

TRURO CITY COUNCIL



CITY OF TRURO

Town Clerk's Department
Municipal Buildings
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April 2024

To: The Mayor & Mayor elect (Councillor C Swain)
Deputy Mayor & Deputy Mayor elect (Councillor S Robey)
Chairman and members of the
FINANCE & GENERAL PURPOSES COMMITTEE
and all other Members of **TRURO CITY COUNCIL** *for information*

Dear Councillor

A G E N D A

NOTICE IS HEREBY GIVEN that the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will be held at **THE LARGE COMMUNITY ROOM, TRURO COMMUNITY LIBRARY (SECOND FLOOR), UNION PLACE** on **MONDAY 15 APRIL 2024** at 7.00 pm for the transaction of the under mentioned business: -

- 1 **APOLOGIES**
To resolve to accept apologies.
- 2 **DISCLOSURES OR DECLARATIONS OF INTEREST**
- 3 **OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA**
VERBAL QUESTIONS (5 minutes only)
- 4 **FINANCE AND GENERAL PURPOSES COMMITTEE PUBLIC MINUTES** *(Appendix A)*
To resolve to approve and sign the public minutes of the Finance & General Purposes Committee meeting held on 18 March 2024.
- 5 **RFO REPORT**
Verbal report including assets at Lanes, waste contract, insurance, IT contract, CCTV and minutes of meetings.
- 6 **CHAIRMAN'S REPORT**
Verbal report including Town Clerk recruitment, new starters, future recruitment for TIC/ Communications/ Events.
- 7 **GROUND FLOOR OFFICE SPACE AT MORESK CENTRE** *(Appendix B)*
To consider options for the rental of this space. Town Clerk to report.
- 8 **LIGHTERAGE QUAY LIFTING BRIDGE - MOTION**
Proposed by Councillor Rich:
Truro City Council recognises that the community of Truro is, according to recent consultation, strongly supportive of the proposal to provide a bridge between Lighterage Quay and Boscawen Park. With benefits to both the future viability of the Newham Business Park and to the residential communities of Highertown (including Malabar), this is a project which, when completed, will provide long-lasting economic, health and amenity benefits to the whole town. For these reasons the Council wishes to inform the Town Deal Board and Cornwall Council,

ITEMS FOR NEXT AGENDA

(i) Review of Financial Regulations and Scheme of Delegation.

David Rodda MBE
INTERIM TOWN CLERK

**MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON
MONDAY 18 MARCH 2024**

A

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

Also in attendance: Councillors La Borde, Weatherill
David Rodda, Interim Proper Officer
Esther Greig, Deputy Town Clerk and Responsible Financial Officer
Adrian Darch, Interim Responsible Financial Officer
Joanne Trevelyan, Financial Officer

APOLOGIES: Apologies of absence were received from Councillor Carlyon.

409. DISCLOSURES AND DECLARATIONS OF INTEREST

None.

410. OPEN SESSION FOR THE ELECTORS OF TRURO

None.

411. FINANCE AND GENERAL PURPOSES MINUTES

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

RESOLVED that the minutes of the Finance and General Purposes Committee Meeting held on 12 February 2024 were considered a correct record with the following note that minute number 358 had been amended at the Council meeting of 26 February 2024 to read "That, due to exceptional circumstances, Standing Order 5Dv be suspended for 12 months only for the 2024 to 2025 local government year and be resumed for the 2025 to 2026 year."

412. RFO REPORT

The RFO gave a verbal report to the Committee outlining her progress since her appointment.

1. RFO Role

Following agreement for the Interim RFO to stay on until the end of March, work was underway to finalise the earmarked reserves and he would also agree the fixed asset register and review the current Financial regulations. Work had been hampered by lack of access to files and systems, but this was being resolved and she now had access to the bank accounts. Over the next few weeks, she would continue to familiarise herself with the 2024/25 budget and close the 2023/24 year end.

2. Governance

She is working with the Interim Town Clerk to review the risk strategy, identify leases, licences and deeds and ensure they are documented and archived appropriately, and a scheme for maintenance or renewal put in place. She was continuing to review policies and procedures for June when the Committee would approve the Governance Statements. The website required further work to be fully compliant and she had scheduled a handover meeting with Cllr Pascoe and it is hoped staff could be trained at the same time. In addition, work was underway on cyber security and the CCTV and waste contracts were being reviewed by the Interim Town Clerk.

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

RESOLVED to note the report of the RFO.

413 CHAIRMAN'S REPORT

The Chairman advised that in future this would be a standing item on the Committee agenda. He invited Members to raise any issues with him prior to the meeting following which he would report back to the Committee.

414 MANAGEMENT ACCOUNTS 1 APRIL 2023 – 29 FEBRUARY 2024

The Interim RFO presented the management accounts and advised that he had produced a summary budget monitoring statement to accompany the detailed figures, designed to give Members an overview of the variances. In particular he wanted to draw Members attention to the areas of overspend for which a funding plan would need to be drawn up prior to the year end.

During discussion a number of points were made, including:

- a. A Member asked for confirmation of the predicted overspend at the end of the financial year and the Interim RFO confirmed this was currently predicted to be £23,048. He clarified that the overspend on the original budget set for the precept was in the region of £100k. This overspend was being funded from the general reserve which would be reimbursed over the next three years. The RFO added that the financial situation was still unclear, and she was working through the details of the funding for individual projects.
- b. A Member questioned the lack of discipline with regards to overspends of budgets. She noted that there was a significant increase in the water charges for the allotments despite it being a wet winter. The Financial Officer clarified that one monthly water charge had been much higher than normal and this was being investigated.
- c. A discrepancy between the budget monitoring statement and the Finance Committee Revenue Funds with regards to the amounts noted for CIL Receipts (3026) was highlighted and the Interim RFO agreed to investigate and report back.
- d. The Chairman thanked the Interim RFO for the work he had done to produce the budget monitoring statement.

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

RECOMMENDED to note the Management Accounts for April to February.

415 INTERIM INTERNAL AUDIT REPORT JUNE AND NOVEMBER – FOLLOW UP ACTIONS

The RFO advised that she had reviewed the management responses and actions to the recommendations from the internal auditor made back November and these were outlined in the report.

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

RECOMMENDED to note the interim internal audit report and the follow up actions.

416 IDLESS NURSERY PROJECT

The Interim RFO advised that this project had a large overspend and a plan would be required by the year end to address the excess expenditure. The reason for the overspend was mainly due to the impact of Covid and subsequent scarcity and inflation of materials. The Chairman advised that it was disappointing that this overspend had

not been regularly reported back to the relevant Committees and that in future this would not happen as lessons had been learnt.

Councillor Rich joined the meeting at 7.30pm.

During discussion a number of points were made, including:

- a. A Member enquired if delegated responsibility for expenditure on projects such as this would continue, and asked if a budget had been used up what the procedure was for any additional spend. The RFO advised that she was reviewing the scheme of delegation, but once a budget had been approved it could be spent. Members were advised that the RFO would, in future, report to Committees on a quarterly basis on the progress of ongoing projects to include budget monitoring and variances so that timely mitigation could be made.
- b. The RFO advised that she would be meeting with the Parks and Amenities Manager to establish the financial position of both the Idless Nursery and Café and Pavilion projects and whether any additional expense would be incurred. Following this exercise and a review of the current earmarked reserves she would have a better understanding of the overall financial position. A new set of earmarked reserves would then be drawn up for approval.
- c. The RFO advised that she would also be reviewing the risk strategy and as part of this work had asked the Facilities Manager to provide a maintenance update for Council buildings to include Health and Safety and Fire issues. A prioritised programme of works would then be drawn up and a fund put aside for the works. The Interim Town Clerk advised that he was also reviewing the risk register with regards to corporate, operational, and reputational risks. Following the review a prioritised list of actions would be drawn up and reserves allocated.

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

RECOMMENDED to note the report on the Idless Nursery Project.

417 **CAFÉ AND PAVILLION PROJECT**

The Interim RFO advised that this project had also suffered from a significant overspend and a plan to address the issue would be required by the year end. It was confirmed that once the Changing Places Toilet facility had been accredited further funds in the region of £20k could be drawn down from Cornwall Council.

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

RECOMMENDED to note the report on the Café and Pavilion Project.

418 **ANNUAL AGREEMENTS**

The RFO gave an overview of the annual agreements. She clarified that item 1 on the list was a receipt not an expenditure. She advised that the William Martin Compliance system held all the relevant risk paperwork for the Council's assets and notified the Council when updates were required. Financial regulations required that all annual payments be approved by the Council, however in future she would prepare a list for Council to be approved each May.

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

RECOMMENDED to approve the annual agreements.

419 JAMES TREWIN CHARITABLE TRUST

The Chairman advised that the Council had been approached by the James Trewin Charitable Trust offering to transfer the remaining capital of the Trust (currently deposited in New Zealand) providing that the Council (together with Stithian's Parish Council) use the funds as originally intended. A Member proposed that the Council should speak with Stithian's Parish Council to ensure that acceptance of the funds would not negatively impact the Council. He added that the funds could be added to one of the municipal charities, with similar aims, and he suggested that this be the William Yeoman Bennet for the Poor Incorporating the John White Charity. He added that as the funds were being transferred from New Zealand that prior to any transfer it should be established that no liability would be incurred and a positive benefit for the Charity would be achieved. He clarified that previous income received from the Trust was allocated by the Mayor, however no such income had been received for many years.

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

RECOMMENDED that.

- a) The proposal be accepted in principle subject to consultation with Stithians' Parish Council.
- b) Any funds received be added to the capital of the William Yeoman Bennet for the Poor Incorporating the John White Charity.
- c) No action be taken until the Council is certain that the funds received will retain a reasonable degree of value.
- d) A statement of the funds be requested from Public Trust Charitable Services.

420 SECTION 106 FUNDING FOR AMENITY SPACES

The Interim RFO advised that the Council had been invited by Cornwall Council to apply for remaining CIL funding to the amount of £29,592 to contribute towards the overspend on the Café and Pavilion Project.

