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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 17 NOVEMBER 2020 at 7.00pm via the Zoom Platform

- PRESENT** Cllrs, Gordon (Town Mayor), Penhale (Deputy Mayor), Bailey, Bullen, Conway, Gilbert, Harris, Hogan, Heaton, Nolan, Tremain and Young
In attendance: Christopher Drake (Town Clerk)
- 2011/34 Apologies for absence**
Apologies for absence were received from Cllrs Nancarrow and O'Brien
- 2011/35 Declarations of Interest**
There were no declaration of interest
- 2011/36 Public Representation Session**
There were no public representations
- 2011/37 To confirm and sign the Minutes of the last meeting, previously circulated**
It was **resolved** to confirm and sign the minutes, previously circulated:
(i) Minutes of the Extraordinary Meeting of the Council held on Tuesday 13 October 2020 at 7.00pm
(ii) Minutes of the Meeting of the Council held on Tuesday 20 October 2020 at 7.00pm
- 2011/38 To receive and adopt the minutes of committees and sub-committees, previously circulated**
It was **resolved** to receive and adopt the minutes of the following committees and sub committees:
(i) Planning and Economic Development held on Thursday 15 October 2020 at 7.00pm
(ii) Finance and General Purposes held on Wednesday 4 November 2020 at 7.00pm
(iii) Planning and Economic Development held on Thursday 5 November 2020 at 7.00pm
- 2011/39 Reports from Cornwall Councillors**
A written report was received from Cllrs Farrington, Paynter and Massey, the details of which are copied below;

Parking Charges

Cornwall Council will be introducing the parking order already approved for 2020/21 which was not commenced in April last year due to the pandemic. Inflationary changes were agreed, but these will not affect Launceston's £1 all day Saturday and £2 all day weekday parking rates.

Christmas Parking

As in previous years, each town and parish council is being asked to choose one free day of parking in Cornwall Council car parks. This is usually chosen to coincide with any local business promotions. In addition to the Christmas offer, free parking from 4pm is still in

place and drivers can use the JustPark app to batch-purchase tickets, making it significantly cheaper. Free parking for all key workers who meet the requirements of the national government scheme is still in place, and carers permits are still valid across Cornwall on application through CQC-registered providers.

East Cornwall Coronavirus Cases

Cornwall Council's public health team is asking residents in the east of Cornwall to stick to the rules and be especially mindful of how easily the virus can spread, as cases here are higher than in the rest of the Duchy. An interactive map is available at <https://coronavirus.data.gov.uk/details/interactive-map> showing cases for the past week. The pattern of spread in the east appears to have shifted from workplace outbreaks to transmission through groups of families and friends. Public health are reminding people to wash their hands regularly; use face masks; and to keep their distance from people not in their household.

Business Grants

A new set of business grants funded by government have been launched by Cornwall Council. They will be to support businesses forced to close due to the pandemic and the second lockdown. Details are available at www.cornwall.gov.uk/businesssupportgrant

Leisure Centre

The work on the swimming pool is progressing well and it will be ready to open as soon as regulations allow.

Chamber of Commerce

Cllr Massey attended this month's Chamber meeting, which was very productive and included some more new members. Items discussed included the potential funding opportunities ahead for the town centre, more specifically an update on the CIL funding, of which representatives of the chamber have been heavily involved in the recent bid process. Launceston late night shopping was also discussed. It was agreed that for the safety of retailers and businesses and that of residents, this would now be held over three dates: Friday December 4th, 11th and 18th. No formal entertainment will be added into town on these dates to ensure social distancing can still be adhered to and large groups will not be encouraged. Businesses are encouraged to remain open until 7pm and promote these extra local shopping hours wherever possible.

Forest for Launceston

As part of the Forest for Cornwall project, Cornwall Council is looking to make land available to the local community to create a Forest for Launceston on the outskirts of the town.

The Launceston Climate Change Working Group is holding a public meeting to discuss the project and other eco action taking place in the local area. Everyone is welcome to join online at 6pm on Wednesday 18th November if they are interested in getting involved.

The link to join on Microsoft Teams is https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTljNjgwNWUtYWYWRkYS00M2YzLTk5ZTkYwYwMWQ5ZjA5OWM2%40thread.v2/0?context=%7b%22Tid%22%3a%22efaa16aa-d1de-4d58-ba2e-2833fd9dd29f%22%2c%22Oid%22%3a%22b29c2a12-5ae9-41c2-9de5-9d9a7b079220%22%7d

2011/40

Reports and Questions from Town Councillors

Cllr Bailey gave an update from the Chamber of Commerce and said that local businesses were asked to provide their logo's if they wished to be on the Chamber's website, that work was ongoing on the shared streets project and CIL funding, that a Covid 19 grant bid

had been successful and used for businesses within the town. It was also noted that this year's Christmas Light switch on would be filmed and screened online.

Cllr Young advised that all schools had been contacted about being part of the Youth Council and that meetings would be held virtually.

Cllr Heaton gave an update on Plastic Free Launceston working in regards to the Rivers Trust. Cllr Heaton also updated in regards to the Patient Participation Group and advised that building works at the surgery were due to be completed by February 2021. Cllr Heaton also advised that the Councillor Advocacy Scheme now had over 250 members.

Cllr Conway requested that a press release concerning the new library be published as soon as was practicable

Cllr Harris spoke about committee vacancies and asked that the vacancy on the Finance and General Purposes committee be filled at the next committee meeting

2011/41 Report from the Town Mayor

A written report had been circulated to councillors and is attached as an appendix

2011/42 Request for Launceston Town Council to support Liskeard Town Forum

Members considered a request to support a proposal from Liskeard Town Forum that Cornwall Council offer free parking throughout November, December and January 2021. It was **resolved** not to support the proposals

2011/43 Neighbourhood Plan Update

Members considered an update on the Neighbourhood Plan and that the Town Council undertake all necessary works on the requirements of a plan in preparation for Full Council in May 2021 to consider the details and to undertake a Neighbourhood plan. It was **resolved** not to support the proposals

2011/44 Correspondence and matters to note

The correspondence from grant recipients, thanking the Town Council, was noted

2011/45 Urgent Items

The Mayor spoke of the issues of anti-social behaviour at the public toilet facilities in the town and it was agreed that UV lighting be installed at all sites, that CCTV be installed at the Westgate Street car park site and that all toilet facilities with the exception of the Westgate Street car park site be closed until works had been completed

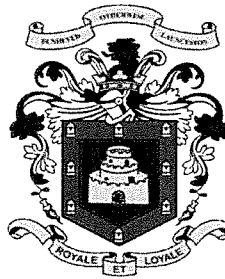
Date of the next meeting of the Council

The next Full Council meeting will be on Tuesday 15 December 2020 at 7pm

The meeting ended at 8.05pm

Signed Date

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 26 November 2020 at 7.00pm
via the Zoom platform

Present Cllrs, Gordon (Town Mayor), Penhale (Deputy Mayor), Gilbert, Harris, Heaton, Hogan, Nancarrow, Nolan, Young and Tremain (Chairman)
In attendance: Cllr Young
Christopher Drake (Town Clerk)
5 x Members of public

2011/46 **Apologies for absence**
There were no apologies for absence

2011/47 **Declarations of Interest**
Cllr Nolan declared an interest in planning application PA20/09874 – Land SE of Launceston Golf Club and left the meeting and took no part on the discussion or voting on this item

2011/48 **Public Representation**
Public representative 1 – Spoke in favour of planning application PA20/09874 – Land SE of Launceston Golf Club and stated that the application was being made to provide an income stream to the golf club and advised that replacement parking spaces would be allocated so no loss of parking would occur and that additional trees were being planted to replace those that were proposed for removal.

