

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Wednesday 5th June 2024 at 7.00 pm

PRESENT: Councillors: R Bickford, R Bullock (Deputy Chairman), J Dent, J Foster, S Gillies, S Lennox-Boyd, S Miller, J Peggs (Chairman), B Samuels, P Samuels, B Stoyel and D Yates.

ALSO PRESENT: 1 Member of the Press, H Frank (Cornwall Council) and M Worth (Cornwall Council), S Burrows (Town Clerk / RFO) and D Joyce (Administration Officer)

APOLOGIES: J Brady, M Griffiths, S Martin and L Mortimore.

80/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman informed those present of the actions required in the event of a fire or emergency.

81/24/25 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

82/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

83/24/25 **TO RECEIVE AND APPROVE THE MINUTES OF THE ANNUAL MEETING OF SALTASH TOWN COUNCIL HELD ON 2 MAY 2024 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** that the minutes of the Annual Meeting of Saltash Town Council held on 2 May 2024 were confirmed as a true and correct record.

84/24/25 **TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Policy and Finance held on 14 May 2024;

It was **RESOLVED** to note the minutes and consider the following recommendation.

RECOMMENDATION 1:

17/24/25 TO RECEIVE SALTASH TOWN COUNCIL DRAFT BRAND GUIDELINES AND APPENDICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Gillies, seconded by Councillor Bickford and resolved to **RECOMMEND** the Saltash Town Council Draft Brand Guidelines and Appendices (as attached) to Full Council to be held on 5th June 2024.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to approve the above recommendation.

b. Planning and Licensing held on 21 May 2024.

It was **RESOLVED** to note the minutes. There were no recommendations.

85/24/25 **TO RECEIVE AND NOTE THE MINUTES OF THE TOWN VISION SUB COMMITTEE HELD ON 16 MAY 2024 AND CONSIDER ANY RECOMMENDATIONS.**

It was **RESOLVED** to note the minutes. There were no recommendations.

86/24/25 **TO RECEIVE THE CHAIRMAN'S REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

87/24/25 **TO RECEIVE THE MONTHLY CRIME FIGURES AND CONSIDER ANY ACTIONS.**

It was **RESOLVED** to note.

88/24/25 **TO RECEIVE A REPORT BY COMMUNITY ENTERPRISES PL12 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** to note the report and to write to Community Enterprises PL12 to thank them for their continued invaluable work within the community of Saltash and for providing comprehensive and informative monthly reports.

89/24/25

TO RECEIVE A REPORT FROM COMMUNITY AREA PARTNERSHIPS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk briefed Members on the report received and contained within the circulated reports pack.

Members were informed of the amended date for the next Community Area Partnership (CAP) meeting to be held on 9 July 2024, which coincides with the Town Council's scheduled Policy and Finance Committee meeting, and considered membership of the CAP's additional working groups.

Members confirmed the Chairman of the Town Council will continue to be the representative for the main CAP meetings with the Deputy Chairman as the reserve.

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED:**

1. To approve the Chairman to attend the 9 July CAP meeting as the Saltash Town Council representative and note her apologies for the scheduled Policy and Finance Committee meeting;
2. To appoint Members to the following working groups:
 - a. Transport representative is Councillor Bickford with Councillor Bullock as reserve;
 - b. Climate Change representative is Councillor Lennox-Boyd with Councillor Gillies as reserve;
 - c. Health and Wellbeing representative is Councillor Peggs with Councillor Bullock as reserve;
 - d. Economic Development representative is Councillor Bullock with Councillor Bickford as reserve (led by Menheniot Parish Council).

90/24/25

TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The last Safer Saltash meeting was held in March therefore nothing to report at this evening's meeting.

91/24/25 **TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Due to Saltash Chamber of Commerce having held a meeting on Monday 3 June, there had not been sufficient time for a report to be submitted and received at this evening's meeting.

92/24/25 **TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the written report received from Cornwall Councillor Lennox-Boyd, contained and circulated within the reports pack.

Cornwall Councillor Frank spoke of recent training attended to become a Community Speed Watch Group Co-ordinator in Saltash and requested volunteers to assist in Speed Watch in the upcoming weeks.

