



## **MARAZION TOWN COUNCIL**

**Meeting 10/21  
TO ALL COUNCILLORS**

**23<sup>rd</sup> September 2021**

Dear Councillors

**NOTICE IS HEREBY GIVEN** that you are summoned to attend a meeting of the Town Council on Tuesday 28th September 2021 7.30pm, Marazion Town Hall (choir room).

The meeting will consider the agenda items as set out below.

**Please note.**

**1. Recording.**

Under the Openness of Local Government Bodies Regulation 2014, this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, or members of the public.

The Town Clerk will be recording the meeting for the purpose of minute taking. Written approved minutes are the true legal record of council meetings.

**2. Public Participation.**

The public are welcome at Marazion Town Council meetings. Members of the public are invited to ask questions or raise issues relevant to the work of the Town Council. 15 minutes is set aside for public participation and individual speakers are restricted to 3 minutes. Public participation is not part of the formal business of the Town Council however, a note will be made of matters raised and recorded within the minutes of the meeting.

Members of the public wishing to speak are requested to submit questions or statements in writing to the Town Clerk no less than 3 days before the date of the meeting.

**3. Covid Safe Meetings**

Please wear a mask (can be removed when speaking), hand sanitising prior to entering the meeting room, log in with Track and Trace and if prior to the meeting you or a family member are showing any Covid-19 symptoms then please send apologies and do not attend.

The Town Hall, Market Place, Marazion, Cornwall TR17 0AR

Tel: 01736 710234. E-mail: [tracey.unstead@maraziontowncouncil.gov.uk](mailto:tracey.unstead@maraziontowncouncil.gov.uk)

Clerk to the Council: Mrs Tracey Unstead

## **AGENDA**

### **Part I**

**(Open to the public)**

**1 Apologies**

To receive, record and where requested approve the reason for the apology of absence.

**2 Public Participation**

**3 Declarations of Interest**

To declare any disclosable interests relating to the items of business on the agenda.

**4 Dispensations**

To receive and consider any requests for dispensation (if any)

**5 Mayors Report/Matters of Urgency**

To consider items which, in the opinion of the Chairman of the Council should be considered by the meeting as matter of urgency (if any). Any items not listed on the agenda and decisions made may be open to legal challenge.

**6 Clerks Report**

As of publishing the agenda.

- i Cornwall Community Flood Forum's Annual Conference 5<sup>th</sup> November 2021 Heartlands, Pool.
- ii Code of Conduct training
- iii Poppy Appeal 2021

**7 Correspondence Received.**

- i E-mail received from resident about the poor state of repair, paving in the Maypole Gardens.

**8 Councillor Reports**

**a) Town Councillors.**

**9 Minutes of the Council meeting held on Tuesday 14<sup>th</sup> September 2021.**

To consider, approve and sign the minutes of the Town Council meeting held on Tuesday 14<sup>th</sup> September 2021.

**10 Play Area Inspections – to approve and appoint a contractor to carry out play**

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area inspections – Cllr W Collins.

- 11 **Mounts Bay Sailing Club** – to approve the request received from Mounts Bay Sailing Club to have access to and use of the Folly Field from Friday 29<sup>th</sup> July 2022 until Saturday 6<sup>th</sup> August 2022 and the Council Chamber from Sunday 31<sup>st</sup> July until Friday 5<sup>th</sup> August 2022.
- 12 **Annual Investment Strategy** – to approve and adopt the Annual Investment Strategy as presented – Town Clerk
- 13 **Conclusion of the External Audit 2020-2021** - to note the external audit of the Council's accounts for 2020/21 has successfully concluded with no matters arising – Town Clerk
- 14 **Redundant BT Telephone box Feliskirk Lane** – to approve delegation of the exploration of what can be done to improve the appearance of the redundant telephone box to the Queens Platinum Jubilee Task and Finish Group.
- 15 **Painting Benches War Memorial** – to approve painting, repairing, or replacing benches, War Memorial – Cllr W Collins.
- 16 **Matters Arising from previous Minutes.**
  - a Minute 094 (Footpath 14) – no update at the time of publishing.
  - b Minute 184 (Flooding Green Lane) – no update.
  - c Minute 381 (footpath number 8) – note that the Town Clerk due to other priorities has yet to review the process and resources needed.
  - d Minute 654(a)(i) (litter bin sponsorship) - to receive an update.
  - e Minute 694 (Maypole Gardens) - to receive an update
  - f Minute 756(v) meeting with Head of Planning - to receive an update
  - g Minute 756(vi) letter to Wallgate – to receive an update.
  - h Minute 758 (b)(i) Hand Dryer disabled toilet – to receive an update.
  - i Minute 758(b)(i) Japanese Knotweed – to receive an update.
  - j Minute 758(b)(ii) Sewage on main road – to receive an update.
  - k Minute 758(b)(iii) Memorial Bench Memorial Gardens - to receive an update.
  - l Minute 761 Plastic Free Marazion – to receive an update.
  - m Minute 765 Cycle Racks – to receive an update.
  - n Minute 768 Seawall Insurance – to receive an update.
- 17 **Finance** – to resolve to approve.

