

TRURO CITY COUNCIL



CITY OF TRURO

Roger Gazzard
Town Clerk

Town Clerk's Department
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RB/CS

24 January 2024

**YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE TRURO CITY COUNCIL
TO BE HELD AT 7.00 PM ON MONDAY 29 JANUARY 2024 IN THE LARGE COMMUNITY
ROOM, TOP FLOOR, TRURO PUBLIC LIBRARY, UNION PLACE, TRURO TR1 1EP
(PRECEPT)**

For the transaction of the under-mentioned business:-

- 1 **Prayers**
Prior to the formal business of the Council, Reverend Simon Clarke, the Mayor's Chaplain, to say prayers.
- 2 **To receive apologies for absence**
- 3 **Disclosure or Declarations of Interest**
Councillors will be asked to make disclosures or declarations of interest in respect of items on this agenda.
- 4 **To confirm the Minutes of the Council Meeting held 27 November 2023 pages 103 - 117 (Minute Nos: 264 - 288) and the associated Confidential Minute (Appendix 1) (Confidential Minute Appendix 2 sent separately.)**
- 5 **Open Session for Cornwall Councillors verbal, written or tabled reports (15 minutes)**
This is an opportunity to discuss Cornwall Council issues relevant to the Council. If there are any matters that require a Council decision, please notify the Town Clerk four working days before the meeting.
- 6 **Open Session for Electors of Truro – Verbal Questions (15 minutes)**
This is an opportunity for electors to raise issues with the Council. The Council is unable to make any resolutions at this meeting on any issues raised.
- 7 **To receive verbal communications from the Mayor** *(Appendix 2)*
- 8 **To receive Correspondence**
- 9 **Question Time pursuant to Standing Order No. 6k – Written Questions only** *(Appendix 3)*
Councillors may ask the Mayor or the Town Clerk questions in writing. A minimum of four clear working days is required, unless the matter is urgent, when the question must be received by the Town Clerk before twelve noon of the day of the meeting.
- 10 **To receive information and/or determine action as appropriate in the following report:**

MEETING OF THE PLANNING COMMITTEE HELD 4 JANUARY 2024
Page Nos: 122 - 124 (Minute nos: 296 - 303) *(Appendix 4)*

MEETING OF THE PARKS AND AMENITIES COMMITTEE (ESTIMATES) HELD 8 JANUARY 2024
Page Nos: 125 - 128 (Minute nos: 304 - 309) *(Appendix 5)*

**MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE (ESTIMATES)
HELD 15 JANUARY 2024**

Page Nos: 129 - 135, (Minute nos: 310 – 316)

(Appendix 6)

MEETING OF THE EMERGENCY COMMITTEE HELD 19 SEPTEMBER 2023

Page Nos: 1 - 3, (Minute nos: 1 – 7)

(Appendix 7)

MEETING OF THE EMERGENCY COMMITTEE HELD 14 NOVEMBER 2023

Page Nos: 1 - 2, (Minute nos: 1 – 6)

(Appendix 8)

- 11 **To resolve the Precept upon Cornwall Council for 2024-2025**
Councillors are requested to consider:
(i) The estimates report, which has been changed to reflect the recommendations of the Parks and Amenities Committee and the Finance and General Purposes Committee.
(Appendix 9)
(ii) Summary of changes agreed by the Finance & General Purposes Committee
(Appendix 10)
- 12 **Membership of the Planning Committee**
To invite nominations to fill 3 vacancies.
- 13 **Changes to Account Signatories**
To note: (a) the amending of the signatories and contact for the CCLA account ref PS3077433 authorised by Trustees Cllr Eathorne-Gibbons and Cllr Roden. Councillor Wells to be added as signatory and J Trevelyan as contact; and (b) the Finance Officer is changing the mandates on the other accounts with the upcoming retirement of the Town Clerk i.e. HSBC John Cooper Furniss-91838326 Signatories B Biscoe, R Budge and C Wells. HSBC Yeoman Bennett-81838237 Signatories B Biscoe, R Budge and C Wells and the M&G Charibonds for both charity accounts will have B Biscoe, R Budge and J Trevelyan as controllers.
- 14 **Truro/Roseland Community Network Panel**
Councillor Roden to report.
- 15 **To receive verbal or written reports of meetings or conferences attended by members**
If members wish the Council to pass resolutions based on their reports, the reports must be in writing and submitted to the Town Clerk at least four clear working days prior to the meeting.
- 16 **To authorise the sealing of documents to give effect to any Resolutions passed by the Council at this meeting**

DATED this Twenty Fourth of January, Two Thousand and Twenty Four



Proper Officer

**MEETING OF TRURO CITY COUNCIL HELD ON
MONDAY 27 November at 7.00 pm
in the Large Community Room, Top Floor, Truro Public Library**

PRESENT: Councillor Mrs Swain (Mayor), Honorary Freeman Councillor Wells, Councillors Ambler, Biscoe, Mrs Carlyon, Mrs Eathorne-Gibbons, Green, Mrs La Borde, Nolan, Mrs Nolan, Pascoe, Rabey (Deputy Mayor), Rich, Roby, Roden, Sealy, Ms Southcombe, Mrs Stokes, Tamblyn, Unwin, Sunderhauf, Webb and Ms Wetherill

Also in attendance: Richard Budge, Proper Officer
Reverend Simon Clarke, Mayor's Chaplain
Adrian Tarche, Senior Financial Advisor
Tom Rees, Ward Williams Associates

APOLOGIES: Apologies of absence were received from Councillor Hall

PRAYERS

Prior to the formal business of the Council, Reverend Clarke, The Mayor's Chaplain, said prayers.

264 DISCLOSURES OR DECLARATIONS OF INTEREST

Councillor Biscoe declared an interest in the recommendation of the Finance and General Purposes Committee to give a Grant to the Truro Old Cornwall Society due to his relationship with the organisation; Councillor Eathorne-Gibbons declared an interest in the recommendation of the Finance and General Purpose Committee to give a Grant to the Truro in Bloom due to her relationship with the organisation and Councillor Roden declared an interest in the recommendation of the Finance and General Purposes Committee to give a grant to the Kenwyn Community Association due to his relationship with the organisation, Councillor Webb and Councillor Mrs Swain (Mayor) declared an interest in the minutes of the Furniss Coal Charity as they were Trustees of the Charity.

265 MINUTES OF TRURO CITY COUNCIL MEETING 30 OCTOBER 2023

The minutes of the above Council meeting held 30 October were received by Council.

It was proposed by Councillor Roden, seconded by Councillor Pascoe and

RESOLVED that the Public and Confidential Minutes of Council held 30 October were considered a correct record with the following comments or corrections, that Councillor Sunderhauf's name be recorded correctly.

266 MINUTES OF TRURO CITY COUNCIL MEETING 20 NOVEMBER 2023

The minutes of the above Council meeting held 20 November were received by Council.

It was proposed by Councillor Unwin, seconded by Councillor Sunderhauf and

RESOLVED that the Public and Confidential Minutes of Council held 20 November were considered a correct record with the following comment or correction in that Councillor Ambler was not present at the meeting.

267 CORNWALL COUNCIL

Councillor Rich, Cornwall Councillor for Tregolls

Councillor Rich informed the Council of the recent approval of the Harbour Revision Order (HRO) which had increased the powers for the Port of Truro. The Port now had greater powers to remove abandoned vessels which were a blight on the river. Prior to this change the process had been both costly and complicated. The Port had overseen many

improvements to the river access, for example the dredging of the slipway, that have resulted in increased numbers and range of river leisure users. The HRO would enable the reserves built up by the Port to be ringfenced for use within the Harbour system. The Port benefited from a close relationship with Cornwall Council who had provided both legal and environmental assistance. He added that shortly the single yellow line on the road adjacent to Sunny Corner would be made double yellow with greater parking restrictions which would improve visibility on the road which was to be welcomed.

Councillor Rob Nolan, Cornwall Councillor for Boscawen & Redannick

Councillor Nolan again updated the Council on the road narrowing works in Newham. The dispute between the businesses and Cornwall Council would shortly be resolved, both sides having compromised on the width of the pavement on the Royal Mail side of the road. Cornwall Council, whilst not agreeing to take ownership of it, have agreed to carry out fencing and surfacing improvements to make the path more attractive to users.

He was aware of an issue of people crossing the road on Lighterage Hill with a disregard for their own safety. Cornwall Council are not in agreement that the spot requires a barrier, but he is hopeful that design works underway for the new bridge will include some mitigation to alleviate the issue.

He advised that Cornwall Fire and Rescue service had recently been inspected and found to be adequate. The rating was being challenged as the Service felt it was an unfair reflection on their operations. It has been suggested that as the Service is rural in nature and relies upon the services of a majority of retained fire-fighters that adequate would be the highest rating it could achieve under the current system which is unfair. The Council's Neighbourhoods Scrutiny Committee were due to look at the report in full at their meeting on 16th November prior to consideration by the Cabinet.

He reported that following up a recent question posed to him regarding the Forest for Cornwall he was happy to learn that over 600,000 trees had been planted in Cornwall last year.

A Member asked if he was aware of any funding problems with the Pydar Street development and he replied that he was not privy to any reports on the progress of the development so therefore was unable to answer.

A Member stated they were supportive of Cornwall Council challenging the inspection result for the Fire Service which faced unique challenges due to the circumstances of Cornwall.

Councillor Wells Cornwall Councillor for Moresk & Trehaverne

Councillor Wells advised that a report on the progress of the Pydar Street development would be considered by Cabinet in December, including details of the financing for the scheme. Whilst disappointing, the Fire and Rescue inspection had identified improvements in the Service which was welcome. He reminded Members of the invitation to visit the South West Water Treatment works on the 1 December.

268 OPEN SESSION FOR ELECTORS OF TRURO

There were no questions or comments.

269 MAYOR'S COMMUNICATIONS

The Mayor's written communications were considered, she advised that in addition to those listed she had attended and particularly enjoyed the Christmas Lights switch on, which was a well-attended and successful event. Councillor Webb thanked the Interim Proper Officer for taking on the Civic responsibilities of the role.

270 CORRESPONDENCE

There was no correspondence to report.

271 QUESTION TIME PURSUANT TO STANDING ORDER NO. 6K – WRITTEN QUESTIONS ONLY

The Proper Officer thanked Councillor Mrs Carlyon for her question and advised her that the Library building had its last fire inspection in July 2023. Weaknesses identified included lack of a fire policy and procedures, lack of trained fire marshals, fire doors propped open, and misuse of storerooms. Action has been taken following the inspection including fire marshal training and a review of the fire policy was underway. Councillor Mrs Carlyon asked when the last fire drill had taken place and the Proper Officer advised that none had been held during the past three years, however a number had taken place during the first two years of occupancy of the building. Practice drills would re-commence following the completion of the fire marshal training. There would be a drill for a time when Councillors were present in the building but for obvious reasons, they would not be advised of this in advance.

The Mayor advised Councillor Mrs Stokes that her written question had been received after the deadline, however she should receive a written response shortly.

272 COMMITTEE REPORTS

The Minutes of the meetings of the under-mentioned Committees were received by the Council, with recommendations adopted except where otherwise stated.

**MEETING OF THE FURNISS COAL COMMITTEE
2023****30 October**

Item	Min No.	Page no.	Recommendation from Committee	Resolution
Update on Proposals for the Winter 2023/24 scheme	2	16	that; a) CEP continues to provide the service for the upcoming winter. b) Charis Paypoint Vouchers (redeemable for £50 in cash) are issued only to those people heating their home with coal. c) All other people are issued with vouchers (for prepayment meter consumers) and prepaid cards (for credit meter consumers). d) The Committee meets again in June 2024 to assess the need and scope for alternative arrangements from 2024/25 onwards, taking into account the gradual move away from fossil fuels towards more carbon-friendly alternatives.	This recommendation was approved. Proposer: Councillor Southcombe Seconded: Councillor Unwin Councillor Rabey voted against the recommendation and asked that his name be recorded.

			e) The Council advertise the scheme on offer to residents in local papers and on local radio, via Volunteer Cornwall and local Churches.	
A Member asked what she should advise those who had already contacted her for details of the scheme and was advised by Councillor Mrs Swain (Mayor) that the scheme would go live immediately following this meeting and would be advertised accordingly. She added that the process for the distribution of funds was not ideal, and the Committee would meet earlier next year to consider options for improvements to the facilitation of the grants from the charity.				

MEETING OF THE PLANNING COMMITTEE

2 November 2023

There were no recommendations to Council.

MEETING OF THE PARKS AND AMENITIES COMMITTEE

6 November 2023

There were no recommendations to Council.

MEETING OF THE GRANTS SUB-COMMITTEE

13 November 2023

Members were advised that the recommendations of the Grants Sub-Committee would be considered as part of the minutes of the Finance and General Purposes Committee as they formed part of the recommendations from the Committee.

MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

13 November 2023

Item	Min No.	Page no.	Recommendation from Committee	Resolution
Management Accounts for Truro City Council April – October 2023	251	26/98	To note the Management Accounts April – October 2023	This recommendation was approved. Proposer: Councillor Webb; Seconder Councillor Ambler
Internal Audit Report and Recommendations	253	27/99	To note the report and recommendations from the Internal Auditor and pass on thanks for the work	These recommendations were approved. Proposer: Councillor Biscoe; Seconder Councillor Webb
Truro City Council Website Review	254	28/100	To defer consideration of the Truro City Council Website to a future meeting.	This recommendation was approved. Proposer: Councillor Roden; Seconder Councillor Wells
Clocktower and External Works to Municipal Buildings Update	255	28/100	To note the verbal report on the Clocktower and external works to the Municipal Buildings.	This recommendation was approved. Proposer: Councillor Eathorne-Gibbons; Seconder Councillor Roby

Communications Policies and Strategies	256	28/100	That the Press and Media Policy, Communications Strategy and Social Media Policy be adopted.	This recommendation was approved. Proposer: Councillor Biscoe Seconded: Councillor Roden Councillor Mrs Carlyon voted against the recommendation and asked that her name be recorded.
Grants	257	29/101	To award and refuse grants as set out in the recommendations of the Grants Sub-Committee: 1. To award a grant of £1,000 to Truro Old Cornwall Society 2. To award a grant of £200 to Friends of Coosebean 3. To refuse the application from Cornwall Dance School 4. To request further information and clarification from Cornwall Cricket Board 5. To award a grant of £500 to the Truro Primestock and Produce Show 6. To award a grant of £400 to the Kenwyn Community Association	This recommendation was approved. Proposer: Councillor Carlyon Seconded: Councillor Webb Councillor Roden abstained from the vote and asked that his name be recorded.
Calendar and Yearbook	258	29/101	To note the Calendar and Yearbook	This recommendation was approved. Proposer: Councillor Mrs Swain (Mayor) Seconded: Councillor Pascoe
Funding for Anti Social Behaviour Case Worker	248	31/2	To defer consideration of the Funding for Anti-Social Behaviour Case worker to the Precept setting meeting in January 2024	This recommendation was approved. Proposer: Councillor Roden Seconded: Councillor Wells

273 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor Wells, seconded by Councillor Mrs Swain (Mayor) and

RESOLVED that in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of the following items by reason of their confidential nature.

274 MEETING OF THE NEW LIFE FOR CITY BUILDINGS WORKING GROUP

20 November 2023

Members considered a confidential item.

275 READMITTANCE OF THE PRESS AND PUBLIC

It was proposed by Councillor Swain (Mayor), seconded by Councillor Webb and

RESOLVED that the press and public be invited back into the meeting.

276 APPOINTMENT OF DEPUTY TOWN CLERK

The Proper Officer advised that interviews had taken place the previous week for the position of Deputy Town Clerk. Unfortunately, during the process one of the candidates had taken ill. The interview process for the third candidate would be completed this week and it was hoped an appointment would be made shortly and Members advised of the outcome.

277 BUS SHELTERS

The Proper Officer advised that the company operating the City's bus shelters were looking to renew the contract including replacing all 21 bus shelters in the city which would have living roofs. The current design was prone to significant vandalism, and it was hoped that the revised design would prevent damage to the shelter. The company were proposing a 20-year contract, and the Proper Officer outlined the terms. During discussion a number of questions and concerns were raised, including:

- a) A Member asked if Truro City Council would be able to veto the nature and content of any of the adverts, for example those advertising shopping in rival cities. The Proper Officer said he would enquire and respond to the Member.
- b) A Member asked if the company would look favourable on any requests for additional bus shelters. The Proper Officer responded that he would enquire and respond to the Member.
- c) A Member asked if the process had been competitive and if the amount of paid to the company would increase in line with inflation. He also expressed the view that 20 years was a significant duration for such a contract.

At which point the Mayor suggested that as this was a contractual issue the press and public should be excluded.

It was proposed by Councillor Pascoe, seconded by Councillor Wells and

RESOLVED that in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of the following items by reason of their confidential nature.

Further discussion took place on the bus shelter contract.

It was proposed by Councillor Mrs Swain (Mayor), seconded by Councillor Pascoe and

RESOLVED that the Proper Officer investigate the concerns raised regarding the bus shelter contract and present a report to the Finance and General Purposes Committee.

278 READMITTANCE OF THE PRESS AND PUBLIC

It was proposed by Councillor Webb, seconded by Councillor Pascoe and

RESOLVED that the press and public be invited back into the meeting.

279 PROPER OFFICERS REPORT

The Proper Officer presented his report.

It was proposed by Councillor Rabey, Seconded by Councillor Eathorne-Gibbons and

RESOLVED to note the report and put on record the Councillors thanks to Richard Budge for stepping up to cover the Town Clerk's responsibilities in his absence.

280 CORNWALL INTERNATIONAL MALE VOICE CHORAL FESTIVAL 2024 - UKRAINE CHOIR APPEAL

Councillor Biscoe had requested the Council consider a request from the Cornwall International Male Voice Choral Festival (CIMVCF) of which the Council was a long-time supporter, for dedicated financial support to aid a choir from the Ukraine to attend the festival in 2024. He added that due to the volatile nature of their home circumstances the choir had been unable to plan or fundraise for the visit to the festival in 2024. The CIMVCF have started an appeal to raise funds on behalf of the Choir to bring them to Cornwall and have approached all the current funders. He explained that they were not requesting a particular amount of money yet, simply an indication of support in principle by the Council as it would be helpful for them to make the Government aware of the level of support for the Choir in Cornwall.

It was proposed by Councillor Biscoe, seconded by Councillor Roby and

RESOLVED to indicate the Council's support, in principle, to providing financial support to the Cornwall International Male Voice Choir Festival for their appeal to bring a Ukrainian Choir to Cornwall for the Festival in 2024.

281 COMMUNITY AREA PARTNERSHIP

Councillor Roden reported that no full meeting of the CAP had been held since the last Council meeting, however he had attended a meeting to discuss the Highways budget and schemes. He was happy to report that a feasibility study had been agreed to look at improving disabled access between Edward Street and Francis Street.

282 JETHRO STATUE

The Proper Officer advised Members that he had been contacted by the former Manager of the Cornish comedian Jethro who asked if the City Council could provide or suggest a suitable place for a statue of the comedian to be placed in the City. He had spoken with the Lemon Quay Stakeholder group who were not supportive of any such statue on the Quay. He has suggested to the Manager that they contact the Hall for Cornwall as the venue was where the comedian had performed many times.

During discussion a number of question and comments were raised, including:

a) A Member suggested that there were few, if any, commemorative statues in Truro and a principle would be at stake if this one was allowed. He added that the Council should be wary before permitting such works in the City as a precedent could be set.

b) A Member gave the view that it was not appropriate to commemorate someone who has been publicly criticised for the tone of their act.

The Mayor summarised the views of the Councillors in that it was within the remit of the Hall for Cornwall if they wished to host a statue of Jethro, however the Council felt it was not appropriate to host such a statue in the City.

283 REPORTS OF MEETINGS OR CONFERENCES ATTENDED BY MEMBERS

No reports were made.

284 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor Mrs Swain (Mayor), seconded by Councillor Rabey and

RESOLVED that in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of the following items by reason of their confidential nature.

285 TRURO TOWN DEAL – BOSCAWEN PARK HEALTH AND WELLBEING CENTRE

Members considered a confidential item.

286 APPOINTMENT OF A REPLACEMENT SHAREHOLDER REPRESENTATIVE ON THE TRURO REGENERATION CIC

Members considered a confidential item.

287 READMITTANCE OF THE PRESS AND PUBLIC

It was proposed by Councillor Webb, seconded by Councillor Pascoe and

RESOLVED that the press and public be invited back into the meeting.

288 COMMON SEAL

It was proposed by Councillor Mrs Swain (Mayor), seconded by Councillor Rabey and

RESOLVED that the Common Seal be affixed to any document or documents necessary to give effect to the resolutions passed by the Council at this meeting.

The meeting closed at 9.50 p.m.

MAYOR

Communication from the Mayor

In the 2 months since my last report, I will have attended 17 events as well as 31 meetings of the council, its committees and other internal and external groups.

Highlights of the period for me include:

- Paying a visit to five of Truro's nursing and care homes, to offer Christmas wishes to some of the residents of the City who are less able to attend the various celebratory events.
- reading a lesson at carol services at Penmount Crematorium and St John's Church
- attending five other carol services held in the Cathedral
- meeting fifty bikers on High Cross, nearly all dressed as Santa, who were riding across mid-Cornwall to raise money for the Children's Hospice. We were all led into the choir stalls of the Cathedral by Canon Bashforth to sing a couple of carols without any accompaniment, much to the bemusement of visitors to the Cathedral. At the end, we were blessed on our way, but advised "not to give up the day job"!
- assisting with the switching on of the Christmas lights, alongside the Mayoress, the Town Crier and his consort and the cast of Peter Pan.
- welcoming people to the start of the Santa Parade, and listening to some wonderful songs from the Rock Choir
- attending the inauguration of Simon Robinson as the new Dean of Truro





At the time of writing this report, two more events are yet to happen.

On 25 January the Mayoress and I will be attending an award evening for the Sea Cadets and Royal Marines, and on 27 January we will be attending a concert at the Hall for Cornwall by the band of the Royal Marines Plymouth.

Carol Swain
The Mayor of Truro
22 January 2024

Council Meeting

29 January 2024

Question Time Pursuant to Standing Order 6k

Questions Raised by Cllr La Borde

Questions

As this matter has only recently come to light, could the Mayor and the chair of F&GP committee provide councillors with the terms of the lease for the room within the cafe pavilion which Truro Loops' volunteers currently occupy? The details should include the name of the organisation which holds the lease, the length of the lease, any agreements over levels of rent and contributions required for electricity, water and use of toilets as well as any agreements over sub-letting. In addition, could the Mayor and the chair of F&GP advise councillors when the resolution was made by Truro City Council agreeing that rooms and sections of the cafe pavilion could be let?

