

To receive a report from the Finance Officer

Report to: Policy and Finance

Date of Report: 5 May 2026

Officer Writing the Report: Finance Officer

Purpose of Report:

To keep Members informed of the Town Council's finances. This enables ongoing monitoring and supports sound financial oversight of public funds.

Officers Recommendation:

To ask the members to note the information received in the report below

Report Summary:

1. Budget Reports for Year Ending 31 March 2026

Each committee budget report has been updated with year-end adjustments.

Summary/Highlights: -

Income

- Total budgeted income £ 96,951
- Total actual income £190,621
- Surplus income £ 93,670

Most of the income surplus is due to Interest received on investments - budgeted income £38,255 against actually received £93,153, resulting in budget excess of £54,898. The council also received an insurance claim of £37,563 towards the pontoon repairs caused by storm damage.

Operating Expenditure

- Total budgeted expenditure £1,549,835
- Less virements (£ 40,318)
- Less total expenditure (£1,281,494)
- Total budget underspent £ 228,023 (Returned to General Reserves)

Personnel budget saving of £136k due to staff vacancies throughout the year. P&F budget saving of £34k to include £15k insurances (savings on premiums due to seeking competitive quotes), £6k community chest fund, £3k Office/IT costs.

EMF Expenditure

- Brought forward from 24/25 £748,234
- Plus virements/income £267,463
- Plus Precept budget 25/26 £169,436
- Less expenditure (£377,232)
- Total EMF Balances 25/26 £807,901

For more details refer to the **Overall Summary Budget – March 2026**

Capital & Reserves

- General Reserves £647,299
- Contingency Reserves £700,760 (equates to 5.06 months of 2026/27 Precept budgeted expenditure)

2. Internal Audit 2025/26

All information has been provided to our internal auditor for the financial year ending 31 March 2026. The internal audit report which will be reported at the next P&F committee meeting.

3. External Audit - AGAR 2025/26

We are pleased to report that progress on the Annual Governance and Accountability Return (AGAR) for the financial year ending 31 March 2026 is on schedule. Refer to **Appendix A** for copy of the template document.

The external auditor, BDO LLP, has provided all necessary documentation and guidance required to complete the AGAR in accordance with statutory requirements and the relevant regulatory framework for local councils.

The draft AGAR is being prepared by the Town Council's Finance Officer and will undergo a thorough review by both the Responsible Financial Officer (RFO) and the Council's appointed Internal Auditor, Mr. Steve Hudson.

In line with the statutory timeline, the final AGAR must be submitted to BDO by 1st July 2026. To meet this deadline, the completed AGAR and associated audit documentation will be presented for formal approval at the Full Town Council meeting scheduled for 4 June 2026. Subject to Council approval at that meeting, the AGAR will then be submitted to the external auditor within the required timeframe.

4. External Audit – Intermediate Review 2025/26

Each year, the external auditor conducts an intermediate review. For 2025/26, the focus will be on Assertions 1 and 4 of the Annual Governance Statement.

Please refer to **Appendix B** for detailed information on the review objectives and the required audit evidence.

A new assertion (10) was introduced for 2025/26 in the Annual Governance Statement around "digital and data compliance". BDO, the external auditor has confirmed they will not be selecting this assertion for testing in its first year to allow further time for authorities to embed the new requirements within their systems and procedures.

5. Debtors

Below is a list of the current outstanding invoices at 6 May 2026.

All outstanding invoices have been issued within the last 2 weeks and reporting in the Less than 1 Month column. All are regular customers and there are no concerns regarding payment.

Contact	Invoice Date	Total	Less than 1 Month	1 Month	2 Months & Older	Notes
Cornwall Council	30/04/2026	£252.30	£252.30	£0.00	£0.00	Isambard House room booking April 26
Saltash Bowling Club	01/05/2026	£22.59	£22.59	£0.00	£0.00	Recharge for use of metered water
Saltash Probus	27/04/2026	£64.20	£64.20	£0.00	£0.00	Chamber room booking for May and refreshments for April meeting
Trusted Boat Owner Scheme	28/04/2026	£100.00	£100.00	£0.00	£0.00	Annual renewal of Trusted Boat Owner Scheme
Walter C Parsons	29/04/2026	£1,033.00	£1,033.00	£0.00	£0.00	Burial Services
We Are With You	22/04/2026	£453.20	£453.20	£0.00	£0.00	Maurice Huggins room booking May 2026
TOTAL		£1,925.29	£1,925.29	£0.00	£0.00	

6. CIL (Community Infrastructure Levy) Neighbourhood Parish Payments

The table below summarises the CIL income received from Cornwall Council. There was a receipt in April 2026 for £12,533.57, making the total amount received from 2021 to date of £34,264.79.

