

**MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
HELD ON MONDAY 18 FEBRUARY 2019 at 7:00 pm**

PRESENT: Councillors Wells (Chairman), Biscoe, Mrs Carlyon, Mrs Cox, Mrs Eathorne-Gibbons, Mrs Neale, Rich, Roden, Ms Southcombe and Mrs Stokes

Also, in attendance: Councillor Mrs Allen, Roger Gazzard, Town Clerk/Responsible Financial Officer and Ms Joanne Trevelyan, Financial Officer.

APOLOGIES: An apology of absence was received from Councillor Smith

334 DISCLOSURE OR DECLARATIONS OF INTEREST

Councillors Mrs Carlyon and Ms Southcombe (Mayor) declared an interest in matters relating to Truro Library on the grounds of being trustees of the Central Technical Schools for Cornwall.

335 MINUTES

The Minutes of the meeting of the Finance and General Purposes Committee held on 14 January 2019, having been before Council on 28 January 2019, were confirmed and signed by the Chairman as a correct record.

**336 TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER'S REPORT
MANAGEMENT ACCOUNTS 2018/2019**

(Appendix A)

The Town Clerk/Responsible Financial Officer presented the Finance and General Purposes Committee members with the management accounts for the end of January highlighting the underspend of £16k against the budget. He highlighted the slight difference that would decrease towards the year end however, he felt confident that the end of year financial position would be as estimated.

Councillor Mrs Neale requested information regarding the £5000 allocated for the Community Navigator (3040). The Town Clerk/Responsible Financial Officer confirmed that the City Council had agreed to pay £20k over two years; £5k for 2018/19 as the role started half way through the year, £10K the next year and £5k the following year. This would be funded by the Contribution Fund that began with £9k and £5k had been added to it; this had not affected the precept.

Councillor Mrs Carlyon requested information regarding the distribution of the Truro Guide in relation to Truro BID. The Town Clerk/Responsible Financial Officer highlighted that reduced production of the guide was due to reduced funds from Truro BID and reduced income from commercial advertising. This year a summer guide and a winter guide towards Christmas would be produced and a generic spring guide, a half size pamphlet, would be used to advertise the City but without any commercial advertising.

Councillor Mrs Carlyon further requested clarification regarding £58k for Events (Appendix A; 6801). The Town Clerk/Responsible Financial Officer confirmed that the costs related to the Winter Gift Fair where income had been approximately £78k and the costs approximately £58k. Councillor Mrs Carlyon asked where these figures fit with the Quay events and the budget. The Town Clerk/Responsible Financial Officer confirmed that a surplus of £20k had been made from the Winter Gift Fair and placed into the Tourist Information Centre account. The Lemon Quay account reflected costs and income from the City Council's role as the manager of the Quay; as per

agreement with Cornwall Council. When the City Council is the organiser of the event, any surplus income is placed elsewhere in the accounts.

Councillor Mrs Carlyon further requested information regarding funds allocated for the Library and if money had been set aside for taking on library staff. The Town Clerk/Responsible Financial Officer confirmed that the City Council continued to negotiate the terms of taking on the staff, but the Council still had the final decision on the detailed proposal.

Councillor Mrs Stokes requested information relating to the new National Health Service (NHS) GP contract as the cost for the appointment of a Social Prescriber would now be included in the fee paid to GPs. Would this effect the amount that Truro City Council pay for the Social Prescriber (Appendix A; 3040)? Councillor Mrs Stokes further requested if this had been considered when the City Council budgeted for their own Community Navigator. The Town Clerk/Responsible Financial Officer advised that, because the NHS initiative was very recent, it had not yet been considered but asked members to note that, although the two roles work closely together, they were employed to do separate work. He confirmed that the Community Navigator would attend a future Finance and General Purposes Committee meeting to explain her work. He also highlighted how these differing roles had been confirmed by a Government Minister. There was a difference between health needs and community needs and it was important to consider these with reference to the City Council's commitment to the Community Navigator.

Councillor Mrs Stokes requested information relating to the increase from the initial budget of sale items purchased for the coffee bar in Boscawen park and the lack of variant available (£3k). The Town Clerk/Responsible Finance Officer highlighted that the coffee bar had experienced difficulties with trading in the past; including the closure of the tennis courts during the refurbishment. The costs had also been initially budgeted based on the previous owners estimates. This year the City Council would be able to budget based on actual costs. The Town Clerk/Responsible Financial Officer confirmed that the current manager would be asked to provide a narrative and a plan for reducing the loss of sale material to the budget allowance that would demonstrate to the Finance and General Finance Committee how this expenditure and future pricing could be improved. The Town Clerk/Responsible Finance Officer reminded members of the Committee that there would be further disruptions to the coffee bar when moved to allow for the pavilion building work to commence. The income from the coffee bar could therefore not be guaranteed until this plan of work had been concluded.

