

FALMOUTH TOWN COUNCIL

Minutes of a Special meeting of the Council held on Monday 27th June 2022 at 6.00 pm held in the Atherton Suite, The Old Post Office, The Moor, Falmouth. TR11 3QA

Present: Councillors S D Eva (Town Mayor), K J Edwards (Deputy Mayor), G W Chin-Quee BEM, L D Coley, D V Evans BEM, G F Evans MBE, A J Jewell CC, J S Kirkham CC, J C Robinson, B M A Ross, A L Rowe, D W Saunby CC, E E Seiler, J M Spargo and Z Young.

In Attendance: A M Williams (Town Clerk)
R N Thomas (Responsible Financial Officer)
Councillor L Magowan (Cornwall Council –Arwenack ED)

C5658 APOLOGIES

An apology for absence was received and approved from Councillor D E Clegg (ill).

C5659 INTERESTS AND DISPENSATIONS

None received.

C5460 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22

The Responsible Financial Officer and the Chair of the Finance and General Purposes Committee, reported upon the Committee's consideration and recommendations regarding the financial statements and annual return.

It was proposed by Councillor Robinson, seconded by Councillor Ross and

RESOLVED that

- (i) the Annual Governance Statement for 2021/22 as attached as part of these minutes be approved and be duly signed by the Town Clerk and Town Mayor.
- (ii) the recommendations at Minute F6663 of the Finance and General Purposes Committee be accepted and the Council's Accounts and Annual Return and Financial Statements for 2021/22 as attached as part of these minutes be approved and signed by the Town Mayor.

C5461 INTERNAL AUDITORS REPORT

The Responsible Financial Officer reported upon the Internal Auditors Report for year end 31st March 2022.

It was proposed by Councillor Edwards, seconded by Councillor Robinson and

RESOLVED that the Internal Auditors Report be noted and as attached as part of these minutes.

- In regard to final report recommendation 1 the Responsible Financial Officer with the Town Manager reviews and improves the controls for the Moor Market income.
- In regard to final report recommendation 2 service charges for the Princess Pavilion be reviewed by the Princess Pavilion Working Party and published on the Council's website (it being noted that the Council's website offer was being improved).

- In regard to the Interim Report recommendation the Responsible Financial Officer prepares and recommends to the Finance and General Purposes Committee circumstances and limits for works that can be awarded to existing suppliers without recourse to competition for inclusion in Financial Regulations and the Scheme of Delegation.

C5662 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor Edwards, seconded by Councillor Ross and

RESOLVED that in view of the confidential nature of contractual matters and personal information it is advisable in the public interest that the press and public, be excluded from the meeting.

COUNCIL MINUTES – PART II

C5663 TOWN CLERK’S REPORT PART II

The Town Clerk presented the Town Clerk’s report Part II, in regard to the 2023 Tallships event and advised the recommendations of the Town Manager thereon and in regard to capacity for the events team, given regular 2023 events scheduling and National Armed Forces Day staging. He reported upon other partners contributions towards the Tallships event and an awaited response to a request for support from Cornwall Council.

The Responsible Financial Officer reported in regard to event underwriting implications and risk management, no specific budget allocations had been made within the 2022/23 financial year.

It was proposed by Councillor Eva, seconded by Councillor Edwards and

RESOLVED that the Council agrees to host the 2023 Tallships event, underwrites the event and enters into the contract with Sail Training International on that basis. The Council would bolster capacity in the Town Team by engaging a part-time events assistant (possibly as additional hours for the Operations Assistant). A Councillor representative be appointed to serve the organising group/committee and formal event receptions are not funded from council tax.

Councillor Saunby requested that his name be recorded as having abstained from voting on the above matter.

There being no further business to transact the Town Mayor declared the meeting closed at 6.40 pm.

Signed..... Date.....

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

FALMOUTH TOWN COUNCIL

www.falmouthtowncouncil.co.uk/financial-information

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

12/11/2021 31/03/2022 17/06/2022

Name of person who carried out the internal audit

S P HUDSON CPFA

Signature of person who carried out the internal audit

S. P. Hudson

Date

18/06/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

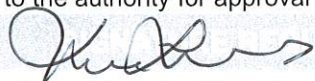
Section 2 – Accounting Statements 2021/22 for

Falmouth Town Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	-24,302	472,337	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	2,208,221	2,723,024	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	479,657	801,341	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	998,724	1,097,081	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	120,615	120,615	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	1,081,900	1,904,863	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	472,337	874,143	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	327,058	766,836	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	<i>Restated</i> 5,101,340	5,240,571	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	1,601,461	1,540,013	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

21/6/2022

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

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 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not 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 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY



Falmouth Town Council

Financial Statements in support of
Annual Return
2021/22

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Further information on the Accounts can be obtained from:

Falmouth Town Council
The Old Post Office
The Moor
FALMOUTH
Cornwall
TR11 3QA

EXPLANATORY FOREWORD

In usual circumstances the Council is required by The Accounts and Audit Regulations 2015 to:

- Complete the Annual Return after 31st March 2022 as set out in ‘Governance and Accountability for Smaller Authorities in England (the Practitioners’ Guide)’ published by the Joint Practitioners Advisory Group (JPAG) (updated 2021) in the form requested by proper practices. This Comprises the:
 - Annual Governance Statement (Section 1 of the Annual Return);
 - Accounting Statement (Section 2 of the Annual Return);
 - External Auditors Report and Certificate (Section 3) and
 - Annual Internal Audit Report for the year ended 31st March 2022.
- Certify the Accounting Statements (certified by the Responsible Financial Officer);
- Consider at a meeting of the full authority the internal audit work during the year, the Annual Governance Statement, and the Accounting Statements;
- Approve the Annual Governance Statement at the meeting of the full authority in advance of approving the Accounting Statements (minuted, signed and dated by the Chair and Clerk on the day of approval);
- Approve the Accounting Statements at the meeting of the full authority (minuted, signed and dated by the Chair on the day of approval); the Annual Governance Statement and the Accounting Statements can be considered and approved at the same meeting so long as it is clear from the minute references that they were approved in the right order.
- Publish on a public website the approved, signed, and dated statements, to allow for the date of commencement for the exercise of public rights to cover the first 10 working days of July. It must publish the:
 - Annual Governance Statement
 - Accounting Statements
 - Declaration that the statement of accounts is un-audited.
 - Notice of commencement of the period for the exercise of public rights.
- Send the Annual Return and working papers to the external auditor for Limited Assurance review as soon as approved.

Following completion of the Limited Assurance review the Council shall;

- publish the certified Annual Return (including any continuation pages of the External Auditor Certificate and Report) by 30th September 2022 alongside a Notice of Completion of the Limited Assurance review.