Public representative 2 - Spoke in favour of planning application PA20/09874 – Land SE of Launceston Golf Club and re-iterated the points of the previous speaker

Public representative 3 – Spoke against planning application PA20/09874 – Land SE of Launceston Golf Club and raised concerns that this may be the precursor to future development at the site and stated that development of the clubhouse would be a more suitable and sustained approach for the club to increase income, and also stated that the proposals were not in keeping

Public representative 4 - Spoke against planning application PA20/09874 – Land SE of Launceston Golf Club and stated that the Conservation Area appraisal states that the site is important, that the trees to be removed are not small as stated on the application and were important to the village, that the bat population and local bio-diversity would be affected by the proposals, there would be a loss of parking and no additional parking spaces were included on the application, that the application did not cover the proposals reflecting the character of the neighbourhood and that the proposals were contrary to local and national plans

Public representative 5 - Spoke in favour of planning application PA20/09874 – Land SE of Launceston Golf Club and stated that the application was not contrary to the Local Plan and that the application should be considered on its merits. The designs proposed utilised traditional

concepts and were made in an attempt to be inclusive of the Conservation Area appraisal. There would be no loss of parking as additional parking spaces would be allocated, the grass verges to the front of the site would be retained as would the existing visibility splays

2011/49

Minutes of the last meetings

The minutes of the meeting held on 5 November 2020 were signed as a correct record

2011/50

Current Planning Applications for comment

Application	PA20/09874
Proposal	Construction of three dwellings with carports
Location	Land SE Of Launceston Golf Club North Street St Stephens Launceston
Applicant	Launceston Golf Club
Decision	The Town Council objects to this application for the following reasons: • Highways concerns due to the visibility splay restrictions • The proposal is not in keeping with the surrounding area • The proposal should not be permitted within a recognised conservation area • The site currently requires access for delivery vehicles and this is not conducive to a proposed residential development • Development in the northern part of the town is not encouraged due to air quality management concerns • There is not a demand for executive style housing

Cllr Nolan left the meeting and took no part on the discussion or voting on the above application

Application	PA20/08816
Proposal	Proposed Conservatory
Location	Flat A 18 Tredydan Road Launceston Cornwall
Applicant	Mr Steve Deaton DEATON AND RAWCLIFFE INSTALLATIONS
Decision	The Town Council supports this application, but has been made aware that the site could be affected by a mains sewer and would request that this matter is investigated as part of the application process

Application	PA20/09949
Proposal	Raise crown 3m and trim rest of tree back by 2m (T9 Common Beech Tree) covered by a Tree Preservation Order
Location	Manaton Court, Flat 1 Dunheved Road Launceston PL15 9DR
Applicant	Mrs Julie Palmer
Decision	The Town Council objects to this proposal as the works listed are too severe and this level of cutting is not required

Application	PA20/09788
Proposal	Change of use from commercial office to residential dwelling.
Location 3	5 Westgate Street Launceston PL15 7AD
Applicant	Mr And Mrs John And Melaney Whybrow
Decision	Support

Application	PA20/09789
Proposal	Listed Building Consent for the Change of use from commercial office to residential dwelling.
Location	35 Westgate Street Launceston PL15 7AD

Applicant Mr And Mrs John And Melaney Whybrow
Decision Support

2011/51

Planning Decision to Note

Application PA20/07126
Location Land North West Of 1 Polson View Race Hill Launceston PL15 9BQ
Proposal Construction of a detached two-storey dwelling with parking space
Decision APPROVED
Town Council SUPPORT

Application PA20/07372
Location 2 Dowr Close Western Road Launceston PL15 7BJ
Proposal Window to the rear of the property being removed and wall below
Decision APPROVED
Town Council SUPPORT

Application PA20/08156
Location 3 Lower Boswyn Windmill Hill Launceston Cornwall PL15 9DS
Proposal Application for planning permission to change the use of garage and store floor area into a hobbies room.
Decision APPROVED
Town Council SUPPORT

Application PA20/08293 APPROVED
Location Penlea 13 Dunheved Road Launceston PL15 9JE
Proposal Change of use from an assisted living home to a residential dwelling.
Decision APPROVED
Town Council SUPPORT

Application PA20/08573 APPROVED
Location 4 Cherry Way Launceston PL15 9GR
Proposal Part two storey and part first floor side extension with the inclusion of a Juliet balcony on the south elevation
Decision APPROVED
Town Council SUPPORT

2011/52

Correspondence and items to note

- 1) Cllr Heaton asked about the decision status of planning application PA20/03878 - Kooyong, Landlake Road. The Clerk advised he would update the committee accordingly
- 2) Cllr Tremain stated that there were still ongoing issues in regards to planning development at Windmill Lane
- 3) Cllr Gilbert advised of highways congestion issues in regards to the development at Penworth Close

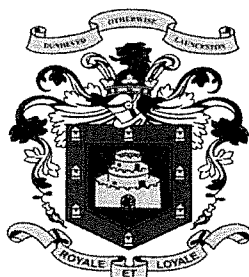
Next Meeting

The next meeting of the committee will be held on Thursday 17 December 2020 at 7pm.

The meeting closed at 8.09pm

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

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MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on 7 December 2020
at 10.00am via the Zoom platform.

PRESENT: Cllrs Gordon (Mayor), Penhale (Deputy Mayor), Bailey, Nolan and Gilbert (substitute for Cllr O'Brien)

In attendance: Christopher Drake – Town Clerk

The meeting opened at 10.00am but due to absences, was not quorate. The meeting was adjourned until 10.30 to seek a substitute councillor

2012/01 Apologies for Absence

Apologies were received from Cllrs Harris, Hogan and O'Brien who was substituted by Cllr Gilbert

2012/02 Declarations of Interest

There were no declarations of interest

2012/03 Public Representation Session

There were no representations made.

2012/04 Minutes of the last meeting

The minutes of the meeting held on 5 October 2020 were signed as a correct record subject to the amendment that Cllr Gordon had submitted his apologies for the meeting

2012/05 Property Report

Members considered Report 24/20 concerning the above (previously circulated)
It was **resolved** that;

- i) the update regarding works to the Westgate Street car park cameras and installation of UV lights at all Council toilet facilities be noted
- ii) the update on works to the Town Hall changing rooms be noted
- iii) the work undertaken for the re-opening of Council venues be noted
- iv) the remedial works undertaken at Lawrence House Museum be noted and it be agreed that Grounds Maintenance operatives undertake minor plastering works required within the Museum
- v) the interview date for the post of Estates and Properties Manager be noted

2012/06 Urgent items

There were no items for discussion

Date of the next meeting

The next meeting would be held on Monday 1 February 2021 at 10.00am

The meeting closed at 10.38am.

Signed.....

Date.....

Agenda item: 9

Committee: Full Council

Date: Tuesday, 15 December 2020

Subject: Budget 2021/22

Summary: To agree the budget for 2021/22

Recommendations

The Committee is recommended to agree the budget for 2021/22 based on the budget in Appendix 1. Variations to these budgets can be made at the Committees discretion.

1. Background

- 1.1 The Committee are asked to set the budget for 2021/22 the detailed budget is attached in Appendix 1 of this report. This budget has been produced to keep the precept at the same level as 2020/2021. The Council are asked to consider the budget and set the final budget for 2021/22 based on the budget provided

2. Balances and Reserves

- 2.1 The Town Council maintains two types of reserves

a) General Reserve

This represents the non-ring fenced (earmarked) balance of Council funds. The main purpose of the General Reserve is firstly to operate as a working balance to help manage the impact of uneven cash flows and secondly, to provide a contingency to cushion the impact of emerging or unforeseen events or genuine emergencies. In general, a robust level of reserve should be maintained and take account of operational and financial issues facing the Town Council. It is recommended that between 3 and 12 months worth of expenditure are held in the general reserve to ensure that any unexpected expenditure or emergencies can be covered.

b) Earmarked Reserves

This provides a means of accumulating funds, for use in a later financial year, to meet known or planned policy initiatives. Earmarked Reserves will increase through decisions of the Council and will decrease as they are spent on their specific intended purposes. A list of earmarked reserves is included as Appendix 3.

- 2.2 The assessment of the adequacy of the Council's balances and reserves is based on the guidance note on Local Authority Reserves and Balances, which whilst there is not a statutory requirement, is considered to set out current best practice with regard to balances and reserves. The guidance states that no case has yet been made to set a statutory minimum level of reserves and that each local authority should take advice from its Responsible Financial Officer and base its judgement on local circumstances. There is some suggestion that the equivalent of three months to 12 months expenditure is a sufficient level of reserves to hold. The Town Council adopted an approach of holding the equivalent of 3 months expenditure during the budget setting process for 2019/20 and adjusted its reserves to

reflect this and have monitored the ongoing level of reserves and ensured that the it has been maintained.

To maintain this policy going forward the balance of the General Reserve should ultimately in the region of **£229,652** (based on estimated Council expenditure of **£999,057** excluding transfers to earmarked reserves).

As at 30 September 2020 the General Reserve was **£323,931**, this is in the region of 4 months worth of budgeted expenditure and sits within the best practices level of reserves. The Council should be mindful that as the year progresses with the current uncertainty surrounding the Covid-19, the changing levels of restrictions in place and the impact this has on income generated by the Council this reserve may be decreased by the year end, however it is not expected to drop below the above-mentioned figure. It is however suggested that the Council review the level of the general reserves following the current year end and then consider whether a virement from an earmarked reserve is necessary.

3. **Budget (Appendix 1)**

The budget has been produced to maintain the precept at its current level.

