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Launceston Town Council
The Town Hall
Launceston
Cornwall PL15 7AR

MINUTES OF THE FULL COUNCIL MEETING
held on TUESDAY 27 APRIL 2021 at 7.00pm via the Zoom Platform

PRESENT Cllrs, Gordon (Town Mayor), Penhale (Deputy Mayor), Bailey, Bullen, Conway, Gilbert, Harris, Hogan, Heaton, Nancarrow, Nolan, Tremain and Young
In attendance: Christopher Drake (Town Clerk)

2104/14 **Apologies for absence**
Apologies for absence were received from Cllr O'Brien and Cornwall Cllrs Paynter and Massey

2104/15 **Declarations of Interest**
There were no declarations of interest

2104/16 **Public Representation Session**
There were no public representations

2104/17 **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 Meeting of the Council held on Tuesday 16 March 2021 at 7.00pm

2104/18 **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 18 March 2021 at 7.00pm
(ii) Planning and Economic Development held on Thursday 8 April 2021 at 7.00pm

2104/19 **Reports from Cornwall Councillors**
There were no updates

Cllr J Conway entered the meeting at 7.03pm

2104/20 **Reports and Questions from Town Councillors**
Cllr Heaton spoke about the grass cutting regimes and maintenance of grass verges and sought confirmation that the Town Council was to cut areas in conjunction with agreed service level requirements. Cllr Heaton also advised of a tree planting event at Stourscombe on 9 May and advised that works to the Launceston Medical Centre were almost complete and that a report was being compiled in regards to renal dialysis needs in the area

Cllr Bailey advised that she was still waiting for an update in regards to the Little Red Bus, and would provide details to Council as soon as it was received. Cllr Bailey also gave an update regarding the Chamber of Commerce and details that Launceston had been chosen as one of the nine towns classed as a 'regional hub' during the G7 summit weekend and that work was underway to hold events within the town during the summit to encourage Cornish businesses, and potentially visiting or local G7 media into

Launceston. Cllr Bailey also asked if there were any updates regarding works to the Race Hill car park wall, **Cllr Gordon** advised that engineers had been on site and that he would update Council with any response as soon as he received one.

Cllr Penhale advised that In Bloom were working on putting on more floral decorations within the town and that more details would follow. He also advised that members were aware of the tree removal works along the Link Road and would work with the construction agencies to ensure that the area is left in good order

Cllr Conway stated that the new library project needed to be pursued and a progress update was required

2104/21 Report from the Town Mayor
A written report had been circulated to councillors and is attached as an appendix

2104/22 Lawrence House Museum
It was **resolved** to agree the minutes of the Lawrence House Museum (previously circulated)

2104/23 Council Meeting Dates
Members considered Report 10/21 concerning the above (previously circulated)
It was **resolved** to agree the dates for future meetings of the Council and its committees as per the report

2104/24 Correspondence and matters to note
The issue of ongoing road closures in the town being properly maintained was discussed and it was agreed that the newly formed council should consider what actions are taken for the future benefit of the town

Cllr Gordon spoke about his past Mayoral year and how the community had pulled together in unprecedented circumstances. He thanked councillors and the clerk for their support during his tenure as Mayor and wished all members good luck in the forthcoming election

2104/25 Urgent Items
There were no items for consideration

Date of the next meeting of the Council
The next Full Council meeting will be the Annual Meeting of Council on Monday 17 May 2021 at 7pm

The meeting ended at 7.32pm

Signed .... Date ....

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MINUTES OF THE ESTATES & PROPERTIES COMMITTEE MEETING
Held on Monday 26 April 2021
at 10.00am via the Zoom platform.

PRESENT: Cllrs Gordon (Mayor), Penhale (Deputy Mayor), Bailey, Harris, Hogan, Nolan

In attendance: Christopher Drake – Town Clerk
Martin Cornish - Estates and Properties Manager

2104/08 Apologies for Absence
Apologies were received from Cllr O'Brien

2104/09 Declarations of Interest
Cllr Bailey declared an interest in Agenda Item 5, part 4, and left the meeting for the duration of that item and took no part in the debate or voting

2104/10 Public Representation Session
There were no representations made.

