

FALMOUTH TOWN COUNCIL

Minutes of the meeting of the Council held in the Council Chamber, Municipal Buildings, The Moor, Falmouth on Monday 19th June 2017 at 7.00pm.

Present: Councillors G G Chappel (Town Mayor), Mrs P A Minson (Deputy Mayor),
Ms C Atherton CC, R J Bonney, S D Eva, Ms A Gillett, A J Jewell CC, Ms M Morgan,
Mrs J Robinson, B M A Ross, D W Saunby CC and J M Spargo.

In Attendance: A M Williams (Town Clerk)
R J Gates (Town Manager)
Miss A Webster (FXU)
Ms P Cowan and Ms T Boulton (Save Our Falmouth)

PRAYERS

Prior to the formal commencement of the meeting the Deputy Mayor led the Council in prayers.

C4866 APOLOGIES

Apologies for absence were received from Councillors McCarthy (work), O'Shea (holiday) and Parker (Councillor training).

PC Cummins from Falmouth Police and Mr M James Cornwall Council were unable to attend.

C4867 INTERESTS

None received.

C4868 MINUTES

It was proposed by Councillor Mrs Minson, seconded by Councillor Saunby and

RESOLVED that the Part I minutes of the Council meeting held on 24th April 2017 be confirmed as a correct record and signed by the Chairman.

It was proposed by Councillor Mrs Minson, seconded by Councillor Saunby and

RESOLVED that the minutes of the Annual Meeting of the Council held on 15th May 2017 be confirmed as a correct record and signed by the Chairman.

C4869 TOWN MAYOR'S REPORT

The Town Mayor reported upon civic attendances and events, including his participation in the Twinning visit to Germany. He advised that 2018 would be the 50th anniversary of the link and he hoped the Council would recognise that and mark it appropriately.

He advised that Kernow First Aid would be his Mayoral charity, Father Froome would continue as the Mayor's Chaplain and Miss Heidstrom would continue as the Mayor's Cadet.

C4870 PUBLIC QUESTIONS

None received.

C4871 SAVE OUR FALMOUTH

Ms Cowan and Ms Boulton presented upon the work of Save Our Falmouth pressure group for the newly elected members of the Council. They stressed they were not opposed to students and recognised the benefits of the universities and students to the community, but wished to see a balanced community retained which was endangered by rapid universities expansion seeing unsustainable growth and inappropriate development. The Group had formed at Councillor Saunby's call to oppose the Rosslyn Hotel development and now had a wider remit across the community, trying to highlight diminishing housing stock and loss of hotels and bed and breakfast establishments. The Group had become involved in the Local Plan, Neighbourhood Plan and Car Parking consultations. It would also look at the Health Care changes and consultations now ongoing.

C4872 FALMOUTH AND EXETER STUDENTS UNION (FXU)

Miss Webster, FXU President for Community Welfare advised that she was completing her role. She thanked the Council and community organisations like Save Our Falmouth for helping shape the work of FXU. She detailed that work, which included volunteering, fundraising and student welfare. They had engaged with discussions around purpose built student accommodations and siting. 12,000 hours of local volunteering. Attendance at town and civic events. Assisted with Blue Flag and beach initiatives. Assisted with Fairtrade. Attendance at the Council's residents surgeries and engagement with the emerging Neighbourhood Plan.

She responded to questions including car parking and the Mayor thanked her on behalf of the community for her efforts.

C4873 POLICE REPORT

None received.

C4874 COMMUNITY NETWORK REPORT

None received. It was noted the next meeting of the Community Network Panel would be on 27th June 2017 at Ponsanooth Hall.

C4875 CORNWALL COUNCILLORS REPORT

Smithick

Councillor Ms Atherton advised that Cornwall Council had now established its administration, a Liberal Democrat and Independent coalition. She would sit on the Health Committee and the Sustainability and Transformation Scrutiny Committee. Locally the pedestrian safety railings at King Charles School were now in place.

Boslowick

Councillor Jewell reported further on the administration at Cornwall Council. He would sit on the Central Planning Committee, the Licensing Committee and a substitute for Councillor Evans on the Strategic Planning Committee. Also he would serve the Farming Panel.