The Council is required to provide additional information to enable the external audit of the Annual Return and this document includes this information. They consist of:

- A copy of the Notice of the Date of Commencement of Public Rights
- Explanations for negative response to assertions in Section 1 of the Annual Return

- A completed Annual Internal Audit Report (AIAR)
- Explanation of significant variations between 2020/21 and 2021/22 – explanations for all variances in excess of £100,000 must include narrative and numerical explanations
- Details of earmarked reserves held on 31st March 2022.
- Bank Reconciliation on 31st March 2022
- Income and Expenditure Account
- Balance Sheet
- Supporting notes to the above

In response to the Coronavirus pandemic the Ministry for Housing, Communities and Local Government (MHCLG) issued two new Statutory Instruments that impacted the limited assurance regime for smaller authorities (not extended past 7th May 2021 but retained here for part year reference)

- **SI2020/392 & SI2020/808** Under these SIs Local authorities were granted permission to allow members, the public and press to attend meetings remotely from 4 April 2020 for all smaller authorities except parish meetings and from 1 August 2020 for parish meetings. The legislation only permits remote attendance at meetings held before 7 May 2021, hence, if no further legislation is passed in 2021 smaller authorities will not be able to hold virtual meetings after this date. Whilst representations are being made to MHCLG from various of the sector bodies, we await further information in this respect. In the meantime, we therefore recommend that if smaller authorities are able to prepare the AGAR and meet remotely to approve it prior to 7 May 2021, that they do so. We will update our website for any further legislative changes as necessary.
- **SI2020/404 SI2020/404** extended the statutory deadlines by 2 months for the 2019/20 reporting season; however, that legislation was specific to the 2019/20 reporting season only. All statutory timings and deadlines for the 2020/21 reporting season therefore revert to those in place prior to COVID-19 as follows:
 - 30 June 2021 - The date by which smaller authorities must approve Sections 1 & 2 of the 2020/21 AGAR.
 - 30 September 2021 - The statutory deadline for publishing the approved Sections 1 & 2 of the 2020/21 AGAR and for authorities not claiming exemption, Section 3 (the external auditor's certificate).
 - All smaller authorities must include the first 10 working days of July within the 30-working day period they set for the exercise of public rights for 2020/21; this requirement was only removed for 2019/20.

The principal activities of the Council in the year were:

- Supporting, communicating, and continuing to engage with the community as the economy opens up following the removal of pandemic management restrictions, including working with local pharmacy to provide a vaccine clinic venue.
- Providing democratic representation and delivering services in both and face to face and virtual manner with the continuation of digital means of communication.
- Providing and supporting heritage and culture in both a face to face and digital world including the delivery of both virtual town events and live town events.

- Acting as the local Burial Authority and maintaining cemetery sites and burial records to support this function (including the historic Dissenters Burial Ground and Jewish Cemeteries). Successfully bidding for and obtaining grant funding to enable the conservation of the historic site.
- Taking ownership of the Princess Pavilion and Gyllyngdune Gardens site. Working with a local social enterprise to reopen onsite café and with volunteers and partners to reinstate the use of the theatre as a venue.
- Managing public buildings. Providing office rentals and meeting room hire and developing community event space.
- Providing and supporting face to face information and support services with a centralised co-located service provision for the community with partner agencies and providers and continuing to deliver these as COVID restrictions are removed.
- Providing a successful Town Management service which works alongside and in harmony with the Falmouth Business Improvement District service – prioritising town recovery and supporting reopening as restrictions are removed.
- Provision of nine free to use public conveniences and continued capital improvements to the facilities.
- Engaging with the Climate Change Emergency agenda and supporting the work of Plastic Free Falmouth and others
- Providing and supporting good quality open space provision at The Bowly Trelawney Road, Dracaena Playing Fields, Kimberley Park and Trescobeas Park. Co-ordinating Beach Management
- Providing and supporting play provision, including football, at The Bowly Trelawney Road, Dracaena Playing Fields and Sports Pitches, Kimberley Park, Trescobeas Park and the newly acquired Gyllyngdune Gardens and continuing to engage with community groups to assist with the replacement of skate-park facilities within the Town.
- Providing award winning parks and gardens.
- Providing community environmental, education and enforcement, a service that proved a vital asset to local management of the pandemic.
- Provide community youth services in conjunction with the Dracaena Centre. Engaging with local educational institutions, providing remote educational outreach, and learning packs for local children during the pandemic.
- Assisting and funding local charitable organisations to provide support for young and vulnerable members of the community.
- Providing Cultural Services for the community with workshops and opening up access to the Falmouth Art Gallery, acting as custodians for the community collection of art works and actively engaging with local education providers to further the learning streams available by holding workshops and other free to access services and in so doing enhance community ownership of the collection.
- Supporting local businesses and commercial activity. Including provision of the public wi-fi, local shuttle bus services and Shop-Mobility.
- Provide community safety, such as public realm CCTV and Shop Watch Radios, and engaging with the Safer Falmouth Initiative.
- Engaging with Cornwall Council regarding the further devolution of community environmental assets to provide the best local management and delivery options.
- Continuing to actively engage with local partners for shared priorities with the public and private sector to pursue devolved and joint delivery of services for the direct benefit of the community.
- Continuing the development of the adopted Neighbourhood Plan

- As a Living Wage Council, being a responsible employer and ensuring continued development and training opportunities for employees and councillors. The Council has also adopted the Armed Forces Covenant and the Dying to Work Charter.
- Protect and improve the maritime and historical heritage and environment of Falmouth whilst promoting sustainable and necessary development e.g., supporting the Cornwall Council Place Shaping Initiative and acting as the responsible body for community grant applications.

The Members of the Council during the year were.

Name	Office held in 2021/22	Ward
G W Chin-Quee BEM	Vice-Chair Cultural Services	Penwerris
D Clegg	Vice-Chair Licensing	Boslowick
L D Coley	Chair Staffing	Trescobeas
S D Eva	Town Mayor	Boslowick
D Evans BEM		Boslowick
G F Evans CC MBE		Arwenack
K J Edwards	Chair Cultural Services and Deputy Mayor	Penwerris
A J Jewell CC		Boslowick
J S Kirkham CC	Vice-Chair Staffing	Penwerris
J Robinson	Chair Finance and General Purposes and Grounds and Facilities	Arwenack
B M A Ross	Vice-Chair of Finance and General Purposes	Trescobeas
A Rowe	Chair Planning	Penwerris
E Seiler		Arwenack
D W Saunby CC	Chair Licensing	Trescobeas
J N Spargo	Vice-Chair of Planning	Penwerris
Z Young		Arwenack

Budget Comparison for 2021/22

	Budget	Actual	Variance
	<i>£000's</i>	<i>£000's</i>	<i>£000's</i>
Income:			
Precept	2,723	2,723	-
Cultural Services	65	83	18
Cemetery	32	40	8
Bank Interest	8	6	(2)
Other Income	198	672	474
TOTAL	3,026	3,524	498

Variations in the budgeted and actual income are in the main due to the provision of a new public entertainment space at the Princess Pavilion, Falmouth, funding towards the Town Vitality Fund and a grant towards purchase of work of art for the Council's art collection.

