

## **FALMOUTH TOWN COUNCIL**

Minutes of a meeting of the Council held on Monday 19<sup>th</sup> June 2023 at 7.00pm held in the Council Chamber, Municipal Buildings, The Moor, Falmouth. TR11 3QA

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

In Attendance: A M Williams	(Town Clerk)
Councillor L Magowan	(Cornwall Council – Arwenack ED)
M Addinall	(Manager Falmouth Fire Station)
P Fitzpatrick	(Falmouth Fairtrade)

### **C5754 APOLOGIES**

Apologies for absence were received and approved from Councillors Chin-Quee (ill), Clegg (family bereavement), Rowe (family matter) and Saunby (personal matter).

### **C5755 INTERESTS AND DISPENSATIONS**

None received.

### **C5756 MINUTES**

It was proposed by Councillor Edwards seconded by Councillor Kirkham and

**RESOLVED** that the Part I minutes of the meeting held on 13<sup>th</sup> March 2023 be confirmed as a correct record and signed by the Chair.

It was proposed by Councillor Edwards seconded by Councillor Coley and

**RESOLVED** that the minutes of the annual meeting held on 22<sup>nd</sup> May 2023 be confirmed as a correct record and signed by the Chair.

### **C5757 TOWN MAYOR'S REPORT**

The Town Mayor thanked Councillor Eva for his work as Mayor and updated on civic activity. Including: Sand Safe Initiative, 10-year anniversary of the Environmental Sustainability Institute, Jacob Ladder's mural, University showcases, Dracaena Centre youth work, Parents ADHD and autism support groups, The Azores and Back Race start, The Richard Mielle Cup, Armed Forces Day preparations, Sea Shanty Festival, Trebah Military Day, Duchy Opera, and new Head at Falmouth School. She had opened the Falmouth Art Gallery Legend of King Arthur Exhibition, attended the Falmouth University Garden Party, and she thanked Councillor D V Evans for his efforts regarding the Passmore Edwards commemorations. She recognised the work of the Town Manager and Town Team and Council's Contractor Infinitus regarding events and community safety matters.

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

**RESOLVED** that further to the Mayor's Report to the Annual Meeting it was agreed that both Mayoral Consort and Deputy Mayor Consort emblems be procured.

**C5758 DEPUTY MAYOR'S REPORT**

The Mayor reported upon the supporting role of the Deputy Mayor with civic activity.

**C5759 PUBLIC QUESTIONS**

None received.

**C5760 POLICE REPORT**

None received.

**C5761 COMMUNITY SAFETY AND FIRE REPORT**

The Falmouth Station Manager advised that he was now confirmed in role with emphasis on prevention, protection, and response. Activity would follow the objectives of the Cornwall Response Management Plan. He also oversaw Maritime response for the service. Falmouth Station had picked up on BBQ safety, education and working with traders. Working with Falmouth Docks regarding incoming shipping safety, as well home safety checks for residents. In response to questions he updated on wildfire risk and mitigations, and Nationally Fire Chiefs were looking at how the services responded to climate change. Falmouth was one of four stations with additional resourcing regarding tackling flooding risk.

**C5762 FAIRTRADE FALMOUTH**

The Fairtrade Co-ordinator presented the quarterly Fairtrade report that was duly noted and she responded to questions thereon.

**C5763 COMMUNITY AREA PANEL**

The notes of the Community Network Panel on 14<sup>th</sup> March 2023 and the documentation regarding the terms and reference and operation of the replacement Community Area Panel was agreed.

**C5764 CORNWALL COUNCILLORS REPORTS**

Boslowick

Councillor Jewell reported on Armed Forces Day preparation and the Flag raising event. He was meeting with the e-bike providers to establish better positioning in Boslowick. The town circular bus route would see new stops/shelters erected. He advised that residents concerns regarding the maintenance of the children's play area had been addressed by Wainhomes. He also updated on the Penvose development reserved matters planning application refusal.

Penwerris

Councillor Kirkham updated on issues for tenants with Cornwall Housing properties. Cornwall Council were revising the Homechoice system, and she requested all councillors to inform that consultation. Damp and mould continued to be significant problems. The Voids Policy was also being reviewed. She updated on the activity of the Safer Falmouth Initiative and the outreach work from the Dracaena Centre youth workers. She was hopeful that Cornwall Council would assist a local solution to prevent the Abbeyfield House closure.

In response to questions she advised she would ask Cornwall Housing to consider the re-use of empty shop premises and provided information on Falmouth School Year 10 work experience placements.

Arwenack

Councillor Magowan updated on planning development control matters, including the refusal of the Harrowgate House application. He had attended the Friends of Falmouth Bay AGM and updated on concerns raised. He also updated on the Tresillian House closure. As well as on Armed Forces Day arrangements.

In response to questions he noted the recent speedwatch records and explained the process for informing delegated planning decisions and recognised the Town Council as a key consultee. Also regarding the proposed road crossing at Fox Rosehill Gardens.

Trescobeas and Budock

No report.

**C5765 COMMITTEE REPORTS**

The Finance and General Purposes Committee Part I Report dated 17<sup>th</sup> April 2023 was presented by Councillor Robinson, Chair of the Committee.

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

**RESOLVED** that the Part I Report of the Committee dated 17<sup>th</sup> April 2023 be approved.

It was noted that Councillor Young had attended that meeting.

The Planning and Licensing Committee Report dated 13<sup>th</sup> March 2023 was presented by Councillor Eva, Chair of the Committee.

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

**RESOLVED** that the Report of the Committee dated 13<sup>th</sup> March 2023 be approved.

The Planning and Licensing Committee Report dated 3<sup>rd</sup> April 2023 was presented by Councillor Eva, Chair of the Committee.

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

**RESOLVED** that the Report of the Committee dated 3<sup>rd</sup> April 2023 be approved.

The Planning and Licensing Committee Report dated 24<sup>th</sup> April 2023 was presented by Councillor Eva, Chair of the Committee.

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

**RESOLVED** that the Report of the Committee dated 24<sup>th</sup> April 2023 be approved.

The Planning and Licensing Committee Report dated 15<sup>th</sup> May 2023 was presented by Councillor Eva, Chair of the Committee.

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

**RESOLVED** that the Report of the Committee dated 15<sup>th</sup> May 2023 be approved.

The Planning and Licensing Committee Report dated 5<sup>th</sup> June 2023 was presented by Councillor Eva, Chair of the Committee.

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

**RESOLVED** that the Report of the Committee dated 5<sup>th</sup> June 2023 be approved.

The Cultural Services and Leisure Committee Report dated 15<sup>th</sup> May 2023 was presented Councillor Edwards, former Chair of the Committee.

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

**RESOLVED** that the Report of the Committee dated 15<sup>th</sup> May 2023 be approved.

The Grounds, Facilities and Environmental Action Committee Report dated 20<sup>th</sup> March 2023 was presented by Councillor Kirkham, former Chair of the Committee.

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

**RESOLVED** that the Report of the Committee dated 20<sup>th</sup> March 2023 be approved.

**C5766 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/2023**

The Council considered the recommendations of the Finance and General Purposes Committee pursuant to Minute F6787.

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

**RESOLVED** unanimously that.

- (i) the Annual Governance Statement be approved and reported to the Council's External Auditors as attached.
- (ii) the Council's Accounts and Annual Return and Financial Statements for 2022/23 be approved as attached.

**C5767 UNESCO BIOSPHERE PROJECT**

The Mayor reported upon the Biosphere Project working in partnership for the resilience and benefit of nature and communities, mapping benefits and challenges of natural and cultural designations for social-ecological resilience in UK coastal communities.



It was proposed by Councillor Edwards, seconded by Councillor D V Evans and

**RESOLVED** that the Council endorses and supports the Biosphere Project and formally partners with it.

**C5768 TOWN VITALITY FUND: FALMOUTH TOWN CENTRE MASTERPLAN**

The Town Clerk and Councillor Kirkham as Chair of the Falmouth Place Shaping Group presented the Falmouth Town Centre Masterplan prepared by Inner Circle Consulting, who had been commissioned by the Council, the report had been subject to public consultations, funded by the Town Vitality Fund and mandated by the Falmouth Neighbourhood Development Plan.

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

**RESOLVED** that the Church Street Masterplan as attached to these minutes be approved by the Council.

Councillor Jewell requested that his name be recorded as having voted against the motion. Councillor Young requested that her name be recorded as having abstained from voting on the motion.

**C5769 TOWN MANAGEMENT REPORT**

The Town Clerk presented the Town Manager's report which was duly noted.

**C5770 TOWN CLERK'S REPORT – PART I**

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

**C5771 EXCLUSION OF THE PRESS AND PUBLIC**

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

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

# Annual Governance and Accountability Return 2022/23 Form 3

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

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

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
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 2023**. 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 2023
  - 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 2022/23

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 2023 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 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

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

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

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

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

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- 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. Any amendments must be approved by the authority and properly initialled.
- 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 2023.
- 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.
- 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 bank reconciliation is incomplete or variances not **fully** explained then 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

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 <b>the dates set for the period for the exercise of public rights</b> , 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 Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2023</b> 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? <b>NB:</b> 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](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2022/23

## FALMOUTH TOWN COUNCIL

[www.falmouthtowncouncil.co.uk/financial-information](http://www.falmouthtowncouncil.co.uk/financial-information)

**During** the financial year ended 31 March 2023, 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 2022/23 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**
<b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.	✓		
<b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
<b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
<b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
<b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
<b>F.</b> Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
<b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
<b>H.</b> Asset and investments registers were complete and accurate and properly maintained.	✓		
<b>I.</b> Periodic bank account reconciliations were properly carried out during the year.	✓		
<b>J.</b> 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.	✓		
<b>K.</b> If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
<b>L.</b> The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
<b>M.</b> In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
<b>N.</b> The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
<b>O. (For local councils only)</b> 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

14/12/2022      25/05/2023      26/05/2023

Name of person who carried out the internal audit

S P HUDSON C.P.F.A.

Signature of person who carried out the internal audit

*S. P. Hudson*

Date

26/05/2023

**\*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 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2022/23 for

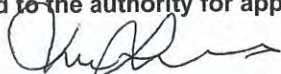
### Falmouth Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	472,337	<i>Restated</i> 932,892	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	2,723,024	2,863,663	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	<i>Restated</i> 860,090	1,410,728	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	1,097,081	1,749,171	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	1,904,863	2,455,252	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	<i>Restated</i> 932,892	882,245	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	766,836	567,884	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	5,240,571	5,335,452	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	1,540,013	1,476,252	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

26th May 2023

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

as recorded in minute reference:

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

## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2023; 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 2022/23

(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 2022/23

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 2023.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY





# CHURCH STREET, FALMOUTH.

# SUMMARY DOCUMENT



# 01 BRIEF



# 01.01

## BRIEF

### Goal

Indicative mix-use:

- Flexible event space
  - Min 1550m<sup>2</sup>
  - Mid 1700m<sup>2</sup>
  - Max 2540m<sup>2</sup>
- Lightweight permanent structure
  - Min 465m<sup>2</sup>
  - Mid 700m<sup>2</sup>
  - Max 930m<sup>2</sup>
    1. 500m<sup>2</sup> bar + restaurant including back of house
    2. 100-150m<sup>2</sup> internal seating
    3. 300m<sup>2</sup> workspace and function room
- Car park retained - 25-30spaces

### The brief does not include:

- Public toilets c.100m<sup>2</sup> - equivalent to Grove Place Toilets
- Changing Space c. 15m<sup>2</sup>
- Commercial fishing store c.80m<sup>2</sup> ie £200,000@£2500/m<sup>2</sup>
- Associated marine facilities
- Provision of existing alfresco use of car park by Grapes & Indidog

### Additional briefing points:

- Maintain private access to the rears of the existing buildings
- The design is to work in conjunction with proposed pontoon
- The design is to facilitate existing commercial fishing usage
- Create spaces (internal and external) that respond to local environmental factors and existing facilities. eg. Vistas , usable harbour wall, existing access
- Designs to take into consideration weather variations ( wind and rain as well as sun and heat)
- Designs need to take into account seagulls as a menace
- Designs need to take into account potential Anti-Social behaviour at night

### Key briefing points taken from the NDP

1. To enhance the land / water interface
2. To include maritime based facilities ( toilets/ showers/ offices etc) and leisure related facilities on the site
3. To create a world class public realm and architectural scheme to help enhance the standing of falmouth on the world map
4. To enhance access in to the site for pedestrians but to allow vehicular access for servicing existing and proposed properties.
5. To improve the relationship between existing properties along Church Street and the quay
6. To incorporate disabled parking on Well Lane to compensate for the loss of parking on Church Street.



# 02 PROPOSALS



# PHASE OPTIONS : SUMMARY



FIG. 001 Phase /Option 1 : Temporary treatment with accessible lift/ramp

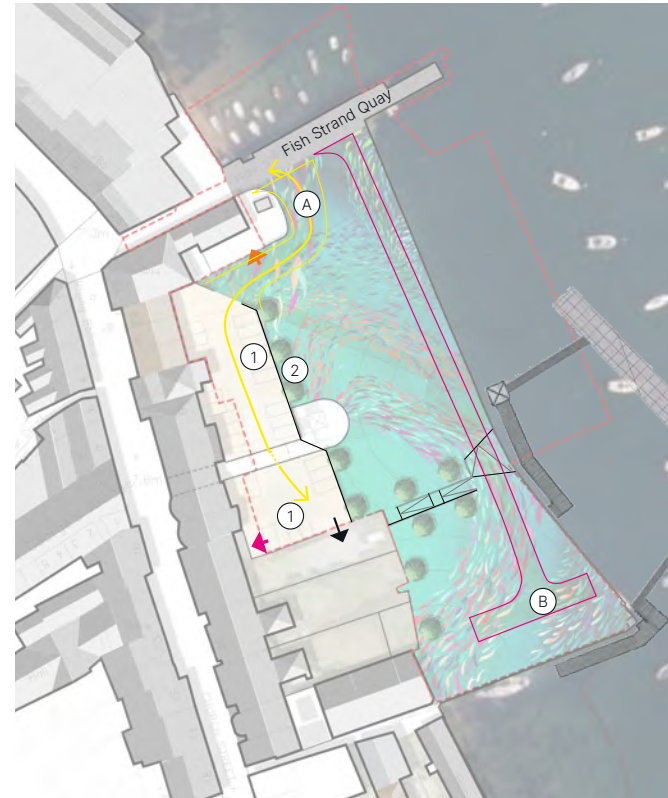


FIG. 002 Phase /Option 2 : Temporary treatment with permanent private access to existing units.



FIG. 003 Phase /Option 3 : Permanent building on Fish Strand Quay.

