

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held in the Atherton Suite, The Old Post Office, The Moor, Falmouth on Monday 2nd March 2026 at 6.00 pm.

Present: T M Pearce (Chair), S R Carmichael, D E Clegg CC, K S Holbrook, L E Howes, and A J Jewell.

Councillors D W Saunby CC, and J A R Stowell, also attended.

In Attendance: A M Williams (Town Clerk)
R N Thomas (Responsible Finance Officer)
M Kenworthy-Gomes (Falmouth Pride, Grant Applicant)
D Beard (Falmouth Town Football Club, Grant Applicant)
J Larke (Cornwall International Male Choral Festival, Grant Applicant)
P Pearce (Chair, Falmouth United, Grant Applicant)

F7112 APOLOGIES

Apologies for absence were received and approved from Councillor Evans (Cornwall Council Business), and Robinson (holiday).

F7113 INTERESTS AND DISPENSATIONS

None received.

F7114 MINUTES

It was proposed by Councillor Carmichael, seconded by Councillor Pearce and

RESOLVED that the Part I Minutes of the meeting held on 19th January 2026 be confirmed as a correct record of the proceedings and signed by the Chair.

F7115 GRANT APPLICATIONS

It was noted that the residual balance of the 2025/26 grants budget would be utilised as well as the 2026/27 grants budgets for those approved events and initiatives falling within the 2026/27 financial year. Also, the previously deferred grant request for the Falmouth Classics 2026 event would be further considered at the next meeting of the Committee.

It was proposed by Councillor Howes, seconded by Councillor Pearce and

RESOLVED that pursuant to section 145 of the Local Government Act 1972, Cornwall Pride be granted £2000 as an annual grant towards the annual Falmouth Pride event.

It was proposed by Councillor Carmichael, seconded by Councillor Pearce and

RESOLVED that pursuant to section 19 of the Local Government (Miscellaneous Provisions) Act 1976, Falmouth Town Football Club be granted £2,500 towards flood light replacements.

It was proposed by Councillor Clegg, seconded by Councillor Howes and

RESOLVED that pursuant to section 133 of the Local Government Act 1948, Falmouth Royal Naval Association be granted £250 towards

participation in the national inaugural commemoration of the St Nazaire Memorial at the National Arboretum in May 2027.

It was proposed by Councillor Carmichael, seconded by Councillor Jewell and

RESOLVED that pursuant to section 145 of the Local Government Act 1972, Cornwall International Male Choral Festival be granted £2000 as towards the Falmouth aspects of the 2026 event.

It was proposed by Councillor Pearce, seconded by Councillor Carmichael and

RESOLVED that pursuant to section 19 of the Local Government (Miscellaneous Provisions) Act 1976, Falmouth United Youth Football be granted £900 towards training costs and the 2026 presentation event.

It was proposed by Councillor Carmichael, seconded by Councillor Holbrook and

RESOLVED that Kernow Learning Academy – King Charles Primary School, Year 6 residential trip be granted £2,600 from the Educational Reserve.

It was proposed by Councillor Clegg, seconded by Councillor Carmichael and

RESOLVED that the annual grant award to the Bosvale Community Centre continue in 2026/27.

It was proposed by Councillor Jewell, seconded by Councillor Carmichael and

RESOLVED that the annual grant award to Carnon Carers continue in 2026/27.

The Educational grant award to Kernow Learning Academy – King Charles Primary School – Year 5 (£500) was noted. As was the letter of thanks for grant award from the League of Friends of Falmouth Hospital.

It was proposed by Councillor Clegg, seconded by Councillor Howes and

RESOLVED that the grant awards for Falmouth Docks Table Tennis Club and Falmouth Climate Café Sharing Circle be permitted to carry over into the 2026/27 financial year.

The Grant Schedule and remaining 2025/26 balance as well as the 2025/26 Councillor Community Chest schedule were duly noted.

F7116 PROJECTS

The Committee noted the following project updates:

Passmore Edwards - Municipal Buildings

The public consultation process for phase 2 and 3 works was underway with regular project meetings scheduled. The Chair reminded councillors to contribute to the consultation.

Tranche 4 Devolution – Devo4

The Council had confirmed its request for asset and service transfers to Cornwall Council, and that list had been circulated to councillors. This was still being considered by Cornwall Council. Several matters were progressing outside of Devo4 for expediency.

F7117 FORECAST AT 31 JANUARY 2026

The Responsible Finance Officer presented the forecast and responded to councillor questions thereon. This was duly noted.

F7118 RISK ASSESSMENTS

It was proposed by Councillor Pearce, seconded by Councillor Howes and

RESOLVED that the attached service risk assessments for Corporate/Finance, Cultural Services, Town Management, Princess Pavilion, Grounds, and Facilities services be endorsed and noted.

It was proposed by Councillor Jewell, seconded by Councillor Carmichael and

RESOLVED that the attached Risk Management Strategy be approved.

It was proposed by Councillor Carmichael, seconded by Councillor Clegg and

RESOLVED that the attached and updated Risk Register be approved.

F7119 INVESTMENT STRATEGY

It was proposed by Councillor Howes, seconded by Councillor Holbrook and

RESOLVED that the attached Investment Policy be agreed and that the Responsible Financial Officer investigates more ethical banking options and reports back to the Committee thereon.

F7120 NEIGHBOURHOOD DEVELOPMENT PLAN AND NEIGHBOURHOOD PRIORITY STATEMENTS

The advice from Cornwall Council that review of the Falmouth Neighbourhood Plan be held in abeyance pending changes to Cornwall Local Plan allocations and the National Planning Policy Framework be noted and observed. The update regarding Neighbourhood Priority Statements for Falmouth was noted.

F7121 FEES AND CHRGES 2026/27

It was proposed by Councillor Clegg, seconded by Councillor Carmichael and

RESOLVED that the attached schedule of burial fees and charges for 2026/27 be approved.

It was proposed by Councillor Carmichael, seconded by Councillor Holbrook and

RESOLVED that the attached schedule of fees and charges for 2026/27 for Princess Pavilion be approved, subject to further review of the hire costs of theatre, kitchen, and food corkage for community groups.

It was proposed by Councillor Carmichael, seconded by Councillor Clegg and

RESOLVED that the attached schedule of other and miscellaneous fees and charges for 2026/27 be approved.

F7122 EXPENDITURE AND PETTY CASH

It was proposed by Councillor Carmichael, seconded by Councillor Clegg and

RESOLVED that the attached expenditure to date and petty cash schedules for January 2026 be approved.

F7123 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor Pearce, seconded by Councillor Carmichael and

RESOLVED that in view of the confidential nature of contractual matters and personal information, it is advisable, in the public interest that the press and public be excluded from the meeting.

**FALMOUTH TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL**

February 2026

This Risk Assessment is supported by service head assessments – Cultural Services, Grounds, Facilities, Town Management and Princess Pavilion.

Reference should also be made to the Climate Change RA a copy of which is annexed to each of the Service RA’s and included in this document.

Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2026)
Damage to third party property or individuals	Low	Public Liability Insurance	Annual check on level of cover in place (RFO) System of complaints received, and action taken	Low
Damage to public seating and risk to third party as a consequence of damage	Medium	Public Liability Insurance Ongoing maintenance of public seats Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (RFO) System of complaints received, and action taken Regular inspections carried out by a member of the Council’s maintenance team Condition of public seating monitored as part of annual asset check	Low
Damage to bus shelters and risk to third party as a consequence of damage	Medium	Public Liability Insurance Ongoing maintenance to bus shelters The Council has an agreement with Fern bank Advertising regarding the checking and cleaning of shelters within the town Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (RFO) System of complaints received, and action taken Regular additional inspections carried out by the Council’s maintenance team Condition of bus shelters monitored as part of annual asset checks	Low

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Damage to litter bins and risk to third party as a consequence of damage	Medium	Public Liability Insurance Ongoing maintenance to litter bins Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (RFO) System of complaints received, and action taken Regular additional inspections carried out by the Council’s maintenance team Condition of litter bins monitored as part of annual asset check	Low
Damage to fixtures and fittings of public toilets and risk to third party as a consequence of damage (Many of the Public Toilets buildings are leased from Cornwall Council who are responsible for insuring the building)	High	Public Liability Insurance Ongoing maintenance of fixtures and fittings Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (RFO) System of complaints received, and action taken Regular additional inspections carried out by the Council’s maintenance team	Medium
Damage to play equipment and risk to third party as a consequence of damage	High	Public Liability Insurance Ongoing maintenance to play equipment Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (RFO) System of complaints received, and action taken Weekly, Quarterly and Annual Inspections of Play areas carried out by competent persons	Medium

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Protection of Council properties, furniture and equipment	Medium	Insurance Cover obtained Up to date Asset Register Regular Maintenance of equipment Annual Portable Appliance Testing. Annual testing of fire alarm, emergency lighting and fire extinguishers. Annual service of gas hob and gas boiler. Five yearly fixed wire testing. Early warning smoke detection system installed in the municipal buildings and the old post office	Annual check on insurance values (RFO) Asset Register (Year-end) and annual asset check carried out. Use of qualified technicians Use of reputable insurance provider	Low

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Security of vulnerable buildings – Municipal Buildings Former PO Building Princess Pavilion	Medium	Fire alarm installed Externally lit area. Provision of Fire extinguishers, fire drills Trained Fire Wardens Secure locks and annual review of security. Record of key holders CCTV Monitored location – partially accessible remotely External contractor emergency keyholder	Annual servicing of fire alarm by competent person Fire protection equipment serviced by competent person Fire Warden training regularly refreshed External keyholder ensures local attendance in the event of alarm activation	Low
Protection of Civic Insignia	High	Civic Insignia included on asset register Appropriate insurance cover obtained	Annual check on insurance values (RFO) Mayor is aware that Civic Insignia must be kept under secure conditions	Low

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Insolvency of insurance company	Low	Use of one of the largest companies providing specialist cover for Councils Free legal service and advice from National Association of Local Councils and Cornwall Association of Local Councils	Reputation within the sector monitored	Low
Legal liability as a consequence of asset ownership	Medium	Public Liability Insurance Professional Indemnity Insurance cover Professional advice available if required from Council’s solicitor, CALC, NALC, SLCC	Annual check on levels of cover in place (RFO)	Low
Personal Accident to Members and Officers	Medium	Employer’s Liability cover Lone worker alarm with fall alert available Health & Safety Handbook provided to Officers. Staff receive relevant health & safety training. Trained first aiders and first aid kits	Annual check on level of cover in place (RFO) Regular refresher training Staff provided with mobile means of communication or instructed to ensure they have their own device with them at all times	Low

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2026)
Health of Members and Officers	Medium	Council buildings and vehicle are designated no smoking areas Occupational Health Service available	Smoke detectors and early warning smoke detection installed in MB and PO COVID19 – directed signposting available to help support mental wellbeing	Low
Assault to Members and Officers	High	Employer’s Liability cover Premises are secure – office door is locked with access by invitation	Annual check on level of cover in place (RFO) Cash collection service to mitigate staff visits to bank	Medium
Assault of third party by Members and Officers	Low	Public Liability cover	Annual check on level of cover in place (RFO)	Low
Security of officers working alone in building	Medium	Use of digital CCTV and security system in both PO building and the Municipal Buildings – partially accessible remotely	Staff meetings to review and staff appraisals Regular review of the authorised users Weekly alarm checks and manual checks to automatic roll call reports	Low
Security of officers exiting and locking up building after meetings	Medium	Buildings to be locked by authorised member of the team. Use of external professional contracted security personnel to provide additional cover for meetings that are out of hours	Where possible an officer is not left alone to exit building Contracted security personnel to support officers	Low

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<p>Procedures in place for recording and monitoring members’ interests, gifts and hospitality received</p> <p>Completion of Code of Conduct</p>	Low	<p>Code of Conduct signed, and a Register of Interest completed by each Member of the Council</p> <p>Disclosure of interest register kept listing any interests, gifts and hospitality received</p> <p>Disclosure of interests to appear as an item on the agenda as a prompt to members</p>	<p>Internal audit check</p> <p>Register of Interest kept by the Town Clerk with a copy kept by the Cornwall Council Monitoring Officer</p>	Low
<p>Loss of cash through theft or dishonesty</p> <p>Cash (on premises or in transit)</p>	High	<p>Fidelity Guarantee</p> <p>Premises are secure – access to FTC areas restricted by means of digital key card.</p> <p>Secure storage of cash</p> <p>Money is regularly banked</p> <p>Petty Cash is kept to a minimum</p> <p>Segregation of duties between receipting, recording and banking of cash and cheques</p>	<p>Fidelity Insurance reviewed and increased appropriately annually (RFO)</p> <p>Thorough vetting process of job applicants and annual staff reviews</p> <p>Quarterly internal checks carried out by two Members of the Policy, Finance and Resources Committee</p> <p>Subscription to cash collection service</p> <p>Two staff members to cash up takings on remote sites</p> <p>Daily float checking and recording</p> <p>Digital swipe card access control on safe</p>	Low

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2026)
Loss of Investments	High	Deposits spread between different providers No stocks and shares investments	Policy, Finance and resources Committee regularly reviews the consolidated bank reconciliation	Medium
Keeping proper financial records in accordance with statutory requirements	High	Use of SAGE 50 accounts by competent employees only Regular scrutiny of financial records and approval of pending expenditure by Members Records kept in accordance with Accounts and Audit Regulations	Standing Orders and Financial regulations reviewed annually by the Finance and General Purposes Committee Quarterly internal checks carried out by two Members of the Finance and General Purposes Committee Annual Internal and External Audit Officer and Member training	Low
Ensuring all requirements met under employment law and Inland Revenue Regulations and Salaries in accordance with adopted scales	Medium	Use of Sage 50 Payroll with legislation updates for salary calculation by trained staff Monthly Full Payment Submissions to Inland Revenue Contracts of employment for all staff	Annual Staffing Review Quarterly internal checks carried out by two Members of the Finance and General Purposes Committee Annual Internal and External Audit	Low

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2026)
Unfair dismissal claims	Medium	Grievance and Appeals procedure Council contracts Southwest Councils for advice on personnel management Subscription to platform HR service	Robust policies and procedures. Staff appraisal process. Annual review on the level of insurance cover provided	Low
Failure of Computer system - Hardware - Software	Medium	Remote server monitoring by IT company with support available if required Virus protection installed on server and PC's Daily backups undertaken Scheme of delegation for emergency purchasing in accordance with the Councils Standing Orders and Financial Regulations	Provision reviewed annually by RFO and insured Regular replacement and upgrade to software and hardware Council has engaged an external contractor who advises the Council on compliance and remotely monitors the Council's IT system – reporting any matters of concern as soon as possible on the next working day following detection	Low

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2026)
Banking Arrangements	Medium	All payments in line with Financial Regulations. Payments are always signed off by Councillors in accordance with the Councils Financial Regulations. Bank statements are reconciled weekly, and balances are checked by the RFO and Town Clerk	Quarterly internal checks carried out by two Members of the Council Annual Internal and External Audit	Low
Loss of Income, or the need to provide essential services	High	General Reserves	Reviewed annually – general reserves to be held at a level as recommended by the Practitioners Guide Future reserve levels to consider possible pandemic management support	Medium
Ensuring all requirements are met under Customs and Excise regulations	Medium	Council is required to comply with the HMRC Making Tax Digital Legislation	VAT return total compared to VAT control account to ensure totals match	Low

