

FINANCE & GENERAL PURPOSES COMMITTEE – 13 AUGUST 2018**REPORT FOR DECISION**
GRANT APPLICATIONS**2018/19 Annual Grants Budget - £9,000****Total of current approvals:**

Annual Budget	£ 9,000
Existing approvals	£ 2,015
Balance remaining	£ 6,985

(a) Penwith Community Development Trust

Penwith Community Development Trust (PCDT) is a registered charity and a company limited by guarantee. They aim to provide a range of interesting community development initiatives and projects across Cornwall and the Isles of Scilly. They are seeking a grant to support them working with local community groups and clean Cornwall to deliver 4 activity sessions for families in Penzance. The overall cost of the project is £3,137.52 which includes the cost of youth workers, food, play equipment and marquee hire. PCDT are seeking a contribution of £500 towards the cost of food and inflatable play activities. They have also applied for funding from #iwill2018 and Cornwall Community Foundation. The activities are aiming to reach approximately 50 local residents per session. PCDT have submitted a request to hold some of the activity days in Penlee Park, a copy of the report submitted to Leisure and Amenities Committee is attached for information.

PCDT have provided a copy of their Annual Report and Accounts for the year ended 31.3.17 which confirms that they hold unrestricted funds of £541,190 general reserves of £121,375 after allowing for funds set-aside for specific purposes.

RECOMMENDATION – to support the request for a contribution towards the cost of food and inflatable play activities of £500.

Paula Smith
Support Services Manager/RFO

LEISURE & AMENITIES COMMITTEE, 06 AUGUST 2018

REPORT FOR DECISION

PCDT ACTIVITY DAYS

Recommendation: -

To approve the PCDT (Penwith Community Development Trust) family activity days detailed below subject to the provision of all relevant risk assessments, insurance documentation and suitable proposals to ensure that the sites are left in the same condition as they were found following the activity days.

Background: -

Penzance Town Council has been approached by PCDT regarding the possibility of holding a number of family activity days throughout Penzance. The details of the activity days have been provided by PCDT and the detail taken directly from their email is provided below:

9th will be Penlee Park is still in the planning stage but, will consist of

- A treasure hunt
- Face painting
- Lunch
- Making activities such as stress balls
- Promotion of community spirit/ offers

R/A will be completed next week – We have our own Public liability that I will access

16th – Alexandra park (skate park if Cornwall Council say no)

This event we are planning to have local police support including a k-9 unit, the community fire crew on shift, and again face painting, lunch and games.

R/A will be completed next week – We have our own Public liability that I will access

23rd - Skate Park

R/A will be completed next week – We have our own Public liability that I will access

Pyramid bouncy castle – comes with insurance and R/A

Clean Cornwall and activities related to litter

Lunch and face-painting

30th – Penlee park

Penwith play will be attending with activities/bouncy castles - comes with insurance and R/A

Lunch / face painting

We are still finalising plans and hoping to invite community groups and local businesses along to support and show what's on offer for the people of Penzance. In addition to asking plastic free penzance and pop up penzance to support.

Item 7(a)

The idea will be to give the community back ownership and pride in the town and bringing the community together looking at activities that will embrace this.

A handwritten signature in black ink, appearing to read "Ben Brosgall". The signature is stylized and cursive.

Ben Brosgall
Leisure and Amenities Manager

RECOMMENDATION	KEY RISKS	PTY	COMMENT	ACTION/ DATE
<p>Final Internal Audit Report 2017/18</p> <p>1. The Council should adopt a suitable Investment Strategy and review it at least annually thereafter.</p>	<ul style="list-style-type: none"> Value of resources not maintained due to inflationary factors and lack of return on investments 	2	<p>An external specialist will be consulted to ensure that options are presented to Councillors which meet our financial obligations – 1st meeting due to take place early October.</p>	TC & SSM/RFO Dec. 2018
<p>2. Casual Labour is paid through the payroll with the requisite deductions made unless confirmation is received from HMRC that the individual is genuinely self-employed.</p>	<ul style="list-style-type: none"> Non-compliance with statutory body guidance and risk of penalty 	1	<p>ACHIEVED - All employees have been issued with suitable contracts and are being paid through the payroll</p>	SSM/RFO & SAO April 2018
<p>3. The Council's asset register is reviewed and updated to ensure it meets the requirements laid down as 'proper practice' in 'Governance & Accountability for Smaller Authorities'.</p>	<ul style="list-style-type: none"> Assets not included in register or not recognised at correct value 	2	<p>The current asset register needs to be updated to reflect current best practice and to ensure a program for asset revaluation is introduced</p>	TC & Senior Managers March 2019
<p>Final Internal Audit Report 2016/17</p> <p>Full compliance with the Transparency Code is required</p>	<ul style="list-style-type: none"> In breach of statute requiring improved transparency 	2	<p>ACHIEVED - details of paid expenditure and model publication on website. Commercial tendering information being reviewed in line with GDPR requirements</p>	SSM/RFO Sept 2018

PENZANCE TOWN COUNCIL – FINANCE ACTION PLAN – UPDATED JULY 2018

Item 8(a)

INT AUD (24/16f)	Interim Internal Audit Report 2016/17 Procedure manuals should be introduced for all systems starting with critical financial procedures.	<ul style="list-style-type: none"> Lack of documented procedures undermines performance. Internal controls undermined if agreed system of working is uncertain/unspecified. 	2		All staff ongoing
INT AUD (25/17i)	Final Internal Audit Report 2015/16 Leases should be reviewed to ensure they are current.	<ul style="list-style-type: none"> Uncertainty over lease provisions. Potential to miss rent review provisions 	1	<p>AFC lease has expired. A lease is currently being drafted for consideration by Full Council on 3rd September 2018.</p> <p>ACHIEVED - Penlee Lodge – A lease has been drafted for and was agreed at Full Council on 9th July.</p>	<p>TC ongoing</p> <p>TC Complete</p>