2104/11 Minutes of the last meeting
The minutes of the meeting held on 1 February 2021 were signed as a correct record

2104/12 Property Report
Members considered Report 09/21 concerning the above (previously circulated)
It was **resolved** that;
i) the update regarding the Grounds Maintenance vacancy be noted
ii) the update regarding the Council's Service Level Agreements be noted
iii) the quotation for site clearance at the cemetery be noted and it be agreed for the works to be undertaken
iv) the quotation for the clearance of land adjacent to Snowdrop Crescent at Stourscombe be noted and it be agreed the site be cleared, subject to consultation with residents
v) the tender process for the undertaking of repair works to the Clocktower be agreed
vi) the completion of the fire risk assessment for the Town Hall be noted
vii) the details regarding the potential for the installation of Living Roof Shelters be noted

2104/13 Urgent items
There were no items for discussion

Date of the next meeting
The next meeting will be held following resolution of the calendar of meetings at the Annual Meeting of the Council

The meeting closed at 10.18am.

Signed.. Date..

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MINUTES OF THE MEETING OF THE PLANNING AND ECONOMIC DEVELOPMENT COMMITTEE
held on Thursday 29 April 2021 at 7.00pm
via the Zoom platform

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

2104/26 Apologies for absence
There were no apologies for absence

2104/27 Declarations of Interest
Cllr Penhale declared an interest in planning application PA21/02838 – Launceston College, Hurdon Road, and left the meeting and took no part in the debate or voting on this item

2104/28 Public Representation
There were no representations made

2104/29 Minutes of the last meetings
The minutes of the meetings held on 8 April 2021 were signed as a correct record

2104/30 Current Planning Applications for comment

Application PA21/00637
Proposal Listed Building Consent for alterations to first floor layout and replacing solid timber front entrance door with toughened clear glass door
Location Kivells 2 Broad Street Launceston Cornwall
Applicant Kivells
Town Council Support

Application PA21/00987
Proposal Alterations to first floor layout and replacing solid timber front entrance door with toughened clear glass door
Location Kivells 2 Broad Street Launceston Cornwall
Applicant Kivells
Town Council Support

Application PA21/01263
Proposal Change from ground floor office to flat, addition of shower to bathroom and addition of kitchen
Location 4B Exeter Street Launceston Cornwall PL15 9EQ
Applicant Mr Richard Fishleigh
Town Council The Town Council objects to this application as the site is not suitable to provide adequate accommodation and should be retained as a retail space

Application	PA21/03146
Proposal	Listed building consent for change from office to flat, addition of shower to bathroom and addition of kitchen
Location	4B Exeter Street Launceston Cornwall PL15 9EQ
Applicant	Mr Richard Fishleigh
Town Council	The Town Council objects to this application as the site is not suitable to provide adequate accommodation and should be retained as a retail space

Application	PA21/02838
Proposal	The construction of a new 3 storey teaching block for an additional 375 pupils, the new building will include 13 new science labs, 8 general teaching rooms, 3 small group rooms, together with staff and ancilliary spaces
Location	Launceston College Hurdon Road Launceston PL15 9JR
Applicant	Claire Penfold Launceston College Multi Acadeny Trust
Town Council	The Town Council objects to this application as the tree works required are too great and the report of the tree officer must be considered in regards to any planning decision made. The proposal will cause an overlooking effect to neighbouring properties and lead to a loss of privacy, the proposed building height is not in keeping with others on the site and the loss of hard play area is not acceptable. In addition, the Town council questions whether the submitted boundary plans are accurate

Cllr Young left the meeting at 7.26pm

2104/31 Planning Decision to Note

Application	PA21/01220
Location	30 Meadowside Launceston PL15 7DJ
Proposal	To convert the integral garage into a home office with document store room.
Decision	APPROVED
Town Council	Support

2104/32 Correspondence and items to note

Cllr Tremain advised that work was being carried out by the Environment agency along the Camel estuary.

Cllr Tremain also thanked all members for their support during his chairmanship o the committee

Next Meeting

The next meeting of the committee will be held on Thursday 20 May 2021 at 7pm.

The meeting closed at 7.28 pm

Signed... Date..

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Minutes of The Tourism and Information Services Committee held on Tuesday 4 May 2021 at 5.15pm via the Zoom Platform

Present: Cllrs: Gordon (Mayor), Gilbert (Chairman), Nancarrow, Hogan, Nolan and Heaton
In attendance: Launceston Visitor Information Centre Manager

2105/01 Apologies for Absence
Cllr Penhale

2105/02 Declarations of Interest
No declarations were made

2105/03 Public Representation Session
No representations made

2105/04 Minutes of the last meeting
The minutes of the meeting held on 2 March 2021 **were agreed** and will be signed as a correct record.