It was proposed by Councillor Swain (Mayor) seconded by Councillor Biscoe and

RESOLVED to apply to Cornwall Council for CIL funding to the amount of £29,592.

421 OPEN SPACE AT COOSEBEAN – CIL AGREEMENT

The Interim Town Clerk advised that the arrangement for the purchase of the open space at Coosebean would be funded by a combination of CIL and 106 funding. In response to a question the Chairman clarified that two separate applications for the funding were required but that all the Councils costs, including legal advice, would be met. The requirement for the green space had arisen from the Pydar Development but the funding would not be at risk if the Development did not continue as planned.

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

RECOMMENDED that the Coosebean CIL Agreement be approved and signed.

422 GRANTS SUB-COMMITTEE

The Chairman advised that the Grants Sub-Committee had met earlier and had recommended the following grants:

1. Friends of Daubuz Moor - £500
2. Truro Civic Society - £450
3. The Feel Safe Scheme - £750
4. Truro Volunteers Day – up to £250
5. Friends of Newbridge Park - £200

A Member questioned the frequency of meetings and added that when the proposal had been made not to make further provision for grant funding for 2024/25 during the budget setting process, he was under the impression that no further grant allocations would be made during the current financial year. It was clarified that the guidance notes stated that the Committee would meet in June and November. The Mayor explained that whilst that this was the normal schedule an additional meeting had been scheduled as two of the applications were to support events happening before June. A Member added that it was customary for additional ad hoc grant applications to be considered at the Finance and General Purposes Committee outside of the Grants Committee meetings.

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

RECOMMENDED to award grants as set out in the recommendations of the Grant Sub-Committee.

423 TRURO TOWN DEAL

a) Boscawen Park

The Interim Town Clerk advised that he was pleased that the first tranche of grant funding had been received which was very welcome. He had met with Ward Williams, the project manager to review the project plan and discuss reporting, planning applications and consultation events. He was reassured that the project was on track and on budget at present. He added that quarterly reports would be presented to Council to update on progress and highlight any issues and an informal session with Councillors was planned as part of the consultation events for the planning application. He stressed he was committed to keeping Members informed on the progress of the works and also that strong project management controls be put in place across the project.

During discussion a number of points were made, including:

- a) A Member queried if a revised business plan would be prepared for the revenue income and expenditure for the revised project. In addition, had issues such as changing rooms accessed via codes been considered as this could affect the final design. The Interim Town Clerk clarified that the job creation did not refer just to jobs created by the facility but also construction jobs on the site and in the wider economy as a result of the development. The detail for the operation of the site was not yet confirmed, it could be directly operated or via a tenant. In future decisions will need to be taken as to the level of commercial or social return that the Council wants from the site and the overall project.
- b) It was confirmed that the drainage tests on the pitch are had been carried out, but the results were awaited.
- c) Concerns were expressed about the state of the play equipment at Boscawen Park, however as this would require immediate attention the Chairman of the Parks and Amenities Committee agreed to include an item on this at their next meeting.

b) New Life for City Buildings

The Interim Town Clerk had met with the CIC and advised that 9 applications or expressions of interest in funding has been submitted which was encouraging for the scheme. He gave an overview of the nature of the applications which were in various stages of completion, some were ready to progress, and others needed further work. The CIC were working on an appraisal process for the applications that was simple but also compliant and robust. It was important that the Council, as shareholder, that the application process was robust, and he was supporting the CIC with this. Alongside applications there was also the opportunity for direct purchase of properties and consideration of the benefits and opportunities of this approach were being considered.

During discussion a number of issues were raised, including:

- a) A Member referred to the Boscawen Park development and asked if planning would be applied for both the football pitches and the buildings at the same time. It was clarified that the planning strategy as to how to achieve the best chance of success was still under consideration. The result of this would be reported back to Council through the normal project reporting cycle.
- b) The question was asked as to whether the grant allocation criteria had been finalised and if the time taken by the Interim Town Clerk supporting the project would be reimbursed. It was clarified that a record of the time spent was being kept and the grant allocation criteria was not yet finalised. This would be reported back to the Council by the CIC.
- c) A Member asked if full-time occupancy tenancies could be directed by the CIC to grant applicants. The Interim RFO agreed that the aim was for residential tenancies but in terms of eligibility a range of used were possible.
- d) The Interim Town Clerk advised that if an asset locked organisation failed, their assets could be transferred to another organisation with the same objectives. However, clarification would be sought about whether this organisation also had to have an asset loan in place.
- e) A Member was reassured there had been interest in the scheme. She had read the final signed version of the Grant Funding Application and was concerned at the definition of market rent. She felt it was clear that residential did not include holiday letting but asked how this would be monitored over the 25 years of the funding agreement. She also asked if a local connection for the tenancies could be included and expressed the view that it was important for Truro to get a social housing benefit from the project.

c) Other Town Deal Projects

Councillor Biscoe, Vice Chairman of the Town Deal Board, gave an overview of the other projects being undertaken in Truro. He expressed concern that the Lightridge Quay Bridge project was vulnerable as the estimated costs had increased significantly, however in his view it was vital that this part of the project was completed as it would have great economic impact on Truro. The Lemon Quay toilets would be upgraded but there were concerns regarding the Compton Castle and whether the Town Deal should financially support the disposal of the vessel. The Interim Proper Officer added that one of the Cornwall Council projects included an events organiser for Lemon Quay, and it was stressed that the postholder must work in partnership with the City Council and consider the impact of events on the wider business community.

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

RECOMMENDED to note the verbal reports on the Truro Town Deal.

424 STAFFING UPDATE

(i) Secondment of the Interim Town Clerk

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

RECOMMENDED to note the confirmation that the secondment agreement for Interim Town Clerk had been signed under the delegation.

(ii) Town Clerk Recruitment Process

The Chairman advised that the recruitment process was underway, and the position of Town Clerk had been advertised. The Job Description had been circulated and Members comments considered. Some parts had been removed and would be included in the employment contract.

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

RECOMMENDED to note the commencement of the Town Clerk recruitment process including the revised job description.

(iii) Provision of a Relocation Package

The Chairman advised that it was normal practice to provide financial support to any successful candidate living outside of the area by way of relocation expenses. A Member added that this was a sensible approach as it could attract more candidates for the position. It was clarified that the criteria for any relocation expenses would be that the candidate live outside of Cornwall. A Member suggested that an amount be allocated from reserve to cover any relocation expenses and associated recruitment costs.

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

RECOMMENDED that up to £7,500 from reserves be allocated to cover any recruitment costs, including relocation expenses, for the position of Town Clerk.

(iv) Staffing Committee

The Chairman advised that the revised Terms of Reference for the Staffing Committee had been circulated with major changes being the reduction of numbers on the committee to 5 and the fact that no Chairs of standing Committees could be a member of the committee. He added that this could still be amended in future if needed.

A Member proposed a further amendment that the paragraph commencing 'attending officers' should read: "Attending Officers: Town and/or Deputy Town Clerk and HR Adviser NB: Membership to be 5 members not holding the office of Chairman/Deputy Chairman Mayor/ Deputy Mayor elected by the Council."

The RFO asked if the following criteria could be included at the appropriate part of the Terms of Reference "5 Members (either with HR experience or willing to undertake the relevant training)".

During discussion a number of issues were raised, including:

- a) The Chairman advised that the provision for HR experience would not exclude anyone from applying to be a Member of the Committee. A Member advised that it was important that Members undertook relevant training as unlike Planning in which the Council was a consultee, staffing matters

generally had legal implications and therefore a high level of competency was needed.

- b) In response to a question it was clarified that the panel would be split to consider any initial grievance and subsequent appeal, Members would not consider both.
- c) The Interim RFO confirmed that training could be provided by CALC at the cost of approximately £60 per session and three sessions would be required for each Member.
- d) Once the Terms of Reference were agreed an outline of the role would be prepared for those interested in applying for Membership of the Committee.

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

RECOMMENDED that the Staffing Committee – Terms of Reference be approved including the proposed following amendment and addition:

1. Attending Officers: Town and/or Deputy Town Clerk and HR Adviser NB: Membership to be 5 members not holding the office of Chairman/Deputy Chairman Mayor/ Deputy Mayor elected by the Council.
2. 5 Members (either with HR experience or willing to undertake the relevant training).

v) RFO Staffing Update

The RFO advised that she had met with all the senior staff apart from those at the Tourist Information Centre and looked at their job descriptions and discussed any immediate concerns. She was working to produce an interim staffing structure. She had appointed a Committee Clerk to commence on the 22 April. She was hopeful to shortly make a temporary appointment of an administrator. She planned to undertake appraisals in September to inform the budget setting process. In addition, she was due to meet with the HR consultants to discuss their contract. She thanked Members for making her so welcome since she undertook the role. In response to a question, she expressed her view that the wellbeing of staff was varied but they were a strong team and as she was now in post, she could give them the necessary support.

425 CORNWALL COUNCIL – CORNWALL DESIGN REVIEW PANEL

The Chairman advised Members that a meeting would be held on the 25 March regarding updates to the Langarth Neighbourhood Design Codes for West Langarth and Little Langarth. He felt it was important that Truro City Council be represented at the meeting as this was a further opportunity to voice the concerns that the Council had about the development and its impact on the City,

It was proposed by Councillor Roden, Seconded by Councillor Swain (Mayor) and

RESOLVED that Councillors Rabey and Weatherill be nominated to attend the Cornwall Design Review Panel meeting on 25 March.

426 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor Roden, seconded by Councillor 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 item by reason of its confidential or special nature.

427 MUNICIPAL BUILDINGS AND CLOCKTOWER INTERIM REPORT

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

RECOMMENDED that no action be taken until after April 2024 and a full report on all the options be presented to a special meeting of the Council.

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

RECOMMENDED that the urgency procedure under Standing Order 17b. be approved.

428 STAFFING UPDATE

The Committee received a confidential report.

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

RESOLVED to note the report and agree that further legal advice be sought.

2. It was proposed by Councillor Roden and seconded by Councillor Swain (Mayor) and

RESOLVED to note the appointment of the Committee Clerk.

429 CORRESPONDENCE

None.