The following adjustments have been made to the budget:

Budget Heading	Increase/(decrease)	Explanation
Salaries and Wages	(£38,153)	At the time of the last budget setting process it was unclear what the result of pay talks between NJC and the unions. Estimates were made which were higher than the final pay deal. The budget has been reduced to reflect.
New Furniture & Equipment, Maintenance Property and Grounds	(£37,308)	The replacement of equipment, maintenance to property and grounds has been kept to a minimum in this budget. The majority of this budget line will be financed by earmarked reserves already held.
Lettings Income, Equipment Hire and Refreshment Income	£22,800	The impact of Covid-19 has seen the usage of both the Town Hall and the Ambulance Hall reduce dramatically. A large number of regular hires have returned when the restrictions have allowed, however larger events with social distancing rules are not viable for the hirer at present, this has severely impacted the income

		generated from these resources. At present it is difficult to estimate how long social distancing rules will be in place therefore the lettings income and associated income streams have been scaled back.
Legal & Professional	(£5,630)	The allocation of funds for Legal and Professional fees have been scaled back across departments based on current spend levels.
Election Expenses	£3,739	In May 2021 the Council will have elections for all three wards which based on the last elections held in May & August 2019 will cost in the region of £3,500 per ward. The earmarked reserve for Elections was depleted by two by-elections which has resulted in there not being sufficient earmarked funds to pay for the forthcoming elections as previously planned.
Budget for transfer to Earmarked Reserves	£31,302	This is the increase requested by the Estates and Properties Committee to be Earmarked for future property maintenance and equipment renewal as part of the Councils ongoing properties maintenance and renewal schedule.
Coronation Park Maintenance	£13,350	It is unlikely that the contract to maintain Coronation Park will continue in the new financial year, therefore the associate income has been removed from the budget.
Car Park Fees	£12,000	The income from the car park has been scaled back due to past results and the uncertainty surrounding Covid-19. Since the car park reopened income has been down on expected levels and

		it is difficult to anticipate how long this may continue.
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4. Financial Considerations

- 4.1 The Council requires a budget of £999,057. This requirement will be funded by £213,164 generated from the Town Councils assets i.e. hall hires, car park income and TIC sales. The CTS Grant accounts for £22,690. The remaining £765,203 will be funded by the Councils precept.

The effect on the **Band D equivalent properties** is an increase of 63p with the amount per Band D property increasing to **£253.13**. (See Appendix 2).

Helen Gribble
RFO
9 December 2020

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Income and Expenditure Comparison						
3	2021-22						
4	All Departments						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020-21	6 Months			2021-22
8	Expenditure						
9							
10	7001	Salaries and Wages	517,468	226,150	291,317		479,315
11	7002	PRS Expenditure	600	436	164		300
12	7003	Pension Lump Sum	9,000	9,000	-		9,000
13	7004	Protective clothing	1,100	767	333		2,050
14	7008	Staff Training	5,550	1,585	3,965		5,050
15	7009	Staff Travel	1,000		1,000		550
16	7010	Councillor Training	500		500		500
17	7011	Rates	53,510	31,327	22,183		54,420
18	7012	Water	11,200	4,214	6,986		10,545
19	7013	Rent Payable	7,660	3,675	3,985		7,600
20	7014	Electricity	20,733	6,573	14,160		15,645
21	7015	Gas	4,750	5,743	- 993		5,250
22	7016	Cleaning	11,650	5,150	6,500		12,500
23	7017	Health and Safety	1,900	2,441	- 541		3,450
25	7020	Miscellaneous Expenses	4,280	626	3,654		3,980
26	7021	Phone/Fax	4,100	2,250	1,850		4,415
27	7022	Postage	900	73	827		435
28	7023	Stationery	4,270	290	3,980		3,064
29	7024	Subscriptions & licences	3,210	1,555	1,655		3,235
30	7025	Insurance	32,167	14,096	18,071		29,557
31	7026	Computer Costs	11,225	4,585	6,640		11,225
32	7027	Photocopier Costs	2,600	996	1,604		2,600
33	7030	Recruitment Advertising	540		540		540
34	7031	Advertising	600		600		600
35	7032	Publicity	6,050		6,050		6,050
37	7034	Newsletter	2,000	350	1,650		1,500
38	7035	New Furniture and Equipment	31,447	2,910	28,538		21,564
39	7036	Maintenance Property	46,066	12,741	33,325		21,087
40	7037	Maintenance Grounds	5,691	1,906	3,785		3,245
42	7039	Vandalism Repairs	1,900		1,900		1,900
43	7040	Equipment Hire/Lease	2,100	296	1,804		2,200
44	7041	Grants - Permitted	15,450	16,940	- 1,490		15,450
47	7044	Grant- LHM	37,000	37,000	-		37,000
48	7045	Grant - Cyprus Well	1,600	962	638		1,675
49	7046	Grant - Youth Council	3,000	701	3,701		3,000
50	7047	Grant - Priory	1,000		1,000		1,000
52	7051	Bank Charges	3,000	951	2,049		3,000
53	7052	Bank Card Expenses	750	350	400		750
54	7054	PWLB Loan Repayments	51,318	25,659	25,659		51,318
55	7056	Legal & Professional Fees	11,980	1,755	10,225		6,350
56	7057	Audit Fees	3,500		3,500		3,500
58	7070	Equipment Repairs & Maintenance	3,450	997	2,453		3,450
60	7101	Vehicle Costs Petrol	2,700	1,302	1,398		2,700
62	7103	War Memorial Upkeep	508		508		518

	A	B	C	D	E	F	G
63	7104	Vehicle Costs - Repairs and Service	1,800	597	1,203		1,100
64	7105	Vehicle Lease Hire	309		309		-
65	7107	Grass Cutting Contract/Weedspraying Costs	694		694		550
67	7172	Refreshment Expenses	5,500		5,500		4,500
68	7200	Mayor's Allowance	2,500	560	1,940		2,500
69	7201	Town Crier and Macebearers	150		150		150
71	7203	Election Expenses	2,000		2,000		10,500
72	7204	Launceston Enhancement	11,000		11,000		11,000
73	7205	Noticeboards & Town Signage	2,000		2,000		2,000
79	7211	CCTV	3,000		3,000		3,000
80	7212	TIC Ticket Sales	10,000		10,000		5,000
81	7213	TIC Card Sales	1,000	202	798		1,000
82	7220	Councillors Expenses	3,000		3,000		3,000
83	7221	Website	1,100	227	873		725
84	7300	TIC Purchases	3,000	972	2,028		3,000
85	7301	Market expenditure	3,000	1,873	1,127		3,000
86	7302	TIC Events	2,000		2,000		2,000
87	7303	TIC Photo Machine Expenditure	1,500		1,500		1,000
88	7500	Art & Culture Provision	11,500	127	11,373		11,500
112	7991	Tfr to Earmarked Reserves	77,591		77,591		108,893
113	7992	Tfr from Earmarked Reserves	- 30,103		- 30,103		- 28,444
118							
119			1,053,564	429,507	624,057		999,057
120	Income						
121	4000	Rent Income	2,010	1,383	627		2,010
122	4002	Car Park Fees	120,000	22,628	97,372		108,000
123	4003	Commission	1,000	5	995		500
124	4004	Lettings Income	49,200	1,984	47,217		30,900
125	4006	Green Room Rental Income	400	200	200		400
126	4007	Electricity/ Water Recharged	15		15		2,315
127	4008	Equipment Hire Income	6,000	50	5,950		3,000
129	4010	PRS Income	600		600		300
130	4013	TIC Sales	3,600	516	3,084		3,300
131	4014	Excess Parking Charges	1,000	525	475		1,000
132	4015	TIC Market Income	3,000	633	2,367		3,000
133	4017	TIC Photo Machine Income	2,500		2,500		2,500
134	4020	Interment Fees	2,650	550	2,100		2,650
135	4021	Memorial Fees	300	450	- 150		300
136	4022	Exclusive Right of Burial	1,375	150	1,225		1,375
137	4030	Sundry Income	100	50	50		150
138	4051	CC Grass Cutting High Ways	7,940		7,940		7,940
139	4052	CC Grass Cutting Town	13,203		13,203		13,203
140	4053	CC Footpaths Maintenance	182	186	- 4		187
142	4055	CC Rural Grass Cutting	4,609	3,935	674		4,609
143	4056	Coronation Park Maintenance	13,350		13,350		-
145	4164	TIC Misc Commission Income		300			-
146	4165	TIC Agency Income	10,000	- 29	10,029		5,000
147	4172	Refreshments	3,150		3,150		1,650
148	4173	TIC Accommodation Bookings	50		50		25
149	4174	TIC Membership	250	83	168		250
151	4176	Precept	765,203	765,203	-		765,203
152	4177	Grants Received	-	10,000	- 10,000		-
155	4180	TIC Misc Income	100		100		100
158	4183	Cornwall Council Precept Grant	26,277	26,277	- 0		22,690
159	4190	Interest Received	3,000	2,147	853		4,000
166	4350	Library Income	1,500	69	1,432		1,500