	<i>Budget</i>	<i>Actual</i>	<i>Variance</i>
	£000's	£000's	£000's
Expenditure:			
Corporate Services	616	615	1
Town Management	69	48	21
Mayoral and Civic	14	17	(3)
Grants and S 137 Payments	77	79	(2)
Cultural Services	494	486	8
Cemetery Services	68	74	(6)
Parks and Open Spaces	75	66	9
Buildings	504	639	(135)
Public Conveniences	98	163	(65)
Other Operating Costs	800	753	47
Capital	211	182	29
TOTAL	3,026	3,122	(96)

The operations of the Council continued to be impacted by the pandemic with increased operational costs incurred to ensure services return to pre-pandemic operating levels. The Council continued to provide core operational services and enhanced community support. Variations in the comparison between budget and actual expenditure were due in the main part to the following:

- The transfer and reinstatement of the Princess Pavilion and Gyllyngdune Gardens site
- Infrastructure investment at the Princess Pavilion
- Additional COVID mitigation measures put in place to assist with safe provision of free to use public toilet facilities

FALMOUTH TOWN COUNCIL

NOTICE OF COMMENCEMENT OF PERIOD FOR THE EXERCISE OF ELECTORS RIGHTS ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2022

The Local Audit and Accountability Act 2014 Sections 26 and 27 The Accounts and Audit Regulations 2015 (SI 2015/234)

1. Date of Announcement – 28th June 2022
2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts, and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 22, these documents will be available on reasonable notice by application to:

(b) A.M. Williams, FCIS, Town Clerk
Falmouth Town Council, The Old Post Office, The Moor, Falmouth, TR11 3QA.
Telephone – 01326 315559
Email – mark@falmouthtowncouncil.com

commencing on (c) **Wednesday 29th June 2022**

and ending on (d) **Tuesday 9th August 2022**

3. Local government electors and their representatives also have:
 - The opportunity to question the appointed auditor about the accounting records; and
 - The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)
1 Westferry Circus
Canary Wharf
London E14 4HD
(sba@pkf-littlejohn.com)

5. This announcement is made by – Ruth Thomas, Responsible Financial Officer

Explanation of variances – pro forma

Name of smaller authority: **Falmouth Town Council**
 County area (local councils and **Cornwall**)

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes
Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	-24,302	472,337				% variance from PY opening	
2 Precept or Rates and Levies	2,208,221	2,723,024	514,803	23.31%	YES		Precept raised by 21.01% - £463947.23 - to enable the Council to take over and reinstate the provision of a community entertainment venue (Princess Pavilion), gardens and café previously run by Better Leisure Ltd and closed during the pandemic.
3 Total Other Receipts	479,657	801,341	321,684	67.07%	YES		Increased grant support funding - £32,000 repair grant Princess Pavilion - £135,000 town vitality funding awarded by Cornwall Council - income from Princess Pavilion venue £147,851
4 Staff Costs	988,724	1,097,081	108,357	10.96%	YES		Increased staff numbers required for Princess Pavilion £14,775
5 Loan Interest/Capital Repayment	120,615	120,615	0	0.00%	NO		
6 All Other Payments	1,081,900	1,904,863	822,963	76.07%	YES		Princess Pavilion provision of social eating space and venue £407,917 - Corporate IT network expansion to incorporate Princess Pavilion £9,151 - Increased cost to the provision of public toilet facilities (COVID mitigation measures - fogging, increased cleaning and water use) £77,512 - Heritage conservation project costs for works to Ponsharden Cemeteries £47,660 - Construction of green corridor boardwalk linking Bickland Water to Swanvale £63,570 - Construction of a plant room to facilitate outdoor events in open space £32,334 - IT hardware for additional staff £23,031 - Cultural purchase of work of art for collection £18,900. In addition the figures for 2020/21 are reduced due to the affect of the pandemic - specifically in relation to customer focused events and activities, which have now returned to pre-pandemic levels £99,714.
7 Balances Carried Forward	472,337	874,143			NO	EXPLANATIO	
8 Total Cash and Short Term Investments	327,058	766,836				EXPLANATIO	
9 Total Fixed Assets plus Other Long Term	5,101,340	5,240,571	139,231	2.73%	YES		Increased to meet the requirements of the new services provided at the Princess Pavilion site £ 45,243 - Purchase of work of art £18,900 - CSCP Plant room £32,335
10 Total Borrowings	1,601,461	1,540,013	-61,448	3.84%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

FALMOUTH TOWN COUNCIL

Bank Reconciliation as at 31/03/2022

£

Balances per Bank Statements and Petty Cash as at 31/03/2022

Deposit Account	925,307.98	
Current Account	9,162.87	
Mayor's Account	4,284.16	
CCLA PSDF	5,000.00	
Petty Cash - Town Council	276.85	
Petty Cash - Art Gallery	224.34	
Petty Cash - Pavilion	145.45	
		944,401.65

Less:

Unpresented Cheques (as attached) 198,900.08

Plus:

Unpresented Receipts (as attached) 21,334.14

Adjusted Bank and Cash Balance as at 31st March 22

766,835.71

Reconciliation between Boxes 7 & 8 on the Annual Return

Figure in Box 8 of the Annual Return	766,835.71
Less Creditors as at 31st March 2022	-219,196.57
Plus Debtors as at 31st March 2022	326,504.20
Figure for Box 7 of the Annual Return	<u><u>874,143.34</u></u>

