

# St Austell Bay Parish Council

Dear Councillor

You are summoned to attend a **Meeting** of **St Austell Bay Parish Council** to be held in **The Pattern Hall, Charlestown** on **Thursday 12 September 2019** at **6.00 pm**.

*Julie Larter*

Julie Larter

Clerk

5 September 2019

01872 501101

[enquiries@staustellbay-pc.gov.uk](mailto:enquiries@staustellbay-pc.gov.uk)

*Please note that under the Openness of Local Government Bodies Regulations 2014 this meeting may be recorded*

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## AGENDA

### 1. Apologies for Absence

### 2. Minutes of a Meeting of the Parish Council held on 15 August 2019

*To resolve that the minutes of the above meeting be signed as a correct record of the meeting.* *Pages 4 - 5*

### 3. Matters to Note

*To receive a verbal report from the Clerk on matters arising from the previous meeting (for information only)*

### 4. Declarations of Interest

#### (a) Pecuniary Interests

*Declare those interests which have been declared on your Register of Financial Interests relevant to the agenda of the meeting. Whenever the item is being discussed, including public participation, you must leave the room and not take part in the discussion or decision.*

#### (b) Non-registerable Interests

*You must declare Non-registerable Interests at the start of the meeting or whenever the interest becomes apparent. Then when the matter is being discussed, even during public participation, you must leave the room and not take part in the discussion or decision.*

#### (c) Dispensations

*To consider any requests for dispensations relating to items on the agenda*

#### (d) Gifts and Hospitality

*To declare any gifts or hospitality*

*Please call the Clerk before the meeting if you have any queries about these matters.*

**5. Chairman's Announcements**

*To allow the Chairman to make any announcements.*

**6. Public Participation**

*The Chairman will invite Members of the public to address the meeting in relation to the business to be carried out at the meeting.*

*15 minutes will be allocated for public participation (this can be extended at the Chairman's discretion). Each person addressing the Council will be allocated a maximum of two minutes.*

**7. Planning Applications and Related Matters**

(a) To consider a response to a consultation by the Planning Authority on the following applications *and any applications received after publication of this summons.*

(i) PA19/06955 and 06956 (LBC) – 1 Church Road: Internal alterations, replacement windows and widening of existing vehicular access

(ii) PA19/06858/59 (LBC) – 82 Charlestown Road: Raise roof height over kitchen and extend flat room extension for bedroom above and demolish existing stone wall at rear

(iii) PA19/07146 – The Courtyard, Manor Farm Road: Variation of conditions 2 and 3 of decision notice PA17/;’02392 dated 06/02/2018

(iv) PA19/07235/6 (LBC) – Former Lovering Clay Dry: Proposed demolition and redevelopment of Clay Dry to provide 15 dwellings and associated works

(b) To receive an update on the following planning applications:

(i) PA19/00570/PREAPP Strategic Planning Overview for Development in Charlestown  
*To note the Planning Officer’s report*

(ii) PA19/01454 and PA19/01455 (LBC) – 2 Quay Road: Proposed dormer window in place of rooflights (to serve the bathroom)

(iii) PA19/05219 – The Round House, Charlestown Harbour: Change of use of former harbour master’s office for retail use as wedding venue

(iv) PA19/03884 – Charlestown Harbour: Proposed siting of a demountable timber workshop for boatbuilding and repair

**8. Neighbourhood Development Plan**

*To receive a verbal update.*

**9. Cornwall Councillor’s Report**

*To receive a report from Cllr Tom French*

**10. Tree Warden**

*To receive a report from Cllr Reynolds*

**11. Climate Change Working Party**

*To receive a report*

**12. Land Ownership in Charlestown**

*To consider a proposition from Wainhomes*

**13. Anti-Social Behaviour in Charlestown**

*To note recent incidents of anti-social behaviour and consider what steps can be taken*

**14. Regatta Playing Field**

*To receive a report from meetings held on 14 August and 3 September and agree the terms of the Memorandum of Understanding*