Cornwall Councillor Worth provided a brief verbal update inclusive of information of the amended Tamar Bridge and Torpoint Ferry Joint Committee meeting date, in which Cornwall Councillor Worth has retained his position as Joint Chairman, and of the impact the general election has had on toll revisions being considered by the Secretary of State.

The Town Clerk confirmed the timing of the proposed Toll Revision was issued to Members late this afternoon.

Councillor Bickford asked Councillor Worth if there is an update on the wholesale of selling off 2000 of Cornwall Council assets that we have seen in some of the press articles and is there anything on that list that might be relevant to Saltash Town Council?

Councillor Worth confirmed, I'll ask the question for you and report back.

It was **RESOLVED** to note.

93/24/25 **TO RECEIVE AN UPDATE ON THE FUTURE OF THE HEALTH CARE IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided a brief verbal overview of the recently attended Healthcare Action Group meeting and of the positive involvement of NHS Property Services.

It was **RESOLVED** to note.

94/24/25 **TO RECEIVE ANNUAL STATISTICS FROM CITIZENS ADVICE CORNWALL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the difficulties being experienced by residents wishing to access the Citizen Advice services in Saltash.

It was proposed by Councillor Foster, seconded by Councillor P Samuels and **RESOLVED** for the Chairman and Deputy Chairman to arrange a meeting with Citizen Advice Saltash to further understand accessibility issues being experienced.

95/24/25 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

96/24/25 **FINANCE:**

a. To advise the receipts for April 2024;

It was **RESOLVED** to note.

b. To advise the payments for April 2024;

It was **RESOLVED** to note.

c. Urgent and essential works actioned by the Town Clerk under Financial Regulations.

Nothing to Report.

d. To note that bank reconciliations up to 30 April 2024 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.

It was **RESOLVED** to note.

e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

f. To receive a report on the Mayor's Charities for the year 2023-24 and consider any actions and associated expenditure.

It was **RESOLVED** to note.

Councillor Foster left the meeting.

97/24/25 **TO RECEIVE HUDSON ACCOUNTING INTERNAL AUDITORS YEAR
END REPORT DATED 31 MARCH 2024 AND CONSIDER ANY
ACTIONS.**

The Town Clerk briefed Members on the report received and contained within the reports pack.

It was **RESOLVED**:

1. To note the Internal Auditors Year-end Report dated 31st March 2024 and that there are no suggested actions (as attached);
2. To note the Annual Internal Audit Report 2023/24 carried out by Hudson Accounting Ltd (as attached).

Councillor Foster returned to the meeting.

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023-2024 (AGAR):

The Town Clerk briefed Members on the Annual Governance and Accountability return for the year 2023/24 and requested Members ask any questions that may arise.

- a. To review and confirm whether there is no conflict of interest or if a conflict arises with the appointment of BDO LLP (External Auditor).

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to confirm that at this stage there are no conflicts of interest with the appointment of BDO LLP as the External Auditors to Small Authorities Audit Appointment (as attached).

- b. To review the appointment of Hudson Accounting as the Internal Auditor to Saltash Town Council and consider any actions and associated expenditure.

It was proposed by Councillor P Samuels, seconded by Councillor Foster and **RESOLVED**:

1. To re-appoint Hudson Accounting Ltd as Saltash Town Council's Internal Auditor for the next three financial years based on their competence and independence (as attached);
2. At cost of £1,200 per annum to be allocated to budget code 6201 P&F Audit.

- c. To receive the Annual Governance Statement (Section 1) and consider any actions.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to approve the Annual Governance Statement 2023-24 (Section 1) as attached.

- d. To receive the Accounting Statements (Section 2) and consider any actions.

It was proposed by Councillor B Samuels, seconded by Councillor Lennox-Boyd and **RESOLVED** to approve the Accounting Statements 2023-24 (Section 2) as attached.

- e. To set the commencement date for the exercise of public rights.

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** to set the commencement date for the exercise of public rights on the 7 June 2024 for a period of 30 working days (as attached).