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2026)
Ensuring adequacy of annual precept within sound budgeting arrangements	Medium	Budgets prepared to determine amount required. Budget includes current budget and the projected position for following year based on actual costs and projected inflation. Approval of budget by Full Council.	Regular budget monitoring reports to Finance and General Purposes Committee Four-year budget planning	Low
Ensuring all business activities are within legal powers applicable to local councils	Medium	All activity and payments undertaken in accordance with Financial Regulations. Town Clerk consults with CALC or NALC when necessary. Town Clerk consults with Council’s Solicitor as appropriate. Regular scrutiny of financial records by Councillors when undertaking the Internal Audit Checks. Reporting of matters to the Finance and General Purposes Committee Councillor and staff training	Standing Orders and Financial Regulations Internal Audit External Audit	Low
Complying with restrictions on borrowing	Medium	Borrowing approval authorised by Council in line with current restrictions	Reference to Local Council Administration Book (Charles Arnold Baker) and National Association of Local Councils and CALC	Low

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2026)
Ensuring proper use of funds granted to local community groups under specific powers or under 137	Medium	Identification of items paid under Section 137 and reported in the Annual Accounts	Annual Independent Internal Audit	Low
Breach of Confidentiality	High	Registration under the Data Protection Act Procedures for dealing with confidential data Included in Contracts of Employment Where necessary confidential matters considered with Public or Press involvements Passwords on computer systems stored in restricted server file	Town Clerk maintains up to date registration entry Regular Members and Officer training Input of Service Heads considering the data storage and protection of the information they use which is relevant to their service Redaction of shared documents as necessary Access to sensitive company data restricted	Medium
Proper, timely and accurate reporting of Council business in minutes	Medium	Minutes properly numbered with a master copy kept in safekeeping Minutes circulated	Minutes approved and signed at next meeting of Council or Committee Internal Audit check	Low

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2026)
Failure to respond to electors wishing to exercise their rights of inspection	Medium	New website in place Minutes published on Council website and placed in library for public inspection Financial Information published on Website Advertising of end of year accounts and available for inspection to the public as required under the Accounts and Audit Regulations Freedom of Information Publication Scheme	Elector informed of Council's complaints procedure Council compliance with the Transparency Code – section of website set up dedicated to this matter – partially completed	Low

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2026)
Document control – correspondence, postage, storage and filing, etc	Medium	<p>Filing systems maintained in lockable cabinets</p> <p>Mailing record maintained</p> <p>Regular review of need to retain documents and other records</p> <p>Any deeds or other legal documents stored in fireproof safe</p> <p>Computer backed up daily and back up copy kept in fire safe.</p> <p>Remote backups to cloud storage are undertaken daily.</p>	<p>Internal checks carried out by two Members of the Council</p> <p>Access to sensitive information restricted to authorised personnel only</p>	Low
Provision of amenities/facilities for occasional use by third parties and community groups	Medium	<p>Booking Application Forms in place for use/hire of facilities by third parties and community groups</p> <p>Health and Safety Issues highlighted to hirers and contractors</p>	<p>Use of facilities restricted to authorised end users only</p> <p>Review and management of use by Town Team – Events</p> <p>Review and management of use by Grounds and Facilities Team – parks etc.</p> <p>Future access in line with Government Guidance and with mitigation measure in place</p>	Low

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2026)
Changes to legislation and procedures	Medium	<p>Provide effective training for Staff and Councillors</p> <p>Subscribe to Society of Local Council Clerks and Cornwall Association of Local Councils</p> <p>Standing Orders, policies and procedures reviewed regularly</p>	<p>Provide adequate budget for staff and Councillor training</p> <p>Annual Review of Internal Controls carried out by two Members of the Finance and General Purposes Committee</p>	Low
Loss of Officers due to sudden departure or long-term illness	High	<p>Multiple staff trained in different duties.</p> <p>Production of detailed instructions for key tasks e.g. salaries, posting payments.</p> <p>SLCC offer a locum Clerk in case of sudden departure or incapacity of staff members.</p> <p>Insurance provision for cover for key members of staff</p>	<p>Regular appraisals</p> <p>Annual staffing report presented to the Staffing Committee</p> <p>Staffing Structure</p>	Medium

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2026)
Supplies and Services provided to the Council	High	<p>Contract for services advertised and awarded in line with Standing Orders and Financial Regulations</p> <p>Ensure Contractors have adequate insurance and public liability cover</p> <p>Ensure Contractors have appropriate Health and Safety policy</p>	<p>Regular contract compliance monitoring</p> <p>Sight of insurance certificate before award of contract</p>	Medium
Project Management	Medium	<p>Identify staff responsible for specific projects</p> <p>Enable staff to seek professional guidance from preferred contractors locally.</p> <p>Report project progress to the Finance and General Purposes Committee</p>	Scheme of delegation in place	Medium

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2026)
Breakdown/ Accidents with Council Vehicle	Medium	Annual service and MOT of vehicles. Vehicle routinely inspected by the authorised town maintenance team member with any faults recorded and immediately reported to the relevant manager Use of vehicles only by authorised personnel – licenses for drivers checked annually and only permitted to drive once approved.	A valid driving license is presented to the Town Clerk prior to a new driver using the vehicle. Annual check of authorised personnel driving licenses to ensure they remain current/valid.	Low

Service and control measure changes for the current year are highlighted

FALMOUTH TOWN COUNCIL	12.1.1	Climate Change Risk Assessment		Risk to	Service Area								

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Risk Type	Risk ID	Risk / Opportunity	Urgency (CCRA defined)	assets	staff	Council Services	Environment	Central and other services	restaurants and cafes	Environmental services	Cultural services	toilets
Council	C01	Risks from flooding	HIGH	x				x	x	x	x	x
	C02	Risks to infrastructure from coastal change from erosion, flooding and extreme weather events	HIGH	x				x	x	X	X	x
	C03	Risks from water scarcity	MED	x				x	x	X	x	X
	C04	Risks from reduced employee productivity due to infrastructure disruption and higher temperatures in working environments	MED		X	X		X	X	X	X	

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	C05	Risks from disruption to supply chains and distribution networks	HIGH	x		X							
	C06	Opportunities for business from changes in demand for goods and services	MED	x									
Health and the Built Environment	H01	Risks to health and wellbeing from high temperatures	HIGH		x								
	H02	Risks to people, communities and buildings from flooding	HIGH	x	x	x		x	x		x		
	H03	Risks to infrastructure from sea level rise	HIGH	x	x	x							
	H04	Risks to building fabric	MED	x	x	x							
	H05	Risks to health and wellbeing from changes in air quality	MED		x						x		
	H06	Risks to food safety and food security	MED		x				x	x			
	H07	Risks to water quality and water supplies	MED		x	x		x	x	x	x	x	x

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	H08	Risks to cultural heritage	HIGH	x	x							x	
Infrastructure	I01	Risks to infrastructure networks (water, energy, transport, ICT) from cascading failures	HIGH	x	x	x		x				x	x
	I02	Risks to infrastructure services from river, surface water and groundwater flooding	HIGH	x	x	x		x					x
	I03	Risks to infrastructure services from coastal flooding and erosion	MED	x	x	x		x			x		x
	I04	Risks to subterranean and surface infrastructure from subsidence	MED	x	x	x		x					x
	I05	Risks to public water supplies from reduced water availability	HIGH	x	x	x		x	x		x		x
	I06	Risks to energy generation from reduced water availability	MED	x	x	x		x	x			x	x
	I06	Risks to energy from high and low temperatures, high winds, lightning	MED	x	x	x		x	x			x	x
International Dimensions	ID01	Risks to UK food availability, safety, and quality from climate change overseas	HIGH		x	x				x	x		

**FALMOUTH TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL**

February 2026

This Risk Assessment is supported by service head assessments – Cultural Services, Grounds, Facilities, Town Management and Princess Pavilion.

Reference should also be made to the Climate Change RA a copy of which is annexed to each of the Service RA’s and included in this document.

	ID02	Risk to the UK finance sector from climate change overseas	LOW	x		x						
	ID03	Systemic risk arising from the amplification of named risks cascading across sectors and borders	HIGH	x	x	x	x	x				
Natural Environment and Assets	N01	Risks to terrestrial species and habitats from changing climatic conditions and extreme events, including temperature change, water scarcity, wildfire, flooding, wind, and altered hydrology (including water scarcity, flooding and saline intrusion).	HIGH				x					
	N02	Risks to terrestrial species and habitats from pests, pathogens and invasive species	HIGH				x			x		
	N03	Opportunities from new species colonisations in terrestrial habitats	MED				x			x		
	N04	Risk to soils from changing climatic conditions, including seasonal aridity and wetness.	HIGH				x			x		
	N05	Risks and opportunities for natural carbon stores, carbon sequestration from changing climatic conditions, including temperature change and water scarcity	HIGH				x			x		
	N06	Risks to forestry from pests, pathogens and invasive species	HIGH	x						x		
	N07	Risks to freshwater species and habitats from changing climatic conditions and extreme events, including higher water temperatures, flooding, water scarcity and phenological shifts.	HIGH				x			x		

**FALMOUTH TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL**

February 2026

This Risk Assessment is supported by service head assessments – Cultural Services, Grounds, Facilities, Town Management and Princess Pavilion.

Reference should also be made to the Climate Change RA a copy of which is annexed to each of the Service RA’s and included in this document.

	N08	Risks to freshwater species and habitats from pests, pathogens and invasive species	HIGH				x			x		
	N09	Risks and opportunities to coastal species and habitats due to coastal flooding, erosion and climate factors.	HIGH				x			x		
	N10	Risks and opportunities from climate change to landscape character	MED				x			x	x	



FALMOUTH TOWN COUNCIL

This Risk Assessment has been written to support the activities and duties undertaken by the Cultural Service at the locations within the Municipal Building Falmouth and where applicable, at other authorised locations.

Key to risk level employed

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	M	M	M	H
Rare	L	L	M	M	H

Risk assessment

Signed: M Lewis	9.1.4.25-26	Date:	25/02/2026
Subject to review, monitoring and revision by: M Lewis	In the event of a service delivery failure	Every:	Year

Organisation name: Falmouth Town Council - Cultural Services

In addition to the service risks identified below, consideration should be given to the FTC Climate Change Risk Assessment (12.1.1 25-26) annexed.

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
External Events						
Major epidemic – COVID-19.	<i>All staff, operatives & service delivery.</i>	<i>Hands, space, face - one way systems -</i>	Respond in accordance with national COVID-19 guidelines and local FTC risk assessments.	Emergency	<i>All service heads according to NHS/Central government.</i>	<i>Put in place March 2020 – to be rolled out in the event</i>
Major natural disaster.	<i>All staff, operatives & service delivery.</i>	Respond in accordance with national guidelines.		Emergency	<i>Central government.</i>	<i>In the event</i>
War.	<i>All staff, operatives & service delivery.</i>	Respond in accordance with national guidelines		Emergency	<i>Central government.</i>	<i>In the event</i>
Extreme weather conditions.	<i>All staff, operatives & service delivery.</i>	Assess the safety of providing services and respond accordingly, asking staff to remain at home if necessary.		Medium	Director CS	<i>In the event</i>
Social unrest or rioting.	<i>All staff, operatives & service delivery.</i>	Liaise with police with regard to safe service provision.		Medium	Police & Central government.	<i>In the event</i>
Radical political change.	<i>Service delivery.</i>	Respond in accordance with the Council's direction.	Council need to have a plan in place.	High	The town Clerk &	Outstanding

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Loss of power Loss of heating/water	All staff and customers	Library: Notify CC LIS team Assess need to close and signpost to another branch Notify FTC and facilities manager	Good relationship with Western Power and other service providers Knowledge of location of generator hire if necessary	Medium	Director CS	<i>In the event</i>
Municipal Building, offices						
Bomb Threat	<i>All staff, operatives & members of the public</i>	Vigilance for unattended packages and suspicious behaviour	Ring 999, evacuate building	Emergency	All staff, reporting to Director CS	<i>In the event</i>
Fire in Municipal Building	<i>All staff, operatives & service delivery.</i> <i>Town Council Art Collection</i> <i>Cornwall Council Book Stock</i>	Weekly fire drills and evacuation procedure ensures safety of personnel <ul style="list-style-type: none"> • Employees have radio communications. • Emergency services – fire relayed information on the traffic management plan and the event management plan • No smoking permitted • Emergency exits identified and kept clear. • Fire-fighting equipment available. • Smoke alarms regularly tested and serviced See also Emergency Plan for Art Gallery	CC LIS Library close branch and signpost to alternative branch	Emergency	Director CS, Collections Manager Senior Librarian CC LIS team	Weekly – Thursday AM
Electrics – shock, Use of laptops, electrical items	All team members Faulty Equipment Check for home working	All equipment regularly tested and certified by a PAT testing qualified/accredited electrician	Ensure up to date and retest/certify every 12 months If homeworking then ensure home-working risk assessment complete	Medium	Director CS	Annually before PAT expiry
Screens – eye sight damage	All team members Continually looking at a monitor Check for home working	Take regular breaks away from the screen DSE assessments completed by all staff and required remedial action implemented	Ensure staff at risk have regular eye tests If homeworking then ensure home-working risk assessment complete	Low	Director CS	<i>In the event</i>
IT – back problems	All team members Poor posture from being seated for long periods Check for home working	Use of appropriate seating and regular breaks DSE assessments completed by all staff and required remedial action implemented	Ensure seating in good order If homeworking then ensure home-working risk assessment complete	Medium	Director CS	<i>in the event</i>
Art Gallery Exhibitions Risk						
Public Entry Injury to the public through open	Employees/volunteers/ Members of the public	<ul style="list-style-type: none"> • Erect barriers to partition off the installation area from the rest of the gallery • Signs around space to warn members of public of any hazards 	<ul style="list-style-type: none"> • No workshops or events to be scheduled during installation weeks 	Low Exhibition team is trained and experienced	Access & Interpretation manager (DW) to oversee	<i>in the event</i>

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
exhibition space when installing		<ul style="list-style-type: none"> Verbal direction from staff to visitors Objects to be placed around the edge of the rooms to prevent trip hazards Any tools/artworks are to be monitored at all times by at least one member of staff. 	<ul style="list-style-type: none"> Any tools/artworks are to be tidied away when not in use 			
Brexit threat to loans/customs duty from 1 st Jan 2021	Major loans from European museums and art galleries planned for exhibitions	<ul style="list-style-type: none"> Get correct customs paperwork in place Ensure carrier used has correct customs paperwork in place Ensure there are no budgetary implications 		Medium	Director CS Collections Manager	Feb 2021 ongoing
Use of scaffolding and working at height - Physical injury	<ul style="list-style-type: none"> Employees/volunteers Members of the public 	<ul style="list-style-type: none"> Scaffolding /ladders erected properly – please see guidance notes for proper usage Adequate staffing for scaffolding, i.e. 2 members of staff to steer scaffolding/ladder and up to 3 people on top platform Scaffolding towers to be climbed up on the inside and never the outside Tools to be passed up to the platform after the staff member is in position Tools placed on platforms and not on trap doors 	New LED lighting tracks in all three galleries have reduced the use of scaffolding tower Working at height training for step ladders and towers	Low	Access & Interpretation manager (DW) to oversee	<i>in the event</i>
Movement of large structures - Physical injury	Employees / volunteers	<ul style="list-style-type: none"> Movement of large structures/artworks to be scheduled in advance Extra staff to be scheduled in before the installation day Arrange for lifting equipment e.g. manual scissor lifts to be hired if necessary 	<ul style="list-style-type: none"> Movement to be handled by experienced staff with object handling skills. Inspection of structure/fixings to be completed before installation. Heavy objects to be lifted by a team of experienced staff with a safe weight distribution guide of 7-10kg for each person Only staff and volunteers who have completed the in-house object handling training can lift or handle artworks 	Low Exhibition team is trained and experienced	Access & Interpretation manager (DW)/ Collections Manager to oversee	<i>in the event</i>
Object handling	Employees/volunteers Lenders	<ul style="list-style-type: none"> Only staff and volunteers who have completed the in-house object handling training can lift or handle artworks Staff and volunteers to read and be aware of the Falmouth Art Gallery Art Object Handling guide All artworks to be condition checked and quarantined if necessary before handling 		Low Exhibition team is trained and experienced	Collections Manager	<i>in the event</i>