Secondly, could the Mayor and chair of F&GP committee advise councillors on the monies received in relation to the above lease (an amount of £67 000 was verbally advised by the chair of F&GP). Was this money part of the accelerator fund from the Town Deal Board and was this money linked to the above lease? If not could the Mayor and chair of F&GP advise on what terms this money was given to Truro City Council? More importantly, has this money been received by Truro City Council or is its payment linked to the signing of the GFA for the Boscawen Park project?

Answers

The Loops Room has only recently opened but it had been planned for quite a long time.

Since at least as far back as 2017, Truro Rivers Working Group CIC has championed a vision for a better-connected Truro, allowing people of all ages and abilities to experience more of the amazing landscape and townscape that is available in and around Truro. This vision is collectively called Truro Loops and is being moved forward by a number of partners and stakeholders including TRWG CIC, Truro City Council, Cornwall Council, the Town Deal Board, Truro Cycling Campaign and Truro Green Transport, through a number of projects.

I have not been able to find a resolution by council to "let" any part of the new pavilion, but one was not required in this instance.

Financial regulation 14.3 states "No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council" but makes no reference to such authority being required in relation to the granting of a temporary licence to a partner organisation to use all or part of a building for a community purpose.

However, such licences are governed by Financial Regulation 14.1, which states that "The RFO shall ensure a record is maintained of all properties held by the council, recording the

3(i)

location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held", and has been fully complied with in respect of the licence granted to TRWG CIC

The team managing the planning, design and construction of the new Boscawen Park pavilion, including the Parks and Amenities Manager and the Town Clerk on behalf of TCC, engaged with TRWG CIC to explore whether a room could be utilised in the new pavilion, enhancing the benefit of the building for the wider community and increasing the community uses accommodated within it. TRWG CIC and TCC agreed, as a result of that process, that TRWG CIC could use a utility room in the building, with doors facing the car park, to establish a Truro Loops room to promote the vision and awareness with the community on behalf of the partners.

The decision to offer this temporary use of a room to TRWG CIC was made when the plans were being finalised in the run up to submission of the planning application (Parks Committee 10 June 2019 Minute 35iii refers). Because of the impact of the pandemic on the construction process, the licence between TRWG CIC and TCC was not actually signed until 11 April 2023, when the building work was nearing completion, and was signed on behalf of TCC by the Town Clerk.

The permitted uses are "for the presentation of publicity material in connection with the Truro Loops project, use of space for small groups of people, viewing information or engaged with Loops activities, small meetings, seated or moving through". The licence to occupy is personal to the Licensee and is not assignable and the rights given may only be exercised by the Licensee and its employees. The maximum duration of the licence is for 5 years starting on 11 April 2023, during which time a licence fee of £1 a month is payable "if demanded".

TRWG CIC has paid for the fit out of the room.

Turning to your second question, the Town Deal Board accepted the creation of the "Loops Room" within the pavilion as an Accelerator Project, initially agreeing to make a capital contribution to the pavilion of £60,000 (as noted as part of the Town Clerk's report in minute 340 of the Council meeting on 25 January 2021) which was subsequently raised to £65,000. This is not linked in any way to the delivery of the Boscawen Sports and Well-being Hub Project and the agreed sum has already been invoiced and received.

I think that some confusion may have arisen quite recently, because resurfacing of the main carpark at Boscawen Park was carried out at the same time as the café and pavilion were being commissioned. This work to the carpark is included as part of the approved Sports and Well-being Hub Town Deal project and the City Council will be able to claim back the cost (£80,000) once the Grant Funding Agreement for the Sports and Well-being Hub has been signed, along with all the other expenditure that has been incurred to date, such as on reports and design fees for that project.

13 December 2023

Cllr. Carol Swain

The Mayor of Truro 2023/24

Council Meeting

29 January 2024

Question Time Pursuant to Standing Order 6k

Questions from Councillor Stokes

Questions

1. You have provided information in the past two weeks that states that Truro City Council has accrued debts to the sum of £277,500, for works on the Boscawen Park project.

Could you please provide the dates of all the meetings where it was agreed that Truro City Council would incur costs prior to approving the Towns Deal Boscawen Park project to go ahead, along with the minutes of the approval/s?

And

Could you please state whether the invoices for the amount stated have been paid by Truro City Council, if some or all of the amount has been paid, could you provide details of the budget/s the invoices have been paid from?

2. I assume that a report or advice has been offered from the Interim Responsible Financial Officer on the risks that the Council will face over the next 2, 3, 5 years considering the Boscawen Park project, Clock Tower and internal decorations to the Municipal Building?

For example singling out the Boscawen Park project; phase 2 of this project relies on income from external agencies such as sports associations, these are not confirmed and are dependant on the successful planning application and installation of a 3G pitch. I would like to think that confidence level of achievement has been given for each outcome and the risk associated with the level of confidence on achieving each outcome set out in a risk report.

For example;

Number 4 requires 1 performance a week with an audience of 192 individuals; 5, states a venue that is not now included in the plan; and number 6, improvements of the play area are included in phase 2 which can only happen if the external funding is successful. I would expect a report from the RFO that hat is the confidence level of achieving these outcomes, what could be the penalty of non-achievement and how this could effect the Council?

Could the Mayor please provide the report or advice given by the Interim Financial Officer?

Answers

1. As you are aware, detailed discussions about the revisions to the Boscawen Park Town Deal Project recently took place under a closed agenda item. It is therefore inappropriate for me to provide any of this information under an item in the public section of the agenda of a Council meeting, which is how questions under Standing Order 6k are required to be dealt with.

You have in any case now had an opportunity to raise specific questions with the project manager on both November 20th and 27th.

The presumption has always been that the organisation taking the lead for a specific Town Fund project would fund the preliminary costs of working up the scheme, and that these would be reimbursed once the Grant Funding agreement has been signed. The Boscawen Park Sports and Well-being Hub is no different in this regard from any other Town Fund project.

The Town Clerk was authorised by minute 477 on 28 March 2022 to carry out a number of actions regarding this scheme “prior to any commitment being made to proceed to the construction phase of the project”.

Expenditure has been incurred in a number of areas, including the drawing up of a report about the need for an all-weather pitch, the resurfacing of the main carpark and the design fees of the new building. The total such expenditure to the end of October was £211,984 and a further £17,744 is about to be invoiced. These sums have been temporarily charged into holding code 3008 “Tennis Development Costs” but are currently being separated out so that they can be reclaimed as soon as the GFA has been signed and in order to facilitate the elimination of the code’s current negative balance.

2. The Interim Responsible Financial Officer will be considering the risks that the Council will face over the next few years concerning the Towns Fund projects, Clock Tower and internal decorations to the Municipal Building, as part of the budget setting process for 2024/25. His report and recommendations will be submitted to the 29 January 2024 council meeting at which the 2024/25 budgets are presented for approval and the precept is set.

A decision was made by Council in February 2023 (minute 352) to split the Boscawen Park Towns Fund scheme into two phases, allowing the Towns Fund grant to fund the main building in its entirety, with other elements of the works being funded by other income streams that are not subject to the same spending deadline. The current minor uncertainty regarding the income from external agencies therefore no longer has any impact on phase 1 of the project and phase 2 could, if necessary, be adjusted to reflect the available funding at that time.

The confidential report made to council on 27 November included an update to the outcomes forecast as part of the original business case, to take account of the proposed changes to phase 1 of the scheme.

3(ii)

Outcomes 4 & 6 are elements of phase 2 and are not currently being varied, and so it is reasonable to assume that these outcomes will not change as a result of the proposed revisions to the scheme.

The element of the building that generates outcome 5 is still being provided, albeit on a slightly reduced scale. The reduced borrowing cost means that the income requirement is also much reduced and should still be deliverable, as should the narrative part of the outcome.

12 December 2023
Cllr. Carol Swain
The Mayor of Truro 2023/24

Council Meeting

29th January 2024

Question Raised at Finance & General Purposes Committee Monday 15th January 2024 – Item 264

Re. External Audit Report Concluding 2022/2023 Financial Accounts

Question from Councillor La Borde

Questions:

1. Line 7 in Section 2 of the Accounting Statements 2022/23 for the External Auditor details the reserves and cash balances of Truro City Council as 31st March 2023 as **£585,960**.

Page 57 of Truro City Council Estimates 2024/25 indicate the Reserve Balances at 1st April 2023 (one day later) amount **£928,174**.

The figure of £928,174 excludes any monies paid for resurfacing Boscawen Park Car Park or any monies paid to the Town Deal Fund Projects as well as the monies owed by Cornwall Council to Truro City Council for the Coosebean Meadows purchase. (No cash flow issues).

Please could Council be provided with an explanation of the difference between these two balances? The figure of £585,960 in the external auditor statements includes all reserves and cash balances, the figure in the estimates of £928,174 is Reserves only. Making a difference of £342,214 plus any cash balances.

Response:

With respect to the differences between the Management Accounts total reserves balances as at 31.03.23 of £928,174 and the AGAR Section 2 Section 7 (31st March 2023) of the same date at £585,960, it results from how TCC has accounted for the "Partnership Accounts" balance in the statutory accounts, ie. The AGAR.A liability is included in the Statutory Accounts for the total Partnership fund balances, thus reducing the Reserves. Please see the following list of Reserves showing the difference of £342,214 being accounted for by the Partnership balances.

The Partnership accounts are, in the main ring-fenced reserves to be used for specific (mainly S106) commitments.

3(iii)

RESERVES AS AT 31ST MARCH 2023				
				Balance
				as at 31.03.23
				£
<u>PARTNERHIP ACCOUNTS</u>				
3009	Wild Truro			1,295.35
3310	Trelander Funds			20,527.13
3311	Truro Soup / Warm Welcome			3,561.62
3312	Rosedale Residents Money			1,575.99
3313	Tremorvah Action Group			76.79
3313	Charity Collections			317.12
3313	Malabar Notice Board			532.00
3313	Misc			0.00
3313	Tregurra Balance			-2,170.00
3313	Boppard Monies received externally			3,739.75
3313	NYE Fireworks			524.00
3314	S106 Monies			309,997.35
3316	Mayors Fund			2,236.87
3319	Shared Prosperity Fund			0.00
				342,213.97
				In AGAR treated as Liabilities
<u>EARMARKED RESERVES</u>				
3000	Plant Renewals Fund			34,271.43
3001	Capital Maintenance Fund			62,164.00
3002	Play Equipment Fund			4,133.29
3003	Maintenance of Lodges			20,032.10
3004	Allotment Development Fund			76,043.00
3005	Resurfacing Fund			7,071.75
3006	Nursery Development Fund			-4,189.52
3007	Bike2Work Scheme			0.00
3008	Tennis Development Project			-309,680.90
3010	Municipal Building Moving Costs			0.00
3011	TIC Moving Costs			-71,053.48
3012	ZEBS			9,450.00
3013	Carrick Sports Hall			8,200.00
3014	CCTV			-4,655.26
3015	Tennis Court Refurbishment Reserve			43,200.00
3016	Truro Library Building			149,515.25
3017	Toilet Refurbishments			41,755.06
3019	Towns Fund Project			0.00
3021	Community Projects			38,879.81
3022	External Repairs Council Properties			138,922.29
3024	Bus Shelter maintenance			16,666.51
3026	CIL Receipts			43,238.16
3060	Internal Maintenance Council Properties			4,910.29
3062	Community Events			-1,291.92
3063	Community Grants			12,104.88
3064	Election Costs			11,433.46
3065	Culture Strategy			5,923.33
3066	Computer Hardware & Software			16,469.15
3080	Hendra Development			5,983.87
				0.02
			Total	359,496.57 }
				585,960.42 Balances and Reserves per AGAR
3200	General Fund			226,463.85 }
			Total Reserves	928,174.39

3(iii)

Adrian Darch
Temporary RFO
22nd January 2024

Section 2 – Accounting Statements 2022/23 for

Truro City Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	1,404,191	1,231,265	<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	1,890,737	2,019,651	<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	724,735	792,269	<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	1,585,168	1,669,710	<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	31,500	31,500	<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	1,171,730	1,756,015	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,231,265	585,960	<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	1,668,704	575,669	<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	2,336,462	3,177,421	<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	616,993	583,215	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	✓			<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 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

26/06/2023

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

26/06/2023

as recorded in minute reference:

75

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

Carol Sweeney

**MEETING OF THE PLANNING COMMITTEE HELD 4 JANUARY 2024
at 7.00 pm**

PRESENT: Councillors Mrs Swain (Mayor & Chairman for meeting), Mrs Carlyon, Sealy, Sunderhauf, Webb, Wells and Wetherill.

APOLOGIES: Apologies of absence were received from Councillors Hall, Pascoe and Rabey (Deputy Mayor).

Also in attendance: Councillor Mr Nolan.
Adam Whitehall speaking against Teylu House, Moresk Road (PA23/09543).

296 RESIGNATION

The Mayor reported that Councillor Ambler (Vice-Chairman) had recently resigned as a member of the Planning Committee. The Committee would be requested to elect a new Vice-Chairman at the next meeting.

297 CHAIRMAN FOR THE MEETING

In the absence of the Chairman, the Mayor, Councillor Mrs Swain chaired the meeting.

298 DISCLOSURES OR DECLARATIONS OF INTEREST

There were no disclosures or declarations of interest.

299 PLANNING MINUTES

The Minutes of the Planning Committee meeting held 7 December 2023 were considered for accuracy.

It was proposed by Councillor Wells, seconded by Councillor Webb, and

RESOLVED that the minutes of the Planning Committee meeting held 7 December 2023 were considered a correct record.

300 PLANNING CONSULTATION

(a) Schedule 1A

Further to all Councillors of Truro City Council being given the opportunity to submit comments to applications in their Ward (by an agreed deadline), and for Members of the Planning Committee to comment on this Schedule prior to publication of the agenda for this meeting, it was proposed by Councillor Wetherill, seconded by Councillor Webb, and that it be

RESOLVED that the recommendations contained within Schedule 1A, as proposed by the Chairman, be adopted by the Planning Committee.

(b) Schedule 1B

The TCAAC recommendations for the January meeting cycle were as follows:

*(i) PA23/09667- Papers Past 7 Chapel Row
Approval – No objections in principle. Subject to comments and/or conditions.*

*(ii) PA23/09290 - Setfords Solicitors 5 Walsingham Place
Approval – No objections.*

Further to comment on this Schedule prior to publication of the agenda and at the meeting having heard the comments of the TCAAC, it was proposed by Councillor Mrs Carlyon, seconded by Councillor Webb, and that it be

RESOLVED that the recommendations contained within Schedule 1B, as proposed by the Chairman, be adopted by the Planning Committee.

(c) Schedule 2

The Committee considered plans submitted in accordance with the planning consultation procedure, details of which are attached (Schedule 2), and, it was proposed by Councillor Wells, seconded by Councillor Webb, that it be

RESOLVED that Cornwall Council be informed of the following recommendations as voted upon by Truro City Council's Planning Committee:

(i) Teylu House Moresk Road
(PA23/09543)

Refusal recommended for the proposed change of use of the dwelling and garage to a house in multiple occupation due to (a) overdevelopment, (b) impact on traffic (particularly given the close proximity of the site to a school), (c) unneighbourliness (due to the proximity of the access road to neighbours' windows), (d) insufficient parking spaces for the number of residents and (e) lack of clarity about whether the application was retrospective.

Proposer: Councillor Webb
Seconder: Councillor Wells

301 TRANSPORT

(i) Truro Transport Strategy Working Group

Councillor Wells reported that in his capacity as a Cornwall Council councillor he had recently been in contact with Cornwall Council Officers Andrew Archer & Rebecca Riley with a view to including parking zones (plus residents' parking zones) across Truro in the draft strategy due to their ramifications which impacted on the City in general, not just the specific location of the zone. He stated it would be useful to seek a wide range of representations. Further Cornwall Council was planning to focus work on the Truro strategy in 2024 and Andrew Archer would be the lead officer for Cornwall Council; a timetable for this project was expected shortly. The report was noted.

(ii) Peninsula Transport Strategy Consultation

A briefing note on a public consultation by Peninsula Transport (the sub-national transport body for Cornwall, Devon, Plymouth, Somerset and Torbay Councils) on their draft transport strategy was considered. The Committee was asked by the Chairman whether members should respond individually or collectively as a committee. The consultation was being conducted on-line including holding a number of webinar events, with a deadline of 5 February. Following a brief discussion Members generally agreed to providing a collective response. Accordingly, councillors were requested to send their reviews direct to the Chairman of the Committee to be received by 25 January in order that a draft response could be included in the agenda for the next Committee meeting on 1 February.

302 CORRESPONDENCE

There was no correspondence to report.

303 CHAIRMAN'S REPORT

There was no Chairman's report.

The meeting closed at 7.39pm

Chairman

DRAFT

MINUTES OF THE MEETING OF THE PARKS AND AMENITIES COMMITTEE HELD ON MONDAY 8 JANUARY 2024 AT 7.00 PM IN THE LARGE COMMUNITY ROOM, SECOND FLOOR, TRURO COMMUNITY LIBRARY, PYDAR STREET, TRURO

PRESENT: Councillors Mrs Eathorne-Gibbons (Chairman), Green, La Borde, Rabey, Southcombe and Swain (Mayor).

APOLOGIES: Councillors Roby, Roden, Sealy, and Tamblyn.

ALSO PRESENT: Councillors Biscoe, Mrs Carlyon and Wetherill.

ALSO IN ATTENDANCE: Richard Budge – Proper Officer and Parks, Amenities and Facilities Officer
Jo Trevelyan – Finance Officer
Adrian Darch – Interim Responsible Finance Officer

304 DISCLOSURES OR DECLARATIONS OF INTEREST

There were no disclosures or declarations of interest.

305 OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA - VERBAL QUESTIONS

There were no public questions.

306 MINUTES OF THE PARKS AND AMENITIES COMMITTEE MEETING HELD ON 6 NOVEMBER 2023

It was proposed by the Chairman, seconded by the Mayor, and

RESOLVED that:

The Minutes of the Parks and Amenities Committee Meeting held on 6 November 2023, were signed as a correct record.

307 ESTIMATES 2024/2025

The Interim Responsible Finance Officer (IRFO) presented the report which set out the background to the Council's overall financial position. Further information was provided relating to the estimates for the Parks and Amenities Committee. He highlighted while some savings had been made a number of key targets had not been achieved. Due to timescales no specific proposals for savings had been identified but Councillors could make suggestions for budget reductions. No options 1 or 2 were suggested at this stage. Any recommendations on the budget would be referred to the Finance and General Purposes Committee meeting on 15 January.

The IRFO corrected page 40 para 3. The last column heading was changed from 2024-26 to 2024-25. He also circulated the following figures (highlighted in bold) which were missing from the right-hand column on page 52 Schedule of fees and Charges - 2024/25 relating to cemeteries and churchyards.

Schedule of Fees and Charges – 2024/2025

Cemeteries and Churchyards	Present	Recommended From 1 April 2024
	£	£
Interment4		
Child stillborn or aged up to and including 16 years	No charge	No charge
Person over 16 years – Single Depth	460	500

Person over 16 years – Double Depth	621	675
Cremated remains	133	145
Purchase of Burial Rights		
(Body or cremated remains: double for non-resident/parishioner)		
Child up to and including 16 years	No charge	No charge
Person over 16 years	368	400
Rights for cremated remains (small plots)	145	160
Gravestone and Memorials		
Headstone up to 3'	130	140
Wooden Cross up to 3'	81	90
Desktop (for cremated remains plots only)	55	60
Other Charges		
Reinstatement of Grass surface on grave space	144	155
Surcharge for Bank Holiday, Weekend or Friday pm (1 October – 31 March)	656	715
Burial Search	31	35
Re-printing of Permit	60	65
Permit to remove headstone	86	110
Reservation Fees		
Grave Plot	184	200
Cremated Remains	106	115

* The Reservation Fees will be deducted from the fee payable at the time of Interment.

Parks and open spaces remained the largest budget and staff costs continued to be significant. In addition, further work on the Café in the Park project was on-going - see also Minute 308.

Members asked questions on the budget and operations which were answered by the IRFO, Finance Officer and Proper Officer and Parks, Amenities and Facilities Officer including:

- a. A Member commended the report authors on the detail provided and asked if further information could be provided on cashflow in order to understand the impact on revenue and reserves. In response the IRFO agreed to look into the matter and confirmed that bank reconciliation was regularly carried out, however cashflow was currently an issue due to a delay in funds being released by Cornwall Council. Funding related to the Towns Deal Fund: New Life for City Buildings would be paid shortly following recent sign-off of the project.
- b. It was commented by a Councillor, in relation to capital fund projections on page 42, para 5, the amounts allocated remained static and did not reflect changes in inflation or retail price index (RPI), potentially resulting in a loss of value over time. In response, the IRFO agreed to add an explanatory note to the estimates report.
- c. The Proper Officer and Parks, Amenities and Facilities Officer (PO and PAFO) confirmed there was a vehicles and plant renewal programme and the Committee had previously replaced the capital maintenance programme with a 10-year work plan which was regularly reported to Councillors. He said it was difficult to project costs into the future given changes in inflation etc so far ahead in a project. The Committee could also consider if the capital maintenance fund was sufficient.
- d. A Councillor commented it was difficult to assess the budget given the lack of costings on the 10-year work plan.
- e. The figures set out at Line 6707 Britain in Bloom page 48 were queried by a Member who also suggested the Committee could review the Parks Department horticultural regime at a future meeting. In response, the Finance Officer stated initially she understood Truro would not enter the competition in 2024 but this budget was then reinstated. The PO and PAFO reiterated a number of planting changes already made including growing and reusing dahlias and abutilons, plunge-planting spring bulbs and reducing winter planting of polyanthus and wallflowers.
- f. The PO and PAFO confirmed the Committee could review staffing and reminded Members this had taken place at the Estimates meeting last year.