The Chairman thanked Staff and Members for their continued hard work to obtain a clean audit and asked it to be noted.

99/24/25 **TO RECEIVE AND RATIFY THE D-DAY 80 COMMEMORATIONS.**

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** to ratify the Saltash Town Council timetable and for the evening commemorations to be Civic for the D-Day 80 Anniversary to be held on 6 June 2024.

100/24/25 **TO RECEIVE TOWN TEAM NOTES, VISION AND MISSION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the possibility of more reserves being added to the Town Team membership to ensure sufficient Town Council representation is always achieved.

The Town Clerk advised the Chairman, at the March meeting the three Town Council Members were in attendance. Town Team would need to consider this matter under their Terms of Reference.

It was **RESOLVED** to note the Draft Town Team notes, Vision and Mission.

101/24/25 TO RECEIVE A REPORT ON THE TOWN VITALITY COMMUNITY SPACE PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk provided a brief overview of the report received and contained within the circulated reports pack.

Due to the approximate value of a safety audit (£5k) and Cornwall Council Highways approval, Members were asked to consider suspending Financial Regulations Section 4.2 (three quotes typically over £3,000) to alleviate any further delay in delivering the project within the parameters of the funding criteria.

The remaining procurement requirements are to be met.

Members reaffirmed their support for the project and look forward to welcoming parklets, markets, better signage and planters in Fore Street.

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED:**

1. To suspend Financial Regulations Section 4.2 (three quotes typically over £3,000) to allow Town Team to appoint Cormac to undertake a safety review and audit within the available funding;
2. To delegate to the Town Clerk to ensure the appointment meets the remaining Town Council procurement regulations.

102/24/25 TO RECEIVE A CONSULTATION FROM CORNWALL COUNCIL ON THE COUNTYWIDE 20MPH SPEED LIMITS AND CONSIDER ANY ACTIONS.

Members debated the Countywide 20mph Speed Limit proposal.

It was proposed by Councillor Foster, seconded by Councillor P Samuels and **RESOLVED:**

1. To support the Countrywide 20mph speed limit phase 3;
2. To request that the 20mph speed restrictions start from the Fire Station on Callington Road;
3. To ask Cormac to carefully consider the placement of the 20mph speed limit signs to maximise the street scene.

103/24/25 PLANNING:

- a. To note that Councillor Lennox-Boyd will vote upon the information before her at the meeting but in the light of subsequent information received at Cornwall Council, Councillor Lennox-Boyd may vote differently at that meeting.
- b. To note that if Councillor Lennox-Boyd wishes to recommend opposite to the Town Council's view she will contact the Town Council by email. Considering time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the Officer's view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next Town Council meeting. Members of the public may request, via the Clerk, to be copied into any correspondence.
- c. Applications for consideration:

PA24/03810

Mr James Artingstall Bloor Homes (Exeter) – **Land At Phase 2A Treleden Broadmoor Farm Stokeon Saltash PL12 6PQ**

Application for Non-Material Amendment to PA23/07113 for 'Reserved Matters application in relation to appearance, landscaping, layout and scale for the construction of a new residential development including affordable housing, public open space, landscape planting, pedestrian, cycle and vehicular links, a Neighbourhood Centre and associated infrastructure (details following outline consent PA14/02447 dated 13.10.2017).', namely 1) Removal of the Makenzie house type and replacement with the McQueen house type to increase floor space on the ground floor.

Ward: Trematon

Date received: 28/05/24

It was proposed by Councillor Dent, seconded by Councillor Miller and resolved to **RECOMMEND** approval.

d. Tree Notification:

PA24/03845

Mr Martin Knipe Dartana Ltd T/A RYM Claims – **Dartana Forder Saltash PL12 4QR**

Notification of works to Trees in a Conservation Area namely removal 5 Ash Trees T1, T2, T3, T4, T5 and T6.

Ward: Trematon

Date received: 16/05/24

It was proposed by Councillor Foster, seconded by Councillor Stoyel and resolved to **RECOMMEND:**

1. Approval of T1, T2 and T3 to be removed on the grounds of ADB;
2. Refusal of the removal of T4, T5, T6 due to lack of Tree Surgeons Report and Saltash Town Council's Voluntary Tree Warden advice.