Bank Report - Unreconciled

Date From : 01/01/1980
 Date To : 31/03/2022

**** NOTE: All values shown on this report are in the Bank Account's operating Currency ****

Bank Code : 1200		Bank Name : Deposit Account		Debit	Credit	Balance
No	Type	Date	Ref	Details		
84353	PP	31/05/2018	17442	Purchase Payment	90.01	-90.01
87967	PA	03/04/2018	BACS 31.03.	Purchase Payment	16.00	-16.00
94218	PP	24/04/2019	18279	Purchase Payment	60.00	-60.00
94829	PP	15/05/2019	BACS 31.03.	Purchase Payment	20.00	-20.00
98032	PP	18/09/2019	BACS	Purchase Payment	19.50	-19.50
102046	BP	25/02/2020	Cancel	Artist Payment-Exhibit Sale Feb 2	16.25	-16.25
106201	PP	10/09/2020	BACS 31.3.2	Purchase Payment	500.00	-500.00
106298	PP	23/09/2020	BACS - 31.3.	Purchase Payment	40.00	-40.00
106313	PP	23/09/2020	19005	Purchase Payment	23.30	-23.30
109457	PP	31/03/2021	BACS - repla	Purchase Payment	100.00	-100.00
109465	PP	31/03/2021	BACS	Purchase Payment	135.00	-135.00
109593	PP	31/03/2021	BACS 29/04/	Purchase Payment	350.00	-350.00
113439	PP	24/09/2021	BACS	Purchase Payment	319.20	-319.20
113441	PP	24/09/2021	BACS 31.3.2	Purchase Payment	67.50	-67.50
114067	PP	03/11/2021		Purchase Payment	111.60	-111.60
114077	PP	20/11/2021	CNG	Purchase Payment	2.77	-2.77
114893	PP	24/11/2021	BACS 31.3.2	Purchase Payment	204.00	-204.00
115455	PP	16/12/2021	19298	Purchase Payment	50.00	-50.00
115456	PP	16/12/2021	19297	Purchase Payment	100.00	-100.00
116240	PP	27/01/2022	19329 ENTR	Purchase Payment	162.79	-162.79
116427	PP	03/02/2022	19333	Purchase Payment	46.50	-46.50
116668	PP	10/02/2022	19337	Purchase Payment	100.00	-100.00
117304	PP	10/03/2022	19355	Purchase Payment	780.00	-780.00
117318	PP	10/03/2022	19356	Purchase Payment	1568.75	-1568.75
117320	PP	10/03/2022	19357	Purchase Payment	2376.00	-2376.00
117345	PP	10/03/2022	19352	Purchase Payment	1000.00	-1000.00
117401	PP	22/03/2022	19358	Purchase Payment	200.00	-200.00
117403	PP	22/03/2022	19360	Purchase Payment	1000.00	-1000.00
117631	SR	31/03/2022	1614 - 1209	Sales Receipt	246.00	246.00
117632	BR	31/03/2022	CCC- 12097	CC - refund of tickets for cancell	80.00	80.00
117635	PP	31/03/2022	19366	Purchase Payment	50.00	-50.00
117636	PP	31/03/2022	19367	Purchase Payment	39.00	-39.00
117637	PP	31/03/2022	19368	Purchase Payment	250.00	-250.00
117638	PP	31/03/2022	19369	Purchase Payment	875.10	-875.10
117639	PP	31/03/2022	19370	Purchase Payment	204.00	-204.00
117640	PP	31/03/2022	19371	Purchase Payment	700.00	-700.00
117739	PP	31/03/2022	MCCARTHY	Purchase Payment	1500.00	-1500.00
117740	PP	31/03/2022	AUTOGRAF	Purchase Payment	12.48	-12.48
117741	PP	31/03/2022	BRADBURY	Purchase Payment	90.00	-90.00
117746	BP	31/03/2022	21/22PO289	V Love - Expenses/Travel	76.75	-76.75
117747	PP	31/03/2022	OBJECTIVEI	Purchase Payment	7488.00	-7488.00
117748	PP	31/03/2022	ATLANTIC	Purchase Payment	225.90	-225.90
117749	PP	31/03/2022	AUTOGRAFI	Purchase Payment	254.40	-254.40
117750	PP	31/03/2022	BHGS	Purchase Payment	1729.17	-1729.17
117751	PP	31/03/2022	BT	Purchase Payment	726.00	-726.00
117752	PP	31/03/2022	CALC	Purchase Payment	36.00	-36.00
117753	PP	31/03/2022	LINDACHAM	Purchase Payment	240.00	-240.00
117754	PP	31/03/2022	DATASHARP	Purchase Payment	168.86	-168.86
117755	PP	31/03/2022	DAVIES	Purchase Payment	384.00	-384.00
117756	PP	31/03/2022	DORMA	Purchase Payment	187.80	-187.80
117757	PP	31/03/2022	FEELSAFE	Purchase Payment	750.00	-750.00
117758	PP	31/03/2022	GREENHAM	Purchase Payment	504.17	-504.17
117759	PP	31/03/2022	JEWSON	Purchase Payment	138.24	-138.24
117760	PP	31/03/2022	KINGSLEY	Purchase Payment	783.36	-783.36
117761	PP	31/03/2022	MACSALVOR	Purchase Payment	14.86	-14.86
117762	PP	31/03/2022	THOM MERR	Purchase Payment	4211.41	-4211.41
117763	PP	31/03/2022	NISBETS	Purchase Payment	267.74	-267.74
117766	PP	31/03/2022	OCTOPUS	Purchase Payment	228.12	-228.12
117767	PP	31/03/2022	HOLLY PEAR	Purchase Payment	50.00	-50.00
117768	PP	31/03/2022	PENRYNPL	Purchase Payment	58.06	-58.06
117769	PP	31/03/2022	percomm	Purchase Payment	1128.98	-1128.98
117770	PP	31/03/2022	pips	Purchase Payment	280.00	-280.00
117771	PP	31/03/2022	PLYMOUTH	Purchase Payment	1598.04	-1598.04
117772	PP	31/03/2022	S POND	Purchase Payment	80.00	-80.00
117773	PP	31/03/2022	PELTD	Purchase Payment	154.68	-154.68
117774	PP	31/03/2022	REACH	Purchase Payment	4200.00	-4200.00