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Art Gallery Collection Risk						
Disposal/Sale of Art Gallery Collections	<ul style="list-style-type: none"> Collection's Accreditation status, resulting in reduced access to grant funding FTC reputational risk Art Collection through dispersal 	<ul style="list-style-type: none"> FAMAG abides by the Museum Association code of ethics and is strongly supported by FTC. Ensure all Town Councillors are aware of the significance of the collection 	<ul style="list-style-type: none"> Maximising access to the collection Public support and pride in the collection Further consideration to fundraising for collections care 	Low (but impact High)	Collections Manager and Director CS	<i>ongoing</i>
Outdated/tired displays	<ul style="list-style-type: none"> Loss of visitors / income /collections development opportunities Reputational risk 	<ul style="list-style-type: none"> Rotate exhibitions on a regular, planned basis Formulate an exciting and attractive programme of exhibitions 	Ensure visitors aware of the offer through effective marketing	Low (but high impact)	Access & Interpretation manager (DW /Director CS	<i>ongoing</i>
Lack of space for stored collections	<ul style="list-style-type: none"> Puts contemporary and future collecting at jeopardy; Bequests and gifts may have to be refused; Risk of loss through overcrowding 	<ul style="list-style-type: none"> Evaluate all new acquisitions to ensure adequate storage (and environmental conditions) available. Collections audit to be carried out Planned reconfiguration of key spaces within building to free up collections storage 	Space in the basement of FTC Old Post Office building converted to accommodate collections	High	Collections Manager or Director CS	From Apr 2023
Theft from Mezzanine Art Store	FTC financially and reputationally	<ul style="list-style-type: none"> Volunteers/contractors/visitors should be accompanied at all time in the mezzanine and back-of-house areas CCTV operating Enforce maximum capacities on tours 	Register of visitors – sign in plus address	Low	All staff	<i>in the event</i>

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Lone member of staff in Gallery whilst art store tours ongoing – especially on Saturdays	Employees	<ul style="list-style-type: none"> Store visits only if three staff members plus volunteers in the building All grills to be opened before any member of the public taken to mezzanine level Awareness of entering any security codes in front of visitors including volunteers Use of radios and personal alarms Front desk made aware of visits Review staffing levels in Gallery on Saturdays 	<ul style="list-style-type: none"> Register of visitors – sign in plus address Evacu-chair fitted at top of stair to library corridor 	Medium	All staff	<i>in the event</i>
Damage to wall works	<ul style="list-style-type: none"> Condition of Collection Financial implication Reputational damage if it involves loaned works 	<ul style="list-style-type: none"> Extra care to be taken when carrying large objects (and tables) through corridors or in areas where wall works are hung Bags, coats etc to be left in the Gallery Office or the Pat Webster Archive Room Barriers set out in front of particularly valuable/vulnerable works 		Medium	All staff	<i>in the event</i>
Environmental monitoring system fails	<ul style="list-style-type: none"> Condition of Collection Financial implication (insurance claim for damage) 	<ul style="list-style-type: none"> Maintain regular checks (see Collections Management Plan) Contact Meaco system provider as soon as failure is identified Monitoring migrated to cloud based system (Summer 2022) 		High	Collections Manager/ Collections Assistant	<i>ongoing</i>
Cultural Services (Art Gallery/Library and Youth Services) Systems, staff and generally						
Websites poorly maintained Social media poorly maintained	FTC reputation	<ul style="list-style-type: none"> Appoint web champion Appoint social media champion Work with designer to refresh and enhance site New website launched Sept 2024 	Digital engagement officer in post till 2027. FTC to develop digital strategy and ensure website stays up to date.	Low	Director CS/ FTC Comms Manager/ CS Digital Officer	New website launched autumn 2024
Server fails	Data	<ul style="list-style-type: none"> Regular server back ups New cloud-based CMS to be rolled out Spring/Summer 2025 	Security copy of data to be regularly exported from CMS to FTC Server in Old Post Office basement	Low	Director CS/ Collections Manager	
Failure to comply with GDPR	FTC reputationally and financially?	<ul style="list-style-type: none"> All personal data amalgamated into one encrypted Access database Awareness of all further guidance of GDPR Make all staff aware of relevant passages in Staff Handbook 		Medium	Director CS/ Collections Manager	In the event

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Health & Wellbeing	<ul style="list-style-type: none"> All staff, contractors and volunteers Other visitors 	<ul style="list-style-type: none"> Signposting to Wellbeing resources Refer to Occupational Health Reasonable adjustments to working patterns 		Medium	Director CS/ FTC HR Manager	March 2020 and ongoing
Verbal and Physical abuse	All staff, volunteers and members of the public From members of the public	<ul style="list-style-type: none"> De-escalation training undertaken by public-facing staff Diplomatic approach Use of radio Review staffing levels in Gallery on Saturdays Use of DISC system for ASB reporting 	<ul style="list-style-type: none"> Inform police/Infinitus if required / CCTV Saturday staffing levels being restructured Spring 2026 to increase capacity 	Medium	Director CS/All staff	Ongoing
Visitors needs not understood/recognised	All staff, volunteers and members of the public	<ul style="list-style-type: none"> Staff training– we are just people serving people Face to face visitor surveys Feedback from volunteers and room invigilators Monitor social media for adverse comment 	<ul style="list-style-type: none"> Agree approach for structured visitor data gathering 	Medium (impact high)	Director CS/ Visitor Services manager	Ongoing
Staff succession not managed	All employees	<ul style="list-style-type: none"> All staff have job descriptions Roles are regularly reviewed and staff are aware of one another's roles Issues raised at regular staff meetings Annual appraisals Volunteer support 	<ul style="list-style-type: none"> Written succession plan to be drafted (end 2025/26) 	Low (impact high)	Director CS	Ongoing
Safe-guarding incident	All employees, volunteers members of the public	<ul style="list-style-type: none"> Ensure all safe-guarding, vulnerable adult and children and young people policies are up to date and regularly reviewed Ensure all DBS checks are regularly reviewed Ensure all staff know what to do in the event of a safe-guarding incident 	<ul style="list-style-type: none"> Inform FTC safeguarding leads/ police / social services /CCTV 	Low (impact high)	Director CS/ Access & Interpretation Manager (SS)	Ongoing
Implementation of Martyn's Law	All employees, volunteers members of the public – lack of compliance if mitigation not implemented	<ul style="list-style-type: none"> Information-sharing and awareness-raising of scope and content of legislation Preparedness plan for implementation should the need arise 		Low	Director/Visitor Services Manager	Ongoing

FALMOUTH TOWN COUNCIL

This Risk Assessment has been written to support the activities and duties undertaken by members of the Falmouth Town Management Team in their workplace and whilst employed on outside events.

Key to risk level employed.

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	M	M	M	H
Rare	L	L	M	M	H

Signed:		Date:	25/02/2026	
Subject to review, monitoring and revision by: RICHARD GATES or Proxy	9.1.2.25-26 – Town Management Team	Every:	Twelve months	or sooner if work activity changes

Organisation name: FALMOUTH TOWN COUNCIL – TOWN MANAGEMENT TEAM and FALMOUTH B.I.D. Richard Gates / Ruth Abraham / Hayley Nicholson / Adele Cole / Keren Cooksley

In addition to the service risks identified below, consideration should be given to the FTC Climate Change Risk Assessment (12.1.1 25-26) annexed.

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
External Events						
Contact with vehicles Vehicle movement within the road closure.	All staff, security, volunteers and Members of the Public.	Barriers to prevent vehicles entering the area and marshals wearing high visibility clothing. Employment of D & C 4 x 4 Response personnel and vehicles to prevent access.	Use of radios to alert personnel of possible threats. Use of CCTV Monitoring throughout the event. Ensure road traffic management training is kept up to date	Emergency	Event Manager / Security and Marshals.	During the event
Defective Surfaces Causing Slips, Trips and Falls	All staff, volunteers and Members of the Public	Regular checks and reporting of defects.		Medium	All Managers and Team Members.	During the event
Extreme weather conditions. Injury from flying equipment/debris	All staff, performers, volunteers and Members of the Public	Monitor weather forecasts and plan accordingly. Assess the safety of the event going ahead. Ensure all equipment and structures are secured and weighted down. Use of protective clothing.	Keep monitoring weather forecast ahead of the event for changes and amend plans in accordance.	Medium	Event Manager	Prior to the event
Major epidemic – COVID.	All staff, operatives & service delivery.	Hands, space, face - one-way systems -	Respond in accordance with any national COVID or epidemic guidelines and local F.T.C risk assessments.	Medium	All Managers, Team Members and Visitors.	Put in place March 2020 - ongoing.
Major Natural Disaster Serious Injury or death	All	Attention to national guidelines / recommendations and take the appropriate actions.	Communication of all relevant information.	Medium	Central Government	In the event of
Manual handling / lifting.	Management team and Marshals.	Assess safety condition of equipment. Personnel aware of correct lifting procedures.	Ensure First Aid kits available and contents kept up to date.	Medium	Event Managers and	During the event

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Back injury. Scuffs and Cuts					Team Members	
Threatening Behaviour Verbal/Physical Abuse	All staff, volunteers and Members of the Public	Diplomatic approach to offender. Use of Shop Watch Radio	Inform Police. Use of C.C.T.V. monitoring Ensure that lone working is minimised	Medium	All Managers and Team Members	<i>During the event.</i>
Offices						
Bomb Threat Injury or death from explosion	All staff, contractors and Members of the Public	Vigilance for unattended packages and suspicious behaviour	Ensure that event staff and volunteers etc are aware of building evacuation protocols Ring 999, evacuate building	Emergency	All	<i>In the event of</i>
C.C.T.V Monitoring Eyesight Damage Back Problems	All qualified C.C.T.V. Monitoring Personnel.	Limit time sat watching screens and take regular breaks. Use of suitable furniture.	Ensure all equipment / furniture in safe and good working order.	Low	C.C.T.V. Operators	<i>Ongoing</i>
Electrics Shock from use of laptops, electrical items	All team members Faulty Equipment	All equipment regularly tested and certified by a PAT testing qualified/accredited electrician	Ensure up to date and retested /certified every 12 months. If homeworking, then ensure home-working risk assessment complete	Medium	All	<i>Annually</i>
Fire within the Building Burns and smoke inhalation	All staff, contractors, visitors, and Members of the Public	Regular fire drills and evacuation procedure ensures safety of personnel. Fire detectors and alarms regularly tested and serviced. Fire Wardens to ensure safe evacuation and all personnel accounted for. No smoking permitted. Emergency exits identified and kept clear. Fire-fighting equipment available.		Emergency	All	<i>In the event of</i>
I.T. Back problems	All team members Poor posture from being seated for long periods. Check for home working conditions	Use of appropriate seating and regular breaks	Ensure seating in good order. If homeworking, then ensure home-working risk assessment complete	Medium	All	<i>Ongoing</i>
Manual Handling Physical Injury	All. Moving, lifting or transferring equipment and sundries	Use of correct lifting / handling procedures. Assistance of colleagues.	Ensure staff fully trained.	Low	All	<i>Ongoing</i>
Screens Eyesight damage	All team members Continually looking at a monitor Check for home working	Take regular breaks away from the screen.	Ensure staff at risk have regular eye tests. If homeworking, then ensure home-working risk assessment complete	Low	All	<i>Ongoing</i>

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
The Moor						
Gazebos Injury from insecure infrastructure	Market Traders, performers, staff, and Members of the Public	Gazebos erected and dismantled by professional contractor. Gazebos regularly checked for any damage and faults reported. Adequate number of weights available for number of Gazebos.	Regular liaison with contractor responsible for erecting and dismantling of equipment.	Low	Contractor	<i>Ongoing</i>
Crowd Control Crushing from overcrowding within the area	Staff, marshals, performers and Members of the Public.	Entry and egress of the area kept clear at all times. Numbers monitored of people entering the area to ensure sufficient space for people. Clear route for pedestrians to pass by. Exit routes identified prior to the event.	C.C.T.V. coverage during events to monitor numbers and behaviour. Report when it is considered that area is at capacity to restrict further entry.	Low	Staff, marshals and C.C.T.V operators.	<i>During event</i>

FALMOUTH TOWN COUNCIL

This Risk Assessment has been written to support the activities and duties undertaken at the Princess Pavilion Site in Melvill Road, Falmouth.

Key to risk level employed

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	M	M	M	H
Rare	L	L	M	M	H

Risk assessment

Signed: M Palmer Williams	9.1.4.25-26	Date:	25/02/2026
Subject to review, monitoring and revision by:	In the event of a service delivery failure	Every:	Year

Organisation name: Falmouth Town Council - Princess Pavilion

In addition to the service risks identified below, consideration should be given to the FTC Climate Change Risk Assessment (12.1.1 25-26) annexed.

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
External Events						
Major natural disaster.	<i>All staff, operatives & service delivery.</i>	Respond in accordance with national guidelines.		Emergency	<i>Central government.</i>	<i>In the event</i>
War.	<i>All staff, operatives & service delivery.</i>	Respond in accordance with national guidelines		Emergency	<i>Central government.</i>	<i>In the event</i>
Extreme weather conditions.	<i>All staff, operatives & service delivery.</i>	Assess the safety of providing services and respond accordingly, asking staff to remain at home if necessary.		Medium	Director CS	<i>In the event</i>
Social unrest or rioting.	<i>All staff, operatives & service delivery.</i>	Liaise with police with regard to safe service provision.		Medium	Police & <i>Central government.</i>	<i>In the event</i>
Loss of power Loss of heating/water	All staff and customers	Close to the general public with signs on all external access points. Back-up measures for freezers, fridges and cellar (see further measures) All non-necessary staff sent home.	Good relationship with Western Power and other service providers Knowledge of location of generator hire if necessary	Medium	PP Management team	<i>In the event</i>
Princes Pavilion, Garden Room Cafe						
Bomb Threat	<i>All staff, operatives & members of the public</i>	Vigilance for unattended packages and suspicious behaviour	Ring 999, evacuate building	Emergency	PP Management team	<i>In the event</i>

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Terror Attack	<i>All staff, operatives & members of the public</i>	Daily observation of threat level, evacuation drills in place. Review of National Terror Threat and local intelligence. Maintain blue light access to site by ensuring vehicular entryways are clear to car park. Site sweep ahead of event starts. Ensure Security is onsite for large scale events. CCTV installed. Review event and security plans ahead of events. All onsite staff to have radio communications.	Ring 999, evacuate building	Emergency	PP Management team/all staff	<i>Daily, in the event.</i>
Fire in kitchen/Garden Room Café :	<i>All staff, operatives & members of the public</i> <i>Stock</i>	Weekly fire drills and evacuation procedure ensures safety of personnel Employees have radio communications. Emergency services – fire relayed information on the event management plan No smoking permitted Emergency exits identified and kept clear. Fire-fighting equipment available. Smoke alarms regularly tested and serviced Signage and muster points clearly visible to public Fire Marshalls briefed on where equipment is.	All kitchen equipment regularly serviced and fire blankets available next to gas rings No use of table candles/naked flame inside Garden Room Fire extinguisher should be placed adjacent to any birthday cake presentation	Emergency	PP Management team	Weekly – Thursday AM TBC
Electrics – shock, Use of laptops, electrical items	<i>All staff, operatives & members of the public</i>	All in-house equipment regularly tested and certified by a PAT testing qualified/accredited electrician Customers using own laptops responsible for their own safety All visiting DJs/bands to be risk assessed for their equipment	Ensure up to date and retest/certify every 12 months If homeworking then ensure homeworking risk assessment complete	Medium	PP Management team	PAT Testing still O/S