Locally highway verge cutting had occurred earlier than planned. The refused housing development proposal at Menehay had gone to appeal.

Trescobeas

Councillor Saunby also reported on the administration at Cornwall Council and assured the Council he would maintain Independent status. In terms of planning appeals he advised that Cornwall Council had a good record successfully defending 85%.

Locally he reported a safety issue regarding grass cutting at Laburnum Close due to the slope of the verges there.

Arwenack
No report.

Penwerris
No report.

C4876 COUNCILLOR TRAINING

The report of ongoing Councillor training was duly noted. The Clerk responded to member questions regarding attendance and statutory requirements.

C4877 COUNCILLOR MCCARTHY

It was proposed by Councillor Eva, seconded by Councillor Ms Morgan and

RESOLVED that

- (i) Councillor McCarthy retains his seat on the Cultural Services Committee
- (ii) Councillor Parker replaces Councillor McCarthy on the Licensing Committee.

C4878 CORNWALL ASSOCIATION OF LOCAL COUNCILS – LARGE LOCAL COUNCILS COMMITTEE

The minutes of the meeting of the Committee held on 25th January 2017 was duly noted.

C4879 COMMITTEE REPORTS

The Cultural Services Committee Report dated 5th June 2017 was presented by Councillor Mrs Minson.

It was proposed by Councillor Mrs Minson, seconded by Councillor Ms Atherton and

RESOLVED that the report of the Committee dated 5th June 2017 be approved.

The Finance and General Purposes Committee Part I Report dated 12th June 2017 was presented by Councillor Ms Atherton, Chair of the Committee.

It was proposed by Councillor Ms Atherton, seconded by Councillor Ross and

RESOLVED that the Part I report of the Committee dated 12th June 2017 be approved.

Councillor Bonney requested that his name be recorded as having abstained from voting on this matter.

The Planning Committee Report dated 24th April 2017 was presented by Councillor Jewell, Chairman of the Committee.

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

RESOLVED that the report of the Committee dated 24th April 2017 be approved.

Councillor Bonney requested that his name be recorded as having abstained from voting on this matter.

The Planning Committee Report dated 22nd May 2017 was presented by Councillor Jewell, Chairman of the Committee.

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

RESOLVED that the report of the Committee dated 22nd May 2017 be approved.

Councillor Bonney requested that his name be recorded as having abstained from voting on this matter.

The Licensing Committee Report dated 22nd May 2017 was presented by Councillor Eva, Chairman of the Committee.

It was proposed by Councillor Eva, seconded by Councillor Ms Morgan and

RESOLVED that the report of the Committee dated 22nd May 2017 be approved.

Councillor Bonney requested that his name be recorded as having abstained from voting on this matter.

The Licensing Committee Report dated 13th June 2017 was presented by Councillor Eva, Chairman of the Committee.

It was proposed by Councillor Eva, seconded by Councillor Ms Morgan and

RESOLVED that the report of the Committee dated 13th June 2017 be approved.

Councillor Bonney requested that his name be recorded as having abstained from voting on this matter.

C4880 TOWN MANAGEMENT REPORT

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

C4881 TOWN CLERK'S REPORT

The Town Clerk presented his report that was duly noted and forms part of these minutes.

Further

(1) Electoral Review of Cornwall

It was proposed by Councillor Ms Atherton, seconded by Councillor Ross and

RESOLVED that the Town Clerk in consultation with the Town Mayor and Chair of the Finance and General Purposed Committee responds to the Local Government Boundary Commission for England consultation on behalf of the Council.

(2) Annual Governance Statement 2016/17

The Council received the recommendation of the Finance and General Purposes Committee (pursuant to Minute F4959).

It was proposed by Councillor Ms Atherton, seconded by Councillor Ms Robinson and

RESOLVED that

- (i) the Council acknowledges its responsibility for ensuring there is a sound system of internal control and confirm the Annual Governance Statement 2016/17 and as attached as part of these minutes
- (ii) the Internal Audit Report 2016/17 be noted and that the Finance and General Purposes Committee respond to the Internal auditor regarding his recommendations.