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**15. Charlestown Cliffs**

*To note the outcome of a ground investigation survey undertaken in June*

**16. Highways Matters**

*To note any highways concerns*

**17. Review of Policies**

*To review the following policies*

*(i) Standing Orders*

*(ii) Financial Regulations*

*(iii) Risk Management Policy/Strategy/Assessment*

*Circulated via email  
Circulated via email*

*Pages 7 – 12 and  
Appendix (i)*

**18. Financial Matters**

*(i) To note the conclusion of the Annual Audit*

*(ii) To appoint an internal auditor for the current financial year*

*(iii) To consider purchasing accounting software*

*(iv) To consider a request from the Clerk for a credit card for use on council expenditure*

*(v) To note the current financial position and approve payments*

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*Page 14*

*Pages 15 - 16*

**19. Meetings/Training Attended**

*(i) Following attendance by Cllr Reynolds and the Clerk at Cornwall Council's training on Littering, Dog Fouling and Fly-tipping reporting, to determine whether the parish council wishes to take part in the scheme.*

*(ii) To receive an update from meetings or training recently attended by members or the Clerk.*

**20. Correspondence**

*To note correspondence received since the last meeting.*

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**21. Dates for the Diary**

*To note any forthcoming dates for members' diaries.*

**22. Dates of future Parish Council Meetings**

*17 October, 21 November, 19 December 2019.*

**MINUTES of A MEETING of ST AUSTELL BAY PARISH COUNCIL held on THURSDAY 15 AUGUST 2019 at 4.00pm in THE PATTERN HALL, CHARLESTOWN**

**Present:** Cllrs Bill Leach, Malcolm Neill, Dave Nicklin, Trudy Reynolds, Peter Tombs

In attendance: Julie Larter (Clerk); 2 members of the public.

**(19/064) Apologies for Absence**

Apologies were received from Cllrs Osbrink, Hallows, Morris and S Leach.

**(19/065) Minutes of a Meeting of the Parish Council held on 25 July 2019**

It was **RESOLVED** that the minutes of the meeting be signed as a true record of the meeting.

**(19/066) Declarations of Interest on Items on the Agenda, Gifts and Hospitality**

There were no declarations of interest on matters arising on the agenda.

**(19/067) Chairman's Announcements**

*The Chairman had no announcements to make.*

**(19/068) Public Participation**

No members of the public wished to speak.

**(19/069) Planning Applications and Related Matters**

(a)

(i) PA19/06466 – 32 Charlestown Road: Replacement of windows and doors on the east and north elevations

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the Parish Council notes the comments from the planning officer. It has no objections to the proposal because it considers that the degree of harm caused by using uPVC windows is outweighed by the environmental gain of energy efficiency.

(ii) PA19/06115 – Land at Old Duporth Holiday Village: Creation of a play area to support residential scheme approved under applications C2/06/02039 and C2/06/00244

It was **RESOLVED** that the Clerk should respond to the Planning Authority (Cornwall Council) stating that the Parish Council has no objections to the proposal but would expect replacement trees to be planted by Linden Homes in an adjacent area. The Parish Council's Tree Warden is happy to be involved.

(b) The Clerk updated members on the following outstanding applications

(i) PA19/05219 – The Roundhouse, Charlestown Harbour: Change of use of former harbour master's office "The Roundhouse" for retail use and for the use as a wedding venue

No update was available but it was noted that a WiFi connection and outdoor lighting have been installed. The Clerk will report this to the planning officer.

(ii) PA19/01454 and PA19/01455 (LBC) – 2 Quay Road: Proposed dormer window in place of rooflights (to serve the bathroom)

There was nothing to report.

(iii) PA19/03884 – Charlestown Harbour: Proposed siting of a demountable timber workshop for boatbuilding and repair.

The Planning Officer is waiting to hear back from the agent whether the applicant would like to enter into a Pre Planning Agreement.

(iv) PA19/00570/PREAPP: Strategic Planning Overview for Development in Charlestown

The Officer's report has been received. The matter will be discussed next month.