The meeting closed at 9.50pm.

CHAIRMAN



Report to:	Finance and General Purposes Committee	
Date:	8th April 2024	
Title:	GROUND FLOOR OFFICE - Moresk Centre, St Clement Street Truro Cornwall TR1 1EQ	
Authors, Roles and Contact Details:	David Rodda, Town Clerk, Truro City Council <u>clerk@truro.gov.uk</u>	
Approval and clearance obtained from chair of committee:	Y / N	
Urgency Procedure(s) used? If yes include rationale.	Y / N	
Recommendations to Full Council		
<p>1. That they delegate authority to the Town Clerk to enter into negotiations with the Truro Community Property Trust (Charity Number 1136731) about taking on the tenancy of the ground floor office space at Moresk Centre, St Clement Street, Truro, Cornwall, TR1 1EQ.</p> <p>2. That the income generated from the rental is allocated within the Council budgets to cover any building maintenance required at the Moresk Centre or other Truro City Council buildings as necessary.</p>		

1 Executive Summary

- 1.1 The Moresk Centre contains a self-contained Ground Floor Office Suite that does not form part of the community centre offer and is currently vacant. Previously it had been used by the Citizens Advice Bureau and as it is located very close to the centre of Truro and adjacent to a car park it is felt to be a very attractive space for an organisation seeking an office in Truro.
- 1.2 When considering the future uses of the Ground Floor Office Suite Truro City Council has previously discussed potential users of the offices and decided that finding a tenant whose use of the building would not conflict with the wider uses of the Moresk Centre was the preferred option even if this resulted in a slightly lower rental income from the property than might be possible if a more commercial tenant was identified.
- 1.3 On the back of this discussion in early 2023 in principle discussions were held with the Truro Community Property Trust (Charity Number 1136731) who are currently based at 10 St Marys Mews in Truro about their intention to vacate their current premises as they are too large for their needs. The Ground Floor Office Suite in the Moresk Centre was identified as being a suitable alternative which is located very close to their current base.

1.4 At the time SBC Property were instructed to prepare a draft Heads of Terms for the property which would generate a suggested rent of £6,000 per annum with an increase after 3 years to £7,200 per annum. The term of the agreement is suggested to be 6 years with a break clause at 3 years. This Heads of Terms has not yet been shared with the Truro Community Property Trust. The terms on offer represent a discount of around £1,000 per annum over what could be expected if the property was rented at full market value.

2 Purpose of Report and key information

2.1 The purpose of this report is to seek support from the Finance and General Purpose Committee for a recommendation to Full Council to enter into negotiations with the Truro Community Property Trust about taking on the tenancy of this property.

2.2 If these negotiations cannot be concluded in a satisfactory manner the property will be advertised on the open market.

3 Benefits for Customers/Residents

3.1 The rental of this vacant space will generate an income that will be used to offset building maintenance costs thus reducing the need for funding from Truro City Council budgets to be used this purpose.

4 Relevant Previous Decisions

4.1 N/A

5 Consultation and Engagement

5.1 N/A

6 Financial Implications of the proposed course of action/decision

6.1 The financial implications of the recommendations are that Truro City Council will receive an annual income from the Ground Floor Offices of the Moresk Centre of circa £6,000 per annum rising to £7,200 per annum after 3 years. The tenant will be responsible for electricity, water, gas and business rates themselves.

6.2 For the 6-year duration of the lease this equates to a total income of £39,600 which would be in the region of £6,000 less than could be achieved if the property was rented at full market value. However, due to the proximity to the Moresk Centre it is deemed that the greater need is to identify a tenant that can co-exist with the Moresk Centre rather than maximise our income potential.

- 6.3 Any costs relating to legal or property agent fees that may be required to formalise the lease agreement will be funded from the rental income.

7 Legal/Governance Implications of the proposed course of action/decision

- 7.1 The only legal implications of this course of action relate to the lease agreement that needs to be put in place between Truro City Council as the landlord and Truro Community Property Trust as the tenant.

There are no additional governance implications as once in place the lease agreement will be managed by the Facilities Manager/Town Clerk.

8 Risk Implications of the proposed course of action/decision

- 8.1 The major risk relates to non-payment of rent. This is deemed to be a low risk as the Truro Community Property Trust is a well established charity with a long track record.

- 8.2 The secondary risk relates to the Truro Community Property Trust failing to maintain the building during their tenancy. This risk will be mitigated through regular inspection and the lease including full repair and maintenance clauses.

- 8.3 The final risk relates to any concerns about renting the Ground Floor Office Space at below market value. This risk is low and can be countered by the need to identify a tenant that can co-exist with the current uses of the Moresk Centre and the fact that we are supporting an important local stakeholder in their work. The Truro Community Property Trust undertakes a range of work that supports Truro City Council objectives and their work will be secured through enabling them to move to smaller premises.

9 Options available

- 9.1 **Do nothing** – this option has been discounted as Truro City Council is required to achieve best value from its assets and leaving this property empty would not generate an income that can be used to offset building maintenance costs.

- 9.2 **Rent the space at full market value** – this option has been discounted as advertising the property comes at a cost which would reduce the overall income potential. It may also not be possible to identify a tenant whose values align with our own objectives and that would fit with the wider uses of the Moresk Centre.

- 9.3 **Use the space for storage to reduce the costs of secure storage at Lanes** – this option has also been discounted as whilst the costs of secure storage at Lanes are significant, they are less than the income generating potential of the Ground Floor Office Suite. In addition, if we did use it for storage we would have to pay for heating, business rates, etc and ensure that the site is kept secure at all times.

9.4 **Chosen option** – this option has been recommended as it ensures that we generate an income from the Ground Floor Office Suite that can be used to offset building maintenance costs whilst also ensuring that we support the operations of the Truro Community Property Trust as a key local stakeholder.

10 Supporting Information (Appendices)

10.1 None

11 Approval and clearance

11.1 All necessary approvals for this report to be presented to F&GP have been obtained.

All reports:

Final report sign offs	This report has been cleared by (or mark not required if appropriate)	Date
Town Clerk (Required for all reports)	Yes	08/04/24
Mayor or chair of relevant Committee (Required for all reports)		
Deputy Town Clerk (Finance and HR) (Required for all reports)	Yes	
Responsible Officer (If required)	N/A	



List of Payments and receipts March 2024

<u>Tran Date</u>	<u>Supplier/Customer Name</u>	<u>Narrative</u>	<u>Value</u>
01/03/2024		Treverbyn TO13, T011	-57.51
01/03/2024		Nancemere 9, 6b2	-103.32
01/03/2024		Barrack Lane 11a, 11b, 4a	-159.39
01/03/2024		Redannick 13	-34.20
01/03/2024	Newham Quay Mgmt Co Ltd	SI / NEW006 / 0000003722	-62.50
01/03/2024	RRL LLP	SI / ROB001 / 0000003723	-12.50
01/03/2024	Desmonde Associates	SI / DES001 / 0000003724	-37.50
01/03/2024	Truro Squash Club	SI / TRU0017 / 0000003725	-980.10
01/03/2024	FirstPort Retirement Property Servs Ltd	SI / FIR001 / 0000003726	-161.52
01/03/2024	Churchill Estates Management Ltd	SI / CHU001 / 0000003727	-222.20
01/03/2024	Flying Aubergine	SI / FLY001 / 0000003729	-833.33
01/03/2024	Flying Aubergine	SI / FLY001 / 0000003729	-20.00
01/03/2024	Flying Aubergine	SI / FLY001 / 0000003729	-85.33
01/03/2024	Visit Cornwall	SI / VIS001 / 0000003730	-800.00
01/03/2024	Visit Cornwall	SI / VIS001 / 0000003730	-625.00
01/03/2024	Swan Developments (Truro) Ltd	SI / SWA002 / 0000003731	-197.91
01/03/2024		Tompkins T18 & Kerrow memorials IA17	-115.00
01/03/2024		Nancemere 2b, 12c	-109.08
01/03/2024		Barrack Lane 8A	-36.99
01/03/2024		Young people CWL - Zebs	-294.50
01/03/2024	Britannia Lanes	Storage Mar 24	295.70
01/03/2024		NNDR-22033131050510	1850.00
01/03/2024		NNDR-22031995003000	1320.00
01/03/2024		Takings w.e 1.3.24	-1043.15
01/03/2024		Takings w.e 1.3.24	-558.82
01/03/2024		Takings w.e 1.3.24	-1807.65
01/03/2024		Takings w.e 1.3.24	-585.50
01/03/2024		Barrack lane rent 5b	-35.28
01/03/2024		Allotment rent 1b, 14	-132.12
01/03/2024		Allotment rent 17.red	-35.10
01/03/2024		Treverbyn rent 6	-33.48
01/03/2024		sage refund correction	223.20
01/03/2024	Mitchell and Son	Interim Valuation 4	14217.51
01/03/2024	J&R Foodservice	18627 Foodstuff	20.06
01/03/2024	Vision ICT Ltd	Website hosting 24/25	188.13
01/03/2024	Paytek		37.99
01/03/2024	Dublcheck Cleaning Services Ltd	WCs w/e 4.2.24	199.65
01/03/2024	Dublcheck Cleaning Services Ltd	WCs w/e 25.2.24	744.15
01/03/2024	Dublcheck Cleaning Services Ltd	Library 29.1-3.3.24	1815.00
01/03/2024	Dublcheck Cleaning Services Ltd	Cleaning supplies	104.30
01/03/2024	Malletts Home Hardware	18135 Cleaning products	8.47
01/03/2024		Extra Ord Network	59.32
01/03/2024		Flowers	1.00
01/03/2024		Salad leaves	4.40
01/03/2024		Flowers	1.00
01/03/2024		Bread	2.58
01/03/2024		Mayonnaise	2.80
02/03/2024	Baker Tom Ltd	Bread/pastries/cakes	169.09
02/03/2024	J&R Foodservice	18627 Foodstuff	12.14
02/03/2024	J&R Foodservice	18627 Foodstuff	81.32
02/03/2024	Gill Wild Art	18654 Cards	35.00
02/03/2024	Mounts Bay Dairy	18625 Milkcheese/bacon	95.42
02/03/2024		Lib takings Feb 24	-309.51
02/03/2024		Flowers	2.00
02/03/2024		Cleaning products	2.49
04/03/2024	Truro High School for Girls	SI / TRU041 / 0000003732	-39.00
04/03/2024		EE Parks SIM	17.16