117775	PP	31/03/2022	ROWAN	Purchase Payment		150.00	-150.00
117776	PP	31/03/2022	SWW	Purchase Payment		14.53	-14.53
117777	PP	31/03/2022	SWW	Purchase Payment		26.52	-26.52
117778	PP	31/03/2022	SWW	Purchase Payment		32.43	-32.43
117779	PP	31/03/2022	SWW	Purchase Payment		14.53	-14.53
117780	PP	31/03/2022	TRAVIS	Purchase Payment		397.57	-397.57
117781	PP	31/03/2022	TRIDENT	Purchase Payment		1937.41	-1937.41
117782	PP	31/03/2022	TYREFIND	Purchase Payment		126.98	-126.98
117783	BP	31/03/2022	21/22PO289	Falmouth & Penryn Rotary-Fundii		45.11	-45.11
117784	PP	31/03/2022	ffc	Purchase Payment		6820.24	-6820.24
117785	PP	31/03/2022	AUDIO SOUF	Purchase Payment		798.00	-798.00
117786	PP	31/03/2022	ROYAL C AR	Purchase Payment		540.00	-540.00
117787	PP	31/03/2022	CM RICHAR	Purchase Payment		800.00	-800.00
117788	PP	31/03/2022	LION PICT	Purchase Payment		131.99	-131.99
117789	PP	31/03/2022	SPENCER GR	Purchase Payment		501.75	-501.75
117790	PP	31/03/2022	G PEACH	Purchase Payment		80.00	-80.00
117791	PP	31/03/2022	STEVENS	Purchase Payment		150.00	-150.00
117792	PP	31/03/2022	CNWL APPR	Purchase Payment		480.00	-480.00
117793	PP	31/03/2022	E BOURRAT	Purchase Payment		90.00	-90.00
117794	PP	31/03/2022	J BRODIE	Purchase Payment		106.33	-106.33
117795	PP	31/03/2022	19372	Purchase Payment		296.00	-296.00
117803	BR	31/03/2022	Falmouth UrFal	Uni Wreath for St Nazaire	24.00		24.00
117804	BR	31/03/2022	0690410001	CCLA - PSDF - interest March	2.06		2.06
117809	BP	31/03/2022	BACS	HMRC - PAYE - March 2022		10096.55	-10096.55
117810	BP	31/03/2022	BACS	HMRC - NI - March 2022		15820.12	-15820.12
117811	BP	31/03/2022	BACS	HMRC - Student Loans - March 21		373.00	-373.00
117812	BP	31/03/2022	BACS	CC - Pensions - March 2022		21906.80	-21906.80
117813	BP	31/03/2022	BACS	CC - Additional Pension pyt 12 of		900.00	-900.00
117814	BP	31/03/2022	BACS	Standard Life - AVC Payment - M		65.00	-65.00
117815	BP	31/03/2022	BACS	Kernow Learning - MAT - King Ct		126.00	-126.00
117816	BP	31/03/2022	BACS	Unison - Falmouth Memberships		81.75	-81.75
117880	PP	31/03/2022	HANKEY	Purchase Payment		875.00	-875.00
117881	PP	31/03/2022	CITRON	Purchase Payment		65.05	-65.05
117882	PP	31/03/2022	CORONA	Purchase Payment		2510.78	-2510.78
117884	PP	31/03/2022	DC4X4RESP	Purchase Payment		1225.00	-1225.00
117885	PA	31/03/2022	ENVEREO	Purchase Payment		24535.58	-24535.58
117886	PP	31/03/2022	FIRESAFE	Purchase Payment		660.00	-660.00
117887	PP	31/03/2022	GREENHAM	Purchase Payment		437.22	-437.22
117888	PP	31/03/2022	GYLLY WELL	Purchase Payment		1000.00	-1000.00
117889	PP	31/03/2022	HAWKINS	Purchase Payment		428.93	-428.93
117890	PP	31/03/2022	INFINITUS	Purchase Payment		882.00	-882.00
117891	PP	31/03/2022	JEWSON	Purchase Payment		287.64	-287.64
117892	PP	31/03/2022	HAWKINS	Purchase Payment		426.37	-426.37
117893	PP	31/03/2022	KINGSLEY	Purchase Payment		67.20	-67.20
117894	PP	31/03/2022	MACSAL PLA	Purchase Payment		336.00	-336.00
117895	PP	31/03/2022	MOOGIE	Purchase Payment		640.00	-640.00
117896	PP	31/03/2022	passmore	Purchase Payment		9246.02	-9246.02
117897	PP	31/03/2022	REACH	Purchase Payment		180.00	-180.00
117898	PP	31/03/2022	SWW	Purchase Payment		2767.30	-2767.30
117899	PP	31/03/2022	SWW	Purchase Payment		1296.97	-1296.97
117900	PP	31/03/2022	TRAVIS	Purchase Payment		61.74	-61.74
117901	PP	31/03/2022	BIFFA	Purchase Payment		971.16	-971.16
117902	PP	31/03/2022	WATERPL	Purchase Payment		14.84	-14.84
117903	PP	31/03/2022	WITHEY	Purchase Payment		1369.37	-1369.37
117938	BP	31/03/2022	Bank Payme	Amex - charges		0.77	-0.77
117991	BR	31/03/2022	120975	CC - CIL 10% 21/22	8203.41		8203.41
117992	BR	31/03/2022	120975	CC - CIL 25% 21-22	12528.86		12528.86
118050	PP	31/03/2022	THOMANN	Purchase Payment		894.60	-894.60
118051	PP	31/03/2022	KELLETT	Purchase Payment		350.00	-350.00
118052	PP	31/03/2022	OPUS	Purchase Payment		754.74	-754.74
118053	PP	31/03/2022	19375	Purchase Payment		5502.88	-5502.88
118054	PP	31/03/2022	LAWRY	Purchase Payment		540.00	-540.00
118055	PP	31/03/2022	WITHEY	Purchase Payment		70.82	-70.82
118056	PP	31/03/2022	ROWAN	Purchase Payment		5400.00	-5400.00
118057	PP	31/03/2022	RABART	Purchase Payment		187.67	-187.67
118104	PP	31/03/2022	samesLittle	Purchase Payment		684.00	-684.00
118105	PP	31/03/2022	TRAVIS	Purchase Payment		99.42	-99.42
118106	PP	31/03/2022	CORMAC	Purchase Payment		480.00	-480.00
118107	PP	31/03/2022	MOORNEWS	Purchase Payment		39.55	-39.55
118108	PP	31/03/2022	FLYING PIG	Purchase Payment		60.00	-60.00
118111	PP	31/03/2022	PERCOMM	Purchase Payment		3433.16	-3433.16
118133	PP	31/03/2022	SWW	Purchase Payment		28.29	-28.29
118134	PP	31/03/2022	SWW	Purchase Payment		104.41	-104.41
118135	PP	31/03/2022	BOSVALE	Purchase Payment		1000.00	-1000.00

118136	PP	31/03/2022	IBABS	Purchase Payment		2634.71	-2634.71
118137	PP	30/11/2021	BACS - dona	Purchase Payment		40.00	-40.00
118138	PP	31/03/2022	3LANES	Purchase Payment		126.00	-126.00
118139	PP	31/03/2022	FAL AGE CNI	Purchase Payment		1000.00	-1000.00
118143	PP	31/03/2022	FAIRTRADE	Purchase Payment		200.00	-200.00
118144	PP	31/03/2022	EARTHWRI	Purchase Payment		10156.80	-10156.80
118153	PP	31/03/2022	DRACAENA	Purchase Payment		225.00	-225.00
118154	PP	31/03/2022	FAIRTRADE	Purchase Payment		98.40	-98.40
118155	PP	31/03/2022	GEORGIA	Purchase Payment		87.50	-87.50
118156	PP	31/03/2022	STARLITE	Purchase Payment		87.50	-87.50
118157	PP	31/03/2022	TRUE BUTTE	Purchase Payment		137.50	-137.50
118158	PP	31/03/2022	MAN DOWN	Purchase Payment		193.75	-193.75
118165	PP	31/03/2022	STARLITE	Purchase Payment		1630.00	-1630.00
118166	PP	31/03/2022	TRUE BUTTE	Purchase Payment		246.00	-246.00
118183	BR	31/03/2022	Bridgeman - Bridgeman - royalties - 1/10-31/03		233.56		233.56
118226	PP	31/03/2022	Kennall Cons	Purchase Payment		1031.27	-1031.27
118227	PP	31/03/2022	Filippo Fiori	Purchase Payment		888.00	-888.00
118228	PP	31/03/2022	E R Power Bi	Purchase Payment		126.00	-126.00
118230	PP	31/03/2022	19382	Purchase Payment		6718.02	-6718.02
118238	BR	25/02/2020	Cancel	Cancel - see tran 102046	16.25		16.25
118314	PP	31/03/2022	SWinBloom	Purchase Payment		580.00	-580.00
			Bank Balance :		21334.14	198173.83	-176839.69
					<u>21334.14</u>	<u>198173.83</u>	<u>-176839.69</u>