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
<p>Crowd control - Crushing injury due to excessive crowd</p>	<p>Employees/volunteers Members of the public Performers/vendors</p>	<p>Crash barriers separate public from stage Theatre licenced for the numbers expected. Competent stewards in attendance, clearly identifiable. Stewards fully briefed on emergency procedures prior to event. PA system on site to communicate with spectators. Stewards remove barriers to facilitate rapid crowd dispersal. Identified Respite area in case of an emergency. Written emergency procedures in place (including evacuation plan) and advised to all involved.</p>	<p>Organisers to be aware of numbers expected to attend. Maximum capacity and procedures in place to monitor/count. Stewards have radio communications Where barriers are to be used stewards are to received strict instructions on removal after the events to avoid incident Directional signage displayed.</p>	<p>High</p>	<p>Programme Manager, SIA.</p>	
<p>Biological Danger of infection from micro-organisms e.g. Legionella, Weil's disease.</p> <p>Covid 19 - Threat of transmission and spread of the Virus.</p>	<p>Contractors, Employees, Members of the Public, Performers and Volunteers</p>	<p>Provision of sanitising stations around the premises All staff wearing face coverings Signage advising the public to social distance and wash / sanitise hands regularly.</p>	<p>All pre-visit communications/ticket sales should make clear that customers and visitors who feel unwell should not come to the event Ensure any employees/contractors/performers who feel unwell do not come to work Ensure areas are clean and sanitised before use. Including the use of antiviral and antibacterial products Ensure hand washing facilities are available. NHS QR code prominently displayed at key points Display informative posters downloadable from PHE website on protective measures 'hands, face, space' etc. Masks available to public should they forget their own All six industrial roof ventilators on maximum extraction in theatre All doors and windows in Garden Room open and all entry and exit doors on hold open All theatre double fire doors opened in the interval</p>		<p>Event & Venue Manager and PP Management Team</p>	

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
			Public attendees encouraged to drink outside on lawn terrace in interval All performers to remain in their bubble back stage No public to be allowed backstage Ensure all and any cleaning can be done with PPE (masks, gloves)			
Injury from lifting and moving heavy objects	Injury to staff/ performers/ Technicians	Taking care when lifting following manual handling guidelines, using mechanical aids where possible, Manual handling training, Crew SSOW 2.3 section 3	All in-house staff to have manual handling training Mechanical aids in place All external 3 rd party crew building staging, rigging, marquees require manual handling training.	Medium	Stage manager/ Lighting & Sound Engineers etc.	
Performers/ vendors/ contractors - Injury to members of the public	Members of the public	Performance requirements assessed and precautions in place before event held. Equipment safety checks e.g. portable appliance testing.	Competence checked. Use of authorised vendors only in clearly identified space i.e. the bar in the Garden Room/veranda etc Public liability insurance checked. Barriers and stewards in place for crowd control. Suitable insurance cover in place for vehicles in authorised areas	Medium	Venue and Events Manager	
Stalls collapsing - Physical injury	Employees/volunteers Members of the public Vendors	Stalls erected by competent persons. Stalls erected on stable ground. Canopies securely fixed and checked. Stalls not erected if weather conditions are unsuitable on day of event - e.g. flooding, windy, etc. Check health and safety and insurance documentation of stall holders.				
		•	•			

Server fails	Data	<ul style="list-style-type: none"> Regular server back ups 	All data including catalogue held on FTC Servicer in Old Post Office basement	Low	Director CS	
Failure to comply with GDPR	FTC reputationally	<ul style="list-style-type: none"> All personal amalgamated into one encrypted Access database Awareness of all further guidance of GDPR Make all staff aware of relevant passages in Staff Handbook 		Medium	Director CS	
Health & Wellbeing	All staff, contractors and volunteers Young people in Falmouth	<ul style="list-style-type: none"> Wellbeing team created New Personal Plans implemented – pilot scheme with Cultural Services Youth services tackling Covid-19 aggravated mental health issues in young people away from the structure of schooling 		Medium	Director CS Wellbeing Team	March 2020 and ongoing
Electrics – shock, Use of laptops, electrical items	All team members Faulty Equipment Check for home working	All equipment regularly tested and certified by a PAT testing qualified/accredited electrician	Ensure up to date and retest/certify every 12 months If homeworking then ensure home-working risk assessment complete	Medium	Director CS	Dec 2021
Screens – eye sight damage	All team members Continually looking at a monitor Check for home working	Take regular breaks away from the screen	Ensure staff at risk have regular eye tests If homeworking then ensure home-working risk assessment complete	Low	Director CS	In the event
IT – back problems	All team members Poor posture from being seated for long periods Check for home working	Use of appropriate seating and regular breaks	Ensure seating in good order If homeworking then ensure home-working risk assessment complete	Medium	Director CS	n the event
Verbal and Physical abuse	All staff, volunteers and members of the public From members of the public	<ul style="list-style-type: none"> Training undertaken by Front of House staff Diplomatic approach Use of radio 	Inform police if required / CCTV	Medium	All staff	

Visitors needs not understood/recognised	All staff, volunteers and members of the public	<ul style="list-style-type: none"> • Staff training – we are just people serving people • Face to face visitor surveys and Audience Finder • Feedback from volunteers and room invigilators • Monitor social media for adverse comment 	New open plan shop layout from 2020 – more welcoming	Medium (impact high)	Director CS	
Staff succession not managed	All employees	<ul style="list-style-type: none"> • All staff have job descriptions • Roles are regularly reviewed and staff are aware of one another's roles • Issues raised at regular staff meetings • Annual appraisals • Volunteer support 		Low (impact high)	Director CS	
Safe-guarding incident	All employees, volunteers members of the public	<ul style="list-style-type: none"> • Ensure all safe-guarding, vulnerable adult and children and young people policies are up to date and regularly reviewed • Ensure all DBS checks are regularly reviewed • Ensure all staff know what to do in the event of a safe-guarding incident 	Inform police / social services /CCTB	Low (impact high)	Director CS	

Risk assessment

FALMOUTH TOWN COUNCIL

This Risk Assessment has been written to support the provision of Grounds Management Services for Falmouth Town Council

Signed: S.Penna	9.1.3.25/26 – Grounds	Date:	25/02/2026		
Subject to review, monitoring and revision by: S.Penna,	In the event of a service delivery failure	Every:	Year		

Organisation name: Falmouth Town Council – Grounds

In addition to the service risks identified below, consideration should be given to the FTC Climate Change Risk Assessment (12.1.1 25-26) annexed.

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Unable to operate Grounds operations due to major theft of equipment.	Operational delivery issue affecting the Council	Increased level of security for depot areas. Fencing, CCTV, Door cages and new/further locks and alarm.	More care taken by staff of keys, phones and other access equipment. Keep alert to thieves casing premises. Use the chains and padlocks provided.	Medium	G Manager.	In place
Financial risk from devolution of assets from CC	FTC	Detailed costing of tasks per site, incoming generating assets to be also transferred to ensure cost neutrality.	Transfer parking assets from CC to FTC to not only cover the cost implication but also sufficient to future-proof the continued delivery in years to come. FTC Council need to take into account the ongoing running costs of car parks and should not be tempted to reduce parking charges.	Medium	<i>Elected members & staff</i>	<i>Ongoing at present.</i>
Major epidemic.	<i>All staff, operatives & service delivery.</i>	<i>Inoculation</i>	Respond in accordance with national guidelines.	Medium	<i>NHS Central government.</i>	<i>In the event</i>

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
War.	<i>All staff, operatives & service delivery.</i>		Respond in accordance with national guidelines.	High	<i>Central government.</i>	<i>In the event</i>
Fire in MB/PO	<i>All staff, operatives & service delivery.</i>	Observe fire precautions. External compliance service engaged	The Council & staff would need temporary premises, suspend all non-essential operations as necessary. New enhanced smoke detection system has been installed	Medium to G&F delivery, but High to the operations of the council	The town Clerk & Council need to have a plan in place.	Outstanding
Fuel strike or shortage.	<i>Service delivery.</i>	Limit fuel usage to essential service provision. Stockpile if possible. Reduce the need for travel.		Medium	G&F Managers.	<i>In the event</i>
Extreme weather conditions.	<i>All staff, operatives & service delivery.</i>	Assess the safety of providing services and respond accordingly, asking staff to remain at home if necessary.		Medium	G&F Managers.	<i>In the event</i>
Social unrest or rioting.	<i>All staff, operatives & service delivery.</i>	Liaise with police with regard to safe service provision.		Medium	Police & <i>Central government.</i>	<i>In the event</i>
Major natural disaster.	<i>All staff, operatives & service delivery.</i>	Respond in accordance with national guidelines.		Medium	<i>Central government.</i>	<i>In the event</i>
Radical political change.	<i>Service delivery.</i>	Respond in accordance with the Council's direction.		Medium to G&F delivery, but High to the operations of the council	The town Clerk & Council need to have a plan in place.	Outstanding
Mechanical breakdown, preventing interment.	<i>Service delivery.</i>	Excavate in advance, allowing time for machinery replacement.	FTC have accounts with several plant hire companies. Hire agreement with JBL for easier access to digger.	Medium	G Manager.	In place
Insufficient trained staff, preventing interment.	<i>Service delivery.</i>	4+ Trained operatives.	Contractor/Agency labour. Further training carried out 2022	Low	G Manager.	In place
Grave collapse, preventing interment..	<i>Operatives & service delivery</i>	Use of grave shoring equipment. Check integrity of grave well in advance of funeral.	Substantial amount of extra shoring purchased	Low	G Manager.	In place

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Grave flooding, preventing interment.	<i>Service delivery.</i>	Monitor weather forecast. Pump kept at Dracaena store for the purpose.	If necessary, acquire a further pump from local hire firm. Alert funeral directors to the possibility and the likelihood of cancellation. Pump relocated to old mortuary.	Low	G Manager.	In place
Major accident, preventing interment.	<i>All staff, operatives & service delivery.</i>	Follow safe systems of work at all times.	Inform funeral directors interments suspended pending HSE investigation.	Medium	G Manager, all operatives.	In place
Insufficient funding, preventing interment.	<i>Service delivery.</i>	Burial rates reviewed with the view to being cost neutral.	Ongoing price reviews	Low	Council cemeteries committee	On-going
Lack of suitably experienced staff, preventing facilities/play inspection & testing.	<i>All staff, operatives, members of the public & service delivery.</i>	3 Operatives now ROSPA Trained	Refresher training ongoing. Further members of the Facilities team now trained for stand-in.	Low	F Manager.	On-going

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Insufficient funding for R&M, preventing facilities/play inspection & testing..	<i>All staff, operatives, members of the public & service delivery.</i>	Increase inspection/reporting regime. Decommission faulty equipment.		Low	Council F&GP Committee. Council G&FE Committee F Manager.	On-going
Insufficient staff to provide WC facilities fit for use.	<i>Service delivery.</i>	Short term use of contractors or agency staff.	Passmore Cleaning Services engaged to provide this service.	Low	F Manager.	<i>In the event</i>
Major breakdown of infrastructure such as main drains preventing the delivery of WC facilities	<i>Service delivery.</i>	Close toilet block until infrastructure repaired.	In the event notify SWW or other appropriate organisation.	Medium	Service delivery companies.	<i>In the event</i>

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Insufficient funding to provide WC facilities fit for use.	<i>Service delivery.</i>	Close WCs	Consider community toilet scheme	Low	Council F&GP Committee. F Manager.	On-going
Disease outbreak necessitating closure of WC facilities to prevent spreading of infection.	<i>All staff, operatives, members of the public & service delivery.</i>	Close WCs until epidemic controlled and safe to re-open WCs.		Medium	<i>NHS Central government.</i> F Manager.	<i>In the event.</i>
Lack of personnel to deliver grounds maintenance and reactive works.	<i>Service delivery.</i>	Short term use of contractors or agency staff.		Medium	Council F&GP Committee. Council G&FE Committee G&F Managers.	On-going
Fire at the Chapel causing damage to machinery & tools preventing the delivery of grounds maintenance and reactive works.	<i>All staff, operatives & service delivery.</i>	Some equipment kept at KP & Old Mortuary. Observe fire precautions.	In the event inform insurers. Hire equipment required for service delivery. The Old Mortuary in the Lawn Cemetery can provide alternative operative depot facilities.	Medium	G&F Managers, all operatives.	In place, <i>In the event.</i>
Insufficient funds preventing the delivery of grounds maintenance and reactive works.	<i>Service delivery.</i>	Operate efficiently.	In the event reduce staffing & standards until cost neutral.	Medium	Council F&GP Committee. Council G&FE Committee	On-going.
Ban on the use of Glyphosate, preventing the delivery of street weed spraying.	<i>Service delivery.</i>	Keep abreast of situation and alternatives.	Keep abreast of situation and alternatives.	Medium	G Manager.	In place

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Fire at Dracaena centre, preventing the delivery of sports facilities.	<i>All staff, operatives, members of the public & service delivery.</i>	Observe fire precautions.	In the event provide portakabin temporary changing facilities.	Medium	Dracaena centre manager. G Manager.	<i>In the event.</i>
Fire in old changing rooms, preventing the delivery of sports facilities.	<i>All staff, operatives, members of the public & service delivery.</i>	Keep secure from vandals. Observe fire precautions.	In the event inform insurers. Items in store to be replaced asap(not that high value)	Low	G&F Managers.	In place
Lack of experienced staff, preventing the delivery of sports facilities.	<i>Service delivery.</i>	All operatives capable of service delivery	In the event some operatives may need some basic instruction.	Low	G Manager.	In place
Lack of funding, preventing the delivery of sports facilities.	<i>Service delivery.</i>	Ensure realistic match fees. Maximise income by providing services for as many fixtures as possible.	In the event, reduce maintenance to essential areas and tasks. Advise service users.	Medium	Council F&GP Committee. Council G&FE Committee G Manager.	On-going.

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	M	M	M	H
Rare	L	L	M	M	H

Risk assessment

FALMOUTH TOWN COUNCIL

This Risk Assessment has been written to support the provision of Facilities

Signed: Andy Medlin	9.1.5.25-26. – Facilities	Date:	25/02/2026		
Subject to review, monitoring and revision by:	In the event of a service delivery failure	Every:	Year		

Organisation name: Falmouth Town Council – Facilities

In addition to the service risks identified below, consideration should be given to the FTC Climate Change Risk Assessment (12.1.1 25-26) annexed.