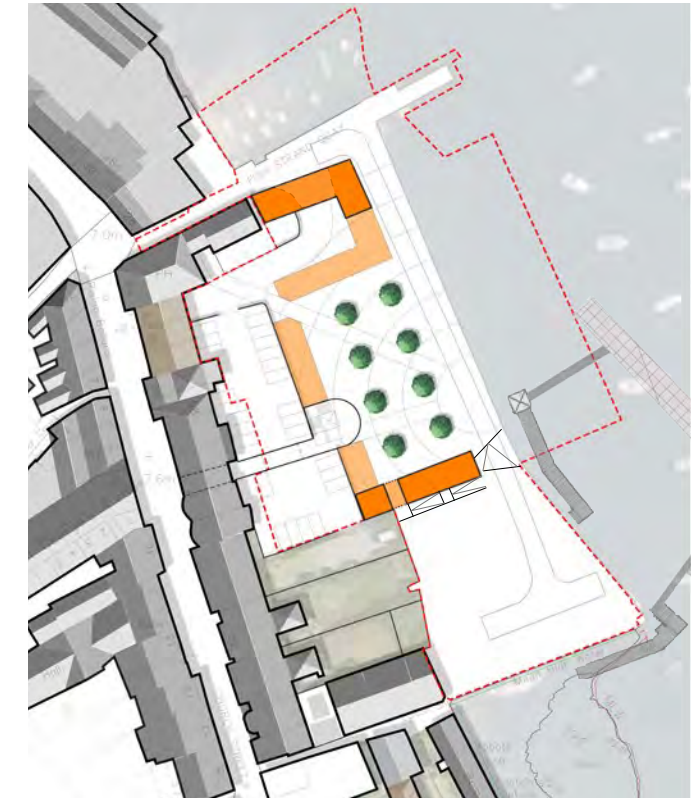


FIG. 004 Phase /Option 4 : Additional permanent building on the main car park.



FIG. 005 Phase /Option 5 : Additional permanent marina building on the lower car park.

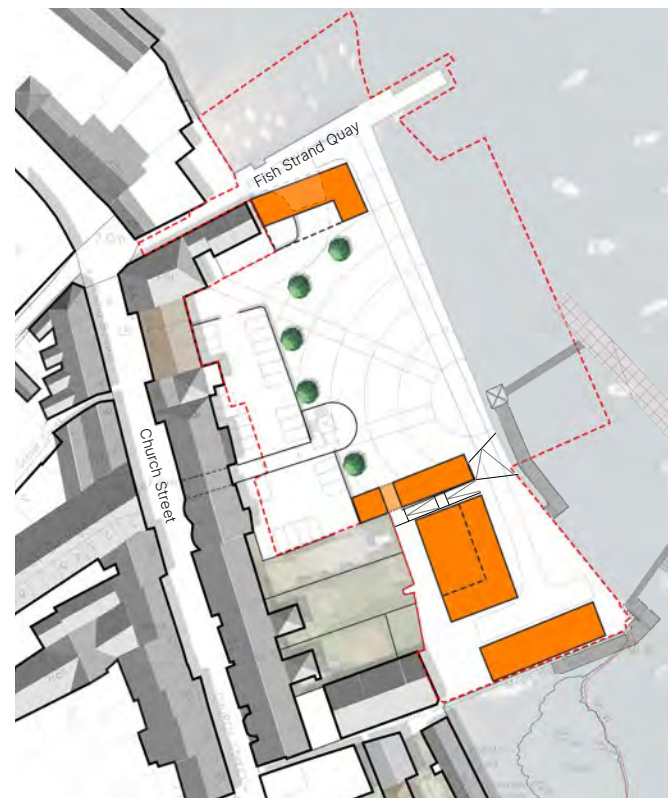


FIG. 006 Phase /Option 6 : Additional permanent building on the lower car park.

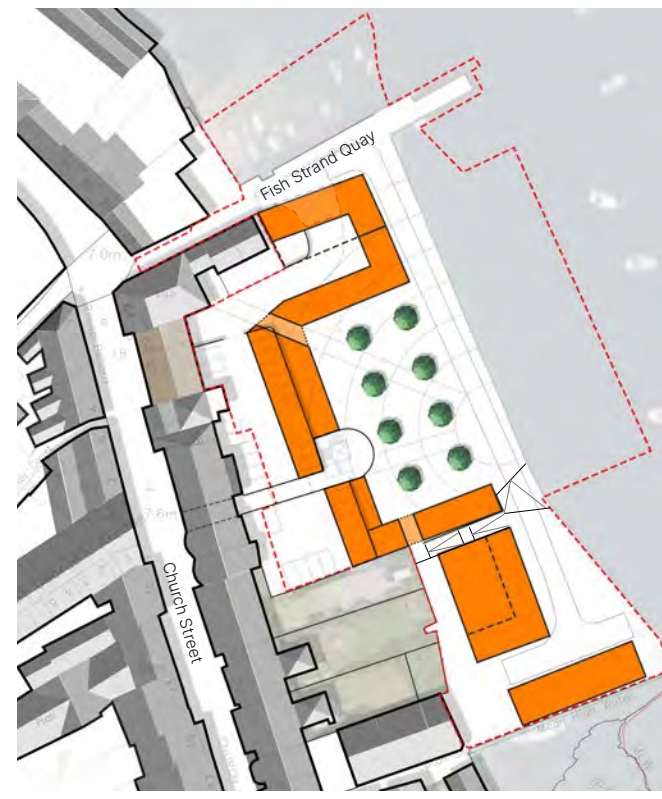


FIG. 007 Phase /Option 7 : Additional permanent buildings on the main car park- option A.

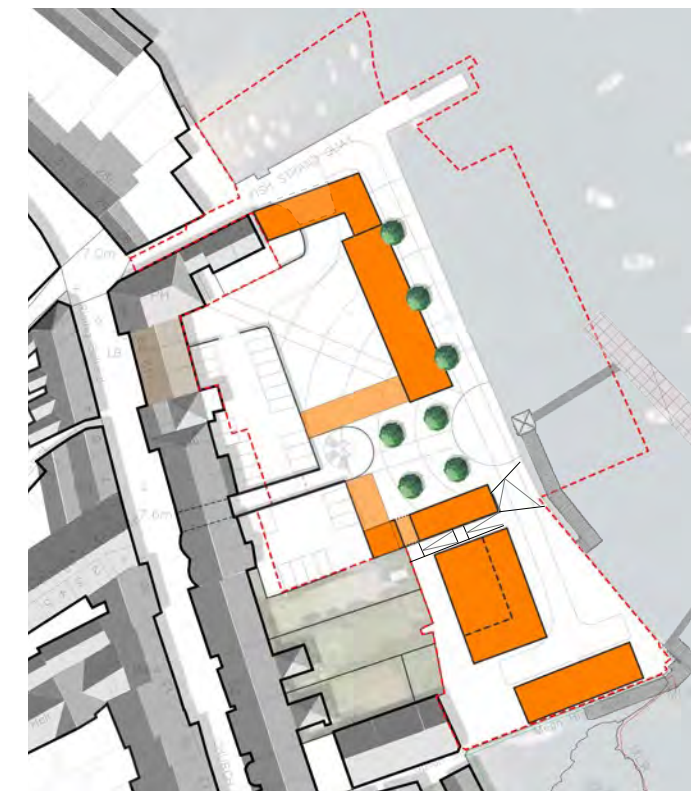


FIG. 008 Phase /Option 8 : Additional permanent buildings on the main car park- option B.



## 02.02

## PHASE 01

Access and surface treatments

1. **Disabled access across the whole site**
2. **Improvement to public realm surface treatment**
  - **Low cost painting/treatment of existing tarmac car park and re-arrangement of parking (potentially appoint new artists every 2 years to ensure the finish is maintained as a high quality surface and to provide on going interest)**
  - **Improvement of public realm including planters and flags on harbour front. Consider lighting to avoid ASB issues**
  - **High quality granite on, listed structure, Fish Strand Quay.**

Disabled access gives the venue space a wider appeal. This access would give markets and future development a USP. ie an accessible water front venue in Falmouth.

The tower would give level access to the upper deck as well as, potentially, providing a visual beacon. This could have a smaller but similar effect as Spinnaker Tower - Portsmouth. It would be creatively lit and draw attention to the area from the water.

**Key**

- ① Level access & tower (ramp or lift)
- ② Improvement to fish strand quay
- ③ 1:21 ramp connecting the lower and upper deck
- ④ Quay side fenders reinstated
- ⑤ Trees in large movable planters

SQUARE



FIG. 009 Marine chart



# Low cost painting/treatment of existing tarmac car park (1) and re-arrangement of parking (2)

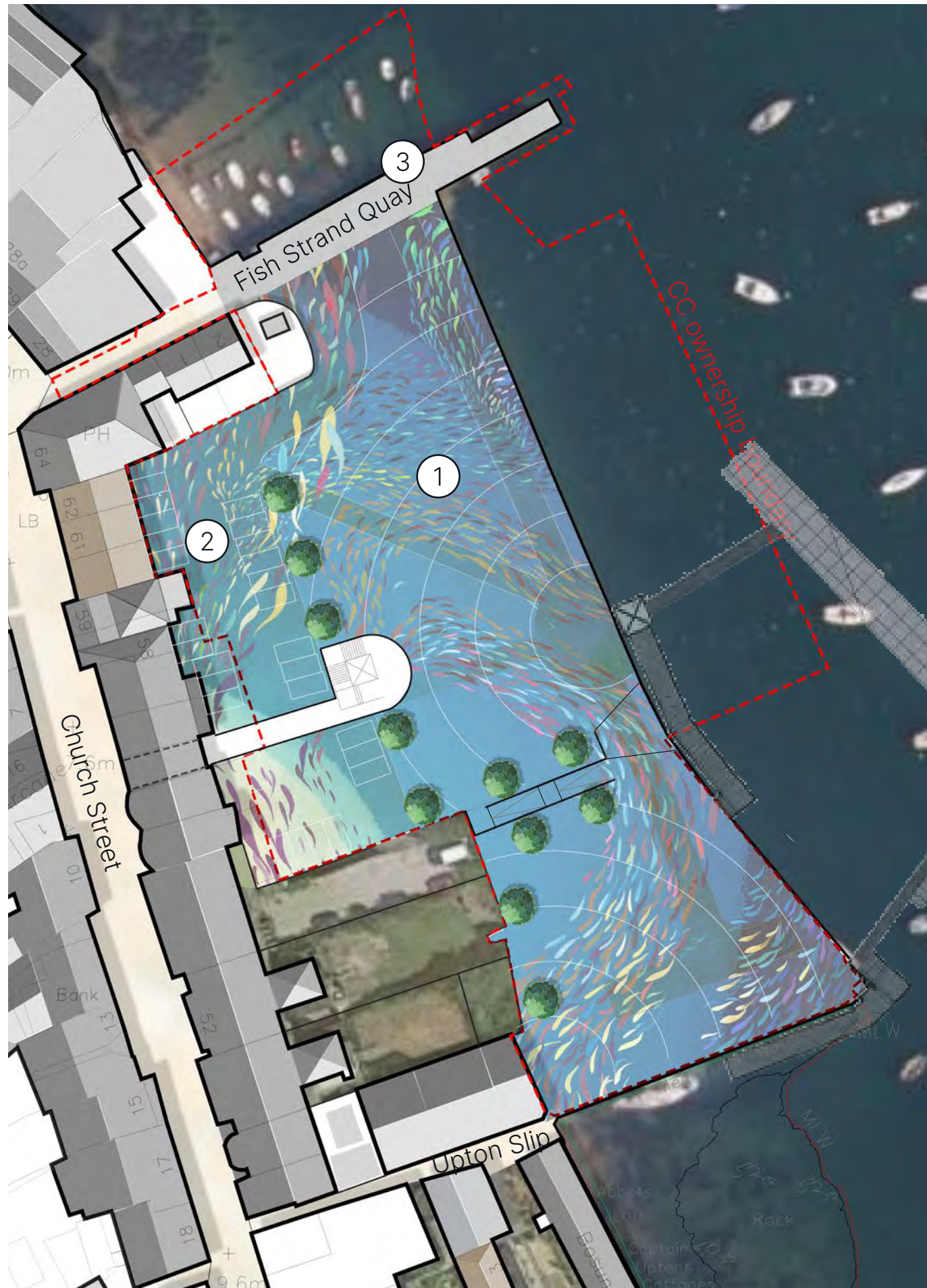


FIG. 011 Indicative painted surface design

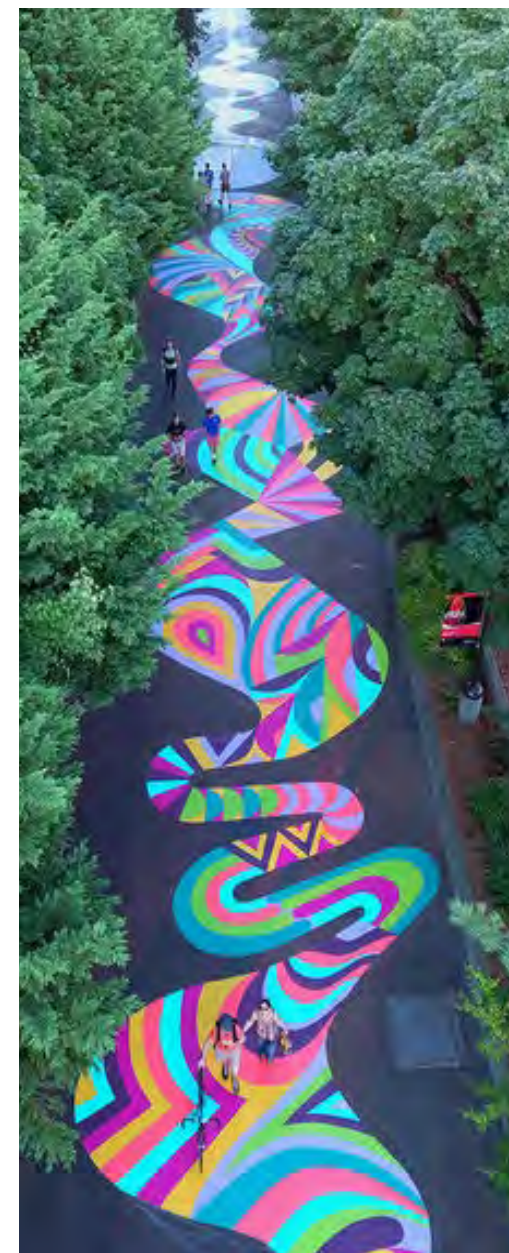
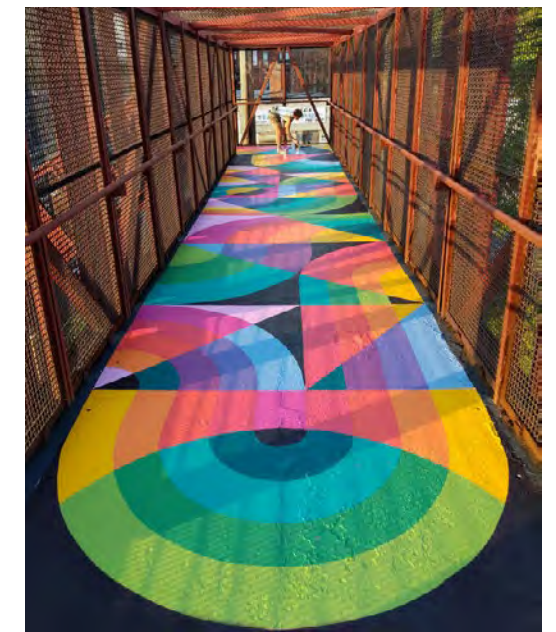