04/03/2024	Amazon	Flower seeds Easter	19.98
04/03/2024	YU Energy	Gas Municipal building	164.76
04/03/2024	Pryors Garage Ltd	18503 WK67DXC MOT etc	54.00
04/03/2024	Pryors Garage Ltd	18503 WK67DXC MOT etc	108.00
04/03/2024	Everflow Ltd	Rec Hall	140.26
04/03/2024	Everflow Ltd	30 Boscawen St	36.19
04/03/2024	Everflow Ltd	Green St WC	414.43
04/03/2024	Everflow Ltd	The Leats WC	272.85
04/03/2024	Everflow Ltd	Lemon Quay	13.28
04/03/2024	Everflow Ltd	Lemon St WC	1001.19
04/03/2024	Everflow Ltd	Cricket Pavillion	12.33
04/03/2024	Everflow Ltd	Malpas Rd WC	164.72
04/03/2024	Everflow Ltd	Bridge St WC	115.60
04/03/2024	Everflow Ltd	Malpas Stores	21.02
04/03/2024	Everflow Ltd	Library	176.28
04/03/2024	Everflow Ltd	Cemetery	28.30
04/03/2024	Everflow Ltd	Hendra Park WC	21.02
04/03/2024	Everflow Ltd	Barrack Lane Allot	41.34
04/03/2024	Everflow Ltd	Redannick Allot	12.33
04/03/2024	Everflow Ltd	Standpipe VG	56.81
04/03/2024	Everflow Ltd	Tregurra Allot	66.48
04/03/2024	Everflow Ltd	Boscawen Park	176.40
04/03/2024	Everflow Ltd	Nancemere Allot	12.33
04/03/2024	Everflow Ltd	Hendra Skate Park	12.33
04/03/2024		Tickets w.e 8.3.24	-14.57
04/03/2024		Nancemere 3A, 15	-162.36
04/03/2024		Kernow stone TM8, RC23	-260.00
04/03/2024	Truro City Youth FC	SI / TRU009 / 0000003733	-55.00
04/03/2024	Threemilestone AFC	SI / THR003 / 0000003734	-43.50
04/03/2024			0.45
04/03/2024		EE Mobile TIC 07947511945	10.00
04/03/2024		EE Mobile LIB 07973497121	14.99
04/03/2024		Prev PCS 07557116714	14.99
04/03/2024	Mounts Bay Dairy	18629 dairy items	22.10
04/03/2024	Westcountry Fruit Sales Ltd	18630 oat milk	36.75
04/03/2024	The Epiphany Trust (Truro) Ltd	Room hire 28.2.24	35.00
04/03/2024		Duster refills	7.97
05/03/2024	Westcountry Fruit Sales Ltd	18657 Food items	139.02
05/03/2024	Amazon	PC / AMA001 / Reversal of URN 47036 / Corre	-21.20
05/03/2024	Amazon	Seed bags Easter	20.15
05/03/2024	Opus Energy	30 Boscawen Street	176.78
05/03/2024	Opus Energy	Idless Nursery	529.75
05/03/2024	Opus Energy	Library	1959.70
05/03/2024	EDF Energy	Green St WC	23.59
05/03/2024	Amazon	Easter eggs	61.64
05/03/2024	Hunts Foodservice Ltd	18631 food items	53.28
05/03/2024	Hunts Foodservice Ltd	18631 food items	85.08
05/03/2024	Baker Tom Ltd	Bread/pastries	42.42
05/03/2024	Robin Holmes	St Pirans Day 2024	50.00
05/03/2024		Salad leaves	2.20
05/03/2024	HSBC Bank	PC / HSB001 / Reversal of URN 47690 / Corre	-146.27
05/03/2024	HSBC Bank		156.27
06/03/2024	NCI Technologies Ltd	365 Agreement Feb 24	916.60
06/03/2024	NCI Technologies Ltd	Internet TIC	46.00
06/03/2024	NCI Technologies Ltd	Internet PKS	72.00
06/03/2024	NCI Technologies Ltd	Internet CAF	32.00
06/03/2024	NCI Technologies Ltd	Internet ADM	42.79
06/03/2024	NCI Technologies Ltd	Pro Support Mar 24	912.85
06/03/2024	NCI Technologies Ltd	Telephones	145.00

06/03/2024	Cornwall Council	Advert Ctte Clk	80.00
06/03/2024	Barry Cooper	SI / BAR002 / 0000003735	-94.21
06/03/2024	Amazon	Stationery	18.80
06/03/2024	Mounts Bay Dairy	18629 dairy items	15.48
06/03/2024	Imaginink Media	St Pirans Day photos	150.00
06/03/2024		Flowers	2.00
07/03/2024	Damien Richards	Sundries Feb 24	49.47
07/03/2024	L&M Electrical	Idless Car park	73.55
07/03/2024	Acland Plant Hire Ltd	18199 Pollen move	812.50
07/03/2024	Amazon	Truck Window switch	24.96
07/03/2024	Amazon	Stationery	9.99
07/03/2024	Baker Tom Ltd	Bread/pastrles	42.42
07/03/2024	Bunzl Cleaning & Hygiene Supplies	17973 Mopheads	57.25
07/03/2024	J B Andrew Ltd	PC / JBA001 / Reversal of URN 47418	-39.96
07/03/2024	J B Andrew Ltd	PC / JBA001 / Reversal of URN 47417	-123.50
07/03/2024	John Brady Agencies	18661 souvenirs	123.50
07/03/2024	John Brady Agencies	18661 souvenirs	39.96
07/03/2024	Otter House Ltd	18666 Calendars etc	-83.33
07/03/2024		Bread/leaves	5.50
08/03/2024		Redannick rent R001, R018	-63.45
08/03/2024		Barrack Lane B024, B028	-71.28
08/03/2024	Regenerative Food & Farming Incorporating Gleanin	SI / GLE001 / 0000003736	-145.00
08/03/2024		Takings w.e 8.3.24	-806.69
08/03/2024		Takings w.e 8.3.24	-615.85
08/03/2024		Takings w.e 8.3.24	-2063.63
08/03/2024		Correction	0.83
08/03/2024	Cornwall Council	CCTV Mar 24	953.29
08/03/2024	Mounts Bay Dairy	18629 dairy items	45.23
08/03/2024	J&R Foodservice	18632 food items	97.71
08/03/2024	J&R Foodservice	18632 food items	51.04
08/03/2024	Salt Projects Cornwall Ltd	St Pirans Day 24	1325.00
08/03/2024	Maxlm Rooth	18659 Easter decs	30.00
08/03/2024	Enerveo Ltd	18126 Street light	95.00
08/03/2024	Safe Working Lifts Ltd	CP WC Hoist BP	116.80
09/03/2024	Mounts Bay Dairy	18629 dairy items	66.84
09/03/2024	Baker Tom Ltd	Bread/pastries/cakes	165.19
09/03/2024	Baker Tom Ltd	Bread	-23.96
09/03/2024	Sumup	licence x 2	58.00
09/03/2024	Roger Trethewy Ltd	17692 hedge trimming	382.50
09/03/2024		Bread	2.90
09/03/2024		Flowers	1.00
10/03/2024	Amazon	Fire alarm battery	27.91
11/03/2024	Datasharp UK Ltd	Parks phones	40.45
11/03/2024	Datasharp UK Ltd	Cemetery phone	26.77
11/03/2024	Datasharp UK Ltd	TIC phone	167.70
11/03/2024	Amazon	Receipt printer	62.50
11/03/2024	Central Park Estates Ltd	Rent from 25.3.24	8750.00
11/03/2024	Central Park Estates Ltd	Insurance 20.3.24	1718.57
11/03/2024	Society of Local Council Clerks	Job advert TC	195.00
11/03/2024	Cwl Freedom OCD Support	SI / CWL036 / 0000003737	-32.00
11/03/2024	Cornwall Council	SI / CWL001 / 0000003738	-35.00
11/03/2024	BF Adventure	SI / BFA001 / 0000003739	-60.00
11/03/2024	Catherine Wallace	SI / CAT003 / 0000003740	-260.00
11/03/2024	Truro Afternoon Women's Institute	SI / WOM001 / 0000003741	-32.00
11/03/2024	The Cornish Bakery	SI / COR022 / 0000003742	-110.00
11/03/2024	Totally Truro	SI / TOT001 / 0000003743	-42.00
11/03/2024	BF Adventure	SI / BFA001 / 0000003744	-60.00
11/03/2024	CLEAR	SI / CLE001 / 0000003745	-60.00
11/03/2024	Carers Colour Group	SI / CAR010 / 0000003746	-64.00