a) **Statement of Accounts – as per bank statements 23<sup>rd</sup> September 2021.**

Community	£748.75.00
Business Premium	£122,319.00

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NS& I (Earmarked Reserves) £151,038.36

**b) Accounts for Payments**

Mr R Beard	£300.00
*Note – underpaid in 2020 leaving a sum of £300 owing (invoices 20235 and 20239)	
Mr R Beard Sexton services	£730.00
Beacon Garden Services	£75.00
Mr V Glover Play Inspections	£225.00
Sailflags	£108.00
Tidy Grounds (grounds maint)	£1020
Tidy Grounds (grounds maint)	£1561.47
PKF Littlejohn (external auditor)	£480.00
St Aubyn Estates (Folly Field East)	£1.00
St Aubyn Estates (Henfor bus shelter)	£20.00
St Aubyn Estates (Dollen)	£0.05
St Aubyn Estates (Allotments)	£80.00
St Aubyn Estates (Long Barn and Fairgreen)	£10.00
AkzoNoble (paint materials)	£153.68

**c) Receipts**

Town Clerk Repayment Overpayment	£60.00
Cremation	£648.75
Cremation	£609.25
Memorial Inscription	£18.00
Burial	£1,041.25

**f) Direct Debit**

EDF (Folly Field supply)	£44.00
EDF (Maypole Garden)	£28.00
EDF (Town Square lighting)	£29.00
EDF (Town Hall)	£139.00
SW Water (Folly Field toilets)	£4,458.04
British Gas (electric West End)	£176.65

**g) Pre-payments**

Amazon purchase x 3 diaries 2022	£11.97
Akzonoble (paint and materials)	£100.50
Robert Dyas (plastic storage boxes x4)	£87.96.00

**18 Planning**

**a) Applications for Planning Permission**

**i Application number: PA21/05460**

Proposal: Retention of payment machines, ANPR Camera and

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associated infrastructure.

Location: Car Parks Known As Godolphin, Slipway And Residents  
Kings Road West End Marazion Cornwall TR17 0EN

Applicant: Initial Parking Ltd

<http://planning.cornwall.gov.uk/online-applications>

ii **Application number: PA21/05461**

Proposal: Retention of Payment Machines, ANPR Camera and associated infrastructure

Location: Folly Field Car Park West End Marazion Cornwall TR17 0EF

Applicant: Initial Parking Ltd

<http://planning.cornwall.gov.uk/online-applications>

iii **Application number: PA21/05462**

Proposal: Retention of Payment Machines, ANPR Cameras and associated infrastructure

Location: Overflow Car Park Green Lane Marazion Cornwall

Applicant: Initial Parking Ltd

<http://planning.cornwall.gov.uk/online-applications>

iv **Application PA21/08238**

**Proposal** Proposed single storey side extension to the existing dwelling

**Location** Land To The Rear Of 3 Turnpike Road Marazion Penzance TR17 0BJ

**Applicant** Mr and Mrs M Chapman

**Grid Ref** 152568 / 30763

<http://planning.cornwall.gov.uk/online-applications>

v **Application PA21/08748**

**Proposal** Proposed porch

**Location** Chi Park An Melin 1 Millfields Green Lane West Marazion

**Applicant** Mr Martin Vizor

**Grid Ref** 151427 / 31520

<http://planning.cornwall.gov.uk/online-applications>

vi **Application PA21/08067**

**Proposal** Single storey rear extension

**Location** Teylu House Gwallon Lane Marazion TR17 0HW

**Applicant** Mr & Mrs T Lugg

**Grid Ref** 152460 / 30942

<http://planning.cornwall.gov.uk/online-applications>

**b) Applications Approved/Refused by Cornwall Council.**

**c) Correspondence**

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**19 The Freedom of Information Act 2000.**

Deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.

