Internal Audit Reports	Y	Y	
Standing Order & Financial Regulation Review		Y	
Role of Committee Review	Y		
Investment Policy	Y (March)		

It is worth noting that there has been a considerable change to the scope of work of the external auditor. Having been through three changes to the scope and depth of the external audit requirements this has now settled in a limited assurance examination, carried out remote to the Council. The previous process saw the audit carried out by a local team of auditors and the manager attended the September meeting of the Council. This "personal" relationship has now gone. However, as reassurance there remains a relationship between internal and external audit with the internal auditor required to complete and sign a document as part of the annual return to the external auditor. This details the scale and depth of the internal audit work carried out during the year and requires the internal auditor to voice any concerns it has.

Recommendation

That the Committee approves the above role, purpose, and timetable of work for the forthcoming year.

Roger Gazzard
Town Clerk



Finance & General Purposes Committee

18th February 2019

Risk Management Strategy

The Governance Framework for the Council requires that the above Strategy is reviewed annually to take into account any changes and to ensure that it remains up to date and fit for purpose.

Strategy Revisions: -

First Approved strategy	June 2007
Approved Revision number 1	July 2008
Approved Revision Number 2	December 2009
Approved Revision Number 3	December 2010
Approved Revision Number 4	December 2011
Approved Revision Number 5	December 2012
Approved Revision Number 6	December 2013
Approved Revision Number 7	December 2014
Approved Revision Number 8	December 2015
Approved Revision Number 9	December 2016
Approved Revision Number 10	December 2017
Draft revision Number 11	February 2019

The attached document contains no amendments to the agreed policy.

In the last year we have strengthened our work in this area with the employment of a compliance officer who works closely with our external advisors.

In terms of operational work related to risk we continue to have an annual health and safety report carried out by our independent advisors Ellis Whittam.

We have also had specific independent advice on Water Management and Fire Safety Advice.

Recommendations

- 1 That the attached Risk Management Strategy is approved.
- 2 That it is reviewed in one year's time.

Roger Gazzard
Town Clerk

Review Date September 2019

Risk Register

The purpose of the Register is to identify events or actions which will adversely affect the organisation's ability to achieve its objectives and implement its strategies. It includes an action plan to minimise the risk and an assessment of the severity of each Risk.

The Register is therefore linked to both the Council's Objectives and its Risk Register. The Council has adopted a Risk Management Strategy which identified four main processes; -

- Risk Identification and assessment
- Management and control of Risks
- Monitoring and reporting of Risks
- Communicating the Risk Strategy

The Risk identification and assessment process is completed using the Risk Register.

Risks are identified and normally placed within one of the following risk categories: -

- Strategic (S) – long term adverse impact from poor decision making or poor implementation. Can damage the reputation of the Council, loss of public confidence, and lead to Government intervention.
- Compliance(C) – fail to comply with legislation, or laid down procedures, or the lack of documentation to prove compliance
- Financial Risk (F) – fraud or corruption, inefficiency and poor value for money.
- Operational (O) – failure to deliver services effectively. Damage to property and injury to people.

Each Risk is then analysed for both the likelihood of its occurrence and the impact upon the Council. It is placed in one of the following twelve boxes in order to rank its importance.

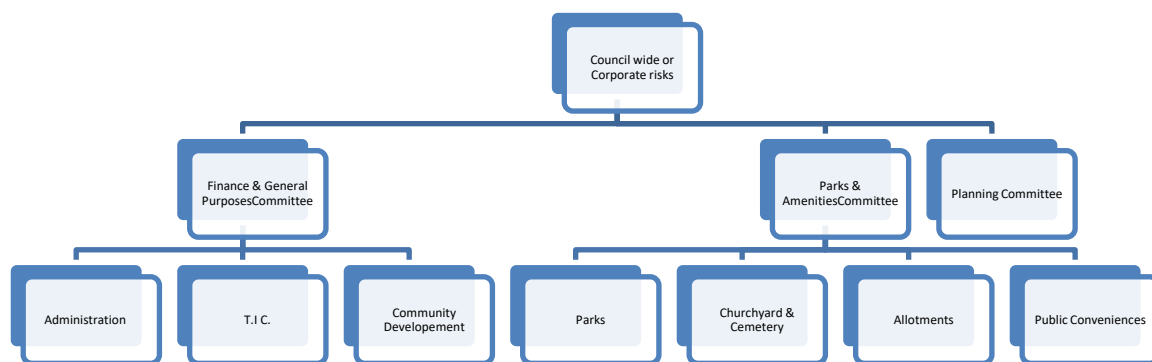
Impact Likelihood	Insignificant 1	Minor 2	Major 3	Catastrophic 4
Almost Certain 4	4	8	12	16
Likely 3	3	6	9	12
Unlikely 2	2	4	6	8
Rare 1	1	2	3	4

The analysis provides a priority listing for managing or removing the risk.