11/03/2024	Healthwatch Cornwall	SI / HEA001 / 0000003747	-60.00
11/03/2024	Truro Carer's Group	SI / TRU040 / 0000003748	-32.00
11/03/2024	Cornwall Council	SI / CWL001 / 0000003749	-145.00
11/03/2024		charges	0.30
11/03/2024	Hunts Foodservice Ltd	18640 Foodstuff	68.83
11/03/2024	Hunts Foodservice Ltd	18640 Foodstuff	102.86
11/03/2024	City Plumbing Supplies Holdings Ltd	18198 pipe bits	21.71
11/03/2024	Travis Perkins Co Ltd	18197 pipe fittings	102.45
11/03/2024	Mounts Bay Dairy	18635 dairy products	22.10
11/03/2024	J&R Foodservice	18637 food items	99.01
11/03/2024	Saunders Lelsure Services Ltd	18636 till roll	19.40
11/03/2024	Cornico Coffee Co Ltd	PC / COR021 / Reversal of URN 47439 / Corre	-390.00
11/03/2024	Cornico Coffee Co Ltd	18639 Coffee	390.00
11/03/2024	Cornwall Coaching	Derek NLCB	1050.00
12/03/2024	D&G Builders Cornwall Ltd	17916 lib front scaffolding	875.00
12/03/2024	Baker Tom Ltd	Bread/pastries	38.52
12/03/2024	Promas Caring for People CIC	SI / PRO001 / 0000003750	-120.00
12/03/2024	University of the Thlrd Age	SI / UNI004 / 0000003751	-42.00
12/03/2024	RNID (The Royal National Institute for Deaf People)	SI / RNI001 / 0000003752	-32.00
12/03/2024	Cwl Freedom OCD Support	SI / CWL036 / 0000003753	-32.00
12/03/2024	Healthwatch Cornwall	SI / HEA001 / 0000003754	-42.00
12/03/2024		Memorial permit TQ5	-130.00
12/03/2024	Amazon	Ipad holder	25.72
12/03/2024	City of Truro Male Choir	St Pirans Day	150.00
12/03/2024	Calor Gas Ltd	18312 Propane Cooper	94.21
12/03/2024		Flowers	1.00
12/03/2024		Salad leaves	2.00
13/03/2024	Cornwall Garage Door Centre Ltd	17643 shutters cafe	2062.50
13/03/2024		Petty Cash Feb 24	39.04
13/03/2024	City Plumbing Supplies Holdings Ltd	18200 Fittings VG cafe	16.95
13/03/2024	City Plumbing Supplies Holdings Ltd	18200 Water htr VG cafe	99.74
13/03/2024	Hunts Foodservice Ltd	18638 Foodstuff	79.05
13/03/2024	Hunts Foodservice Ltd	18638 Foodstuff	29.51
13/03/2024	Mounts Bay Dairy	18635 dairy products	25.98
13/03/2024	J&R Foodservice	18637 food items	103.17
13/03/2024	J&R Foodservice	18637 food items	46.19
13/03/2024	Saunders Leisure Services Ltd	18636 cups/lids	66.57
13/03/2024	Saunders Leisure Services Ltd	17693 gloves/bags	185.82
13/03/2024		Dustpan & broom	8.50
13/03/2024		Plasters	6.38
14/03/2024		correction	0.83
14/03/2024	William Martin Compliance Ltd	Compliance 24/25	8450.00
14/03/2024	D&G Builders Cornwall Ltd	17919 cleaning of stone	235.00
14/03/2024	Baker Tom Ltd	Bread/pastries	38.52
14/03/2024		1st pyt- Towns Fund Bos Park	-464251.00
14/03/2024	Cards for Good Causes	SI / CAR001 / 0000003756	-742.37
14/03/2024	Amazon	Waste bin	24.99
14/03/2024	Amazon	Hygiene Roll	25.53
14/03/2024	Bunzl Cleaning & Hygiene Supplies	17917 soap/towels	53.22
14/03/2024	Mounts Bay Dairy	18635 dairy products	23.22
14/03/2024	South West Hygiene	Waste 14.4-13.7.24	401.72
14/03/2024	Travis Perkins Co Ltd	18518 Soil pipes	20.20
14/03/2024	STARK Building Materials UK Ltd	18517 Soil pipe	31.62
14/03/2024	Malletts Home Hardware	18135 Padlock	22.49
14/03/2024	Cornwall Council	SI / CWL001 / 0000003757	-12546.22
14/03/2024		Salad leaves	2.00
15/03/2024		R Woodley N020	-91.08
15/03/2024		correction	-0.83
15/03/2024		takings w.e 15.3.24	-1905.00

15/03/2024		takings w.e 15.3.24	-1014.30
15/03/2024		takings w.e 15.3.24	-1008.60
15/03/2024	SEFE Energy Ltd	Gas Library	2026.88
15/03/2024	Amazon	sign	6.19
15/03/2024	Amazon	sign	6.87
15/03/2024	Gill Wild Art	18658 Easter cards	32.00
15/03/2024	NCI Technologies Ltd	Extra cal charges	14.69
15/03/2024	NCI Technologies Ltd	85115 Xtra call charges	-14.69
15/03/2024		Bread/leaves	4.50
15/03/2024		Flowers	2.00
16/03/2024	Baker Tom Ltd	bread, cakes, etc	165.19
16/03/2024	Baker Tom Ltd	Bloomer refund	-5.99
16/03/2024	Philleigh Folk	Heraud & Turner tickets	18.32
16/03/2024	Mounts Bay Dairy	18635 dairy products	35.40
18/03/2024	Opus Energy	Greenhouse BP	411.97
18/03/2024	Opus Energy	Boscawen pk WC	42.27
18/03/2024	Opus Energy	Malpas Rd com centre	101.71
18/03/2024	Opus Energy	Boscawen pk	345.46
18/03/2024	Opus Energy	Feeding pillar rows	32.55
18/03/2024	Opus Energy	Tennis pavilion	592.30
18/03/2024	Opus Energy	Feeding pillar VS	15.50
18/03/2024	Opus Energy	Lemon St WC	207.95
18/03/2024	Opus Energy	Hendra Skate Pk	32.55
18/03/2024	Opus Energy	The Leats WC	102.89
18/03/2024	Opus Energy	Bridge St WC	253.86
18/03/2024	Opus Energy	Tea Hut VG	32.87
18/03/2024	Opus Energy	MTR Box LQY	32.55
18/03/2024	Opus Energy	MTR Box W/Spoons	238.56
18/03/2024	Opus Energy	Staff Accom VG	89.58
18/03/2024	Opus Energy	Hendra Rd WC	35.96
18/03/2024	Opus Energy	Hockey Club	32.55
18/03/2024	A E Rodda & Sons Ltd	18662 shortbread	34.86
18/03/2024	Lee Hay Window Cleaning	Windows TIC	160.00
18/03/2024	Lee Hay Window Cleaning	Windows Cafe	80.00
18/03/2024	Moresk Centre	Feb/mar sunshine	388.80
18/03/2024		Tickets we 22.3.24	-14.35
18/03/2024	Mounts Bay Dairy	18645 Milk	23.22
18/03/2024	Hunts Foodservice Ltd	18644 Foodstuff etc	21.99
18/03/2024	Hunts Foodservice Ltd	18644 Foodstuff etc	81.72
18/03/2024	BHGS Hayle	17695 Potting compost	2484.72
18/03/2024	BHGS Hayle	17694 Sundries Nursery	1924.85
19/03/2024	Baker Tom Ltd	bread, pastries	29.67
19/03/2024	ADT Fire & Security plc	GRN WC Fire Alarm	-197.57
19/03/2024	Emma Skilton	Fitness 13,15.3.24	100.00
19/03/2024	Mounts Bay Dairy	18645 Milk	39.24
19/03/2024	Hunts Foodservice Ltd	509-569635 Oat milk	-30.45
19/03/2024	Cornico Coffee Co Ltd	18641 Coffee/choc	316.00
19/03/2024	Malletts Home Hardware	18135 Cable ties	10.87
20/03/2024	Josh's Chocolate	18663 choc eggs/bars	76.12
20/03/2024	Westcountry Fruit Sales Ltd	18664 Food items	145.68
20/03/2024	Westcountry Fruit Sales Ltd	18664 Food items	44.70
20/03/2024	Amazon	gift bags	8.48
20/03/2024	Dean Hancock Plumbing & Heating Ltd	Water Htr tap BP	122.50
20/03/2024	Dean Hancock Plumbing & Heating Ltd	WC reprs Moresk Centre	67.50
20/03/2024	Dean Hancock Plumbing & Heating Ltd	Drain/gully clean LIB	750.00
20/03/2024	Pryors Garage Ltd	18521 WK16CVCservice	214.14
20/03/2024	Pryors Garage Ltd	18521 WK16CVCservice	54.00
20/03/2024	SW Commercials Ltd	18520 WK67DXC repair	207.50
20/03/2024	Volunteer Cornwall	Mica Vol/Law course	40.00

20/03/2024		Reservation of plot TA9	-184.00
20/03/2024	Mounts Bay Dairy	18645 Milk	22.98
20/03/2024	Pryors Garage Ltd	WK16CVE MOT/Service	268.14
20/03/2024	Travis Perkins Co Ltd	18522 Sand Cafe VG	66.00
20/03/2024		Bread/leaves	5.50
20/03/2024		Ribbon Changing Places opening	0.90
21/03/2024	Baker Tom Ltd	bread, pastries	29.67
21/03/2024	Amazon	eggs	37.46
21/03/2024	T H Douce & Sons	18519 Tarmac Pollen	220.00
21/03/2024	Rentokil Initial UK Ltd	Cleaning CAF	0.96
21/03/2024	Rentokil Initial UK Ltd	Cleaning WCs	655.14
21/03/2024	Rentokil Initial UK Ltd	Cleaning TIC	3.19
21/03/2024	Rentokil Initial UK Ltd	Cleaning CAF	52.79
21/03/2024	Rentokil Initial UK Ltd	Cleaning PKS	76.72
21/03/2024	Hibberd I	Hostgator 21.2-20.3.24	25.59
21/03/2024	Acacia Learning Ltd	18228 CIPD L3 Mica	1465.83
21/03/2024	Dean Hancock Plumbing & Heating Ltd	Légonnaires check Mar 24	495.00
21/03/2024	Mr Stuart Roden	Books for Boppard	22.50
21/03/2024	Parc Signs Ltd	CP WC sign BP	75.88
21/03/2024	Westcountry Fruit Sales Ltd	18642 Foodstuff	32.54
21/03/2024	Westcountry Fruit Sales Ltd	18642 Foodstuff	7.20
21/03/2024	National Association of Local Councils	Advert Town Clerk	100.00
21/03/2024	J&R Foodservice	18543 Foodstuff	59.23
21/03/2024	J&R Foodservice	18543 Foodstuff	124.28
21/03/2024	Hunts Foodservice Ltd	18644 Foodstuff etc	39.85
21/03/2024	Hunts Foodservice Ltd	18644 Foodstuff etc	89.47
21/03/2024	Cornwall Council	SI / CWL001 / 0000003758	-572.32
21/03/2024	STARK Building Materials UK Ltd	18701 Blocks Cafe VG	44.64
22/03/2024	A E Rodda & Sons Ltd	18662 shortbread	85.14
22/03/2024	Wildanet Ltd	Internet Idless	39.95
22/03/2024	Cornwall Council	Advert Town Clerk	80.00
22/03/2024		Tamar	1265.00
22/03/2024		Bar Lane 13b & 16B	-83.70
22/03/2024		Nan 12b, 6A2, N014	-127.62
22/03/2024		Redannick 10, 11, 7	-98.28
22/03/2024		Takings w.e 22.3.24	-1182.35
22/03/2024		Takings w.e 22.3.24	-744.95
22/03/2024		Takings w.e 22.3.24	-2095.75
22/03/2024	Mounts Bay Dairy	18645 Milk/cheese	59.74
22/03/2024		Laundry soap	10.00
22/03/2024		Salad leaves	2.00
23/03/2024	Baker Tom Ltd	Bread/pastries/cakes	100.87
23/03/2024	Mounts Bay Dairy	18645 Milk/cheese	43.70
23/03/2024	J&R Foodservice	18543 Foodstuff	84.23
23/03/2024	J&R Foodservice	18543 Foodstuff	2.98
23/03/2024	Malletts Home Hardware	18135 Hardware	4.17
24/03/2024	Zurich Municipal	Insurance 2024/25	25448.29
25/03/2024	H M Revenue & Customs		10967.20
25/03/2024	H M Revenue & Customs		15358.96
25/03/2024	Standard Life Pension Fund		152.00
25/03/2024	Cornwall County Council Pension		30309.80
25/03/2024		Payroll March 2024	91564.76
25/03/2024	Datasharp UK Ltd	Printing TIC	62.82
25/03/2024	Datasharp UK Ltd	Printing LIB	206.40
25/03/2024	Calor Gas Ltd	PC / CAL002 / Reversal of URN 47438 / Corre	-94.21
25/03/2024	Smartwater Testing Ltd	Legionella Kit	43.75
25/03/2024	Smartwater Testing Ltd	Legionella Kit	87.50
25/03/2024	Smartwater Testing Ltd	Legionella Kit	43.75
25/03/2024	BJ Press Ltd	PC / BJP001 / Reversal of URN 47587 / Corre	-712.00