(c) The Clerk reported that Cllr Hallows has investigated whether the webcam on the harbour can be repositioned to include activities on the inner harbour, but this will not be possible.

### **(19/070) Financial Matters**

Current balances were noted and the following payments authorised

DD	E-On	Electricity for the hall	£31.02
DD	Cornwall Council	Business Rates for toilets	£74.00
DD	SWW	Water for hall	£18.50
DD	ITEC	Monthly photocopy charges	£6.92
DD	BT	Telephone and internet	£59.99
DD	SWW	Water for toilets	£282.34
BACS	Duchy Defibrillators	Annual monitoring fee Duporth Bay Defibrillator	£192.00
BACS	Lyreco	Toilet rolls and cleaning products	£183.84
BACS	Staff	August salaries, oncosts, mileage and expenses	£1970.99
BACS	PKF Littlejohn	Annual audit fee	£360.00

### **(19/071) Dates of Future Meetings**

12 September, 17 October, 21 November, 19 December 2019

The meeting closed at 4.30 pm

.....  
Chairman

.....  
Date

## **Agenda Item 14**

### **Regatta Playing Field**

The Working Party met on 14 August. The meeting was preceded by a walk around the field to identify issues which included dogs on the field, the poor condition of a Chestnut tree and some issues with the toddlers' play area. These matters have been reported to Cornwall Council.

A Memorandum of Understanding had been drafted by the Regatta Committee and a subsequent one was tabled by Cllr Bill Leach. Following a great deal of discussion wording was agreed, but this wording was subsequently questioned and a further meeting took place on 30 August when agreement was reached.

What was believed to be the final version of the MoR was tabled at a meeting on 3 September and following some minor amendments, the final wording was agreed. *(The Clerk is awaiting a scale map of the field, once received the draft MoR will be circulated to members)*. Composition of the group was agreed as Cllrs Bill Leach, Malcolm Neill and Peter Tombs from the parish council and Terry Butler, John Fowler and Sue Facey from the Regatta Committee.

The Parish Council is required to consider the MoR and if it is happy, to sign the document - the Regatta Committee will do likewise. The need for Terms of reference for parish council members should be considered.

Julie Larter  
Clerk  
4 September 2019

## **Agenda Item 17 (iii)**

### **Review of Policies**

#### **ST AUSTELL BAY PARISH COUNCIL RISK MANAGEMENT STRATEGY**

## **1 Introduction**

1.1 This document forms the Council's Risk Management Strategy. It sets out:

- What is risk management;
- Why does the Council need a risk management strategy;
- What is the Council's philosophy on risk management;
- What is the risk management process
- How will risk management feed into the Council's existing policies
- Implementation timetable;
- Roles and responsibilities;
- Future monitoring

1.2 The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Council;
- Integrate risk management into the culture of the organisation;
- Embed risk management through the ownership and management of risk as part of all decision making processes;
- Manage risk in accordance with best practice; and
- Reduce risk

## **2 What is Risk Management?**

2.1 'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'

*Audit Commission, Worth the Risk: Improving Risk Management in Local Government, (2001: 5)*

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety, but applies to all aspects of the Council's work.

2.3 Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

**Strategic Risk** - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worse case scenario Government intervention.

**Compliance Risk** - failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks expose to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

**Financial Risk** - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.

**Operating Risk** - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

2.4 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

2.5 Risk is not restricted to potential threats but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

### 3 **Why does the Council need a Risk Management Strategy?**

3.1 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.

3.2 The Risk Management Strategy will help to ensure that all Councillors have an understanding of risk and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

3.3 Strategic risk management is also an integral part of the Best Value process and as such is an important element in demonstrating continuous service improvement.

3.4 There is a requirement under Regulation 4 Accounts and Audit Regulations 2015 (SI2003/533) to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register.

### 4. **Risk Management Policy Statement**

St Austell Bay Parish Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing and reducing risk.

Risk management is an integral part of the Council's management processes.

### 5. **Implementing the Strategy**

**Risk Identification** – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. All risks identified will be recorded in the Council's Risk Register.

