



# PENRYN

## Town Council

YOU ARE HEREBY SUMMONED TO A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE TO BE HELD ON **MONDAY 20 MARCH 2017** AT **7.00 P.M.** IN **THE COUNCIL CHAMBER, TOWN HALL, PENRYN** FOR THE TRANSACTION OF THE UNDERMENTIONED BUSINESS.

Cas Leo

Town Clerk  
14 March 2017

## **FINANCE AND GENERAL PURPOSES COMMITTEE AGENDA**

**1. APOLOGIES**

**2. DECLARATIONS OF INTEREST**

**3. DISPENSATIONS**

**4. PUBLIC PARTICIPATION**

An opportunity for members of the public to address the Committee concerning matters on the agenda. Members of public who wish to speak should contact the Town Council by 5.00 p.m. on Monday 20 March 2017 to register. For full details of procedures for public speaking at Council meetings, please visit the Town Council's website, [www.penryntowncouncil.co.uk](http://www.penryntowncouncil.co.uk), click on the link below, or visit the Town Council offices and request a copy: [Protocol for Public Speaking at Council Meetings](#)

***PLEASE NOTE: This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.***

**5. MINUTES**

To approve as a correct record the minutes of the meeting of the Finance and General Purposes Committee held on 16 January 2017 [Pages 3 -5]

**6. ACCOUNTS**

To approve a list of accounts paid and the monthly statement for the period 1 January to 28 February 2017 [Pages 6 - 22]

**7. COMMUNITY GRANTS**

To consider any requests for Community Grants [Pages 23 -25]

8. **RISK MANAGEMENT UPDATE**  
To receive an updated risk management plan [Pages 26 – 35]
9. **EARMARKED RESERVES**  
To confirm movements in ear-marked reserves [Page 36]
10. **GREENFIELD EVENT 'GIG AT GLASNEY'**  
To consider a request from the Amenities committee to increase the budget for the Greenfield event [Page 37]
11. **REDECORATION TOWN HALL LOBBY AREA**  
To discuss the decoration of the Town Hall Lobby [Page 38]
12. **EXCLUSION OF THE PRESS AND PUBLIC**  
To resolve that in accordance with Section 1 of the Public Bodies Admission to Meetings Act 1960 the public be excluded from the meeting during consideration of the following items by reason of the confidential nature of the items. Proceedings, apart from any resolutions passed, shall remain confidential.
13. **CUSTOMER SUPPORT OFFICER EXIT INTERVIEW**  
To note the outcome of the Customer Support Officer's exit interview and agree any actions to be taken forward [to be tabled]
14. **CONFIRMATION OF SALARY GRADES FOR 2017/2018**  
To confirm employee salary grades for 2017/2018 [to be tabled]
15. **INSURANCE POLICY**  
To appoint an insurance supplier for the Town Council [to be tabled]

**Membership:**

Councillor Mrs G A Grant (Chairman)  
 Councillor K S Green  
 Councillor Mrs B Hulme  
 Councillor J Langan  
 Councillor Mrs M K May  
 Councillor M J Mullins  
 Councillor Mrs S Peters (*ex officio* Deputy Mayor)  
 Councillor C S F Smith (*ex officio* Chairman of the Planning Committee)  
 Councillor M Snowdon (*ex officio* Town Mayor)  
 Councillor C K Wenmoth (*ex officio* Chairman of the Amenities Committee)

MINUTES OF THE MEETING OF THE **FINANCE AND GENERAL PURPOSES COMMITTEE**  
HELD ON **MONDAY 16 JANUARY AT 7.00PM IN THE COUNCIL CHAMBER, TOWN HALL,**  
**PENRYN**

**Councillors**

Mrs B Hulme (Vice Chairman)

J Langan, Mrs M K May, M J Mullins, Mrs S Peters, C S F Smith, M Snowdon and C K Wenmoth

**62. APOLOGIES**

Apologies were received from Councillor Mrs G A Grant (away).

Councillor Mrs M K May reported that Councillor K S Green had requested that he be taken off this committee.

**63. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**64. DISPENSATIONS**

There were no requests for dispensations.

**65. PRESENTATION FROM STEPHENS SCOWN**

Chris Morse of Stephens Scown Solicitors gave a presentation on the HR services they offer.

**66. PUBLIC PARTICIPATION**

No requests had been received from members of the public wishing to speak at the meeting.

**67. MINUTES**

**RESOLVED** that the minutes of the meeting of the Finance and General Purposes Committee held on 21 November 2016 be approved and signed as a correct record, subject to the following amendments:

*Nankersey Male Choir*

It was commented that the choir had supported a number of town events and had not charged a fee for doing so.

**RESOLVED** that a grant of £300 be awarded to Nankersey Male Choir to assist with the ***purchase of a replacement organ/keyboard.***

*Proposed by Councillor Mrs M K May and seconded by Councillor Mrs S Peters*

*Tanya's Courage Trust*

It was commented that the charity shop would be unable to sell any donated electrical items without PAT testing and that the charity shop always supported town events.

**RESOLVED** that a grant of £300 be awarded to Tanya's Courage Trust to assist with the ***cost of PAT testing for the Penryn charity shop.***

*Proposed by Councillor M Snowdon and seconded by Councillor C S F Smith*

**RESOLVED** that the minutes of the extraordinary meeting of the Finance and General Purposes Committee held on 14 December 2016 be approved and signed as a correct record.

*Proposed by Councillor Mrs S Peters and seconded by Councillor M Snowdon*

**68. ACCOUNTS**

**RESOLVED** that the list of accounts paid and the monthly statement for the period 1 November to 31 December 2016 be approved.

*Proposed by Councillor J Langan and seconded by Councillor Mrs M K*

**69. COMMUNITY GRANTS**

The remaining grant budget for the 2016/17 financial year was £700.

**RESOLVED** that £200 should be available for the finance and general purposes meeting scheduled for Monday 20 March 2017 and that the following grant payments be made:-

Active Plus (Community Rynners) - £100 towards the costs of hiring a venue and materials for projects.

Air Ambulance - £100 to assist in keeping the Cornwall Air Ambulance service available

Highway Church - £300 towards the addition of a ventilation system in the community hall

*Proposed by Councillor Mrs M K May and seconded by Mrs S Peters*

**70. COUNCILLOR AUDIT**

Councillor J Langan confirmed the Councillor Audit of the accounts had taken place on 15 December 2016 and that no issues were identified

**71. RISK MANAGEMENT UPDATE**

The updated Risk Management Plan was noted

**72. CUSTOMER SUPPORT OFFICER**

The timetable for employing the replacement Customer Support Officer was noted

**73. CUSTOMER SERVICE APPRENTICE**

**RESOLVED** that the appointment of the Customer Service Apprentice be deferred until the office relocation to the library has been completed

*Proposed by Councillor M Snowdon and seconded by Mrs S Peters*

**74. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** that in accordance with Section 1 of the Public Bodies Admission to Meetings Act 1960, the public be excluded from the meeting during consideration of the following items by reasons of the confidential nature of the items. Proceedings, apart from any resolutions passed, shall remain confidential.