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Financial risk from devolution of assets from CC	FTC	Detailed costing of tasks per site, incoming generating assets to be also transferred to ensure cost neutrality.	Transfer parking assets from CC to FTC to not only cover the cost implication but also sufficient to future-proof the continued delivery in years to come. FTC Council need to take into account the ongoing running costs of car parks and should not be tempted to reduce parking charges.	Medium	<i>Elected members & staff</i>	<i>Ongoing at present.</i>
Financial risk from lack of use of public / business assets – income and rental streams.	FTC	Public facilities and business units to be fit for purpose, appropriately maintained and cleaned.	Appropriate allocation of staffing levels to optimise / generate business growth. Marketing strategy to be developed.	Medium	<i>Elected members and staff</i>	<i>Ongoing</i>

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Major incident, breach of H&S / environmental regulation	FTC	Management and staff to be aware of SHEQ responsibilities. Training and site inspection processes.	External professional support services (SHEQ and compliance)	Medium	<i>Management team (SMG)</i>	<i>Ongoing</i>
Service failure resulting in negative publicity, loss of public confidence	FTC, public.	Allocation of appropriate levels of staff with supporting levels of competence and experience.	Sub-contracted resource capable of back up service functions. Periodic service reviews based upon compliments, complaints and elected members feedback.	Medium	<i>SMG</i>	<i>Ongoing</i>
No out of hours process for emergency works	Public and local business	Introduction of formal process and communication details of contracted support service including call handling.	Review management responsible person for out of hours escalation confirmation.	Medium	<i>Facility Manager</i>	<i>Complete</i>
Major epidemic.	<i>All staff, operatives & service delivery.</i>	<i>Inoculation</i>	Respond in accordance with national guidelines.	Medium	<i>NHS Central government.</i>	<i>In the event</i>
War.	<i>All staff, operatives & service delivery.</i>		Respond in accordance with national guidelines.	High	<i>Central government.</i>	<i>In the event</i>
Fire in MB.	<i>All staff, operatives & service delivery.</i>	Observe fire precautions. External compliance service engaged. Regular fire test, inspection and evacuation processes incorporating fire marshalls.	The Council & staff would need temporary premises, suspend all non-essential operations as necessary. New enhanced smoke detection system has been installed	Medium to G&F delivery, but High to the operations of the council	The town Clerk & Council need to have a plan in place.	Outstanding
Fuel strike or shortage.	<i>Service delivery.</i>	Limit fuel usage to essential service provision. Stockpile if possible. Reduce the need for travel.	Work from home arrangements for all admin and management.	Medium	G&F Manager.	<i>In the event</i>
Extreme weather conditions.	<i>All staff, operatives & service delivery.</i>	Assess the safety of providing services and respond accordingly, asking staff to remain at home if necessary.		Medium	G&F Manager.	<i>In the event</i>
Social unrest or rioting.	<i>All staff, operatives & service delivery.</i>	Liaise with police with regard to safe service provision.		Medium	Police & Central government.	<i>In the event</i>
Major natural disaster.	<i>All staff, operatives & service delivery.</i>	Respond in accordance with national guidelines.		Medium	<i>Central government.</i>	<i>In the event</i>
Radical political change.	<i>Service delivery.</i>	Respond in accordance with the Council's direction.		Medium to G&F delivery, but	The town Clerk &	Outstanding

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
				High to the operations of the council	Council need to have a plan in place.	
Mechanical breakdown, preventing interment.	<i>Service delivery.</i>	Excavate in advance, allowing time for machinery replacement.	FTC have accounts with several plant hire companies. Hire agreement with JBL for easier access to digger.	Medium	Grounds Manager.	In place
Insufficient trained staff, preventing interment.	<i>Service delivery.</i>	4+ Trained operatives.	Contractor/Agency labour. Further training carried out 2019	Low	Grounds Manager.	In place
Major accident, preventing interment.	<i>All staff, operatives & service delivery.</i>	Follow safe systems of work at all times.	Inform funeral directors interments suspended pending HSE investigation.	Medium	Grounds Manager, all operatives.	In place
Lack of suitably experienced staff, preventing facilities/play inspection & testing.	<i>All staff, operatives, members of the public & service delivery.</i>	2 Operatives now ROSPA Trained	Training undertaken in 2023	Medium	Facilities Manager.	complete

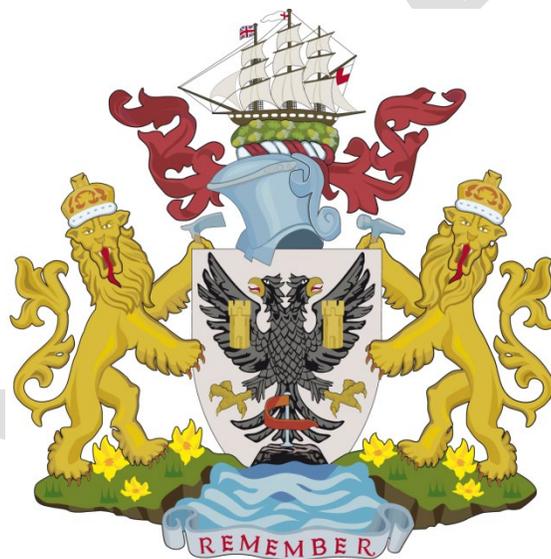
Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Insufficient funding for R&M, preventing facilities/play inspection & testing..	<i>All staff, operatives, members of the public & service delivery.</i>	Increase inspection/reporting regime. Decommission faulty equipment and areas of premises which are unsafe.		Medium	Council F&GP Committee. Council G&F Committee	On-going
Insufficient staff to provide WC facilities fit for use.	<i>Service delivery.</i>	Short term use of contractors or agency staff.	Passmore Cleaning Services engaged to provide cover.	Low	Facilities Manager.	<i>In the event</i>
Major breakdown of infrastructure such as main drains preventing	<i>Service delivery.</i>	Close toilet block until infrastructure repaired.	In the event notify SWW or other appropriate organisation.	Medium	Service delivery companies.	<i>In the event</i>

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
the delivery of WC facilities						
Insufficient funding to provide WC facilities fit for use.	<i>Service delivery.</i>	Close WCs	Consider community toilet scheme	Medium	Council F&GP Committee. G&F Manager.	On-going
Disease outbreak necessitating closure of WC facilities to prevent spreading of infection.	<i>All staff, operatives, members of the public & service delivery.</i>	Close WCs until epidemic controlled and safe to re-open WCs.		Medium	<i>NHS Central government.</i>	<i>In the event.</i>
Fire at the Chapel causing damage to machinery & tools preventing the delivery of grounds maintenance and reactive works.	<i>All staff, operatives & service delivery.</i>	Some equipment kept at KP. Observe fire precautions including control measures identified in fire risk assessment.	In the event inform insurers. Hire equipment required for service delivery. The Old Mortuary in the Lawn Cemetery can provide alternative operative depot facilities.	Medium	G&F Manager, all operatives.	In place, <i>In the event.</i>
Insufficient funds preventing the delivery of grounds maintenance and reactive works.	<i>Service delivery.</i>	Operate efficiently incorporating value for money procurement principles.	In the event reduce staffing & standards until cost neutral.	Medium	Council F&GP Committee. Council G&F Committee	On-going.
Fire at Dracaena centre, preventing the delivery of sports facilities.	<i>All staff, operatives, members of the public & service delivery.</i>	Observe fire precautions.	In the event provide portakabin temporary changing facilities.	Medium	Dracaena centre manager. G&F Manager.	<i>In the event.</i>

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Fire in old changing rooms, preventing the delivery of sports facilities.	<i>All staff, operatives, members of the public & service delivery.</i>	Keep secure from vandals. Observe fire precautions.	In the event inform insurers. Items in store to be replaced asap(not that high value)	Low	G&F Manager.	In place
Lack of experienced staff, preventing the delivery of sports facilities.	<i>Service delivery.</i>	All operatives capable of service delivery	In the event some operatives may need some basic instruction.	Low	Grounds Manager.	In place
Lack of funding, preventing the delivery of sports facilities.	<i>Service delivery.</i>	Ensure realistic match fees. Maximise income by providing services for as many fixtures as possible.	In the event, reduce maintenance to essential areas and tasks. Advise service users.	Medium	Council F&GP Committee. Council G&F Committee Grounds Manager.	On-going.

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	M	M	M	H
Rare	L	L	M	M	H

Risk Management Strategy



**FALMOUTH
TOWN COUNCIL**

February 2026

Author
Adopted
Minute

Ruth Thomas

Introduction

- 1.1 This document and attached procedure notes and annexes form the Council's Risk Management Strategy. It sets out the framework on which risk management processes at Falmouth Town Council are based. This framework should assist in ensuring that a consistent approach is taken across the Council for the identification, assessment and evaluation of risks, and for ensuring that actions are proportionate to identified risks thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls.
- 1.2 The Strategy defines:
- What is meant by risk management;
 - Why the Council needs a risk management strategy;
 - An overview of the methodology to be adopted and its links with existing processes;
 - An outline of the associated roles of Elected Members, senior officers and other employees; and
 - A summary of future monitoring and reporting lines for risk management.

2 What is Risk Management?

- 2.1 **Risk** - *'Risk is the combination of the probability of an event and its consequence. Consequences can range from positive to negative.'*

Risk Management – *'Process which aims to help organisations understand, evaluate and take action on all their risks with a view to increasing the probability of success and reducing the likelihood of failure.'*

Institute of Risk Management (IRM)

- 2.2 Risk management is an essential feature of good governance. An organisation that manages risk will be more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety, but applies to all aspects of the Council's work.
- 2.3 Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

Strategic Risk – long term adverse impacts from poor decision making or poor implementation. Risks causing damage to the reputation of the Council, loss of public confidence, in a worse case scenarios, Government intervention.

Compliance Risk - failure to comply with legislation, or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts etc.

Financial Risk – fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax levels/impact on Council reserves.

Operating Risk – failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

- 2.4 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on terminating or treating the risk, before the costly steps to transfer risk to another party are considered.
- 2.5 Risk is not restricted to potential threats but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

3 Why does the Council need a Risk Management Strategy?

- 3.1 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.
- 3.2 The Risk Management Strategy will help to ensure that all Committees/departments across the Council have an understanding of 'risk' and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.
- 3.3 Strategic risk management is also an integral part of the Best Value process and as such is an important element in demonstrating continuous service improvement.
- 3.4 There is an Audit requirement under the Accounts and Audit Regulations 2003 (SI 2003/533) to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register. A statement about the system of internal control and the management

of risk will be included as part of the Annual Statement of Accounts and summarised in the Council's Best Value Performance Plan.

4 What is the Risk Management Process?

- 4.1 Implementing the Strategy involves identifying, analysing/prioritising, managing and monitoring risks.
- 4.2 Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. All risks identified will be recorded in the Council's Risk Register.
- 4.3 Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control it or respond to it.
- 4.4 Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3).

The scores for impact and likelihood are added together. Risks scoring 4 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

- 4.5 Risk Control – Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control require the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

- Elimination – the circumstances from which the risk arises are ceased so that the risk no longer exists;
- Reduction – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring ;
- Transfer – the financial impact is passed to others e.g. by revising contractual terms;
- Sharing the risk with another party;

- Insuring against some or all of the risk to mitigate financial impact; and
- Acceptance – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

4.6 Risk Register – Extract attached in Annex I

4.7 Risk Monitoring – The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

5 Roles and Responsibilities

5.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. Those who best know the risks to a particular service are those responsible for it. The process must be driven from the top but must also involve staff throughout the organisation.

5.2 **Elected Members** – risk management is seen as a key part of the Elected Member’s stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted, in a similar way to the implementation of Best Value. This will include:

- Approval of the Risk Management Strategy;
- Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
- Consideration, and if appropriate, endorsement of the Annual Statement of Internal Control; and
- Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

5.3 **Senior Officers** -

- will act as the risk champions for each department, assisting with identifying all risks in their departments and the compilation of the Risk Register.

- They will manage risk effectively in their particular service areas or projects and report how threats and risks have been managed to the Town Clerk. This includes identifying, analysing, prioritising, monitoring and reporting on service risks and any control actions taken.

Specific duties relating to individual officers are detailed in paras 5.4, 5.5, 5.6 and 5.7 below

5.4 The Town Clerk – will:

- will act as the Lead Officer on Risk Management, overseeing the implementation of the detail of the Risk Management Strategy.
- provide advice as to the legality of policy and service delivery choices;
- provide advice on the implications of potential service actions for the Council’s corporate aims, objectives and Best Value targets;
- update Council and departments on the implications of new or revised legislation;
- assist in handling any litigation claims;
- provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work related illness or injury;
- advise on any health and safety implications of the chosen or proposed arrangements for service delivery; and
- report progress to Council via the Finance and General Purposes Committee as detailed in para 6.3 below.

5.5 Responsible Financial Officer – will:

- work with the Town Clerk to assess and implement the Council’s insurance requirements;
- assess the financial implications of strategic policy options;
- provide assistance and advice on budgetary planning and control;
- ensure that the Financial Information System allows effective budgetary control; and
- inform investment decisions made by the Council.

5.6 Project Officers and Service Managers - will:

- ensure that Risk Management is an integral part of the Review Process;
- ensure that recommendations for risk control are detailed in Service Review Reports; and
- will assist in developing and monitoring Performance Indicators for Risk Management.

It is also essential that all projects or recommended service changes ensure that risks are identified and the measures to eliminate or control risk are

documented in agenda reports/briefing papers to be considered by Council and committees.

5.7 **Employees** – will:

- undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively.
- All employees will maintain an awareness of the impact and costs of risks and how to feed data into the formal process.
- They will work to control risks or threats within their jobs, monitor progress and report on job related risks to their line manager.

5.8 **Role of Internal Audit** – the Internal Audit Team provides an important scrutiny role carrying out audits to provide independent assurance to the Finance and General Purposes Committee that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

The Internal Audit Report, and any recommendations contained within it, will help to shape the Annual Statement of Internal Control.

5.9 **Finance and General Purposes Committee** - Development of the Risk Management Strategy and compilation of the Risk Register will be overseen by the Committee, comprising:

5.10 **Training** – Risk Management training will be provided to Elected Members, service managers and key staff via a number of facilitated workshops. The aim will be to ensure that both Elected Members and staff have the skills necessary to identify, evaluate and control the risks associated with the services they provide.

5.11 In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals/groups are encouraged to report adverse incidents promptly and openly. To assist with this aspect, the Council has developed an Anti-Fraud, Theft and Corruption Policy (adopted 2007 – updated 2019 pending approval) and a Whistleblowing Policy (adopted June 2012 updated 2019 pending approval).

6 Future Monitoring

- 6.1 Review of Risk Management Policy – This Policy will be reviewed on a regular basis as part of the Council’s continuing review of its Policy Documents, Standing Orders and Financial Regulations. Recommendations for change will be reported to the Policy Committee. The date of the next review will be Feb 2022.
- 6.2 Register – it is crucial that the information is regularly reviewed and updated. New risks will emerge and need to be controlled. Feedback from Internal and External Audit can identify areas for improvement, as can the sharing for best practice via professional bodies, including the Institute of Risk Management, the National Association of Local Councils, Society of Local Council Clerks, Institute of Local Council Management and Association of Accounting Technicians.
- 6.3 Reporting on Progress – An annual report will be delivered to the Finance and General Purposes Committee detailing progress on risk management over the year and containing a summary of the Risk Register.

7 Conclusion

- 7.1 The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and demonstrating effective corporate governance.

8 Alternative Formats

- 8.1 Equality Act 2010 – copies of this document in large print (A3 Format) or larger font size, or recorded onto tape as a ‘talking book’ or as a digital audio file can be made available for those with sight impairment on request from the Council Office or by telephoning 01326 315559 or email to admin@falmouthtowncouncil.com
- 8.2 The Council can also arrange to provide versions in other languages for Councillors/staff whose first language is not English.

9 Freedom of Information

- 9.1 In accordance with the Freedom of Information Act 2000, this document will be posted on the Council’s website www.falmouthtowncouncil.com and copies of this document and the Risk Register will be available for inspection, on prior notice, from the Council Office.