Councillor Biscoe requested further information regarding Truro BID and their commitment in the production of the Truro guide. This was in reflection of the relationship between the City Council and the Truro BID. Members of the Committee suggested that the City Council arrange a meeting with Truro BID's board members to establish the objectives of the relationship and how the two organisations could work together to improve the City and local businesses. Members suggested that the BID's reduced budget was having a noticeable impact on the City and adding pressure to the City Council to pick up extra costs.

Following the Town Clerk agreeing to action a meeting with Truro BID it was proposed by Councillor Mrs Cox, seconded by Councillor Rich and unanimously

RECOMMENDED that the Town Clerk/Responsible Financial Officer's report be noted.

The Town Clerk/Responsible Financial Officer agreed to set up a meeting with the Board of Truro BID to discuss the points raised.

337 TOURIST INFORMATION CENTRE (TIC)

The Town Clerk/Responsible Financial Officer presented the Tourist Information Centre's (TIC) monthly report highlighting an increase in revenue since moving premises. In December 2018 a 106% increase was recorded in relation to December 2017. He added that opportunities to increase further revenue were possible. However, he asked members to note that the TIC's principle role was to provide information to the public. The Town Clerk/Responsible Financial Officer further added that the TIC had been successful in becoming the Cornish Riviera's box office; distributing tickets for all Cathedral events. Members agreed that this was an advantage and a positive gain for the TIC.

The TIC was hoping to develop a monthly evening tour to coincide with their ongoing work with the Heritage Cities. The Town Clerk/Responsible Financial Officer expanded on this project and added that the City Council was part of a group of Cities linked for tourists (primarily American) to visit the West of the country; the closest to Truro being Bath. The difficulty, he added, was that this there was no way of knowing how many visitors came to Truro through this project.

Councillor Biscoe highlighted that American tourists come to Truro to also visit the Family History Society (currently in Truro) and suggested that the TIC strengthen their links with this organisation as, should they relocate premises in the future, local businesses would suffer.

Councillor Ms Southcombe commented on the excellence of the stock sourced and displayed in the TIC shop. Councillor Biscoe added that the relocation had proved positive for revenue but highlighted that staff had also benefitted and were positive and excited about their new environment working with enjoyment and enthusiasm. This had created a very welcoming environment.

Councillor Rich requested if online sales in the TIC could be investigated with a view to increasing this. The Town Clerk/Responsible Financial Officer confirmed that the possibility of an online shop was being actively reviewed by staff.

Thanks were offered to the TIC staff for their achievements.

The report was noted.

338 DEVOLUTION OF LIBRARY SERVICE

The Town Clerk/Responsible Financial Officer updated Councillors about the recent developments regarding the library service. Highlighting these as two separate items; one being the staff and the other the building.

There had recently been an informal consultation meeting between Cornwall Council and the library staff. Staff had been asked to express their wishes of transferring to the City Council in the library or to continue employment with Cornwall Council in the Pydar House building. It seemed unlikely from the outcomes of this meeting that any redundancies would be required.

The Town Clerk/Responsible Financial Officer highlighted that he was now waiting for a meeting with senior library management however, it did not seem likely that the transfer would be resolved by March 2019 as previously predicted. Cornwall Council had proposed that the transfer date could be May.

Councillor Wells (Chairman) requested an update to the devolution of the library building and whether this was working simultaneously with the transfer of the library staff. The Town Clerk/Responsible Financial Officer suggested that, in his opinion,

the building schedule had fallen behind following the building surveys report in November. Work had yet to begin to ameliorate the health and safety issue identified following this report. A meeting had been arranged for the 22 February to discuss the devolution of the library building and the Town Clerk/Responsible Financial Officer felt confident that this would put the devolution of the building on track. He had offered to take the £50k for the repair work and undertake the work to get the devolution moving.