*Proposed by Councillor Mrs S Peters and seconded by Councillor C S F Smith*

**75. TOWN CLERK EXIT INTERVIEW**

The Vice-Chairman advised that the Town Clerk had decided not to have an exit interview.

**76. APPOINTMENT OF HR AND HEALTH AND SAFETY ADVISOR**

**RESOLVED** that the appointments of HR and Health and Safety advisor be deferred until the meeting of the full Council on Monday 3 April 2017

*Proposed by Councillor M Snowdon and seconded by Councillor C K Wenmoth*

There being no further business the meeting closed at 8.20pm.



# PENRYN Town Council

## FINANCE AND GENERAL PURPOSES COMMITTEE

20 March 2017

### Accounts – 1 to 31 January 2017 & 1 to 28 February 2017

**Author: Helen Perry, Finance Officer**

#### 1. Background

The accounts of the Town Council are presented for approval at each meeting of the Finance and General Purposes Committee. A budget monitoring report and bank reconciliation are also attached to the report.

#### 2. Discussion

The accounts show the total assets of the Council are £282,087.89 as at 31 January 2017. Items of expenditure over £500 (excluding salaries) are as follows:

##### **1 January 2017 to 31 January 2017**

• Cornwall Council	581.00	Town Hall – Non domestic rates
• Cornwall Council	1397.66	Pensions – January 2017
• HMRC	727.06	Tax/NI
• Ricoh UK Ltd	509.99	Lease (£318.96), Photocopying (£191.03)
• Churchill Contract Services	787.63	Toilet Cleaning Contract – Dec 2016
• Churchill Contract Services	787.63	Toilet Cleaning Contract – Jan 2017
• Cornwall Council	3895.60	Permarin C/Park Lease – 1/1/17 – 30/6/17
• Cornwall Council	1163.00	Rent Saracen House – 1/1/7 – 31/3/17
• Jadecliff Ltd	947.50	Various Christmas Trees
• Robbies Garden Services	1358.40	Various Maint (inc Glebe)
• Penryn Town Fair	1371.00	Balance of funding

The accounts show the total assets of the Council are £264,472.03 as at 28 February 2017. Items of expenditure over £500 (excluding salaries) are as follows:

##### **1 February to 28 February 2017**

• Cornwall Council	1112.03	Pensions – December
• HMRC	852.26	Tax/NI
• Cormac Solutions	560.31	Memorial Garden/Footpath Maint (3 months)
• Robbies Garden Services	515.00	Replenish Woodchips/wash gate
• RTP Surveyors	777.60	Professional Fees – Library

• RTP Surveyors	1042.07	Fees – Clock Tower Refurbishment
• Cornwall Council	1151.17	CCTV Monitor – 1 Jan to 31 Mar 2017
• Cornwall Council	1196.32	CCTV Monitor – 1 Oct to 31 Dec 2016
• Cornwall Council	1173.74	CCTV Monitor – 1 Apr to 30 Jun 2016
• Cormac Solutions	786.91	Repair Leak and wallgate unit, replace meter – Ladies Toilet Exchequer Quay
• British Gas	971.52	Gas - 1/11/17 to 31/1/17 Temperance Hall
• British Gas	588.27	Gas – 4/11/16 to 24/1/17 Town Hall

The following are items of note on the budget monitor report not previously reported:

- **CCTV (4520 180)** – the invoices for the whole 2016/17 financial year have been received and we are £334.48 over budget, no further expenditure is expected.
- **Telephone/Fax/Internet (4085 100)** – we are currently over budget by £292, this is expected to increase, we are due to receive further bills before the end of the financial year.
- **Floral Displays (4230 110)** – the committed expenditure shown is for the hanging baskets supplied by Truro City Council in June 2016, to date an invoice for the baskets has not been received.

### 3. Recommendations

That the list of accounts paid from 1 January to 31 January 2017 and 1 February to 28 February 2017 be approved.

### 4. Appendices

1. Balance Sheet – January 2017
2. Accounts Paid – January 2017
3. Bank Reconciliation – All Accounts January 2017
4. Balance Sheet – February 2017
5. Accounts Paid – February 2017
6. Bank Reconciliation – All Accounts February 2017
7. Budget Monitor Report as at 28 February 2017

**Detailed Balance Sheet (Excluding Stock Movement)****Month No: 10 31 January 2017**

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<i>Current Assets</i>			
100	Debtors	1,953	
105	VAT Control Account	1,376	
200	Lloyds - Treasurer Account	247,504	
210	Lloyds - Instant Access	31,767	
250	Petty Cash	250	
	<b>Total Current Assets</b>		<b>282,851</b>
<i>Current Liabilities</i>			
500	Creditors	11,842	
560	Receipts in Advance	15,000	
	<b>Total Current Liabilities</b>		<b>26,842</b>
	<b>Net Current Assets</b>		<b>256,009</b>
	<b>Total Assets less Current Liabilities</b>		<b>256,009</b>
<i>Represented By :-</i>			
300	Current Year Fund	82,595	
310	General Reserves	87,229	
320	EMR - Elections	4,000	
321	EMR - Commercial Rd C/Park	6,000	
322	EMR - Glasney Field	2,000	
323	EMR - College Field	2,000	
324	EMR - Library	28,000	
326	EMR - Broad St Pavement Fund	20,000	
327	EMR - Paperless Planning	700	
328	EMR - Seats	1,200	
335	EMR - Rent - Permarin	1,604	
340	EMR - Ext. Decor. Town Hall	17,081	
345	EMR - Town Hall Chamber Decor.	2,600	
356	EMR - Litter Bins	1,000	
	<b>Total Equity</b>		<b>256,009</b>