FIG. 010 Jessie and Katey

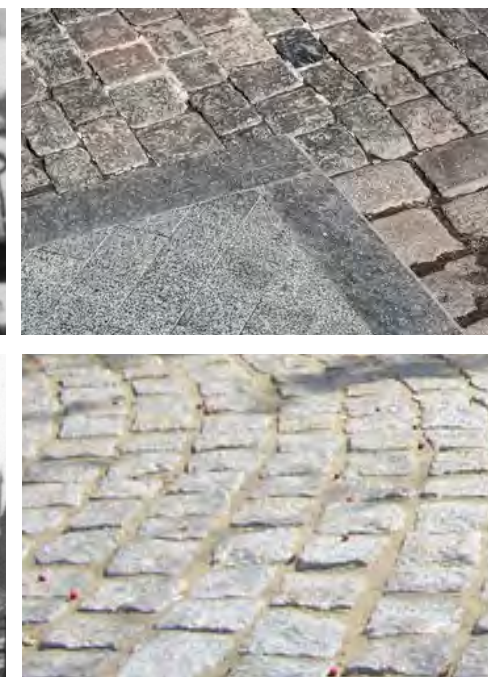
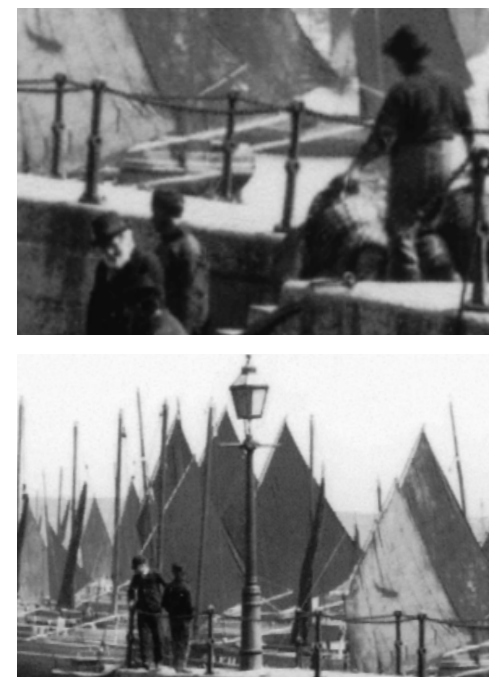


## Improvement of public realm including planters and flags on harbour front



FIG. 012 **Phase 01** visulisation

## High quality granite on Fish Strand Quay (3), a grade II listed structure



High quality granite surfacing and improvements/ replacement of existing railings and lighting throughout Fish Strand Quay . The new surfaces and fitting should complement the historic setting.

FIG. 013 **Historic image** : [https://www.falmouth.co.uk/download/fish\\_strand\\_44325d45a942efb5.pdf](https://www.falmouth.co.uk/download/fish_strand_44325d45a942efb5.pdf)

FIG. 014 **Examples of high quality granite surfacing**



## Disabled access from Church Street and lookout tower

**Site section** (below)

The section below shows the proposed level access from Church Street into the Carpark. The section also demonstrates that the structure would allow cars to pass beneath.

- ① The core of the structure houses a lift (ramp) and staircase

### Precedents (right)

The precedents to the right are examples of water front sculptures that act as 24hour beacons. (right - The Candle - Gloucestershire docks)  
(Spinnaker Tower - Portsmouth)



FIG. 016 **Precedent - Tjibaou Cultural Centre**

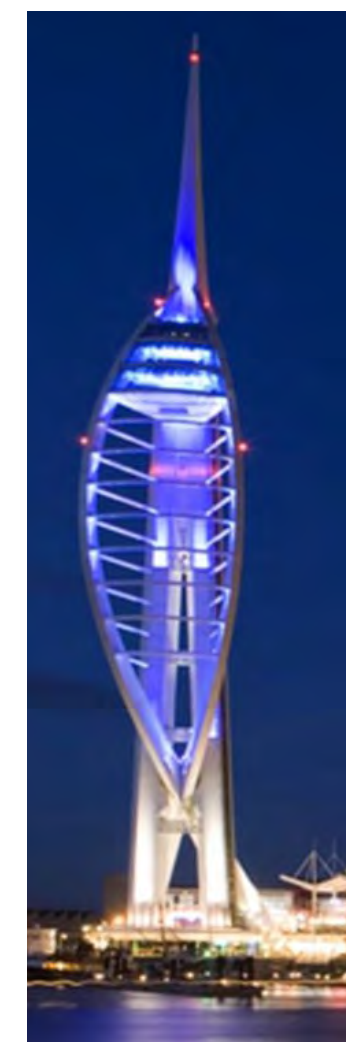


FIG. 017 **Precedent - Spinaker Tower**



FIG. 018 **Precedent - The Candle**



FIG. 015 **Site Section showing ramp and tower**



## Indicative visuals of access tower and beacon (Crows Nest)

The indicative design demonstrates the creative possibilities. The design of the tower should be integrated with the scheme but, visually distinctive and impressive.

The design could be collaboration with an artist. Potentially tapping into 'arts' funding

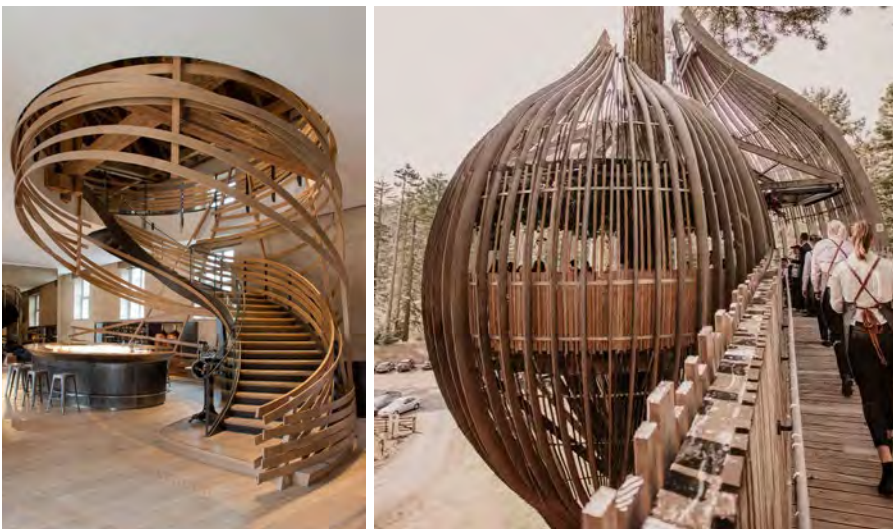


FIG. 019 Inspiration

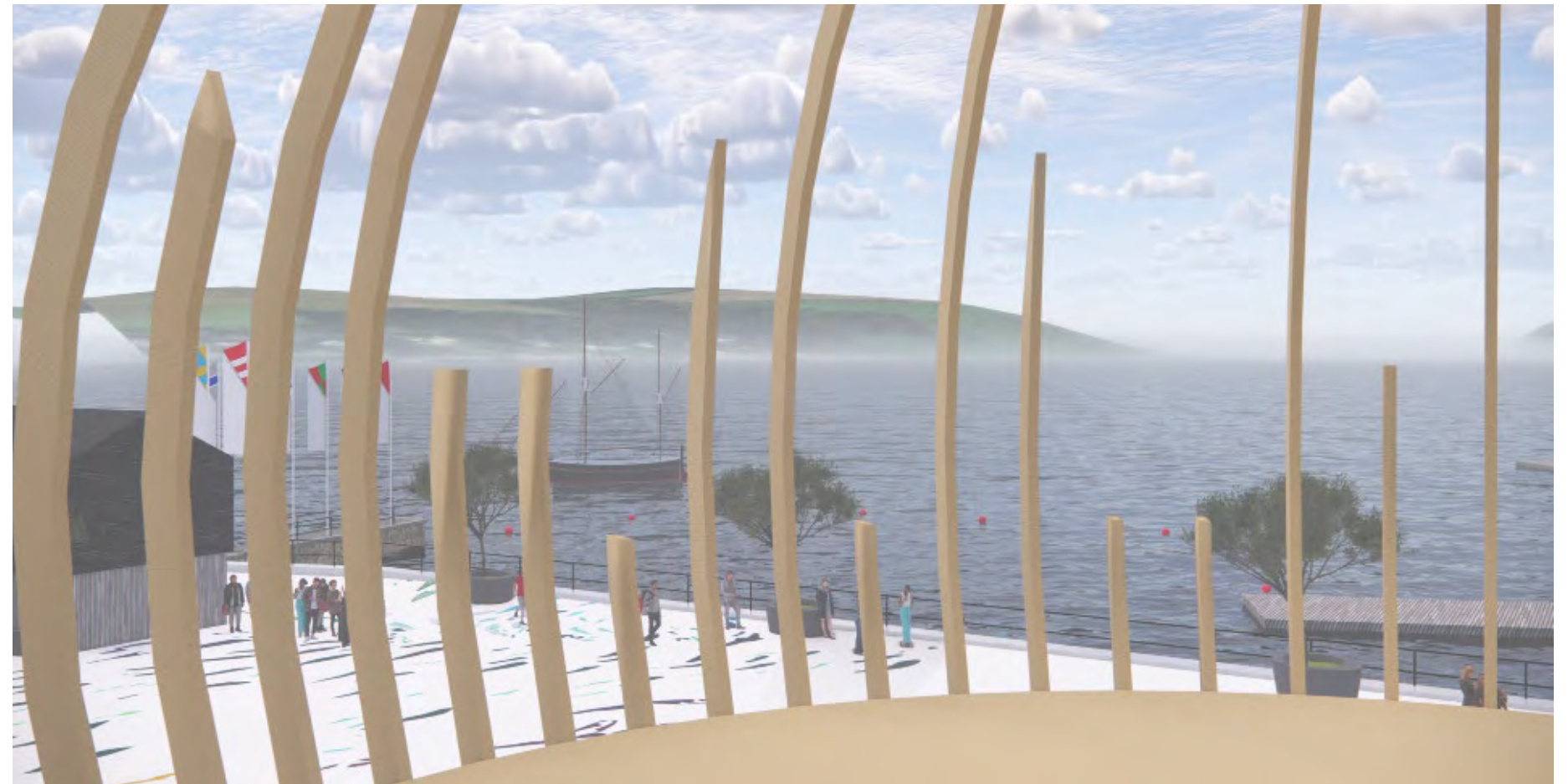


FIG. 020 Visualisation



## 02.03

# PHASE 02

### Physical segregation of car parking

- (A) **Private rear access is maintained for domestic vehicles (height restricted)**

Vehicle route



Gate access



Rear door



- (B) **Refuse vehicles**

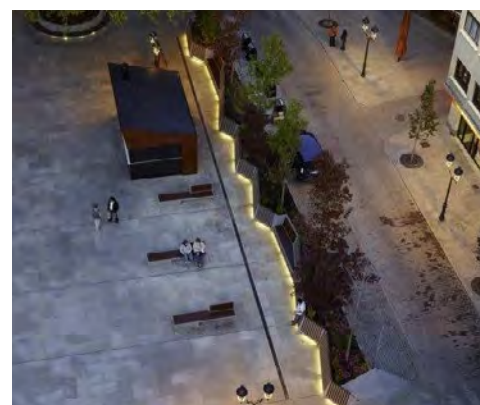


(1)



Resin bond or Black top

(2)



Physically segregated parking

- (3) **Gate/rear access to 54 Church Street would need to be rotated 90deg if the tower and lift were built. The existing access sits outside of CC's ownership**

Existing access



FIG. 021 Phase 02



# Temporary structure option A



FIG. 022 Phase 02 Option A

## Quantum:

Promenade	940m <sup>2</sup>
Flexible space	1535m <sup>2</sup>
Temporary structures	794m <sup>2</sup>