Review Date September 2019

The Risk Register is set out to firstly cover risks that apply across the Council. These are largely financial risks and loss of assets. These are not repeated within the individual department risks unless there are specific risks relating to an individual department.

The register structure is as follows: -



Ref	Category	Objective	Risk Description	Impact Description	Likelihood	Impact	Priority	Controls in Place	Further Action Required	Responsible Officer
Corporate Risks										
Financial										
1	S	3	Failure to set adequate precept	Council unable to meet financial obligations.	1	4	4	Procedure for setting precept is detailed and in accordance with best practice. Officer responsible for financial matters named.	None	TC
2	S	3	Failure to keep within Financial Estimates.	In extreme cases Council would be managed by government	2	3	6	Estimate procedure robust. Regular reports to Finance Committee during year. An adequate level of reserves maintained to cater for unforeseen events.	None	TC
3	C	3	Failure to comply with HMRC regulations	Fines and penalties imposed	2	2	4	Provision for expert advice on VAT from NALC. Payroll administered by agent.	None	TC
4	O	3	Failure to control payments	Unauthorised and or excessive payments.	1	3	3	Procedures in place including multiple signatures on cheques.	None	TC
5	O	3	Failure to maintain proper financial records	Breakdown of financial control.	1	3	3	Use of popular computerised system which is regularly backed up.	None	TC
6	O	3	Loss of revenue through theft/misappropriation: - 1 Council Employee 2 3 rd Party	Loss of revenue	1	2	2	Tight controls in place for cash transactions and monitoring of levels of income. Vulnerable employees issued with mobile telephones	None	TC
7	O	3	Claim of personal/property damage against Council	Un budgeted cost to Council.	4	1	4	A specific Local Authority insurance policy in place and the cover reviewed annually.	None	TC
8	O	3	Building Security	Loss of assets and memorabilia	2	2	4	Ensure adequate alarms in place and employees instructed in their use.	None	TC
9	F	3	Loss of money through failure of Bank	Council unable to meet its financial obligations.	1	4	4	Investment policy in place, providing for deposits to be held with clearing bank in secure money market accounts	Policy is reviewed annually in March.	TC

Ref	Category	Objective	Risk Description	Impact Description	Likelihood	Impact	Priority	Controls in Place	Further Action Required	Responsible Officer
10	F	3	Risk of devolution projects not taking place.	Significant monies precepted by Council being placed in reserves	3	3	9	Process being jointly developed by Cornwall Council and parishes specifying agreed devolution assets and services and timescales	Continuing work with Cornwall Council to progress.	TC
11	F	3	Risk of losses from support of 3 rd party organisations	Concern that resources are poorly used by 3 rd party organisations	2	2	4	Agreed objectives with organisations with reporting back mechanism in place. Ongoing contact with organisation.	None	TC
12	F	3	Increasing risk of legal action and crimes against the Council	Potential of financial loss	2	2	4	Wide ranging insurance liability cover in place on a long term agreement.	None	TC
Employee										
13	O	3	Loss of Key Employees	Ensure where possible work is documented and there is cover.	2	3	6	Ensure employees maintain documented records of key processes and duties.	None	TC
14	O	3	Retention of Employees	High turnover, loss of experience, reduction in efficiency.	2	3	6	Ensure adequate training, ensure terms of employment correct for position. Annual Assessment to identify any issues.	None	TC
15	O	3	Unable to fulfil service requirements due to industrial unrest.	Not able to provide service to public.	1	4	4	Single status agreement in place. Main risk arising from failure of national pay talks to reach settlement regarding annual pay award.	None	TC
16	O	3	Risk of attack on employees	Across the Council there are situations where employees are at risk from attack	3	3	9	Lone working policy in place. Written instructions to employees regarding conflict in place. TIC two staff present at all opening times.	None	TC
Parks & Open Spaces										
1	O / C	1 / 6	Injury or attack on employees	Loss of employee. Additional temporary cost.	3	2	6	Adequate Health & Safety training. Lone employees have mobile telephones.	None	PM
2	O / F	1, 6,	Loss of nursery through fire or vandalism.	Need to purchase plants from commercial growers, additional cost.	2	2	4	Insurance and security system in place.	None	PM