At : 13:41

## Lloyds - Treasurer Account

## List of Payments made between 01/01/2017 and 31/01/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/01/2017	Cornwall Council	DD00015	1,406.00		NDR - Jan 2017
05/01/2017	KCOM (Eclipse Internet)	DD 05/01	43.08		Internet
11/01/2017	Pitney Bowes	DD 11/01	15.54		Rent Franking Mach 10/12-09/01
16/01/2017	Procurement Card	CARD	164.90		card Settlement 16/1/17
18/01/2017	City Electrical Factors	DD00043	100.23		10w LED Floodlight Black
18/01/2017	British Gas	DD00035	18.18		Electric - Permarin Toilets
18/01/2017	Ricoh UK Ltd	DD00036	509.99		Copier lease 1/12/16 - 28/2/17
18/01/2017	Biffa Waste Services Ltd	DD00037	30.24		Bin emptying 24/12/16 -20/1/17
18/01/2017	Churchill Contract Services	DD00038	787.63		Cleaning contract - Dec 2016
18/01/2017	TLC Direct	DD00039	97.19		Replacement Light Bulbs
18/01/2017	Cornwall Council	DD00040	5,058.60		Lease c/park 01/01 - 30/06/17
18/01/2017	EDF Energy	DD00041	14.93		Electric - 9/11 to 27/12/16
18/01/2017	Larry Peters T/A PC Doc	DD00042	40.00		Data Recovery - TClerk Laptop
18/01/2017	Barrie Philpott & Peter Wheele	DD 18/01	168.00		PATS Testing
19/01/2017	Worldpay	DD 19/01	17.98		Card Machine Fees
20/01/2017	Salary Jan 17	DD00045	6,806.42		Salary Jan 17
23/01/2017	Jadeclyff Ltd	DD00046	947.50		Delivery - Trees
23/01/2017	IRIS Business Software Ltd	DD 23/01	11.26		Auto-enrolment 1/12 -31/12/16
24/01/2017	Pitney Bowes	DD 24/01	100.00		Meter Reset
27/01/2017	IRIS Business Software Ltd	DD 27/01	5.04		Online Payslips - 1/12 - 31/12
31/01/2017	FXU Activities	DD00047	50.00		Jazz Harbour Performance
31/01/2017	Cornish Coffee Ltd	DD00048	48.87		Coffee
31/01/2017	Robbie's Garden Services Ltd	DD00049	1,358.40		Weedkill (3 of 5)
31/01/2017	Local World Limited	DD00050	287.52		Advert - C Support Vacancy
31/01/2017	Penryn Town Fair	000602	1,371.00		Balance of funding
31/01/2017	Churchill Contract Services	000601	787.63		Cleaning Contract - Jan 2017
31/01/2017	GGSRP	000630	209.57		Reissue Chq000586 (wrongpayee)
31/01/2017	Petty Cash	000604	72.95		Replenish Petty Cash
<b>Total Payments</b>			<b>20,528.65</b>		

At : 13:41

Petty Cash

List of Payments made between 01/01/2017 and 31/01/2017

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/01/2017	Histed & Roberts	300	27.00		Eye Test - L Bayfield
31/01/2017	Pip-Ins	301	16.20		Refreshments
31/01/2017	Herron	302	9.95		Plaque Engraving
31/01/2017	Mariners	303	19.80		Fish/Chop Suppers (Marshals)

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<b>Total Payments</b>			<u>72.95</u>		
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**Penryn Town Council**

**Bank - Cash and Investment Reconciliation as at 31 January 2017**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

Lloyds - Treasurer Accounts	250,143.52	
Lloyds - 30 Day Account	31,767.32	
Investment Holding Account	0.00	
Petty Cash	177.05	
Procurement Card	0.00	
		<b>282,087.89</b>

Unpresented Payments

**2,639.34**

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**279,448.55**

Receipts not on Bank Statement

**72.95**

**Closing Balance**

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**279,521.50**

All Cash & Bank Accounts

Lloyds - Treasurer Account	247,504.18	
Lloyds - Instant Access	31,767.32	
Investment Holding Account	0.00	
Petty Cash	250.00	
Procurement Card	0.00	
Other Bank & Cash Balances	0.00	
<b>Total Bank &amp; Cash Balances</b>		<b>279,521.50</b>

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**Detailed Balance Sheet (Excluding Stock Movement)****Month No: 11 28 February 2017**

<u>A/c</u>	<u>Account Description</u>	<u>Actual</u>	
<i>Current Assets</i>			
100	Debtors	1,740	
105	VAT Control Account	7,755	
200	Lloyds - Treasurer Account	230,019	
210	Lloyds - Instant Access	31,769	
250	Petty Cash	250	
260	Procurement Card	-21	
<b>Total Current Assets</b>			<b>271,512</b>
<i>Current Liabilities</i>			
500	Creditors	42,001	
560	Receipts in Advance	15,000	
<b>Total Current Liabilities</b>			<b>57,001</b>
<b>Net Current Assets</b>			<b>214,511</b>
<b>Total Assets less Current Liabilities</b>			<b>214,511</b>
<i>Represented By :-</i>			
300	Current Year Fund	41,097	
310	General Reserves	87,229	
320	EMR - Elections	4,000	
321	EMR - Commercial Rd C/Park	6,000	
322	EMR - Glasney Field	2,000	
323	EMR - College Field	2,000	
324	EMR - Library	28,000	
326	EMR - Broad St Pavement Fund	20,000	
327	EMR - Paperless Planning	700	
328	EMR - Seats	1,200	
335	EMR - Rent - Permarin	1,604	
340	EMR - Ext. Decor. Town Hall	17,081	
345	EMR - Town Hall Chamber Decor.	2,600	
356	EMR - Litter Bins	1,000	
<b>Total Equity</b>			<b>214,511</b>

At : 13:33

## Lloyds - Treasurer Account

## List of Payments made between 01/02/2017 and 28/02/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/02/2017	KCOM (Eclipse Internet)	DD 02/02	43.08		Internet
13/02/2017	Biffa Waste Services Ltd	DD00051	30.24		Bin Emptying - 21/1 to 17/2/17
13/02/2017	Cormac Solutions Ltd	DD00052	560.31		Mem Garden Maint - Jan 17
13/02/2017	RTP Chartered Building Surveyo	DD00055	1,819.67		Professional Fees Clock Tower
13/02/2017	Robbie's Garden Services Ltd	DD00056	515.00		Woodchip - supply/apply
13/02/2017	B & Q (Trade UK)	DD00057	8.00		Primrose Plants
13/02/2017	Complete Office Solutions UK L	DD00058	42.00		Compat HP Laserjet Cartridge
13/02/2017	Pitney Bowes	DD 13/02	15.54		Franking Mach Rental 10/1-09/2
13/02/2017	Air Ambulance	DD00053	100.00	S137 Grant	Grant Funding
13/02/2017	Highway Church	DD00054	300.00	LGA1976 Misc Pro S19	Grant - Highway Church
14/02/2017	Cornwall Council	DD00059	3,521.23		Monitor - 1/4-30/6/16 (572hrs)
14/02/2017	Cormac Solutions Ltd	DD00060	786.91		Leak/new meter/rehung door
14/02/2017	Cormac Solutions Ltd	DD00061	414.64		Repair to railings - C/Park
14/02/2017	British Gas	DD 14/02	237.05		Electric - 3/11/16 - 24/1/17
16/02/2017	British Gas	DD 16/2	588.27		Gas - 4/11/16 to 24/1/17
16/02/2017	British Gas	DD00064	22.03		Electric - 27/12/16 to 31/1/17
16/02/2017	Dawson Steeplejacks Ltd	DD00065	72.00		Lightning Conductor Earthing
16/02/2017	British Telecommunications	DD00066	112.68		Internet
20/02/2017	Salary - Feb 2017	DD00063	6,865.43		Salary - Feb 2017
21/02/2017	Worldpay	DD 21/2	12.49		Card Machine Charges
21/02/2017	IRIS Business Software Ltd	DD-21/2	11.26		Auto-enrol 1/1/17 to 31/1/17
21/02/2017	IRIS Business Software Ltd	DD21/02	5.04		Payslips - 1/1/17 to 31/1/17
22/02/2017	British Gas	DD 22/02	366.33		Electric - 3/11/16 to 2/2/17
22/02/2017	British Gas	DD-22/02	971.52		Gas - 1/11/16 to 31/1/17
22/02/2017	British Gas	DD22/02	316.84		Electric - 3/11/16 to 2/2/17
22/02/2017	Civic Fee - Church Anniversary	DD00067	60.00		Civic Fees
23/02/2017	Mr Mark Snowdon	372.40	372.40		Expenses to 29/1/17
23/02/2017	Falmouth Town Council	000605	60.00		2 Tickets - Civic Dinner
23/02/2017	RBL Poppy Appeal	000606	72.00		4 x 'B' Wreaths
27/02/2017	Complete Office Solutions UK L	DD00062	479.15		Shredder (Council Office)
28/02/2017	Newquay Town Council	000608	70.00		2 x Tickets - Civic Dinner
28/02/2017	S Croft T/A Live Creations	DD00068	200.00		Town Crest - Vector Version
28/02/2017	Petty Cash	000611	26.70		Replenish Petty Cash
28/02/2017	Penryn RFC	000609	150.00		Donation from Carnival Collect
28/02/2017	Tanya's Courage (M Bray)	000610	100.00		Donation from Carnival Collect