2105/05 Financial Report
It was **resolved** to note the financial report

2105/06 Manager's Report
It was **resolved** to note the mangers report with no comments made

2105/07 Exclusion of members of the press and public
It was **resolved** that under S1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting as it involved the likely disclosure of confidential information

2105/08 VIC Website Image Tender Process
The committee **resolved** to postpone the decision to a meeting at a later date

2105/09 Items to Note and any Urgent Matters
No urgent matters were raised

2105/10 Date of Next Meeting
Tuesday 6 July 2021 at 5.15pm

The meeting closed at 5:40 p.m.

Signed : Date:

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MINUTES OF THE MEETING of the
FINANCE & GENERAL PURPOSES COMMITTEE
held via the Zoom portal on Wednesday 5 May 2021 at 7pm

PRESENT: Cllrs Gordon (Town Mayor), Penhale (Deputy Town Mayor), Bailey (Chair), Bullen, Gilbert, Hogan, Heaton, Nolan and Young
In attendance: Helen Gribble – RFO
Christopher Drake – Town Clerk

2105/01 **Apologies for absence**
Apologises for absence were received from Cllr O'Brien and Cllr Conway who was substituted by Cllr Gilbert,

2105/02 **Declarations of Interest**
Cllr Bailey declared an interest in Agenda Item 7 – Item 4 – Snowdrop Crescent

2105/03 **Public Representation Session**
No public representations were made.

2105/04 **Minutes of the last meeting**
The minutes of the meeting of 3 March 2021 were signed as a correct record

2105/05 **Finance**
a) It was **resolved** to approve the payment listings for 11 March, 25 March, 26 April and 5 May 2021
b) It was **resolved** to approve the balance sheet for March 2021
c) It was **resolved** to approve the income and expenditure account to March 2021

2105/06 **Petty Cash**
It was **resolved** to approve the petty cash expenditure for the financial year 2020/21

2105/07 **Ratification of Estates and Properties Resolutions**
It was **resolved** to ratify the decisions of the Estates and Properties committee to undertake site clearance works at the cemetery and at Snowdrop Crescent at a cost of £6,840 and £3,850 respectively and for the monies to be taken from the Council's General Reserve Fund

Cllr Bailey left the meeting during the discussion of the above item and took no part in the debate or voting. Cllr Bullen assumed the role of Chairman for this item

2105/08 **Lawrence House Museum Property Repairs**
It was **resolved unanimously** agree funding of £80,000 per year for two years to allow for necessary and urgent works to be undertaken

2105/09 **Exceptional Grant**
It was **resolved** to award a grant of £200 to Cornwall Pride

2105/10 **Award of Appreciation**
It was **resolved** to bestow and Award of Appreciation to Mr Crispin Earle

2105/11 **Urgent Items**
Cllr Bailey thanked the Responsible Finance Officer for her work for the committee and also expressed her thanks to committee members for their support during her tenure as Chairman

Date of Next Meeting
The next meeting will be held following agreement of the calendar of meetings at the forthcoming Annual Meeting of Council.

The meeting closed at 7.33pm.

Signed .... Date ....

Agenda Item 12

Cornwall Council

Code of Conduct for Members and Co-opted Members of Local Councils

General principles of public life

The Localism Act 2011 requires the Council to adopt a Code of Conduct for Members that is consistent with the following principles:

Selflessness – Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and integrity – Members should not place themselves in situations where their honesty and integrity may be questioned. The public nature of a Member's role means the distinction between acting in your official capacity and your private life may become blurred and a Member's honesty and integrity may therefore be questioned.

As a result, a Member must ensure that, as far as possible, there is clear separation between what they do in their private life and in their capacity as a Member. This is especially the case when a Member's activity in their private life relates to the functions of the Council and/or their corporate responsibilities as a Member such that a reasonable member of the public may perceive that the conduct comes within the scope of this Code of Conduct.

Objectivity – Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability – Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness – Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

Leadership – Members should promote and support these principles by leadership and, by example, and should act in a way that secures or preserves public confidence.