Falmouth Town Council - Risk Register

Category	Group	Type	Location	Site Specific	Frequency	Number	
1	Buildings	1	Non-dwelling	Municipal Buildings - TR11 2RT	Falmouth Town Council Area	annually	1.1.1
		1	Non-dwelling	Municipal Buildings	Falmouth Art Gallery Area	annually	1.1.2
		1	Non-dwelling	Municipal Buildings	FTC and FAG Fire	annually	1.1.3
		1	Non-dwelling	Municipal Buildings	FTC and FAG Electricity	annually	1.1.4
		1	Non-dwelling	Municipal Buildings	FTC and FAG Gas	annually	1.1.5
		1	Non-dwelling	Municipal Buildings	FTC and FAG Cleaning	annually	1.1.6
		1	Non-dwelling	Municipal Buildings	Balcony Working	annually	1.1.7
		2	Non-dwelling	Kimberley Park - TR11 2DA	Sheds	annually	1.2.1
		2	Non-dwelling	Kimberley Park - TR11 2DA	Sheds - Fire	annually	1.2.2
		2	Non-dwelling	Kimberley Park - TR11 2DA	Sheds - Electrical	annually	1.2.3
		2	Non-dwelling	Kimberley Park - TR11 2DA	Sheds - Gas	annually	1.2.4
		2	Non-dwelling	Kimberley Park - TR11 2DA	Sheds - Cleaning	annually	1.2.5
		3	Non-dwelling	Kimberley Park - TR11 2DA	WC's	annually	1.3.1
		4	Dwelling	Kimberley Park - TR11 2DA	Lodge	annually	1.4.1
		4	Dwelling	Kimberley Park - TR11 2DA	Lodge - Fire	annually	1.4.2
		4	Dwelling	Kimberley Park - TR11 2DA	Lodge - Electrical	annually	1.4.3
		4	Dwelling	Kimberley Park - TR11 2DA	Lodge - Gas	annually	1.4.4
		4	Dwelling	Kimberley Park - TR11 2DA	Lodge - Cleaning	annually	1.4.5
		5	Dwelling	ry - Old Upper - Pennance Rd - TR11 4ED	Lodge	annually	1.5.1
		5	Dwelling	Cemetery - Old Upper	Lodge - Fire	annually	1.5.2
		5	Dwelling	Cemetery - Old Upper	Lodge - electrical	annually	1.5.3
		5	Dwelling	Cemetery - Old Upper	Lodge - Gas	annually	1.5.4
		5	Dwelling	Cemetery - Old Upper	Lodge - Cleaning	annually	1.5.5
		6	Non-dwelling	Cemetery - Old Upper - TR11 4ED	Chapel - 1 - Main	annually	1.6.1
		6	Non-dwelling	Cemetery - Old Upper	Chapel - 1 - Fire	annually	1.6.2
		6	Non-dwelling	Cemetery - Old Upper	Chapel - 1 - Electrical	annually	1.6.3
		6	Non-dwelling	Cemetery - Old Upper	Chapel - 1 - Gas	annually	1.6.4
		6	Non-dwelling	Cemetery - Old Upper	Chapel - 1 - Cleaning	annually	1.6.5
		7	Non-dwelling	Cemetery - Old Upper	Chapel -2 - Main	annually	1.7.1
		7	Non-dwelling	Cemetery - Old Upper	Chapel -2 - Fire	annually	1.7.2
		7	Non-dwelling	Cemetery - Old Upper	Chapel -2 - Electrical	annually	1.7.3
		7	Non-dwelling	Cemetery - Old Upper	Chapel -2 - Gas	annually	1.7.4
		7	Non-dwelling	Cemetery - Old Upper	Chapel -2 - Cleaning	annually	1.7.5
		8	Non-dwelling	Cemetery - Old Upper	Store Room - Main	annually	1.8.1
		8	Non-dwelling	Cemetery - Old Upper	Store Room - Fire	annually	1.8.2
		8	Non-dwelling	Cemetery - Old Upper	Store Room - Electrical	annually	1.8.3
		8	Non-dwelling	Cemetery - Old Upper	Store Room - Gas	annually	1.8.4
		8	Non-dwelling	Cemetery - Old Upper	Store Room - Cleaning	annually	1.8.5
		9	Non-dwelling	Cemetery New - Pennance Rd - TR11 4ED	Mortuary	annually	1.9.1
		9	Non-dwelling	Cemetery New	Mortuary - Fire	annually	1.9.2
		9	Non-dwelling	Cemetery New	Mortuary - Electrical	annually	1.9.3
		9	Non-dwelling	Cemetery New	Mortuary - Gas	annually	1.9.4
		9	Non-dwelling	Cemetery New	Mortuary - Cleaning	annually	1.9.5
		11	Non-dwelling	The Old Post Office	Ground Floor	annually	1.11.1

		11	Non-dwelling	The Old Post Office	1st Floor - Common Areas inc function rooms	annually	1.11.2
		11	Non-dwelling	The Old Post Office	1st Floor - Kitchen	annually	1.11.3
		11	Non-dwelling	The Old Post Office	1st Floor - Common Areas and Meeting room	annually	1.11.4
		11	Non-dwelling	The Old Post Office	Whole - Fire	annually	1.11.5
		11	Non-dwelling	The Old Post Office	Whole - Electric	annually	1.11.6
		11	Non-dwelling	The Old Post Office	Whole - Gas	annually	1.11.7
		11	Non-dwelling	The Old Post Office	Whole - Cleaning	annually	1.11.8
		12	Non -Dwelling	Hiring of Facility - Use by External	The Old Post Office	annually	1.12.1
		12	Non -Dwelling	Hiring of Facility - Internal use	The Old Post Office	annually	1.12.2
		13	Non-dwelling	Princess Pavilion	Garden Room/Kitchen/Bar	annually	1.13.1
		13	Non-dwelling	Princess Pavilion	Auditorium	annually	1.13.2
		13	Non-dwelling	Princess Pavilion	Kitchen	annually	1.13.3
		13	Non-dwelling	Princess Pavilion	External	annually	1.13.4
		13	Non-dwelling	Princess Pavilion	Toilets - All	annually	1.13.5
		13	Non-dwelling	Princess Pavilion	Whole - Electric	annually	1.13.6
		13	Non-dwelling	Princess Pavilion	Whole - Gas	annually	1.13.7
		13	Non-dwelling	Princess Pavilion	Whole - Cleaning	annually	1.13.8
		14	Non-dwelling	Gyllyngdune Cottage	Whole	annually	1.14.1
		14	Non-dwelling	Stable Block	Whole	annually	1.14.2
2	Bus Shelters	1	Non-dwelling	Cliff Road	American		2.1.1
		1	Non-dwelling	Bickland Water Road	o/s Tregonnigie Ind Est		2.1.2
		1	Non-dwelling	Boslowick Road	adj to Boslwoick Close		2.1.3
		1	Non-dwelling	Boslowick Road	junction with Messack Close		2.1.4
		1	Non-dwelling	Falmouth Golf Club	Outside of entrance		2.1.6
		1	Non-dwelling	Melvill Road	Rear of Falmouth Hotel		2.1.7
		1	Non-dwelling	Mongleath Avenue	near 38 Mongleath Avenue		2.1.8
		1	Non-dwelling	Old Hill	Halfway up the hill		2.1.9
		1	Non-dwelling	Swanpool Beach	adj to car park entrance		2.1.10
		1	Non-dwelling	The Beacon	Outside of the Nursery		2.1.11
		1	Non-dwelling	Trescobeas Road	Before school nr Union Corner		2.1.12
		1	Non-dwelling	Acacia	at Junction with Oakfield		2.1.13
		1	Non-dwelling	Longfield	before turning for 142-174 evens		2.1.14
		1	Non-dwelling	Spernen Wyn Road	adjacent to car park		2.1.15
		1	Non-dwelling	Gyllyngvase	Junction of Stracey Road and Cliff Road		2.1.16
		1	Non-dwelling	Gyllyngvase	Spernen Wyn Road -by car park		2.1.17
		1	Non-dwelling	Oakfield	opposite/outside Number 40		2.1.18
		1	Non-dwelling	Acacia	Outside number 45		2.1.19
	Fernbank	2	Non-dwelling	Bar Road	22		2.2.1
	Fernbank	2	Non-dwelling	Trescobeas Road	23		2.2.2
	Fernbank	2	Non-dwelling	Bickland Water Road	32		2.2.3
	Fernbank	2	Non-dwelling	Falmouth Road	ooo1		2.2.4
	Fernbank	2	Non-dwelling	North Parade	ooo2		2.2.5
	Fernbank	2	Non-dwelling	Dracaena Av - opp 116	ooo3		2.2.6
	Fernbank	2	Non-dwelling	Melvill Road jct Gyllyngvase	ooo5		2.2.7
	Fernbank	2	Non-dwelling	Killigrew Street	ooo7		2.2.8
	Fernbank	2	Non-dwelling	Falmouth Road opp Waterside	ooo9		2.2.9
	Fernbank	2	Non-dwelling	Dracaena Av - opp Mitsubishi	oo12		2.2.10
	Fernbank	2	Non-dwelling	Falmouth Road - opp Ponsharden Park	oo14		2.2.11
	Fernbank	2	Non-dwelling	Dracaena Av - j/o North Parade	oo24		2.2.12
	Fernbank	2	Non-dwelling	Trescobeas Road o/s Falmouth School	oo30		2.2.13

	Fernbank	2	Non-dwelling	The Moor - Weatherspoons	oo34	2.2.14	
	Fernbank	2	Non-dwelling	The Moor - (bottom) Centre of Fal	oo35	2.2.15	
	Fernbank	2	Non-dwelling	The Moor - (middle) Centre of Fal	oo36	2.2.16	
	Fernbank	2	Non-dwelling	The Moor - (top) Centre of Fal	oo37	2.2.17	
	Fernbank	2	Non-dwelling	Woodlane Crescent	oo38	2.2.18	
	Fernbank	2	Non-dwelling	Melvill Road - opp Lansdowne Rd	oo39	2.2.19	
	Fernbank	2	Non-dwelling	Webber Street - o/s municipal building	oo40	2.2.20	
	Fernbank	2	Non-dwelling	The Moor - o/s Weatherspoons 2	oo82	2.2.21	
3	Outdoor facilities						
		1	Allotments	Swanvale	General	3.1.1	
		1	Allotments	Wodehouse Terrace	General	3.1.2	
		2	Parks and Recreation Grounds	Kimberley Park - Kimberley Park Road	General	3.2.1	
		2	Parks and Recreation Grounds	Kimberley Park	Pond	3.2.2	
		2	Parks and Recreation Grounds	Kimberley Park	Play Equipment	3.2.3	
		2	Parks and Recreation Grounds	Kimberley Park	Automata Project	3.2.4	
		2	Parks and Recreation Grounds	Kimberley Park	Covid19	3.2.5	
		3	Parks and Recreation Grounds	Trelawney Road - Bowly	General	3.3.1	
		3	Parks and Recreation Grounds	Trelawney Road - Bowly	Play Equipment	3.3.2	
		3	Parks and Recreation Grounds	Trelawney Road - Bowly	Covid19	3.3.3	
		4	Parks and Recreation Grounds	Dracaena - Dracaena Avenue	Open Space and Play equipment	3.4.1	
		4	Parks and Recreation Grounds	Dracaena -Outdoor Gym	Covid19	3.4.2	
		4	Parks and Recreation Grounds	Dracaena - Skatepark	Open Space and Play equipment	3.4.3	
		5	Parks and Recreation Grounds	Trescobeas - Lambs Lane	General	3.5.1	
		5	Parks and Recreation Grounds	Trescobeas	All Weather Pitch	3.5.2	
		5	Parks and Recreation Grounds	Trescobeas	BMX track	3.5.3	
		5	Parks and Recreation Grounds	Trescobeas	Play Equipment	3.5.4	
		5	Parks and Recreation Grounds	Trescobeas	Covid19	3.5.5	
		6	Cemetery	Old Pennance - Upper	General	3.6.1	
		6	Cemetery	Old Pennance - Lower	General	3.6.2	
		6	Cemetery	New Swanpool Hill	General	3.6.3	
		6	Cemetery	Old Jewish - Dracaena Avenue	General	3.6.4	
Not done		7	Open Space	The Moor - TR11 2RT	General	3.7.1	
		8	Gyllyngdune Gardens - PP	Melvill Road through to Castle Drive	General - Volunteers Ground Works	3.8.1	
		8	Gyllyngdune Gardens	Melvill Road through to Castle Drive	Play Equipment	3.8.2	
		8	Gyllyngdune Gardens	Melvill Road through to Castle Drive	General	3.8.3	
		9	Pendennis Headland	Whole excluding leased and EH/PL	General	3.9.1	
		10	Land at Goldenbank	Trenoweth Road	Play Areas	3.10.1	
4	Car Parks						
			Cemetery	New Cemetery	General	4.1.1	
			Princess Pavilion	Melvill Road	General	4.1.2	
			Pendennis Headland	Lower	General	4.1.3	
5	Events						
		1	Open /Fun Days	Trescobeas	General	Per Event	5.1.1
		2	Open /Fun Days	Kimberley	General	Per Event	5.2.1
					Source FM Park Live	Per Event	5.2.2
		3	Open /Fun Days	Trelawney	General	Per Event	5.3.1
		4	Open /Fun Days	Skatepark	General	Per Event	5.4.1
		5	Town Events	Falmouth	General - Civic Parade	Per Event	5.5.1
					350 Enactment	Per Event	5.5.2
					Oyster Festival Schools Parade	Per Event	5.5.3
					St Nazaire Memorial Service	Per Event	5.5.4
					Remembrance Sunday Parade	Per Event	5.5.5
					Xmas Light Switch on Event	Per Event	5.5.6

					Olympic Torch Event	Per Event	5.5.7
					Sea Sunday	Per Event	5.5.8
					Falmouth Week	EMP	5.5.9
					Falmouth Week	Reds Emerg M	5.5.9.a.
					Falmouth Week	Red's Traffic M	5.5.9.b.
					Christmas Nativity	Annually	5.5.10
					Harmony Choir	Annually	5.5.11
					St Piran's Day Parade	Annually	5.5.12
					Parklive	Various	5.5.13
					Armed Forces Day	Various	5.5.14
					Christmas Late Night	Various	5.5.15
					Games on The Moor	Various/Mont	5.5.16
					Royal Navy Freedom of The Town	One Off	5.5.17
					Tall Ships Event	Per Event	5.5.18
					Kimberley Park Council Run Events	Per Event	5.5.19
					Various - Memorial Parades	Per Event	5.5.20
					Falmouth Sea Shanty Festival	Per Event	5.5.21
					Frozen in Falmouth	Per Event	5.5.21
					ATC 75th Anniversary Parade	One Off	5.5.22
					Sea Shanty	PE annual	5.5.23
					Christmas Festive Weekend	Annually	5.5.24
					Spring Festival	Annually	5.5.25
					Tours of Britain	Event Specific	5.5.26
					Falmouth goes to London Paddington	Event Specific	5.5.27
6	Health and Safety		1 Control of Sub - COSHH			Per Item	6.1.1
			2 Bandsaw works				6.2.1
			3 Stress				6.3.1
			4 Office Based Work Assessment	Office			6.4.1
			5 COVID 19	Office	Additional workplace measures		6.5.1
7	Art Gallery Installations		1 Decorations	MB Balcony	Exterior Building Decoration	Per Item	7.1.1
			2 Art Gallery Public Art Installation	The Moor	Dedicated area for construction	Per Item	7.2.1
			4 General Gallery Exhibitions	Falmouth Art Gallery		annual	7.2.4
8	Operations		1 CC / Cormac as Service Provider	Kimberley Park	Tree Works	Annually	8.1.1
			1 WeedSpraying	Falmouth	Use of Pesticides to control weeds	Annually	8.2.1
			1 Burial Works	Cemetery	Exhumation	Annually	8.3.1
			1 Use of Chainsaw	All Sites		Annually - or n	8.4.1
			1 Use of Hedge Trimmer	All Sites		Annually - or n	8.5.1
			1 Use of ride on pedestrain mower	All Sites		Annually - or n	8.6.1
			1 Use of WoodChipper	All Sites		Annually - or n	8.7.1
			1 Use of Pole Pruner	All Sites		Annually - or n	8.8.1
			1 Use of Strimmer/Brush Cutter	All Sites		Annually - or n	8.9.1
			1 Use of a Scaffold Tower	All Sites	Generic	Annually - or n	8.10.1
			1 Resurfacing at KP	Kimberley Park	replacement of grass matting	Every install	8.11.1
			1 Digging and Back Filling of Graves	Falmouth Cemetery	All Sites	Annually - or n	8.12.1
			1 Cleaning of Public Toilets	All Sites	All 7 sites	Annually - or n	8.13.01
			1 Tractors Side Arm Flailing	All Sites		Each Occasion	8.14.01
9	Corporate		Operational and Financial	FTC as a whole	RA of general Council activities	every 6 weeks	9.1.1
			Town Management	Service head assessment	RA to support O&F specific to TM	annually	9.1.2.24-25
			Grounds	Service head assessment	RA to support O&F specific to Grounds	annually	9.1.3
			Cultural Services	Service head assessment	RA to support O&F specific to CS	annually	9.1.4

			Facilities Princess Pavilion Ops and Fin	Service head assessment Service head assessment Front Desk Only	RA to support O&F specific to Facilities RA to support O&F specific to Pavilion RA to identify risk associated with this	annually annually annually	9.1.5 9.1.6.24-25 9.1.7
10	Cultural Services		Event	Municipal Buildings	FOMO Artist publishing book fair	New - annual?	10.1.1
		Cultural Services	Event	Municipal Buildings - Library	Santa's Grotto	Annual	10.1.2
11	Princess Pavilion		Events and Operational	41 Melvill Road	Operational on site	New - annual?	11.1.1
12	Climate Change		Impact on Services and Community	Falmouth	No - applicable to all	Annual review	12.1.1



Annual Investment Strategy 2025-2026

Falmouth Town Council

INTRODUCTION

Falmouth Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community.