<b>Total Payments</b>	19,327.81
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At : 13:34

## Petty Cash

## List of Payments made between 01/02/2017 and 28/02/2017

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/02/2017	A Pryn (repay)	304	20.00		Black Work Trousers
23/02/2017	Cornwall Council	305	4.70		Parking Fee - 22/2 (CL)
27/02/2017	Cornwall Council	306	2.00		Parking Fee - 27/2 (CL)
<b>Total Payments</b>			<u>26.70</u>		

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At : 13:35

Procurement Card

List of Payments made between 01/02/2017 and 28/02/2017

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/02/2017	CCSL Online Limited	CARD 03/02	20.98		Ink Cartridges - Franking Mach
<b>Total Payments</b>			<u>20.98</u>		

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**Penryn Town Council**

**Bank - Cash and Investment Reconciliation as at 28 February 2017**

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1		Lloyds - Treasurer Accounts	232,573.99
2		Lloyds - 30 Day Account	31,768.67
3		Investment Holding Account	0.00
4		Petty Cash	150.35
5		Procurement Card	-20.98
			<b>264,472.03</b>
<u>Unpresented Payments</u>			
1	10/08/2016	000540	50.00
1	31/01/2017	000602	1,371.00
1	31/01/2017	000630	209.57
1	31/01/2017	000604	72.95
1	23/02/2017	372.40	372.40
1	23/02/2017	000605	60.00
1	23/02/2017	000606	72.00
1	28/02/2017	000608	70.00
1	28/02/2017	000611	26.70
1	28/02/2017	000609	150.00
1	28/02/2017	000610	100.00
			<b>2,554.62</b>
			<b>261,917.41</b>
<u>Receipts not on Bank Statement</u>			
4	31/01/2017		72.95
4	28/02/2017		26.70
			<b>99.65</b>
			<b>262,017.06</b>
<u>Closing Balance</u>			
<u>All Cash &amp; Bank Accounts</u>			
		Lloyds - Treasurer Account	230,019.37
		Lloyds - Instant Access	31,768.67
		Investment Holding Account	0.00
		Petty Cash	250.00
		Procurement Card	-20.98
		Other Bank & Cash Balances	0.00
		<b>Total Bank &amp; Cash Balances</b>	<b>262,017.06</b>



Month No : 11

Budget Report upto 28 February 2017

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>Full Council</b>								
<b>100</b>	<b>Administration</b>							
4000	Salaries - Administration	3,100	50,046	59,607	9,561		9,561	84.0 %
4001	Salaries - Caretakers	1,801	19,700	20,407	707		707	96.5 %
4010	Tax/NI - Administration	671	14,178	17,759	3,581		3,581	79.8 %
4011	Tax/NI - Caretakers	181	1,972	1,916	-56		-56	102.9 %
4020	Pensions - Employees	209	4,576	5,048	472		472	90.6 %
4021	Pensions - Employers	678	14,312	18,389	4,077		4,077	77.8 %
4022	Pensions - ADC	225	2,475	2,700	225		225	91.7 %
4030	Mileage	0	713	650	-63		-63	109.7 %
4031	Travel	6	41	75	34		34	55.1 %
4035	Staff Clothing	20	20	500	480		480	4.0 %
4050	Training	20	475	1,500	1,025		1,025	31.6 %
4055	Bank Charges	10	48	50	2		2	95.0 %
4060	Postage	13	989	1,200	211		211	82.4 %
4065	Photocopier Lease	0	1,316	1,350	34		34	97.5 %
4070	Printing	0	755	750	-5		-5	100.7 %
4075	Advertising	0	554	300	-254		-254	184.7 %
4080	Stationery	41	481	670	189		189	71.8 %
4085	Telephone/Fax/Internet	130	1,902	1,610	-292		-292	118.1 %
4090	Consultancy & Audit	0	320	1,450	1,130		1,130	22.1 %
4100	Office - Other	180	1,181	950	-231	8	-239	125.1 %
4105	Computer Related	0	917	1,380	463		463	66.4 %
4110	Subscriptions	0	1,736	1,770	34		34	98.1 %
4115	Insurance	0	7,215	8,080	865		865	89.3 %
4120	Canteen	0	805	780	-25		-25	103.1 %
	Administration :- Expenditure	<b>7,285</b>	<b>126,726</b>	<b>148,891</b>	<b>22,165</b>	<b>8</b>	<b>22,157</b>	<b>85.1 %</b>
	<b>Net Expenditure over Income</b>	<b>7,285</b>	<b>126,726</b>	<b>148,891</b>	<b>22,165</b>			
<b>110</b>	<b>Amenities</b>							
4180	Bus Shelter - Repairs & Maint.	90	360	530	170		170	67.9 %
4185	Footpath Maint	0	1,121	1,240	119		119	90.4 %
4190	Seats Maint.	0	0	490	490		490	0.0 %
4195	Treluswell Verge	0	685	825	140		140	83.0 %
4200	Packsaddle Verge	0	494	570	76		76	86.7 %
4205	Other General Maint.	0	535	1,420	885		885	37.7 %
4210	Quay Hill Shelter	0	315	1,800	1,485		1,485	17.5 %
4215	Doorstep Green/Glasney	0	1,474	2,220	746		746	66.4 %
4225	Memorial Gardens Maint.	266	1,906	2,620	714	132	581	77.8 %