	A	B	C	D	E	F	G
168	4500	Arts and Cultural Provision	11,000		11,000		11,000
169			1,053,564	837,294	216,570		999,057

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 101 Town Hall (inc Clock)						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020-21	6 Months			2021-22
8	Expenditure						
9							
10	7001	Salaries and Wages	73,798	30,650	43,148		64,708
11	7002	PRS Expenditure	600	436	164		300
13	7004	Protective clothing	200	-	200		500
14	7008	Staff Training	250	-	250		250
17	7011	Rates	18,000	10,780	7,220		18,360
18	7012	Water	1,500	524	976		1,250
19	7013	Rent Payable			-		
20	7014	Electricity	7,000	2,352	4,648		5,500
21	7015	Gas	4,000	2,025	1,975		4,500
22	7016	Cleaning	4,000	1,411	2,589		4,000
23	7017	Health and Safety	250	450	- 200		750
25	7020	Miscellaneous Expenses	250	5	245		250
26	7021	Phone/Fax		30	- 30		65
28	7023	Stationery	50		50		50
29	7024	Subscriptions & licences	295	148	148		295
30	7025	Insurance	8,500	3,565	4,935		7,405
33	7030	Recruitment Advertising	290	-	290		290
34	7031	Advertising	150		150		150
35	7032	Publicity	2,000	-	2,000		2,000
38	7035	New Furniture and Equipment	15,872	179	15,693		2,813
39	7036	Maintenance Property	32,364	7,390	24,974		6,685
43	7040	Equipment Hire/Lease	300	-	300		300
55	7056	Legal & Professional Fees	2,500	-	2,500		1,500
58	7070	Equipment Repairs & Maintenance	1,000	349	651		1,000
67	7172	Refreshment Expenses	2,000	-	2,000		1,000
88	7500	Art & Culture Provision	3,000	42			3,000
112	7991	Tfr to Earmarked Reserves	17,895		17,895		45,637
113	7992	Tfr from Earmarked Reserves	- 18,868		- 18,868		- 9,498
118							
119			177,196	60,336	113,902		163,060
120	Income						
124	4004	Lettings Income	35,000	699	34,302		20,000
125	4006	Green Room Rental Income	400	200	200		400
127	4008	Equipment Hire Income	6,000	10	5,990		3,000
129	4010	PRS Income	600	-	600		300
147	4172	Refreshments	3,000	-	3,000		1,500
168	4500	Art & Cultural Provision	3,000	-	3,000		3,000
169			48,000	909	44,092		28,200

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 102 Car Park						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020-21	6 Months			2021-22
8	Expenditure						
9							
10	7001	Salaries and Wages	11,438	4,663	6,775		9,745
13	7004	Protective clothing	200		200		200
17	7011	Rates	21,500	12,800	8,700		21,930
18	7012	Water	600		600		600
20	7014	Electricity	2,500	870	1,630		2,000
22	7016	Cleaning	3,900	2,251	1,649		4,500
23	7017	H&S	100	388	- 288		150
28	7023	Stationery	500		500		500
30	7025	Insurance	3,000	1,696	1,304		2,614
38	7035	New Furniture and Equipment	3,281		3,281		-
39	7036	Maintenance Property	1,591	896	695		1,623
42	7039	Vandalism Repairs	500		500		500
55	7056	Legal & Professional Fees	250		250		250
58	7070	Equipment Repairs & Maintenance	450	169	281		450
112	7991	Tfr to Earmarked Reserves	7772		7,772		9,317
113	7992	Tfr from Earmarked Reserves	-4872		- 4,872		-
118							
119			52,710	23,733	28,977		54,379
120	Income						
122	4002	Car Park Fees	120,000	22,628	97,372		108,000
131	4014	Excess Parking Charges	1,000	525	475		1,000
160	4199	Banking Differences		0	- 0		
169			121,000	23,154	97,846		109,000

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 103 Toilets						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020-21	6 Months			2021-22
8	Expenses						
9		Expenditure					
10	7001	Salaries and Wages	15,887	6,691	9,196		13,116
17	7011	Rates	4,000	1,994	2,006		4,080
18	7012	Water	5,000	2,752	2,248		5,500
20	7014	Electricity	1,100	315	785		1,000
22	7016	Cleaning	1,500	365	1,135		1,000
23	7017	Health and Safety	100	267	- 167		300
30	7025	Insurance	350	60	290		305
38	7035	New Furniture and Equipment	673		673		
39	7036	Maintenance Property	1,992	1,294	698		2,032
42	7039	Vandalism Repairs	1,000		1,000		1,000
63	7104	Vehicle Costs - Repairs and Service	500		500		-
112	7991	Tfr to Earmarked Reserves	8,046		8,046		8,042
113	7992	Tfr from Earmarked Reserves	- 2,665		- 2,665		- 2,032
118					-		
119			37,483	13,739	23,744		34,343
120	Income	Income			-		
169			-	-	-		-

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 104 Southgate Arch						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020 - 21	6 months			2021-22
8	Expenses						
9							
10	7001	Salaries and Wages	603	161	441		479
18	7012	Water		100	- 100		300
20	7014	Electricity		908	- 908		2,000
23	7017	Health and Safety	100		100		100
30	7025	Insurance	2,500	1,486	1,014		2,178
39	7036	Maintenance Property	208		208		212
55	7056	Legal & Professional Fees	500		500		500
112	7991	Tfr to Earmarked Reserves	1,638		1,638		1,642
113	7992	Tfr from Earmarked Reserves	- 208		- 208	-	212
118							
119			5,341	2,656	2,685		7,199
120	Income				-		
126	4007	Electricity/ Water Recharged		-	-		2,300
169			-	-	-		2,300

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 105 Town Square						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020 - 21	6 Months			2021-22
8	Expenses						
9							
10	7001	Salaries and Wages	650	203	447		559
18	7012	Water	75	41	34		75
20	7014	Electricity	170	66	104		100
25	7020	Miscellaneous Expenses inc bunting	1,100		1,100		1,100
38	7035	New Furniture and Equipment	500		500		-
118							
119			2,495	310	2,185		1,834
120	Income				-		
124	4004	Lettings Income	1,200	240	960		900
126	4007	Electricity/ Water Recharged	15		15		15
169			1,215	240	975		915

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 106 Cemetery						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020 - 21	6 Months			2021-22
8	Expenses						
9							
10	7001	Salaries and Wages	37,057	18,089	18,968		36,255
13	7004	Protective clothing	100		100		100
14	7008	Staff Training	300		300		300
17	7011	Rates	1,500	1,063	437		1,800
18	7012	Water	300	40	260		120
20	7014	Electricity	100	81	19		150
23	7017	Health and Safety	250		250		150
29	7024	Subscriptions & licences	455		455		455
30	7025	Insurance	400		400		348
31	7026	Computer Costs	225	225	-		225
38	7035	New Furniture and Equipment	5,000		5,000		-
39	7036	Maintenance Property	104	1,448	- 1,344		327
43	7040	Equipment Hire/Lease	1,000	105	895		1,000
60	7101	Vehicle Costs- Petrol	200		200		200
112	7991	Tfr to Earmarked Reserves	20,450		20,450		20,452
113	7992	Tfr from Earmarked Reserves	- 104		- 104		- 327
118							
119			67,337	21,051	46,287		61,555
120	Income				-		
134	4020	Interment Fees	2,650	550	2,100		2,650
135	4021	Memorial Fees	300	450	- 150		300
136	4022	Exclusive Right of Burial	1,375	150	1,225		1,375
169			4,325	1,150	3,175		4,325
170							

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 107 Lawrence House Museum						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020- 21	6 Months			2021-22
8	Expenses						
9							
10	7001	Salaries and Wages	17,448	6,058	11,390		7,190
17	7011	Rates	660		660		250
25	7020	Miscellaneous Expenses	800		800		500
28	7023	Stationery	250		250		-
30	7025	Insurance	1,250	400	850		1,300
39	7036	Maintenance Property	5,000	460	4,540		5,100
40	7037	Maintenance Grounds	500		500		510
47	7044	Grant- LHM	37,000	37,000	-		37,000
55	7056	Legal & Professional Fees	1,000		1,000		1,000
112	7991	Tfr to Earmarked Reserves	5,000		5,000		5,100
118					-		
119			68,908	43,917	24,991		57,950
120	Income						
137	4030	Sundry Income	-	2	- 2		-
169			-		- 2		-
170							