Cornwall Council also expects its Members to observe the following principles:

Duty to uphold the law – Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Personal judgement – Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for others – Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

Stewardship – Members should do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.

Whilst these overriding principles are not formally part of the Code of Conduct, they underpin the purpose and provisions of the Code of Conduct and are principles in accordance with which Members should conduct themselves.

Introduction and Interpretation

1. This Code of Conduct has been adopted by Cornwall Council to support its duty to promote and maintain high standards of conduct by Members of the Council as required by the Localism Act 2011. The Standards Committee assumes ownership of the Code on behalf of the Council and also monitors the operation of the Code in conjunction with the Monitoring Officer.

2. In this Code:

   "**disclosable pecuniary interest**" means an interest described in Part 5A of this Code and which is an interest of a Member or an interest of (i) that Member's spouse or civil partner; (ii) a person with whom that Member is living as husband or wife; or (iii) a person with whom that Member is living as if they were civil partners, and that Member is aware that that other person has the interest as found on page 11 of this Code

   "**dispensation**" means a dispensation granted by the Standards Committee of the Council or other appropriate person or body which relieves a Member from one or more of the restrictions set out in sub-paragraphs 3(5)(i), 3(5)(ii) and 3(5)(iii) of Part 3 of this Code to the extent specified in the dispensation

   "**interest**" means any disclosable pecuniary interest or any disclosable non-registerable interest where the context permits

   "**meeting**" means any meeting of the Council, the Cabinet and any of the Council's or the Cabinet's committees, sub-committees, joint committees, joint sub-committees, area committees or working groups

   "**Member**" includes an Elected Member and a Co-opted Member

   "**non-registerable interest**" mean an interest as defined in Part 5B of this Code as found on page 13 of this Code

   "**register**" means the register of disclosable pecuniary interests maintained by the Monitoring Officer of the Council

   "**sensitive interest**" means an interest that a Member has (whether or not a disclosable pecuniary interest) in relation to which the Member and the Monitoring Officer consider that disclosure of the details of that interest could lead to the Member, or a person connected with the Member, being subject to violence or intimidation

   "trade union" means a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992

3. This Code is arranged as follows:

Part 1	Application of the Code of Conduct
Part 2	General obligations
Part 3	Registering and declaring interests
Part 4	Sensitive interests
Part 5A	Pecuniary interests
Part 5B	Non-registerable interests.

Part 1 – Application of the Code of Conduct

1.1 This Code applies to you as a Member of the Council.

1.2. This Code should be read together with the preceding general principles of public life.

1.3. It is your responsibility to comply with the provisions of this Code.

1.4 Subject to paragraphs 1.5 and 1.6 of this Code, you must comply with this Code whenever you:

(a) conduct the business of the Council, which in this Code includes the business of the office to which you have been elected or appointed; or

(b) act, hold yourself out as acting or conduct yourself in such a way that a third party could reasonably conclude that you are acting as a representative of the Council or use knowledge you could only have obtained in your role as a representative of the Council

and references to your official capacity are construed accordingly.

1.5 Where you act as a representative of the Council:

(a) on another authority which has a Code of Conduct, you must, when acting for that other authority, comply with that other authority's Code of Conduct; or

(b) on any other body, you must, when acting for that other body, comply with this Code of Conduct, except and insofar as it conflicts with any lawful obligations to which that other body may be subject.

1.6 Where you are also a member of an authority other than the Council you must make sure that you comply with the relevant Code of Conduct depending on which role you are acting in. Your conduct may be subject to more than one Code of Conduct depending on the circumstances. Advice can be sought from the Monitoring Officer or one of his team.

Part 2 – General obligations

2.1 You must treat others with respect.

2.2 You must not treat others in a way that amounts to or which may reasonably be construed as unlawfully discriminating against them.

2.3 You must not bully or harass any person.

2.4 You must not intimidate or attempt to intimidate others.

2.5 You must not conduct yourself in a manner which is contrary to the Council's duty to promote and maintain high standards of conduct by Members.

2.6 You must not accept any gifts or hospitality that could be seen by the public as likely to influence your judgement and you are responsible for declaring all gifts and hospitality received over the value of £50 from a single source in one year, either in the form of a single gift or as a cumulative total . You also must register any gifts or gifts or hospitality over £50 within 28 days of receiving either the gift or hospitality.