Month No : 11

Budget Report upto 28 February 2017

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4230 Floral Displays/Penryn Pride	0	1,818	2,630	812	857	-45	101.7 %
4235 Litter Bin Maintenance	0	0	1,050	1,050		1,050	0.0 %
4240 Weed Clearing	0	1,498	2,130	632		632	70.3 %
4900 Miscellaneous Expenditure	0	20	0	-20		-20	0.0 %
Amenities :- Expenditure	<b>356</b>	<b>10,226</b>	<b>17,525</b>	<b>7,299</b>	<b>989</b>	<b>6,310</b>	<b>64.0 %</b>
1000 Footpath Maintenance Income	0	225	225	0			100.0 %
Amenities :- Income	<b>0</b>	<b>225</b>	<b>225</b>	<b>0</b>			<b>100.0 %</b>
<b>Net Expenditure over Income</b>	<b>356</b>	<b>10,001</b>	<b>17,300</b>	<b>7,299</b>			
<b>120 Cemetery</b>							
4250 Non-Domestic Rates	0	629	640	11		11	98.3 %
4255 Burial Ground Maint.	32	3,030	4,680	1,650	1,500	150	96.8 %
Cemetery :- Expenditure	<b>32</b>	<b>3,659</b>	<b>5,320</b>	<b>1,661</b>	<b>1,500</b>	<b>161</b>	<b>97.0 %</b>
1050 Burial Income	0	1,500	2,000	-500			75.0 %
1055 Exclusive Right Burial Income	0	1,200	0	1,200			0.0 %
1060 Memorials Income	65	820	500	320			164.0 %
1070 Plot Reservations	0	100	0	100			0.0 %
Cemetery :- Income	<b>65</b>	<b>3,620</b>	<b>2,500</b>	<b>1,120</b>			<b>144.8 %</b>
<b>Net Expenditure over Income</b>	<b>-34</b>	<b>39</b>	<b>2,820</b>	<b>2,781</b>			
<b>130 Capital Expenditure</b>							
4300 Office Equipment	0	370	500	130		130	74.0 %
4305 Furniture & Fittings	0	0	500	500		500	0.0 %
4310 Bus Shelters	0	0	3,000	3,000		3,000	0.0 %
4315 Seats	0	117	600	483		483	19.4 %
4320 Town Signs	0	1,904	2,500	596		596	76.2 %
4340 Christmas Light Displays	0	2,251	0	-2,251		-2,251	0.0 %
Capital Expenditure :- Expenditure	<b>0</b>	<b>4,642</b>	<b>7,100</b>	<b>2,458</b>	<b>0</b>	<b>2,458</b>	<b>65.4 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>4,642</b>	<b>7,100</b>	<b>2,458</b>			
<b>140 Car Parks</b>							
4250 Non-Domestic Rates	0	2,420	2,450	30		30	98.8 %
4380 Permarin - Lease/Rent	0	8,116	6,650	-1,466		-1,466	122.0 %
4390 Permarin - Maint.	346	754	1,500	746		746	50.2 %
4395 Shute Meadow Maint.	0	140	175	35		35	80.0 %
Car Parks :- Expenditure	<b>346</b>	<b>11,429</b>	<b>10,775</b>	<b>-654</b>	<b>0</b>	<b>-654</b>	<b>106.1 %</b>
<b>Net Expenditure over Income</b>	<b>346</b>	<b>11,429</b>	<b>10,775</b>	<b>-654</b>			

Month No : 11

Budget Report upto 28 February 2017

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>150</b>	<b>Civic</b>							
4430	Civic - General	132	1,348	1,000	-348		-348	134.8 %
4435	Mayor's Allowance	500	2,706	2,750	44		44	98.4 %
4440	Civic Insignia/Regalia	0	2,223	1,710	-513		-513	130.0 %
	Civic :- Expenditure	<b>632</b>	<b>6,277</b>	<b>5,460</b>	<b>-817</b>	<b>0</b>	<b>-817</b>	<b>115.0 %</b>
	<b>Net Expenditure over Income</b>	<b>632</b>	<b>6,277</b>	<b>5,460</b>	<b>-817</b>			
<b>160</b>	<b>Grants</b>							
4480	Grants - Community	400	6,700	7,000	300		300	95.7 %
4490	Minor Repairs Grants	0	890	1,195	305		305	74.5 %
	Grants :- Expenditure	<b>400</b>	<b>7,590</b>	<b>8,195</b>	<b>605</b>	<b>0</b>	<b>605</b>	<b>92.6 %</b>
	<b>Net Expenditure over Income</b>	<b>400</b>	<b>7,590</b>	<b>8,195</b>	<b>605</b>			
<b>165</b>	<b>S137 Expenditure</b>							
4495	S137 Grants	0	-117	0	117		117	0.0 %
	S137 Expenditure :- Expenditure	<b>0</b>	<b>-117</b>	<b>0</b>	<b>117</b>	<b>0</b>	<b>117</b>	
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>-117</b>	<b>0</b>	<b>117</b>			
<b>170</b>	<b>Income</b>							
1076	Precept Received	0	287,129	287,129	0			100.0 %
1090	Interest Received	1	294	350	-56			83.9 %
1100	Grants Received	0	22,202	3,000	19,202			740.1 %
1110	Council Tax Support	0	22,310	22,309	1			100.0 %
1150	Other Income	1	801	0	801			0.0 %
	Income :- Income	<b>2</b>	<b>332,735</b>	<b>312,788</b>	<b>19,947</b>			<b>106.4 %</b>
	<b>Net Expenditure over Income</b>	<b>-2</b>	<b>-332,735</b>	<b>-312,788</b>	<b>19,947</b>			
<b>180</b>	<b>Other Services</b>							
4520	C.C.T.V.	3,948	6,334	6,000	-334		-334	105.6 %
4521	Youth Service	0	6,750	6,750	0		0	100.0 %
	Other Services :- Expenditure	<b>3,948</b>	<b>13,084</b>	<b>12,750</b>	<b>-334</b>	<b>0</b>	<b>-334</b>	<b>102.6 %</b>
	<b>Net Expenditure over Income</b>	<b>3,948</b>	<b>13,084</b>	<b>12,750</b>	<b>-334</b>			
<b>190</b>	<b>Projects &amp; Events</b>							
4560	Penryn Week Expenditure	250	2,048	2,500	452		452	81.9 %
4561	Penryn Town Fair	0	1,500	1,500	0		0	100.0 %