(3) Accounting Statements 2016/17

The Council received the recommendations of the Finance and General Purposes Committee (pursuant to Minute F4959).

It was proposed by Councillor Ms Atherton, seconded by Councillor Chappel and

RESOLVED that the Accounting Statements 2016/17 be approved and as attached as part of these minutes.

C4882 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor Jewell, seconded by Councillor Mrs Minson and

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

COUNCIL – PART II
19TH JUNE 2017

C4883 MINUTES

It was proposed by Councillor Ms Atherton, seconded by Councillor Saunby and

RESOLVED that the Part II minutes of the
Council meeting held on 24th April 2017 be
confirmed as a correct record and signed by
the Chairman.

C4884 COMMITTEE REPORTS

The Staffing Committee Report dated 5th June 2017 was presented by Councillor Mrs Minson,
Chairman of the Committee.

It was proposed by Councillor Mrs Minson, seconded by Councillor Ms Robinson and

RESOLVED that the report of the Committee
dated 5th June 2017 be approved.

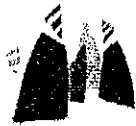
The Finance and General Purposes Committee Part II Report dated 12th June 2017 was
presented by Councillor Ms Atherton, Chair of the Committee.

It was proposed by Councillor Ms Atherton, seconded by Councillor Mrs Minson and

RESOLVED that the Part II Report of the
Committee dated 12th June 2017 be approved.

There being no further business to transact the Town Mayor declared the meeting closed at 8.20pm.

Signed: Date:



FALMOUTH

the spirit of the sea

Town Management Report to Falmouth Town Council 19/06/17

Falmouth International Sea Shanty Festival

At the time of compiling this report the festival was a few days from beginning but we are well planned for 2017. For this years we have 63 groups over 24 venues and the planning for this is immense due to such an involved festival. I am sure most of you are aware but the main focus of this event is a free/fun enjoyable atmosphere throughout the town while at the same time raising money for the RNLI. Over the last few years we have raised in the region of £8000 to £10000 per year in collections. There is one paid for event and that is at the Princess Pavillion, this is seated and tickets are £10 per person.

We are working with many many volunteers and everyone works hard to ensure the festival is a well run, well organised event. The skill set level for something of this scale has to increase year on year. As well as the monthly planning meetings we held an emergency table top exercise to be prepared as much as we can be. This is even more prevalent due to recent events. To give you an idea there are 764 people to be catered for on the Friday evening Welcome Buffet and that is an event in itself for the groups when they arrive.

Our online/offline presence includes drone footage for the aerial tour/ live Facebook streams also from the air (weather depending), 360 indoor images taken during the festival, live video streaming from the Custom House Quay stage and a range of other photography. The Falmouth Packet did a great 8 page pull out all about the festival, plus there have been features in various other publications.

The Moor/ Prince of Wales Pier and Events Square are packed with markets and other main stages working closely with the Seven Stars pub, Falmouth Festivals on Events Square and the Piermaster.

Full details including the detailed aerial tour of the town, venues, groups and performance schedule is available at www.falmouthseashanty.co.uk that we run from our office.

Siting hand in hand with the shanty festival is the Falmouth Classics and new for this year on Custom House Quay is a maritime village. This adds another flavour with different stalls/activities taking place as well as 160plus boats taking part in the Classics with the majority on the Yacht Haven it is a great synergy between the two events.

Falmouth Week

I will include much more in my next report but we are busy working on the



FALMOUTH

the spirit of the sea

Town Management Report to Falmouth Town Council 19/06/17

programme/finalising content at various venues/announcing further acts/website updates/safety and traffic management plans/fireworks planning/Red Arrows display etc etc.

Treluswell Roundabout

I mentioned this at the last council meeting but as we are now obviously in the new council I thought it was important to cover again. I have been keeping in contact with the Cormac team reading works at the roundabout. So for example ensuring works during the shanty festival build up and weekend are reduced where possible. There was a closure overnight on the Monday and Tuesday last week but that was far enough ahead of the event. There will be a significant change in the coming weeks once works within the cordoned off area is ready for traffic. This will mean that the road will shift across while they work on the section which is currently open.