Ref	Category	Objective	Risk Description	Impact Description	Likelihood	Impact	Priority	Controls in Place	Further Action Required	Responsible Officer
3	O / F	1, 6	Loss or damage to other buildings through fire etc.	Loss of asset and therefore efficiency	2	2	4	Insurance and security systems in place	None	PM
4	O / F	1, 6	Loss of vehicles, plant and machinery through accident, fire, or theft.	Loss of asset and therefore efficiency	3	2	6	Insurance cover in place, reviewed annually.	None	PM
5	F	1	Injury to member of public leading to claim for damages	Un-budgeted cost.	3	2	6	Insurance cover in place, reviewed annually.	None	PM
6	O / F	1	Loss or damage by vandalism.	Loss of public amenity. Cost of repair.	3	2	6	Security procedures in place. CCTV in City Centre. Regular liaison with police.	None	PM
7	O	1	Water Management	Injury to employee or public	2	3	6	Independent Health and Safety report. Further specific survey carried out. Employee awareness training. Independent testing. Policy approved.	None	TC
8	O	4	Failure to achieve hygiene requirements in public toilets	Potential insurance claim. Poor public perception of Council.	2	2	4	Contract in place with sanitation provider. Conditions regularly monitored.	None	PM
Allotments										
1	O	2	Untidy Plots	Operational Risk. Environmentally and visually detrimental to neighbours.	2	2	4	Regular site visits. Procedure in place to enforce requirements and evict if necessary.	None	PM
2	O	2	Vandalism	Operational Risk	2	2	4	Regular site visits	None	PM
3	O	2	Illegal dumping of Hazardous substances	Operational Risk	1	2	2	Ensure site holders are responsible. Regular site visits. Procedure in place to enforce requirements and evict if necessary.	None	PM
4	O	2	Vacant Plots	Operational & Financial risk	1	1	2	Waiting list maintained. Sites monitored regularly for usage.	None	PM

Ref	Category	Objective	Risk Description	Impact Description	Likelihood	Impact	Priority	Controls in Place	Further Action Required	Responsible Officer
5	O	2	Vermin	Operational. Potentially a health hazard to users and visitors	2	2	4	Regular contract in place with Rentokil to treat areas	None	PM
6	O	2	Loss of Water Supply	Loss of Amenity.	1	1	2	Systems maintained as required.	None	PM
7	O	2	Water taps being left on by allotment holders	Waste of resource and cost	2	2	1	Monthly check on water meters	None	PM
8	O	2	Unable to obtain additional plots required to satisfy demand.	Council have legal obligation to provide sufficient allotments.	2	3	6	Search currently in progress to obtain additional land. Budget set aside to meet anticipated borrowing costs. Considered as part of Neighbourhood Planning process.	Negotiation of potential land purchases to progress. Review of existing usage	PM ongoing
Cemetery & Churchyard										
1	O	7	Safety of structures such as headstones	Operational Risk. Safety of visitors and employees	2	1	2	Regular safety inspections and procedure to ensure any problems rectified.	None	PM
2	O	7	Accurate maintenance of records	Loss of knowledge	2	2	4	Detailed records retained back to opening of cemetery.	Introduction of mapping information	TC
3	O	7	Vandalism damage and improper use of cemetery.	Loss of amenity and unbudgeted cost	2	2	4	Sexton lives on site. Liaison with local schools.	None	PM
4	O	7	Safety of prepared graves	Injury to public, claim against Council	1	2	2	Adequate safety restrictions put into place. Insurance cover in place.	None	PM
5	O	7	Inadequate access to cemetery extension	The Council has purchased land for the extension to the cemetery. Although this is not required for a number of years we have yet to secure an adequate access.	3	2	6	None	Negotiations with landowner of access	TC/PM

Ref	Category	Objective	Risk Description	Impact Description	Likelihood	Impact	Priority	Controls in Place	Further Action Required	Responsible Officer
Tourist Information Centre										
1	O	1	Attack on employees	Injury to employee	2	2	4	Security alarm to police. CCTV cameras.	None	TC
2	F	1	Accurate recording of income	Loss of financial control	2	1	2	Ensure that till is fit for purpose.	None	TC
Public Conveniences										
1	O	1	Water Management	Injury to Public, claim against Council	1	3	3	Independent Health and Safety report. Further specific survey carried out. Employee awareness training.	None	TC
2	O	1	Lone Working	Injury to employee	2	3	6	Lone worker policy followed. Instructions issued, mobile telephone supplied	None	TC
Administrative Meetings										
1	C		Failure to meet Statutory Duty for meetings	Council criticised by government, finally government would step in.	1	4	4	Eighteen month diary maintained and issued to Councillors. Written Agenda's sent to Councillors and minutes kept	None	TC
2	C		Failure to Keep Register of Interests	Conflicts of interests not known	1	3	3	Ensure all Councillors are aware of their statutory responsibilities and ensure register is up to date.	None	TC
3	C		Review of standing orders required	Legal compliance	2	3	6	Review standing orders in the light of changes in legislation. This has been carried out.	None	TC
Assets										
4	O / F		Loss of Municipal offices through fire	Loss of accommodation, loss of records, loss of assets.	1	4	4	Ensure insurance cover, ensure computer backup kept away from building.	Disaster recovery procedure reviewed annually.	TC