Month No : 11

Budget Report upto 28 February 2017

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4563 Penryn Christmas Lights	331	2,050	1,500	-550		-550	136.7 %
4564 Remembrance Sunday	0	250	250	0		0	100.0 %
4565 Memorial Garden Power Supply	0	507	1,500	993		993	33.8 %
4566 Neighbourhood Plan	0	0	7,000	7,000		7,000	0.0 %
4567 800th Anniversary Celebration	0	24,200	15,000	-9,200		-9,200	161.3 %
4574 Tree Festival	0	944	0	-944		-944	0.0 %
4575 Penryn Commemorates Project	0	512	1,270	759		759	40.3 %
4580 Council Chamber Refurbishment	0	2,307	0	-2,307		-2,307	0.0 %
4581 Clock Tower Refurbishment	22,105	32,865	46,000	13,135	15,476	-2,341	105.1 %
4582 Permarin Pocket Park	0	1,679	0	-1,679		-1,679	0.0 %
4900 Miscellaneous Expenditure	0	12	200	188		188	6.0 %
<b>Projects &amp; Events :- Expenditure</b>	<b>22,686</b>	<b>68,872</b>	<b>76,720</b>	<b>7,848</b>	<b>15,476</b>	<b>-7,628</b>	<b>109.9 %</b>
1200 Events Income	0	2,329	700	1,629			332.7 %
<b>Projects &amp; Events :- Income</b>	<b>0</b>	<b>2,329</b>	<b>700</b>	<b>1,629</b>			<b>332.7 %</b>
<b>Net Expenditure over Income</b>	<b>22,686</b>	<b>66,543</b>	<b>76,020</b>	<b>9,477</b>			
<b>200 Public Conveniences</b>							
4250 Non-Domestic Rates	0	678	690	12		12	98.2 %
4600 Water	332	1,246	550	-696		-696	226.6 %
4610 Electricity	21	132	260	128		128	50.9 %
4615 Repairs & Maintenance	656	716	1,000	284		284	71.6 %
4620 Annual Contracts	656	7,220	3,800	-3,420		-3,420	190.0 %
4650 Consumables	0	-500	330	830		830	-151.5 %
<b>Public Conveniences :- Expenditure</b>	<b>1,665</b>	<b>9,492</b>	<b>6,630</b>	<b>-2,862</b>	<b>0</b>	<b>-2,862</b>	<b>143.2 %</b>
<b>Net Expenditure over Income</b>	<b>1,665</b>	<b>9,492</b>	<b>6,630</b>	<b>-2,862</b>			
<b>210 Saracen House</b>							
4250 Non-Domestic Rates	0	2,202	2,230	28		28	98.8 %
4600 Water	83	283	500	217		217	56.6 %
4605 Gas	0	5,869	0	-5,869		-5,869	0.0 %
4610 Electricity	0	837	1,170	333		333	71.5 %
4615 Repairs & Maintenance	0	405	1,000	595		595	40.5 %
4620 Annual Contracts	70	334	280	-54		-54	119.4 %
4670 Rent	0	4,652	12,000	7,348		7,348	38.8 %
4900 Miscellaneous Expenditure	0	0	200	200		200	0.0 %
<b>Saracen House :- Expenditure</b>	<b>153</b>	<b>14,582</b>	<b>17,380</b>	<b>2,798</b>	<b>0</b>	<b>2,798</b>	<b>83.9 %</b>
<b>Net Expenditure over Income</b>	<b>153</b>	<b>14,582</b>	<b>17,380</b>	<b>2,798</b>			



Month No : 11

Budget Report upto 28 February 2017

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>250 Health &amp; Safety</b>							
4620 Annual Contracts	0	346	363	17		17	95.2 %
4625 Annual Inspections	0	273	545	272		272	50.1 %
4900 Miscellaneous Expenditure	0	0	100	100		100	0.0 %
Health & Safety :- Expenditure	<b>0</b>	<b>619</b>	<b>1,008</b>	<b>389</b>	<b>0</b>	<b>389</b>	<b>61.4 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>619</b>	<b>1,008</b>	<b>389</b>			
<b>260 Memorial Garden</b>							
4610 Electricity	0	14	0	-14		-14	0.0 %
Memorial Garden :- Expenditure	<b>0</b>	<b>14</b>	<b>0</b>	<b>-14</b>	<b>0</b>	<b>-14</b>	
<b>Net Expenditure over Income</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>-14</b>			
Full Council :- Expenditure	<b>43,035</b>	<b>312,764</b>	<b>340,884</b>	<b>28,120</b>			<b>99.2 %</b>
Income	<b>1,537</b>	<b>353,861</b>	<b>326,673</b>	<b>27,188</b>			<b>108.3 %</b>
<b>Net Expenditure over Income</b>	<b>41,498</b>	<b>-41,097</b>	<b>14,211</b>	<b>55,308</b>			
<b>Earmarked Reserves</b>							
<b>900 Earmarked Reserves</b>							
9000 EMR - Elections	0	0	4,000	4,000		4,000	0.0 %
9020 EMR - Rent Permarin	0	0	1,604	1,604		1,604	0.0 %
9025 EMR - Ext. Decor. Town Hall	0	0	17,081	17,081		17,081	0.0 %
9030 EMR - Town Hall Chamber Decor.	0	0	2,600	2,600		2,600	0.0 %
9036 EMR - Paperless Planning	0	0	700	700		700	0.0 %
9037 EMR - Seats	0	0	1,200	1,200		1,200	0.0 %
9041 EMR - Litter Bins	0	0	1,000	1,000		1,000	0.0 %
9043 EMR - Commercial Road Car Park	0	0	6,000	6,000		6,000	0.0 %
9044 EMR - Glasney Playing Field	0	0	2,000	2,000		2,000	0.0 %
9045 EMR - Penryn Library	0	0	28,000	28,000		28,000	0.0 %
9046 EMR - Broad Street Pavements	0	0	20,000	20,000		20,000	0.0 %
9048 EMR - College Field	0	0	2,000	2,000		2,000	0.0 %
Earmarked Reserves :- Expenditure	<b>0</b>	<b>0</b>	<b>86,185</b>	<b>86,185</b>	<b>0</b>	<b>86,185</b>	
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>86,185</b>	<b>86,185</b>			
Earmarked Reserves :- Expenditure	<b>0</b>	<b>0</b>	<b>86,185</b>	<b>86,185</b>			<b>0.0 %</b>
Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0 %</b>
<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>86,185</b>	<b>86,185</b>			



# PENRYN Town Council

## **FINANCE AND GENERAL PURPOSES COMMITTEE 20 MARCH 2017**

### **Community Grants**

**Author:** Helen Perry, Finance Officer

#### **1. Background**

For the year ended 31 March 2017, Council has allocated a total fund for community grants of £7000, of which £200 currently remains unallocated. All community grants are considered in accordance with the Town Council's Community Grants Policy.

#### **2. Discussion**

Requests for a Community Grants has been received from Beacon Community Regeneration Partnership

A copy of the application form is attached as an Appendix to the report.

#### **3. Recommendation**

That the Committee considers the requests for Community Grants.