25/03/2024	BJ Press Ltd	18665 Truro Maps	712.00
25/03/2024	Mounts Bay Dairy	18648 Milk/cheese	12.74
25/03/2024	J&R Foodservice	18649 Foodstuff	196.36
25/03/2024	Bunzl Cleaning & Hygiene Supplies	18227 FA Equipment	50.37
25/03/2024	L&M Electrical	18711 Cafe VG	1479.03
25/03/2024	L&M Electrical	18710 Idless Nursery	1033.22
25/03/2024		CC payments Feb/Mar 24	618.35
25/03/2024		Stripe	-6380.04
26/03/2024	Society of Local Council Clerks	Mmbrshp E Greig	471.00
26/03/2024	Hunts Foodservice Ltd	18752 Foodstuff	161.09
26/03/2024	Mounts Bay Dairy	18648 Milk/butter	12.10
26/03/2024	Mounts Bay Dairy	18648 Milk/bacon	27.73
26/03/2024	J&R Foodservice	18649 Cheese	20.06
26/03/2024	Cornwall Association of Local Councils	Trusts/Trusteeship Greig	60.00
26/03/2024	Baker Tom Ltd	Bread/pastries	38.52
26/03/2024	Envior Ltd	18753 Plates/napkins	68.99
26/03/2024	Penstraze Sawmills Ltd	18703 Timber Cafe VG	81.65
26/03/2024	FWB South West	18704 Washers Cafe VG	4.88
26/03/2024		Salad leaves	2.20
26/03/2024		Flowers	3.00
27/03/2024	Tamar HR Ltd	Additional HR work	8664.00
27/03/2024	Rentokil Initial UK Ltd	Pest Control CEM	56.31
27/03/2024	Rentokil Initial UK Ltd	Pest Control PKS	146.13
27/03/2024	Rentokil Initial UK Ltd	Pest Control PCS	50.82
27/03/2024	Michelmores LLP	Prof services	5859.00
27/03/2024	Initial Washroom Solutions	Malpas Mar/Apr 24	0.95
27/03/2024	Initial Washroom Solutions	Malpas Apr/May 24	3.55
27/03/2024	Cornico Coffee Co Ltd	18751 Coffee	226.00
27/03/2024	Cornico Coffee Co Ltd	18751 Cleaner	12.00
27/03/2024	Mounts Bay Dairy	18648 Milk	36.48
27/03/2024	Saunders Leisure Services Ltd	18650 Boxes	43.60
27/03/2024	Dean Hancock Plumbing & Heating Ltd	18230 Moresk Jetting	120.00
27/03/2024	Dean Hancock Plumbing & Heating Ltd	Changing Places BP	1600.00
27/03/2024	Dean Hancock Plumbing & Heating Ltd	PC / DEA001 / Reversal of URN 47621 / Corre	-495.00
27/03/2024	Dean Hancock Plumbing & Heating Ltd	Legionnaires Feb 24	495.00
28/03/2024	Bunzl Cleaning & Hygiene Supplies	17921 TRolls/Sacks	50.97
28/03/2024	Baker Tom Ltd	Bread/pastries	38.52
28/03/2024	Baker Tom Ltd	435866 Pastries	-11.70
28/03/2024	Truro City Youth FC	SI / TRU009 / 0000003759	-27.50
28/03/2024	Threemilestone AFC	SI / THR003 / 0000003760	-27.50
28/03/2024	BHGS Hayle	17694 Cutting blades	48.80
28/03/2024	BHGS Hayle	17694 Sticky trap	35.00
28/03/2024		Keys VG Park attendant	18.00
28/03/2024		Library income Mar24	-338.75
28/03/2024		Library income	-0.08
29/03/2024	Cornwall Association of Local Councils	Procurement E Greig	30.00
29/03/2024	J&R Foodservice	18649 Foodstuff	20.84
29/03/2024	J&R Foodservice	18649 Foodstuff	112.54
29/03/2024	Biffa Waste Services Ltd	Waste Idless	172.52
29/03/2024	Biffa Waste Services Ltd	Waste Malabar	73.20
29/03/2024	Biffa Waste Services Ltd	Waste Cafe	207.24
29/03/2024		Wright NH9 Mem	-100.00
29/03/2024		Tompkins T18 Mem	-130.00
29/03/2024		Tann int TB3	-604.00
29/03/2024		Sanders int TR8	-1133.00
29/03/2024		Wright int NH9	-972.00
29/03/2024		Martyn int MJ3	-604.00
29/03/2024		Martyn mem MJ3	-100.00
29/03/2024		6A & 7A	-74.88

29/03/2024		5, 13b	-53.46
30/03/2024	Mounts Bay Dairy	PC / MOU002 / Reversal of URN 47469 / Corr	-35.40
30/03/2024	Mounts Bay Dairy	18648 Milk/bacon/cheese	98.60
30/03/2024	Choukette	Mar 24 Pastries	338.10
30/03/2024	Mid-Cornwall Climate & Ecological Hub CIC	Room hire Nov 23-Mar 24	150.00
30/03/2024	Baker Tom Ltd	Bread/cakes	165.19
30/03/2024	Baker Tom Ltd	436005 Cakes	-53.92
31/03/2024	Thirsty Work Ltd	Rental/water	74.50
31/03/2024	Thirsty Work Ltd	Rental	9.50
31/03/2024	Biffa Waste Services Ltd	Dry Waste	43.78
31/03/2024	Biffa Waste Services Ltd	Cardboard	37.44
31/03/2024	Young People Cornwall	Grant Jan, Feb, Mar 24	6250.00
31/03/2024	SUEZ Recycling and Recovery UK Ltd	Waste Mar 24	901.90
31/03/2024	Miss Kimberley A Chandler	Food items	9.95
31/03/2024	Miss Kimberley A Chandler	Flowers/padlock	18.00
31/03/2024	Kernow Forklift & Plant Services	17698 Bomag service	407.25
31/03/2024	Alliance Tool Hire South West Ltd	18702 Compactor Cafe VG	31.90
31/03/2024	Damien Richards	Sundries Mar 24	51.66
31/03/2024			-105.82
31/03/2024		B007, B013, B008, B025, B030, 8B	-217.49
31/03/2024		T010, T002	-75.57
31/03/2024		N024, N007, N011, N016, N006	-368.09
31/03/2024		R007, R013, R009	-99.62
31/03/2024		Interment MK10 Barnicoat	-972.00
31/03/2024		Interment ashes IB8	-266.00
31/03/2024		Photocopying	-8.80
31/03/2024		Library income Mar24	-2.00
31/03/2024		Takings w.e 29.3.24	-2668.20
31/03/2024		Takings w.e 29.3.24	-1271.31
31/03/2024		Takings w.e 29.3.24	-295.80
			-235895.19



TRURO
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Risk Management 2024

Adopted 29th April 2024

Risk management is important. The failure to manage risks effectively can be expensive in financial terms and in terms of service delivery. Each Council should have in place a system to help it to manage risk. A council's internal auditor may use this risk management system to help to identify what tests to carry out as part of the audit.

Members are ultimately responsible for risk management because risks threaten a council's ability to achieve its objectives. This document ensures that members should:

- Identify the key risks facing the council
- Evaluate the potential to the council of one of these risks taking place, and
- Agree measures to avoid reduce or control the risk or its consequence.

Each Risk is then analysed for both the likelihood of its occurrence and the impact upon this Council at this moment in time.

The Risk Register is set out to firstly cover risks that apply across the Council. These are largely financial risks and loss of assets. Each department has its own inspection schedules and risk assessments. A full review of the risk register will be undertaken in 2024.