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 109 Band Room						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020- 21	6 Months			2021-22
8	Expenses						
9							
10	7001	Salaries and Wages	497	-	497		479
118							
119			497	-	497		479
120	Income						
121	4000	Rent Income	10	10	-		10
169			10	10	-		10

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 110 Tourist Information Centre						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020- 21	6 Months			2021-22
8	Expenses						
9							
10	7001	Salaries and Wages	85,790	36,553	49,237		71,897
13	7004	Protective Clothing		85	- 85		50
14	7008	Staff Training	1,000		1,000		500
15	7009	Staff Travel	250		250		100
17	7011	Rates	3,300	1,977	1,323		3,350
18	7012	Water	950	205	745		500
19	7013	Rent and service charge	7,500	3,575	3,925		7,500
20	7014	Electricity	3,138	599	2,539		1,700
22	7016	Cleaning	200	200	0		350
23	7017	Health and Safety	100	372	- 272		100
25	7020	Miscellaneous Expenses	100		100		100
26	7021	Phone/ Fax	1,100	402	698		1,000
27	7022	Postage	200		200		60
28	7023	Stationery	1,320	135	1,185		1,200
29	7024	Subscriptions & licences	200	150	50		150
30	7025	Insurance	800	390	410		697
31	7026	Computer Costs	750	80	670		750
34	7031	Advertising	200		200		200
35	7032	Publicity	3,000		3,000		3,000
38	7035	New Furniture and Equipment	500	798	- 298		510
39	7036	Maintenance Property	350	167	183		357
53	7052	Bank Card Expenses	750	350	400		750
55	7056	Legal & Professional Fees	200		200		200
73	7205	Noticeboards & Town Signage	1,000		1,000		1,000
80	7212	TIC Ticket Sales	10,000		10,000		5,000
81	7213	TIC Card Sales	1,000	202	798		1,000
82	7220	Councillors Expenses			-		
83	7221	Website	500	67	433		125
84	7300	TIC Purchases	3,000	972	2,028		3,000
85	7301	TIC Market Expenditure	3,000	1,873	1,127		3,000
86	7302	TIC Events	2,000		2,000		2,000
87	7303	TIC Photo Machine Expenditure	1,500				1,000
118					-		
119			133,698	49,153	83,045		111,146
120	Income						
123	4003	Commission	1,000	5	995		500
130	4013	TIC Sales	3,600	508	3,092		3,300
132	4015	TIC Market Income	3,000	633	2,367		3,000
133	4017	Photo Printing Machine Income	2,500				2,500
145	4164	TIC Misc Commission Income		300			
146	4165	TIC Agency Income	10,000	- 29	10,029		5,000
148	4173	TIC Accommodation Bookings	50		50		25
149	4174	TIC Membership	250	83	168		250
155	4180	TIC Misc Income	100		100		100
169			20,500	1,500	16,800		14,675

Launceston Town Council						
Detailed Budget						
2021-22						
Department - 111 Ambulance Hall						
		Budget	Actual YTD	Variance		Budget
		2020- 21	6 Months			2021-22
Expenses						
7001	Salaries and Wages	8,205	3,637	4,568		8,433
7004	Protective Clothing	100		100		100
7011	Rates	4,000	2,396	1,604		4,100
7012	Water	1,500	97	1,403		1,250
7014	Electricity	3,600	905	2,695		1,800
7015	Gas	750	3,717	- 2,967		750
7016	Cleaning	1,000		1,000		600
7017	Health and Safety	250		250		250
7021	Phone/ Fax	500	465	35		600
7025	Insurance	700	144	556		610
7032	Publicity	500		500		500
7035	New Furniture and Equipment	1,000	179	821		1,020
7036	Maintenance Property	2,000	1,386	614		2,000
		24,105	12,927	11,178		22,013
Income						
4004	Lettings Income	13,000	1,045	11,955		10,000
4172	Refreshments	150	40	110		150
		13,150	1,085	12,065		10,150

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 120 Allotments						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020- 21	6 Months			2021-22
8	Expenses						
9							
10	7001	Salaries and Wages	8,559	3,848	4,711		8,284
18	7012	Water	775	456	319		950
19	7013	Rent Payable	100	100	-		100
25	7020	Miscellaneous Expenses	30	26	4		30
29	7024	Subscriptions & licences	60	55	5		60
40	7037	Maintenance Grounds	510	328	182		520
43	7040	Equipment Hire/Lease	100	191	- 91		200
118					-		
119			10,134	5,005	5,129		10,144
120	Income				-		
121	4000	Rent Income	2,000	1,373	627		2,000
169			2,000	1,373	627		2,000

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 125 Welfare Unit for Grounds Staff						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020- 21	6 Months			2021-22
8	Expenses						
9							
10	7001	Salaries and Wages	1,138		1,138		1,198
18	7012	Water	500		500		-
19	7013	Rent Payable	60		60		-
20	7014	Electricity	1,250	278	972		500
22	7016	Cleaning	50		50		50
30	7025	Insurance	200		200		174
39	7036	Maintenance Property	500	125	376		510
40	7037	Maintenance Grounds	200		200		204
43	7040	Equipment Hire/Lease	100		100		100
118							
119			3,998	403	3,595		2,736
120	Income						
169			-		-		-

Launceston Town Council						
Detailed Budget						
2021-22						
Department - 130 Library						
		Budget	Actual YTD	Variance		Budget
		2020- 21	6 Months			2021-22
Expenses						
7001	Salaries and Wages	77,591	35,171	42,420		81,484
7004	Protective Clothing	100	94	6		100
7008	Staff Training	500		500		500
7016	Cleaning	1,000	923	77		2,000
7017	Health and Safety		551	- 551		600
7020	Miscellaneous Expenses	250		250		250
7022	Postage		8	- 8		25
7023	Stationery	1,000		1,000		500
7026	Computer Costs	250		250		250
7035	New Furniture and Equipment	250	865	- 615		-
7036	Maintenance Property	250	361	- 111		500
7056	Legal & Professional Fees	200		200		200
7500	Arts & Culture Provision	500				500
		81,891	37,973	43,418		86,909
Income						
4013	TIC Sales		8	- 8		
4030	Sundry Income		45	- 45		50
4350	Library Income	1,500	69	1,432		1,500
		1,500	121	1,379		1,550

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 140 Capital						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020-21	6 Months			2021-22
8	Expenses						
9							
54	7054	PWLB Loan Repayments	51,318	25,659	25,659		51,318
118							
119			51,318	25,659	25,659		51,318
120	Income						
169			-		-		-

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 142 Roundhouse						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020-21	6 Months			2021-22
8	Expenses						
9							
10	7001	Salaries and Wages	301		301		336
30	7025	Insurance	120	67	53		105
38	7035	New Furniture and Equipment	719		719		-
39	7036	Maintenance Property	104		104		106
63	7104	Vehicle Costs - Repairs and Service	500		500		-
112	7991	Tfr to Earmarked Reserves	1,357		1,357		1,216
113	7992	Tfr from Earmarked Reserves	- 823		- 823		- 106
118							
119			2,278		2,212		1,657
120	Income						
169			-		-		-

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 143 Priory & Rest Garden						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020-21	6 Months			2021-22
8	Expenses						
9							
10	7001	Salaries and Wages	2,432		2,432		2,016
30	7025	Insurance	300	149	151		261
38	7035	New Furniture and Equipment	883		883		221
40	7037	Maintenance Grounds	331		331		338
112	7991	Tfr to Earmarked Reserves	649		649		616
113	7992	Tfr from Earmarked Reserves	- 1,214		- 1,214		- 559
118							
119			3,381	149	3,233		2,893
120	Income				-		
169			-		-		-

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 144 War Memorial						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020-21	6 Months			2021-22
8	Expenses						
9							
10	7001	Salaries and Wages	1,163	244	919		1,198
30	7025	Insurance	500	319	181		436
62	7103	War Memorial Upkeep	508		508		518
112	7991	Tfr to Earmarked Reserves	784		784		800
113	7992	Tfr from Earmarked Reserves	- 508		- 508		- 518
118							
119			2,447	563	1,884		2,434
120	Income				-		
169			-		-		-

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 145 Public Lights/Street Furniture						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020-21	6 Months			2021-22
8	Expenses						
9							
10	7001	Salaries and Wages	481		481		479
20	7014	Electricity	375	199	176		395
30	7025	Insurance	15	7	8		13
39	7036	Maintenance Property	200		200		204
118							
119			1,071	206	866		1,091
120	Income						
169			-		-		-