**Risk Analysis** – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

**Risk Prioritisation** - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being graded high, medium and low

## 5.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control require the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

**Elimination** – the circumstances from which the risk arises are removed so that the risk no longer exists;

**Reduction** – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring ;

**Transfer** – the financial impact is passed to others e.g. by revising contractual terms;

**Sharing** - the risk is shared with another party;

**Insuring** - insure against some or all of the risk to mitigate financial impact; and

**Acceptance** – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

## 5.2 Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

## 6 How will Risk Management feed into the Council's existing policies?

6.1 The initial identification of Risks will be achieved by the Clerk compiling a list of the risks which will be integrated into a comprehensive corporate Risk Register.

6.2 **Best Value** – The Council will build risk management procedures into the way that it operates as part of a commitment to quality and continuous service improvement. As part of any review process the strategic and operational risks associated with the review will be assessed.

6.3 **Projects and Service Changes** – projects or changes to services will include risks identification and the measures to eliminate or control risks will be documented in agenda reports/briefing papers to be considered by the Council and its committees.

6.4 **Partnership Working** – the Council will continue to enter into a number of partnerships with organisations from the public, private, voluntary and community sectors where necessary. Part of the process of setting up future partnerships will be to ensure that all relevant risks are identified and that appropriate control mechanisms are built into the management arrangements for the partnership.

## 7 **Roles and Responsibilities**

7.1 It is important that risk management becomes embedded into the every day culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. The process must be driven from the top but must also involve staff throughout the organisation.

7.2 **Elected Members** – risk management is seen as a key part of the Elected Member's stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted, including

- (a) Approval of the Risk Management Strategy;
- (b) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
- (c) Consideration, and if appropriate, endorsement of the annual Statement of Internal Control; and
- (d) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

7.3 **Employees**– will undertake their job within risk management guidelines ensuring that their skills and knowledge are used effectively. The Clerk will maintain an awareness of the impact and costs of risks and how to feed data into the formal process. The Clerk will work to control risks or threats within her job, monitor progress and report on job related risks to the Parish Council. The Parish Clerk will act as the Lead Officer on Risk Management and be responsible for overseeing the implementation of the detail of the Risk Management Strategy. The Parish Clerk will:

- (a) provide advice as to the legality of policy and service delivery choices;
- (b) provide advice on the implications for service areas of the Council's corporate aims and objectives;
- (c) update the Council on the implications of new or revised legislation;
- (d) assist in handling any litigation claims;
- (e) provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work related illness or injury;
- (e) advise on any health and safety implications of the chosen or proposed arrangements for service delivery;
- (f) report progress to Council

The clerk as Responsible Financial Officer will also:

- (g) assess and implement the Council's insurance requirements;
- (h) assess the financial implications of strategic policy options;
- (i) provide assistance and advice on budgetary planning and control;
- (j) ensure that the Financial Information System allows effective budgetary control; and
- (k) effectively manage the Council's investment and loan portfolio.

#### **7.4 Internal Control Checks**

A nominated councillor will conduct regular (at least quarterly) inspections of the Council's accounts and processes. Bank reconciliations will be checked and the inspection will also involve checking payroll and staff records, eg annual leave records. A record of inspections will be kept on file and will be reported to the next council meeting.

**7.5 Role of Internal Audit** – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

Internal Audit reports, and any recommendations contained within, will help to shape the annual Statement of Internal Control.

**7.6 Training** – Risk Management training will be provided to Members and staff through a variety of mediums. The aim will be to ensure that both Elected Members and staff have the skills necessary to identify, evaluate and control the risks associated with the services they provide.

**7.7** In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals/groups are encouraged to report adverse incidents promptly and openly.

**8. Review of Risk Management Strategy** - This Strategy will be reviewed on a regular basis as part of the Council's continuing review of its policy documents, Standing Orders and Financial Regulations. Recommendations for change will be reported to the Council.

#### **9 Conclusion**

The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.