**20 Data Protection Act 2018**

Precludes this authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public.

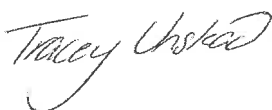
Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.

**21 Part II  
(Private)**

**Items which may be taken in the absence of the public and press on grounds that Exempt information may be disclosed as defined in the Local Government Act 1972 and Public Bodies (admissions) Act 1960.**

To move that in the view of the confidential nature of the business to be transacted viz; information where public disclosure at this time may be prejudicial to the good business of the Council, it is in the public interest that they be temporarily excluded, and they are instructed to withdraw in accordance with Standing Order 3d

**22 East End Garages – to receive an update.**



Tracey Unstead  
Town Clerk

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Clerk to the Council: Mrs Tracey Unstead

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**Date** 28<sup>th</sup> September 2021  
**Report of** Town Clerk  
**Subject** Annual Investment Strategy 2022-2021

### **Part 1 (non-confidential)**

The Town Council is recommended to resolve that Marazion Town Council: -

- a) to adopt and approve the presented Annual Investment Strategy for Marazion Town Council.

### **Introduction**

A recommendation made by the Internal Auditor, Marazion Town Council having both healthy earmarked and general reserve balances is required to have an Investment Strategy to protect public monies.

In accordance with the Internal Auditors recommendation made in 2020 and 2021 an Annual Investment Strategy has been drafted for Full Council to consider, approve and adopt.

### **Recommendation**

That Marazion Town Council does formally note the successful conclusion of Annual Governance and Accountability Review for the financial year 2020/2021.

**Town Clerk**





# **Marazion Town Council**

## **Annual Investment Strategy**

**2021 - 2022**

# **Annual Investment Strategy Marazion Town Council**

## **1 Introduction**

- 1.1 Marazion Town Council has a responsibility to wisely invest reserves and surplus funds which are not immediately required to meet expenditure.
- 1.2 This Strategy complies with the revised requirements set out in the Office of the Deputy Prime Minister's Guidance on Local Government Investments and Chartered Institute of Public Finance and Accountancy's Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes and takes account of the Section 15(1) (a) of the Local Government Act 2003, best practice from the National Association of Local Councils, CIPFA and guidance contained in the Governance and Accountability for Smaller Authorities in England publication.
- 1.3 The definition of an investment covers all of the financial assets of a local authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit, for example, investment property portfolios. This may therefore include investments that are not managed as part of normal treasury management processes or under treasury management delegations.

## **2 Investment Objectives**

- 2.1 In accordance with Section 15(1) of the Local Government Act 2003, Marazion Town Council will have regard
  - a) to such guidance as the Secretary of State may issue, and

- b) to such other guidance as the Secretary of State may by regulations specify.
- 2.2 Investment priorities will be centred on the security of reserves whilst also providing sufficient ease of access and profit.
- 2.3 Any investment made will be in Sterling.
- 2.4 The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and Marazion Town Council will not engage in such activities.
- 2.5 Where external investment managers are used, they will be contractually required to comply with the Strategy.

### **3 Financial Investments**

3.1 Financial Investments fall into three categories: -

- a) Specified Investments
- b) Loans
- c) Non-Specified Investments

#### **3.2 Specified Investments**

Specified Investments are those offering high security and high liquidity, made in sterling and with a maturing of no more than a year. Such short-term investments made with the UK Government, or a Local Authority or Town/Parish Council will automatically be specified investments.

3.3 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Marazion Town Council will use: -

1 Deposits with banks, building societies, local authorities, or other public authorities

2 The Debt Management Agency of HM Government

Marazion Town Council's current investments are with Barclays Bank (current and deposit accounts) and the National Savings and Investments savings bank (NS&I). Should this change, the annual investment strategy will need to be re-adopted and approved by Full Council.