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 146 Play Areas						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020-21	6 Months			2021-22
8	Expenses						
9							
10	7001	Salaries and Wages	3,562	621	2,941		2,972
23	7017	Health and Safety	200		200		200
30	7025	Insurance	52	29	23		45
39	7036	Maintenance Property	987	198	789		1,007
40	7037	Maintenance Grounds	200		200		204
42	7039	Vandalism Repairs	400		400		400
43	7040	Equipment Hire/Lease	100		100		100
55	7056	Legal & Professional Fees	265	443	- 178		450
58	7070	Equipment Repairs & Maintenance		44	- 44		-
60	7101	Vehicle Costs- Petrol	100		100		100
63	7104	Vehicle Costs - Repairs and Service	100		100		100
112	7991	Tfr to Earmarked Reserves	5,794		5,794		5,814
113	7992	Tfr from Earmarked Reserves	- 988		- 988		- 1,007
118							
119			10,772	1,336	9,436		10,385
120	Income						
152	4177	Grants Received		10,000	10,000		-
169			-	10,000	10,000		-

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 148 Footpaths & Grasscutting						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020-21	6 Months			2021-22
8	Expenses						
9							
10	7001	Salaries and Wages	47,468	23,086	24,382		42,780
13	7004	Protective clothing	400	588	- 188		1,000
14	7008	Staff Training	1,500		1,500		1,500
23	7017	Health and Safety	200	407	- 207		500
30	7025	Insurance	950	706	244		1,500
38	7035	New Furniture and Equipment	1,300		1,300		16,000
40	7037	Maintenance Grounds	3,000	187	2,813		500
43	7040	Equipment Hire/Lease	500		500		500
58	7070	Equipment Repairs & Maintenance	2,000	435	1,565		2,000
60	7101	Vehicle Costs- Petrol	2,400	1,302	1,098		2,400
63	7104	Vehicle Costs - Repairs and Service	700	597	103		1,000
64	7105	Vehicle Lease Hire	309		309		-
65	7107	Grass Cutting Contract Costs & Weed killing	550		550		550
112	7991	Tfr to Earmarked Reserves	5,000		5,000		5,000
113	7992	Tfr from Earmarked Reserves			-	-	5,000
118							
119			66,277	27,307	38,970		70,230
120	Income				-		
138	4051	CC Grass Cutting Highways	7,940		7,940		7,940
139	4052	CC Grass Cutting Town	13,203		13,203		13,203
140	4053	CC Footpaths Maintenance	182	186	- 4		187
142	4055	CC Rural Grass Cutting	4,609	3,935	674		4,609
169			25,934	4,121	21,813		25,939

Launceston Town Council						
Detailed Budget						
2021-22						
Department - 149 Coronation Park Maintenance						
		Budget	Actual YTD	Variance		Budget
		2020-21	6 Months			2021-22
Expenses						
7001	Salaries and Wages	10,920	2,256			-
7056	Legal & Professional Fees	4,315	380			
7107	Grass Cutting Contract Costs & Weed killing	144				
		15,379	2,636	-		-
Income				-		
4056	Coronation Park Maintenance	13,350				-
		13,350	-	-		-

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 201 Launceston Lights & Flowers						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020-21	6 Months			2021-22
8	Expenses						
9							
10	7001	Salaries and Wages	2,104	-	2,104		2,157
20	7014	Electricity	1,500		1,500		500
38	7035	New Furniture and Equipment	1,000	550	450		1,000
72	7204	Launceston Enhancement - lights	11,000		11,000		11,000
88	7500	Arts & Culture Provision	8,000	85	7,915		8,000
118							
119			23,604	635	22,969		22,657
120	Income						
168	4500	Arts & Culture Provision	8,000				8,000
169			8,000	-	-		8,000

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 210 Administration						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020-21	6 Months			2021-22
8	Expenses						
9							
10	7001	Salaries and Wages	64,056	32,797	31,259		67,951
12	7003	Pension Lump Sum	9,000	9,000	-		9,000
14	7008	Staff Training	1,500	1,225	275		1,500
15	7009	Staff Travel	500		500		200
23	7017	Health and Safety		6	- 6		
25	7020	Miscellaneous Expenses	500	159	341		500
26	7021	Phone/ Fax	2,500	1,353	1,147		2,750
27	7022	Postage	700	65	635		350
28	7023	Stationery	900	155	745		564
29	7024	Subscriptions & licences	300	72	228		175
30	7025	Insurance	12,500	5,011	7,489		10,890
31	7026	Computer Costs	10,000	4,280	5,720		10,000
32	7027	Photocopier Costs	2,600	996	1,604		2,600
33	7030	Recruitment Advertising	250		250		250
35	7032	Publicity	200		200		200
38	7035	New Furniture and Equipment	200	338	- 138		
52	7051	Bank Charges	3,000	951	2,049		3,000
55	7056	Legal & Professional Fees	2,000	1,312	688		1,500
56	7057	Audit Fees	3,500		3,500		3,500
118					-		
119			114,206	57,721	56,485		114,930
120	Income				-		
137	4030	Sundry Income	100	3	97		100
151	4176	Precept	765,203	765,203	-		765,203
158	4183	Cornwall Council Precept Grant	26,277	26,277	- 0		22,690
159	4190	Interest Received	3,000	2,147	853		4,000
169			794,580	793,630	950		791,993

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 211 Grants (including Section 137)						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020-21	6 Months			2021-22
8	Expenses						
9							
44	7041	Grants - Permitted	15,450	16,940	16,940		15,450
48	7045	Grant - Cyprus Well	1,600	962	638		1,675
49	7046	Grant - Youth Council	3,000	- 701	3,701		3,000
50	7047	Grant - Priory	1,000		1,000		1,000
79	7211	CCTV	3,000		3,000		3,000
118					-		
119			24,050	260	25,280		24,125
120	Income				-		
169			-		-		-

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 213 Civic & Democratic						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020-21	6 Months			2021-22
8	Expenses						
9							
10	7001	Salaries and Wages	43,575	20,153	23,422		52,725
14	7008	Staff Training	500	360	140		500
15	7009	Staff Travel	250		250		250
16	7010	Councillor Training	500		500		500
25	7020	Miscellaneous Expenses	1,250	436	814		1,250
28	7023	Stationery	250		250		250
29	7024	Subscriptions & licences	1,900	1,131	769		2,100
30	7025	Insurance		53	- 53		650
34	7031	Advertising	250		250		250
35	7032	Publicity	350		350		350
37	7034	Newsletter	2,000	350	1,650		1,500
55	7056	Legal & Professional Fees	750		750		750
67	7172	Refreshment Expenses	3,500		3,500		3,500
68	7200	Mayor's Allowance	2,500	560	1,940		2,500
69	7201	Town Crier and Macebearers	150		150		150
71	7203	Election Expenses	2,000		2,000		10,500
73	7205	Noticeboards & Town Signage	1,000		1,000		1,000
82	7220	Councillors Expenses	3,000		3,000		3,000
83	7221	Website	600	160	440		600
112	7991	Tfr to Earmarked Reserves			-		2,000
113	7992	Tfr from Earmarked Reserves			-	-	8,761
118							
119			64,325	23,203	41,123		75,563
120	Income						
169			-	-	-		-

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 217 Kings Field						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020-21	6 Months			2021-22
8	Expenses						
9							
10	7001	Salaries and Wages	1,086	469	617		1,198
23	7017	Health and Safety	100		100		100
30	7025	Insurance	30	13	17		26
39	7036	Maintenance Property	416		416		424
40	7037	Maintenance Grounds	750	28	722		765
112	7991	Tfr to Earmarked Reserves	2,229		2,229		2,274
113	7992	Tfr from Earmarked Reserves	416		416	-	424
118							
119			5,027	510	4,517		4,363
120	Income						
169			-		-		-

	A	B	C	D	E	F	G
1	Launceston Town Council						
2	Detailed Budget						
3	2021-22						
4	Department - 219 Coach Park						
5							
6			Budget	Actual YTD	Variance		Budget
7			2020-21	6 Months			2021-22
8	Expenses						
9							
10	7001	Salaries and Wages	1,658	798	860		1,678
17	7011	Rates	550	316	234		550
23	7017	Health and Safety	250		250		250
38	7035	New Furniture and Equipment	269		269		-
40	7037	Maintenance Grounds	200		200		204
112	7991	Tfr to Earmarked Reserves	977		977		983
113	7992	Tfr from Earmarked Reserves	- 269		- 269		-
119			3,635	1,114	2,521		3,665
120	Income						
169			-		-		-