Flood meeting for Market Strand properties

This had representatives from South West Water, Cornwall Council and chaired by Dave Owens who is doing work for both organisations externally. He is a direct point of contact to enable things to move forward both in the short and long term. Due to three heavy outbursts of rain in less than nine months this issue is becoming more serious all the time and flood defence for properties in the area are being looked into before longer term solutions can be found.

Blue Flag Gyllyngvase

There was a recent announcement for all Blue Flags in Cornwall at Porthtowan and we also had a photo call at Gylly to highlight the award.

Town Free Wifi

This is developing further since the last report and I am aware Richard Wilcox discussed this at the Councillor introductions. It is a partnership between Falmouth BID, Falmouth University and Falmouth Town Council, but on top of this there will also be GBHighStreet award resources being used to help towards the project. As you might expect it is extremely complicated and more detail will follow in the coming weeks.



FALMOUTH TOWN COUNCIL

19TH JUNE 2017

TOWN CLERKS REPORT

ITEM NO. 16

16.1 FORMER MORTUARY SWANPOOL CEMETERY

As previously resolved the lease for the Mortuary will shortly be surrendered back to the Council.

16.2 NATIONAL ASSOCIATION OF LOCAL COUNCILS

Attached is the Chair's open letter. (130-133)

16.3 SAFEGUARDING

Cornwall Council has updated their safeguarding pages.
<http://www.cornwall.gov.uk/whatisasafeguarding>.

16.4 ELECTORAL REVIEW OF CORNWALL

Attached is correspondence from the Local Government Boundary Commission for England of the electoral review of Cornwall. (134-136)

Mark Williams FCIS FILCM

Town Clerk

June 2017

– OPEN LETTER TO ALL PARISH AND TOWN COUNCILLORS –

9 JUNE 2017

Dear Councillor,

As I approach six months as chairman of your national body I wanted to follow up my open letter in January with a few reflections, provide an update on some of our work and ask for your ongoing support.

Post local elections congratulations

I want to extend my personal congratulations to those new and returning councillors in parts of the country with local elections last month. In particular I wanted to welcome councillors on the new councils in previously unparished areas such as Swindon and Lowestoft. You are all now part of a hugely successful, effective and growing national movement and join over 80,000 community champions who as councillors invest over 8 million hours a year and around £2 billion improving our communities.

I wish all councillors the very best of luck for the years ahead and as a keen advocate of learning and networking urge you to take up training and development opportunities provided by your county association and make use of national resources such as our growing suite of 'Good Councillor' guides.

Local councils growing in importance and significance

The last six months has reiterated to me how important our councils are as the backbone of local democracy, just how much you are growing in importance and significance, and why our work advocating your interests has never been more important.

From visits to councils and county association events – which provide invaluable learning and networking opportunities for councillors, clerks and councils which I would encourage you to take advantage of – I've heard first-hand about your concerns, about the amazing things you do and about how we at NALC can continue to help you.

One concern has been proposals by the government to extend council referendum principles to our sector. While we successfully campaigned against this I would reiterate the need for ongoing engagement with local people and communications over increases, as well as with your principal councils and Member of Parliament (MP).

You are continuing to deliver and take on more services as well as getting involved in 'big ticket' issues such as health and well-being, housing and neighbourhood planning and economic development.

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This strikes me as where the next chapter of localism may take us and you will be able to read more on this in our second special report with Local Government Chronicle which we will be launching at the Local Government Association's Annual Conference in July as developing relations between local councils and principal councils remains high on my agenda.

Building a strong voice and support for the sector

I firmly believe that the next two years are crucial to the development of our sector. We have a huge opportunity to enhance our reputation with our residents and with Government.

Continued devolution and financial challenges will see us providing more services and playing an even bigger role in community life. We will see more and more councils created in urban areas building on the successes in Ashford, Birmingham, Kidderminster and London. The challenge of leaving the European Union too will have an impact with a continued focus on better engagement with communities and as different sectors and areas compete for the resources returned from Brussels. We must all work to ensure that parishes and the communities they represent are properly supported through these changes. Together we must provide a loud voice shouting on behalf of our communities – other sectors undoubtedly will be!