End of Report

Date: 10/06/2022
Time: 15:01:29

Falmouth Town Council

Page 1

Bank Report - Unreconciled

Date From : 30/11/1999

Date To : 31/03/2022

**** NOTE: All values shown on this report are in the Bank Account's operating Currency ****

Bank Code : 1211

Bank Name : Mayors Account

No	Typ	Date	Ref	Details	Debit	Credit	Balance
115060	BP	02/12/2021	000503	Marlborough School Donation		100.00	-100.00
117797	BP	29/03/2022	000520	Repayment of various to FTC		415.90	-415.90
118167	BP	22/03/2022	000525	SDE - repayment of expenses		133.60	-133.60
				Bank Balance :		649.50	-649.50
						<u>649.50</u>	<u>-649.50</u>

End of Report

Date: 10/06/2022
Time: 14:59:55

Falmouth Town Council

Page: 1

Bank Report - Unreconciled

Date From : 01/07/2019
Date To : 31/03/2022

**** NOTE: All values shown on this report are in the Bank Account's operating Currency ****

Bank Code : 1210

Bank Name : Current Account

No	Type	Date	Ref	Details	Debit	Credit	Balance
117796	BP	31/03/2022	21/22PO289	V Love - Spring clean expenses r		76.75	-76.75
				Bank Balance :		76.75	-76.75
						<u>76.75</u>	<u>-76.75</u>

End of Report

FALMOUTH TOWN COUNCIL**INCOME AND EXPENDITURE ACCOUNT****FOR YEAR ENDING 31ST MARCH 2022**

2020/21		Note	2021/22
£			£
	INCOME		
2,208,221	Precept		2,723,024
102,094	Art Heritage and Culture	1	82,855
112,558	Cemetery	2 and 3	40,312
8,246	Bank Interest		5,661
256,759	Other Income	4	672,513
2,687,878	Total Income		3,524,365
	EXPENDITURE		
566,487	Corporate	5	615,307
5,083	Town Management	6	48,480
11,789	Mayoral & Civic	7	17,185
72,148	Grants & S.137 Payments	8	78,809
395,124	Art Heritage and Culture	1	486,175
125,289	Cemetery	2 and 3	73,717
37,054	Parks & Open Spaces	9	66,402
236,872	Municipal Buildings (Inc PO)	10	638,828
85,778	Public Conveniences	11	163,349
589,838	Other Operating Costs	4	752,429
65,775	Capital Expenditure	12	181,879
2,191,238	Total Expenditure		3,122,559
496,640	Excess of Income over Expenditure in the Year		401,806
(228,656)	Transfers (to)/from Earmarked Reserves	13	(269,365)
267,984	Movement on General Fund in the Year		132,440
(383,425)	General Fund Balance Brought Forward		(115,440)
(115,440)	General Fund Balance Carried Forward		17,000

FALMOUTH TOWN COUNCIL

BALANCE SHEET AS AT 31ST MARCH 2022

Year Ended 31st March 21		Note	Year Ended 31st March 22
£			£
-	<u>Current Assets</u>		
118,793	Debtors	14	217,163
29,522	Recoverable VAT		41,743
9,118	Recoverable PAYE/NI	15	9,118
76,115	Payments in Advance		58,480
327,058	Cash & Bank		766,836
560,608	Total Current Assets		1,093,340
	<u>Current Liabilities</u>		
(62)	Receipts in advance		(14,583)
(88,207)	Creditors and Accruals		(204,614)
(88,270)	Total Current Liabilities		(219,197)
472,338	Total Assets less Liabilities		874,143
	Represented By:		
587,778	Earmarked Reserves		857,143
(115,440)	Long Term Investment Fund	171,330	17,000
	General Fund Balance	16	
472,338			874,143

NOTES TO THE INCOME & EXPENDITURE ACCOUNT

The Income & Expenditure Account for 2021/22 presents the total income and expenditure of services provided by the Council during the financial year.

1. ART, HERITAGE, AND CULTURE

CULTURAL SERVICES		2020-21	2021-22
Expenditure			
Salaries		313,301	309,044
Postage/stationery/copying/telephones		3,386	4,551
Publications/Subscriptions		608	1,134
Storeroom Materials		-	-
Printing/Artwork		458	3,809
Publicity/Marketing		4,340	15,146
Insurance		12,013	11,278
Exhibition/Preview Costs		12,918	53,282
Travel/Accommodation/Transportation		1,212	1,247
Workshops/Misc.		404	21,981
Gallery Equipment/Misc			819
Photography/Repro Fees		-	1,040
Stock/Resale Items		4,395	9,150
Conservation - Works of Art		4,401	4,051
Education/Outreach inc youth provision		15,596	25,000
Externally Funded Projects		20,721	24,242
Spring Flower Show		600	401
Falmouth Image Delivery		771	-
		395,125	486,175
Cultural Services Capital Expenditure			
CS Acquisitions and IT funded and unfunded		-	18,900
		-	18,900
Income			
Misc Sales/Income inc lib		9,348	24,528
Commission		386	-
Donations		1,475	1,013
Sponsorship and other income			-
Fees and Workshop Income			484
Grants - Capital/Projects		90,885	56,830
New Services - FID/Spring Flower Show			-
		102,094	82,855
COST OF SERVICE		293,031	422,219

The provision of cultural services by the Council has slowly returned to its pre-pandemic service level. Income has increased as visitors return, and exhibitions and workshops have

been delivered. The Council continues its engagement with partner organisations, supporting local schools with home learning materials and artistic support. The project work with the Cornwall Museum Partnership continued, with officer placements supporting online digital enhancement of public engagement, delivery of digital workshops and the management of social media. The service continues to offer all events FOC.

2. CEMETERY

The conservation work at the combined Dissenters and Jewish burial sites at Ponsharden, Falmouth continues, and a funding draw down relating to costs incurred as part of the HLF round 2 funding is due to the Council, but not received at year end therefore not included as income.

3. OPERATIONAL CEMETERY

General cemetery income for 2021/22 was more than anticipated budget.

CEMETERY SERVICES		2020-21	2021-22
Expenditure			
Printing/Insurance/Phones		2,182	1,949
Repairs/Replacements		1,426	691
Trees/Tree Surgery		1,509	8,825
Electricity		4,287	6,352
Rates/Water/Council Tax		13,779	13,787
Dog Notices/Bins		518	-
Building and Infrastructure Repairs		13,121	15,128
Grounds and General Site Maintenance		6,411	6,248
Miscellaneous		-	3,610
Cemetery and Burial Project Work		10,357	-
New Site		-	17,126
		53,591	73,717
Cemeteries Capital			
New Cemetery Site			
Other Capital Site Improvements		13,261	8,749
		13,261	8,749
Income			
Cemetery Fees		32,347	40,312
		32,347	40,312
COST OF SERVICE		34,506	42,154

The Council is continuing to develop the opportunity of a new cemetery site with various testing and site suitability works undertaken.