#### **10 Freedom of Information**

In accordance with the Freedom of Information Act 2000, this document is available on the Council's website [www.staustellbayparishcouncil.co.uk](http://www.staustellbayparishcouncil.co.uk) or upon application to the Clerk.

## **ST AUSTELL BAY PARISH COUNCIL RISK MANAGEMENT POLICY STATEMENT**

### **Definition of Risk Management**

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

*Audit Commission - Worth the Risk: Improving Risk Management in Local Government (2001: 5)*

### **POLICY STATEMENT**

St Austell Bay Parish Council recognises that it has a responsibility to manage risks effectively in order to protect its employee, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

Risk management is an integral part of the Council's management processes.

### **OBJECTIVES**

The objectives of the Council's risk management strategy are to:-

1. Integrate risk management into the culture of the council
2. Manage risk in accordance with best practice
3. Anticipate and respond to changing social, environmental and legislative requirements
4. Prevent loss, disruption, damage and injury and reduce the cost of risk, thereby maximising resources
5. To inform policy and operational decisions by identifying risks and their likely impact
6. Raise awareness of the need for risk management and ongoing risk reduction

These objectives will be achieved by:

1. Establishing clear roles, responsibilities and reporting lines within the council for risk management
2. Providing opportunities for shared learning on risk management across the council.
3. Providing risk management training and awareness sessions
4. Incorporating risk management considerations into the Council's management processes
5. Effective communication with, and the active involvement of, employees
6. Monitoring arrangements on an on-going basis

## Agenda Item 18 Financial Matters

### (i) Conclusion of Annual Audit

#### Section 3 – External Auditor Report and Certificate 2018/19

In respect of **St Austell Bay Parish Council – CO0127**

##### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

##### 2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

##### 3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

12/08/2019

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## **Agenda Item 18 Financial Matters**

### **(iii) To consider purchasing accounting software**

Accounts are currently kept on an Excel spreadsheet, but with an ever-increasing number of entries every month, this is becoming unwieldy. I would like councillors to consider purchasing or entering into an agreement for council-specific accounting software. The most commonly used packages are RBS Rialtas and Scribe.

#### **Scribe**

This is a cloud based system with the council purchasing an annual licence. The licence fee is based on the council's income and a 12 month single user licence will cost £451.20. The licence fee includes unlimited training and support. There is the option of paying Scribe to enter existing data for £178.80.

The Chairman together with myself and Cllrs Osbrink and Reynolds had a demonstration of the system on 19 August.

#### **RBS Rialtas**

This package would cost £641 for the first year and then £121 pa for support and maintenance. There is a minimum contract term of 3 years. and the support charge is subject to annual review.

A demonstration of the system has been booked for 9 September.

The majority of clerks that I have asked who use accounting packages have Scribe and it comes highly recommended.

### **(iv) Credit Card**

At the present time expenditure which the council cannot be invoiced for is paid out of my own funds and reimbursed at the next council meeting which is not best practice. Some months this amounts to nearly £200. I would like the council to consider issuing me a credit card for council purchases. The card is issued by Unity Trust Bank and is administered by Lloyds Bank. There is a one-off set up fee of £50 and a £3.00 per month fee. The balance would be paid off in full by direct debit each month and I would put a system in place for expenditure on the card to be closely monitored. The card offers a facility to withdraw cash but I would not want that facility activated.