But if we are to seize this opportunity it is crucial we build the capacity and influence of county associations and NALC. We already have an impressive level of membership – over 85 per cent of councils are in membership of their county association and NALC – but I would like to see this number increase in some areas and would urge you to use your local connections to encourage more councils to join.

I have heard that in some areas councils say they can get the support they need from the Society of Local Council Clerks (SLCC) or from private sector providers. This is simply not the case. The SLCC, a key partner nationally and locally, is rightly focussed on clerks' professional development, but not advising councils or councillors. Whilst there may be some good private sector providers, they do not have access to the range of support and resources available to county associations and NALC. Nor do they provide the representative platform for the sector to speak to government and influence its policies and laws governing parishes.

County associations play a crucial role in supporting our councils so please get involved and support them and us, giving us feedback on our work in particular how we can best support you over the months and years ahead.

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Celebrating our successes and sharing good practice

Shouting loud and proud about the brilliant things our councils do is more important than ever and at all levels we must redouble our efforts to get the message across about how parishes are changing and doing more.

We are sharing your stories on our web site, through conferences and events such as our annual conference on 30/31 October in Milton Keynes, publications such as LCR magazine and social media including @nalc on Twitter. You can help us by putting your council forward for Council Spotlight and NALC Star Councils – which last year saw Oswestry Town Council awarded the accolade of Council of the Year – and by getting involved in county association initiatives and events.

I would also encourage you to sign up for the Local Council Award Scheme, our sector-led initiative at the heart of our new Improvement strategy that helps us demonstrate to Government, principal councils and the public that we are a part of local government that is efficient, effective and well run. Over two hundred councils have already achieved an award with five hundred more working on their application and I would urge you to get your council involved.

The general election and improving our influence with Parliament

We now have new MPs elected and a new Government being formed. NALC is writing to English MPs through the forthcoming Summer edition of LCR magazine and we will be building relations with the new Government including attending the Conservative party conference.

Locally I would ask you to help us get the message across to MPs about the work that parishes do, keep talking to them about the great things you are doing and seek support for the changes we are calling for on your behalf, including our new manifesto which we will be launching in coming months.

At national level we will continue to lobby on your behalf and facilitate the All Party Parliamentary Group on Local Democracy to raise parish issues and build support in both Houses of Parliament. We will be holding another lobby day in March next year – which is now an important part of our advocacy work on your behalf – building on the success of previous lobby days including this year's event which saw county associations and NALC engage with over eighty members of the House of Commons and House of Lords.

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Working with you, for you

I am immensely proud to be your chairman and by continuing to work closely together – councils, county associations and NALC in unison – we can provide the high quality services, advice and tools you need to get on with your job of improving your community and realise the potential of our sector; pressing for fair funding, more powers, stronger local democracy, building capacity and increasing engagement, and importantly ensuring our movement grows and your job is made easier.

The time ahead will be challenging, exciting and at times frustrating. But as you gain experience, build your confidence and benefit from training, you will have the satisfaction of knowing that you and your council have made a difference.

If you want to find out more about our work, including our conferences and events, initiatives we support and the help and advice we can provide, please do visit our website at www.nalc.gov.uk

Yours sincerely,



Councillor Sue Baxter
Chairman

Mark Williams

From: Smith, Rebecca <Rebecca.Smith@LGBCE.ORG.UK>
Sent: 13 June 2017 12:46
To: Mark Williams
Subject: Electoral Review of Cornwall Council

For the attention of Falmouth Town Council

Dear Sir or Madam,

ELECTORAL REVIEW OF CORNWALL

The Local Government Boundary Commission for England has today formally commenced an electoral review in Cornwall Council. The purpose of this email is to inform you of the review and to seek your views on the number of councillors for Cornwall Council.

You can find a copy of the letter to the Chief Executive of Cornwall Council and a paper about the consultation on our website [here](#) for further information.

What is an electoral review?

The electoral review will decide four things:

- ? Total number of councillors elected to the council.
- ? Boundaries of all electoral divisions represented by councillors.
- ? Number of councillors elected to each division.
- ? The name of each division.