- g. The IRFO suggested including a profile of each reserve might be helpful to the Committee in the future.
- h. A Councillor suggested usage data might be helpful when the Committee set fees and charges. The PO and PAFO advised the tennis pavilion changing rooms were little used; further, the Council's resident coach was charged a contract fee and was currently developing a summer programme of activities which would increase use of the facilities. Officers also highlighted a loss of custom for summer planting over recent years following the Covid-19 pandemic and reductions in BID funding. Another Councillor expressed the view that too much detail risked the Committee being hampered and not considering the bigger picture.
- i. In response to a query about the Loop project regarding the CIC using a room in the new tennis pavilion, the Committee noted this was funded by the Towns Fund Deal and there was a funded licence agreement in place. Problems related to communication with the Valuation Agency in relation to the Tennis Pavilion and Idless Nursery, which were also highlighted by the Finance Officer.
- j. It was confirmed by the PO and PAFO that tree works were included in the capital maintenance fund and increased costs reflected the significant estate and their geography which the Council had taken on in recent years.
- k. The PO and PAFO highlighted use of rolling funds over from year to year to achieve bulk savings such as when undertaking tarmacking works.
- l. A Councillor highlighted concern regarding the £42K loss made by the Café in Boscawen Park and expressed scepticism regarding the basis of the estimated £7k profit predicted for 2024/25. The IFRO responded that the figures were not based on a business plan but on information available to date. He acknowledged further information was needed to undertake a cost-benefit analysis before action was taken as necessary. The FO commented she did not understand the Town Clerk's calculations for staff costs, further she considered the current figures provided were optimistic. The £4 – 5K monthly cost for waste removal were also a concern. She considered that café costs should be reviewed by the Committee at least every 3 - 6 months for the next 2 years.
- m. The PO and PAFO advised one of the first tasks of the newly appointed Deputy Town Clerk was to review the area of waste disposal, reduction and recycling due to the projected significant increase in future costs. Any new scheme needed to be in place by the end of March.

On behalf of the Committee, the Chairman thanked the Interim Responsible Finance Officer and Finance Officer for their hard work in difficult circumstances preparing the estimate report.

It was proposed by the Chairman, seconded by the Mayor, and

RECOMMENDED to Council that:

1. The Revised Estimates for 2023-24 be approved.
2. The Proposed Estimates for 2024-25 be approved.
3. The financial forecasts for 2025-26 and 2026-27 be agreed in principle.
4. The contributions to the Committee Funds be approved.
5. The Schedule of Fees and Charges for 2024-25 set out on pages 51 - 54 be approved, subject to the inclusion of the missing figures referred to above.

308 BOSCAWEN PARK - CAFÉ IN THE PARK

At the start of the meeting the Chairman requested the Committee consider a brief report without discussion to enable Members to concentrate on the Draft Estimates. There would be an opportunity for discussion at future meetings.

The PO and PAFO reported since the last meeting, Ms Kimberley Chandler – who currently held the trading rights for the café at Victoria Gardens and used to run a café in the City Centre – had been temporarily employed to work with the Council during the winter period. Specifically, her role was to review current practices, to look

at ways of making the Café more sustainable, increase income and improve the visitor experience. She would also seek to reduce single use items and introduce plant based sourced products. There were also plans to provide a new outer counter and display space. The Café now had a winter menu including hot soup and freshly made sandwiches. A licence had been purchased for a small cost to enable light background music to be played, photographs displayed on the walls of the pavilion and freshly picked foliage placed on tables. He commented takings in the previous week had increased during the current sunny, dry weather but this showed how weather-dependant customer spend was at this location. He would also be talking to Ms Chandler regarding the recent Committee decision to allow dogs entry to the Café and the potential introduction of a discount scheme if reusable cups were used. A number of temporary staff would be starting employment shortly with the aim of covering staff holidays. Following the review, it was hoped that in March the Committee would be in a better position to assess the operation of the Café moving forward. A further update would be reported to the next Parks and Amenities meeting. The report was noted.

**309 DATE OF NEXT MEETING – PARKS AND AMENITIES COMMITTEE
Monday 5 February 2024**

The Chairman confirmed the next scheduled Committee meeting was Monday 5 February 2024 starting at 7.00pm.

The meeting closed at 8.19 pm.

-----CHAIRMAN

**MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
MONDAY 24 JANUARY 2024 AT 7.00 PM**

PRESENT: Councillors Mrs Carlyon, Mrs Eathorne-Gibbons, Rabey, Rich, Roden (Chairman), Mrs Swain (Mayor), Unwin, Webb (Vice-Chairman) and Wells.

Also in attendance: Councillors Mrs La Borde, Pascoe and Mrs Weatherill.

Mr Richard Budge, Proper Officer
Mr Adrian Darche, Interim Responsible Finance Officer
Mrs Joanne Trevelyan, Financial Officer

APOLOGIES: Apologies of absence were received from Councillors Stokes, Rich and Biscoe.

310 DISCLOSURES AND DECLARATIONS OF INTEREST

Councillor Wells declared an interest in the grants as an organisation he was connected to had received a grant from the Council.

311 OPEN SESSION FOR THE ELECTORS OF TRURO

There were no electors of Truro present.

312 FINANCE AND GENERAL PURPOSES MINUTES

Accuracy Minutes

Councillor Swain (Mayor) advised that Minute 254 of the meeting of 13 November were not correctly recorded and proposed the following amendment:

The Chairman advised that a Councillor had asked to be present for the discussion of this item could not attend the meeting. He suggested that the item be deferred until such time that the Councillor could be present.

Councillor Rabey advised that a pertinent comment made by him had not been recorded and proposed the following addition to the Minute 254:

A Councillor expressed concern that the role of Deputy Mayor was still not included on the website despite this being previously highlighted.

It was proposed by Councillor Roden, seconded by Councillor Unwin, and

RESOLVED that the minutes of the Finance and General Purposes Committee Meeting held on 13 November 2023 with the above amendments together with separate confidential minute are signed as a correct record.

313 TRURO CITY COUNCIL WEBSITE REVIEW

The Chairman introduced the item and advised members that much work had been undertaken on the new website by Councillor Pascoe on a voluntary basis, for which the Council was grateful, but he had been approached by Councillors who had concerns that there were omissions and historic content missing from the site. The Chairman had additional concerns that this work was being undertaken by a Councillor and the situation had potential to lack resilience as the project may become over reliant on a single person. He suggested it would be helpful to have a quick but objective external review of the website by an independent provider.

The Chairman invited Councillor Pascoe to respond. Councillor Pascoe thanked the Chairman for his comments and added the old website had not been fit for purpose as it did not operate on mobile devices. He personally wished to give something back to Truro and in discussions with the Town Clerk it was agreed he would undertake the website project on a voluntary basis. The project was scoped in three phases. For phase 1 the existing content would be moved across to a new website on a modern infrastructure. Phase two involved working with other Councillors and officers to draw up a plan to improve the website. At this stage the project was paused due to staff leaving and the organisational review. Phase 3 would have involved introducing an interactive element and more historical information on the City. He added that an external private provider would charge in the region of £20k for this amount of work, but he was happy to do this on a voluntary basis. It had not originally been intended that he would be responsible for the whole site, and he had passed on access details to officers to increase sustainability. He explained that omissions and errors had not been passed to him and explained these could be easily remedied. It was his view that staff changes and lack of training of new staff had hindered the updating of the site, and this could be easily remedied by allocating staff responsibility for the website and introducing training.

He added that the issues raised by Councillors were minor but had not been resolved due to the project being in limbo. He advised that he would appreciate the opportunity to complete the project.

During discussion a number of issues were raised, including:

1. A Councillor who had assisted with the project advised that 90% of the work had been completed. Any member of staff with training would be able to amend and update the site. The issue was who should be responsible for the site.
2. A Councillor expressed concern that issues she had identified with the site had still not been addressed and that she was disappointed with the level of consultation with Councillors prior to the re-design. She added that the plan for the site had not been shared with Members.
3. The view was expressed that lack of training of staff was key to the current state of the site and this could be easily remedied with further training.
4. It was suggested that external training providers could be used to deliver the training.
5. A Councillor expressed the view that the site should signpost to other Truro focussed websites such as the Bid and Tourist Information Centre to demonstrate that the organisations were joined up.
6. The Interim RFO suggested that from a financial point of view that when considering staffing resources to support the TCC website, that a post incorporating 'Desk Top Publishing' expertise, may actually save costs when we need to produce literature, marketing, advertising media, rather than pay for external contractors/ consultants
7. The Chairman confirmed that the website would fall under the responsibility of the new Deputy Town Clerk when they take up their post.
8. A Member requested a confidential area of the website be made available to Members so they could access confidential papers on-line.

It was proposed by Councillor Wells, seconded by Councillor Unwin and

RECOMMENDED that at least two members of staff be identified and given the relevant training to administer and update the website and this to be concluded by the end of the financial year and once the site was completed Councillor Pascoe will then hand over the site.

314 DRAFT ESTIMATES 2024/2025

6. (i) The recommendations arising from Parks and Amenities

Mr Darch (Interim Responsible Finance Officer - IRFO) introduced the Draft Estimates report and explained that the Parks and Amenities Committee had recommended the proposed reduced allocation in the Revised Fund Contributions for 2023-24 from £136,200 (Approved Original Budget), reduced by £126,600, to a new sum of £9,600.

However, further to the meeting the Parks & Amenities Manager has re-evaluated the position to reflect the realistic impact of the proposed reduced fund contributions (-£126,000). His main concern was that if the original planned contribution for 2023-24 were significantly reduced on the lines proposed, this would severely impact on his Planned Maintenance and Vehicle Renewals Programme.

Recognising the need to still achieve the overall Revised budget position and the subsequent need to still achieve a reduced contribution to Funds, he had re-assessed other fund lines with a proposal to better provide for Planned Maintenance and Vehicle Renewals.

During discussion a number of issues were raised, including:

1. A Councillor queried the overtime budget for the Parks department and referred to a figure in the previous year's estimate. She queried if it had reduced from £47k to £20k. The Financial Officer confirmed that this year's spend would be in the region of £20k.
2. A Councillor queried if the figure given for the completion of the Treffry allotments was sufficient. The Proper Officer confirmed that plans had been agreed and work was due to commence on the project. He was hopeful it would be delivered within a reduced budget, but detailed costings were not currently available.
3. A Councillor queried the overspends on current projects and the Financial Officer advised that some Section 106 funds had been received which had improved the position, however currently the Pavilion had a £155k overspend and Idless nursery £100k overspend. The issue had been highlighted, however funds to cover the shortfalls had yet to be identified.

It was proposed by Councillor Roden, seconded by Councillor Eathorne-Gibbons and

RESOLVED to accept the recommendations arising from the Parks and Amenities Committee meeting held on 8 January 2024 regarding the draft estimates.

6. (ii) Estimates Report 2023-24 and Financial Forecasts 2024-2026

Mr Darch presented the Draft Estimates report and advised that it included some background towards Estimates, an introduction, Corporate Objectives and that the

Financial Estimates Overview which also outlined financial pressures such as inflation, pay award and the pension scheme. He advised that the Council would continue to adhere to its banking and investment strategy previously approved for 2023-24 but this would be reviewed as a priority as there had been a previous recommendation to review in July 2023. He highlighted the issue of the General Reserve which currently stood at 4.6% of expenditure as compared to accepted guidance which states that Councils should keep a general reserve at a level between three and twelve months. It was proposed that the reserve be brought up to an acceptable level in stages over the next three years. The outcome of the Estimates as presented to Councillors would result in an increase of 24.9% to the precept.

The Chairman thanked Mr Darch for his hard work in preparing the report which was of an extremely high quality.

During discussion a number of issues were raised, including:

1. A Councillor expressed support for the increasing of the level of general reserves but agreed it was more acceptable for this to be achieved in a staged manner. The Chairman added that this issue had also been highlighted by the internal auditors and alongside the external guidance the Council had no choice but to remedy the situation.
2. A Councillor expressed the view that line 3034 on P 57, Election Expenses, was too low. She added that whilst no full election would be held next year there was always the risk of a by-election and these had previously cost the Council between £9k and £10k. It was explained that an additional £4,334 would be added to the line giving an overall budget of £7,174. The Councillor accepted this but added that the position still meant the Council was at risk of an overspend should a by-election happen. It was confirmed that when a Councillor was co-opted there was no additional expenditure.
3. A Councillor expressed concern at the increase in line 1 on page 20, the budget for Corporate and Democratic Planning. It was clarified that this year's actual figure had been lower due to significant vacancies in staffing. In addition, two members of staff had been moved from Parks and Amenities to Administration and the role of Deputy Town Clerk had been added. It was further explained that all estimates for staffing had been based on the current establishment.
4. Concern was expressed regarding the costs for running Lemon Quay. The Mayor explained that she had been to two meetings of the Lemon Quay Stakeholders Committee which had proposed increased charges for use of the Quay included in the estimates. The Proper Officer explained that current estimates received from the provider for Cleaning and Waste management were high for all areas not just the Quay and were to be reviewed. Previously rates for booking the Quay were not equitable and, once the new rates are agreed income should increase. Discussion took place regarding rates paid by some organisations who are not currently charged a fee. A Councillor added that the Quay was a great facility and service to residents who appreciated the events and fairs that took place there and it was proper that this was supported by the City Council. The Chairman added that existing contractual arrangements would be honoured. The Financial Officer advised that she had been in communication with the organiser of the Winter Gift Fayre (6722/4202 page 33) and it was now considered unlikely that this would take place in 2024.

It was proposed by Councillor Roden, seconded by Councillor Webb and

RECOMMENDED that:

- a. The estimate for Lemon Quay/Events, Winter Gift Fayre for 2024-25 and future years of £55,000 costs and £75,000 income be deleted from the report.
- b. The new fees and charges be agreed and everyone to pay fairly.

5. A Councillor queried the Salaries and Wages figure for Events and was advised that there had been an underspend this year due to a vacancy that had been covered from other areas. The Councillor expressed frustration that it was difficult to understand the staffing estimates without a list of the current staff positions and relevant salaries. The Proper Officer accepted that the organisational review had not progressed as hoped and would be a priority for the new Town Clerk when appointed to review structures and set their own staff structure. He agreed to circulate a copy of the current staff list to Councillors.

6. A Councillor queried the estimate for CCTV and whether this was sufficient. She was advised that discussions had taken place with another provider which had resulted in an estimate that was considered unaffordable. The Chairman agreed that including an amount lower than that estimate was a risk, however, should the service not be able to be provided in budget the Council will need to consider a review of the provision of CCTV.

7. A Councillor queried the contribution towards the provision of Anti-Social Behaviour Officer (line 6724 page 34) and whether the Council should continue to fund the officer. It was clarified that there had been a mistake in the report from Cornwall Council previously presented to the Committee and this was set out on page 23 of the report. A Councillor expressed the view that this was an incredibly important service to the City and should be retained. Mr Darch confirmed that the current estimate included a cost to continue funding the post and clarified that the BID would contribute £10k. It was confirmed that the Council did not cover the whole cost of the post which was managed, and part funded by Cornwall Council. It was suggested that the BID could be approached and asked to make a contribution towards the inflationary increase, however they did also fund the two City Rangers. The Proper Officer added that the ASB Officer would be very happy to do a report to Council on the impact and range of his work in the community.

It was proposed by Councillor Swain, seconded by Councillor Rabey and

RECOMMENDED to retain the Contribution to ASB officer as set out in the report and to approach BID to discuss the possibility of funding part of the inflationary increase.

8. A Councillor asked how many staff were employed as a result of the Town Deal and it was clarified that none at present, however, there was provision in the New Life for City Buildings project for a part time member of staff to support the project.

9. Following a question raised by a Councillor, it was explained that recharges had been removed from the estimates following advice from the internal auditor.

10. A Councillor queried the amount of £17k provided for 30 Boscawen Street Building (TIC) maintenance and it was explained that this amount was to cover costs for the

improvements to the windows in the property when the Council took on the lease and would be repaid over the duration of the lease.

11. A Councillor queried the amount of provision for Community Grants (line 6721 page 34). He pointed out that the current fund was in the position of a surplus of £12k which was unallocated. The Financial Officer advised that £8.5k had been granted this financial year and there was a current surplus of £12 in reserves. It was explained that the other named grants in the estimates had been agreed historically and as they had been approved annually it had been agreed for the organisations to be automatically awarded the same amount as the previous year to save on administration.

It was proposed by Councillor Wells, seconded by Councillor Webb and

RECOMMENDED to reduce the Community Grants provision by £10,172 for 2024-25 and fund any grant requests from the reserve.

It was proposed by Councillor Swain, seconded by Councillor Eathorne-Gibbons and

RESOLVED to invite those Community Groups in receipt of regular funding to report annually to the Finance and General Purposes Committee on the use of the funds received from the Council.

It was proposed by Councillor Swain, seconded by Councillor Unwin and

RECOMMENDED to:

1. Approve the revised estimates for 2023-24.
2. Approve the revised estimates for 2024-25 with the following amendments:
 - 1.1 Lemon Quay/Events (page 33)
Supplies and Services
Winter Gift Fayre (6722) reduce estimate by £55,000.
 - 1.2 Lemon Quay/Event (page 33)
Income
Winter Gift Fayre (4202) reduce estimate by £75,000.
 - 1.3 Community Work (page 34)
Grants and Donations
Community Grants (6721) reduce estimate by £10,172.
3. Agree the proposed reductions or increases set out above and incorporate into the Proposed budget for 2024-25.
4. Approve the contributions to the Committee Funds.
5. Approve the fees and charges as set out.

315 **EXTERNAL AUDITOR REPORT CONCLUDING 2022/2023 FINANCIAL ACCOUNTS**

The Financial Officer introduced the report advising that the external auditors had been unable to complete the review by the deadline of 30 September, however it had now been finalised and had found no matters for concern. In response to a question from a Councillor she confirmed that the relevant notice informing the public they could inspect the accounts had been displayed on the Town Council notice board and on the

website. She confirmed that the public could ask to inspect the accounts for up to 5 years.

It was proposed by Councillor Swain, seconded by Councillor Eathorne Gibbons and

RESOLVED to thank the Finance team for their dedication and hard work in producing the accounts.

It was proposed by Councillor Roden, seconded by Councillor Swain and

RESOLVED to note the External Auditor Report for 2022/2023.

316 CORRESPONDENCE

No correspondence had been received.

The meeting closed at 9.00 pm.

CHAIRMAN

**MINUTES OF THE MEETING OF THE EMERGENCY COMMITTEE HELD ON
TUESDAY 14 NOVEMBER 2023 AT 7:00PM IN THE MAYOR'S PARLOUR, FIRST
FLOOR, TRURO COMMUNITY LIBRARY, UNION PLACE, TRURO**

PRESENT: Councillors: Ms Southcombe (Chairman), Mrs Swain (Mayor) and Wells.

APOLOGIES: Eathorne-Gibbons, Pascoe, Roby, and Wells (late arrival).

ALSO IN ATTENDANCE: Ms G Ankers, Cornwall Community Flood Forum,
Ms A Richardson, Cornwall Community Flood Forum, and
Cheryl Simpson, Administrator.

The meeting was inquorate from 7pm until 7.14pm but no decisions were made during this time

1. DISCLOSURES OR DECLARATIONS OF INTEREST

There were no disclosures or declarations of interest.

**2. TO CONFIRM THE MINUTES OF THE EMERGENCY COMMITTEE HELD ON 19
SEPTEMBER 2023.**

It was noted these outstanding draft minutes would be considered at the following Committee meeting.

Action:

Minutes of the 19 September Committee meeting to be considered at the 24 January meeting (Administrator).

3. UPDATES

(i) Community Volunteers

The Chairman highlighted the need for Truro to be prepared for an emergency, particularly given the current spell of wet weather & weather warnings. She had also provided an article for publication in the Truro Together publication which was expected to be published in the New Year (following amendment). She had liaised with Volunteer Cornwall who had produced a poster seeking volunteers.

During a broad discussion:

- a. It was generally agreed to focus on securing volunteers in the New Year after the Christmas holiday season.
- b. It was suggested the current leaflet style poster be amended to include a link to information about volunteer roles.
- c. Volunteer roles might include flood warden, river measurer, refuge centre helper & clerical. DBS checks were not required.
- d. The volunteer session in the New Year could take place with refreshments (tea & pasty or cake) to help attract volunteers. A deadline for catering purposes was also suggested.
- e. It was suggested a person living in a flood risk area might be able to assist with any future leaflet drop.
- f. Another leaflet drop at the local farmer's market could be considered in the New Year. A leaflet drop at Tesco & Co-Op supermarkets was also suggested.
- g. Any publicity photos should not include vehicles driving through water because such action could cause drowning.
- h. It was suggested the final poster be publicised through the Council's usual communication channels such as the Community Development Officer, communications, social media, website, noticeboards & with partner organisations.
- i. A Whats Ap group & Facebook presence could be considered in the future.
- j. It was noted training on how to recruit volunteers was available on-line.

- k. It was suggested a deadline for registering interest from potential volunteers be added to the poster for catering purposes.

Actions:

1. Chairman to amend article for Truro Together publication.
2. Chairman to update the Council's Acting Proper Officer/ Parks & Amenities Manager, Buildings Facilitator & Parks Foreman as necessary.
3. Chairman to send poster to Ms Ankers & Ms A Richardson for review & update (including changing 'Truro *Town* Council' to 'Truro *City* Council'). Ms Richardson to liaise with Volunteer Cornwall on final production.
4. Chairman to share with the Committee a link to online first aid training.
5. Ms Ankers to promote search for volunteers via Cornwall Community Flood Forum website & social media.
6. Ms A Richardson to liaise with Volunteer Cornwall to correct & finalize the poster, once agreed with the Chairman.

[Councillor Wells entered the meeting at 7.14pm.]

(ii) Funding

It was noted a grant of £1,500 had been awarded to Truro by the Cornwall Community Flood Forum. This would be used to fund equipment. Further funding might be available in the future.

4. **TRAINING**

During discussion a number of points were made including:

- a. A joint training session with Chacewater & Kenwyn communities together with representatives from Cornwall Council & the Environment Agency (Via Zoom/ Teams) was suggested.
- b. It was considered a volunteer or training session take place in the large & medium meeting rooms in the library building.
- c. It was suggested a Committee meeting take place before the training session to help provide a 'taste' of what might be involved.

Actions:

Chairman to investigate potential provision of pasties at a volunteer day.

6. **DATE OF NEXT MEETING**

The following timescale was agreed:

- Tuesday 16 January – volunteer day;
- Wednesday 24 January – Emergency Committee meeting; and
- Week commencing 21 February TBC – volunteer training session.

The meeting closed at 7.54pm.

----- CHAIRMAN

**MINUTES OF THE MEETING OF THE EMERGENCY COMMITTEE HELD ON
TUESDAY 19TH SEPTEMBER 2023 AT 7:00PM IN THE MAYOR'S PARLOUR, FIRST
FLOOR, TRURO COMMUNITY LIBRARY, UNION PLACE, TRURO**

PRESENT:

Councillors, Ms Southcombe (Chairman), Wells, Roby, Webb and Mrs Swain (Mayor).