D

Area	Risk	Risk Level H/M/L	Potential Impact H/M/L	Management/Control of risk	Review/Action required
Assets	Protection of physical assets including Municipal buildings, Car Parks, Cemetery, Allotments, Library, Parks, Toilets and land.	M	H	Insurance. Value increased as necessary. Asset register Review risk assessments annually. Periodic inspections. Action any defects asap after notification	Maintain existing procedures. Full review of assets in Summer 2024 with a view to revaluation for insurance renewal 2025
	Security and maintenance of buildings, equipment etc Hazards to service users, public and staff	M	H	Locked doors at entrance of buildings- keys are held by the Town Clerk, Parks, and Amenities manager with spare copies held in the key safe and one copy of Town Hall keys held by the Mayor. Security lanyards for access to offices in shared buildings. Fire Procedures, appliances/equipment checking. Risk assessments. Ensure contractors have correct cover/certificates. CCIV as necessary	Maintain existing procedures. Annual inspection schedule. Review risk assessments annually. Action any defects asap after notification. Ensure adequate budget for maintenance.
	Wear and tear of land play equipment and Skatepark Hazards to service users	M	H	Routine maintenance inspections. Action any defects asap after notification. Adequate reserves	Maintain existing procedures. Ensure adequate budget for maintenance
Finance	Banking (errors or irregularities)	L	L	Adherence to adopted financial regulations – reviewed annually. Accounts with HSBC Bank PLC. Internal controls, internal and external audit	Maintain existing procedures
	Risk of loss of income - precept	L	H	Ensure adequate reserves. Review insurance annually. Ensure precept setting is timely.	Maintain existing procedures. Increase general reserves to 25% of precept over 3 years
	Loss of cash through theft or dishonesty	L	L	Adherence to adopted financial regulations – reviewed annually. Review insurance	Maintain existing procedures.
	Financial controls and records	L	M	Adherence to adopted financial regulations – review annually	Ensure procedures in financial regulations are implemented.

					Internal controls, internal and external audit	Maintain existing procedures.
Compliance with VAT Regulations, PAYE & NI	L	M			Comply with HIMRC regulations. Quarterly returns to be made. Internal controls	
Budget preparation and cash-flow (inadequate)	M	H			Sound budgeting to underlie annual precept. Council receives detailed budgets for consideration in autumn. Expenditure against budget reported to the Council quarterly.	Ensure procedures in financial regulations are implemented. Ensure earmarked reserves are adequate and not touched for cash-flow. Increase general reserves to 25% of precept over 3 years
Liability						
Risk to third party, property or individuals.	M	M			Public Liability Insurance in place to £10m. Risk assessments for all open spaces and individual events – checks undertaken as required Review insurance cover and risk assessments annually	Action any defects asap after notification
Compliance with Law (Employment, transparency, FoI etc.)	L	M			Membership of various national and regional bodies including Employees Organisations, i.e. NALC & SLCC. Employer Liability Insurance in place. Internal Audit	Maintain existing procedures.
Safety of Staff and visitors	L	H			Effective maintenance programme. Lone working arrangements in place. Risk assessments reviewed and actions prioritised for implementation as budget allows.	Maintain existing procedures.
Ensuring activities are within legal powers	L	H			Town Clerk clarifies legal position on any new proposal. Training for Clerk & Councillors as required	Legal advice to be sought where necessary.
Administration						
Incomplete register of interests (Councillor)	L	L			Regular reminder to members. Code of conduct training compulsory for members	Maintain existing procedures.

	Business Continuity / Loss of Council records	M	H	<p>Back up files on cloud, passwords being held off-site, procedure manuals for Council administration in site.</p> <p>Documents available via the Council website.</p>	Schedule of policies/contracts required – with review and publication scheme. Website needs updating
	Long-term adverse impacts from poor decision-making or poor implementation. Reputational damage and loss of confidence	M	M	<p>Adherence to adopted Standing Orders and financial Regulations – reviewed annually</p> <p>Holding correct meetings / consultation. Code of conduct</p> <p>Pursue Councillor and staff training when available.</p>	Implement Council procedures effectively.
	Loss of qualified Clerk and key employees	M	H	<p>Impact on General Power of Competence – unable to run certain services. Ensure adequate staffing levels and implement business continuity planning across all departments.</p>	Reducing stress with use of contractors as a short-term measure. Cross train staff within departments and ensure regular briefings within senior management. Recruit to vacant posts

ANNUAL REVIEW – April 2024

Business Activity	Frequency of Review	Responsibility	Comments	Date Last Reviewed
Insurance	Annually	Clerk/RFO	Full asset review required in 2024 to ensure adequate cover - long term contract ends 2025	Basic review in March 2024
Assets inspection	Annually	Senior Management and Councillors	To be arranged during summer 2024	
Update asset register	Annually	Clerk/RFO	Only basic list located. Effective fixed asset register required	April 2024
Banking arrangements	Annually	Clerk/RFO	Mandate under review following changes in staff	April 2024
Insurance providers	Annually (dependent on contract)	Clerk		March 2022
Budget agreed	Annually	Council		January 2024
Precept agreed	Annually	Council		January 2024
Budget monitored	Monthly	Council		March 2024
Bank reconciliation	Monthly	Council	Internal control procedures to be reviewed in April 2024	March 2024
Review of Financial Regulations	Annually	Council	Scheme of delegation to be revisited along with implementation of new national regulations being	May 2023

Business Activity	Frequency of Review	Responsibility	Comments	Date Last Reviewed
			published in April 2024. May 2024	
Review of risk register	Annually	Council	New start on policy in April 2024 with full review of risk throughout the Council	April 2023
Members register of interests	Annually	Clerk		May 2023
Transparency Code, Freedom of Information, Data Protection, GDPR	Annually	Clerk	Annual and monthly Transparency Code reports are not being published	April 2024
Staff appraisals, including pay, contracts	Annually	Staffing Committee	Some appraisals have not taken place in 2023, organisation structure and relating pay scales to be confirmed for Autumn budgeting process. Single status agreement to be updated	April 2024
Internal Audit	Bi-Annually	Internal Auditor	Earmarked reserves to be reviewed in April 2024	November 2023
External Audit	Annually	Clerk		September 2023
Minutes properly produced and published	Monthly	Clerk	Minutes are not signed at next meetings and are not published correctly on website	March 2024

Business Activity	Frequency of Review	Responsibility	Comments	Date Last Reviewed
Standing Orders Reviewed	Annually	Council		May 2023
Back-ups taken of all computer records	Annually	Clerk	IT contract has ended, will be reviewed in May 2024.	April 2024
Review back-up process	Annually	Clerk	Instantaneous back up but for business continuity - on site back up required	April 2024
Check passwords and key access	Annually	Mayor	None held To be arranged	April 2024

The information given above is to be reviewed bi - annually in September and March, then agreed upon at a Finance and General Purposes Committee Meeting of the Truro City Council, and ratified at the next Ordinary Council meeting directly thereafter as being a correct record.



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BANKING & INVESTMENT STRATEGY 2024-25

1 Introduction

- 1.1 Truro City Council acknowledges the importance of prudently investing the monies under its control held on behalf of the community.
- 1.2 This Strategy complies with the revised requirements set out in the Office of the Deputy Prime Minister's *Guidance on Local Government Investments* and Chartered Institute of Public Finance and Accountancy's *Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes* and takes account of the Section 15(1)(a) of the Local Government Act 2003.

2. Investment Objectives

- 2.1 In accordance with Section 15(1) of the 2003 Act, the Council will *have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.*
- 2.2 The Council's investment priorities are the security of reserves and liquidity of its investments.
- 2.3 The Council will aim to achieve optimum return on its investments commensurate with proper levels of security and liquidity.
- 2.4 All investments will be made in sterling.
- 2.5 The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

3 Specified Investments

- 3.1 Specified Investments are those offering high security and high liquidity, made in sterling and with a maturing of no more than a year. Such short-term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.

4. Strategy

- 4.1 The Council has approved a four-year Strategy 2021-2025. Within this, it is agreed to seek tenders for the Council's banking activities. This will be carried out in 2024-25. One factor in the selection of the successful tender will be ethical banking.
- 4.2 Until the tender process in 4.1 above has been carried out the Council shall continue to use a current account with the HSBC Bank for its day-to-day transactions. The bank is authorised to pay all cheques and act on other instructions for payment signed by the Council in accordance with its mandate. The Bank is also authorised to deliver any item held on behalf of the Council by the Bank in safe keeping against the written receipt or instruction of the Town Clerk; and accept the Town Clerk as fully empowered to act on behalf of the Council in any other transaction with the bank; and accept the Town Clerk as fully empowered on behalf of the Council to enter into at any time any agreement for or relating to electronic and/or telephone banking services. This account

will on a day-to-day basis normally be managed with a credit balance. In the event that any day the account will be overdrawn the Responsible Financial Officer will decide whether it is more economic to transfer funds from the notice account immediately, incurring a penalty charge; or to arrange for a temporary overdraft facility. In any event the account will be put back into surplus at the earliest opportunity.

- 4.3 Surplus funds will be invested in the money market, in a Specified Investment. Alternatively, an investment may be made into the CCLA Public Sector Deposit Fund.

5 Non-Specified Investments

- 5.1 These investments have greater potential risk – examples include investment in the money market, stocks and shares.

- 5.2 Given the unpredictability and uncertainties surrounding such investments, Truro City Council will not use this type of investment.

6 Liquidity of Investments

- 6.1 The Responsible Financial Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

- 6.2 Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterparty.

7 Long Term Investments

- 7.1 Long term investments are defined in the Guidance as greater than 36 months.

- 7.2 The Council does not currently hold any long-term investments.

- 7.3 It is envisaged that the Council will receive monies for the maintenance on land acquired through a S106 planning agreement. It would be appropriate for such monies to be invested in a long-term investment. The vehicle the Council has agreed for this is the Property Fund of the CCLA.

8 End of Year Investment Report

- 8.1 Investment forecasts for the coming financial year were accounted for when the budget was prepared. During the financial year the amount the Council has invested will be reported at each meeting of the Finance & General Purposes Committee as part of the Management Accounts Report. The RFO will report on funds held, annual contributions and interest received, management companies and ear-marked reserves at year end in May 2024.