Before we start to draw new division boundaries across Cornwall, the Commission will take a view on the total number of councillors for the council in the future. The Commission has proposed that 87 councillors should be elected to Cornwall Council in the future. We are now asking for your views on that proposal.

When?

The closing date for submissions on councillor numbers is 7 August 2017. Once we have considered all the representations we receive, we will publish our formal view and open a new phase of consultation on division boundaries.

Following this the Commission will begin a public consultation on new warding arrangements. We expect this consultation to run from 26 September 2017 to 4 December 2017. We will write to you again when we open our consultations on electoral arrangements.

After considering all representations made during this consultation, the Commission intends to publish draft recommendations in March 2018. There will then be a further period of consultation on the draft recommendations. Final recommendations are expected to be published in July 2018. The new electoral arrangements will come into effect at the local elections in 2021.

How to get involved?

This is a public consultation and we welcome views from individuals and organisations across Cornwall on how many councillors should be elected to Cornwall Council. Council size is the starting point of the review as this decides the optimum number of electors each councillor should represent. It is therefore important the Commission is able to reach views on the appropriate council size for Cornwall Council before we invite proposals on electoral arrangements.

Questions to consider

Those taking part in the consultation may wish to consider the following questions:

1. Do you think 87 is the right number of councillors to be able to take decisions effectively?
2. Would a council size of 87 enable the Council to represent the interests of all Cornwall's communities?
3. If you don't agree that Cornwall should be represented by 87 councillors, what would your alternative number be, and why?

The Commission will treat all submissions equally and will judge each case on its merits and against the statutory criteria. If you wish to put forward a view, we would also urge you to ensure that evidence supports your submission.

There is plenty more advice on our website about how you can get involved in the consultation and put your views forward. Log on to www.lgbce.org.uk to find out more. The website includes the technical guidance that explains the process and our policies as well as guidance on how to take part in each part of the process. We have set up a page on our site which is dedicated to the review of Cornwall Council where you can find all the relevant information.

Get in touch

We encourage as many people and organisations as possible to get involved with the consultation and we encourage local organisations and parish councils to engage their local networks and communities in the review.

Find out more about the review at: www.lgbce.org.uk.

Email your views to: reviews@lgbce.org.uk.

Follow us on Twitter at: [@lgbce](https://twitter.com/lgbce).

Write to: Review Officer (Cornwall)
 Local Government Boundary Commission for England
 14th Floor Millbank Tower
 Millbank
 London
 SW1P 4QP

Please note that the interests of transparency, copies of the all representations we receive during this review will be placed on our website. We remove any personal identifying information such as signatures and private residential addresses prior to placing any submissions in the public domain.

Yours sincerely

Rebecca Smith
Review Assistant
Reviews@lgbce.org.uk
0330 500 1525

CWLO371
RECEIVED
- 7 JUL 2017
BY: _____

Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

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

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

FALMOUTH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed		'Yes' means that this smaller 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 smaller authority to conduct its business or on 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 smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has 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 smaller 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.	✓	No	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

19th JUNE 2017

and recorded as minute reference:

C 4881 (2)

Signed by Chair of meeting where approval is given:

Clerk:

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

FALMOUTH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	1027434	1081014	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	1362414	1637436	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	464879	510964	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	509837	673542	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	120615	120615	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	1143261	1392023	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	1081014	1043234	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	934392	923177	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	4901226	4964404	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	1876833	1825752	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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

19th JUNE 2017

I confirm that these accounting statements were approved by this smaller authority on:

19th JUNE 2017

and recorded as minute reference:

C 4881 (3)

Signed by Chair at meeting where approval is given:

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

FALMOUTH TOWN COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

2. 2016/17 External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative 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 smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature Grant Thornton UK LLP
External auditor name **Grant Thornton UK LLP** Date 29/9/17.

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

FALMOUTH TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller 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 smaller 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 and year-end bank account reconciliations were properly carried out.	✓		
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. (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 smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit HUDSON ACCOUNTING LTD
G.P. HUDSON C.P.F.A

Signature of person who carried out the internal audit Date
19/06/2017

*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, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, including the dates set for the period for the exercise of public rights , has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from www.nalc.gov.uk or www.slcc.co.uk or www.ada.org.uk.