CIL 4th round for Saltash Waterside Improvement Project has been approved and STC have committed to spend £10k of Neighbourhood Parish Payments. This will leave a budget left to spend of £24,264.79.

Cornwall Council's CIL Officer has confirmed that the funds awarded for April 2026 will not need to be returned if unspent by the five-year deadline. However, they have appropriately requested an update on the anticipated delivery timeline for the project, which has now been provided.

Date Received	Amount Received	Amount Committed CIL 4th round	Balance to Spend	5 Year Deadline	Planning Ref	Planning Address
07/04/2021	£1,395.00	£1,395.00	£0.00	06/04/2026	PA19/09168	Land off 28 Castlemead Drive, Saltash
17/04/2021	£189.06	£189.06	£0.00	16/04/2026	PA20/05475	Land Adjacent To Polmear, Homer Park, Saltash, PL12 6HJ
15/11/2021	£385.99	£385.99	£0.00	14/11/2026	PA19/09772	Old Churchtown Farm Farm Lane St Stephens Saltash Cornwall PL12 4AR
15/11/2021	£840.00	£840.00	£0.00	14/11/2026	PA18/09294	Land On The North Side Of 1 Castle View, St Stephens, Saltash, PL12 4RD
07/10/2022	£2,434.67	£2,434.67	£0.00	06/10/2027	PA21/06948	Land East Of 16 Castle View, St Stephens, PL12 4RD
07/10/2022	£815.63	£815.63	£0.00	06/10/2027	PA21/03745	Land South of Old Churchtown Farm Lane, Stephens, PL12 4AR
19/04/2023	£1,372.84	£1,372.84	£0.00	18/04/2028	PA20/10644	12 Sunningdale Road, St Stephens, Saltash, PL12 4BN
19/04/2023	£2,246.66	£2,246.66	£0.00	18/04/2028	PA22/09842	Land East of 62 St Stephens Road, Saltash, PL12 4BJ
19/04/2023	£943.29	£320.15	£623.14	18/04/2028	PA21/03745	Land South of Old Churchtown Farm Lane, Stephens, PL12 4AR
18/10/2023	£8.82		£8.82	17/10/2028	PA20/10644	12 Sunningdale Road, St Stephens, Saltash, PL12 4BN
18/10/2023	£2,246.66		£2,246.66	17/10/2028	PA22/09842	Land East of 62 St Stephens Road, Saltash, PL12 4BJ
18/04/2024	£341.79		£341.79	17/04/2029	PA21/05336	Land West Of The Stables, Farm Lane, St Stephens, Saltash, PL12 4AR
14/10/2024	£1,034.93		£1,034.93	14/10/2029	PA21/05336	Land West Of The Stables, Farm Lane, St Stephens, Saltash, PL12 4AR
10/04/2025	£3,821.13		£3,821.13	08/04/2030	PA21/05314	118-120 North Road, Saltash, Cornwall, I PL12 6BQ
10/04/2025	£746.65		£746.65	08/04/2030	PA23/03710	18 Churchtown Drive, St Stephens, Saltash, Cornwall, I PL12 4FB
16/10/2025	£2,908.10		£2,908.10	14/10/2030	PA23/04774	62A St Stephens Road, Saltash, Cornwall, PL12 4BJ
21/04/2026	£11,304.01		£11,304.01	19/04/2031	PA25/02445	Land South Of Lucas Tenement, Broad Lane, Trematon, PL12 4RU
21/04/2026	£245.91		£245.91	19/04/2031	PA25/07609	Yellow Tor Villa, Fairmead Road, Saltash, Cornwall, PL12 4QE
21/04/2026	£983.65		£983.65	19/04/2031	PA25/02068	The Old Mission Hall, Pill Lane, North Pill, Saltash, Cornwall, PL12 6LQ
	£34,264.79	£10,000.00	£24,264.79			

Note: The Town Council have five years from receipt to spend the income on infrastructure projects within the area that meet the criteria set out in CIL Regulation 59C. The relevant dates are provided in the table for reference.

Signature of Officer:
Finance Officer