Councillor Biscoe suggested £50k was only Cornwall Council's estimate of work and surplus should be requested to ensure that the works would not need to be financed by the City Council. He also added that this situation had been prolonged for a number of years and suggested that the Town Clerk/Responsible Financial Officer be given the opportunity to assess the risks, make provisions for those risks and move on with the devolution of the library building. He further suggested that the prolonged time of the devolution would cause undue stress on staff and that both projects should be kept separate. He quoted the Local Government Association (LGA) resident survey in reflection of the library service. The library service was nationally supported and appreciated by 60% of the population however, only 30% in Cornwall. This he added, caused additional stress to senior management.

Councillor Mrs Eathorne-Gibbons highlighted that in August the City Council would not have the possibility to continue renting the current room in Penhaligon House and therefore requested the possibility of employing a member of staff to open the library beyond the present opening hours to facilitate the Committee meetings.

Following a discussion regarding room hire, costs of hiring rooms (including discounts for community groups) and personnel who could open the library building for committee meetings, it was suggested that the Town Clerk speak with staff to facilitate the opening of the library building for Committee meetings.

The verbal report was noted.

339 INDEPENDENT AUDIT REPORT

The Town Clerk/Responsible Financial Officer presented the 2018/2019 interim report highlighting that each year the auditor produced two reports; interim report for the current position and a final one once the final accounts were completed. The auditor also had to certify the Council's annual return. He highlighted previous and current recommendations and some actions still outstanding. The auditor had requested the scheme of delegation, currently outstanding, be written down but the Town Clerk/Responsible Financial Officer confirmed this would be done together with the review of Standing Orders.

In 2016/17 the auditor discussed a partial exception calculation be carried out for VAT however a consultant, a VAT expert used by the City Council when necessary, had written to confirm this was not necessary and the auditor had accepted this as a satisfactory position.

340 AUDIT REPORTS

a) Role of the Committee

The Town Clerk/Responsible Financial Officer presented the report highlighting that this document was not summarised and given complete to the Finance and General Purposes Committee to approve due to there no longer being a Sub-Committee to undertake this role.

It was proposed by Councillor Wells (Chairman) and

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

b) Risk Strategy

The Town Clerk/Responsible Financial Officer highlighted to members of the Committee that the City Council continues to have external advisors who back up the report; health and safety advisors, specific advisers on water management and fire safety and independent experts advising on buildings. He further added that risks are in relation to corporate objectives.

Councillor Wells (Chairman) advised that reference to the Management Sub-Committee would be removed as it no longer existed.

Following assurance by the Town Clerk/Responsible Financial Officer that the report was not dissimilar to previous years and that all objectives had been reviewed and confirmed, it was proposed by Councillor Mrs Eathorne-Gibbons, seconded by Councillor Mrs Cox and

RECOMMENDED that
i) the attached Risk Management Strategy be approved;
ii) that the Risk Management Strategy be reviewed in one years' time.

Councillor Mrs Carlyon requested that her name be recorded as voting against the proposed recommendation.

c) Risk Register

(Appendix B)

Councillor Biscoe requested if the buildings from the devolution had been assessed in relation to the risks linked to them and formalised on the Risk Register. The Carrick sports centre was addressed in relation to the managing committee and the need to assess risks for this. Members of the Committee also highlighted the necessity of risk assessments being added to the register in relation to using the Penhaligon House building, the library building and in reflection of the 39 acres of Coosebean land devolved to the City Council. It was suggested that risks need to be formalised in relation to these additional assets. The Town Clerk guided members to Appendix F and the entry *Loss or damage of assets*. However, Councillor Biscoe suggested adding an item on the September Finance and General Purposes agenda to take up a partial review to update, and expand on, the register in relation to the new assets.

Following discussion about the Risk Register and recent assets it was proposed by Councillor Rich, seconded by Councillor Roden and

RECOMMENDED that
i) the attached Risk Register be approved;
ii) the Risk Register reviewed when considering new services and assets;
iii) that the next general review is carried out at the September 2019 meeting of the Finance and General Purposes committee with any new risks being notified as they become known.

341 POLLING DISTRICT AND POLLING PLACES REVIEW

Members of the Committee considered this review and the interaction between this and the Community Governance review. If boundaries change following the Boundary Review then this would also have an impact on the polling boundaries. The Town

Clerk/Responsible Financial Officer and Councillor Wells (Chairman) confirmed they would arrange a meeting of the Boundary Review Working Group soon.

The communication was noted.