# Temporary structure option B

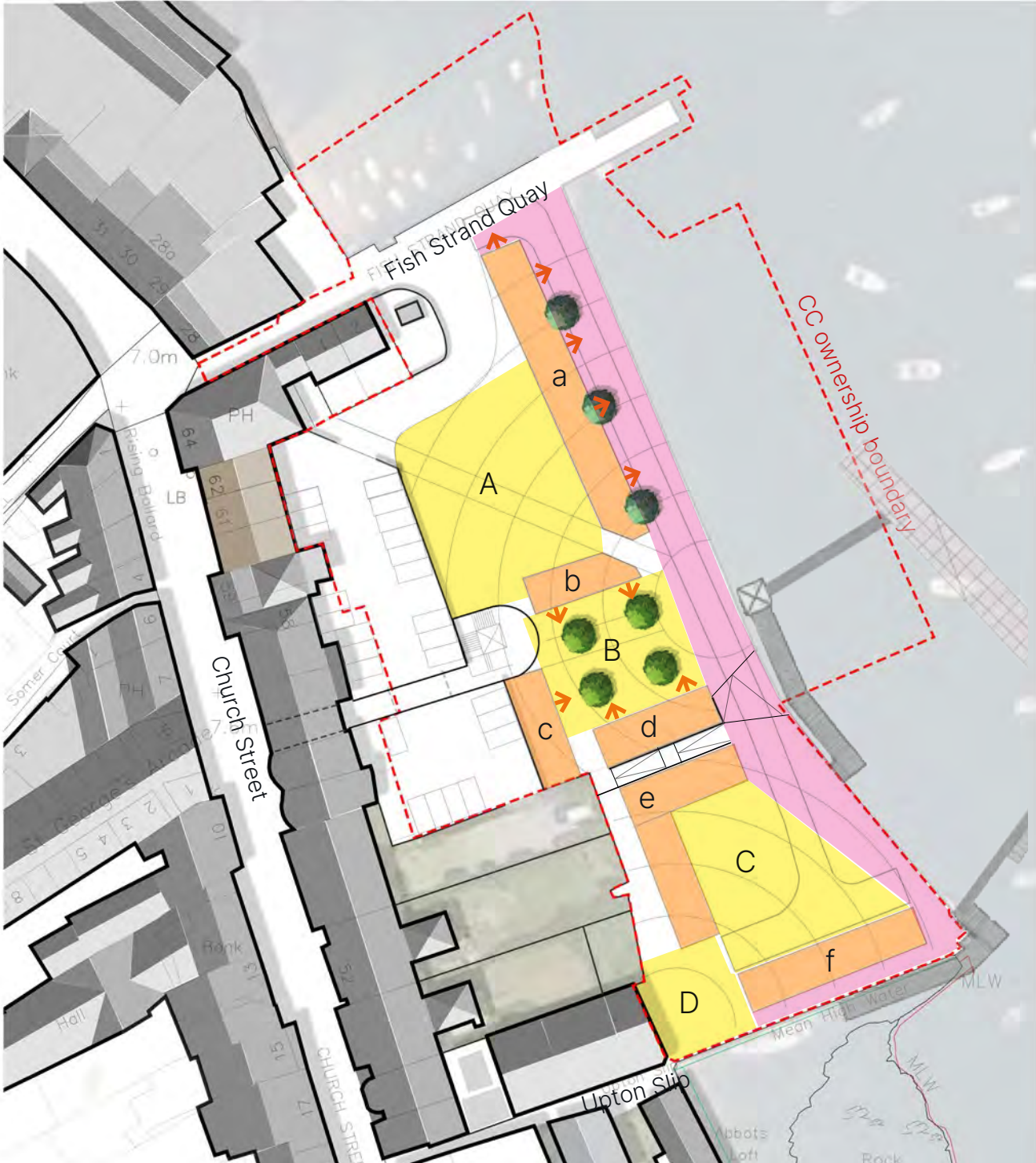


FIG. 023 Phase 02 Option B

## Quantum:

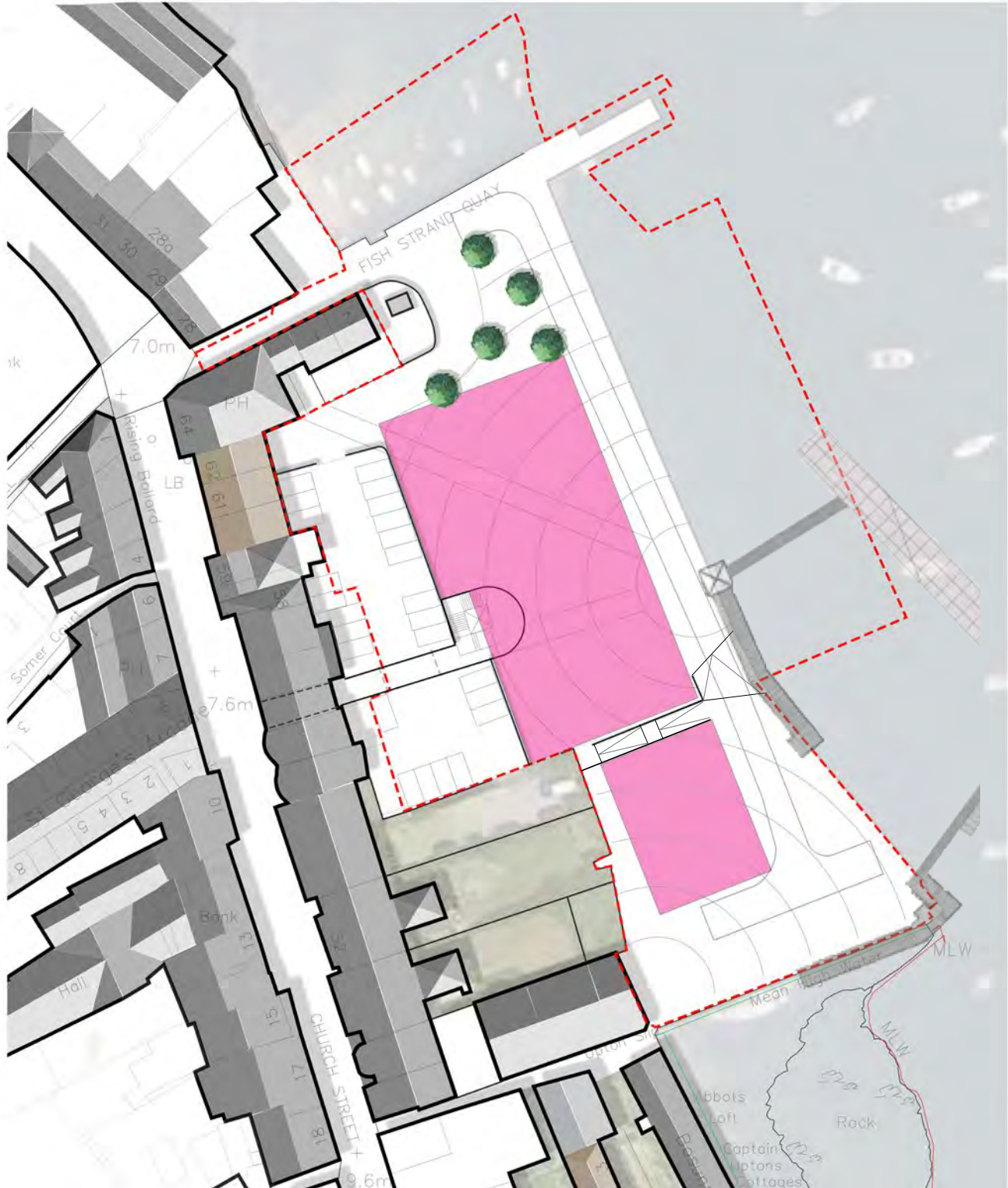
Promenade	940m <sup>2</sup>
Flexible space	1540m <sup>2</sup>
Temporary structures	787m <sup>2</sup>



# DURING EVENTS



FIG. 024 Oyster festival layout



## Quantum

Flexible event space - 1700 m<sup>2</sup>







## 02.04

# PHASE 03 PERMANENT

### Building adjacent to Fish Strand Quay

1. GF in flood zone commercial fisherman storage and office space & fish market
1. Flexible workspace above. Maximising views across the estuary
2. Leisure boats encourage to move to the new pontoon and sustainable fishing boats encouraged to move to the existing moorings.
3. Match funding up to 200k is available for commercially related fishing . Possible facilities on the ground floor could include kayak & SUP hire and coffee shop.

### Alternative building layouts

#### Quantum

Ground Floor	-	95m <sup>2</sup>
1st floor	-	95m <sup>2</sup>

#### Quantum

Ground Floor	-	95m <sup>2</sup>
1st floor	-	193m <sup>2</sup>

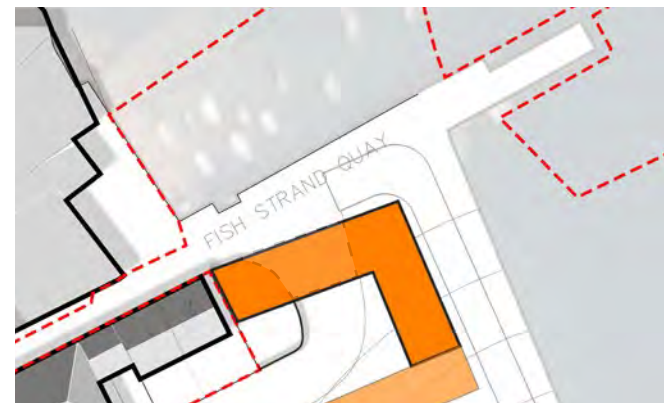
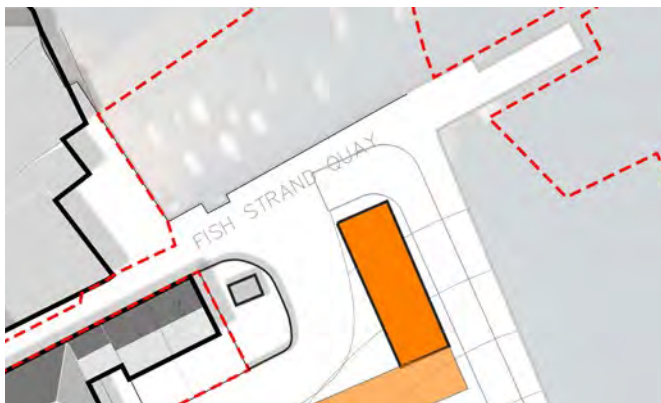


FIG. 025 Phase 03

#### Quantum

Car parking	-	26 spaces / 3 loading
Ground Floor	-	64m <sup>2</sup>
1st floor	-	160m <sup>2</sup>



# Temporary structure option A



FIG. 026 Phase 03 Option A

## Quantum:

Promenade	940m <sup>2</sup>
Flexible space	1535m <sup>2</sup>
Temporary structures	735m <sup>2</sup>
Permanent buildings	224m <sup>2</sup>

# Temporary structure option B

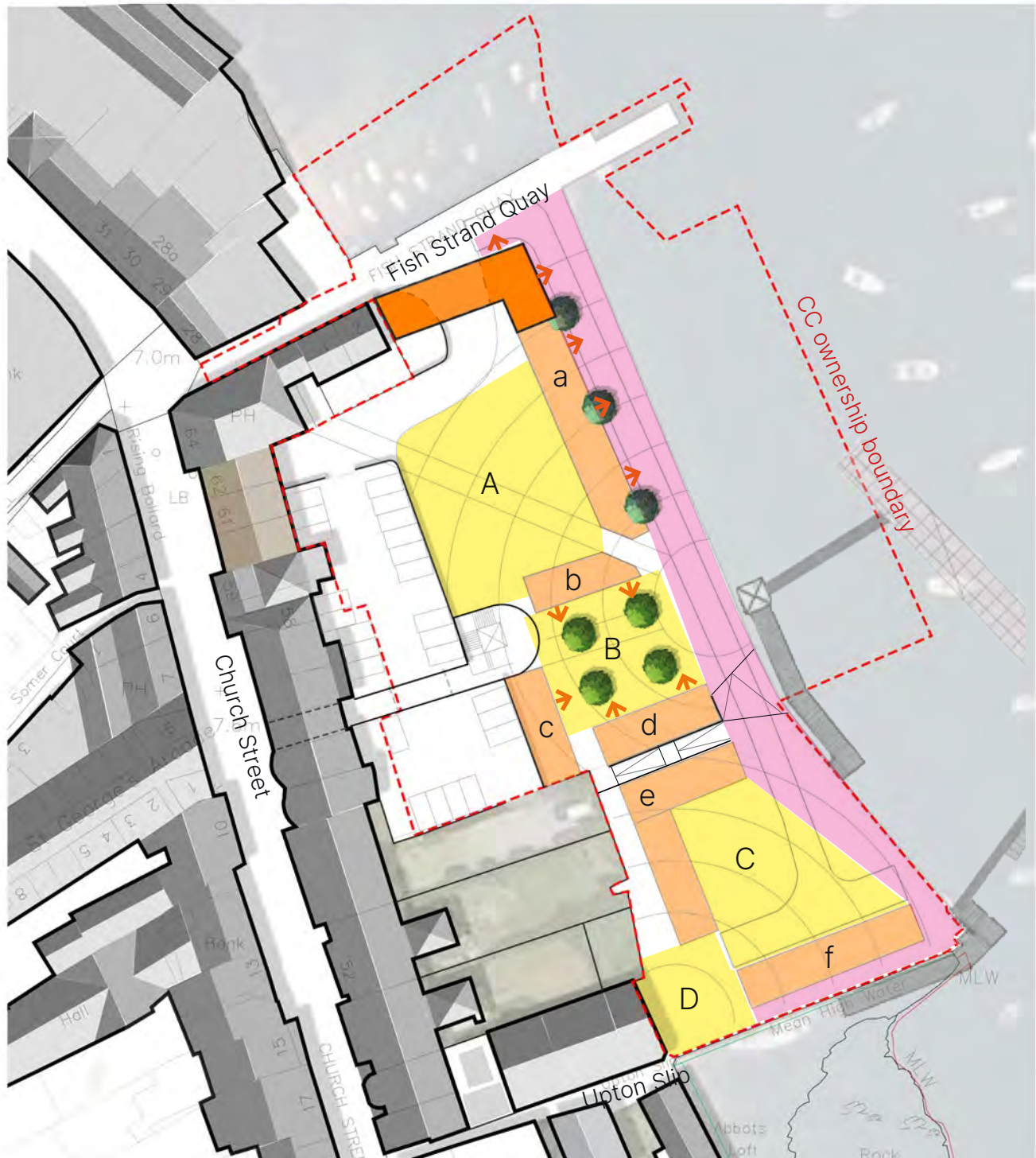


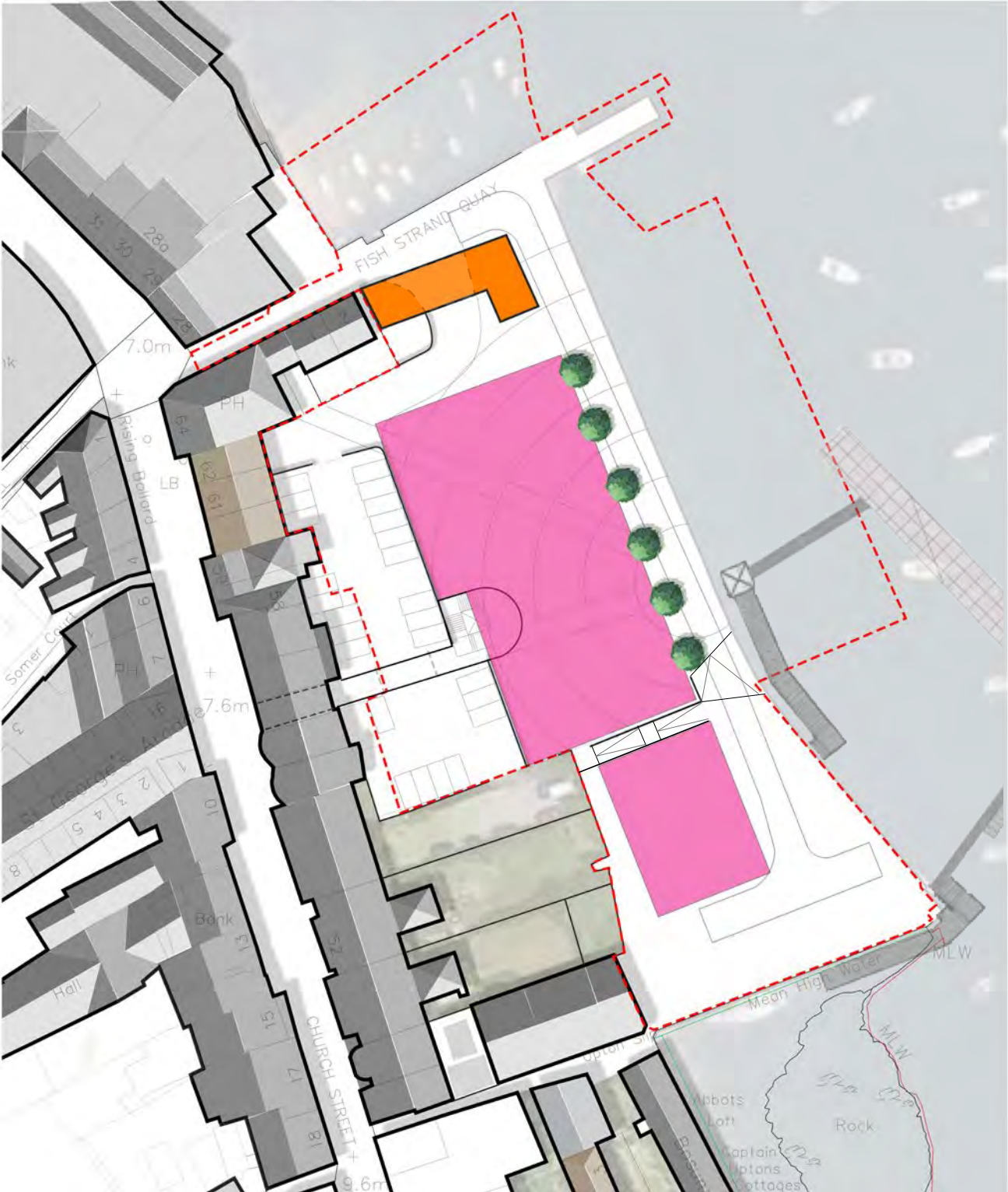
FIG. 027 Phase 03 Option B

## Quantum:

Promenade	940m <sup>2</sup>
Flexible space	1540m <sup>2</sup>
Temporary structures	732m <sup>2</sup>
Permanent buildings	224m <sup>2</sup>