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 (for financial years commencing on or after 1st April 2018)

INVESTMENT OBJECTIVES

In accordance with Section 15(1) of the 2003 Act, the 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.*

The Council's investment priorities are the security of reserves and liquidity of its investments.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in sterling.

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 this Council will not engage in such activity.

Where external investment managers are used, they will be contractually required to comply with the Strategy.

SPECIFIED INVESTMENTS

Specified Investments are those offering high security and high liquidity, made in sterling and with a maturing date 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.

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

- Deposits with banks, building societies, local or other public authorities.
- Specialised Sector Investment Managers CCLA
- The debt management agency of HM Government

Current investments are with the Church, Charities and Local Authorities Investment Management Ltd (CCLA), Lloyds Bank and the Bank of Ireland UK.

NON-SPECIFIED INVESTMENTS

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

Given the unpredictability and uncertainties surrounding such investments, the Council will not use this type of investment.

LIQUIDITY OF INVESTMENTS

The Responsible Finance Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

Investments will be regarded as commencing on the date the commitment to invest is entered into, rather than the date on which the funds are paid over to the counterpart.

LONG TERM INVESTMENTS

Long term investments are defined in the Guidance as greater than 12 months.

The Council does hold funds invested in the Local Authorities Property Fund managed by the CCLA.

The funds invested within this sector are reserves and are held on the basis of maximising return.

END OF YEAR INVESTMENT REPORT

Investment forecasts for the coming financial year were accounted for when budget was prepared. At the end of the financial year, the Responsible Financial Officer will report on investment activity to the Finance and General Purposes Committee.

REVIEW AND AMENDMENT OF REGULATIONS

The strategy will be reviewed annually. The Annual Strategy for the coming financial year will be prepared by the Responsible Financial Officer and presented for approval at the Finance and General Purposes Committee Meeting.

The Council reserves the right to make variations to the Strategy at any time, subject to the approval of the full Council. Any variations will be made available to the public.

ALTERNATIVE FORMATS

If you require this document in amended formats, please contact the Council on 01326 315559 or e-mail ruththomas@falmouthtowncouncil.com

FREEDOM OF INFORMATION

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website www.falmouthtowncouncil.co.uk

Ruth Thomas
Responsible Financial Officer
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The Old Post Office
The Moor
Falmouth
TR11 3QA

Tel: 01326 315559

e-mail – ruththomas@falmouthtowncouncil.com

FEBRUARY 2026:

APPROVED:

MINUTE:



FALMOUTH TOWN COUNCIL

TOWN OF FALMOUTH TABLE OF BURIAL FEES, PAYMENTS AND SUMS FOR 2026/27

The fees, payments and sums set out below apply where the person to be interred or in respect of whom the right is granted, is or immediately before his/her death was an inhabitant or parishioner of the Town and Parish of Falmouth or, in the case of a stillborn child, where the parents (or one of them) are, or at the time of interment were, such inhabitants or parishioners.

IN ALL OTHER CASES the fees, payments and sums will be **TRIPLED**, except those set out in Parts 1 and 3 where the exclusive right of burial in the grave in question was acquired at the single fee as set out in Part 2.

PART 1. **INTERMENTS**

The fees indicated below include the digging of the grave.

All new graves will be dug to a double depth (or deeper if requested)

For the interment in a grave:-

	For the first interment	For any interment after the first
of the body of a resident stillborn child, or the body of a child whose age at the time of death DID NOT EXCEED 16 years	Free of Charge	Free of charge
of the body of a non resident stillborn child, or the body of a child whose age at the time of death DID NOT EXCEED 16 years	£175	£175
of the body of a person whose age at the time of death EXCEEDED 16 years	£540	£455
of cremated remains in an existing grave	£145	£145
Additional Fees:		
Brick Grave - Double depth	POA	
Triple Depth Grave	£290	

PART 2. EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES

For the exclusive right of burial in an earthen grave for a period not exceeding 100 years:-

1	In an earthen grave 8 feet by 4 feet	
(a)	Selected IN ROTATION or in a grave in which interment has previously been made	£320
2	In an earthen grave 6 feet by 3 feet	
(a)	In the Children's Section or otherwise and under 16 years	Residents free of charge
(b)	In the Children's Section (non resident)	£145

The fees indicated above include the Deed of Grant and all the expenses thereof.

PART 3. MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS

For the right to erect or place on a grave or vault in respect of which the exclusive right of burial has been purchased. The detail and drawings in duplicate of the proposed memorial to be attached to the application in order that the appropriate fees may be advised. (NOTE: Items 1 and 2 would incur a fee of £50 as fees must be combined).

1	A headstone or cross not exceeding 5 feet in height	£200
2	Kerbstone	£105
3	A flatstone not exceeding 3 feet in length 1 foot in width and 9 inches in height	£85
4	A wooden cross not exceeding 3 feet in height	£80
5	A monument in the form of a stone vase not exceeding 1 foot 6 inches in height	£85
6	Any other monument	£270
7	For each additional inscription after the first	£95

Part of the above Section is applicable only to the Upper and Lower Sections of the Old Cemetery. The relevant details of the Lawn Cemetery monuments forms a separate Section of the Regulations. Though fees above may be applicable throughout all parts of the Cemetery.

PART 4 MEMORIAL GARDEN AND GARDEN OF REMEMBRANCE PHASE I

This Section for the interment of cremated remains is now closed, but the retention of Exclusive Rights for a second and final interment of cremated remains together with retainment of the plaque remains available on payment of the prescribed fee.

1	Second and final interment of cremated remains	£145
2	For a permit whereby a plaque may be retained in situ following the initial period of ten years and for a further period of five years	£75
3	For the scattering of cremated remains in the Memorial Garden	£75

Failure to obtain a permit for the retention of a plaque within twenty eight days from the date of renewal will terminate the agreement of exclusive rights and permit the earthen grave to be utilised for further cremated remains.

PART 5 GARDEN OF REMEMBRANCE PHASE V

It is the Council's policy to only permit interment of remains at Falmouth Cemetery in receptacles of proven bio-degradable materials, as a first preference wood, but always to the satisfaction of the Council.

1	Interment of cremated remains in a new plot permitted in this section as nominated by the Council	£145
2	For the right to place a flat memorial head stone including the first inscription	£175
3	For the second and final interment of cremated remains	£145
4	For the second and final inscription	£95

PART 6 CREMATED REMAINS NOT IN GARDEN OF REMEMBRANCE PHASE I OR PHASE II OR IN AN EXISTING GRAVE- CR PORTION OF LAWN CEMETERY

1	Interment of cremated remains in a new plot in this section as nominated by the Council. Fees include purchase of grave of a limited size and depth suitable for cremated remains.	£145
2	For each additional interment of cremated remains	£145
3	Erection of a headstone or cross including the first inscription, to be in accordance with the following: (Details and drawings in duplicate of Memorial with application form).	£175

Base: 3" x 1'6" x 10 Head: 1'8" x 1'4" x 3"

Plinth - Not to be included in the above measurements but form part of the Headstone or cross but to be below ground level.

4	For each additional inscription	£95
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PART 7 ADDITIONAL FEES

1	For the exhumation of a coffin from any grave or vault	POA
2	For the exhumation of a casket of cremated remains from any grave or vault.	POA
3	For the use of the Chapel in connection with an interment which takes place at the Cemetery or an approved religious ceremony.	£145
4	Family Research Fee	£40 (+VAT)
5	Transfer of Exclusive Rights of Burial	£45

PART 8 INTERMENTS

SURCHARGES

1	Surcharge to be levied on any working day to apply to any funeral not having vacated the Cemetery or Chapel by 2.15 p.m	£180
2	Saturday interments (available from 10am to 1pm only)	
	Full Interment	£360
	Cremated Remains	£220

The foregoing Table of Fees, Payments and Sums was made and adopted by Falmouth Town Council as the Burial Authority for the said Town at a Meeting of the Council held on 9th March 2026 and shall come into operation on the 1st April, 2026.

**PRICING - ALL
SUBJECT TO VAT
AT CURRENT RATE**

CURRENT

	FULL SITE HIRE	THEATRE - 9AM - 2PM	THEATRE 2PM - 11PM	GARDEN ROOM	GARDEN ROOM WAKE RATE	BAR	TECHS	SECURITY	KITCHEN HIRE*	FOOD CORKAGE
COMMERCIAL/CORPORATE	£3,950	£400	£600	£400 - 5PM - 11PM	£200 - 5PM - 8PM	NA	£200 EACH	£21.15 PER HR, PER SIA	£500	£5PP
COMMUNITY/CHARITY	£2,500	£25 PER HR	£500	£25 PER HR, 5PM - 11PM	£200 - 5PM - 8PM	NA	£200 EACH	£21.15 PER HR, PER SIA		
GIGS	POA	NA	£600 COMMERCIAL - INCLUDES THEATRE SUPERVISOR	£100 PER HR	NA	NA	£200 EACH	£21.15 PER HR, PER SIA	NA	NA
		NA	£500 COMMUNITY - INCLUDES THEATRE SUPERVISOR							

PROPOSED

	FULL SITE HIRE	THEATRE - 9AM - 2PM	THEATRE 2PM - 11PM	GARDEN ROOM	GARDEN ROOM WAKE RATE	BAR **	TECHS	SECURITY	KITCHEN HIRE	FOOD CORKAGE
COMMERCIAL/CORPORATE	£3,950	£450	£650	£400 - 5PM - 11PM	£200 - 5PM - 8PM	£200	£200 EACH	£21.15 PER HR, PER SIA	£550	£5.50PP
COMMUNITY/CHARITY	£2,500	£30 PER HR	£550	£30 5PM - 11PM	£200 - 5PM - 8PM	NA	£200 EACH	£21.15 PER HR, PER SIA	£550	£5.50PP
GIGS	POA	NA	£650 COMMERCIAL - INCLUDES THEATRE SUPERVISOR	£400 - 5PM - 11PM	NA	£200	£200 EACH	£21.15 PER HR, PER SIA	NA	NA
		NA	£550 COMMUNITY - INCLUDES THEATRE SUPERVISOR							

* £500/£550 up to 100 people, then £5pp or £5.50 over 100

** Exclusive use for larger events that won't fit in the Garden Room due to higher numbers

ATHERTON SUITE

2026-2027

ALL FEES ARE SUBJECT TO VAT AT THE PREVAILING RATE

FEES, RENTAL SPACE & OTHER CHARGEABLE COSTS											
	MAIN ROOM		CONSERVATORY		SUITE		ALL	SECURITY	TEA & COFFEE	CATERING	TECH
	MON - FRI, 9am - 5pm*****		MON - FRI, 9am - 5pm*****		MON - FRI 9am - 5pm****		EVENINGS AND WEEKENDS				
	Hourly	3 hour session	Hourly	3 hour session	Hourly	3 hour session	COST ACCORDING TO TYPE OF EVENT - PLEASE ENQUIRE FOR FURTHER DETAILS				
PRIVATE AND COMMERCIAL HIRE (INCLUDES POLITICAL)	£50 per hr	£120.00	£50 per hr	£120.00	£75 per hr	£175.00		£21.50 per hr, 4.5 hr min	£2pp	POA	Included
CHARITY HIRE (INC COUNCIL PARTNERS AND NPO'S)	£25 per hr	£60.00	£25 per hr	£60.00	£40 per hr	£100.00		£21.50 per hr, 4.5 hr min	£2pp	POA	Included

Our kitchen is available for hire - please enquire at time of booking for rate.

Security is charged at £21.50+VAT per SIA officer, per hour, with a 4.5 hour minimum per SIA officer.

***** Security must be booked outside of these hours to open/close the building.

Municipal Buildings 2026/2027

ALL FEES ARE SUBJECT TO VAT AT THE PREVAILING RATE

FEES, RENTAL SPACE & OTHER CHARGEABLE COSTS											
	COUNCIL CHAMBER		GALLERY		LIBRARY		ALL	SECURITY	TEA & COFFEE	CATERING	TECH
	MON - FRI, 9am - 5pm*****		OUT OF HOURS HIRE		OUT OF HOURS HIRE		EVENINGS AND WEEKENDS				
	Hourly	3 hour session	Hourly	3 hour session	Hourly	3 hour session	COST ACCORDING TO TYPE OF EVENT - PLEASE ENQUIRE FOR FURTHER DETAILS				
PRIVATE AND COMMERCIAL HIRE (INCLUDES POLITICAL)	£21.00	£50.00	NA	£90.00	NA	£50.00		£21.50 per hr, 4.5 hr min	£2pp	POA	Included
CHARITY HIRE (INC COUNCIL PARTNERS AND NPO'S)	£10.50	£30.00	NA	£60.00	NA	£30.00		£21.50 per hr, 4.5 hr min	£2pp	POA	Included

Security is charged at £21.50+VAT per SIA officer, per hour, with a 4.5 hour minimum per SIA officer.