Julie Larter  
Clerk  
2 September 2019

## St Austell Bay Parish Council Budget Monitor Report 31 August 2019

	Budget	Spend to Date	Percentage of Budget	Notes/comments
	£	£	£	
<b>Employee Costs</b>				
Salaries (inc oncosts)	£ 28,500.00	£ 10,993.20	38.57%	
Training & conference expenses	£ 2,000.00	£ -	0.00%	
Staff travel and subsistence	£ 750.00	£ 170.82	22.78%	
Clerk's room allowance	£ -	£ -	0.00%	
<b>Total employee related costs</b>	<b>£ 31,250.00</b>	<b>£ 11,164.02</b>	<b>35.72%</b>	
<b>Administration Costs</b>				
Office expenses	£ 1,500.00	£ 668.59	44.57%	
Meeting expenses	£ 100.00	£ 14.23	14.23%	
Postage	£ 175.00	£ 23.12	13.21%	
Office equipment	£ 1,000.00	£ 296.18	29.62%	
Insurance	£ 2,500.00	£ 1,479.49	59.18%	
Bank charges	£ 100.00	£ 18.00	18.00%	
Subscriptions	£ 600.00	£ 390.61	65.10%	
Website	£ 750.00	£ 60.00	8.00%	
Audit Fees	£ 1,000.00	£ 542.64	54.26%	
Books and Publications	£ 100.00	£ -	0.00%	
<b>Total Administration Costs</b>	<b>£ 7,825.00</b>	<b>£ 3,492.86</b>	<b>44.64%</b>	
<b>Other Expenses</b>				
Chairman's Allowance	£ 250.00	£ -	0.00%	
Councillors Travel/Subsistence	£ 400.00	£ -	0.00%	
Street Furniture Maintenance	£ 2,500.00	£ 88.33	3.53%	
Grants	£ 2,000.00	£ 390.83	19.54%	
Parish Projects	£ 12,500.00	£ 1,357.63	10.86%	
Neighbourhood Development Plan	£ 2,000.00	£ -	0.00%	
NDP (Grant)		£ 2,035.56		
Toilets	£ 8,000.00	£ 3,316.12	41.45%	
Pattern Hall	£ 10,000.00	£ 7,632.22	76.32%	
Footpath maintenance/groundwork	£ 3,000.00	£ -	0.00%	
<b>Total Other Expenses</b>	<b>£ 40,650.00</b>	<b>£ 14,820.69</b>	<b>36.46%</b>	
<b>Reserves</b>				
Election Fund	£ 1,000.00	£ -	0.00%	
Contingency	£ 7,000.00	£ -	0.00%	
<b>Total Reserves</b>	<b>£ 8,000.00</b>	£ -	<b>0.00%</b>	
<b>VAT Paid</b>		£ 2,370.49		
<b>Total Expenses</b>	<b>£ 87,725.00</b>	<b>£ 31,848.06</b>	<b>36.30%</b>	
<b>Income</b>				
Precept	£ 39,785.47	£ 19,892.74	50.00%	
Toilet Receipts	£ -	£ 4,105.04		
Hall Hire	£ -	£ 4,451.25		
Bank Interest	£ -	£ 54.87		

VAT	£	-	£	-
Other Income	£	-	£	694.72
<b>Total Income</b>		<b>£ 39,785.47</b>		<b>£ 29,198.62</b>

### Bank Reconciliation

Bal c/f from 31st March 2019	£ 17,600.45	Current Account	
Add Income	<u>£ 29,198.62</u>		
	£ 46,799.07		
Less Expenditure	<u>£ 31,848.06</u>		
	£ 14,951.01		
Less interest added to Savings a/c	<u>£ 54.87</u>		
	<b>£ 14,896.14</b>	<b>To agree with the current account</b>	

Balance as at 31/08/2019	Current Account	£ 14,896.14
	Less unrepresented chqs	<u>£ -</u>
		<b>£ 14,896.14</b>

Balance as at 31/08/2019	Instant Access (UTB)	<u>£ 55,076.47</u>	
		<b>£ 69,972.61</b>	<b>Total Funds Held</b>

## **Correspondence Received**

Correspondence received since 25 July 2019

- Details of flood warden training
- Localism monthly report
- Invitation to attend Cornwall Council's planning conferences
- Details of Cornwall Council's Review of Polling Places
- Details of Code of Conduct training
- Details of Cornwall Council's Enforcement Incident Report Card training
- Notification of vacancies on Cornwall Council's Standards Committee
- Details of Cornwall Council's Consultation on its Homeless Strategy
- Update of Cornwall Council's Community Governance Review
- Cornwall Council consultation on seasonal restrictions for dogs on beaches