

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Council held on Monday 14th June 2021 at 7 pm in the Atherton Suite, The Old Post Office, The Moor, Falmouth.

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

In Attendance: A M Williams (Town Clerk)
Councillor L Magowan (Cornwall Council –Arwenack ED)
A Pennington (Cornwall Wildanet Ltd)
P Fitzpatrick (Fairtrade Falmouth)
Cannon W Stuart-White (Mayor’s Chaplain)

PRAYERS

Prior to the commencement of the meeting prayers were said by the Mayor’s Chaplain.

C5454 APOLOGIES

Apologies for absence were received and approved from Councillors G F Evans (ill) and Young (social distancing concerns).

C5455 INTERESTS AND DISPENSATIONS

None received.

C5456 MINUTES

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

RESOLVED that the minutes of the meeting held on 19th April 2021 and the annual meeting held on 17th May 2021 be confirmed as a correct record and signed by the Chairman.

C5457 TOWN MAYOR’S REPORT

The Town Mayor reported a worrying upward trend in Covid infections locally. He reflected on the recent G7 event which had been very successful and well facilitated by the Council’s team. The Cornwall House Expo and Cornwall Marine Network Short Film were a great showcase. The Council would work with CMN towards its apprenticeship programme. He had asked Councillor D Evans to report on the 20mph town speed proposals. Finally, he had enjoyed the sailing for the Falmouth Classics event and looked forward to the virtual Sea Shanty event.

C5458 DEPUTY MAYOR’S REPORT

The Deputy Mayor reported on walkabouts and joint updates/press column with the Mayor, which would be a regular publication now. G7 had gone well and afforded press opportunities to profile Falmouth and highlight environmental initiatives locally. She also reported on local environmental initiatives she had engaged with.

C5459 PUBLIC QUESTIONS

None received.

C5460 WILDANET

Amanda Pennington referred to her video presentation. Established in 2017 Wildanet was a Cornish company to address the need creating the 'digital divide' by providing good quality broadband to homes across rural Cornwall, by building a fibre optic network and delivering gigabyte speeds. Building the infrastructure would cause some disruption and that would be in Falmouth in September 2021. There would be letter drops and the availability to present to community groups. Community hubs would be created, and she responded to Councillors questions.

C5461 POLICE REPORT

No report.

C5462 FIRE, RESCUE AND COMMUNITY SAFETY SERVICE REPORT

The April to June 2021 reported was duly received and forms part of these minutes.

C5463 COMMUNITY LINK OFFICER'S REPORT

No report.

C5464 CORNWALL COUNCILLORS REPORTS

Trescobeas and Budock

Councillor Saunby advised that he had been appointed to the Miscellaneous Licensing Committee and was a substitute to the Children and Families Committee. Locally he was looking at speed restrictions measures in Bickland Water Road and highway hedge cutting. He had attended an environmental clean-up day in Budock Village.

Boslowick

Councillor Jewell advised that he had been appointed to the Licensing Act Committee and as Chairman of the Central Planning Committee. He supported the Bickland Water Road speed restrictions. Also, he was looking at unused land at Queen Anne Gardens.

Penwerris

Councillor Kirkham had been appointed to the Health and Education Social Care Committee, the Fisheries Committee, and the Pensions Committee. She had been engaged in community case work for parking, housing, and roads matters. She was commencing resident surgeries starting 23rd June.

Arwenack

Councillor Magowan had been appointed to the Neighbourhoods Scrutiny Committee and the Audit Committee. His case work had focussed on licensing and planning matters. Cornwall Council had been involved in the arrangements for the G7 event and that had gone well, with Arwenack seeing much activity. He was settling into role and would meet with A&P shortly.

C5465 MOTION BY COUNCILLOR EVA

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

RESOLVED that Standing Orders be amended to

- (i) The public speaking protocol for the Planning Committee to allow 3 minutes respectively for applicants/agents, and objectors to present to the Committee.
- (ii) Councillors be permitted a maximum of three minutes to speak per planning application at meetings of the Planning Committee.

C5466 COMMITTEE REPORTS

The Finance and General Purposes Committee Report dated 26th April 2021 was presented by Councillor Ross, Vice-Chair of the Committee.

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

RESOLVED that the Report of the Committee dated 26th April 2021 be approved.