ALSO IN ATTENDANCE:

Mrs Ankers - Cornwall Flood Forum

Sarah-Jayne Jeffs - Truro City Council, Administrative Assistant, Parks Department

1 APOLOGIES

Apologies were received from Councillor Eathorne-Gibbons. Councillor Southcombe noted that Rosland & Truro CAP Low Carbon and Net Zero, Microsoft Teams meeting on was being held at the same time.

2 DISCLOSURES OR DECLARATIONS OF INTEREST

Item 5,1, Paragraph 2

Councillor Roby declared an interest in the above item as a member of Truro BIDS committee.

3 TO CONFIRM THE MINUTES OF THE EMERGENCY COMMITTEE HELD ON 21ST JUNE 2023.

It was proposed by Councillor Southcombe, seconded by councillor Swain (Mayor), and

RECOMMENDED that the minutes of the meeting held on 21ST June 2023 was a correct record.

4 UPDATE

Miss Jeffs updated the group with events during the summer recess.

Enys Quay Flats Fire and evacuation incident.

Miss Jeffs advised the group she visited the area of the incident the following morning to check the residents had returned home. The police officer at the scene advised her that all the flats were still evacuated but couldn't tell her where they were staying. She emailed Steve Lennon Truro ASB officer, and he forwarded the email, she was then invited to a team's meeting to discuss Next Steps by James Reseigh - Live West, the meeting included representatives from Cornwall Council, Cornwall Housing, and Steve Lennon Truro ASB officer. Richard Budge sat with her during this meeting.

James Reseigh confirmed that some residents had returned to their flats. Flats 29 and 28 suffered the most damage which were still drying with dehumidifiers. Power was lost, so the lift and Pull Cords were not operational. 2 elderly residents were staying outside of Truro. It was agreed for TCC to post on social media, a request to help accommodate these residents in Truro. An advert was uploaded to Facebook and TCC website.

Councillor Southcombe raised concerns that the group need to be careful not to be taken advantage of, when picking up new tasks.

Councillor Wells stated he spoke with Miss Jeffs post incident. He confirmed he had attended the incident with Fire and Police Services and 2 representatives from Live West who did well to find alternative accommodation for the residents. The biggest problem was finding medication as some residents struggled to give clear instructions to locate their items. Unfortunately, one resident was found deceased, so the area became a crime scene and residents were unable to return home, they were gathered nearby in the Ale House (Public House). Councillor Wells noted this was not the most appropriate location as some residents were in their nightwear.

Miss Jeffs reported that on 21st August 2023 she attended a team's call with PC Caroline Wildish, Emergency Planning Officer from Devon and Cornwall Police. As per Appendix A.

Councilor Southcombe updated the group, explaining that she attended a meeting with Cornwall Council Emergency Management Team (CC-EMT), Jamie Whitford-Robson, and Hannah Fox. Also in attendance was Miss Jeffs. CC-EMT thanked councilor Southcombe and Miss Jeffs for putting the plan together, adding it contains a lot of information, and looks like a Major Incident Plan. CC-EMT requested us to change some of the wording in the plan and raised concern regarding recording personal information and Data Protection. They also confirmed that CC-EMT would lead the response.

During the meeting Jamie Whitford-Robson informed Councilor Southcombe and Miss Jeffs that Martyn's Law was due to become law in the new year after being delayed from May 2023. He supplied a copy of his draft presentation for Truro City Councils information.

Appendix B - Miss Jeffs meeting notes.

[The most recent information on Martyn's Law can be obtained from <https://www.protectuk.police.uk> or by contacting Jamie Whitford-Robson at Cornwall Council.]

During a board discussion,

- a) Miss Jeffs agreed to check volunteers would be covered in TCC's insurance.
- b) Mrs Ankers agreed to check requirement for DBS screening.
- c) Councillor Wells confirmed an emergency response would be triggered by the county on duty fire officer
- d) Miss Jeffs advised if Truro City Council are first aware of an incident, the duty fire officer is contacted first, who will decide the response level.
- e) Mrs Ankers stated volunteers should work in pairs.
- f) Levels of response are Category 1 makes the decisions. Category 2 acts.
- g) Councillor Southcombe pointed the group towards a video of recent flooding Dawlish.

[Emergency in Dawlish: Police Shut Down Roads Amidst Flash Flood Chaos - YouTube](#)

5 NEXT STEPS

i. Funding

Councillor Southcombe confirmed £500 had been received from Cornwall Council for the development of the plan. An application for funding from Cornwall Flood Forum has been submitted.

Mrs Ankers confirmed that a sum of £1,500 had been agreed for Truro. The group thanked Mrs Ankers and Cornwall Flood Forum very much. She added that Walkie Talkies are expensive.

Members noted that LiveWest offer community grants that may be accessible.

Members suggested contacting Truro BIDS to ask if funding was available. Councillor Southcombe agreed this was a good idea.

ii. Training

Councillor Southcombe advised that Cornwall Council Emergency officer Jamie Whitford-Robson had offered to facilitate a Desk-Top training exercise.

EMERGENCY COMMITTEE – 19TH September 2023

Mrs Ankers advised that Cornwall Flood Forum could facilitate training in January 2024, and noted that Chacewater and Stithians was also preparing a Community Emergency Plan but was lagging behind Truro. Flood wardens are trained to Category 1 response as they are often the first to be aware of an incident. She added training should be refreshed annually.

Miss Jeffs passed around a copy of Cornwall Flood Forum's training program and flood warden role profile. The group agreed to use the flood warden role profile and the training. Miss Jeffs stated that PC Wildish had recommended this training as she had helped write the Community Volunteer booklet - An introduction to Emergency Response.

Miss Jeffs advised the group of E-training recommended by both PC Wildish and Cornwall Council Emergency Management Team. The Action Counters Terrorism (ACT) has been produced in preparation for Martyn's Law. Miss Jeffs stated she had completed the training and found it easy to do and valuable and agreed to circulate login details to the group. Councillor Wells confirmed he had previously completed the training.

iii Public Engagement including volunteers

Councillor Roby noted that from experiences elsewhere it is difficult to find and recruit volunteers. He suggested leaflet dropping in areas close to Reception Centres and outside flood zone.

The group suggested TCC Community Engagement officer Damian Richards could help with leaflet distribution. Adverts could be uploaded to Local Community Facebook sites including the Next-Door App.

Councillor Wells advised that Volunteer Cornwall can screen volunteers.

The group decided to aim to recruit a minimum of 15 volunteers.

Councillor Southcombe stated she would also like to recruit River Monitors and Water Testers.

iv Live Exercise/s

The group suggested a live exercise, could potentially be arranged for January once other training has been completed.

7 DATE OF NEXT MEETING

The date of the next meeting was agreed for Wednesday 18th October 2023 from 7pm.

The meeting closed at 8:20 pm.

----- CHAIRMAN

Truro City Council

**Estimates Report 2024-25
&
Financial Forecasts 2025-27**

Draft Report for

Parks & Amenities committee

Finance & General Purposes Committee

Version 4 17 01 24

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Background

1. The Local Government Act 1992, Section 49A requires a Local Precept Authority (Truro City Council) to prepare a budget to calculate its Precept requirement.

The City Council must therefore prepare an annual budget giving details of its planned expenditure for the forthcoming year to ensure its financial resources are aligned to its priorities and used to deliver priority outcomes for the local community. There is a process of monitoring performance against budget and so this forms the key foundations for the authority's internal control, compliance and audit arrangements.

2. **Truro City Council Financial Regulations.** (*Section 3: 3.1-3.5 - Annual Estimates (Budget) and Forward Planning.*)
 - 2.1. Each spending committee i.e. The Finance & General Purposes Committee and the Parks & Amenities Committee shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council in January each year including any proposals for revising the forecast.
 - 2.2. The RFO must each year, by no later than the end of December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the council.
 - 2.3. The Council shall consider the annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
 - 2.4. The Council shall fix the precept (council tax requirement) and the relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
 - 2.5. The approved annual budget shall form the basis of financial control for the ensuing financial year.

Estimates 2024-25

Introduction

- 1 The purpose of this report is therefore to enable members to make an informed decision regarding the financial requirements of the Council over the next three years, with particular emphasis on the Precept for the next financial year. It also reviews the current year's financial position and recommends changes to the approved estimates for the current year.
- 2 The current year's financial position continues to be significantly challenging, especially with the changing economic situation. Town Councils in England are facing dire situations for 2023 particularly exacerbated by the volatile levels of inflation and interest rates. Added to which the combination of the national pay rise for staff from April 2023 and the price rises, particularly relating to electricity and gas (a 28% increase), has resulted in a range of cost increases. The impact of the Covid-19 pandemic too which has influenced the supply and demand of many goods and services is still having a knock-on effect, leading to volatility and shortages, continues to have an influence on prices. Covid too of 12%. People's habits and work patterns have changed.
- 3 The prediction for 2024 for town councils' economic position continues to remain uncertain and challenging. Factors that may still affect and influence budgets are high inflation and energy prices, national pay award, slow economic growth and the need to adapt to the changing needs and expectations of local communities and stakeholders.
- 4 The Council has approved a Medium-Term Plan at Full Council on 6th December 2021 until 2025. This is a non-financial document which has enabled the Councillors to agree on the initiatives and developments that are important to meet the objectives of the Council. Furthermore, an Organisation Review had been agreed and started during 2022 and into 2023.
The planned intention was to review the Strategic Direction in the early part of 2023 and under a closed agenda item Council on 27th March 2023 it was agreed that the Town Clerk hold a workshop regarding revisions to the Objectives of the Council and produce a report to June Council. In addition, a further workshop in July to consider governance, future Committee structure, levels of delegation to the committees and their Terms of Reference. Reporting the outcome to the July Council. However, due to resourcing issues and time factors, this work has not yet been achieved. But will be considered a priority when staffing resources permits.
- 5 As in previous years the most significant challenge the Council will face over the coming year once again is the increase in inflation. The prediction at this point in time for 2024 is not very consistent among various sources but is expected to be somewhere around 5.3%. With a view that it will continue to fall through the year, albeit at a slow rate. This will continue to have a negative impact on the Council's economic position. Known factors already going forward into the next financial year. We already know that the

Foundation Living Wage rate is proposed to change from £10.90 to £12.00 in April 2024. The national pay award has yet to be agreed but it is estimated that it will be around 4.5%-5.%. From a risk perspective the continued uncertainty over World affairs is concerning and the Council needs to consider this when setting the Precept for next year.

- 6 The Council is acutely aware of the need to minimise increases in cost to the Council Taxpayer. The Medium-Term Plan has agreed *“to seek to limit the increase in cost to taxpayers from the Precept to the rate of inflation.”*
- 7 The report analyses the Council’s current financial position, including actual income & expenditure for the last financial year, and the money set aside in both the Revenue and earmarked reserves. It therefore enables the Council to make informed decisions on the following matters: -
 - Changes needed to the current financial year’s estimates.
 - The Precept required for the next financial year.
 - The likely effect of the action plan on future Precepts and Capital Expenditure.
 - The level of Revenue Reserve and earmarked funds needed for the future.
 - The technical and legal changes that have affected the Precepting process.
8. During the course of a normal budgetary year it is recommended that strategies such as IT, Training, HR etc and any Renewals Programme be considered by the relevant Committees, discussed and agreed before arriving at the series of Committees which consider and agree the budgets and Precept. This would enable agreed figures to be built into the budgets prior to a report and budget papers being produced. Still with the opportunity for further discussion and agreement at relevant Committees considering the Precept and Budget. It would also enable Members to have an input before those Committees take place.

Corporate Objectives

Corporate Objectives are normally agreed annually as part of the estimate setting process. However, they were agreed as part of the Medium-Term Plan which covers 2021 - 2025 and are therefore included for information: -

Mission Statement

This was agreed at the council meeting in December 2022

“To make Truro a great place to live, work and visit.”

Corporate Objectives

The Council will review these in the coming months as part of the review of Strategic Direction.

- ❖ To provide a leadership role for the community and promote and enhance the economic and sustainability, biodiversity, environmental, cultural and social well-being of the City of Truro for the benefit of its residents, business and visitors. A Policy to be a carbon Net-Zero organisation by 2030.
- To enable people residing, working or visiting the City to enjoy a meaningful, pleasant and safe time and work with other agencies to curb anti-social behaviour in the City Centre.
- ❖ To provide, and maintain where appropriate, facilities where everyone can enjoy their leisure time within the City.
- ❖ To continue to operate the Council in an efficient, economic and sustainable manner, seeking if possible, to improve its performance and to continue to adopt good employment practices.
- ❖ To provide assistance and encouragement to groups within Truro in the promotion and development of their activities, including the pursuit of grant assistance.
- ❖ To provide an opportunity for people living and working within the City of Truro to influence the work of the Council by means of consultation and partnership.
- ❖ To support sustainable growth within the City Centre to serve the day-to-day shopping, leisure, business, service, cultural and educational needs of the local community both for people who live and work in the City and visitors. To develop the relationship and the links between the Newham Industrial Estate and the City community.
- ❖ To ensure that all the Council's initiatives are sustainable.
- ❖ To support and consult the community in achieving involvement in and being responsible, for its own development and sustainability.
- ❖ To strengthen community management and local empowerment. Truro City Council will work with Cornwall Council to implement Devolution of services and assets as appropriate.
- ❖ To support the financial and reputational position of the council by delivering high quality contracted services in accordance with agreed terms.

Financial Estimates Overview

Financial Stability

This establishes how the amount available to spend on council services is determined and how local and national influences impact on funding.

External economic pressures which impact on the budget include:-

- *Pay expenditure*
- *Pension provision*
- *National Economic situation and inflation*
- *Market forces*
- *Unemployment levels*
- *Staff supply and demand rates*
- *Referendum principles*
- *Continued reductions to Cornwall Council Services*
- *External forces (lockdowns, pandemics) and other major disruptions i.e. fuel supply issues or severe weather.*

Internal pressures

- *Income generation*
- *Demand for services*
- *Business Development*
- *Continuous review of Income & Expenditure*
- *Local political pressures*
- *Additional measures and PPE (although the requirement has for now reduced)*
- *Lack of resources and staff shortages*

Adequacy of Balances and Reserves

The Town Council's strategy is to maintain adequate reserves to protect against risk, support, investments and ensure they have sufficient to pay two month's salaries to staff and associated expenses such as NI, tax contributions and pensions.

As with any financial entity, it is also essential that authorities have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans such as any specific capital projects that are intended to be paid for out of reserves.

Smaller authorities have no specific right to accumulate funds via the precept. All reserves should be reviewed and justified regularly (i.e. at least annually). Further, it is good practice to transparently publish both the level and rationale of all reserves.

The City Council has two types of reserves:

Type 1: General Reserves (also referred to as the General Fund)

The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

Income (other than the precept or levy) should be taken into account where situations that may lead to a loss in revenue as well as increased costs and adapt the general reserve accordingly.

Balances in this category are not identified for specified purposes but will be used to cushion against the impact of emerging events or genuine emergencies. The Council's existing policy has long been considered that a figure of 10% of the expenditure of the Council is sufficient, particularly when supported by earmarked reserves. Some of which are not committed and therefore could be brought into use in an emergency where higher levels of risk to the Council are identified for major projects. However, this does not meet the statutory guidance of between three and twelve months of expenditure. The current balance of the Revenue reserve stands at £87,314 (after the sum of £133,900 has been taken for the Revised budget to balance the estimates), which is 3.8% of the Precept (after the contribution to reserves and loans have been deducted).

The most recent JPAG Practitioner's Guide to Proper Practices (March 2023) specifically outlines the expected way that this fund should now be calculated. (see para below). This is a suggested 'Best Practice' and perhaps something to which we should aspire.

Type 2: Earmarked Reserves

None of the above in any way affects the level of earmarked and/or capital receipts reserves the authority may or should hold.

Balances in this category are set aside for specified projects where spending will occur outside of the usual annual spending pattern of the budget.

Assessment on Adequacy of Balances and Reserves

The assessment of the adequacy of the Council's balances and reserves has been based on the guidance note on Local Authority Reserves and Balances and whilst not a statutory requirement, it is considered prudent to set out current best practice about balances and reserves.

The guidance states that no case has yet been made to set a statutory minimum level of reserves and that each local authority should take advice from its most senior financial officer (Town Clerk in this case) and base its judgement on local circumstances.

A well-run authority with a prudent approach to setting its budget, will each year consider its level of general balances. These general balances will also need to be supported by earmarked reserves for specific needs and commitments. In coming to a view on the adequacy of the Town Council's reserves, account needs to be taken of the risks facing the Council in terms of any significant unforeseen spending commitments.

General Fund Changes

The March 2023 version of the Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide now provides full guidance on the generally accepted recommendation with regards to the appropriate minimal level of a Smaller Authority's General Reserve. They state this reserve should be maintained between three months and twelve months of Net Revenue Expenditure¹.

The way of calculating the Net Revenue Expenditure (NRE) is defined as follows:

"NRE (subject to any planned surplus or deficit) is effectively the Precept less any Loan Repayment and/or amounts included in the Precept for Capital Projects and transfers to Earmarked Reserves."

The following table (Page 15) therefore shows Gross Expenditure for the years indicated, the equivalent for those years of 3 months of the annual value, plus a suggested contribution to the General Reserve over the next three financial years. With a recommended contribution for the Revised 2023/24 budget.

A more detailed look at the General Reserves and Earmarked Reserves is contained at Pages 55 and 56.

REVENUE BUDGETS

- 1 The estimates are split into the two spending committees of a) Finance & General Purposes and b) Parks & Amenities. Within these two Committee structures they are further analysed into operational areas: -

Finance & General Purposes:

- Corporate/Democratic & Planning
- Tourist Information Centre
- Events & Marketing
- Community Work
- Truro Library
- Lemon Quay

Parks & Gardens Committee:

- Allotments
- Churchyards
- Public Cemetery
- Parks & Open Spaces
- Public Conveniences
- Café in the Park

¹ Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide 2023, Page 38 5.33.

- 2 As in previous years the estimates are analysed as follows.
 - The costs of carrying out the current level of services which is analysed into the Committees and detailed in the report. After taking into account estimated income the net cost of this is described as the “Net base expenditure” at line 13 on page 20.
 - In addition to this figure the Council has a number of funds with the function of providing money for specific projects or commitments. In each year, the Council has to decide the level of contribution it wishes to make to each. These contributions are added to the Net Base Expenditure in order to arrive at the Precept figure.
- 3 Included within the estimates are projections of the Council’s financial position for the two years following the budget year in order that members may more fully consider the impacts of external changes in finance which may impact upon the Council and influence the Precept in future years.
- 4 Coming into the current financial year 2023/24 the financial position of the Council was satisfactory, **although Cash Flow is an issue** and the funds and reserve, on page 56, show a total balance of £928k (previous year £1,231k) of which £226k (previous year £236k) lies in the Revenue Reserve. This Reserve provides a contingency against unanticipated expenditure and for cash flow purposes. The General Revenue Reserve is different from the other funds, as it is not earmarked for any project or commitment. It is, therefore, a particularly good measure of the state of the finances.
- 5 The largest single item of expenditure of the Council is the cost of employment with salaries and wages accounting for 80% of the total net revenue costs. Year on year the Council has limited control over these costs for the following reasons:
 - Pay awards are negotiated nationally.
 - The Council is committed to the final salary pension scheme by nationally agreed terms and conditions which in recent years have required significant increases in the level of contribution. The fund is subject to a triennial review by the actuary. This was carried out based on the figures in April 2019 and had resulted in contribution rates for the 2022-23 year. A triennial review was carried out as of April 2022 which has resulted in revised rates for 2023-24 This is described in paragraph 12.
- 6 It is important to note that as in previous years the City Council is required to Precept the Principal Authority, Cornwall Council, a fixed sum of money and that is the amount that the City Council will receive. The Principal Authority has to collect the Precept from the taxpayers and carries the risks and rewards of collection.

In deciding how much to charge for each property the Principal Authority has to make some assumptions. Firstly, it has to consider what percentage of the council tax it charges will in fact be collected. Cornwall Council is assuming a 99.10%

collection rate in 2023-24 (2022-23 99.10%). Secondly, the number of properties that will be chargeable has to be calculated. This is based upon the position as of September in the current year. This is known as the Band D tax equivalents and is 7,545.04 for 2024-25 (7,504.60 in 2023-24). The combined impact of this is an increase in Tax base from 7,437.06 in 2023-24 to 7,477.14 in 2024-25, equivalent as shown on page 20. This reflects the revenue that will be raised for each £1 charged per property. This is an increase of 0.54%. Therefore, the amount we precept Cornwall Council could increase without any increase to individual Council Taxpayers. This explains why the proposal is to increase our Precept by 25.8% but the resultant increase to the public is 25.5%.

7 Council Tax Referendums. For a number of years, major authorities such as Cornwall Council have been subject to Council Tax referendum principles and have been limited to core Council Tax increases that are determined by the Government. Any increase at, or above, the limit set by the Government would be subject to a referendum. In the event that a referendum is lost, an alternative budget must be ready to be put in place, within the referendum limit and would necessarily require re-billing. The cost of the referendum and re-billing would have to be met by the relevant authority.

To date, referendum principles have not been applied to Town & Parish Councils. In response to the National Association of Local Councils (NALC), the Government has excluded local (town and parish) councils from council tax referendum principles in 2024/25. The government published their response in the Local Government Finance Policy Statement for 2024/25. The statement outlined proposed referendum principles, including a core council tax referendum 3% limit for local authorities and exemptions for mayoral combined authorities and local councils.

Local councils having the freedom to set their precept without holding a referendum is one of the key asks in NALC's manifesto and have continually advocated for this with ministers and parliamentarians over the last year.

NALC is committed to engaging with the government on local councils' financial challenges and will respond to the finance settlement in the coming weeks.

Additionally, at the current time Cornwall Council have no reason to believe that the current position will not continue and will advise accordingly should the situation change.

Localised Council Tax Support

8 On 1st April 2013, Council Tax Benefit was replaced by a Localised Scheme for Council Tax Support, which was designed and approved by Cornwall Council as the billing authority.

Support has been provided in the new system to council taxpayers by way of discounts in their bill, which has had the effect of reducing the council tax base. Pensioners have received the same entitlements under the local scheme as under the current system, but the discounts awarded to both pensioners and working age claimants constitute reductions to the tax base. Cornwall Council approved a local scheme at its meeting on 29 January 2013.

The Government has agreed that billing authorities will be provided with funding in the Local Government Finance Settlement for the local precepting element of council tax support to Town and Parish Councils. Whilst the amount is paid to the principal council, in our case Cornwall Council; both the government and Cornwall Council view this as a “pass through” amount and Cornwall Council pass on 100% of the money it receives. However, this support started to be phased out so in 2022-23 this reduced by half to £26k and subsequently nil in 2023-24. This reduction in income is a direct loss to us and therefore has to be factored into our Precept calculations. This is shown on line 21 on page 20.