9 Review and Amendment of Regulations

- 9.1 This Strategy will be reviewed annually. The Annual Strategy for the coming financial year will be prepared by the and presented for approval at the Finance & General Purposes Committee. TCC notes that the RFO, Esther Greig, has the appropriate skills to be involved in investment decision making, being a fully qualified financial adviser (CeFA).

- 9.2 The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the full Council. Any variations will be made available to the public. The RFO will ensure that Councillors have the capacity, skills and information to review TCC's strategic objectives and risk profile.

Report to:	Finance and General Purposes Committee	
Date:	Date of meeting	
Title:	Truro Town Deal - Lemon Quay Scheme – Events Co-ordinator	
Authors, Roles and Contact Details:	David Rodda, Town Clerk, Truro City Council <u>clerk@truro.gov.uk</u>	
Approval and clearance obtained from chair of committee:		Y / N
Urgency Procedure(s) used? If yes include rationale.		Y / N

Recommendation(s):

1. That they note that Truro City Council has agreed to deliver this aspect of the Lemon Quay Scheme and that the activity outlined in this report is underway.

Recommendations to Full Council

1. That the Finance and General Purposes Committee resolve to accept the offer of £50,000 grant from Cornwall Council to deliver the Lemon Quay Event Co-ordinator element of the wider Lemon Quay Scheme.
2. That authority be delegated to the Town Clerk to sign the necessary grant funding agreement to secure the £50,000 funding available and to begin the necessary procurement processes to facilitate delivery.



1 Executive Summary

- 1.1 The Lemon Quay scheme, forms one element of the Truro Harbours project which is part of the overall Truro Town Deal. It should be considered alongside the other two schemes being progressed through Towns Deal funding (i.e. Truro Harbour Town Quay and the Lighterage Quay Lifting Bridge) which combined will help to achieve the key Town Deal aim of reconnecting the city to the river.
- 1.2 The Lemon Quay scheme is being led by Cornwall Council and whilst the majority of the scheme relates to capital works to improve the public realm areas of Lemon Quay (e.g. investment in improved landscape (seats, trees, planters), infrastructure (storage under seats, ducts for power cables to reduce trip hazards, play area) and a Changing Places facility in the existing toilets) it also includes funding for increase marketing of Lemon Quay as an events venue.
- 1.3 The Business Case for the Lemon Quay Scheme states that “funding will be provided to the Truro City Council marketing team to provide a more comprehensive approach to promoting events at Lemon Quay”. The budget for this aspect of the Lemon Quay Scheme is £50,000.

2 Purpose of Report and key information

- 2.1 The purpose of this report is to seek a resolution from the Truro City Council Finance and General Purposes Committee to accept this offer of grant from the Lemon Quay Scheme so that we can undertake the necessary procurement exercises and contracting that will be required to deliver the outcomes identified for this aspect of the Lemon Quay Scheme.
- 2.2 The budget available is £50,000 and this will be broken down as follows:-
- | | |
|------------------------------------|---------------|
| • Booking IT system | £5,000 |
| • Marketing and promotional budget | £10,000 |
| • Events Co-ordinator | £30,000 |
| • Project Management Fee | <u>£5,000</u> |
| | Total £50,000 |
- 2.3 The Cornwall Council led Lemon Quay Scheme will be 100% funding this budget so there is no financial commitment required from Truro City Council. It is envisaged that staff time required to manage the contractors, produce progress reports and grant claims will be charged to the project at cost but if this is not possible then any TCC staff input will be kept to minimal levels.



2.4 In return for this funding Truro City Council will have to deliver the following outputs and outcomes:-

- TBC

3 Benefits for Customers/Residents

3.1 Increased use of Lemon Quay for events will benefit Truro City Council and residents in a number of ways as outlined below:-

- Truro City Council already has an events team to promote the use of Lemon Quay and also supports the work of Visit Truro to encourage more visitors to the Town more generally. This offer from Cornwall Council presents an opportunity to augment this resource at no cost to Truro City Council which will deliver a dedicated booking system, an events strategy, a marketing and promotional budget and extra staff capacity to encourage more events on Lemon Quay and thus by default more visitors to Truro. This will increase the footfall in the city which will help traders and deliver a stated Truro City Council priority.
- If successful more events on Lemon Quay will lead to more income for Truro City Council which, after additional costs have been taken into account, should be able to contribute to on-going maintenance costs of Lemon Quay and contribute to other service provision costs thus reducing the funding required from core budgets.

4 Relevant Previous Decisions

4.1 Truro City Council has already endorsed the Truro Town Deal in its entirety and is the accountable body for two of the key projects included in the Town Deal documentation (i.e. New Life for City Buildings and Boscawen Park Sports Hub).

4.2 As a signatory to the Truro Town Deal our role in delivering this aspect of the Lemon Quay Scheme is already agreed in principle and this report formalises this decision so that delivery can begin. It is complimentary to our existing event and marketing provision and has the potential to support our other Town Deal delivery by attracting more people to visit Truro throughout the year.



5 Consultation and Engagement

- 5.1 The consultation phase for this activity was undertaken as part of the work to develop the Truro Town Deal. The Lemon Quay Scheme was well supported by that process hence the decision to include it in the final submission to Government.

6 Financial Implications of the proposed course of action/decision

- 6.1 The Lemon Quay Events Co-ordinator is fully funded by the Truro Town Deal via Cornwall Council who are the lead for the Lemon Quay Scheme. Therefore there are no financial implications for Truro City Council.
- 6.2 It is proposed that a 10% project management fee is charged to the project to cover Truro City Council's administrative costs involved in undertaking the necessary procurements, contract management, claims and reporting, etc.
- 6.3 The need for a central booking system for Lemon Quay has been identified by our events team and Visit Truro on a number of occasions but to date a budget to procure one has not been available. The Lemon Quay Event Co-ordinator project includes provision for the purchase of this system which will improve operational efficiencies and help to professionalise our booking processes at no cost to Truro City Council. This purchase will also be a legacy benefit after the project has come to an end.

7 Legal/Governance Implications of the proposed course of action/decision

- 7.1 There are no additional legal implications regarding this project other than those that relate to accepting the grant offer and those relating to the booking of events on Lemon Quay. These are both covered by existing processes and procedures.
- 7.2 There are no additional governance implications as the project will be managed by the Deputy Town Clerk as part of the events and marketing activity.

8 Risk Implications of the proposed course of action/decision

- 8.1 The major risk relates to non-delivery of expected outputs and outcomes expected as a condition of grant. As the outputs and outcomes required are deemed to be deliverable the risk of non-compliance is low. However, the impact of non-compliance is high as the funding could be withheld in the event of non-delivery. These risks will be mitigated through robust project management processes and regular discussions with Cornwall Council regarding any variances to expected delivery.
- 8.2 The secondary risk relates to any new event co-ordination/promotion conflicting with our existing event/promotional activity. As the Lemon Quay event co-ordinator project will be run as an augmentation to our existing events team this risk is low. Any new event will have to be arranged to fit with our existing programme of events and be in line with an agreed events strategy. In line with the licensing agreement for Lemon Quay this strategy needs to be endorsed by the Lemon Quay Stakeholder Group which will ensure the support of all key stakeholders thus reducing the risk of duplication and overlap even further.
- 8.3 The final risk relates to additional events leading to additional costs for Truro City Council (e.g. additional waste collections, toilet cleaning, CCTV provision, maintenance of Lemon Quay, etc). This risk will be minimised by ensuring that the agreed pricing policy for Lemon Quay is implemented and that any event that will require additional service provision (e.g. waste collection, extended opening hours for toilets, extra CCTV coverage or potentially moving existing events to other areas of Truro to create space for new events) will be costed into the new event budgets on a full cost recovery basis. This principle will be made clear in the events strategy and added to standard terms and conditions for bookings as necessary.

9 Options available

- 9.1 **Do nothing** – this option has been discounted as Truro City Council is a signatory to the Truro Town Deal and as such has already committed to our part of the delivery of the Lemon Quay Scheme. Doing nothing would also not enable us to purchase a booking system, would forgo the £10,000 marketing and promotional budget and the extra resource available to attract more events to take place on Lemon Quay.



9.2 **Request that Cornwall Council deliver this aspect of the Lemon Quay scheme** – this option has been discounted as Truro City Council is a signatory to the Truro Town Deal and therefore has already signalled our willingness to deliver this aspect of the Lemon Quay Scheme. Going back on this position would be a reputational risk and would also increase the risk of confusion between our own events and promotional activity and that being undertaken by this project.

9.3 **Request that Cornwall Council find another party willing to deliver this element of the Lemon Quay Scheme** - this option has also been discounted as Truro City Council is a signatory to the Truro Town Deal and therefore has already signalled our willingness to deliver this aspect of the Lemon Quay Scheme. Going back on this position would be a reputational risk and would also increase the risk of confusion between our own events and promotional activity and that being undertaken by this project.

9.4 **Chosen option** – this option has been recommended as it ensures co-ordination between the proposed activity and our own activity relating to Lemon Quay and ensures that there is a single point of contact to discuss holding events on Lemon Quay. It also ensures operational and strategic linkages with the wider work of Visit Truro and reduces our risks as licence holder for Lemon Quay.

10 **Supporting Information (Appendices)**

10.1 None

11 **Approval and clearance**

11.1 All necessary approvals for this report to be presented to F&GP have been obtained. Once operational progress updates will be reported to F&GP and Full Council on a quarterly basis.



All reports:

Final report sign offs	This report has been cleared by (or mark not required if appropriate)	Date
Town Clerk (Required for all reports)	Yes	04/04/24
Mayor or chair of relevant Committee (Required for all reports)		
Deputy Town Clerk (Finance and HR) (Required for all reports)	Yes	05/04/24
Responsible Officer (If required)	N/A	

Draft reports process checklist for decision reports:

Complete the checklist below while you are drafting your Cabinet or individual decision report. It will be removed before publication.

Process checklist	Completed
Communications team informed (if necessary)	No but will be once in place
Mayor/Deputy Mayor and relevant Committee Chair briefed	Yes/No
Town Clerk briefed	Yes
Relevant Senior Manager/responsible officer briefed	Yes
Data protection issues considered	Yes
If exempt information, public (part 1) report also drafted	No