The Finance and General Purposes Committee Report dated 24th May 2021 was presented by Councillor Robinson, Chair of the Committee.

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

RESOLVED that the Report of the Committee dated 24th May 2021 be approved.

The Planning Committee Report dated 26th April 2021 was presented by Councillor Jewell, former Chair of the Committee.

It was proposed by Councillor Jewell, seconded by Councillor Spargo and

RESOLVED that the Report of the Committee dated 26th April 2021 be approved.

The Planning Committee Report dated 24th May 2021 was presented by Councillor Rowe, Chair of the Committee.

It was proposed by Councillor Rowe, seconded by Councillor Spargo and

RESOLVED that the Report of the Committee dated 24th May 2021 be approved.

C5467 ANNUAL RETURN 2020/21

The Town Clerk and Councillor Robinson, Chair of the Finance and General Purposes Committee, reported upon the Committee consideration and recommendations regarding the financial statements and annual return.

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

RESOLVED that the Annual Governance and Accounting Statements for 2020/21 be approved and as attached as part of these minutes.

C5468 PRINCESS PAVILION WORKING GROUP

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

RESOLVED that

- (i) The report and recommendations of the meeting dated 28th May 2021 be approved; and
- (ii) Councillor Edwards be added to the membership of the Group.

C5469 FALMOUTH BEACH MANAGEMENT GROUP

The report of the Group dated 28th May 2021 was duly noted.

C5470 FAIRTRADE

The Fairtrade Falmouth report was duly noted.

C5471 TOWN MANAGEMENT REPORT

The Town Clerk presented the Town Management Report that was duly noted and forms part of these minutes.

C5472 TOWN CLERK'S REPORT

The Town Clerk reported regarding the extension of the Covid restrictions cessation date and the local infection rate. He reported upon the implications of physical meetings of the Council and public safety and responded to questions regarding the Local Government Act and delegated powers.

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

RESOLVED that

- (i) Committee Chairs to determine whether to hold physical meetings in consultation with their committee members and the Town Clerk regarding safety measures, or to meet virtually and rely on the extended delegated powers scheme; and
- (ii) Councillors avail themselves of the Council's Lateral Flow Test regime as part of the precautions for attending physical meetings and other council duties.

There being no further business to transact the Town Mayor declared the meeting closed at 8.10 pm.

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



CORNWALL
FIRE & RESCUE SERVICE
A service of Cornwall Council

Cornwall Fire, Rescue and Community Safety Service

Falmouth Town Council Report (April to June 2021)

**Working together
to make
Cornwall safer**



Introduction

The data used for compiling this report has solely come from the Cornwall Council Resilient Cornwall Fire and Rescue Service reporting site. The tracker is used as a method of recording the service activities with regard to our Service delivery and core values covering Protection, Prevention and Response.

Protection

Tactical Information Files – for higher risk premises

The watches completed **2** visits this period.

A TIF visit is an information gathering exercise where watches collate and check the data held about commercial premises.

Changes to our ways of working due to the COVID pandemic has led to a more risk based approach relying on gathering this information remotely and studying potential operational considerations by table top exercises and risk review.

An example of the sort of premises covered by a TIF would be a large manufacturing company, or a medium-large hotel.

Operation Fire Safety Visits – for lower risk premises

This area of our protection remit has been temporarily suspended due to COVID 19 reasons. However, there has been a number of visits based on risk critical information carried out with support from our Fire Safety Officers. Full delivery of this work stream will be resumed when restrictions lift.

An OFSV is a brief visit carried out on premises whose risk is deemed to be more generic. The aims are to identify the use and occupier of the building, and to inform and advise the occupier of their legal responsibility to protect from the risk of fire in line with the Regulatory Reform Fire Safety Order 2005.

Prevention

Home Fire Safety Checks

During this quarter, crews carried out **20 HFSCs**.

This is a free service we offer to all residents, be they home owners or tenants. The crew base their advice around a booklet entitled Fire Safety in the Home, but tailor the information specifically to the hazards identified during their visit. The crew also carry free smoke detectors to fit if appropriate.

Activity has been limited due to COVID 19 restrictions, however visits have been focussed on high risk referrals made from our central support team along with local requests from members of the public.