- 9 **Banking and Investment Strategy.** The City Council continue to adhere to the Banking & Investment Strategy approved for 2023-24. However, it was minuted at a previous F&GP Committee meeting that the provision of the banking and investment services be reviewed in 2023 and that the Council would seek tenders for its banking activities; in doing so one factor in the selection of the successful tender would be ethical banking.

As the Committee will be aware owing to limited staffing resources at present this has not taken place yet, but it is proposed that this will need to be one of many competing priorities in the New Year.

Reflected in the Management Accounts for November 2023 are the following balances: -

At the end of Nov 2023, the Council held the following cash balances

	£
Money Market Account	222,294
Current Account	839,106
Investments	318,299

Total 1,379,699

- 10 The City Council currently has the following loans as shown in the table below, the annual repayments for which are included within the estimate figures. The position as of 31st March 2023 is as follows: -

Purpose	Loan provider	Start Date	Term (years)	Amount of Loan £	Opening balance as at 01.04.22 £	Principal paid pre-01.04.22 £	Principal paid y/e 31.03.23. £	Balance c/f to 2023-24 £
Boscawen Park Sewage Works	P.W.L.B.	31.3.2016	15	77,000	49,206	27,794	4,999	44,207
Tennis Court Project	Lawn Tennis Association	01.4.2019	10	60,000	45,000	15,000	6,000	39,000
Tennis Court project	P.W.L.B	30.4.2019	15	250,500	213,814	36,686	15,199	198,615
Idless Nursery Development	P.W.L.B	03.8.2020	30	320,000	308,973	11,027	7,580	301,393

(Note: P.W.L.B. is the Public Works Loans Board)

In addition, the Estimates allow for a repayment to Cornwall Council to pay for the external repairs to the Municipal Buildings, including the clock tower. Ongoing discussions and negotiations with Senior County Council Officers have given the opportunity to put forward that TCC strongly wish for a repayment schedule, in relation to the anticipated figure excluding any internal works which was approximately £1.1m. Furthermore, we would seek to spread that over as long as possible period. Whether interest is to be charged by CC is yet to be determined. Based on what we do know a budget provision of £80k has been accounted for within the budgets.

- 11 The Council is supportive of promoting micro-generation/energy conservation in principle, and of campaigns for a low carbon society. It has declared a climate change emergency. It has taken advice and considers sustainability in development proposals as well as reviewing existing operations. It has a Policy to be carbon Net-Zero by 2030.

Net Base Expenditure

- 12 The individual committee pages provide a detailed account of the changes to the estimates from the figures agreed a year ago. However, it is worth noting a number of changes which have had a significant impact across the Council as a whole: -
- The National Joint Council for Local Government Services has reached an agreement on the annual pay award for employees which is implemented in April of each year and is the result of national negotiations. The increase for April 2023 was agreed by the national negotiators in November 2023. The assumption in the original 2023-24 estimates was a 3% increase but the settlement was a fixed amount of £1,925 per full time equivalent member of staff. The pay structure for the organisation shows a predominance of staff at the lower end of the pay bracket and therefore this settlement represents a much higher cost than anticipated.
 - The terms and conditions of employees of the Council include a number of employees who are paid the “living wage.” It was a Council policy adopted in 2015-16 to pay the “living wage foundation” rate. In 2023-24 the rate per hour was £10.90. However, the National Joint Council pay award relating to our staff from April 2024 has a minimum hourly rate of £11.59, this is therefore the minimum rate being paid in this financial year. The proposed Living Wage Foundation rate for 1st April 2024 is £12.00 which reflects increases in inflation. However, owing to the erosion of differentials between pay rates and historical pay rates within the Council and budgetary pressures, it is planned to review the strategy towards NJC pay rates and the LWF rates as a separate report in the New Year. Ensuring clear communications with staff as appropriate.
 - The Council’s contribution to the Pension fund has increased in recent years. The Fund Actuaries carry out a triennial valuation that determines the contribution rate for the following three years. The contribution level paid by employees is nationally set. As far as employer rates are concerned these are split into two figures. The first is a percentage of pensionable pay and this funds the ongoing increase in liabilities of the scheme resultant from the employee working. The second, is a lump sum paid by the employer, which reduces the current deficit in the fund between the values of the assets e.g. Stocks and shares and the value of the anticipated liabilities of the funds which are future pension payments to ex-

employees. For the current year ending 2023/24 the percentage of pensionable pay is 19.5% plus a lump sum of £38,100. Following the actuary's review of the scheme at the 1st April 2022 these figures will remain the same for year ending 2024/25 and 2025/26: -

	Financial Year 2023-24	Financial Year 2023-24	Financial Year 2023-24
Future Contribution	19.5%	19.5%	19.5%
Annual Deficit payment	£38,100	£38,100	£38,100

- In the UK, the annual inflation has fluctuated and the Consumer Price Index is expected to be 7.5% for 2023. Inflation has surged since late 2021 and reached a 41 year high of 11.1% on October 2022. Since that recent peak inflation has gradually subsided and was 4.6% in October 2023. Whilst general inflation on-costs have risen in recent months and with the utility costs likely to rise in January 2024. The percentage figures built into the budgets for rates and power are 5% and 10% respectively. For 2025/26 a marginal increase has been included but for 2026/27 these percentages have been decreased.
- Inflation for next year 2024/25 is being predicted to fall again by the end of the year 2024 but on average is predicted to be around 5% to 7%. This is dependent on many factors and we may even experience a recession. We have therefore been experiencing fluctuating figures, particularly in the building materials and commercial areas. It is recommended that for next year that for the following areas of cost we set aside a contingency which will be used as and when needed: -
 - National pay award due 1st April 2024 - Whilst this figure is unknown at present, it has been considered prudent to build in a provision for 2024-25 to 2026-27 of £125k based on the increase needing to be absorbed for the 2023-24 pay award which had not been fully provisioned for in the Original 2023-24 estimates.
 - Cost inflation. Whilst the prediction is for an average of 5-7%, it is recommended that we provide for an allowance of 6%.

Contributions to/from Funds

13. In addition to this figure the Council has to consider the contributions to the funds. In doing so it needs to consider future projects and any changes to policy. These are shown in lines 14 to 17 on page 20 and an explanation within the individual Committee reports.
14. In line 17 on page 20 you will see that the proposed transfer from the Revenue Reserve for the current year is to support achieving a balanced budget. This will have the impact of reducing the original reserve contributions to various funds both revenue and capital. This is reflected within the working paper on Page 56.

Additional Services/Assets

15. The Council continues discussions with Cornwall Council regarding a number of potential increases to services and its assets through the devolution and localism process. Cornwall Council Cabinet had agreed a Level 1 deal but more recently agreed a Level 2 deal as a result

of the Chancellor's Autumn Statement. However, Cornwall Council has decided not to pursue a Level 3 Deal which required the introduction of a directly elected mayor for Cornwall. The Level 2 Deal has been developed with the Council's priority outcomes at its heart and includes positive steps for Cornwall across three key areas:

- Skills: The Government will fully devolve the adult education budget.
- Green energy: The creation of a Cornwall Floating Offshore Wind (FLOW) Commission.
- Cornish Culture: Additional £500,000 to support Cornish distinctiveness and the Cornish Language and attendance at the British-Irish Council.

However, following the transfer of a number of services and assets in recent years there remains fewer discussions in progress. Areas of land at Rosedale and the Newham trail should come forward in the future but no recent discussions or indications have been given as to when. Therefore, there are no provisions in the accounts for any costs associated with new devolution properties or services.

Transfers: -

2019-20

- Truro Library Building
- Truro Library Service
- Moresk Day Centre
- Newbridge Lane Open Space

2018-19

- Hendra Hall
- Zebs Building
- Lemon Quay Management.
- Kenwyn Hill Playing Field.
- Coosebean Land

- 16 In addition to the specific items above there is the following policy matter which needs to be considered.

As discussed above under 'Adequacy of Balances and Reserves.' the question remains what level do we consider is reasonable for the Revenue Reserve of the Council?

Further, as again discussed previously we have long considered that a figure of 10% of the expenditure of the Council is sufficient, particularly when supported by earmarked reserves, some of which are not committed and therefore could be brought into use in an emergency. This does not meet the statutory guidance of between three and twelve months of expenditure. The current balance of the Revenue Reserve stands at £221k (prior to F&GP on 15th Jan 24) which is about 10% of the Precept (less loans and additions to EMRs).

However, the Council is required, under statute, to maintain adequate financial reserves in order to meet the needs of the organisation. Section 50 of the Local Government Finance Act 1992 requires that billing and precepting authorities in England and Wales to have regard to the level of reserves needed to meet the estimated future expenditure when calculating the budget requirement.

The level of reserve is a matter of professional judgement. However, the following is a suggested contribution rate to achieve the minimum of 3 months over a period of three consecutive financial years commencing with 2024/25 to 2026/27. This figure has now been included within the budgets (following F&GP 15th Jan 24) but is for discussion and decision by Council. Obviously, the amount decided upon for 2024/25 will impact the Precept and subsequent increase percentage. If the figure of £195,000 were to be added, then it would increase the current figure of 16.77% to 25.5%. *(Since recommended to be included within the Proposed Estimates for 2024-25, following F&GP 15th Jan 2024).*

But in reality, this is only achieving the minimum recommendation of 3 months and not 3 to 12 months.

PROPOSED CONTRIBUTION TO GENERAL RESERVE	Rev 2023/24			2024/25			2025/26			2026/27		
	Expenditure	Income	Net	Expenditure	Income	Net	Expenditure	Income	Net	Expenditure	Income	Net
Finance & General Purposes												
Corporate/Democratic & Planning	672,072	15,000	657,072	829,436	23,000	806,436	874,300	35,840	838,460	913,838	37,579	876,259
Tourist Information Centre	229,874	112,039	117,835	244,403	131,560	112,843	258,659	139,292	119,367	270,975	147,565	123,410
Events & Marketing	38,117	0	38,117	54,865	0	54,865	54,865	0	54,865	54,865	0	54,865
Community Work	168,015	4,034	163,981	154,616	4,034	150,582	172,556	4,034	168,522	180,220	4,034	176,186
Truro Library	275,609	49,868	225,741	279,823	53,998	225,825	299,948	55,183	244,765	314,708	56,451	258,257
Lennon Quay	75,492	54,060	21,432	142,966	57,904	85,062	153,377	57,904	95,473	162,683	57,904	104,779
Parks Committee												
Allotments	5,577	3,200	2,377	5,579	3,700	1,879	5,950	3,700	2,250	6,270	3,700	2,570
Churchyards	21,596	1,026	20,570	21,482	1,026	20,456	22,910	1,055	21,855	24,189	1,055	23,134
Public Cemetery	55,786	23,407	32,379	55,521	25,626	29,895	59,052	25,626	33,426	62,200	25,626	36,574
Parks & Open Spaces	969,505	119,311	850,194	971,668	121,089	850,579	1,033,505	121,060	912,445	1,087,750	121,060	966,690
Public Conveniences	179,796	2,425	177,371	180,102	1,800	178,301	194,516	1,800	192,716	205,569	1,800	203,769
Café in the Park	203,900	161,404	42,496	227,651	234,688	-7,037	241,137	248,770	-7,632	250,814	266,183	-15,369
Net Base Expenditure												
Funds & Reserves												
Finance Committee Revenue Fund	131,234	0	131,234	22,800	0	22,800	13,800	0	13,800	13,800	0	13,800
Finance Committee Buildings Fund	17,000	0	17,000	17,000	0	17,000	17,000	0	17,000	17,000	0	17,000
Parks Committee Capital Fund	19,600	0	19,600	136,200	0	136,200	136,200	0	136,200	136,200	0	136,200
Council Tax Support	0	0	0	0	0	0	0	0	0	0	0	0
General Revenue Reserve	-133,900	0	-133,900	0	0	0	0	0	0	0	0	0
Anticipated Pay Award	0	0	0	124,933	0	124,933	124,933	0	124,933	124,933	0	124,933
Net Expenditure	2,929,273	545,774	2,383,499	3,469,043	658,425	2,810,618	3,662,710	694,264	2,968,446	3,826,014	722,958	3,103,057
				0.1898								
Precept			2,383,499			2,810,618			2,968,446			3,103,057
Less Additions to EMRS			-33,934			-176,000			-167,000			-167,000
Less loans & interest repayments			-46,667			-126,667			-126,667			-126,667
Less Capital Expenditure			0			0			0			0
Target Value for 3 Months of Precept			575,724			626,988			668,695			702,347
Current General Reserve Balance			87,314			87,314			282,314			487,314
Add Proposed Contribution			0			195,000			205,000			210,000
New Balance			87,314			282,314			487,314			697,314
Gap			488,410			344,674			181,381			5,033
Revised Net Expenditure with General Reserve included			2,383,499			3,005,618			3,173,445			3,313,057
			0			195,000			204,999			210,000

Risks

- 16 The current economic situation and budgetary pressures have increased the financial risks to the Council and below is an analysis of the risks and assumptions made in arriving at the estimate figures.

Risk/Assumption	Financial level of risk 2024-25	Mitigation
<p>1 Repairs to the Municipal Buildings. The latest estimate of cost for the repairs, including the clocktower, provided by Cornwall Council requires a loan from CC of £1.1m</p> <p>(See Page 22 Item 2)</p>	<p>The estimates assume a future loan from CC and a repayment of £80k annually. Subject to increase for any interest.</p>	<p>As at the 13th December 2023 the anticipated loan repayments estimate has been built into the budgets for 2024-25. This follows early discussions with CC Senior Officers.</p>
<p>2 There is a significant uncertainty over inflationary costs in the next budgetary year, which affect pay rates and costs</p>	<p>We have absorbed significant inflationary costs in the current year, a net 7%, and propose to include this for next year's costs.</p>	<p>A contingency has been made to cover national pay awards of 5% for next year and 5% on costs.</p>
<p>3. Waste – Current waste costs are provided by various contracts with particular increasing costs on devolved land (incl Lemon Quay and Coosebean). Early 2024 predictions are that they could rise even more.</p>	<p>In addition to existing service commitments likely to rise. Notification from Cornwall Council are that Lemon Quay and Coosebean could be around an additional £34k.</p>	<p>Waste service provision requires rationalisation of the various providers. An options appraisal needs to be undertaken to assess whether these services could be better provided by the employment of an individual/s or new contractors.</p> <p>It has been suggested that this be an early project for the new Deputy Town Clerk.</p>
<p>4. CCTV – Cornwall Fire and Rescue Services at Tolvaddon have given notice to longer provide this service. A new provider is urgently being sought.</p> <p>(See Page 24 Item 5)</p>	<p>Newquay Town Council have been approached as an existing provider of this service to other Town Councils. A quotation for the annual monitoring of this service has been received in the annual sum of £122k with a one-off additional set-up cost in year 1 of £13k.</p>	<p>The Proper Officer has done some research amongst other Cornwall Town Councils with a view to assessing some benchmarking costs. This will be another Urgent Project in the New Year for the new Deputy Town Clerk. The only provision in the budgets for 2024-25 is inflationary costs.</p>
<p>5. Pavilion Café – Raised at F&GP in Nov 23, actual costs and income for the early part of 2023/24 indicate the aspirations of the original Business Case have not been achieved owing to various operational issues and inflationary costs. (see Page 19)</p>	<p>The Revised Estimates for 2023-24 based on a change in operating pattern, staff and costs indicate a shortfall of £63k. This is planned to improve for 2024-25 with a surplus of £7k.</p>	<p>With the employment of a Temporary Catering Manager, extending the menu options, staffing and regular monitoring, it is planned to conduct an extensive review in six months of this facility or sooner.</p>

Strategy

- 17 The cost pressures and increases that the Council is facing for the coming financial years are significant. Below is a table summarising the various impacts

Summary of Changes between Original Estimates 2023-24 and Estimates 2024-25

	£
Approved Estimate 2023-24	2,382,665
<i>add</i>	
National Pay Award April 2023, increment movement and Living Wage Foundation Award April 2023	186,743
<i>add</i>	
Contingency for Pay Award April 2024 (5%)	124,933
<i>add</i>	
<i>General Revenue Reserve Contribution</i>	195,000
<i>Increase to Elections Revenue Reserve</i>	9,000
Price inflation (10%)+ special rates (power etc)	27,895
Transport inflation costs	15,480
Municipal Building Rates	22,954
Cleaning & Waste Management costs	73,593
Repairs & Maintenance	10,496
<i>Removal of Winter Fayre,Lemon Quay/ Events</i>	20,000
<i>less</i>	
Inflationary Increase In charges (5-10%)	-42,147
	643,947
Effect of Inflation	
<i>add</i>	
Loan Charges incl Repayment Municipal offices	19,441
Other Changes	-2,292
Contribution to ASB Officer	10,532
<i>Reduced costs</i>	
Payroll & Personnel costs	-33,472
Advertising (incl Comms Consultant)	-15,201
	3,005,618
Total	3,005,618
Total Budget	3,005,618

In view of the scale of increases as well as the basic calculated figures there is still the opportunity for Full Council to consider options for cost reductions which comply with the following principles: -

- Not to terminate any legal employee or supplier contracts
- To minimise the impact on the service delivery.
- To minimise the increase to financial risk

In the report for each committee there had been a number of budgets for the committee to consider reductions or additions to the budget. The Council now needs consider the recommended changes. The Council can also consider additional items or alternatives.

The summary below is a table indicating the effect of agreeing to the changes recommended at F&GP on 15th Jan 2024 – **these have now been reflected within the working papers.**

Impact on Council Taxpayers	2023-24		Prior to Changes	Changes
	£		2024-25	2024-25
Precept	2,382,665		2,797,126	3,005,618
Band D tax base	7,437.06	0.54%	7,477.14	7,477.14
Annual Band D Council tax	320.38		374.09	401.97
		Increase	16.8%	25.5%
		Annual Increase	£53.71	£81.48

- 18 What is not apparent from the figures is the level of efficiency savings achieved in the last twelve months. This has taken the form of direct cost savings such as savings on staff appointment and procurement savings. During the year we have responded to the unexpected increases in costs from inflation and the pay award and mitigated it wherever possible.

However, work has begun to consider how to generate significant, long term, and sustainable reductions to the precept requirements. One opportunity that is presenting itself is the Towns Deal grant and the Council has agreed to leading on two of the five major projects. In particular the Boscawen project may include the potential of cost savings; for instance, the flood protection work that needs to be carried out, and income generation which could result from the construction of a commercially based centre. This is possible by utilising the legal freedom offered by the “General Power of Competence.”

There are two areas of current work which could be expanded in this way to provide significant benefits: -

- The Parks Department continues to be recognised for achieving high horticultural standards of national championship level; largely from plants grown in our nursery. The original operations Plan for the moving in and initial operation of the plant nursery at Idless, forecast it would be expected that in year 2 onward we will be able to generate some surplus income from the sale of plants and horticultural services.

- The Tourist Information Centre successfully launched the provision of a ticket office in 2023-2024 and will see a move towards attracting more people to use this service / facility. They continue to still provide third-party services to other organisations with a view to selling tickets.
- The new café at Boscawen Park has been up and running now for a while. However, whilst at the time of producing last year's budget figures it was predicted the café would have the potential to realise increased profits. Unfortunately, this has not been achieved and in fact has caused a cost pressure in this financial year. Having taken a detailed report to F&GP Committee it was recommended that a future report be brought back providing a cost-benefit analysis, operational review etc with a view to increasing profits going forward on a more sustainable footing.

Resolutions

- 1 That the revised estimate for 2023-24 is approved.
- 2 That the proposed additional contribution to the General Revenue Reserve in the sum £195,000 (Precept increase 25.5%) be agreed as laid out.
- 3 That the estimates for 2024-25 are approved.
- 3 That the Precept is set at £3,005,618 for 2024-25. (Includes additional General Reserve contribution of £195,000).
- 4 That the financial forecasts for 2025-26 and 2026-27 are agreed in principle.