Appendix 2

Precept Information

Band D Equivalent Homes 2020/21	3030
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Band D Equivalent Homes 2021/22	3023
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Precept

2019/20	£ 765,203
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2020/21	£ 765,203
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Council Tax

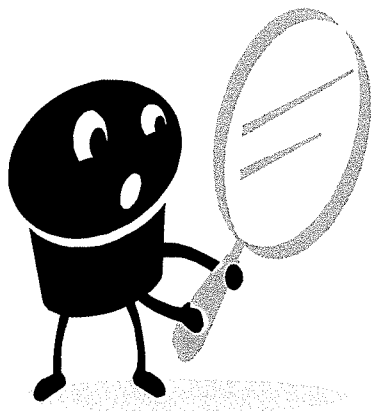
Per Band D Household 2020/21	£ 252.50
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Per Band D Household 2021/22	£ 253.13
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Appendix 3

Earmarked Reserves

<u>Reserve</u>	<u>Balance at</u> <u>31/03/2020</u> <u>£</u>
Capital Fund	146,593
Town Hall Building Works	66,422
Periodic Maintenance	165,984
Lawrence House	38,648
Elections	8,761
Vandalism	4,470
TIC	15,103
Stourscombe S106	19,576
Cemetery	40,000



HUDSON ACCOUNTING LTD.
INTERIM INTERNAL AUDIT REPORT:
TO THE MEMBERS OF LAUNCESTON TOWN COUNCIL
YEAR ENDED 31ST MARCH 2021

ISSUE DATE: 01/12/2020
ISSUED TO: TOWN CLERK & RFO

INTRODUCTION:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Scope:

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return.

Any areas not covered at this interim stage will be included later in the year or during the final audit activity.

Approach:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2020.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed. Due to the Coronavirus pandemic most testing was carried out remotely using both electronic and hard copy documentation.

GENERAL COMMENTS:

We would like to thank the staff for their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

We have provided a table of audit recommendations that allow for the Council's response which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it is completed and returned to us.

AUDIT COMMENTARY:

Items in **bold text** within the body of the report represent our findings in respect of the application of controls, text in *italics* represent suggested actions that fall short of being a formal recommendation or do not necessarily pertain to the application of internal controls.

Previous Recommendations

The position in respect of previous recommendations is set out in the attached Internal Audit Response Record.

Accounting Records

The accounts are maintained on SAGE accounting software; transactions were up to date and appeared free from material errors.

Financial Regulations

Financial Regulations were last reviewed in March 2020.

Payments

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for and payment controls were applied.

Authority to spend:

Committee meetings have obviously been curtailed by the pandemic with more decisions being made under delegated powers, purchase orders remain in wide use.

Procurement:

Expenditure requiring the application of the council's procurement rules has been limited, only once instance within the sample tested. In this case an existing contractor was used to supply new equipment of a specialist nature with no other quotations sought.

Payment:

A substantial sample of payments made was tested and there were no issues to report.

Payment schedules, for the year to date, were all reported to the Finance Committee in November; there were however, council meetings to which these could have been presented.

VAT:

VAT had been accurately recorded and claims are up to date.

Risk

Risk Assessment:

The Council is yet to review its risk management arrangements during this financial year.

Insurance:

Statutory insurances are in place; however, the Fidelity Guarantee remains inadequate.

Investment Strategy:

An Investment Strategy is in place covering the 2020/21 financial year.

Budgets

Setting:

We reviewed the 2020/21 budget setting process as part of our final audit work in 2019/20 and will review the 2021/22 process later in the year.

Monitoring:

A comprehensive monitoring report was taken to the November Finance meeting with the Committee members receiving electronic updates in the meantime.

As mentioned above there was the opportunity to report to meetings of Full Council.

Income

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

Precept:

The precept payment received is in accord with that set by the Council.

Covid Impact:

The Councils income streams have been considerably affected by the pandemic; we will test those areas later in the year.

Burials:

All burial income to date was tested with no issues to raise.

Car Parks:

Car park income has rallied somewhat since July, our testing revealed that controls continue to be consistently applied and that there are no issues to report.

Payroll

2020/21 pay award:

The national pay award was accurately implemented apart from one very minor error, there was however a more substantial error in the calculation of an employee's back-pay; both are to be rectified.

Re-gradings:

Library staff have now been moved from their TUPE conditions of service to nationally agreed pay scales; letters have been issued but not contracts.

Contracts should be issued as this represents a fundamental change in terms and conditions.

Tax, NI & Pensions:

PAYE and pension deductions have been properly applied.

Bank Reconciliations

Bank reconciliations have been regularly performed and September's was found to be accurate with no issues to report. Member review has obviously not been possible during restrictions.

Electors Rights

The Annual Governance Statement and Accounting Statements were properly approved by Full Council and its obligations were met in respect of advertising the rights of the public to inspect the accounts and in publishing the requisite documentation.

AUDIT RESPONSE RECORD – LAUNCESTON TOWN COUNCIL

No	Recommendation	Management Response	Timescale/ Responsibility	Follow Up (for auditor use)
FINAL REPORT 2019/20				
1	The Fidelity Guarantee should be increased.			Not increased as yet

Agenda item: 11

Committee: Full Council

Date: Tuesday 15 December 2020

Subject: Progress and Information

Summary: To consider various items of progress and information

Recommendations.

The Council is recommended to:

- 1) Note the update regarding County Lines and agree that a letter be sent to Scott Mann, MP requesting his support of the Motion**
- 2) Ratify the decision of the Finance and General Purposes committee that Cllr Hogan fill the committee vacancy**
- 3) Note the details regarding the Estates and Properties Manager vacancy**
- 4) Note the details regarding Launceston Highways and Civil Engineering schemes**

1 County Lines

- 1.1** A number of Council's throughout the country are becoming more aware of the issues of County Lines and further to the work of Devon and Cornwall Police in Launceston, this is a subject of which Members will be aware. As such, Town Councils are looking to see if they can support the development of an Early Day Motion in Parliament on this subject.
- 1.2** The Motion proposed is;
That this House is alarmed at the expansion of county lines networks, recently exacerbated by covid-19; calls for clarification of laws to ensure that all young people who are groomed, coerced and controlled into committing crime are recognised as victims of trafficking and exploitation; advocates the adoption of a new public health approach to drug prevention that works with schools, pupil referral units and providers for those outside of mainstream education; notes the need for new local safeguarding partnerships enabling multi-agency work to identify and respond to child criminal exploitation; further notes that a system is required for seamlessly sharing data across borders and agencies and disrupting grooming and criminality that has migrated from the streets to encrypted apps; and calls upon the Government to introduce a stand-alone national strategy on child criminal exploitation that includes these recommendations as a matter of urgency.
- 1.3** For the motion to be successful it requires 100 MPs to sign and the Council is recommended to agree to work with the Police and to lobby our local MP to seek his support for the motion.

2 Finance and General Purposes Membership

- 2.1** Following the resignation of Mr Brian Keighley, a vacancy arose on the Finance and General Purposes committee. At the most recent meeting of this committee it was agreed that Cllr Hogan fill the vacancy and the Council is recommended to formally ratify this decision.

3 Estates and Properties Manager vacancy

- 3.1 Interviews for the post of Estates and Properties Manager are scheduled to take place on Friday 11 December. The interview panel will consist of the Mayor, the Chairman of the Estates and Properties committee and the Town Clerk. There have been two internal applications and both applicants will be interviewed for the position. The Clerk will provide a verbal update of the outcome of interview at the meeting

4 Launceston Highways and Civil Engineering schemes

- 4.1 Attached as an appendix to this report is the information sheet regarding forthcoming works in Launceston, as advised by Cormac