Community Engagement

Activity has been limited due to COVID restrictions but there has been community engagement with local business in the run up to G7 submit, all local business around the Maritime area have received a visit from Fire crews giving business fire safety information in total 30 premises were visited.

Response

The following list summarises only the types of incidents we attended during this period:

Summary	April	MAY	JUNE		
Fire	31	24	4	Not a completed month for June	
False Alarm	25	15	5		
Special Service	11	17	7		
Grand Total	67	56	16		

During this period incidents were divided 60% Day and 40% Night.

If you would like this information in another format or language please contact:

Cornwall Council, County
Hall, Treyew Road, Truro
TR1 3AY

Telephone: **0300 1234 100**

Email:
enquiries@cornwall.gov.uk
www.cornwall.gov.uk

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 Follow Cornwall Council on Twitter @cornwallcouncil

Follow Cornwall Fire, Rescue and Community Safety Service on Twitter @CornwallFRS



Annual Governance and Accountability Return 2020/21 Part 3

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

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

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

Publication Requirements

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

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

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

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

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

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

Annual Internal Audit Report 2020/21

FALMOUTH TOWN COUNCIL

falmouthtowncouncil.co.uk/financial-infomation

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .		✓	
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

23/10/2020 19/05/2021 20/05/2021

S P HUDSON C.P.F.A.

Signature of person who carried out the internal audit

S. P. Hudson SIGNATURE REQUIRED

Date

20/05/2021

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Falmouth Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

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

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

14th JUNE 2021

and recorded as minute reference:

C 5467

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

Chairman

Clerk

www.falmouthtowncouncil.co.uk

Section 2 – Accounting Statements 2020/21 for

Falmouth Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	301,946	-24,302	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.
2. (+) Precept or Rates and Levies	1,990,645	2,208,221	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	481,049	479,657	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	899,948	988,724	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.
5. (-) Loan interest/capital repayments	120,615	120,615	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,777,379	1,081,900	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	-24,302	472,337	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	-115,552	327,058	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.
9. Total fixed assets plus long term investments and assets	5,665,466	4,951,340	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.
10. Total borrowings	1,660,680	1,601,461	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	X		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 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 24th May 2021.

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

14th JUNE 2021

as recorded in minute reference:

C 5467

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



Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

Falmouth Town CouncilTHORITY

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY



Town Management Report to Falmouth Town Council 14/06/21

RG sending apologies for the meeting due to the weekend and his wedding anniversary today.

G7 matters

- A huge amount of work and a very successful event with Falmouth gaining global reach over the summit days.
- Protests went very smoothly, and the vast majority were very well behaved. There were several protests from Surfers Against Sewage with the Paddleboarders off Gylly to the various groups through the streets such as Extinction Rebellion.
- The Town Team maximised the coverage with the national broadcasters including significant coverage with the BBC New Channel also BBC World News.
- The police have all associated agencies have done a great job and credit must go them ensuring a positive and pro-active approach. It really shows that neighbourhood policing is effective.
- All being well the car parks will be reopened as soon as possible to assist businesses in the immediate area of Events Square & Grove Place.
- There was a huge amount of work over the last few months (not just for the G7 but in time for it). This included things such as the brand new flag canopy in Market Street which has received hundreds of positive comments and visually changes the aspect of the street. We have also installed some more graphics on the ex-M&S site to improve the fascia as well as the phone boxes on the Moor/above Castle Beach.
- As well as the Town Team I would like to thank the grounds & maintenance team for the planters, Church Street car park, general improvement around the town and a huge amount of work in various locations.

Covid cases

- I would ask everyone to be extra vigilant due to a rise in Covid cases within Falmouth. This is affecting several businesses with their staff. All are in contact with Cornwall Council and Public Health and following the guidelines and requirements.

Falmouth Classics

- A large number of boats out on the water for the parade of sail and various races. It created a great spectacle both within the harbour and out in the Carrick Roads/bay.

Shanty Festival

- Taking place this coming Saturday with all details on www.falmouthseashanty.co.uk We will be broadcasting the virtual festival on Facebook and Youtube from 6pm. With the huge focus that shanties have had over the last 6mths plus one of the groups performing for the leaders and another group for international broadcasters

Falmouth Week

- Lots of work going on with this and evening entertainment is now starting to be announced. Further daytime activity will be announced shortly and we ramp up marketing and promotion.