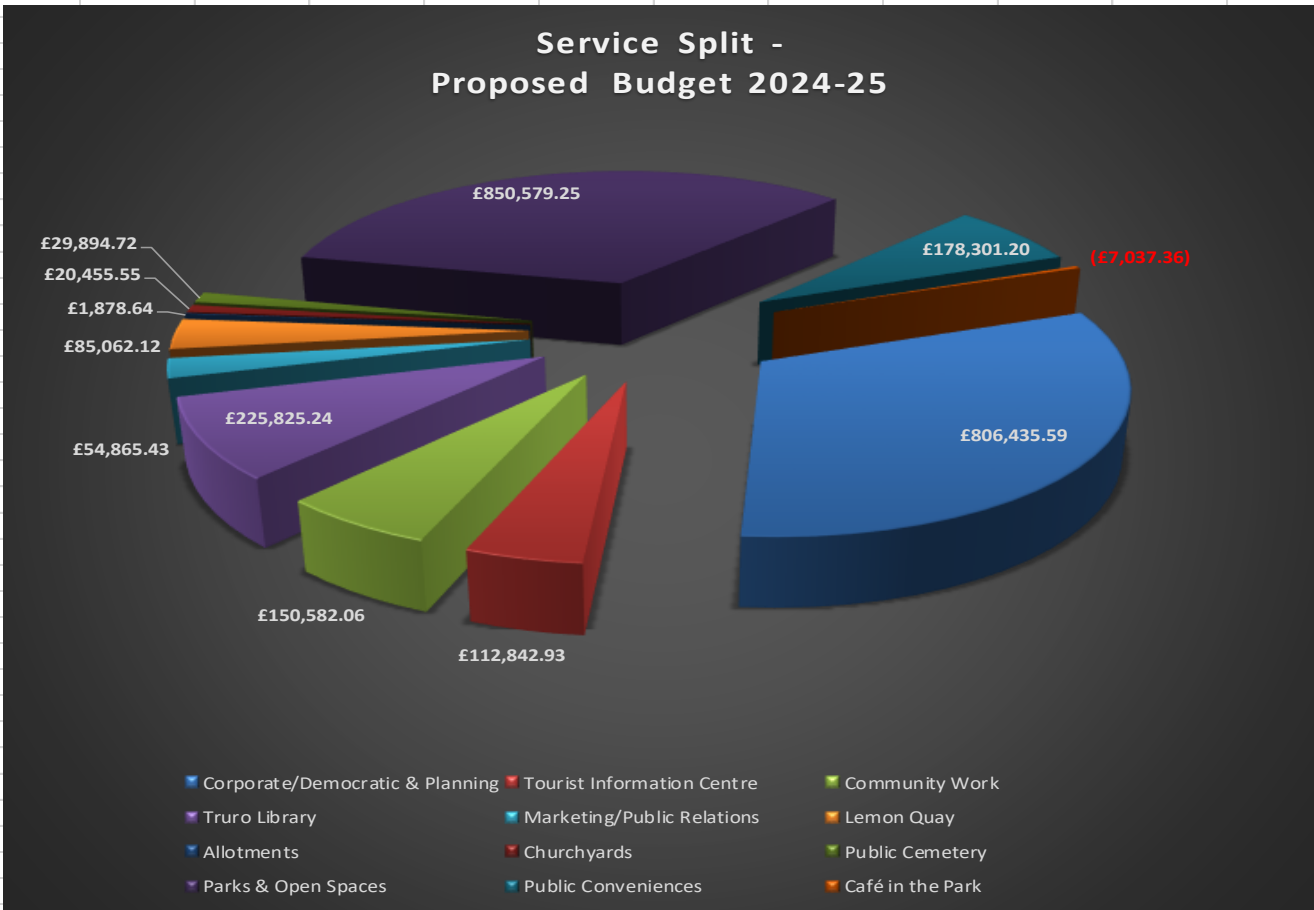
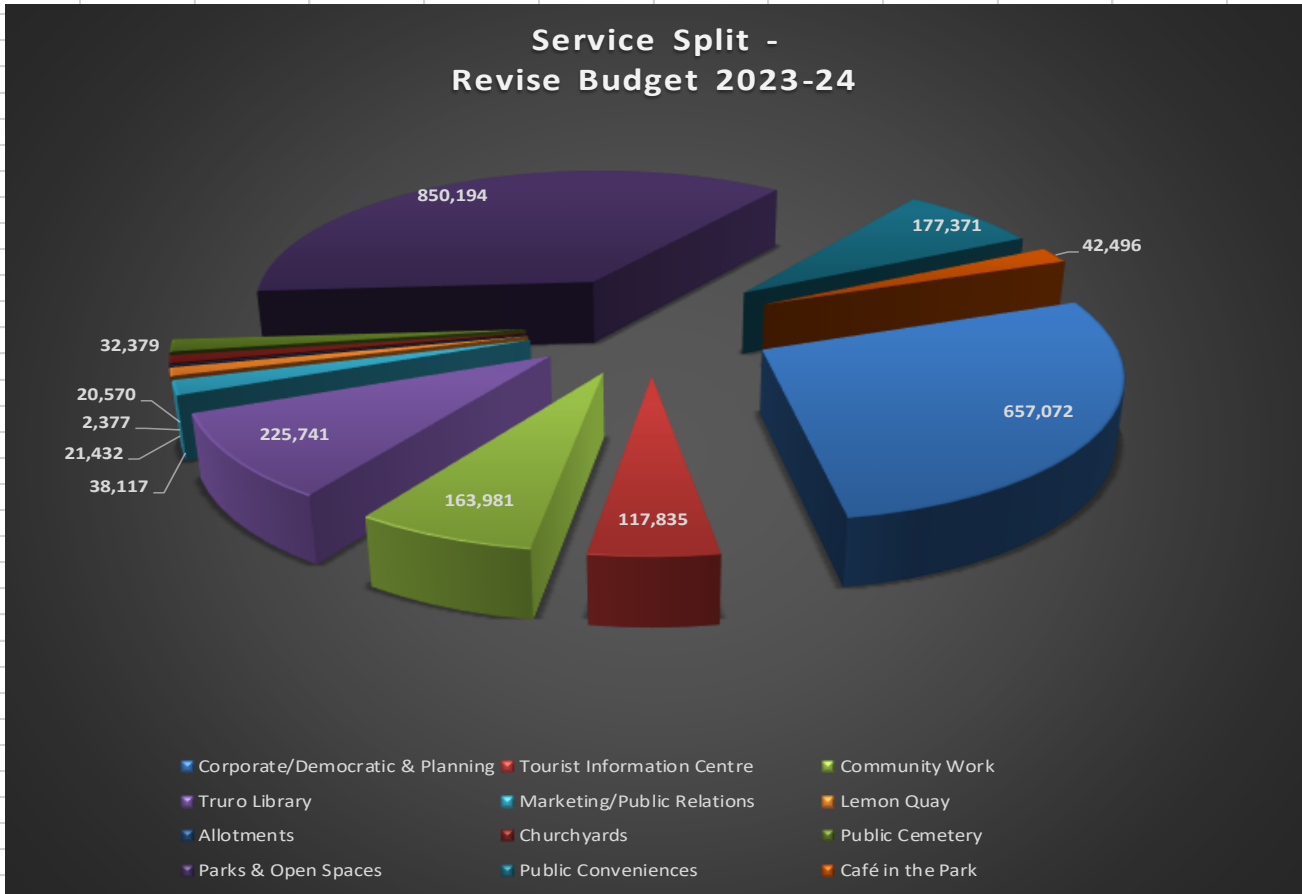
TRURO CITY COUNCIL

19-Jan-24

Estimates 2024-25 & Financial Forecasts 2025-27

Overall Summary of Net Revenue Expenditure

Ref		2022-23	2023-24	2023-24	2024-25	2025-26	2026-27
		Actual	Approved	Revised	Estimates	Forecast	Forecast
		£	£	£	£	£	£
	Finance & General Purposes						
1	Corporate/Democratic & Planning	366,263	581,086	657,072	806,436	838,459	876,259
2	Tourist Information Centre	116,617	112,212	117,835	112,843	119,367	123,410
3	Community Work	154,732	158,360	163,981	150,582	168,522	176,186
4	Truro Library	240,371	208,627	225,741	225,825	244,765	258,257
5	Marketing/Public Relations	64,252	65,652	38,117	54,865	54,865	54,865
6	Lemon Quay	6,305	9,580	21,432	85,062	95,473	104,779
		948,540	1,135,518	1,224,177	1,435,613	1,521,452	1,593,757
	Parks Committee						
7	Allotments	6,069	3,937	2,377	1,879	2,250	2,570
8	Churchyards	19,043	19,671	20,570	20,456	21,855	23,134
9	Public Cemetery	31,121	30,746	32,379	29,895	33,426	36,574
10	Parks & Open Spaces	721,069	813,845	850,194	850,579	912,445	966,690
11	Public Conveniences	186,796	166,720	177,371	178,301	192,716	203,769
12	Café in the Park	27,134	-20,774	42,496	-7,037	-7,632	-15,369
		991,232	1,014,146	1,125,387	1,074,072	1,155,061	1,217,367
13	Net Base Expenditure	1,939,772	2,149,665	2,349,565	2,509,685	2,676,512	2,811,124
	Funds & Reserves						
14	Finance Committee Revenue Fund	-3,400	13,800	130,400	22,800	13,800	13,800
15	Finance Committee Buildings Fund	11,400	17,000	17,000	17,000	17,000	17,000
16	Parks Committee Capital Fund	131,500	136,200	19,600	136,200	136,200	136,200
17	General Revenue Reserve	-33,533	0	-133,900	195,000	205,000	210,000
18	Net Expenditure	2,045,740	2,316,665	2,382,665	2,880,685	3,048,512	3,188,124
19	add Inflation Contingency	0	66,000	0	0	0	0
20	Anticipated pay award 24/25	0	0	0	124,933	124,933	124,933
21	less Council Tax Support Grant	26,089	0	0	0	0	0
22	Precept	2,019,651	2,382,665	2,382,665	3,005,618	3,173,445	3,313,057
	Increase in Precept			0	26.1%		
	Impact on Council Tax Payers		2023-24		2024-25	2025-26	2026-27
			£		£	£	£
	Precept		2,382,665		3,005,618	3,173,445	3,313,057
	Band D tax base		7,437.06	Taxbase	7,477.14	7,477.14	7,477.14
	Annual Band D Council tax		320.38		401.97	424.42	443.09
				Increase	25.5%	5.6%	4.4%
				Annual Increase	£81.60		



Finance & General Purposes Committee Estimates

- 1 The figures below represent the amounts required to maintain the current level of service provision. However, given the increase in the Revised Budget actuals, mainly relating to the Pay Award and staff increments etc, plus areas where income has not been achieved and the added pressure of waste management and supplies cost increases. In view of the scale of the Precept increase, whilst there would normally be suggested savings or increases for consideration, which have not been built in the estimates at this point in time, apart from a proposed reduction in the various fund contributions in the sum £133,900 for the Revised 2023-24 budget (*since F&GP these are now reflected within the papers*). The focus of attention, consideration and decision needs to be towards the Proposed Estimates for 2024-25. Particularly in regard to the suggested increase in the General Reserve Contribution (shown on Page 15) and discussed earlier. But again, subject to discussion and decision, will then be incorporated to provide a new Precept figure.

	2022-23 Actual	2023-24 Approved Estimates	2023-24 Revised Estimates	2024-25 Estimates	2025-26 Forecast	2026-27 Forecast
	£	£	£	£	£	£
	2,019,651	2,382,665	2,382,665	2,810,618	2,968,445	3,103,057
			0	18.0%		
		2023-24		2024-25	2025-26	2026-27
		£		£	£	£
		2,382,665		2,810,618	2,968,445	3,103,057
Res Contr		0		195,000	205,000	210,000
		2,382,665		3,005,618	3,173,445	3,313,057
		7,437.06	Taxbase	7,477.14	7,477.14	7,477.14
		320.38		401.97	424.42	443.09
			Increase	25.5%	5.6%	4.4%
			Annual Increase	£81.60	£22.45	£18.67

When considering the budget, subsequent savings or increases. The following principles still need to be preserved: -

- Not to terminate any legal employee or supplier contracts
- To minimise the impact on the service delivery.
- To minimise the increase to financial risk.
- Observe which services are either statutory or discretionary

Further, the Committee need to be mindful that there are additional cost pressures not accounted for in the budgets for 2024-25, briefly discussed below. Any cost savings to offset the budget increase also need to be discussed further to help achieve a potential reduction in the Precept.

2. Municipal Buildings

The current year continues to see the temporary accommodation of the Corporate and Parks Management and Administrative Teams in the Truro Library Building as well as various Council meetings. The effect and impact on the estimates are that the property costs for the Municipal Buildings have reduced significantly. This situation is assumed to continue into

2024. Although the Accommodation working group will still need to consider the latest position with the building in the early part of 2024.

However, it is assumed in the estimates that the Council will need to enter into a loan of £1.1m to meet its legal obligations with regards to the repairs to the outside of the building. Whilst it had been originally envisaged that the loan would be taken out in June 2023 and provision was made in the original budget for 2023-24 of £60k. This has been removed from the Revised Estimates for 2023-24 to help offset other cost pressure areas.

The current position with regards to the prospect of any costs relating to the fabric repairs as part of the agreement with Cornwall Council, has the potential to be more like £1.35m. This will be subject to further discussion and negotiations. Funding relating to this will again be subject to negotiation with CC, which may possibly include interest. An early estimate of the PWLB loan rate over 25yrs would be £92,730, which is £12,730 more than the £80,000 built into the budgets for 2024/25 and subsequent years.

A more recent update has highlighted an issue in respect of water ingress into the chamber. Additional final costs may be heavily influenced by the method of repair. It has been suggested that this may sit outside of the contract and therefore have an impact on additional costs for TCC, but also subject to further discussion and agreement. A further report will be required and subsequently submitted to the FG&P Committee.

3. Anti-Social Behaviour Case Worker

Funding was briefly discussed at the F&GP Committee held on 13th Nov 2023 Item 248. It was recommended that after consideration of the funding report submitted by the Community Safety Manager at Cornwall Council, that consideration for funding for Aug 2024 to Aug 2025 (Project Year) in the sum £25,912, be further discussed at the January 2024 Precept meeting. Funding has been included within the Revised estimates at an increase of £10,632 (revised budget £25,100) for 2023-24 and for the Proposed budget for 2024-25 in the sum £25,000. Further discussion with CC has confirmed that Truro City BID will fund £10,000 and whilst this does not reflect the increase that has been requested from TCC, which presumably reflects an inflationary increase, it has been recommended to approach BID to discuss the possibility of funding part of the inflationary increase.

4. Martyn's Law.

Martyn's Law is a piece of legislation that was confirmed in the King's Speech on 7th Nov 2023 to be on the legislative agenda in the year ahead. The Bill is aimed at enhancing security measures in public venues such as stadiums, theatres, shopping centres and other crowded areas. Its main objectives are to improve preparedness of these spaces to mitigate the risk of terrorist attacks and other security threats. Martyn's Law is in tribute of Martyn Hett, who was killed alongside twenty-one others in the Manchester Arena terrorist attack in 2017.

Martyn's Law will follow a tiered approach, with the level of security measures required depending on the size and type of venue.

It has far-reaching implications for public spaces. While it primarily aims to improve security, it also highlights the importance of a collaborative approach between the government, emergency and intelligence services, venue operators and the public.

Whilst no provision has been made within the 2024-25 estimates, Members may wish to make a provisional allocation to account for the introduction of this legislation.

5. **CCTV.**

As highlighted above as a potential 'risk,' the Cornwall Fire and Rescue Services at Tolvaddon have given notice to longer provide this service and subsequently a new provider is urgently being sought. Newquay Town Council have therefore been approached as an existing provider of this service to other Town Councils. As a result, a quotation for the annual monitoring of this service has been received in the annual sum of £122k with a one-off additional set-up cost in year 1 of £13k. Although the quotation was requested for the cover of the 21 cameras currently in operation within the Truro area, the model and costs provided are for a maximum capacity of up to 60 cameras. NTC (Newquay Town Council) have suggested capacity could be increased (to include through partnerships with other Town and Parish Councils within the same Police Airwaves Radio Channel – Mid Cornwall) to reduce the annual charge to TCC. The quotation is for a three-year contract.

The Proper Officer has done some early research amongst other Cornwall Town Councils with a view to assessing some benchmarking costs.

This will be another Urgent Project in the New Year for the new Deputy Town Clerk. The only provision in the budgets for 2024-25 at present is inflationary costs.

6. **Staffing.**

Staffing remains very changeable. Whilst the new Deputy Town Clerk has been appointed, the previous Town Clerk has now given notice to leave.

Posts of Carbon Zero Officer, Events Manager, Administrator and Compliance Manager all remain vacant.

This will generate both cost savings but added pressures where temporary cover has been provided. Members may wish to consider these factors when considering any savings.

7. **Inflation.**

No separate provision for a contribution to Reserves has been made for Inflation. If this is not included as an additional cost, then any cost pressures resulting from inflation not built into the budgets will have to be met from either Reserves or the existing budget.

7 Summary of Net Revenue spending

	2022-23 Actual	2023-24 Approved Estimates	2023-24 Revised Estimates	2024-25 Estimates
	£	£	£	£
1 Corporate/Democratic & Planning	366,263	581,086	657,072	806,436
2 Tourist Information Centre	116,617	112,212	117,835	112,843
3 Community Work	154,732	158,360	163,981	150,582
4 Truro Library	240,371	208,627	225,741	225,825
5 Marketing/Public Relations	64,252	65,652	38,117	54,865
6 Lemon Quay	6,305	9,580	21,432	85,062
Total	948,540	1,135,518	1,224,177	1,435,613
Change from approved budget			88,659	211,436

8 The reasons for the major changes in the above figures are described below:

	Revised Estimate 2023-24 (Orig to Rev)	Estimate 2024-25 (Rev to Prop)
	£	£
Corporate/Democratic & planning		
Salaries & Wages	117,747	56,403
Training & Travelling Costs	-15,165	1,397
Municipal Offices property Costs	34	25,579
Payroll & Personnel Costs	-20,000	-13,472
Loan Costs (Building Repairs)	-60,000	80,000
Other Administrative costs	-17,513	7,458
Income	-70,882	8,000
Marketing / Public Relations		
Salary Costs	-28,535	28,588
Communications Consultant	-3,000	-11,840
Truro Guide Income	-4,000	0
TIC		
Salary Costs	6,853	-1,038
Training & Clothing	-1,337	71
TIC Property Costs	-204	2,698
TIC Office Costs	-28,890	12,799
Decreases/-Increases in income	-29,200	19,521
Library		
Staff costs	703	-6,862
Premises Costs	17,963	10,519
Supplies & Services	-5,052	557
Decreases/-Increases in income	-3,500	4,130
Lemon Quay		
Staff Costs	-25,363	33,118
Waste management	3,516	34,151
Supplies & Services	-61,302	205
Decreases/-Increases in income (Rentals / Gift Fayre)	-95,000	3,844
Community		
Staff Costs	4,297	-2,090
Supplies & Services	-10,612	3,021
Contn to ASB officer	10,632	-100
Grants and Donations	1,303	-14,230
	88,659	211,436

9 Members are asked to consider the following levels of Fund Contributions for next year:

Page 20 Line 15

Finance Committee Revenue Reserve

	Approved 2023-24	Revised 2023-24	Estimate 2024-25	Forecast 2025-26	Forecast 2026-27
	£	£	£	£	£
General Revenue Reserve	0	133,900	0	0	0
Election Expenses	2,000	3,500	12,000	2,000	2,000
MB Internal Works	0	0	0	0	0
Computers	11,800	3,000	10,800	11,800	11,800
Community Projects (Matched Funding)	0	0	0	0	0
CCTV	0	0	0	0	0
Bus Shelters Maintenance	0	-10,000	0	0	0
TIC Website rewrite	0	0	0	0	0
	13,800	130,400	22,800	13,800	13,800
Reduce by this amount to offset budget pressures in Rev 2023-2024 budget		-133,900			

Page 20 Line 14

Finance Committee Building Maintenance

	Approved 2023-24	Revised 2023-24	Estimate 2024-25	Forecast 2025-26	Forecast 2026-27
	£	£	£	£	£
Municipal Buildings	0	0	0	0	0
Truro Library	0	0	0	0	0
30 Boscawen Street	17,000	17,000	17,000	17,000	17,000
Zebs	0	0	0	0	0
Hendra Hall	0	0	0	0	0
	17,000	17,000	17,000	17,000	17,000

10 Proposed Reductions / Increases

No real proposals for savings on the proposed budget for 2024/25 have yet been identified. Many of the costs within the budgets are fixed costs, with very little flexibility for non-essential areas. Members may wish to consider the separation between statutory services and discretionary services.

Areas such as Grants and Donations, staffing, training (although minimal now in the budgets) – a certain level needs to be maintained to allow staff to undertake mandatory training, fund contributions and general efficiency savings are the only areas where there is any flexibility to reduce costs.

Previously, when setting the budget time had permitted for the scrutiny of the budgets with a view to providing a couple of Options for savings. However, this has not been possible at the point in time of producing this report. It is therefore suggested that between setting the Precept at Full Council and transmission through the F&GP and Parks and Gardens Committees, that Members

and Officers work towards potential savings and include where appropriate cost pressures not included within the budget such as an Inflation provision.

Councillors may wish to adhere to the principles in paragraph 1 above and may wish to introduce additional proposals. There is complete flexibility. You will note that some suggestions, e.g. training, salaries and overtime apply across the Council and the savings may not be achieved simply from this Committee's budgets.

Once this committee and the Parks & Amenities committees have considered these proposals, they will be joined for the Council to make the final decision.

11. Proposed Precept Reductions – Option 1

This has been left blank to enable any proposals to be inserted before or following Committee consideration.

Budget	£'000	
Inflation provision (cost pressure)		This would be a cost pressure and add to the Precept – known inflationary increase already built into the budget.
Reduction in training budgets (Note - this has already been reduced in Revised and Proposed Estimates)		This carries the risk of not being able to achieve mandatory courses and training such as H&S, or career progression.
Staffing		Replacement of various posts
Selective additional increase in fees and charges		This looks to selectively increasing fees and charges by more than inflation. This may adversely affect take up of services and negate existing income targets. Further consultation with stakeholders may be required which would cause a timing issue.
Election Expenses		Increase in Fund contribution – this would be a further cost pressure and subsequent increase in the Precept.
Anti-Social Behaviour Officer	7	Part funded by Truro City Council, separately 10% committed by Truro Bid. Reduction based on more recent figures. Reduce budget provision.
Total Reductions (Option 1)		

12. Proposed Precept Reductions - Option 2

Budget	£'000	
Total Reductions (option 2)		

13. Recommendations by the Finance & General Purposes Committee

- 13.1 To approve the Revised Estimates for 2023-24.
- 13.2 That the Estimates for 2024-25 are approved.
- 13.3 That any proposed reductions or increases be agreed, incorporated into the Proposed budget for 2024-25 and approved.
- 13.4 That the financial forecasts for 2025-26 and 2026-27 are agreed in principle.
- 13.5 That the contributions to the Committee Funds are approved.
- 13.6 The charges are approved.