Events



Quantum

Flexible event space - 1700 m²



FIG. 029 Fish Strand Quay - Artistic interpretation



FIG. 028 Fish Strand Quay - Artistic interpretation



## Visuals



FIG. 030 Fish Strand Quay - Artistic interpretation



## 02.05 PHASE 04

### Permanent Toilet block

Since the Changing Place shut at Ships and Castles there are currently no Changing Places in Falmouth or Penryn. There appear to be plans to install a Changing Place at Grove Place Toilets.

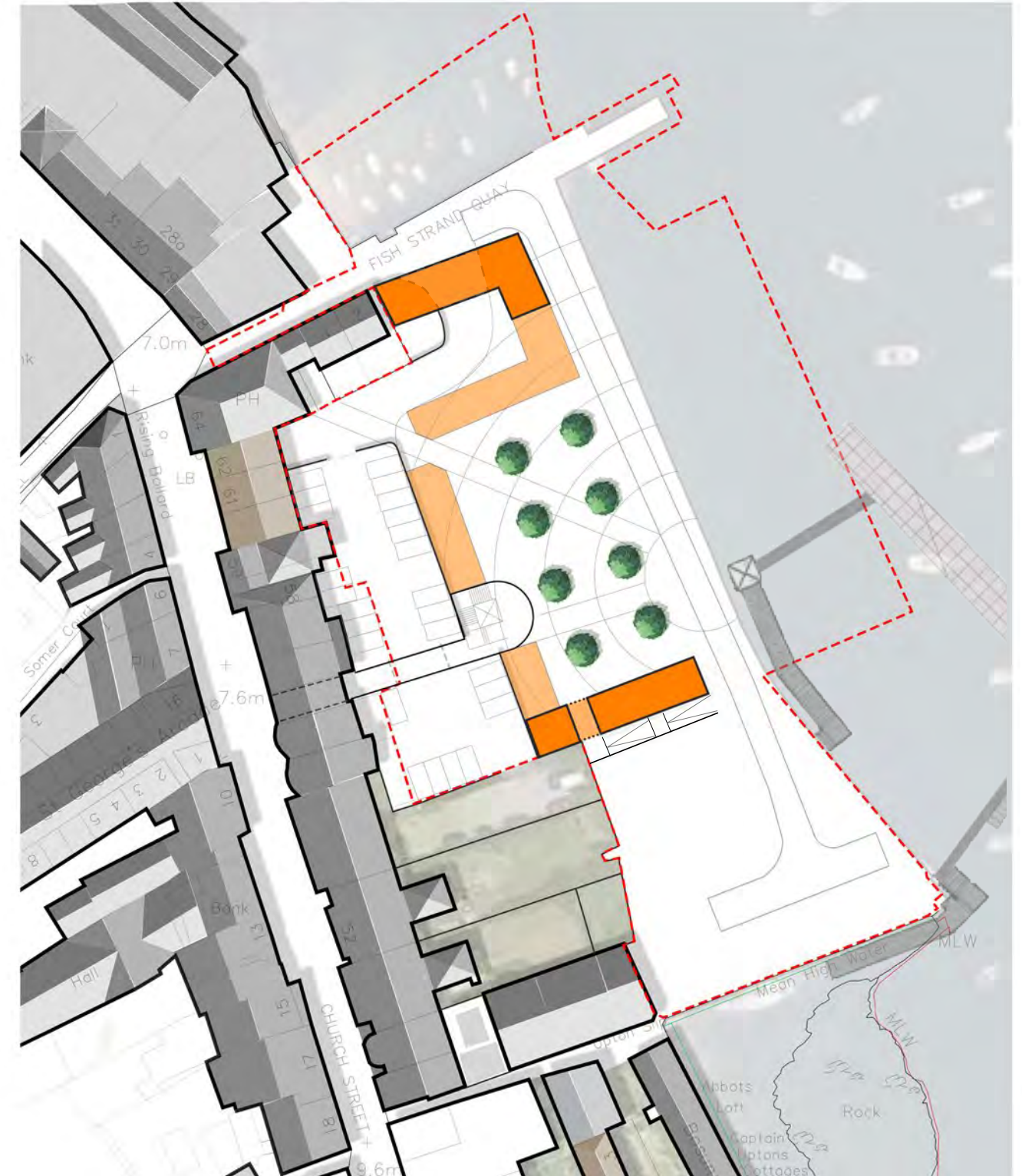


FIG. 031 Phase 04

### Quantum

Toilet ground floor - 30m<sup>2</sup> & 90m<sup>2</sup>

Total: 344m<sup>2</sup>



## Toilet block layout and visual

The toilet block is based loosely on Grove Place toilets C.100m<sup>2</sup>. It includes a Changing Place



FIG. 033 Indicative toilet block layout

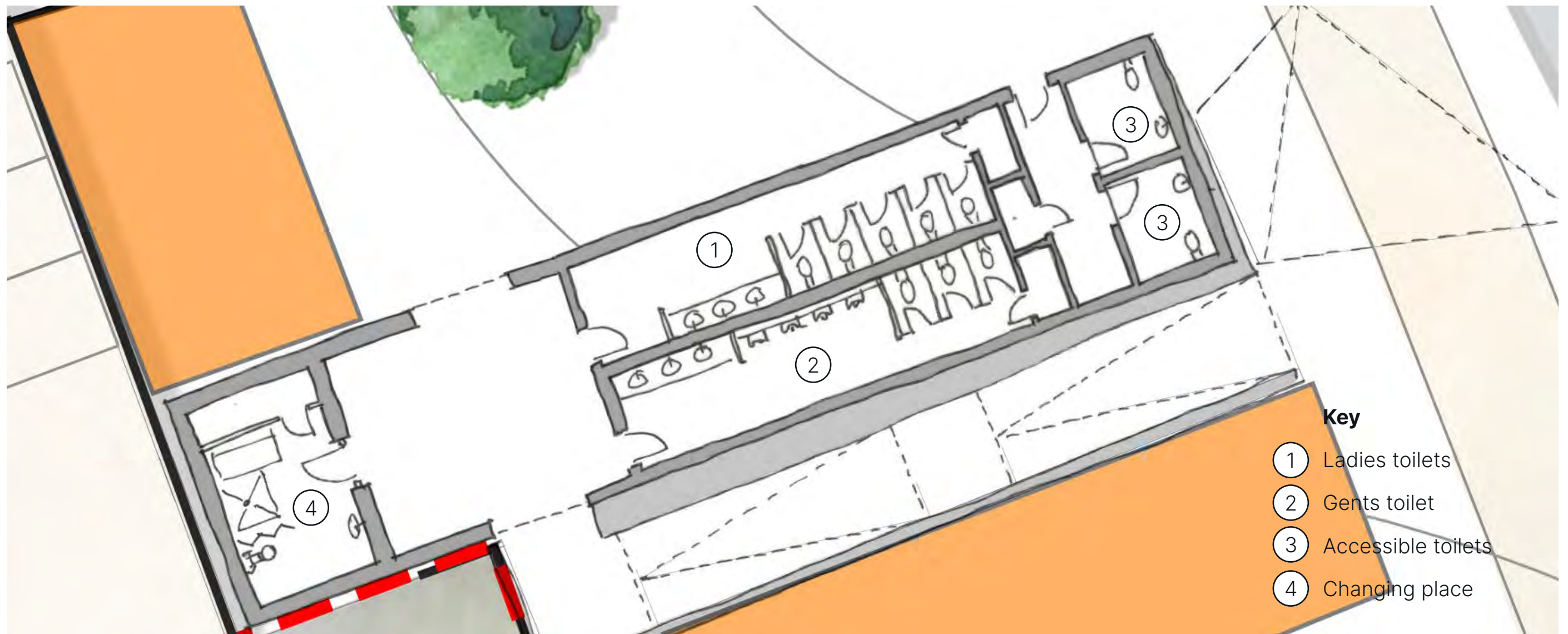


FIG. 032 Indicative toilet block layout

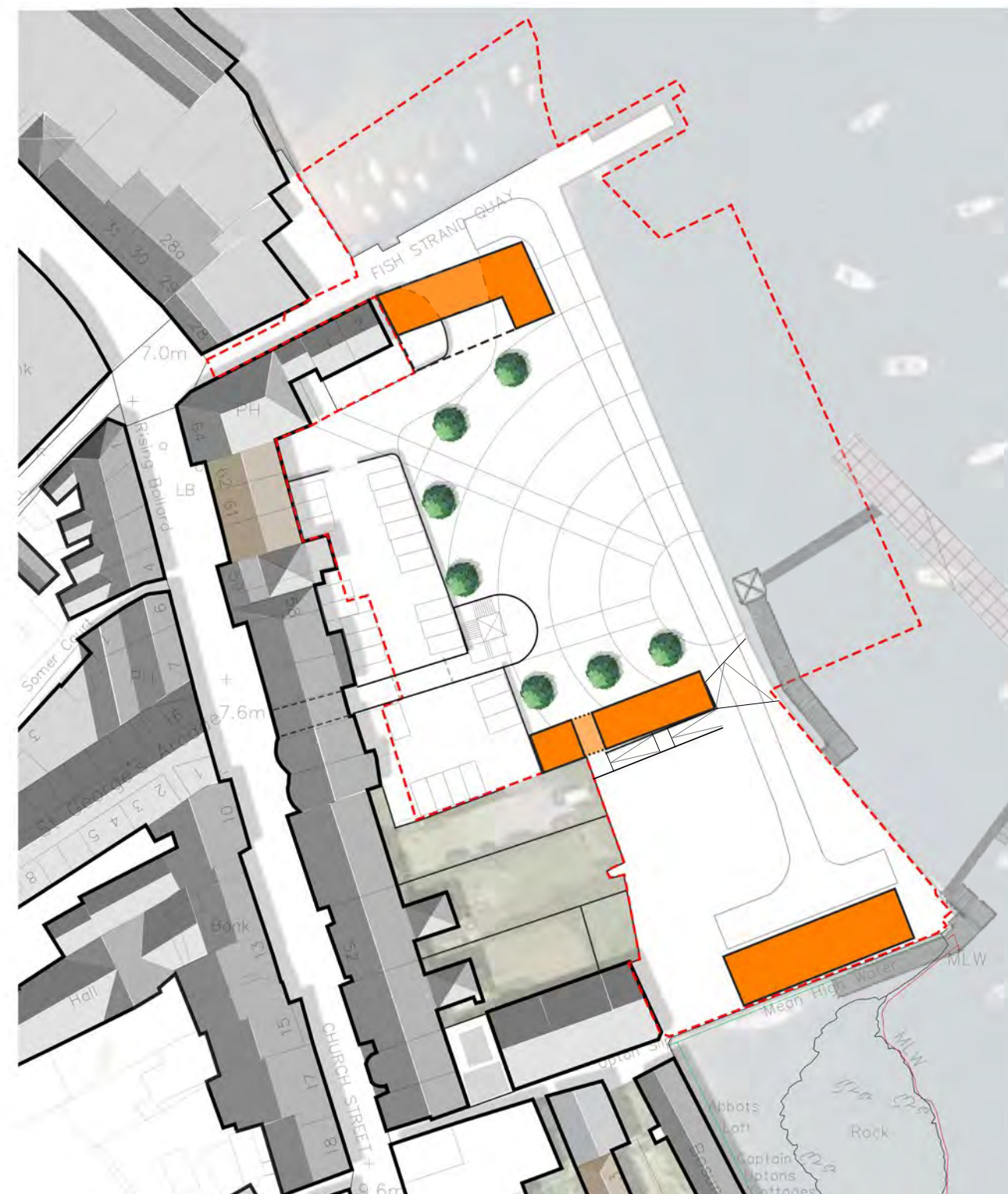
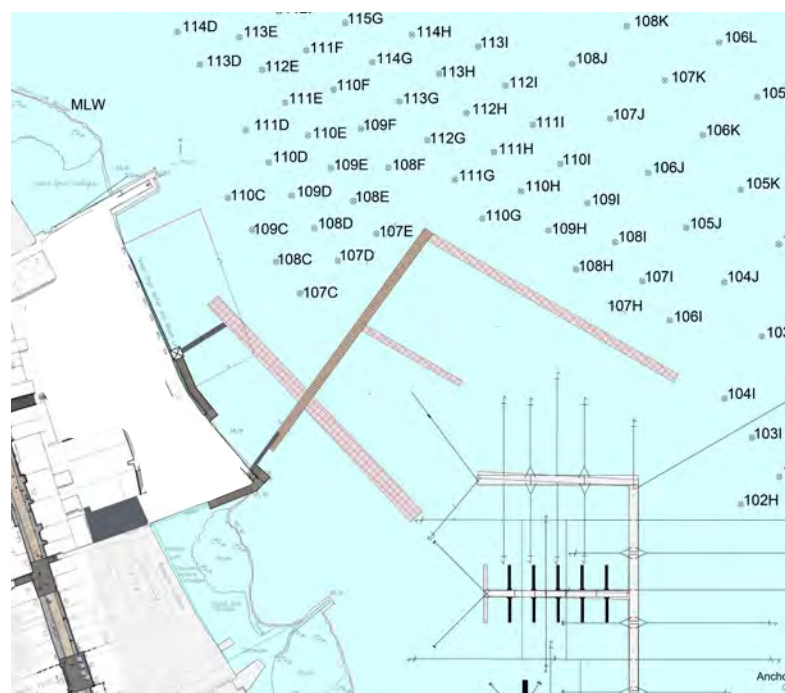


## 02.06

### PHASE 05

- Marina building offers berthing fees as well as increased footfall.
- 2nd storey there is an opportunity for offices space or food & beverage.
- Extended ground floor could be maritime workshop space (possibly falmouth marine school or small boat builder) with use of southern wall as to bring boats alongside and steps to access them

The site is adjacent to the old Penrose sailmakers. The site is has a unique opportunity to serve customers from both the land and sea.