2.7 You must not do anything which compromises or is likely to compromise the impartiality of those who work for or on behalf of the Council.

2.8 You must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where –

(i) you have the consent of a person authorised to give it;
(ii) you are required by law to do so;
(iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees in writing not to disclose the information to any other person before the information is provided to them; or
(iv) the disclosure is –
  (a) reasonable and in the public interest; and
  (b) made in good faith; and
  (c) in compliance with the reasonable requirements of the authority, which requirements must be demonstrable by reference to an adopted policy, procedure or similar document of the Council or evidenced by advice provided by the Monitoring Officer or his nominee.

2.9 You must not prevent or attempt to prevent another person from gaining access to information to which that person is entitled by law.

2.10 You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute.

2.11 You must not use or attempt to use your position as a Member of the Council improperly to confer on or to secure for yourself or any other person an advantage or disadvantage.

2.12 You must when using or authorising the use by others of the resources of the Council:

(i) have the prior formal permission of the Council;
(ii) act in accordance with the reasonable requirements of the Council;
(iii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
(iv) have regard to any statutory or other requirements relating to local authority publicity.

2.13 You must not authorise the use of the Council's resources by yourself or any other person other than by your participation in a formal decision made at a meeting and in accordance with the Council's standing orders or other procedural rules.

2.14 You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.

2.15 When reaching decisions on any matter you must have regard to any relevant advice provided to you by the Council's Proper Officer, RFO or Monitoring Officer.

2.16 You must comply with the requirements of the Monitoring Officer in assisting with any assessment or investigation relating to an alleged breach of the Code of Conduct and comply with any sanction that is imposed upon you for breaching the Code of Conduct.

2.17 You must complete Code of Conduct training within 6 months of taking office and then must attend refresher training every 2 years if practicable or as required by the Monitoring Officer. This training can be held virtually.

Part 3 – Registering and declaring interests and withdrawal from meetings

3.1 The provisions of this Part of this Code are subject to the provisions of Part 4 of this Code relating to sensitive interests.

3.2 Within 28 days of becoming a Member you must notify the Council's Monitoring Officer of any disclosable pecuniary interest that you have and your membership of any trade union(s) at the time of giving the notification.

3.3 Where you become a Member as a result of re-election or your co-option being renewed you need only comply with paragraph 3.2 of this Code to the extent that your disclosable pecuniary interests and your trade union membership(s) are not already entered on the register at the time the notification is given.

3.4 You are not required to notify non-registerable interests to the

Monitoring Officer for inclusion in the register.

3.5 If you are present at a meeting and you are aware that you have a non-registerable interest, a disclosable pecuniary interest or an interest by virtue of any trade union membership in any matter being considered or to be considered at the meeting you must disclose that interest to the meeting if that interest is not already entered in the register and, unless you have the benefit of a current and relevant dispensation in relation to that matter, you must:

(i) not participate, or participate further, in any discussions of the matter at the meeting;

(ii) not participate in any vote, or further vote, taken on the matter at the meeting; and

(iii) remove yourself from the meeting while any discussion or vote takes place on the matter, to the extent that you are required to absent yourself in accordance with the Council's standing orders or other relevant procedural rules.

3.5A Where a Member has a non-registerable interest in a matter to which paragraph 3.5 relates that does not benefit from a valid dispensation and that interest arises only from the Member's participation in or membership of a body whose objects or purposes are charitable, philanthropic or otherwise for the benefit of the community or a section of the community the Member may with the permission of the Chairman of the meeting or until such time as the Chairman directs the Member to stop, address the meeting to provide such information as they reasonably consider might inform the debate and decision to be made before complying with paragraphs 3.5(i), (ii) and (iii).

3.6 If a disclosable pecuniary interest or any membership of a trade union to which paragraph 3.5 relates is not entered in the register and has not already been notified to the Monitoring Officer at the time of the disclosure you must notify the Monitoring Officer of that interest within 28 days of the disclosure being made at the meeting.

3.7 Where you are able to discharge a function of the Council acting alone and you are aware that you have a non-registerable interest, a disclosable pecuniary interest or an interest by virtue of any trade union membership(s) in a matter being dealt with, or to be dealt with, by you in the course of discharging that function you must :

(i) not take any steps, or any further steps, in relation to the matter (except for the purpose of enabling the matter to be dealt with otherwise than by you); and

(ii) if the interest is a disclosable pecuniary interest or membership of a trade union, notify the Monitoring Officer of that interest within 28 days of becoming aware of the interest if the interest is not entered in the register and has not already been notified to the Monitoring Officer.