Corporate/Democratic & Planning

Vote No	Description	2022-23 Actual	2023-24 Approved Estimate	2023-24 Revised Estimate	2024-25 Estimate	2025-26 Forecast	2026-27 Forecast
5000	Salary & Wage Costs	310,783	418,559	536,306	592,709	627,850	659,243
6000	Training/Conferences	14,779	22,456	7,456	8,803	9,420	10,079
6001	Travelling Expenses	0	265	100	150	160	172
6003	Payroll & Personnel Costs	45,184	58,799	38,799	25,327	27,100	28,997
	Property						
6100	Repair & Maintenance	35	0	0	0	0	0
6102	Municipal Building Rates	0	0	0	20,600	22,042	22,483
6103	Cleaning	117	-20	0	1,000	1,070	1,145
6104	Furniture & Equipment	697	-14	0	3,979	4,257	4,555
	Supplies & Services						
6300	Gas & Electricity	411	-166	3,834	13,818	14,785	15,524
6301	Water	368	307	500	2,125	2,274	2,433
6306	Health & Safety	2,667	3,926	3,926	4,162	4,453	4,765
6307	Insurance	3,297	3,722	5,568	5,568	5,958	6,375
6701	Audit Fees	4,900	5,166	4,900	4,900	4,900	4,900
6703	Legal Fees	850	1,243	15,243	3,743	3,743	3,743
6709	Advertising	35	148	148	157	168	180
6710	Planning Advice	922	686	686	686	686	686
	Loan Costs (Municipal Offices)	0	60,000	0	80,000	80,000	80,000
	Office Costs						
6400	Stationery	1,867	1,781	1,781	1,888	2,020	2,161
6401	Printing	2,405	2,621	2,621	2,778	2,973	3,181
6403	Postages	1,109	1,608	1,708	2,105	2,252	2,409
6404	Telephones	1,799	1,069	1,669	1,733	1,855	1,985
6406	Publications	302	137	50	100	107	114
6407	Computer Costs	21,200	17,197	27,197	28,229	30,205	32,319
6408	Planning Committee Recharge	41,845	43,100	0	0	0	0
6409	Bank Charges	3,255	3,312	3,312	3,412	3,651	3,651
	Democratic						
6600	Mayoral Allowance	7,915	8,707	4,707	9,142	9,599	9,695
6601	Town Crier & Macebearers	1,150	1,219	1,219	1,292	1,357	1,370
6602	Members Expenses	91	1,286	286	1,363	1,458	1,488
6603	Civic Functions	3,166	3,625	4,125	3,843	4,112	4,317
6702	Subscriptions	4,892	6,030	5,530	5,530	5,530	5,530
6799	Miscellaneous	266	200	400	295	316	338
	Gross Expenditure	476,305	666,968	672,072	829,436	874,300	913,838
	Income						
4203	Use of Rooms	23,457	0	0	12,000	24,840	26,579
	Contribution to salary	6,276	0	0	0	0	0
4401	Interest	6,254	11,000	15,000	11,000	11,000	11,000
	Recharges to Operations	73,311	74,882	0	0	0	0
4900	Miscellaneous	745	0	0	0	0	0
	Grant Receipts	0	0	0	0	0	0
	Gross Income	110,042	85,882	15,000	23,000	35,840	37,579
	Net Expenditure	366,263	581,086	657,072	806,436	838,459	876,259

Tourist Information Centre

Vote No	Description	2022-23 Actual	2023-24 Approved Estimate	2023-24 Revised Estimate	2024-25 Estimate	2025-26 Forecast	2026-27 Forecast
		£	£	£	£	£	£
	Employees						
5000	Salary Costs	90,134	91,082	97,935	96,897	103,390	108,560
6000	Training	50	1,173	273	344	368	394
6002	Clothing	0	437	0	0	0	0
	Premises Costs						
6101	Rent	36,350	35,526	36,600	36,600	36,600	36,600
6102	Rates	16,772	17,551	16,335	18,367	19,653	20,046
6103	Cleaning	4,958	5,473	4,973	5,302	5,673	5,956
6300	Power & Water	2,381	2,907	2,707	2,998	3,208	3,368
6100	Repair & Maintenance	1,767	1,162	1,800	1,832	1,960	2,098
6104	Furniture & Equipment	722	241	241	255	273	292
	Office Costs						
6307	Insurance	1,666	2,075	2,638	2,200	2,354	2,519
6400	Stationery	2,111	1,852	1,352	1,763	1,886	2,018
6401	Printing	1,409	824	1,024	1,073	1,148	1,229
6403	Postage	16	53	303	306	327	350
6404	Telephone	2,567	3,021	3,021	3,202	3,426	3,666
6407	Computer Costs	2,2386	2,150	2,150	2,279	2,439	2,609
6409	Card charges	3,549	3,824	3,124	3,353	3,588	3,839
	Purchase of Sale Items						
6501	Tickets	5,947	17,503	5,003	8,553	9,152	9,792
6502	General sale goods	49,045	60,149	50,149	58,758	62,871	67,272
	Miscellaneous						
6799	Miscellaneous	169	1,246	246	320	343	367
6408	Admin re charge	5,151	5,203	0	0	0	0
	Gross Expenditure	227,152	253,451	229,874	244,403	258,659	270,875
	Income						
4000	Sales	81,976	100,345	85,345	102,866	110,066	117,771
4001	Tickets	3,425	17,353	5,353	7,353	7,868	8,418
4201	Rents	9,600	9,600	9,600	9,600	9,600	9,600
4007	Contract Work	11,500	11,500	11,500	11,500	11,500	11,500
4100	Registration/ Misc Fees	289	2,441	241	241	258	276
	Parks re charge-Tennis	0	0	0	0	0	0
	Contribution to salary	3,745	0	0	0	0	0
	Gross Income	110,535	141,239	112,039	131,560	139,292	147,565
	Net Expenditure	116,617	112,212	117,835	112,843	119,367	123,410

Marketing/Public Relations

Vote No	Description	2022-23 Actual	2023-24 Approved Estimate	2023-24 Revised Estimate	2024-25 Estimate	2025-26 Forecast	2026-27 Forecast
		£	£	£	£	£	£
5000	Salary Costs	54,812	54,812	26,277	54,865	54,865	54,865
Miscellaneous							
6709	Truro Guide/Publicity Costs	13,440	14,840	11,840	0	0	0
Gross Expenditure		68,252	69,652	38,117	54,865	54,865	54,865
Income							
4105	Truro Guide Income	4,000	4,000	0	0	0	0
Gross Income		4,000	4,000	0	0	0	0
Net Expenditure		64,252	65,652	38,117	54,865	54,865	54,865

Truro Library

Vote No	Description	2022-23 Actual	2023-24 Approved Estimate	2023-24 Revised Estimate	2024-25 Estimate	2025-26 Forecast	2026-27 Forecast
		£	£	£	£	£	£
	Employees						
5000	Salary Costs	199,013	182,249	183,132	176,270	189,189	198,648
	Premises Costs						
6002	Protective Clothing	0	100	0	100	100	100
6100	Repair & Maintenance	4,575	3,180	3,580	3,571	3,821	3,859
6102	Rates	22,918	23,982	23,982	25,181	26,944	27,483
6103	Cleaning	20,498	8,180	22,180	28,671	30,678	32,825
6300	Power & Water	36,190	32,000	36,000	38,200	40,874	42,918
6303	Equipment & Materials	652	742	742	787	842	884
6307	Insurance	2,503	2,612	2,275	2,769	2,962	3,170
	Supplies & Services						
6104	Waste Collection	1,012	1,930	2,930	3,046	3,259	3,487
6404	Telephones	156	158	158	167	179	192
6407	Computer costs	10	530	130	562	601	643
	Miscellaneous						
6408	Admin Re-Charge	5,101	5,152	0	0	0	0
6704	Community Events	346	1,000	500	500	500	500
	Gross Expenditure	292,975	261,994	275,609	279,823	299,948	314,708
	Income						
4201	Rents	34,818	37,068	37,068	37,068	37,068	37,068
4200	Room lettings	11,955	11,300	6,300	10,430	11,160	11,941
4202	Fees and Charges	5,831	5,000	6,500	6,500	6,955	7,442
	Gross Income	52,604	53,368	49,868	53,998	55,183	56,451
	Net Expenditure	240,371	208,627	225,741	225,825	244,675	258,257

Lemon Quay/Events

Vote No	Description	2022-23 Actual	2023-24 Approved Estimate	2023-24 Revised Estimate	2024-25 Estimate	2025-26 Forecast	2026-27 Forecast
		£	£	£	£	£	£
Expenditure							
5000	Salaries & Wages	44,120	57,982	32,619	65,737	70,742	74,279
Property							
6100	Repair & Maintenance	576	1,102	1,102	1,169	1,250	1,338
6103	Cleaning & Waste management	15,304	19,184	22,700	56,851	60,831	65,089
Supplies & Services							
6300	Gas & Electric	-305	664	664	730	782	821
6301	Water	139	360	360	382	409	437
6307	Insurance	822	798	754	846	905	968
6407	Computer Costs	3,000	3,180	1,000	0	0	0
6408	Administration Recharge	4,121	4,162	0	0	0	0
6704	Event Costs	1,614	5,600	5,600	5,936	6,351	6,796
6722	Events Winter Gift Fayre	0	55,000	0	0	0	0
6720	Community Events	9,803	10,391	10,391	11,015	11,786	12,611
6799	Miscellaneous	1,016	216	300	300	321	344
Gross Expenditure		80,209	158,639	75,492	142,966	153,377	162,683
Income							
4201	Rental (from Leases)	20,764	10,000	0	0	0	0
4202	Events Winter Gift Fayre	0	75,000	0	0	0	0
4200	Event rentals	50,390	64,060	54,060	57,904	57,904	57,904
	Contribution to Salary	2,750	0	0	0	0	0
Gross Income		73,904	149,060	54,060	57,904	57,904	57,904
Net Expenditure		6,305	9,580	21,432	85,062	95,473	104,779

Community Work

Vote No	Description	2022-23 Actual	2023-24 Approved Estimate	2023-24 Revised Estimate	2024-25 Estimate	2025-26 Forecast	2026-27 Forecast
		£	£	£	£	£	£
Expenditure							
5000	Salaries & Wages	45,141	45,452	49,750	47,660	50,630	53,162
6000	Training / Conferences	0	112	112	119	127	136
6001	Travelling	415	66	66	70	75	80
Supplies & Services							
6304	Grant Advice	0	1,339	839	1,420	1,519	1,626
6305	Xmas Tree	50	72	122	127	136	145
6307	Insurance	555	704	616	746	798	854
6308	CCTV	35,847	37,900	37,900	40,174	42,987	45,996
6407	Computer Costs	637	361	600	622	666	712
6408	Administration Recharges	5,466	5,521	0	0	0	0
6410	Culture Strategy	5,202	4,792	0	0	0	0
Grants And Donation							
6712	Citizens Advice Bureau Donation	5,477	5,280	5,477	5,477	5,477	5,477
6714	Twinning Associations	1,218	970	1,076	1,028	1,028	1,028
6716	Street Pastors	5,000	4,800	4,800	4,800	4,800	4,800
6717	Music Festival	0	2,120	2,120	2,120	2,120	2,120
6719	Young People Cornwall	25,000	24,000	25,000	25,000	25,000	25,000
6721	Community Grants	9,053	9,596	9,596	0	10,172	10,172
6722	Social Prescribing	6,695	4,600	4,600	0	0	0
6724	Contribution to ASB officer	12,657	14,468	25,100	25,000	26,750	28,623
6799	Miscellaneous	353	240	240	254	272	291
Gross Expenditure		158,766	162,394	168,015	154,616	172,556	180,220
Income							
	Rents from buildings	4,034	4,034	4,034	4,034	4,034	4,034
Gross Income		4,034	4,034	4,034	4,034	4,034	4,034
Net Expenditure		154,732	158,360	163,981	150,582	168,522	176,816

USE OF THE TOWN HALL, MUNICIPAL BUILDINGS

SCHEDULE OF LETTING CHARGES 2024-25

	COMMERCIAL USERS	CHARITIES AND NON COMMERCIAL USERS	LOCAL HEALTH AND FITNESS GROUPS	TRURO BRANCHES OF CHARITIES AND NON- COMMERCIAL ORGANISATIO NS
	£	£	£	£
Morning 9.00 am – 1.00 pm	202.00 (184.00)	62.00 (56.00)	62.00 (56.00)	35.00 (32.00)
Afternoon 2.00 pm – 5.30 pm	202.00 (184.00)	62.00 (56.00)	62.00 (56.00)	35.00 (32.00)
Morning and Afternoon 9.00 am – 5.30 pm	279.00 (254.00)	102.00 (93.00)	102.00 (93.00)	55.00 (49.00)
Evenings Exceeding two hours up until 9.00 pm	202.00 (184.00)	102.00 (93.00)	50.00 (45.00)	40.00 (36.00)
Daytime Sessions between 9.00 am and 5.00 pm not exceeding two hours or Early evening sessions between 5.00 pm and 8.00 pm not exceeding two hours	-	40.00 (36.00)	43.00 (39.00)	37.00 (34.00)
Extension of Caretakers hours after 9.00 pm and up to 10.30 pm Monday - Thursday or after 6.00 pm on Fridays Saturday and Sundays by negotiation	Additional 36.00 per hour or part	Additional 36.00 per hour or part	Additional 36.00 per hour or part	Additional 36.00 per hour or part
Extension of Caretakers hours During weekends (excluding Bank Holidays) If there is a coffee morning in the building, the hourly rate will come into effect from 1.00 pm	36.00 per hour or part in addition to hiring charge	36.00 per hour or part in addition to hiring charge	36.00 per hour or part in addition to hiring charge	36.00 per hour or part in addition to hiring charge
Use of the Kitchen	£13.00 (£12.00) per session plus VAT			

Please note the above times should be adhered to and include setting up and vacating the room. Additional costs incurred, e.g. waste disposal, will be charged at cost.

SCHEDULE OF LETTING CHARGES – 2024-25

MUNICIPAL BUILDINGS

With effect from 1 April 2024 (previous charges in brackets)

SINGLE SESSION

	COMMERCIAL USERS £	NON COMMERCIAL USERS £	CHARITIES £
COMMITTEE ROOM	£99.00 (90.00)	49.50 (45.00)	24.20 (22.00)
TOWN HALL	See attached sheet	See attached sheet	See attached sheet
COUNCIL CHAMBER	158.00 (143.00)	78.00 (71.00)	28.00 (25.00)
USE OF KITCHEN	13.20 + VAT (£12.00)	13.20 + VAT (12.00)	13.20 + VAT (£12.00)

DOUBLE SESSION

COMMITTEE ROOM	150.00 (136.00)	75.00 (68.00)	33.00 (30.00)
TOWN HALL	See attached sheet	See attached sheet	See attached sheet
COUNCIL CHAMBER	244.00 (222.00)	119.00 (108.00)	40.00 (36.00)
USE OF KITCHEN	13.20 (12.00) + VAT	13.20 (12.00) + VAT	13.20 (12.00) + VAT

Please note that the normal hiring sessions for the rooms are as follows:-

Morning	9.00 am to 1.00 pm
Afternoon	2.00 pm to 5.30 pm
Evening	6.00 pm to 9.00 pm

Lemon Quay Pricing 2024

Lemon Quay Pricing 2024/25 (Off - Peak - increase of 10% from 2023/24)				
This pricing table applies to off-peak times: 2nd week of January - 2nd week of March and 2nd week of September - 2nd week of November.				(£44 + VAT) = Admin Fee.
Charity/ Non-Commerical (combined, last year was separate categories)				
Cost	Collection/Promotion only	Stall Rate	Event Rate	
	Free	£50	£77	
	No Set Up - bucket collection/handing out flyers only	Small space booked for promotion or collection	Medium / Large space booked for event	
Stall Rate and Event rate have a £44 + VAT admin fee per booking payable at time of booking as a deposit, admin fees are non transferable & non refundable. Multiple dates booked at the same time will only be charged one admin fee.				
Commercial Bookings				
Cost	Small Booking (1/4/ Quay or Stall)	Medium Booking (1/2 Quay)	Large Booking (Whole Quay)	Ticketed Events
Event day	£209	£286	£352	As other prices & £1 per ticket .
Set up & pack down day	£105	£143	£176	Based on event capacity not tickets sold
Set up & pack down fees only charged if full day is required. Admin fee of £44 + VAT is applicable to all Commerical bookings.				
Children's Amusements Bookings				
Cost	Half Quay		Full Quay	
	£85		£121	
Admin fee of £44 + VAT applicable to all Children's Amusements bookings. Electricity charged separately.				
Electricity Charges				
Cost	Small Booking	Medium Booking	Large Booking	
	£12.10 per day	£24.20 per day	£39.60 per day	
Cancellation Fees & Charges				
	Charity/Non-commercial	Commerical	Childrens Amusements	
	No charge for cancelling - any admin fees paid as deposits are non transferrable & non refundable	Booking cancelled prior to event date - 6 months: 25% of total booking fee. 3 months: 50% of total booking fee. 1 month: 100% of total booking fee. All Commerical bookings have a £44 +VAT admin fee payable at time of booking as a deposit, admin fee are non transferable & non refundable	£44 +VAT admin fee still payable for any cancelled dates within the booking, plus 25% of total daily rate for each cancelled day.	

Lemon Quay Pricing 2024 cont

Lemon Quay Pricing 2024 (Peak - increase of 25% on top of the 10% increase)				
This pricing table applies to peak times: 3rd week of March - 1st week of September and 3rd week of November - 1st Week of January.				(£44 + VAT) = Admin Fee.
Charity/ Non-Commercial				
Cost	Collection/Promotion only	Stall Rate	Event Rate	
	Free	£62.50	£96	
	No Set Up - bucket collection/handing out flyers only	Small space booked for promotion or collection	Medium / Large space booked for event	
Stall Rate and Event rate have a £44 + VAT admin fee per booking payable at time of booking as a deposit, admin fees are non transferable & non refundable. Multiple dates booked at the same time will only be charged one admin fee.				
Commercial Bookings				
Cost	Small Booking (1/4/ Quay or Stall)	Medium Booking (1/2 Quay)	Large Booking (Whole Quay)	Ticketed Events
Event day	£261	£358	£440	As other prices & £1 per ticket .
Set up & pack down day	£131	£179	£220	Based on event capacity not tickets sold
Set up & pack down fees only charged if full day is required. Admin fee of £44 + VAT is applicable to all Commerical bookings.				
Children's Amusements Bookings				
Cost	Half Quay		Full Quay	
	£106		£151	
Admin fee of £44 + VAT applicable to all Children's Amusements bookings. Electricity charged separately.				
Electricity Charges				
Cost	Small Booking	Medium Booking	Large Booking	
	£12.10 per day	£24.20 per day	£39.60 per day	
Cancellation Fees & Charges				
	Charity/Non-commercial	Commerical	Childrens Amusements	
	No charge for cancelling - any admin fees paid as deposits are non transferable & non refundable	Booking cancelled prior to event date - 6 months: 25% of total booking fee. 3 months: 50% of total booking fee. 1 month: 100% of total booking fee. All Commerical bookings have a £44 +VAT admin fee payable at time of booking as a deposit, admin fee are non transferable & non refundable	£44 +VAT admin fee still payable for any cancelled dates within the booking, plus 25% of total daily rate for each cancelled day.	

Truro Community Library Pricing 2024

- Room Hire Charges

	Large Room + use of community kitchen	Medium Room + use of community kitchen	Training Room + use of community kitchen
Single Session	£80 (€64) Saturday £70 (€56)	£70 (€56) Saturday £60 (€48)	£70 (€56) Saturday £60 (€48) Hourly Rate £20
Double Session	£140 (€112) Saturday £120(€96)	£100 (€80) Saturday £80 (€64)	£100 (€80) Saturday £80 (€64)
Hourly Rate	N/A	N/A	£20 (€17) *Only available on selected dates

Registered charities and voluntary organisations receive a discount (Prices in Grey)

Monday – Friday

Morning Sessions - **9.00am - 1.00pm**

Afternoon Sessions - **1.00pm - 5.00pm**

All day Session - **9:00am - 5:00pm**

Saturdays

Morning session - **10.00am - 1.00pm**

Afternoon session - **1.00pm - 4.00pm**

All day Session - **10:00am - 4:00pm**

Cancellation Fees and Charges

- Commercial Bookings

- Bookings cancelled prior to commencement date:

- 1 month: No charge
- 14 – 30 days: 25% of total booking fee
- 4 – 14 days: 50% of total booking fee
- less than 3 days: 100% of total booking fee

Parks & Amenities Committee Estimates

- The figures below represent the amounts required to maintain the current level of service provision. However, given the increase in the Revised Budget actuals, mainly relating to the Pay Award and staff increments etc, plus areas where income has not been achieved, such as Allotments, Burials (change in people's habits and costs), Floral Displays, Tennis etc with the added pressure of transport and supplies cost increases. In view of the scale of the Precept increase, whilst there would normally be suggested savings or increases for consideration, which have not been built in the estimates at this point in time, apart from a proposed reduction in the various fund contributions in the sum £133,066 for the Revised 2023-24 budget. The focus of attention, consideration and decision needs to be towards the Proposed Estimates for 2024-25.

In view of the scale of the Precept increase below are some suggested changes that will reduce the Precept whilst preserving the following principles: -

- Not to terminate any legal employee or supplier contracts
- To minimise the impact on the service delivery.
- To minimise the increase to financial risk.
- Observe which services are either statutory or discretionary.

- The table at 4 below summarises the changes to the budget to provide both the revised estimate for the current year and the estimates for the next year financial year 2024/25.

3. Summary of Net Revenue spending

	2022-23	2023-24	2023-24	2024-25
	Actual	Approved	Revised	Estimates
		Estimates	Estimates	
	£	£	£	£
Allotments	6,069	3,937	2,377	1,879
Churchyards	19,043	19,671	20,570	20,456
Public Cemetery	31,121	30,746	32,379	29,895
Parks & Open Spaces	721,069	813,845	850,194	850,579
Public Conveniences	186,796	166,720	177,371	178,301
Café in the Park	27,134	-20,774	42,496	-7,037
	991,232	1,014,146	1,125,387	1,074,072
Change from approved budget			111,241	-51,315

4. The reasons for the changes in the above figures are described below:

	Revised Estimate 2023-24 (Orig to Rev)	Estimate 2024-25 (Rev to Prop)
	£	£
Parks Departments		
Staff Costs	-4,229	-13,276
Training, Travelling and Clothing Costs	-11,020	5,071
Premises Costs	-920	4,204
Transport costs	10,777	847
Supplies & Services	10,043	4,437
Activities	5,100	880
Loan Repayments (Tennis)	-559	0
Decreases/-Increases in income	-27,155	1,778
Public Conveniences		
Staff Costs	3,862	1,069
Premises, Transport & Supplies	7,306	-763
Loan Charges (Boscawen Sewage)	0	0
Contract Work - Income	517	-625
Café		
Staff Costs	-926	17,890
Purchase of Sale Items	0	4,002
Other	4,195	1,860
Sales	-60,000	73,284
Allotments		
Staff Costs	-23	-72
Premises	-2,825	74
Decreases/-Increases in income	-1,288	500
Churchyards		
Staff Costs	-92	-287
Premises, Transport & Supplies	990	173
Decreases/-Increases in income	0	0
Public Cemetery		
Staff Costs	-228	-718
Premises, Transport & Supplies	-2,140	452
Decreases/-Increases in income	-4,000	2,219
Total	111,241	-51,315

5. In addition to the above, the Committee is asked to approve the following fund contributions:

Parks Committee Capital Fund
Page 20 line 16

	Approved 2023-24	Revised 2023-24	Estimate 2024-25	Forecast 2025-26	Forecast 2026-27
	£	£	£	£	£
Capital Maintenance	56,500	45,000	56,500	56,500	56,500
Play Equipment	20,400	0	20,400	20,400	20,400
Vehicles & Plant	35,000	35,000	35,000	35,000	35,000
Re-Surfacing	14,700	0	14,700	14,700	14,700
Tennis Courts	9,600	9,600	9,600	9,600	9,600
Public Convenience/Ten-year Plan	0	0	0	0	0
Victoria Gardens & Cemetery					
Lodges	0	-20,000	0	0	0
Allotment Development Fund	0	-50,000	0	0	0
Hendra Fund	0	0	0	0	0
	136,200	19,600	136,200	136,200	136,200

Note: The proposed contributions do not reflect the fact that inflation could possibly have an impact on these figures and therefore may need to be adjusted accordingly when estimates are completed in 12 months' time.