Ref	Category	Objective	Risk Description	Impact Description	Likelihood	Impact	Priority	Controls in Place	Further Action Required	Responsible Officer
5			Loss or damage of assets	Un budgeted Cost and inconvenience.	3	2	6	Adequate insurance arrangements made and reviewed annually.	None	TC
Confidentiality										
6	C		Inadequate data protection	Security breach of personal or sensitive information. Loss of Data.	2	2	4	Computer system pass worded. Data protection registration maintained. System of back ups in place for computer information	None	TC
7	C		Failure to implement Local Government Transparency code	Legal requirement	1	3	3	Resource requirements of staff time and upgrading of website.	Completed November 2016	TC



From: Simmons John
Sent: 01 February 2019 18:28
Subject: Polling District and Polling Places Review

Dear Clerk

This is to give your council advance notice of the above review that begins on Monday 4th March 2019. We will send you more detailed information then.

In the meantime, you may wish to include the following information on your agenda for your council meeting in February:

By law, Cornwall Council must conduct a polling district and polling places review every five years. Our latest review is due now and must be completed by the end of January 2020.

In March 2019, we will consult with every town and parish council in Cornwall and invite comments on the suitability of polling stations and voting arrangements at elections in their area.

The review will aim to ensure that voting arrangements for future elections suit the needs of the electors in each area.

Please note:

The Polling District and Polling Places Review is NOT the same as the Community Governance Review. These reviews are completely separate and must each follow a different legal process. However, Cornwall Council will be monitoring responses for both reviews for any crossover issues.

John Simmons | Senior Electoral Officer, Electoral Services
Cornwall Council | Assurance | Customer and Support Services Directorate

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From: Mark.HopwoodGWR-MD
Sent: 30 January 2019 12:16
Subject: Great Western Railways Review Consultation

Dear Roger

You will no doubt remember that last September the Secretary of State for Transport announced a review of the rail industry. Keith Williams, former British Airways chief executive, is leading the review and is seeking views from stakeholders, including passenger representatives, business, local and devolved bodies and governments.

I thought you might like to know that you can submit your thoughts online through <https://www.smartsurvey.co.uk/s/williamsrailreview/>

There is plenty of time as the consultation is open until 31 May 2019, but I thought it would helpful to share the link.

Mark Hopwood | Managing Director | Great Western Railway



Declaring a climate emergency

Humans have already caused irreversible climate change, the impacts of which are being felt around the world. Global temperatures have increased by 1 degree Celsius from pre-industrial levels. Atmospheric CO2 levels are above 400 parts per million(ppm). This far exceeds the 350ppm deemed to be a safe level for humanity:

In order to reduce the chance of runaway global warming and limit the effect of climate breakdown, it is imperative that we reduce our CO2eq (carbon equivalent) emissions from their current 6.5 tonnes per person per year to less than 2 tonnes as soon as possible. Whilst central governments are responsible for taking strategic action on this issue, they have mostly failed - vested interests can impede change and it requires a huge shift in our cultural and our economic systems. Individual actions are easiest to take but, sadly, we are beyond the point where small, incremental changes are enough. It needs a groundswell of individual and cooperative action to affect any meaningful impact on our emissions of CO2eq and, given our present system of governance, local authorities would seem to be best placed, whether that is a principle authority or at Town and parish level. Whilst acknowledging lack of legislative power at this level, there is no reason why a parish level council cannot support the principle authority in any action and, also, work within its own operations to reduce emissions. This may seem a small contribution in the great scheme of things, but it can lead to further action/ideas. This is an issue on which it is imperative that someone takes some sort of leadership.

Proposal –

(i) the City Council to declare a Climate Emergency in line with Cornwall Council (meeting on 22nd January);

(ii) form a steering group - could be the environment group as suggested for the TKLNP, to look at the potential for carbon reduction within the council's operations and to support the actions of Cornwall Council to aim for carbon neutrality by 2030, in line with Cornwall wide actions;

(iii) complete a carbon audit and action plan.

Further reading: -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/218798/adaptlocalcouncilguide.pdf