342 GREAT WESTERN RAILWAYS REVIEW CONSULTATION

The Town Clerk/Responsible Financial Officer suggested that should any Councillors intend to make any comment then they should be forwarded to the relevant website. Councillor Biscoe highlighted that the City Council should respond as a Council as the review is defensive and taking only few railways that are failing and the huge amount of investments are being made to the railways. He suggested building on the relationships with the railways and addressing ways that can take pressure off the road network. He added it was essential that the City Council maintain confidence and let the Government know that the City Council is confident with the service provided in Cornwall.

Councillor Rich requested that the link be sent to individual members to encourage a response in their own time.

The Town Clerk/Responsible Financial Officer agreed to bring received responses to a future Finance and General Purposes committee meeting with a plan of how to respond as a Council.

343 DECLARING A CLIMATE EMERGENCY (Appendix C)

Councillor Ms Southcombe presented the proposed letter written in response to Cornwall Council declaring a climate emergency. Ms Southcombe added that other local town Councils had also acknowledged a climate emergency. Cornwall Council had proposed to organise a Citizens assembly in relation to the climate emergency where citizens could debate the item. Councillor Ms Southcombe suggested that the City Council replicate the climate emergency and move with Cornwall Council in the debate.

Councillor Biscoe suggested that the proposed letter be edited and read...*this is surely the moment to re-examine all the underlying assumptions*” as it would leave it open to more people to support the case. In his opinion it would be sufficient for the City Council to support the Council and asked that another paragraph be amended to read...*Recently, I and my fellow Councillors have become aware of a proposal for a Cornwall Citizens Assembly which brings together local people from all walks of life to explore the future of Cornwall.*

A discussion developed relating to individual members of the community having responsibility to support the climate emergency. Members of the Committee agreed that recycling and reinforcing the case to the younger generation would be a way for the City Council to support this case.

After lengthy discussions and amendments to the letter it was proposed by Councillor Roden, seconded by Councillor Mrs Eathorne-Gibbons and

RECOMMENDED that

- i) the City Council declare a Climate Emergency in line with Cornwall Council;
- 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;
- iv) that the Mayor send the draft letter, as amended, to the leader of Cornwall Council.

344 CORRESPONDENCE

Letters of thanks was presented from the recent grant allocations.

Councillor Mrs Eathorne-Gibbons invited members of the Committee to an event in aid of the Cornwall Air Ambulance charity; Test the Team. This would be the third event of this type and to be held at the Alverton Manor on the 7th May 2019.

The meeting closed at 8:28 pm.

CHAIRMAN

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		<u>24,564.41</u>
Expenditure		
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
		<u>8,985.39</u>
		<u><u>15,579.02</u></u>

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
		<u>50,895.00</u>

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
		<u>3,560.00</u>
		<u><u>38,614.91</u></u>

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
		<u>3,966.58</u>
		<u><u>18,062.41</u></u>

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
		<u>292,709.33</u>

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

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.

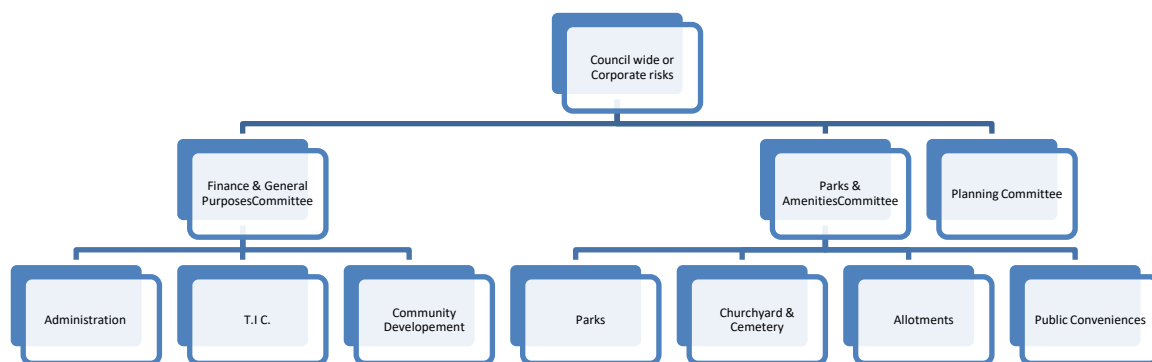
Impact Likelihood	Insignificant 1	Minor 2	Major 3	Catastrophic 4
Almost Certain 4	4	8	12	16
Likely 3	3	6	9	12
Unlikely 2	2	4	6	8
Rare 1	1	2	3	4

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



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