3.8 Within 28 days of becoming aware of any new disclosable pecuniary interest or trade union membership, or change to any disclosable pecuniary interest or trade union membership already registered or notified to the Monitoring Officer, you must notify that new interest or the change in the interest to the Monitoring Officer.

3.9 All notifications of disclosable pecuniary interests and trade union membership to the Monitoring Officer, excepting those made verbally at meetings, must be made in writing.

3.10 You must notify the proper officer of your Council in writing of the detail of all disclosable pecuniary interests that are notified or confirmed to the Monitoring Officer.

Part 4 – Sensitive interests

4.1 Members must notify the Monitoring Officer of the details of sensitive interests but the details of such interests shall not be included in any published version of the register.

4.2 The requirement in paragraph 3(5) of Part 3 of this Code to disclose interests to meetings shall in relation to sensitive interests be limited to declaring the existence of an interest and the detail of the interest need not be declared.

Part 5A – Disclosable Pecuniary Interests

In this Part of the Code the expressions in the middle column have the meanings attributed to them in the right hand column

(a)(i)	"body in which the relevant person has a beneficial interest"	means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director or in the securities of which the relevant person has a beneficial interest
(a)(ii)	"director"	includes a member of the committee of management of an industrial and provident society
(a)(iii)	"land"	includes an easement, servitude, interest, or right over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income
(a)(iv)	"relevant authority"	means the authority of which you are a member
(a)(v)	"relevant person"	means you, your spouse or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living with as if you are civil partners
(a)(vi)	"securities"	means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society

The following table sets out the disclosable pecuniary interests that have been prescribed by the Secretary of State for the purposes of the Code of Conduct and the Localism Act, 2011.

Interest		Description
(b)(i)	Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
(b)(ii)	Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out your duties as a member, or towards the

		election expenses of you. This includes any payment or financial benefit from a trade union(as defined above)
(b)(iii)	Contracts	Any contract which is made between the relevant person (or a body which in which the relevant person has a beneficial interest) and the relevant authority under which goods and services are to be provided or works are to be executed and which has not been fully discharged
(b)(iv)	Land	Any beneficial interest in land which is within the area of the relevant authority
(b)(v)	Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer
(b)(vi)	Corporate tenancies	Any tenancy where, to your knowledge, the landlord is the relevant authority and the tenant is a body in which the relevant person has a beneficial interest
(b)(vii)	Securities	Any beneficial interest in securities of any body where that body, to your knowledge, has a place of business or land in the area of the relevant authority and either the total nominal value of the securities exceeds £25,000 or one hundredth of the total of the issued share capital of that body, or if the share capital of that body is of more than one class the total nominal value of the shares in any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class

Part 5B – Non-registerable interests

You have a non-registerable interest where a decision in relation to a matter being determined or to be determined:

(i) might reasonably be regarded as affecting the financial position or wellbeing of you; a member of your family or any person with whom you have a close association; or anybody or group which you are a member of more than it might affect the majority of council tax payers, rate payers or inhabitants in your electoral division or area; and

(ii) the interest is such that a reasonable person with knowledge of all the relevant facts would consider your interest so significant that it is likely to prejudice your judgement of the public interest;

save that business relating to the following functions will not give rise to non-registerable interests:

(iii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;

(iv) statutory sick pay under, where you are in receipt of, or are entitled to the receipt of, such pay;

(v) an allowance, payment or indemnity given to Members;

(vi) any ceremonial honour given to Members; and

(vii) setting of the council tax

and for the avoidance of doubt the above exceptions to the definition of non-registerable interests do not negate the requirements arising from having a disclosable pecuniary interest.