Contact officer: Christopher Drake – Town Clerk
Date: 9 December 2020

Launceston

Highway and environment improvement projects 2020/21

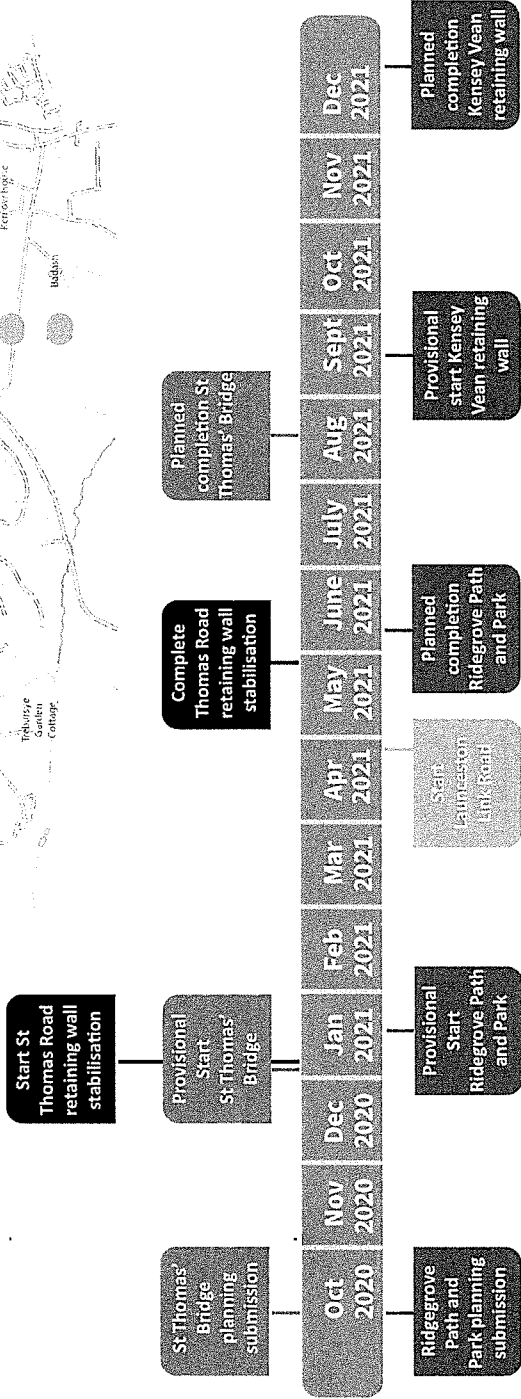
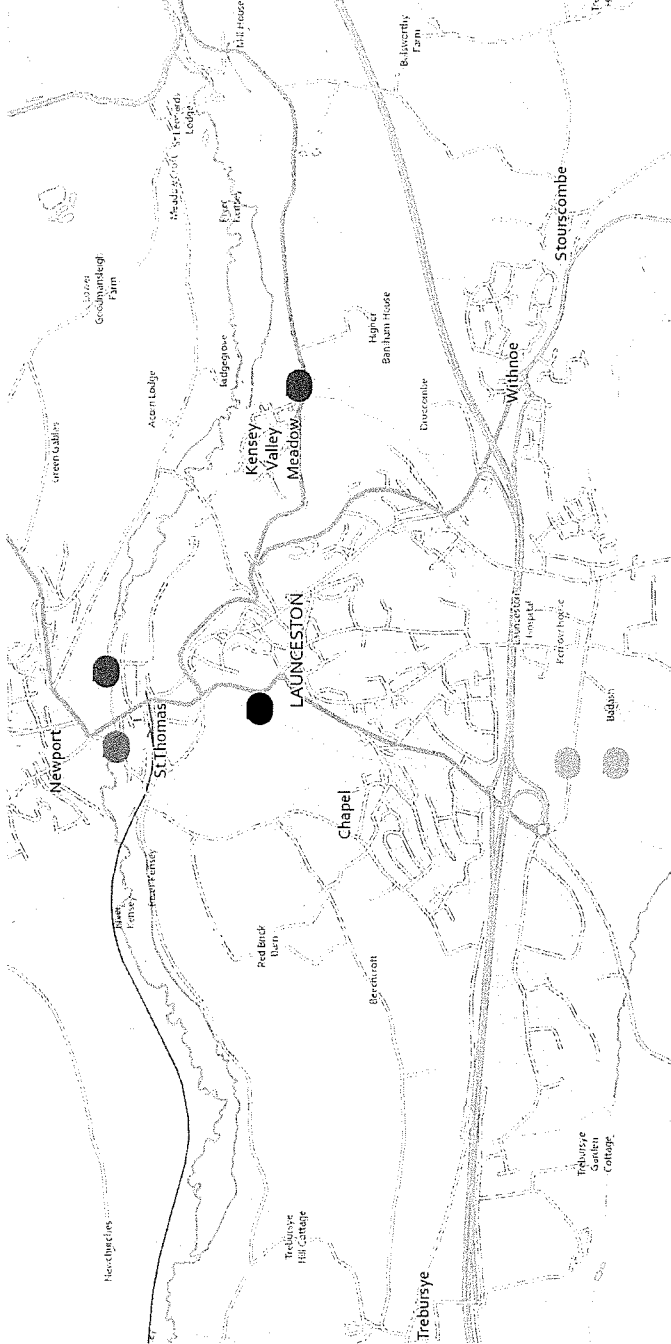
December 2020

The following information gives an overview of a number of highway and civil engineering schemes due to take place over the next twelve months in and around Launceston.

Our planned delivery dates are indicated in the timeline below. Please be aware that this information is correct at the time of circulation but is subject to change. This could be due to a number of factors such as the approval of planning permission; restrictions in light of the current pandemic and availability of resources; coordination with utility companies, and poor weather conditions. The further ahead you look, the more our programmes can be open to change.

The programme includes road safety schemes, developer schemes, footpath improvements, new cycleways, as well as work on highways structure such as bridges.

More detailed information will be shared via the project teams as they progress. Further programme updates will be available on www.cornacmtd.co.uk as the schemes come online.



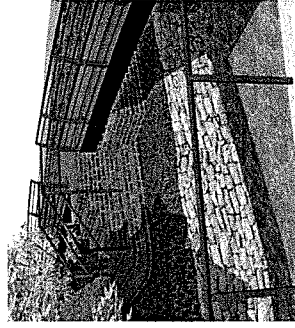
St Thomas Bridge

This scheme involves the construction of a new footbridge alongside the existing St Thomas Bridge, taking pedestrians off the highway and away from vehicles. As part of the project landscaping and access improvements will be made to the amenity island and include new seating arrangements.

In order to carry out these works, a gas main will be removed and relocated within the deck of the new preconstructed bridge. This will be lifted in to place once the piling on either side of the riverbank has been completed.

A one way system will be implemented for the duration of the works to enable us to deliver the works safely. This means vehicles from both directions on the A388 St Thomas Road will have to turn on to Riverside Road (from both directions).

Works are due to commence January 2021, subject to planning permission, and will be carried out during normal working daytime hours.



Ridgegrove Bridge and Parkland

This project consists of the construction of a new shared-use bridge, footpath and cycleway which will connect Ridgegrove with Newport Industrial Estate. The path will give pedestrians and cyclists a safe countryside route crossing the River Kensey, avoiding the narrow paths alongside the A388.

Within the scheme we will also deliver 'Making Space for Nature' improvements to the surrounding green spaces which will incorporate wildflowers, ponds and trees.

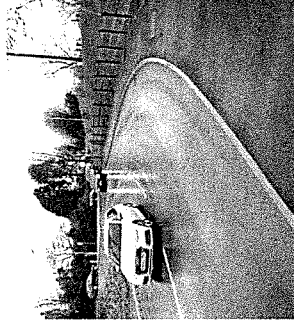
We are due to commence works in late January to early February 2021, subject to planning permission. Works will be carried out during normal working hours, starting near the housing estate and taking just a few agreed spaces from the Co-op car park.

Leavingston Link Road

This project will involve the construction of two road improvement schemes and associated works to provide suitable vehicle access into the site of a future development.

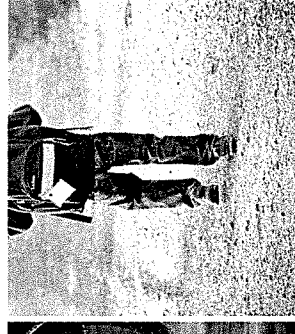
Works will include the widening of the existing link road and addition of a dedicated right-turn lane in to the development, with permanent traffic lights. Alongside the construction of a new roundabout and attenuation pond.

The majority of the works will be off the highway which will minimise the impact and disruption to road users during the construction phases. The scheme is due to start in the spring and will be carried out during daytime hours.



St Thomas Road retaining wall

Works include the reinforcement and repair of a section of the wall that retains the highway on St Thomas Road. Vegetation clearance has already been carried out and the scheme is expected to start at the beginning of January. Two way traffic lights will be in place for the duration, providing a temporary route for pedestrians.



If you have any questions regarding the Community Network Programme, please get in touch by emailing: handee@cormactd.co.uk

For information regarding all other projects please email: contracting@cormactd.co.uk

You can report an issue on a road, highway or footway on the Cornwall Council website:

<https://www.cornwall.gov.uk/reportroad>

If there is an issue which is a threat to public safety, please telephone 0300 1234 222 (24 hour service) giving details of the location.

Keeping updated

If you would like to find out what we are doing or planning in your local area all the details are listed on our website here:
www.cormactd.co.uk/cormac-programme/