104/24/25 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 8 JUNE 2024 OUTSIDE BLOOM HEARING, FORE STREET.

- a. The next scheduled meeting date Saturday 8 June 2024 outside Bloom Hearing, Fore Street.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED:**

1. To change the location for future Meet Your Councillor sessions to outside Superdrug, to commence from the 13 July 2024, to allow for additional space;
2. For Councillors Lennox-Boyd, Peggs, Bullock, Bickford and Miller to attend Meet Your Councillors on Saturday 8 June 2024 outside the former Bloom Hearing building.

105/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

106/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

107/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that the public and press be re-admitted to the meeting.

108/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Peggs, seconded by Councillor Foster and **RESOLVED** to issue the following Press and Social Media releases:

1. Meet Your Councillors;
2. Countywide 20mph Speed Limit;
3. Mayor's Charities for the year 2023/24.

109/24/25 DATE OF NEXT MEETING: 4 JULY 2024 AT 7:00 P.M.

Thursday 4 July 2024 at 7.00pm

110/24/25 COMMON SEAL:

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

DATE OF NEXT MEETING

Thursday 4 July 2024 at 7.00 pm

Rising at: 8.21 pm

Signed: _____
Chairman

Dated: _____



HUDSON ACCOUNTING LTD.
INTERNAL AUDIT REPORT:
TO THE MEMBERS OF SALTASH TOWN COUNCIL
YEAR ENDED 31ST MARCH 2024.

ISSUE DATE: 28/05/2024
ISSUED TO: TOWN CLERK

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.

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 2023.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed.

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.

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 was 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

There are no previous recommendations requiring action.

Accounting Records

The accounts have been properly maintained throughout the year.

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.

Payment

Larger payments made in the last quarter of the financial year were reviewed and there are no issues to report.

Grants

Grants paid were in line with awards made by Members.

Risk

Insurance

The Fidelity Guarantee remains adequate at £5 million.

Budgets

Setting

The 2024/25 budget and precept were properly approved at Full Council in December 2023 following the production of detailed estimates.

Current year financial performance was taken into account as was the impact on both earmarked reserves and the general fund.

Monitoring

Budget monitoring reports have been taken to each committee meeting throughout the year.

Adequacy of Reserves

After allowing for earmarked reserves of £820,980 the general reserve stands at £1,115,516; equating to 75% of gross expenditure which is within generally accepted parameters.

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.

Interest

Interest earned on investments has been accurately reflected in the Ledger.

VAT

VAT claims for the year have been submitted.

The year-end claim is in agreement with balances held in the accounting statements.

Petty Cash

Petty cash is sparingly used and is adequately controlled.

Assets

The asset register has been updated to reflect acquisitions and disposals; the total value of assets held has been accurately disclosed in the AGAR.

Payroll

The March payroll was tested with no issues to report.

The national pay award has been accurately implemented.

New employees have been issued contracts of employment and have been paid in accordance with the Terms therein.

Bank Reconciliation

Monthly bank reconciliations have been carried out in a timely manner throughout the year have been reviewed in accordance with Financial Regulations.

The year-end bank reconciliation was found to be accurate.

Accounting Statements

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

Year-end adjustments were properly accounted for.

Annual Internal Audit Report 2023/24

SALTASH TOWN COUNCIL

www.saltash.gov.uk/financeandprecept.php

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

30/10/2023 17/04/2024 28/05/2024

S P HUDSON CPFA

Signature of person who carried out the internal audit

S. P. Hudson

Date

28/05/2024

***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).**

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CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	SALTASH TOWN COUNCIL
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I confirm that there are no conflicts of interest with BDO LLP.



I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
5 th June 2024	98/24/25.a

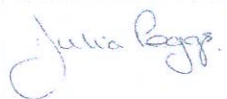
Signed (Clerk/RFO)



Print Name

SINEAD BURROWS

Signed (Chair)



Print Name

COUNCILLOR JULIA PEGGS



INTERNAL AUDIT PROPOSAL

SALTASH TOWN COUNCIL

MAY 2024

SUBMITTED BY:

HUDSON ACCOUNTING LTD.