Agenda Item 17

Town Clerk C W Drake
Telephone 01566 773693
admin@launceston-tc.gov.uk
www.launceston-tc.gov.uk

Launceston Town Council
The Town Hall
Launceston
Cornwall PL157AR

CALENDAR OF FULL COUNCIL AND COMMITTEE MEETINGS 2021-2022

All meetings take place at 7pm unless otherwise indicated

Thursday	20 May 2021	Planning and Economic Development
Monday	7 June 2021	Estates and Properties (10.00am)
Monday	14 June 2021	Full Council
Thursday	17 June 2021	Planning and Economic Development
Wednesday	30 June 2021	Planning and Economic Development
Tuesday	6 July 2021	Tourism and Information Services (5.15pm)
Wednesday	7 July 2021	Finance & General Purposes
Thursday	8 July 2021	Mayor Choosing Ceremony (2.30pm)
Tuesday	20 July 2021	Full Council
Thursday	29 July 2021	Planning and Economic Development
Monday	2 August 2021	Estates and Properties (10.00am)
Thursday	19 August 2021	Planning and Economic Development
Wednesday	1 September 2021	Finance & General Purposes
Tuesday	7 September 2021	Tourism and Information Services (5.15pm)
Thursday	9 September 2021	Planning and Economic Development
Tuesday	21 September 2021	Full Council
Thursday	30 September 2021	Planning and Economic Development
Monday	4 October 2021	Estates and Properties (10.00am)
Wednesday	6 October 2021	Finance & General Purposes
Tuesday	19 October 2021	Full Council
Tuesday	19 October 2021	Meeting of Council as Trustee of Launceston Municipal Charities (after Full Council)
Thursday	21 October 2021	Planning and Economic Development
Tuesday	2 November 2021	Tourism and Information Services (5.15pm)
Wednesday	3 November 2021	Finance & General Purposes
Thursday	11 November 2021	Planning and Economic Development
Tuesday	16 November 2021	Full Council
Tuesday	16 November 2021	AGM of Council as Trustee of Lawrence House Museum (after Full Council)
Thursday	2 December 2021	Planning and Economic Development
Monday	6 December 2021	Estates and Properties (10.00am)
Tuesday	21 December 2021	Full Council
Thursday	23 December 2021	Planning and Economic Development

Tuesday	4 January 2022	Tourism and Information Services (5.15pm)
Thursday	13 January 2022	Planning and Economic Development
Tuesday	18 January 2022	Full Council
Thursday	3 February 2022	Planning and Economic Development
Monday	7 February 2022	Estates and Properties (10.00am)
Tuesday	15 February 2022	Full Council
Tuesday	15 February 2022	Annual Meeting of the Council as the Burial Authority (after Full Council)
Thursday	24 February 2022	Planning and Economic Development
Tuesday	1 March 2022	Tourism and Information Services (5.15pm)
Wednesday	2 March 2022	Finance & General Purposes
Tuesday	15 March 2022	Full Council
Thursday	17 March 2022	Planning and Economic Development
Monday	4 April 2022	Estates and Properties (10.00am)
Thursday	7 April 2022	Planning and Economic Development
Wednesday	13 April 2022	Annual Town Meeting (6.30pm)
Tuesday	19 April 2022	Full Council
Thursday	28 April 2022	Planning and Economic Development
Good Friday 15 April, Easter Monday 18 April		
Tuesday	3 May 2022	Tourism and Information Services (5.15pm)
Wednesday	4 May 2022	Finance & General Purposes
Tuesday	17 May 2022	Planning and Economic Development
Thursday	19 May 2022	Annual Meeting of Launceston Town Council (2.30pm)
Tuesday	24 May 2022	Annual Meeting of Launceston Town Council (7pm)
Bank Holiday 2 May		
Thursday	9 June 2022	Planning and Economic Development
Spring Bank Holiday 2 June, Platinum Jubilee Bank Holiday 3 June		

Members of the public and the press are welcome to attend all Full Council and Committee meetings. Meetings are generally wholly open to the public but there may occasionally be confidential matters to discuss, for example staffing matters, when the public and press will be asked to leave for that section of the meeting. The agendas will make it clear if there are any such items, and they are usually taken at the end of the meeting. If members of the public have specific issues to raise at a meeting it would be appreciated if they could notify the Town Clerk in advance.