FIG. 034 **Phase 05**

## Quantum

Marina building

GF 170m<sup>2</sup>

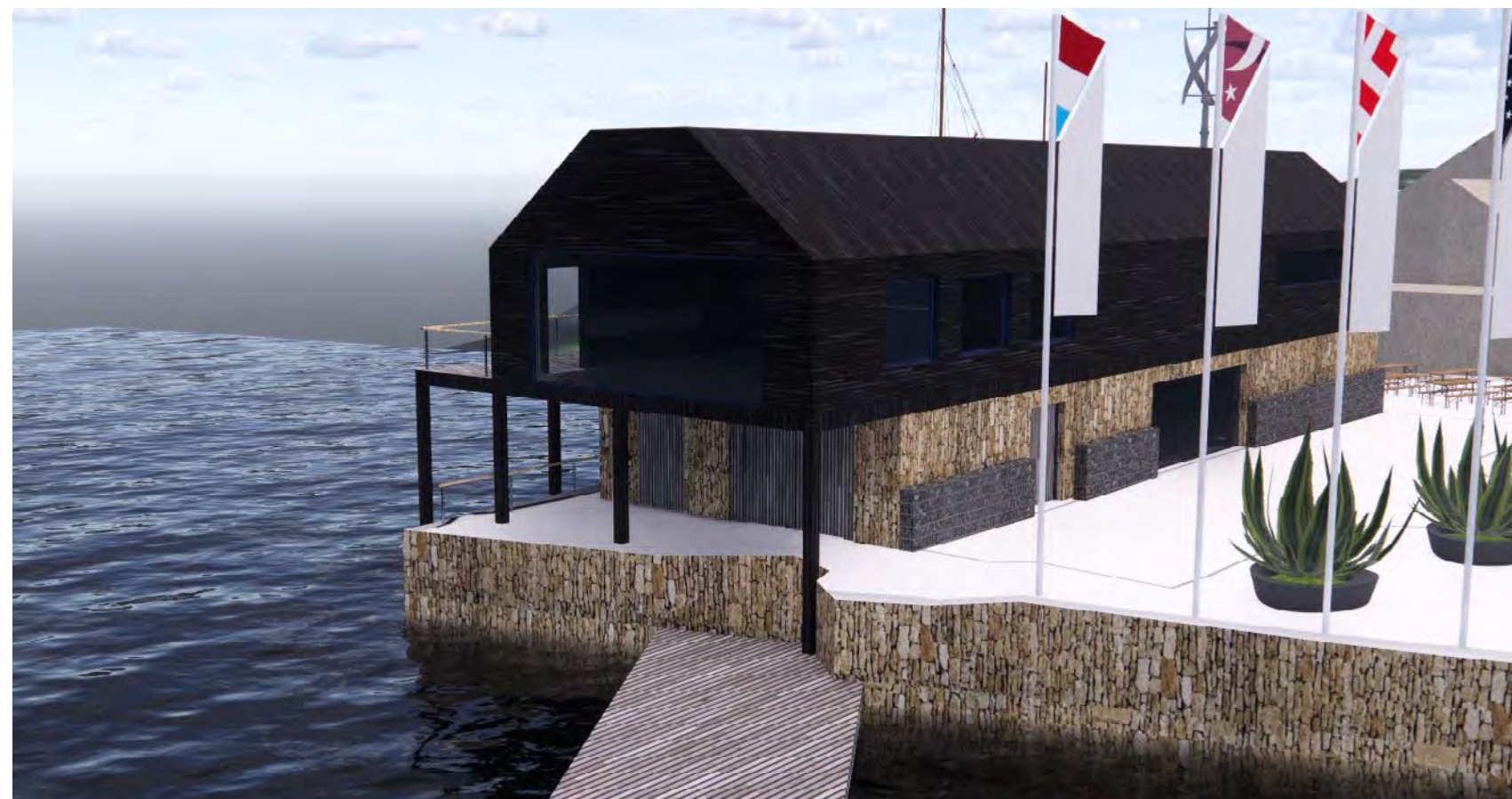
1F 170m<sup>2</sup>

Total

Total: 684m<sup>2</sup>



## VISUALS





## 02.07 PHASE 06

### Maximum development on the lower deck

#### Ground floor

- Flexible space suitable for: night time venue

The site faces East and would be a suitable morning yoga venue

#### First Floor

- Would be suitable to have some Food and beverage offer, working in tandem with the mariner building.
- The space should maximise its views and positioning. Combined with the 'Level' disabled access it would be a unique accessible access with sea views.
- Some of the space on the first floor would also be suited to flexible work space. In tandem with the F&B it could be a hot desking work place. F&B capacity needs to be considered for Falmouth as a whole.

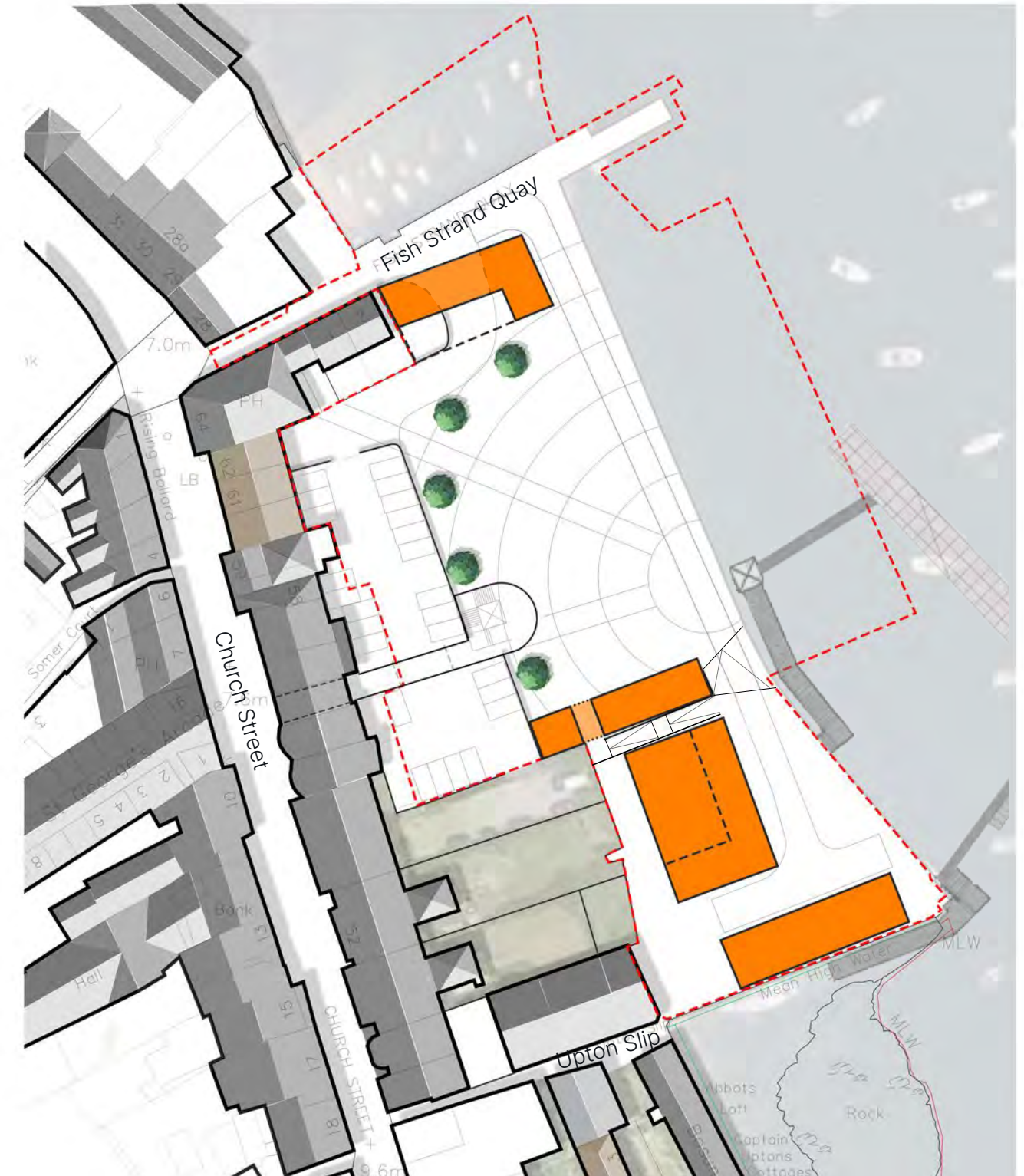


FIG. 035 Phase 06

### Quantum

<u>Marina building</u>	<u>Northern building on lower deck</u>	<u>Total</u>
GF 170m <sup>2</sup>	GF 340m <sup>2</sup>	Total: 1184m <sup>2</sup>
1F 170m <sup>2</sup>	1F 160m <sup>2</sup>	



## Temporary structure option A

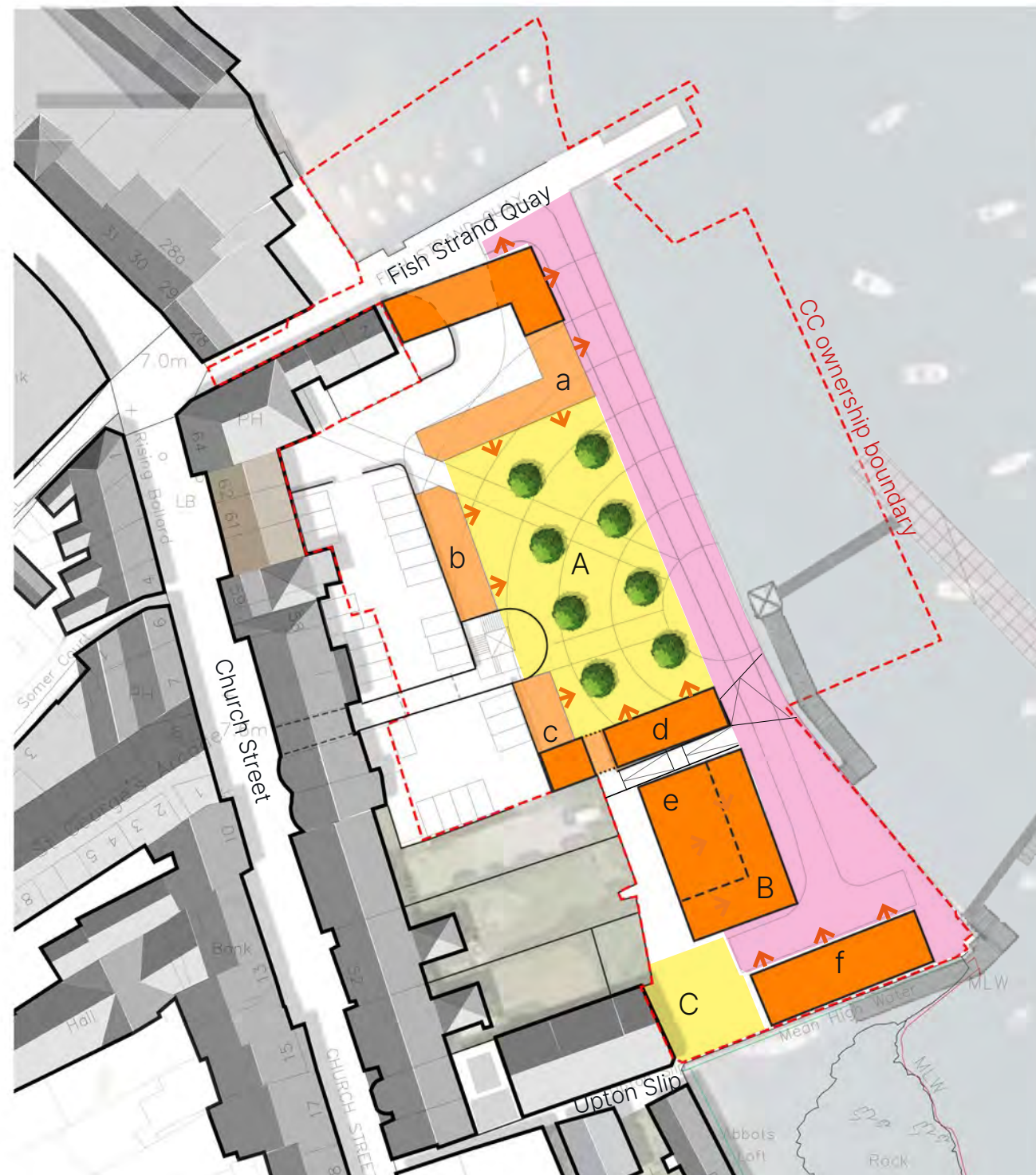


FIG. 036 Phase 06 Option A

### Quantum:

Promenade	1110m <sup>2</sup>
Flexible space	1105m <sup>2</sup>
Temporary structures	325m <sup>2</sup>
Permanent buildings	1184m <sup>2</sup>