4. OTHER INCOME AND OPERATING COSTS

The provision of a new venture at the Princess Pavilion and Gyllyngdune Gardens site significantly increased both income and expenditure. In addition the Council received funding to enable the commissioning of a Town Vitality bid (£135k).

	2020-21	2021-22
Income		
Combined	256,759	672,513
	256,759	672,513
Expenditure		
Combined	589,838	752,429
	589,838	752,429
Cost of Service	333,079	79,916

5. CORPORATE EXPENDITURE

Corporately costs were increased as new services were taken on boards. Salaries were increased inline with the nationally agreed pay award and the Councils workforce grew with new roles for Communication and Financial Administration.

A recent peer review recommended various corporate restructuring which has now been implemented.

IT hardware and management costs have increased inline with the growth of the workforce.

Additional legal costs were also incurred relating to the new service provision.

			2020-21	2021-22
CORPORATE SERVICES				
Expenditure				
Officers Salaries			355,311	380,869
Postage/Petty Cash			936	407
Telephone			6,844	3,248
Printing/Stationery/Copier			2,748	3,591
Publications			-	447
Advertising and Marketing			-	1,685
IT - maintenance/monitoring and software			95,739	106,254
Subscriptions			11,073	10,138
Insurance			7,210	4,626
Professional / Legal Fees etc. (includes			9,226	16,053
Conference/Seminars and Training			4,768	12,924
Audit Fees			8,175	4,900
Bank Charges			266	- 521
Miscellaneous inc H&S			2,016	9,284
Bad Debts/W/Off/P&L Adjustments			779	4
Loan Interest			61,396	61,396
			566,487	615,307
IT Capital expenditure			10,234	33,266
			10,234	33,266
Income				
Misc		Inc Suspense Ac	1,871	1,560
Bank Interest			6,375	5,661
			8,246	7,221
COST OF SERVICE			568,475	641,352

6. **TOWN MANAGEMENT**

TOWN MANAGEMENT SERVICES			2020-21	2021-22
Expenditure				
Events Support			4,369	46,907
Operational Budget		MOB	714	1,573
			5,083	48,480
IT Capital expenditure			-	-
			-	-
Income				
			9,562	8,435
			9,562	8,435
COST OF SERVICE			- 4,478	40,045

Events and town management support have now returned to pre-pandemic levels.

7. **MAYORAL AND CIVIC**

Mayoral and civic expenditure has returned to pre-pandemic levels.

8. **GRANTS AND SECTION 137 PAYMENTS**

The grants awarded under this or other powers during 2020/21 were as follows:

Falmouth Town Council Schedule of Grants Awarded	
	2021-22
Name of Group/Organisation	Award
Bosvale Community Centre - annual grant	£1,000.00
Falmouth Age Concern - annual grant	£1,000.00
Falmouth Benefits Advice Service	£3,250.00
Coast Medic	£1,000.00
Royal Naval Association S Sunday - annual grant	£1,000.00
Falmouth Classics	£1,000.00
Source FM - annual grant	£2,000.00
Cornwall Pride	£500.00
Carnon Carers	£200.00
Give Us Time	£200.00
Cornwall Care	£200.00
Falmouth Town Football Club	£2,000.00
Bryher's Boys	£200.00
Regenerative Food and Farming	£500.00
The John Harris Society	£250.00
The Feel Safe Scheme	£750.00
Rotary Club Falmouth	£900.00
Gylly Wellbeing Swimmers	£1,000.00
Epic Gigability	£5,000.00
Pendennis Brass Falmouth	£1,125.00
Cwll Int Male Choral Festival	£1,000.00
Fairtrade Falmouth	£200.00

Under Section 137 of the Local Government Act 1972 the Council can spend up to £8.41 per head on the electoral role in each year for the benefit of people in the area on activities or projects not specifically authorised by other powers. There were 16,729 registered electors, giving a sum permitted of £139,185.28.

In addition, £12,500 was released to the Falmouth Festival Fund as match funding and the Council made the following organisational grants to further partnership working and meet the shortfall where other funding sources have been withdrawn; Visitor Information Centre £8,000; Dracaena Centre Youth Development £20,000, Falmouth Shuttle Bus Service £10,000.

9. **PARKS AND OPEN SPACES**

	2020-21	2021-22
Income		
Combined	4,495	9,198
	4,495	9,198
Expenditure		
Combined	37,054	66,401
	37,054	66,401
Cost of Service	32,558	57,203

Play scheme repairs were undertaken in both Kimberley Park and the new Gyllyngdune Gardens and income from pitch fees increased due to return of team sports.

10. **BUILDINGS - ALL**

	2020-21	2021-22
Income		
Rental Income	44,851	258,162
	44,851	44,851
Expenditure		
Combined	236,872	236,872
	236,872	236,872
Capital	2,150	63,000
	239,022	299,872
Cost of Service	194,171	255,021

Income is increased due to the return of tenants and the provision of a new venue space. The Council continues to make capital investments in its facilities, including urgent works required to the new Princess Pavilion site.

11. PUBLIC CONVENIENCES

	2020/21	2021/22
Income		
Rental Income	-	19,084
	-	19,084
Expenditure		
Combined	85,778	163,349
	85,778	163,349
Capital	-	-
	85,778	163,349
Cost of Service	128,283	144,265

The Council continues to provide FOC public conveniences and to invest in repairs to the sites and the facilities contained therein. Utility costs increased greatly as restrictions were lifted and additional cleansing costs were incurred to assist with mitigating risk of cross infection.

12. CAPITAL EXPENDITURE

During 2021/22 the Council invested in a boardwalk (£20k), build a public realm plant room to facilities events (£32k), and undertook capital improvements to the Princess Pavilion Site (£31k). Additional planned works were not progressed due to a lack of capacity and the introduction of the new site. Funds identified for this purpose have been transferred to various earmarked reserves.