Councillor Surgery Dates: As part of a market or at the Visitor Information Centre (VIC):

Saturday 12 June 2021
Saturday 10 July 2021
Saturday 14 August 2021
Saturday 11 September 2021
Saturday 9 October 2021
Saturday 13 November 2021
Saturday 11 December 2021
Saturday 8 January 2022 (VIC)
Saturday 12 February 2022 (VIC)
Saturday 12 March 2022
Saturday 9 April 2022

Agenda Item 18

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:
- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

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

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

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

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

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

Before 1 July 2021 authorities **must** publish:
- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:
- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

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

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

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

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

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

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

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

Annual Internal Audit Report 2020/21

LAUNCESTON TOWN COUNCIL

launceston-tc.gov.uk

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

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

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

	Yes	No	Not applicable
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✔		

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

01/12/2020 09/05/2021 11/05/2021

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 11/05/2021

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Launceston Town Council

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

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

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

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

and recorded as minute reference:

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

Chairman

Clerk

Agenda Item 19

Section 2 – Accounting Statements 2020/21 for

Launceston Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	686666	829489	*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	657121	765203	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	346424	139518	*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	-443518	-432499	*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	-51318	-51318	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	-365886	-317113	*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	829489	933280	*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	805094	936767	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	13823270	13832218	*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	934036	925635	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Date 10/05/21.

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 2020/21

In respect of

1 Respective responsibilities of the auditor and the authority

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

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

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

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

2 External auditor's limited assurance opinion 2020/21

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

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

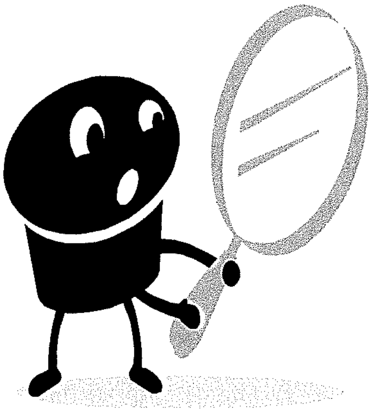
*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Agenda Item 20



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

ISSUE DATE: 11/05/2021
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 and the Transparency Code.

Areas not covered at the interim stage are included in this report as is any re-testing of areas already covered.

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 pandemic much of the work was carried out remotely with information provided electronically or hard copies collected and returned a few days later. Overall coverage has not been materially affected.

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.

The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications, thus in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Also attached is a copy of the completed Internal Audit Report required as part of the Annual Governance & Accountability Return.

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 and may not necessarily pertain to the application of internal controls.

Previous Recommendations
There are no previous recommendations requiring action.

Accounting Records
The accounting records have been properly kept throughout the year.

Payments
Grants:
Grants paid were cross checked to Member approvals and found to be in order.

Payments:
Testing of payments made in March 2021 revealed no issues to report.

Risk
Risk Assessment:
The risk assessment and review of the effectiveness of internal controls was considered by Council in March 2021.

Insurance:
The Fidelity Guarantee remains adequate at £1.5 million.

Budgets
Budget 2021/22:
The budget and precept were set by Full Council in December 2020 following a robust process.

Budget Monitoring:
Regular budget monitoring reports have been provided to the Finance Committee.

Adequacy of Reserves:
After allowing for earmarked reserves the general reserve stands at £356,13 equating to 41% of gross expenditure in 2020/21. Within generally accepted parameters.

Income
Room Hire:
Room hire has been severely impacted by the pandemic, nevertheless, testing of bookings for the month of September demonstrated that controls are working well.

TIC:
Again, income has been reduced due to the pandemic, but testing revealed no issues to report.

Allotments:
Tenancy Agreements for the Kensey had all been issued and the tenants invoiced in accordance with them.

VAT:
VAT claims for the year have been submitted and the year-end debtor reflected in the balance sheet.

Interest:

Interest earned on the Council's Investments has been accurately posted to the ledger.

Petty Cash

Petty cash is sparingly used, and all payments made were supported by vouchers and receipts.

Payroll

Testing of March payroll revealed no issues to report.

One member of staff has changed jobs; he has been issued with a new Contract of Employment and has been paid in accordance with it.

Assets.

The asset register has been updated for movements during the year and the total value of assets held is accurately disclosed in the AGAR.

Bank Reconciliations

Bank reconciliations have been regularly performed throughout the year.

The year-end reconciliation was found to be accurate with no old unpresented payments.

Accounting Statements

The accounts were prepared on an income and expenditure basis and were in accord with underlying records.

A good audit trail was provided, and debtors and creditors were properly reflected in the balance sheet.

The publication requirements in respect of the 2019/20 accounts were met.

Charities & Trusts

The Council has met its obligations as Trustee; Accounts and Charity Commission Returns are now all up to date.