#### **4 Loans**

4.1 A local authority may choose to make loans to local enterprises, local charities, wholly owned companies, and joint ventures as part of a wider strategy for local economic growth. However, to do so is not financially prudent and is considered a financial high-risk activity for Marazion Town Council. Marazion Town Council will not engage in such activities.

#### **5 Non-Specified Investments**

5.1 These investments have greater potential risk – examples include investment in the money market, stocks, and shares.

5.2 Given the unpredictability, uncertainty and high risk surrounding such investments, Marazion Town Council will not use this type of investment.

#### **6 Liquidity of Investments**

6.1 The Full Council following advice from the Responsible Finance Officer, will determine the maximum periods for which funds may prudently be committed so as not to compromise ease of access.

## **7 Risk**

- 7.1 The Town Council's reserves are covered by the Financial Services Compensation Scheme up to £85,000 with any one institution and monies must therefore be carefully managed to mitigate the risk of losses.

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**Date** 28<sup>th</sup> September 2021  
**Report of** Town Clerk  
**Subject** Conclusion External Audit Financial Year ended 31<sup>st</sup> March 2021.

### **Part 1 (non-confidential)**

The Town Council is recommended to resolve that Marazion Town Council: -

- a) to formally note the conclusion of the external audit with no matters arising.

### **Introduction**

PKF Littlejohn (government appointed external auditors for Town and Parish councils) have concluded the external audit of Marazion Town Council Accountability Governance and Accountability Return for the financial year ended 31<sup>st</sup> March 2021.

There are no matters arising that need to be addressed.

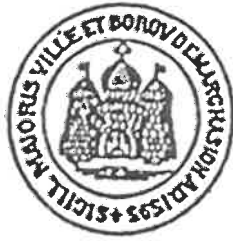
Upon the council formally noting the conclusion, the council must publicly display a notice by the 30<sup>th</sup> of September 2021 advising any local government elector of the area of Marazion Town Council of the 'conclusion' of the external audit. This notice will be placed on the council's website and noticeboard.

Any local government elector of the area of Marazion Town Council has the right to ask for copies of the Annual Governance and Accountability Return for the year ended 31<sup>st</sup> March 2021 (at a cost of £5.00 per copy) and have the right to inspect.

### **Recommendation**

That Marazion Town Council does formally note the successful conclusion of Annual Governance and Accountability Review for the financial year ended 31<sup>st</sup> March 2021, no matters arising.

**Town Clerk**



## **MARAZION TOWN COUNCIL**

### **Notice of Conclusion of Audit**

Annual Governance and Accountability Review for the Year Ended 31 March 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

- 1 The audit accounts for Marazion Town Council for the year ended 31 March 2021 has been completed and the accounts have been published.
  
- 2 The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of Marazion Town Council on application to: -
  - a) The Town Clerk  
Marazion Town Council  
The Town Hall  
Marazion  
TR17 0AR
  
  - b) Office hours during which the inspection maybe exercised:  
Monday 9.00am – 12 noon  
Thursday 9.00am – 12 noon
  
- 3 Copies will be provided to any person on payment of £5.00 for each copy of the Annual Governance and Accountability Return.

**Announcement made by the Town Clerk**

**Date of Announcement 29<sup>th</sup> September 2021.**



# Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

**MARAZION 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*		
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:

22.06.2021

and recorded as minute reference:

662

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

Chairman



Clerk



www.marazion.info

Section 2 – Accounting Statements 2020/21 for

MARAZION TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	225,136	228,313	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	56,498	56,498	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	75,872	105,251	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	20,006	29,028	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	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	109,187	147,513	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	228,313	213,521	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	228,313	213,521	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	180,052	251,007	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	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	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

21/06/2021

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

22-06-2021

as recorded in minute reference:

662

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



### Section 3 – External Auditor Report and Certificate 2020/21

In respect of **MARAZION TOWN COUNCIL – CO0081**

#### 1 Respective responsibilities of the body and the auditor

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.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 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 (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR 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.

Information included in the internal auditor's report highlights that there was no risk assessment undertaken in the year, hence the response to Section 1, Assertion 5 should have been 'No'. The smaller authority has confirmed that action has been taken to correct this in the 2021/22 financial year.

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

None.

#### 3 External auditor certificate 2020/21

We 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.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

12/09/2021

Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))