13. EARMARKED RESERVES

FALMOUTH TOWN COUNCIL - EARMARKED RESERVES				Opening Balance 1st April 2021	Released	Proposed Additions @ Year End	Closing Balance as at 31st March 22
EMR							
Corporate - CPF's future actuarial evaluation							
Cemetery							
			Site Development (inc funds transferred from site a	74,608.00		25,392.00	100,000.00
	15		Ponsharden Project	60,903.47	60,903.47		-
							-
Cultural Services Reserves							
			General	17,834.00	21,050.00	5,000.00	1,784.00
			Falmouth Education Charity	22,166.29	5,000.00	5,275.00	22,441.29
	11		Falmouth Spring Flower Show	2,953.00	401.00		2,552.00
							-
General Council and Corporate							
	1-4		FTC Community Chest	1,361.50	1,361.50		-
	5		Grant Carry over form 2020/21	8,000.00	8,000.00		-
	6		CIL	824.42		23,579.41	24,403.83
	7		Environmental Support	18,000.00	115.00		17,885.00
	8		CC Community Chest	2,180.00	2,180.00		-
	10		Events INC FFCIC funds	67,691.00	8,200.00	25,000.00	84,491.00
	12		Place Shaping TVF	50,000.00		135,000.00	185,000.00
	19		Corporate Development	50,000.00	37,779.00	25,859.00	38,080.00
	21		New Corporate Website	20,000.00		30,000.00	50,000.00
			Election Costs	9,000.00	9,000.00		-
			Town Enhancements			10,000.00	10,000.00
Buildings							
			CS/MB building development	50,000.00		24,250.00	74,250.00
	14		PO Building security/rent deposits HOLD	12,700.00			12,700.00
	16		KP Lodge	30,000.00		45,000.00	75,000.00
Parks and Gardens							
	13		Dracaena Skatepark Project	77,000.00		5,000.00	82,000.00
	20		Trescobas	5,000.00		15,000.00	20,000.00
			Allotments			19,000.00	19,000.00
Plant and Equipment							
	17		Vehicles	-		30,000.00	30,000.00
			Other	7,556.36			7,556.36
Committed Reserves							
			Various	-			-
							-
Balance at Year End				587,778.04	-153,989.97	423,355.41	857,143.48
Adjustment to balance							0.12
Adjusted YE Balance							857,143.36
Movement at Year end							269,365.44

14. **DEBTORS**

As of the 31st of March 2022 the following debtors were outstanding:

Cost Centre	2020/21 - £	2021/22 - £
Rent and unpaid service delivery costs	106,805	146,867
Other Debtors	11,988	70,295
Totals	118,793	217,162

15. **RECOVERABLE PAYE/NI/PENSION**

Recovery of mainly statutory maternity pay from a previous period which is recoverable from HMRC.

16. **GENERAL FUND**

The Council is continuing to work towards reinstating its general reserves to the level recommended within the practitioners' guide. The Council continues to operate with funded ear-marked reserves to support project delivery.

The Council also holds an investment in the LAPF which is now identified as an asset (non-cash).

Ruth Thomas
Responsible Financial Officer
24th June 2022



HUDSON ACCOUNTING LTD.
INTERNAL AUDIT REPORT:
TO THE MEMBERS OF FALMOUTH TOWN COUNCIL
YEAR ENDED 31ST MARCH 2022.

ISSUE DATE: 18/06/2022
ISSUED TO: TOWN CLERK & RFO

INTRODUCTION:

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

Scope:

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

Approach:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2021.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed.

GENERAL COMMENTS:

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

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

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

The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications, thus in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

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

AUDIT COMMENTARY:

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

Previous Recommendations

The current position in respect of previous recommendations is contained in the attached Internal Audit Response Record.

Accounting Records

The accounts have been properly maintained throughout the year.

Financial Regulations

Financial Regulations were last reviewed in February 2022.

Payments

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

Payment

Further testing revealed no issues to report.

Grants

Grants paid were cross checked to Member approvals and all were in order.

Risk

Risk Assessment

The Council reviewed its risk management arrangements in February 2022.

Insurance

The Fidelity Guarantee is now inadequate at £2 million.

Increasing Fidelity cover is proving problematic for some Councils and should this prove to be the case the shortfall in cover should be reflected in the risk assessment and existing controls reviewed in this light. Any further mitigating actions required should be implemented.

Budgets

Setting

The 2022/23 budget and precept were properly approved by Full Council in November 2021 following a robust process.

Monitoring

Monitoring has taken place in line with Financial Regulations.

Adequacy of Reserves

Reserve levels have increased significantly and will be further bolstered when anticipated grants, in respect of expenditure already incurred, are received and recognising that the £150k CCLA Property Fund investment will not be included until it matures.

General reserve levels do however remain extremely low.

Income

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

Moor Market

Pitch sales at the Moor Market are still controlled by way of a spreadsheet which was incomplete and incapable of being reconciled to the ledger.

Recommendation 1

The controls for the Moor Market income should be reviewed and significantly improved

Room Hire

Testing of the hire of the Atherton Suite raised no issues to report.

Pavilions

Catering income is controlled by way of tills which until Mid-March did not deal with cash – the risk of this control weakness (now addressed) was significantly mitigated by the fact that all alcohol sales are done by a third party who receives the associated income.

Venue and Theatre hire appears to still be based on the charging regime in place when the service was transferred to the Council.

Recommendation 2

Service charges associated with the Pavilions should be determined by the Council (even if they remain the same) and published on the Council's website.

Gallery

Gallery income is now all received via the Shopify online system – January income was tested and all was found to be in order.

The Shopify system is used across multiple services and sites and consequently postings to the ledger are somewhat 'messy' as the source of the income is not always immediately clear. Use of a holding account for the income received from which it could then be posted to the ledger on a regular basis would provide an improved audit trail and would remove the need to journal income between nominal codes.

Rental property

Rental properties are invoices in line with the Agreements in place.

Interest

Investment income is accurately reflected in the ledger.

VAT

VAT claims for the year have been submitted the year-end claim is accurately reflected in the accounts.

Petty Cash

Petty cash is sparingly used and adequately controlled.

Assets

The asset register has been updated and the 2020/21 figure restated. The total value of assets held is accurately disclosed in the AGAR.

Payroll

Payroll

Testing of the March payroll revealed no issues to report.

Bank Reconciliation

In year-bank reconciliations have been regularly performed.

The year-end bank reconciliation was found to be accurate.

Accounting Statements

The accounts were produced on an income and expenditure basis and were in accord with underlying records.

Debtors and creditor balances were properly disclosed and evidenced.

Trusts

Trustee obligations have been met.

INTERNAL AUDIT RESPONSE RECORD – FALMOUTH TOWN COUNCIL

No	Recommendation	Management Response	Timescale/ Responsibility	Follow Up (for auditor use)
Final Report 2021/22				
1	The controls for the Moor Market income should be reviewed and significantly improved			
2	Service charges associated with the Pavilions should be determined by the Council (even if they remain the same) and published on the Council's website.			
Interim Report 2021/22				
	The circumstances and limits within which work can be awarded to existing suppliers without recourse to competition should be formalised within Financial Regulations and the decision making process should be included in the scheme of delegation if resting with officers			

Annual Internal Audit Report 2021/22

FALMOUTH TOWN COUNCIL

www.falmouthtowncouncil.co.uk/financial-information

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

12/11/2021 31/03/2022 17/06/2022

Name of person who carried out the internal audit

S P HUDSON CPFA

Signature of person who carried out the internal audit

S. P. Hudson

Date

18/06/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).