## Temporary structure option B

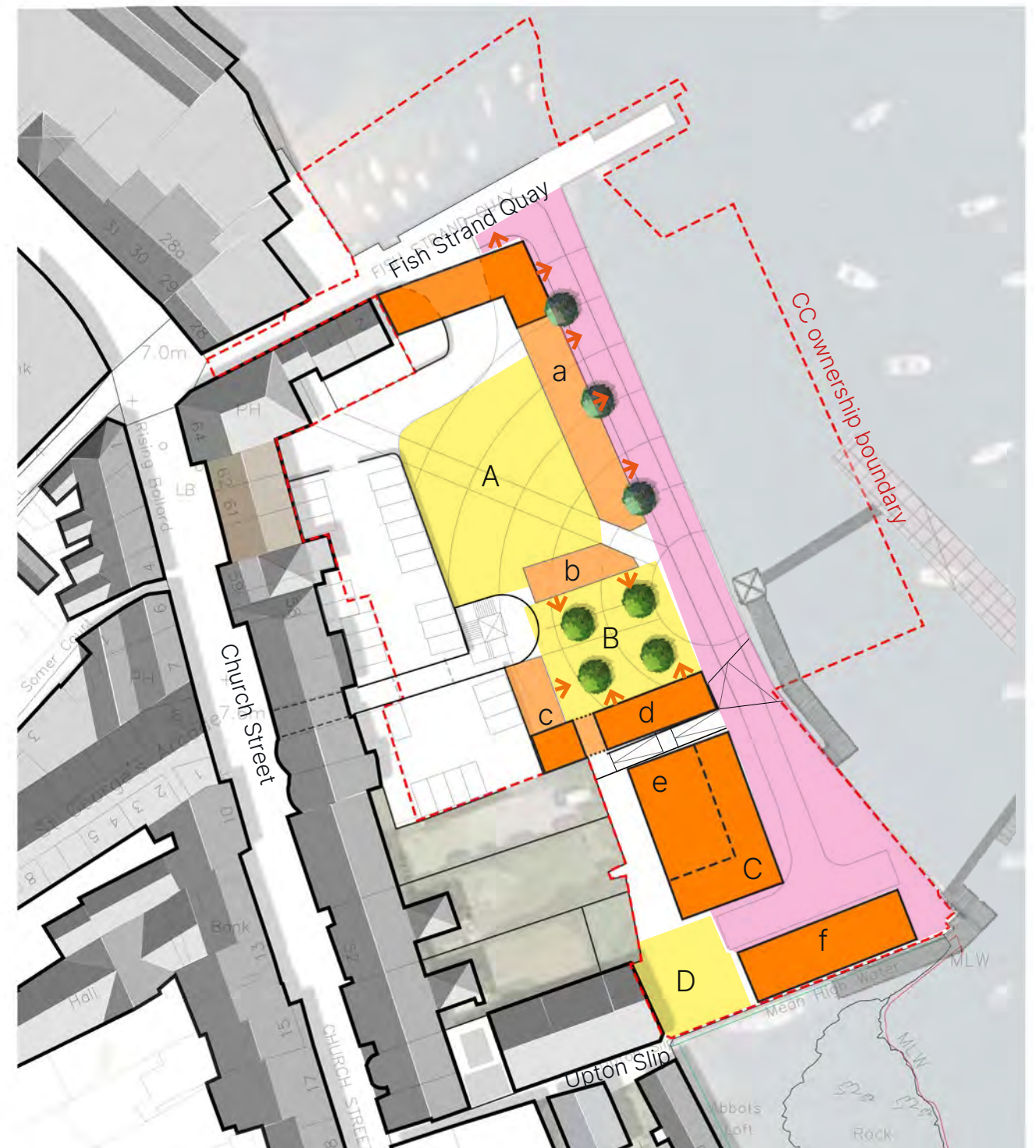


FIG. 037 Phase 06 Option B

### Quantum:

Promenade	1110m <sup>2</sup>
Flexible space	1110m <sup>2</sup>
Temporary structures	297m <sup>2</sup>
Permanent buildings	1184m <sup>2</sup>



## Events

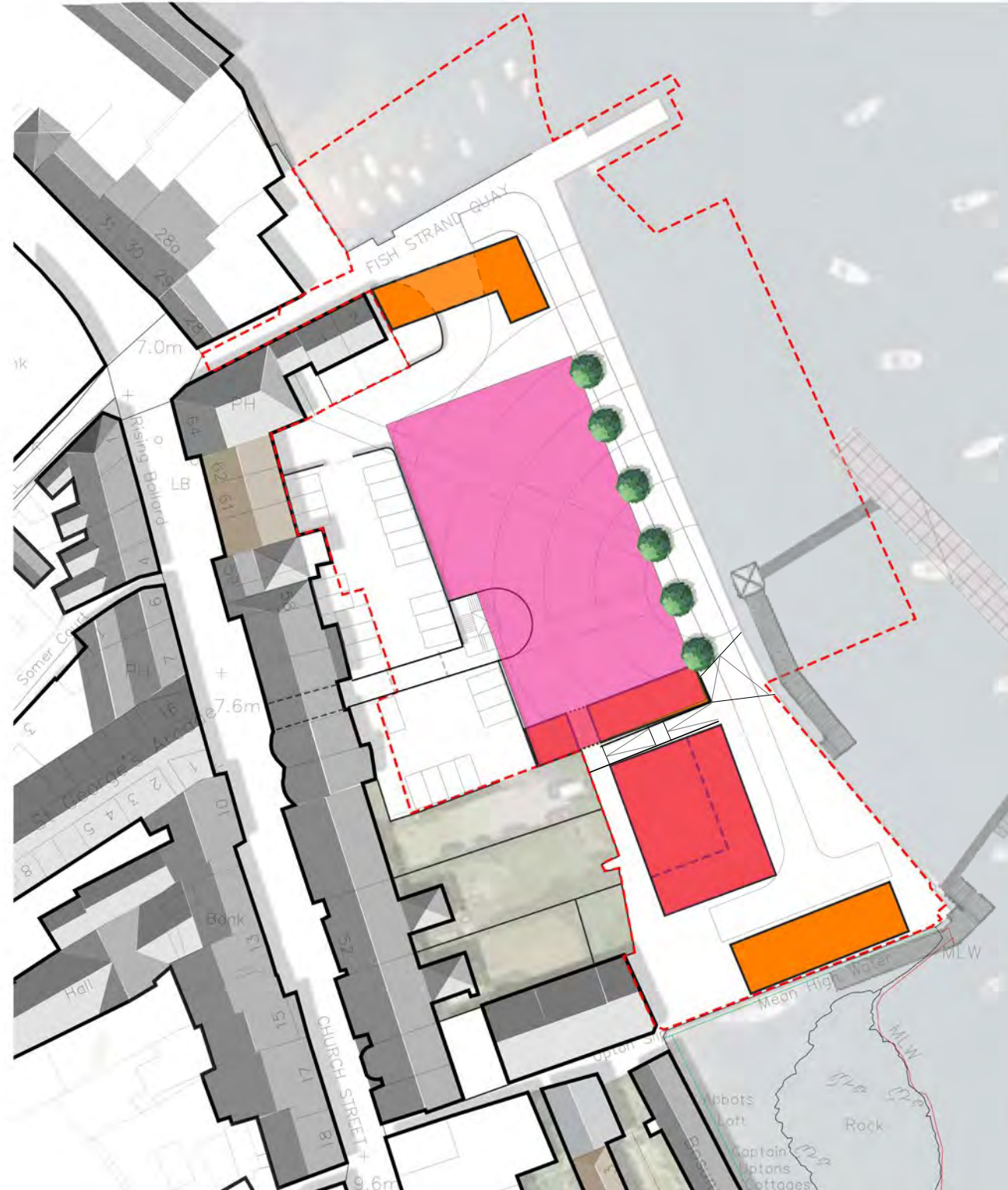


FIG. 038 **Phase 06 Events**

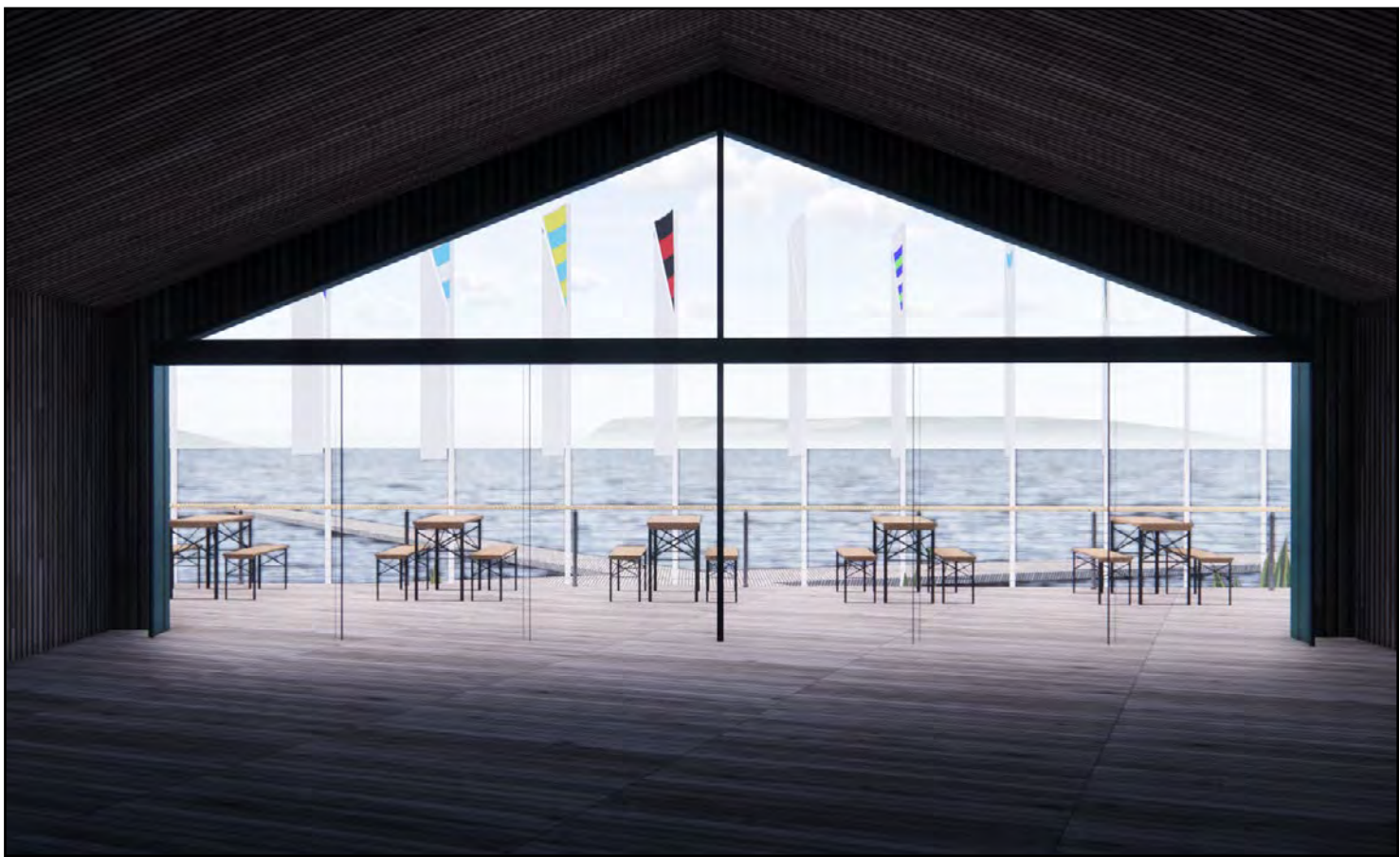
### Quantum

Flexible events space

1700m<sup>2</sup>



VISUALS





# 02.08

## PHASE 07 (OPTION 1)

Note : consider high quality granite materials throughout the public realm for this option.



### Square

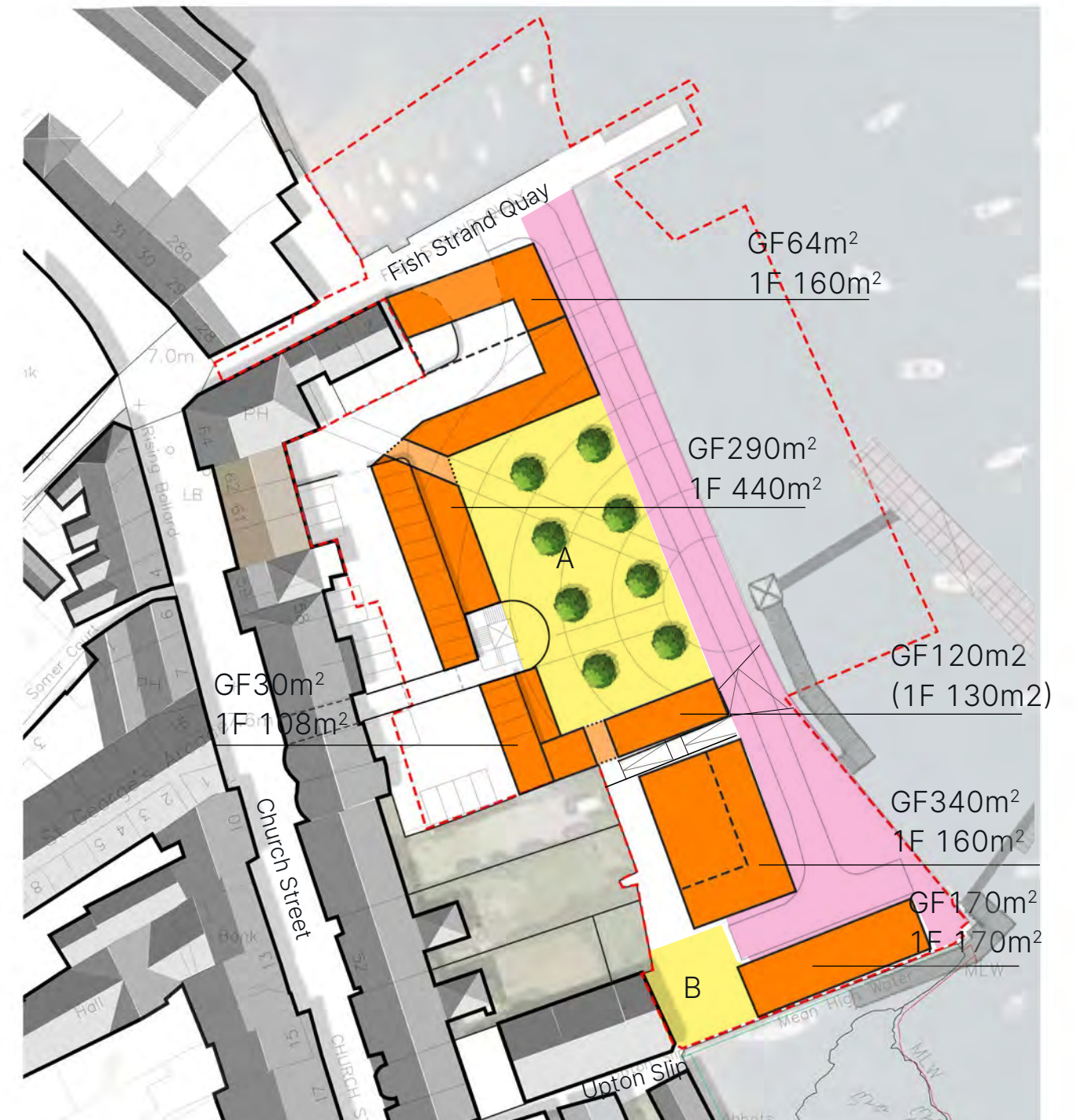


FIG. 039 Phase 07

### Quantum:

Promenade	1110xm <sup>2</sup>
Flexible space	1095m <sup>2</sup>
Temporary structures	0m <sup>2</sup>
Permanent buildings	2052m <sup>2</sup> (2182m <sup>2</sup> )