#### **4. Appendices**

1. Grant Form – Beacon Community Regeneration Partnership



## Penryn Town Council

### GRANT APPLICATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS

Name of Organisation	Beacon Community Regeneration Partnership		
Registered Charity No. (if applicable)	1091436		
Purpose of Organisation	To provide help and assistance to the people of Falmouth and surrounding areas. Including specialist Welfare Benefit Advice and access to legal help. Plus general advice and assistance.		
Total No. of Members (if applicable)	N/A	Total No. of Members in the Parish of Penryn (if applicable)	
Contact Name	Mrs Jenny Richards		
Contact Address	Florence Cottage Florence Place Falmouth TR113NJ		
Telephone	01326 314022		
Email Address	Jenny_richards@btinternet.com		
Amount Applied For	£500		
Purpose of Grant	To assist in the cost of providing the service		
<b>Details of Other Bodies Approached</b>	<b>Organisation</b>	<b>Amount Applied For</b>	<b>Awarded (Yes/No/Pending)</b>
	Falmouth Town Council	£1000	Pending
	Cornwall Community Foundation	£1000	Pending



<b>Payment Details</b>	BACS)		
<b>Bank Account Name</b>	Beacon Community Regeneration		
<b>Bank Account No.</b>	00352632		
<b>Sort Code</b>	20-87-94		
<b>Cheques payable to:</b>	Beacon Community Regeneration		
<b>FOR OFFICE USE ONLY</b>			
<b>Date Received</b>			
<b>Amount of Grant</b>	£	<b>Approved</b>	Yes/No
<b>Date of Meeting</b>		<b>Minute No.</b>	
<b>Date Sent</b>		<b>Chq. No./BACS Payment</b>	



**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**20 MARCH 2017**

**Risk Management Plan**

**Author: Helen Perry, Finance Officer**

**1. Background**

The Town Council receives updates to assess progress in carrying out any actions identified within the risk management and internal control assessment. An updated copy of the risk assessment is attached as an Appendix to the report.

**2. Discussion**

The risk assessment identifies additional controls that need to be introduced, together with target dates for doing so. However, as will be evident from the updated assessment, some progress has been made in carrying out the recommendations and where necessary target dates have been amended. Changes to the previous assessment have been highlighted in bold type.

**3. Recommendation**

That the updated risk assessment, attached as an Appendix to the report, be noted.

**4. Appendices**

Risk Management and Internal Control Assessment

## Penryn Town Council – Risk Management and Internal Control Assessment

Area	Risk	Level	Current Controls	Future Controls	Target Date
Assets	Protection of physical assets	Medium	All buildings and play equipment insured  Value increased annually by RPI  Disposal of assets recorded if over £500	Revised asset valuations to be carried out   Disposal of assets to be recorded if over £500	Completed   Noted
Assets	Security of buildings, equipment, etc	High	All equipment and buildings insured	None	N/A
Assets	Security of assets	Medium	Inventory of all equipment owned by Council	None	N/A
Assets	Maintenance of buildings, etc	Medium	Electrical equipment tested annually and PAT test certificates retained  Annual inspection of fire safety equipment  Full Electrical Inspections to be carried out on all buildings   Full Electrical Inspection of lights in Permarin Car Park	Buildings to be inspected periodically by suitably qualified personnel for possible problems  Annual inspection scheduled in June each year.  Inspections to be carried out every five years   Inspection to be carried out every six years	PATS testing completed for 2016 Schedule for October 2017  Completed for 2016 Schedule June 2017  Inspections completed remedial work completed April 2016   Inspection completed 14 March 2016

Finance	Banking	Medium	<p>Surplus funds invested as per Financial Regulations and the Council's agreed investment strategy</p> <p>Working balance maintained in current account</p>	None	N/A
Finance	Financial controls and records	Medium	<p>All expenditure in accordance with Financial Regulations</p> <p>Financial Regulations reviewed annually</p> <p>Two signatories required on cheques</p> <p>Same signatories sign invoice to which payment relates</p> <p>Direct methods of payment by BACS to be signed off by two signatories</p> <p>Internal auditor appointed at Annual Meeting of the Council</p> <p>Reports of Internal Auditor considered as soon as possible after submission and recommendations implemented</p> <p>External audit annually</p>	None	N/A
Finance	Compliance with HMRC regulations	High	<p>VAT payments and claims calculated by the Finance Officer and submitted quarterly online</p>	None	N/A

			Use of HMRC helpline as required		
Finance	Sound budgetary process to underline annual precept demand	Medium	<p>Process started in October each year with draft budget prepared by Town Clerk and Finance Officer with Councillor input</p> <p>Budget approved at Council meeting in December from which precept is derived</p> <p>Expenditure against budget reports to monthly Council meeting</p>		<p>Purchase order module installed March 2016</p> <p>N/A</p>
Finance	Loss of cash through theft or dishonesty and financial risk	Medium	<p>Petty cash balance limited to £250 maximum, imprest system to be used</p> <p>Cash received banked at least once a week. Receipts issued</p> <p>Fidelity in guarantee in place</p> <p>Financial risks assessed</p>	<p>Fraud Policy to be adopted</p> <p>Investment Policy to be adopted</p> <p>Fidelity guarantee to be increased as per internal auditor recommendation</p>	<p>Completed</p> <p>Completed</p> <p>Policy increased June 2016</p>
Finance	Accounts	High	<p>Accounts prepared as soon as possible after the end of the financial year</p> <p>Accounts and Annual Return signed off on or before 30 June</p> <p>Finance Officer trained in preparing accounts and monitored by Town Clerk</p>	<p>Town Clerk and Finance Officer trained in new accounts system</p> <p>Annual accounts taken to the June Council meeting</p>	<p><b><i>New Town Clerk to be trained in accounts system</i></b></p> <p><b><i>2016/2017 Accounts to be taken to the June Council meeting</i></b></p>

			Statement of accounts, bank reconciliation, and statement of expenditure against budget approved at bi-monthly Finance & General Purpose meetings	Bank reconciliations to be signed (quarterly) by the internal auditors to confirm totals agree with bank statement	<b>Internal Audit for accounts to be scheduled for March 2017</b>
Finance	Payment	High	Payments are approved retrospectively	None	N/A
Finance	Salaries and Wages	Medium	<p>Paid in accordance with payroll records</p> <p>Salary scales in accordance with National Joint Council pay scales</p> <p>Salaries to be a minimum of the living wage as published by The Living Wage Foundation (<a href="http://www.livingwage.org.uk">www.livingwage.org.uk</a>)</p>	<p>None</p> <p>New rates published annually in November</p>	<p>N/A</p> <p>Adjusted annually in November if required</p>
Liability	Risk to third party, property or individuals	High	<p>Public and Employer's liability insurance in place</p> <p>Damage to trees investigated immediately and suitable works carried out</p>	<p>Regular inspection schedule to be drawn up for open spaces</p> <p>Tree survey to be carried out by suitably qualified inspector</p> <p>Risk assessments to be undertaken of all open spaces</p>	<p>Completed</p> <p>Awaiting confirmation of tree ownership</p> <p>Ongoing</p>
Liability	Legal liability as consequence of asset ownership	High	Insurance in place	Annual inspections of play equipment and BMX track to be arranged by suitably qualified inspector	<b>RoSPA inspection scheduled for April 2017</b>