6. Proposed Reductions

No real proposals for savings on the proposed budget for 2024/25 have yet been identified. Many of the costs within the budgets are fixed costs, with very little flexibility for non-essential areas. Members may wish to consider the separation between statutory services and discretionary services.

Areas such as, staffing, training (although minimal now in the budgets) – a certain level needs to be maintained to allow staff to undertake mandatory training, fund contributions and general efficiency savings are the only areas where there is any flexibility to reduce costs.

Previously, when setting the budget time had permitted for the scrutiny of the budgets with a view to providing a couple of Options for savings. However, this has not been possible at the point in time of producing this report. It is therefore suggested that between setting the Precept at Full Council and transmission through the F&GP and Parks and Gardens Committees, that Members and Officers work towards potential savings and include where appropriate cost pressures not included within the budget such as an Inflation provision.

Councillors may wish to adhere to the principles in paragraph 1 above and may wish to introduce additional proposals. There is complete flexibility. You will note that some suggestions, e.g. training, salaries and overtime apply across the Council and the savings may not be achieved simply from this Committee's budgets.

Once this Committee and the Finance & General Purposes Committees have considered these proposals they will be combined and submitted for the Full Council to make the final decision.

7 Proposed Precept Reductions – Option 1

This has been left blank to enable any proposals to be inserted before or following Committee consideration.

Budget	£'000	
Reduce training budgets		Whilst these have already been reduced, any further reduction carries the risk of not being able to achieve mandatory courses and training such as H&S, or career progression.
Reduce fund contributions		This carries its own inherent risk depending on the area from which it may be reduced.
Inflation – fund provision		
Staffing		i.e. temporary positions
Selective additional increase in charges		This looks to selectively increasing charges by more than inflation. This may adversely affect take up of services and negate existing income targets. It may also require further consultation with stakeholders and have timing issues.
Total Reductions (Option 1)		

8. Proposed Precept Reductions - Option 2

Budget	£'000	
Total Reductions (Option 2)		

9. Recommendations of the Parks Committee

- 9.1 To approve the Revised Estimates for 2023-24.
- 9.2 That the Proposed Estimates for 2024-25 are approved.
- 9.3 That any proposed reductions or increases be agreed, incorporated into the Proposed budget for 2024-25 and approved.
- 9.4 That the financial forecasts for 2025-26 and 2026-27 are agreed in principle.
- 9.5 That the contributions to the Committee Funds are approved.
- 9.6 That the Schedule of Fees and Charges for 2024-25 set out on pages 51 - 54 be approved.

Allotments

Vote No	Description	2022-23 Actual	2023-24 Approved Estimate	2023-24 Revised Estimate	2024-25 Estimate	2025-26 Forecast	2026-27 Forecast
		£	£	£	£	£	£
	Employees						
5000	Wages Costs	3,666	3,913	3,890	3,818	4,067	4,270
	Premises						
6100	Repair & Maintenance	921	976	976	1,035	1,107	1,185
6109	Allotment development*	2,787	2,954	0	0	0	0
6301	Water	1,855	581	710	725	776	815
	Gross Expenditure	9,229	8,425	5,577	5,579	5,950	6,270
	Income						
4201	Allotments	3,160	4,488	3,200	3,700	3,700	3,700
	Gross Income	3,160	4,488	3,200	3,700	3,700	3,700
	Net Expenditure	6,069	3,937	2,377	1,879	2,250	2,570

* This money has been placed in the estimates to pay for the purchase of land and development to create additional allotments. If not used it is placed in a fund for future use.

Kenwyn Churchyard

Vote No	Description	2022-23 Actual	2023-24 Approved Estimate	2023-24 Revised Estimate	2024-25 Estimate	2025-26 Forecast	2026-27 Forecast
		£	£	£	£	£	£
	Employees						
5000	Wages Costs	14,663	15,651	15,559	15,272	16,266	17,080
	Premises						
6100	Repair & Maintenance	2,533	2,685	2,685	2,846	3,045	3,259
	Transport						
6200	Fuel & Oil	1,973	1,424	2,054	2,049	2,193	2,346
	Supplies & Services						
6303	Equipment & Materials	1,035	938	1,298	1,314	1,406	1,504
	Gross Expenditure	20,204	20,697	21,596	21,482	22,910	24,189
	Income						
4007	Contract Work	1,161	1,026	1,026	1,026	1,055	1,055
	Gross Income	1,161	1,026	1,026	1,026	1,055	1,055
	Net Expenditure	19,043	19,671	20,570	20,456	21,855	23,134

Public Cemetery

Vote No	Description	2022-23 Actual	2023-24 Approved Estimate	2023-24 Revised Estimate	2024-25 Estimate	2025-26 Forecast	2026-27 Forecast
		£	£	£	£	£	£
Employees							
5000	Wages Costs	36,623	39,126	38,898	38,180	40,666	42,699
Premises							
6100	Repair & Maintenance	2,384	1,953	1,953	2,070	2,215	2,370
6102	Rates	6,113	6,200	5,626	5,907	6,202	6,512
Transport							
6200	Petrol & Oil	3,947	2,848	4,108	4,099	4,386	4,693
6201	Repair & Maintenance	1,381	1,144	1,384	1,453	1,555	1,663
6202	Hired Plant	2,400	0	1,593	1,568	1,678	1,795
Supplies & Services							
6300	Gas & Electricity	80	80	80	80	80	80
6301	Water	289	200	320	320	320	320
6303	Equipment & Materials	1,217	1,102	1,525	1,544	1,652	1,767
Establishment Expenses							
6404	Telephones	292	400	300	300	300	300
6408	Admin recharge	5,050	5,101	0	0	0	0
Gross Expenditure		59,766	58,153	55,786	55,521	59,052	62,200
Income							
4104	Burial Fees & Charges	28,655	27,407	23,407	25,626	25,626	25,626
Gross Income		28,655	27,407	23,407	25,626	25,626	25,626
Net Expenditure		31,121	30,746	32,379	29,895	33,426	36,574

Parks & Open Spaces

Vote No	Description	2022-23 Actual	2023-24 Approved Estimate	2023-24 Revised Estimate	2024-25 Estimate	2025-26 Forecast	2026-27 Forecast
5000	Wages Costs	635,606	723,839	719,610	706,334	752,314	789,930
6000	Training	8,717	27,240	15,240	18,874	20,196	21,609
6001	Travelling Expenses	60	169	69	179	192	205
6002	Protective Clothing	4,953	5,435	6,435	7,761	8,304	8,886
6007	Contract Work	0	-80	0	0	0	0
	Premises						
6100	Repair & Maintenance	38,145	43,206	43,206	45,798	49,004	52,435
6101	Rent	1,534	1,395	1,395	1,479	1,582	1,693
6102	Rates	1,185	847	1,085	1,140	1,338	1,556
6105	Play Equipment Repairs	295	3,230	2,030	3,424	3,663	3,920
6106	Seats, Gates , Fencing	158	1,325	1,325	1,405	1,503	1,608
6107	Gritting	0	-42	0	0	0	0
6109	Nursery Loan Repayment	15,165	15,166	15,166	15,166	15,166	15,166
	Transport						
6200	Petrol & Oil	14,783	11,550	16,660	16,623	17,787	19,032
6201	Repair & Maintenance	15,175	13,159	15,919	16,708	17,878	19,129
6202	Hired Plant & Equipment	1,657	-815	1,593	1,568	1,678	1,795
6203	Licences	2,508	1,985	2,485	2,604	2,786	2,981
	Supplies & Services						
6300	Gas & Electricity	16,419	13,438	16,438	16,790	17,971	18,873
6301	Water	3,593	5,669	5,420	5,792	6,220	6,693
6302	Plants & Seeds	5,644	16,193	16,193	17,165	18,366	19,652
6303	Equipment & Materials	18,643	21,399	29,617	29,988	32,087	34,333
6306	Health & Safety	7,933	8,579	8,579	9,094	9,730	10,411
6404	Telephones	441	1,523	623	738	811	889
6407	Computer Costs	1,248	742	1,942	1,987	2,126	2,274
6408	Parks Ctte (Recharge)	0	0	0	0	0	0
6409	Commission	491	736	536	580	580	580
6307	Insurance	9,765	10,430	9,404	11,056	11,830	12,658
	Miscellaneous						
6708	Loan Repayments - Tennis	25,441	26,000	25,441	25,441	25,441	25,441
6705	Summer Activities	8,085	6,142	6,142	6,511	6,966	7,454
6706	Gardens Competition	711	333	733	753	806	862
6707	Britain in Bloom	136	914	6,014	6,469	6,922	7,406
6709	Advertising	60	498	98	128	137	146
6799	Other	15	108	108	114	122	131
	Gross Expenditure	838,565	960,311	969,505	971,668	1,033,505	1,087,750
	Income						
4005	Floral Displays	21,339	33,313	19,000	20,977	20,977	20,977
4007	Contract Work	20,985	28,743	28,743	31,176	31,147	31,147
4008	Sponsorship	2,000	4,400	2,000	2,000	2,000	2,000
4101	Use of Pitches	4,378	6,302	4,802	4,829	4,829	4,829
4102	Tennis	20,082	29,804	20,804	22,059	22,059	22,059
4103	Trading Rights	11,664	13,012	7,270	3,000	3,000	3,000
4200	Site Rentals	3,556	3,952	3,952	4,308	4,308	4,308
4300	S106 Contribution	25,842	19,000	25,000	25,000	25,000	25,000
4900	Miscellaneous	75	363	163	163	163	163
4008	County Council Agency	7,577	7,577	7,577	7,577	7,577	7,577
	Gross Income	117,496	146,466	119,311	121,089	121,060	121,060
	Net Expenditure	721,069	813,845	850,194	850,579	912,445	966,690

Public Conveniences

Vote No	Description	2022-23 Actual	2023-24 Approved Estimate	2023-24 Revised Estimate	2024-25 Estimate	2025-26 Forecast	2026-27 Forecast
		£	£	£	£	£	£
	Employees						
5000	Salary Costs	104,985	90,371	94,233	95,252	101,151	106,209
6000	Training	0	247	247	262	280	300
6002	Clothing	223	585	585	620	664	710
	Premises Costs						
6100	Repair & Maintenance	7,121	8,608	10,608	9,125	9,763	10,447
6103	Cleaning Materials	28,887	19,735	28,735	29,919	32,014	34,254
	Transport						
6200	Fuel	664	704	704	746	798	854
6201	Repair & Maintenance	620	657	657	697	745	798
6203	Licences	290	326	326	346	370	396
	Supplies & Services						
6300	Gas & Electricity	4,758	4,072	5,072	4,479	5,793	6,082
6301	Water	22,368	20,150	22,150	21,359	24,854	26,593
6306	Health & Safety	5,533	9,855	8,855	9,446	10,107	10,815
6307	Insurance Premiums	1,316	1,381	1,258	1,464	1,566	1,676
	Office Costs						
6405	Telephone	156	247	197	212	227	242
6408	Administration (recharge)	5,466	5,521	0	0	0	0
	Miscellaneous						
6708	Loan Charges	6,059	6,060	6,060	6,060	6,060	6,060
6799	Miscellaneous	0	109	109	116	124	133
	Gross Expenditure	188,446	168,628	179,796	180,102	194,516	205,569
	Income						
4007	Contract Work	1,650	1,908	2,425	1,800	1,800	1,800
	Gross Income	1,650	1,908	2,425	1,800	1,800	1,800
	Net Expenditure	186,796	166,720	177,371	178,301	192,716	203,769

Café in the Park

Vote No	Description	2022-23 Actual	2023-24 Approved Estimate	2023-24 Revised Estimate	2024-25 Estimate	2025-26 Forecast	2026-27 Forecast
		£	£	£	£	£	£
	Expenditure						
5000	Wages	85,164	115,140	114,214	132,104	138,902	145,847
6004	Purchase of Sale Items	41,479	66,692	66,692	70,693	75,642	77,155
6100	Repairs & Maintenance	245	1,859	4,211	5,000	5,350	5,725
6102	Local Authority Rates	2,595	6,776	6,776	7,115	7,613	7,765
6103	Cleaning Materials	290	1,186	2,486	2,607	2,789	2,789
6300	Electricity	1,144	2,830	2,830	3,113	3,331	3,498
6301	Water Charges	724	1,267	1,267	1,343	1,438	1,538
6303	Equipment & Materials	505	265	1,115	1,281	1,371	1,467
6404	Telephones	781	848	648	0	0	0
6408	Admin. Recharge	1,111	1,122	0	0	0	0
6407	Computer Costs	0	53	853	1,256	1,344	1,438
6409	Card Machine Charges	1,185	1,189	1,309	1,650	1,766	1,889
6307	Insurance	1,1011	1,403	1,498	1,487	1,591	1,703
	Gross Expenditure	136,234	200,630	203,900	227,651	241,137	250,814
	Income						
4004	Sales	109,100	221,404	161,404	234,688	248,770	266,183
	Gross Income	109,100	221,404	161,404	234,688	248,770	266,183
	Net Expenditure	27,134	-20,774	42,496	-7,037	-7,632	-15,369

The café staff provide a management function for the tennis courts for which no income is credited to the café.

Schedule of Fees and Charges 2024/2025

Sports Facilities

	Present 2023 £	Recommended from 1 April 2024 £
Tennis Courts (Including VAT)		
Hire of Court for an hour	8.00	8.50
Floodlighting tokens	5.75	6.00
Annual Household Membership	44.00	45.50
Football		
Per match – up to age 16	19.50	20.00
Per match – age 16 and over	27.50	28.00
Mini Soccer		
Per match up to age 12 years (Including use of the pavilion)	17.00	17.50
Use of Dressing Rooms/ Showers	16.00	16.50
Cricket Pitch (excluding VAT) (Including use of pavilion)		
Per match – maximum 24 overs each side	37.00	38.00
Matches of 25 overs and above each side	48.00	50.00
(Concession of 25% to Truro Cricket Club)		

Schedule of Fees and Charges – 2024/2025

	Present £	Recommended From 1 April 2024 £
Cemeteries & Churchyards		
Interment4		
Child stillborn or aged up to and including 16 years	No charge	No charge
Person over 16 years – Single Depth	460	500
Person over 16 years – Double Depth	621	675
Cremated remains	133	145
Purchase of Burial Rights		
(Body or cremated remains: double for non-resident/parishioner)		
Child up to and including 16 years	No charge	No charge
Person over 16 years	368	400
Rights for cremated remains (small plots)	145	160
Gravestone and Memorials		
Headstone up to 3'	130	140
Wooden Cross up to 3'	81	90
Desktop (for cremated remains plots only)	55	60
Other Charges		
Reinstatement of Grass surface on grave space	144	150
Surcharge for Bank Holiday, Weekend or Friday pm (1 October – 31 March)	656	715
Burial Search	31	35
Re-printing of Permit	60	65
Permit to remove headstone	86	110
Reservation Fees		
Grave Plot	184	200
Cremated Remains	106	115
* The Reservation Fees will be deducted from the fee payable at the time of Interment.		
Allotment Rentals (from 1 April 2025)		
Plots to be charged £0.37p (2023 £0.36p) per square metre with effect from 1 st April 2024. In accordance with legal requirements all allotment holders must be given twelve months' notice of a rent increase.		
City Boxes, Baskets and Tubs		
Scheme		
Hanging Baskets	23	25
Hayracks	33	35
Window Boxes	24	26
Tubs	40	42
Other items/areas	By agreement	By agreement
Spring Bedding	As above	As above
Watering items-Summer	23	25
Watering items- Winter	14	16
Provision of Floral Decorations		
Hire of planted tubs – each	40	45
Contract Work		
To be priced individually		

Events Parks Pricing 2024

Charity bookings/Community Groups

- Charity Collection Only Rate: £0.00 (Free)
 - No set up – bucket collection only
- Charity Rate: £45.00 +VAT collection (Administration fee only)
 - Small space booked by charity for an event, promotion or collection.
- Charity Event Rate: £65.00 per day and £45.00+VAT per booking (Administration Fee)
 - Medium to large space booked for Charity event.

*Charity Event Rate has a £45.00 +VAT administration fee per booking payable at time of booking as a deposit, administration fees are non-transferable and non-refundable.

**Multiple dates booked at the same time will only be charged one administration fee.

Non-Commercial Bookings

- Promotion Only Rate: £0.00 (Free)
 - No set up – Handing out flyers only.
- Small Event Rate: £55.00 per day and £45.00+VAT per booking (Administration fee)
 - Small space booked for an event, promotion or collection.
- Event Rate: £76.00 per day and £45.00 +VAT per booking (Administration Fee)
 - Medium to large space booked for an event.
 - Medium to large events with heavy machinery or the erection of a marquee will be charged a bond fee of between £3,000.00 - £6,000.00.

*Stall Rate and Event Rate have a £45.00 +VAT administration fee per booking payable at time of booking as a deposit, administration fees are non-transferable and non-refundable.

**Multiple dates booked at the same time will only be charged one administration fee.

Commercial Bookings

- Small Event: £140.00 per day
 - Set up and Pack down days: £ 72.00 per day.
- Medium Event: £185.00 per day
 - Set up and Pack down days: £95.00 per day.
 - Medium events with heavy machinery or the erection of a marquee will be charged a bond fee between £3,000.00 - £6,000.00.
- Large Event: £235.00 per day
 - Set up and Pack down days: £ 120.00 per day.
 - Large events with heavy machinery or the erection of a marquee will be charged a bond fee of between £3,000.00 - £6,000.00
- Ticketed Events: As above and £1.50 per ticket
 - Based on event capacity not tickets sold

*Set up and Pack down fees only charged if full day is required

**All bookings have a £45.00 +VAT administration fee payable per booking at time of booking as a deposit, administration fees are non-transferable and non-refundable.

Electricity

- Small Booking: £ 17.00 per day
- Medium Booking: £ 29.00 per day
- Large Booking: £45.00 per day

*Any events requesting electricity will be charged the appropriate above fixed fee

Cancellation Fees and Charges

- Charity Bookings
 - No charge for cancelling – any administration fees paid as deposits are non-transferable and non-refundable

- Non-Commercial Bookings
 - No charge for cancelling – any administration fees paid as deposits are non-transferable and non-refundable

- Commercial Bookings
 - Bookings cancelled prior to commencement date:
 - 6 months: 25% of total booking fee
 - 3 months: 50% of total booking fee
 - 1 month: 100% of total booking fee
 - All commercial bookings have a £45.00 +VAT administration fee payable at time of booking as a deposit, administration fees are non-transferable and non-refundable.

Statement of Funds & Reserve

	£		
General Revenue Reserve		Parks Committee Fund	
Balance as at 1st April 2023	226,464	Balance as at 1st April 2023	-25,200
less adjustments to reduce fund overspends	-5,250	add	
Contribution 2023-24 (to bring budget back on target)	<u>-133,900</u>	Contribution 2023-24	19,600
Balance as at 31st March 2024	87,314	Income to 30th November 2023	134,790
add		Transfers In	200,015
Contribution 2024-25 (subject to Committee decision)	<u>195,000</u>	less	
Balance as at 31 March 2025	<u>282,314</u>	Expenditure to 31st October 2023	<u>314,995</u>
		Balance as at 31st March 2024	14,211
Finance Committee Revenue Fund		add	
Balance as at 1st April 2023	115,990	Contribution 2024-25	<u>136,200</u>
add		Available Resource 31st March 2025	<u>150,411</u>
Contribution 2023-24	-2,666		
Income to 30th December 2023	-51,434	Hendra Development	
less		Balance as at 1st April 2023	5,984
ASB officer contribution	0	add	
add adjustments to reduce fund overspends	2,353	Contribution 2023-24	0
Expenditure to 30th November 2023	<u>138,070</u>	Income to 30th November 2023	-1,817
Balance as at 31st March 2024	-73,827	less	
add		Expenditure to 31st October 2023	<u>5,041</u>
Contribution 2024-25 (subject to Committee decision)	<u>22,800</u>	Balance as at 31st March 2024	2,760
Available Resource 31st March 2025	<u>-51,027</u>	add	
	(Town's Fund Project)	Contribution 2024-25	0
Finance Committee Building Maintenance Fund			
Balance as at 1st April 2023	604,936	Available Resource 31st March 2025	<u>2,760</u>
add			
Contribution 2023-24	7,000		
Expenditure to 30th November 2023	24,993		
Transfers out	110,944		
add adjustments to reduce fund overspends	2,898		
Income to 30th November 2023	<u>-72,438</u>		
Balance as at 31st March 2024	551,335		
add			
Contribution 2024-25	<u>17,000</u>		
Available Resource 31st March 2025	<u>568,335</u>		

SUMMARY OF AGREED RECOMMENDATIONS AT F&GP MONDAY 15TH JANUARY 2024 AT 7.00PM

The following have now been incorporated into the Revised Estimates for 2023-24 and Proposed Estimates 2024-25:

1. The Proposed changes for the Parks & Amenities fund contributions for 2023-24 have been incorporated into the budget report at Pages 26 & 42

2. Elections: Following a Member requesting that sufficient provision be built into the Reserves for future by-elections and local elections. A realignment of Reserves has enabled the election fund to be built up to £12,000 for the Revised budgets and an additional provision of £9,000 built into The Finance Committee Revenue Reserve contribution for 2024-25 in the total sum £12,000. (Previously shown as £3,000 - with an addition to the Precept of £9,000 for 2024/25). Note. The realignment of Reserves for 2023-24 thus avoids the further reduction from the General Reserve to balance the Revised budget.

3. Net effect of changes on the Precept

	2023-24 Revised Estimates £	2024-25 Estimates £	2025-26 Forecast £	2026-27 Forecast £
a) Removal of Winter Gift Fayre, Lemon Quay/Events (Line 6722 Exp £55,000, Line 4202 Income £75,000)		20,000	20,000	20,000
b) Re-assessment of ASBO costs, Community Work Line 6724	-3,328	-5,336	-5,710	-6,109
c) Community Grants, Community Work Line 6721 - Remove estimate for 2024-25 only		-10,172		
d) Amend Lemon Quay R&M error Line 6100, to show correct budget	4,162			
e) Add increased General Fund Reserve Contribution		195,000	205,000	210,000
f) General Revenue Reserve - increase requirement to offset b) and d)	-834			
g) Additional Elections Reserve Contribution		9,000		
	0	208,492	219,290	223,891
Precept prior to changes	2,382,665	2,797,126	2,954,155	3,089,166
Adjusted Precept reflecting the above recommended changes	2,382,665	3,005,618	3,173,445	3,313,057
	Movement	0	208,492	219,290
Band D tax base	7,437.06	7,477.14	7,477.14	7,477.14
Annual Band D Council Tax		401.97	424.42	443.09
	Increase %	25.5%	5.6%	4.4%
	Annual Increase £'s	81.60		