Temporary structure option A

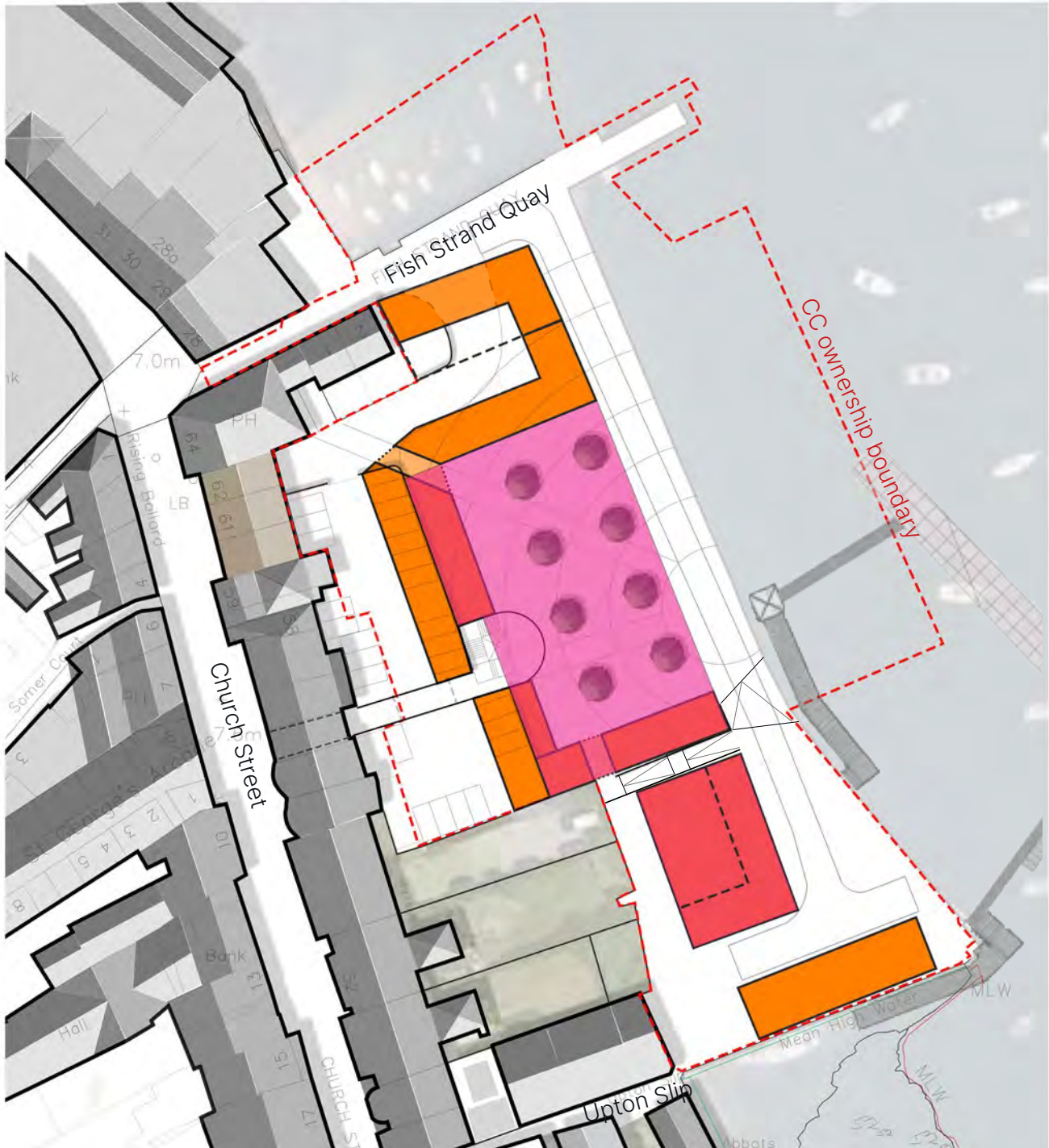


FIG. 040 Phase 07

Quantum:

Events GF	1564m <sup>2</sup>
Events FF	450m <sup>2</sup>
Total	2014m <sup>2</sup>

Temporary structure option B

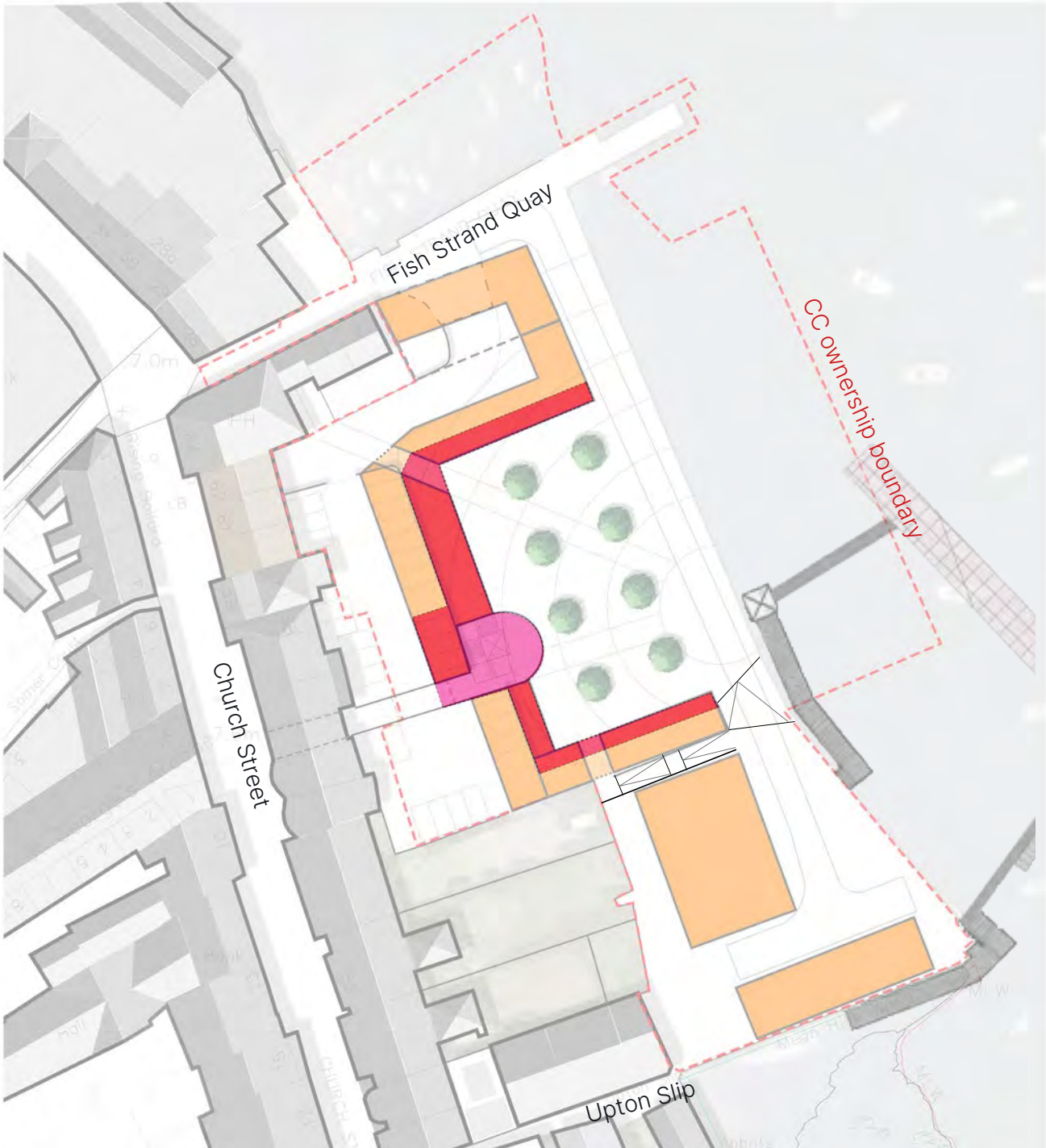


FIG. 041 Phase 07



# 02.09

## PHASE 07 (OPTION 2)

Flexible frontage. Creating a busy promenade. This frontage could be two storeys allowing for creative work space/studio space above.

Note : consider high quality granite materials throughout the public realm for this option.



### Square



FIG. 042 Phase 07 Option 2

### Quantum:

Promenade	1110m <sup>2</sup>
Flexible space	920m <sup>2</sup>
Temporary structures	160m <sup>2</sup>
Permanent buildings	1744m <sup>2</sup>



## Events

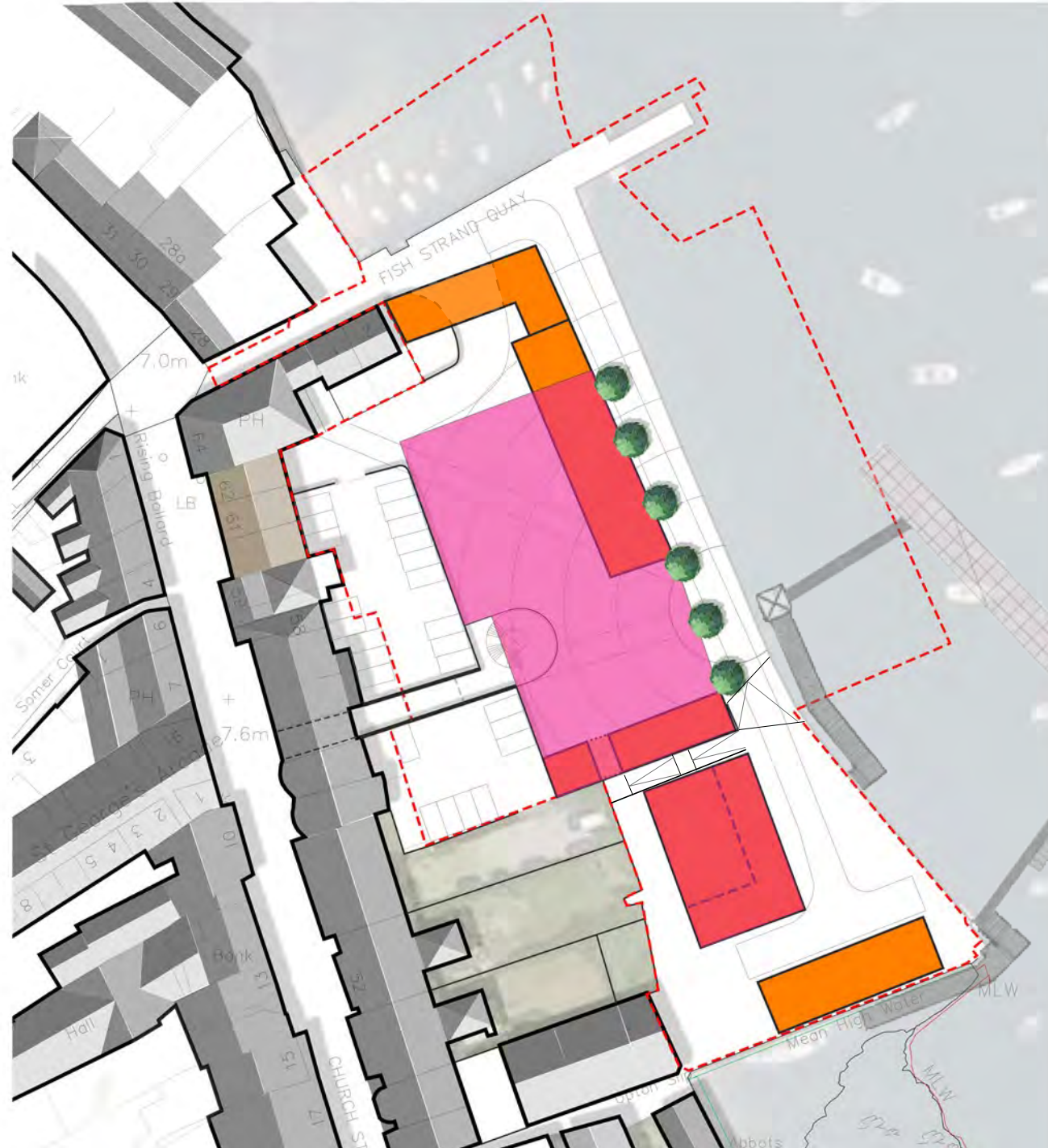


FIG. 043 **Phase 07 Option 2 Events**

### Quantum

Events space

TOTAL : 1700m<sup>2</sup>

Flexible frontage. Creating a busy promenade. This frontage could be two storeys allowing for creative work space/studio space above.

Note : Consider a promenade pontoon connecting the Church Street waterfront to the Prince of Wales pier and Custom House Quay to encouraged looped walks around the town centre and to connect the public to the waterfront.



VISUALS







**LAVIGNE LONSDALE**

For more information please contact one of  
the team at [info@lavignelonsdale.co.uk](mailto:info@lavignelonsdale.co.uk)

**LAVIGNELONSDALE.CO.UK**





## **Falmouth Town Council**

**19th June 2023**

### **Town Clerk's Report – Part 1**

#### **1. CODE OF CONDUCT: ASSESSMENT DECISION CCN120/22/23**

Cornwall Council have advised that Councillor Jewell had breached the Code as he had not correctly registered and declared his interests. He has now remedied that and updated his interests as required.

The complaint assessment found that the Councillor had not conferred any advantage on himself by using his position in an improper way.

#### **2. STANDING ORDERS**

To note the minor amendments to Standing Orders and delegations arising from recent considerations by the Finance and General Purposes Committee.

#### **3. TRESILIAN HOUSE (ABBNEYFIELD), FALMOUTH**

Councillors recently met with a representative of Abbeyfield locally and the Mayor has written to Cornwall Council requesting that it takes whatever steps are necessary and available to keep open Tresillian House in Falmouth and the three other supported living houses in Cornwall, not only in the interest of the current residents but also in light of the severe shortage and need of this type of accommodation for older people in Falmouth and Cornwall.

#### **4. COUNCILLOR TRAINING**

At the request of several councillors we will arrange with the Cornwall Association of Local Councils to have refresher training sessions for elected members on matters of committee practice, protocols etc as part of Council meetings.

Mark Williams FCG FSLCC  
Town Clerk  
June 2023