Approach:

Audit work is carried out in accordance with guidance issued by the National Association of Local Councils (NALC) in their publication *Governance & Accountability for Local Councils* and will allow us to sign off the appropriate part of the Annual Return and provide assurance around the Council's Governance Statement.

All work and communication with the Council is undertaken by the Directors of the Company.

For Council's of your size, we always include interim audit visits and we provide comprehensive reports at both the interim and final audit stage.

The benefits of an interim audit visit is that it allows detailed examination of certain areas that do not need to wait until the year-end and early system testing that both frees up time at the final audit stage and can flag up issues at an early stage that can be rectified before the end of the financial year. It also means that all areas are given adequate coverage.

Independence:

I can confirm that to the best of my knowledge there are no relationships with Members or Officers of the Council which would cause a conflict of interest or compromise the independence of any audit work undertaken.

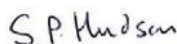
Experience:

I am a fully qualified local government accountant with more than twenty-five years post qualification experience at senior levels including nine years as a S151 Officer and a year seconded as Chief Internal Auditor.

We are experienced local council internal auditors and was also a part-time parish clerk so we feel we are uniquely placed to provide a high-quality service that is fully conversant with current issues facing local councils.

Our Anti-Money Laundering Regulations obligations are undertaken under the supervision of H.M. Revenues & Customs and we carry £50,000 of Professional Indemnity insurance.

Fee: Our fee would be £1200 per annum; we are happy to fix this price for the three financial years 2024/25 to 2026/27



S P Hudson
Director

E Mail: HUDSONACCOUNTING@BTINTERNET.COM

Phone: 01736 799637

Mobile: 07545 312624

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

SALTASH 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 2024, that:

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

*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:

05-06-2024

and recorded as minute reference:

98/24/25.C.

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

Chair

JMBggg

Clerk

BB

www.saltash.gov.uk

Section 2 – Accounting Statements 2023/24 for

SALTASH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,419,386	1,926,661	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,255,690	1,307,753	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	399,823	185,622	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	630,668	702,209	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	33,805	45,862	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	483,765	735,469	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,926,661	1,936,496	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	1,970,440	1,925,937	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	2,697,766	2,716,253	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	240,855	201,022	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
For Local Councils Only			
	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)		✓	
11b. Disclosure note re Trust funds (including charitable)			✓
<p>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</p> <p>The figures in the accounting statements above exclude any Trust transactions.</p>			

I certify that for the year ended 31 March 2024 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

24/05/2024

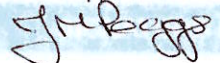
I confirm that these Accounting Statements were approved by this authority on this date:

05-06-2024

as recorded in minute reference:

98/24/25.d.

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



TO BE SUBMITTED TO BDO LLP WITH THE ANNUAL RETURN AND SUPPORTING INFORMATION

NAME OF SMALLER AUTHORITY:	SALTASH TOWN COUNCIL
DATE INSPECTION PERIOD COMMENCED:	7 th June 2024
DATE INSPECTION PERIOD ENDS:	18 th July 2024

Please note this information must be provided to the auditor in accordance with the Accounts and Audit Regulations 2015.

Name of Smaller authority: SALTASH TOWN COUNCIL

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF ANNUAL GOVERNANCE & ACCOUNTABILITY
RETURN (EXEMPT AUTHORITY)**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement THURSDAY 6TH JUNE 2024 (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:</p> <p>(b) SINEAD BURROWS, TOWN CLERK/RFO – SALTASH TOWN COUNCIL, THE GUILDHALL, 12 LOWER FORE STREET, SALTASH, PL12 6JX. enquiries@saltash.gov.uk</p> <p>commencing on (c) FRIDAY 7TH JUNE 2024</p> <p>and ending on (d) THURSDAY 18TH JULY 2024</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</p> <p>BDO LLP Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ councilaudits@bdo.co.uk</p> <p>5. This announcement is made by (e) SINEAD BURROWS – TOWN CLERK/RFO</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>