				Written records to be kept and required work promptly carried out	Noted
Employer liability	Compliance with employment law	Medium	Membership of appropriate regional and national employer's organisations	None	N/A
Legal liability	Ensuring activities are within legal powers	High	<p>Clerk to clarify legal position on new proposals</p> <p>Membership of Cornwall Association of Local Councils</p> <p>Further legal advice sought as necessary</p> <p>General Power of Competence</p>	<p>None</p> <p><b><i>New Town Clerk attended CiLCA introduction day, to be enrolled on the next available course</i></b></p>	N/A
Legal liability	Proper reporting through minutes	Medium	<p>Council meets bi-monthly and approves minutes of meetings held previously</p> <p>Minutes made available to the public at Council offices and via website</p> <p>Committee minutes approved at next meeting of Committee and reported to bi-monthly Council Meeting</p>	None	N/A
Legal liability	Proper document control	Medium	Leases kept in the Council safe	None	N/A

			Data storage compliant with Data Protection Act  Weekly backup of computer records files backed up offsite using an online 'cloud' service	Data protection registration renewed annually	<b><i>Renewal notification received -renew April 2017</i></b>
Councillor propriety	Register of interests in place	High	Members' Register of Interests maintained and published online	Reminder at Annual Council meeting of need to notify Clerk of any changes	Completed
Internal controls	Proper maintenance of financial records	High	Invoices checked for accuracy by the Finance Officer  Payments approved by RFO where practicable  Cheques signed by two Council authorised signatories  Clear audit trail for all expenditure	None	N/A
Internal controls	Approval of expenditure	High	All expenditure authorised in line with Financial Regulations  Section 137 expenditure identified in accounts  Ear-marked reserves to be identified in accounts	Precise powers under which expenditure is authorised to be included in minutes if expenditure deemed unusual  Section 137 payments appropriately minuted  Movements of ear-marked reserves to be appropriately minuted	Noted  Noted  Noted



Internal controls	Complaints	Medium	Complaints procedure in place and reviewed periodically	None	N/A
Internal controls	Staff discipline and grievance	Medium	Disciplinary procedures in place and reviewed periodically	None	N/A
Internal controls	Minutes	High	Minutes numbered, approved by Council at the next meeting, and signed by Chairman	None	N/A
Internal controls	Distribution of information	Medium	Council has adopted the Information Commissioners' Office Model Scheme of Publication under the Freedom of Information Act	Details of documents available to be published on the Council's website	Completed
Internal controls	Freedom of information	High	Information circulated under the terms of the Freedom of Information Act and Data Protection Act  Record of Freedom of Information requests retained  Advice sought from Information Commissioners' Office where required	Freedom of Information Policy to be adopted by Council  Data Protection Policy to be adopted by Council	Completed January 2015  Completed January 2015
Internal controls	Contracts	Medium	Contracts awarded as set out in Standing Orders and Financial Records  Hard copies of contracts retained in office for inspection  Signed agreements in place and prepared with legal advice where appropriate	Contract Monitoring Procedures to be adopted by Council	Adopted July 2015
Personnel	Maintenance of records	High	Town Clerk maintains records	None	N/A

			relating to employed personnel in a secure location		
Insurance	Money and fidelity guarantee	High	Fidelity guarantee in place	None	N/A
Insurance	Other assets	High	Insurance in place	Insurance cover to be reviewed annually	<b>Renewal quotes received, decision at F &amp; GP meeting in March 2017</b>
Insurance	Insurance providers	High	Three-year contract in place with insurers 2014–2017	None	<b>Quotes received</b>
Data transparency	Availability of information	Medium	Data available online in accordance with the Code of Recommended Practice issued by DCLG	None	N/A
Risk management/ health and safety	Wellbeing of employees	High	Health and Safety Policy in place and reviewed periodically	None	N/A
Risk management/ health and safety	Individual risk assessments	High	Risk management strategy and some risk assessments in place	Risk assessments to be carried out on all open spaces and public buildings  Play equipment to be inspected annually by ROSPA	Ongoing throughout 2016/2017  ROSPA Inspection scheduled for April 2017
Health	Long-term illness or absence of Clerk or Finance Officer	High	Town Clerk trained in financial procedures and Finance Officer trained to clerk meetings of the Council	None	N/A
Rent reviews	Permarin car park	Medium	Method of review stipulated in lease	None	N/A

Rent reviews	Saracen House	Medium	Method of review stipulated in lease	None	N/A
Rent reviews	Public conveniences	Low	Leased at peppercorn rent	None	N/A



# PENRYN Town Council

## FINANCE AND GENERAL PURPOSES COMMITTEE 20 MARCH 2017

### Earmarked Reserves

**Author:** Helen Perry, Finance Officer

#### 1. Background

Earmarked reserves are funds set aside for special projects or requirements. Once the project has been complete, the funds are released against the relevant cost code.

If a project is cancelled the funds are released in to general reserves.

#### 2. Discussion

To agree the movement from earmarked reserves:-

##### **Completed Projects**

9030 – EMR Town Hall Chamber Decoration	£2,600
9036 – EMR Paperless Planning	£ 700

##### **Projects – Cancelled**

9037 – EMR Seats	£1,200
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##### **Partially Complete Projects**

9045 – EMR Penryn Library – there is currently £28,000 in earmarked reserves for the library, currently the spend against the library budget codes is £13,588.50 (£13,268.50 in professional fees and £320 miscellaneous expenditure)

#### 3. Recommendation

That the committee agrees the movement of the above funds from earmarked reserves.

#### 4. Appendices

None.



# PENRYN Town Council

## **FINANCE AND GENERAL PURPOSES COMMITTEE 20 MARCH 2017**

### **Greenfield Event 'Gig at Glasney'**

**Author:** Helen Perry, Finance Officer

#### **1. Background**

The Greenfield Event 'Gig at Glasney' is scheduled for Sunday the 4 June 2017, the event will have live bands playing throughout the day.

#### **2. Discussion**

At the meeting of the Amenities Committee on Monday 13 March, it was resolved that the Finance and General Purposes committee ask Council to increase the Greenfield Event budget in the 2017/2018 financial year from £1,500 to £2,400 to enable a stage to be hired.

#### **3. Recommendation**

The Finance and General Purposes committee considers the request from the Amenities Committee to increase the budget to £2,400, and recommends the increase to Council.

#### **4. Appendices**

None



# PENRYN Town Council

## **FINANCE & GENERAL PURPOSES COMMITTEE**

**20 MARCH 2017**

### **Town Hall – Lobby Redecoration**

**Author: Helen Perry, Finance Officer**

#### **1. Background**

Penryn Town Hall is used for civic functions and wedding ceremonies, therefore, it is important that the building be well maintained.

The interior hall was decorated in January 2017, along with the museum end entrance and small toilet by the Council Chamber

The exterior decoration of the Town Hall has been rescheduled to commence early October 2017.

The refurbishment to the exterior of the clock tower is on schedule for completion by the deadline of the end of March 2017

#### **2. Discussion**

The interior lobby area was not included in the specification for the refurbishment of the clock tower. Upon closer inspection of the wooden floor area (inside the main door) it appears that the flooring has begun to rot, also the granite walls, which have previously been painted white, are stained.

#### **3. Recommendation**

The interior lobby area flooring is replaced and the staining of the paintwork is investigated.

#### **4. Appendices**

None.