***** Security must be booked outside of these hours to open/close the building.

ALL CHARGES ARE SUBJECT TO VAT AT THE PREVAILING RATE

Falmouth Town Council

Fees and Charges

2026/27

Allotments - Wodehouse	Per Plot	
No Concessions	£35	
		NEW

Market on The Moor	Per Market	Event Market	
FTC Market Pitch Only	£12.5 NV	£40	
FTC Market Gazebo Hire	£20.0 (INC vat)	£20 (INC VAT)	
FTC Market Food Traders Pitch only	£36.5	£60	
Farmers Market Hire - Per Pitch Sold	£5.5 (INC vat)		

The Moor Piazza	Per Day	Exclusive
Independent Organisation - non exclusive + VAT	£125	£500

Noticeboards	Per Month	
A4 laminated poster display	£10	(INC vat)

Dracaena Pitch Hire Fees

Football	Room	£475
	Season - Pitch only	£378
	Single - inc changing	£45
	Single - pitch only	£35
Shinty	Single - pitch only	£15
	room	£25
Other	marking	£25

Shop Mobility	Per Day	
Electronic Scooter Hire	£5	
Manual Wheelchair	£5	
Walker	£5	

Cemetery
See separate Table of Fees and Charges

Date Expenditure Incurred	Payment Type	Details	Department	Reference	Inv Total	Gross	VAT	NET
January	DD	Cornwall Council - Business rates January 2026	OPO	25/26PO4328	1,518.00	1,518.00	-	1,518.00
January	DD	Cornwall Council - Business rates January 2026 -	MB	25/26PO4329	707.00	707.00	-	707.00
January	DD	Cornwall Council - Municipal Building January 2026	Library	25/26PO4330	1,260.00	1,260.00	-	1,260.00
January	DD	Cornwall Council - Business Rates January 2026	Mortuary	25/26PO4331	358.00	358.00	-	358.00
January	DD	Cornwall Council - Business rates January 2026- Swanpool R	Cemetery	25/26PO4332	308.00	308.00	-	308.00
January	DD	Cornwall Council - Business rates-January 2026-Pennance R	Cemetery	25/26PO4333	593.00	593.00	-	593.00
January	DD	Cornwall Council-Business rates January 2026	Pavilion	25/26PO4334	852.00	852.00	-	852.00
January	DD	Cornwall Council - Business Rates January 2026- Car Park	Penndennis Point	25/26PO4335	67.00	67.00	-	67.00
January	DD	Cornwall Council - Business rates January 2026	Quarry Carpark	25/26PO4336	139.00	139.00	-	139.00
January	DD	DVLA - AK07SYW Vehicle tax January 2026	Grounds	25/26PO4337	30.18	30.18	-	30.18
December	BACS	M Brotherton-Expenses-Pipe, insert & straight coupler	Cemetery	25/26PO4338	15.14	15.14	-	15.14
December	BACS	Ibabs - 1st Quarter 2026 30 users	Corporate	25/26PO4339	1,212.30	1,212.30	-	1,212.30
January	BACS	Pennennis Leisure CIO - transfer of donations	Mayoral	25/26PO4340	1,209.33	1,209.33	-	1,209.33
December	BACS	Biffa - Standard general waste December 2025	OPO/MB	25/26PO4341	1,124.12	1,124.12	187.35	936.77
December	BACS	Biffa - Standard dry mixed recycling December 2025	OPO/MB	25/26PO4342	383.53	383.53	63.92	319.61
December	BACS	Biffa - Standard mixed glass December 2025	OPO/MB	25/26PO4343	96.79	96.79	16.13	80.66
December	BACS	Biffa - Standard General waste & mixed recycling Dec 25	Pavilion	25/26PO4344	580.70	580.70	96.78	483.92
December	BACS	Biffa - Standard mixed glass December 2025	Pavilion	25/26PO4345	100.13	100.13	16.69	83.44
December	BACS	Biffa - Standard Organic Food waste December 2025	OPO/MB	25/26PO4346	32.54	32.54	5.42	27.12
December	BACS	Biffa - Standard Organic Food waste December 2025	Pavilion	25/26PO4347	108.48	108.48	18.08	90.40
December	BACS	Biffa - Standard Confidential Waste Dec 25	OPO	25/26PO4348	57.14	57.14	9.52	47.62
		Total BACS Biffa			2,483.43	2,483.43	413.91	2,069.53
January	BACS	CSE - ICR Touch Software x 3 terminals	Pavilion	25/26PO4349	99.00	99.00	16.50	82.50
December	BACS	Nisbets - Hygiplas serrated Pastry knife	Pavilion	25/26PO4350	22.17	22.17	3.69	18.48
January	BACS	ObjectiveIT-x89 support & system monitoring	Corporate	25/26PO4351	7,368.00	7,368.00	1,228.00	6,140.00
January	BACS	ObjectiveIT-x32 support & system monitoring	Town Management	25/26PO4352	2,688.00	2,688.00	448.00	2,240.00
January	BACS	ObjectiveIT-x27 support & system monitoring	Pavilion	25/26PO4353	2,268.00	2,268.00	378.00	1,890.00
January	BACS	ObjectiveIT - x20 support-Lodge	Kimberley Park	25/26PO4354	1,848.00	1,848.00	308.00	1,540.00
		Total BACS Objective IT			14,172.00	14,172.00	2,362.00	11,810.00
December	BACS	Passmore - Foam wash, paper towels,toilet rolls	MB/Pavilion	25/26PO4355	500.36	500.36	83.39	416.97
December	BACS	Passmore - Cleaning December 2025	OPO/MB/AS	25/26PO4356	5,549.68	5,549.68	924.95	4,624.73
December	BACS	Passmore- Commercial cleaning & window cleaning Dec 25	Pavilion	25/26PO4357	4,914.58	4,914.58	819.10	4,095.48
December	BACS	Passmore - Servicing beach & town toilets Dec 25	Toilets	25/26PO4358	6,173.15	6,173.15	1,028.86	5,144.29
December	BACS	Passmore - Exchequer Quay Penryn cleaning	Toilets	25/26PO4359	1,364.88	1,364.88	227.48	1,137.40
		Total BACS Passmore			18,502.65	18,502.65	3,083.78	15,418.88
December	BACS	Infinitus - Key Holding monthly	OPO/MB	25/26PO4360	68.40	68.40	11.40	57.00
December	BACS	Infinitus - Key Holding monthly	Pavilion	25/26PO4361	34.20	34.20	5.70	28.50
		Total BACS Infinitus			102.60	102.60	17.10	85.50
January	BACS	SLCC - M Williams membership fee 01.01.2026	Corporate	25/26PO4362	595.00	595.00	-	595.00
December	DDR	Allstar - Vans fuel & Cans December 2025	Facs/Grounds/Cem	25/26PO4363	320.52	320.52	53.42	267.10
January	DDR	Sage - Accounts & Payroll Software Jan 2026	Corporate	25/26PO4364	997.66	997.66	166.28	831.38
January	Chq 20	Petty Cash Top up	OPO	25/26PO4365	140.32	140.32	-	140.32
January	Chq 21	Petty Cash Top up	Pavilion	25/26PO4366	227.26	227.26	-	227.26
January	BACS	Ann's Pasties - 40 large sausage rolls	Pavilion	25/26PO4367	88.00	88.00	-	88.00
January	BACS	Carey Davies - Technical services December 2025	Pavilion	25/26PO4368	1,225.00	1,225.00	-	1,225.00
December	BACS	Elly Mental Jewellery-Shop stock- Brooches	Cultural	25/26PO4369	84.50	84.50	-	84.50
December	BACS	Infinitus - Door Supervisor for Events & Alarm responses	Pavilion	25/26PO4370	828.52	828.52	138.09	690.43
January	BACS	Nick Ferris - Green Waste from Jewish Cemetery	Cemetery	25/26PO4371	69.36	69.36	11.56	57.80
January	BACS	Nick Ferris - Green waste	Cemetery	25/26PO4372	31.20	31.20	5.20	26.00
November	BACS	Nick Ferris - Green waste	Gyllyngdune Garden	25/26PO4373	53.04	53.04	8.84	44.20
		Total BACS Nick Ferris			153.60	153.60	25.60	128.00
December	BACS	Pillowpress - washing of Tableclothes XL	Pavilion	25/26PO4374	42.91	42.91	7.15	35.76
January	BACS	PPL PRS - The Music Licence 01.02.26-31.01.27	Pavilion	25/26PO4375	1,019.33	1,019.33	169.89	849.44
January	BACS	Tom Retchford - Researching an meetings with Sarah & Olive	Cultural	25/26PO4376	45.00	45.00	-	45.00
Feb-25	BACS	The Salisbury Museum-Part removal of Trinity Buoy Wharf ex	Cultural	25/26PO4377	450.00	450.00	75.00	375.00
December	BACS	Trago - Trachycarpus Fortunei 19cm for wooden planters	The Moor	25/26PO4378	91.16	91.16	15.19	75.97
December	BACS	Trago -Superglue tube,Sheen PBW, Staple gun, Mop refills	Chapel	25/26PO4379	54.16	54.16	9.02	45.14
		Total BACS Trago			145.32	145.32	24.21	121.11
January	BACS	Travis - 4Trade square plate washers for Benches	Seafront	25/26PO4380	5.33	5.33	0.89	4.44
January	BACS	Travis - Rawlplugs resin studs for benches	Seafront	25/26PO4381	17.44	17.44	2.91	14.53
		Total BACS Travis			22.77	22.77	3.80	18.98
January	BACS	Withey-Asset No.14 - Service chain saw and consumables	Grounds	25/26PO4382	153.02	153.02	25.50	127.52
January	BACS	Withey - Asset No. 11 - Service hedge cutter & consumables	Grounds	25/26PO4383	165.10	165.10	27.52	137.58
January	BACS	Withey - Asset No. 20 - Service Pressure washer & consumab	Cemetery	25/26PO4384	220.28	220.28	36.71	183.57
		Total BACS Withey			538.40	538.40	89.73	448.67
January	BACS	AWS Service charges 01.12.25-31.12.25 & bank charges	Corporate	25/26PO4385	29.45	29.45	4.75	24.70
December	CC	Microsoft - Office 365 E3 09.12.25-08.01.26	Corporate	25/26PO4386	82.40	82.40	-	82.40
December	CC	Microsoft - 365 Business Premium 01.12.25-31.12.25	Corporate	25/26PO4387	135.20	135.20	-	135.20
December	DDR	Deputy - Rota scheduling 01.12.2025-31.12.2025	Pavilion	25/26PO4388	239.40	239.40	39.90	199.50
January	DDR	Trade-B&Q- Outdoor tap connector	Pavilion	25/26PO4389	2.00	2.00	0.33	1.67
January	DDR	Trade - B&Q- A48 pillar basin mixer pair Netley & solvent	Facilities	25/26PO4390	27.94	27.94	4.66	23.28
January	DDR	Trade-B&Q-Harris essentials W&C & Gloss, Roller set, drain	Pavilion	25/26PO4391	146.24	146.24	24.37	121.87
January	DDR	Trade-B&Q-15mmx1/2 Conn,bucket,Blomma wire Hasp & st	Pavilion	25/26PO4392	68.11	68.11	11.36	56.75
December	DDR	WCFruit-Milk & Barista Oat Milk	Pavilion	25/26PO4393	12.77	12.77	-	12.77
December	DDR	WCFruit-Clementine, mustard, Lefkro pomace blend oil, Mc	Pavilion	25/26PO4394	154.04	154.04	-	154.04
December	DDR	WCFruit-Tomatoes, basil, milk, Oat milk, chopped tomatoes	Pavilion	25/26PO4395	84.55	84.55	-	84.55
December	DDR	WCFruit- Choice garden peas	Pavilion	25/26PO4396	10.34	10.34	-	10.34
December	DDR	WCFruit- Hot Chocolate powder & Burts crisps	Pavilion	25/26PO4397	32.20	32.20	1.96	30.24
December	DDR	WCFruit-Milk & Barista Oat Milk	Pavilion	25/26PO4398	12.77	12.77	-	12.77
December	DDR	WCFruit - Gourmet salad, milk, butter portions,les pommes	Pavilion	25/26PO4399	108.92	108.92	-	108.92
January	CN	WCFruit - Credit against milk	Pavilion	25/26PO4400	2.77	2.77	-	2.77
December	BACS	Katy Gusterson - 3 hours Workshop 04.12.2025	Cultural	25/26PO4401	150.00	150.00	-	150.00
December	CN	Hachette - Shop stock -Damaged Extraordinary things to Cut	Cultural	25/26PO4402	11.04	11.04	-	11.04
December	BACS	J Gas - Refill 60/40, 30/70 and 10 Ltr CO2 cylinders	Pavilion	25/26PO4403	198.00	198.00	33.00	165.00
December	BACS	Thomas Merritt - Show rep for December	Pavilion	25/26PO4404	1,046.37	1,046.37	-	1,046.37
December	BACS	Thomas Merritt - Programming & production x42hrs	Pavilion	25/26PO4405	840.00	840.00	-	840.00
		Total BACS Thomas Merritt			1,886.37	1,886.37	0.00	1,886.37
December	DDR	BritGas - 13/22/12/25 Dracaena Store	Dracaena	25/26PO4406	11.56	11.56	0.55	11.01
December	DDR	BritGas - 2/12/25-1/1/26 -Workshops	KP	25/26PO4407	26.57	26.57	1.26	25.31
December	DDR	BritGas - 2/12/25-1/1/26 Swanpool	Toilets	25/26PO4408	37.78	37.78	1.79	35.99
					54,017.71	54,017.71	6,774.07	47,243.64

Date Expenditure Incurred	Payment Type	Details	Department	Reference	Inv Total	Gross	VAT	NET
December	DDR	BritGas - 1/12/25-1/1/26 Library Electric	MB	25/26PO4409	667.46	667.46	111.24	556.22
December	DDR	BritGas - 30/11-31/12/25 Stable Block Electric	PP	25/26PO4410	22.22	22.22	1.05	21.17
December	DDR	BritGas - 2/12/25-1/1/26 Mortuary Electric	Cemetery	25/26PO4411	271.42	271.42	12.92	258.50
December	DDR	BritGas - 1-31/12/25 Theatre Electric	PP	25/26PO4412	1,212.08	1,212.08	202.01	1,010.07
December	DDR	BritGas - 1-31/12/25 Caf�/Gardens	PP	25/26PO4413	2,837.31	2,837.31	472.88	2,364.43
December	DDR	BritGas - 1-31/12/25 CSCP Electric	General Council	25/26PO4414	307.94	307.94	14.66	293.28
December	DDR	BritGas - 1-31/12/25 Library Electric	MB	25/26PO4415	247.57	247.57	11.78	235.79
December	DDR	BritGas - 2/12/25-1/1/26 POW Pier	Toilets	25/26PO4416	148.63	148.63	7.07	141.56
December	DDR	BritGas - 6/12/25-5/1/26 OPO Feeder Pillar	General Council	25/26PO4417	21.81	21.81	1.03	20.78
December	DDR	BritGas - 7/12/25-6/1/26 Feeder Pillar adj Bench	General Council	25/26PO4418	33.26	33.26	1.58	31.68
December	DDR	BritGas - 2/12/25-1/1/26 Webber St Estimated	Toilets	25/26PO4419	31.46	31.46	1.49	29.97
January	DDR	BritGas - 2/1-7/1/26 Webber St Revised	Toilets	25/26PO4420	8.86	8.86	0.42	8.44
Nov-Jan	DDR	BritGas - 25/11/25-1/1/26 Gyllyndune Cottage Est	Pavilion	25/26PO4421	232.92	232.92	11.09	221.83
January	DDR	BritGas - 2-7/1/26 Gyllyngdubne Cottage Revised	Pavilion	25/26PO4422	360.39	360.39	60.06	300.33
December	DDR	BritGas - 2/12/25-1/1/26 Grove Place	Toilets	25/26PO4423	168.46	168.46	8.02	160.44
January	DDR	BritGas - 2-7/1/26 Grove Place	Toilets	25/26PO4424	37.99	37.99	1.80	36.19
January	DDR	BT - Internet services 1-31/1/26	Corporate	25/26PO4425	528.00	528.00	88.00	440.00
December	DDR	G45 - Cash Collection 1-31/12/25	General Council	25/26PO4426	167.90	167.90	27.98	139.92
January	DDR	Trade-Screwfix-PPE-Gloves, Boots size 10-MB	Grounds	25/26PO4427	99.65	99.65	8.77	90.88
January	BOI-CC	Amazon - x2 wireless keyboard & mouse combo	Corporate	25/26PO4428	87.38	87.38	14.56	72.82
January	Lloyds-ML	World of Books - Art for Baby,Dogs don't do ballet, snail	Cultural	25/26PO4429	12.60	12.60	-	12.60
January	Lloyds-ML	Sensory Education- Rainbow Wooden Rainmaker x1	Cultural	25/26PO4430	20.98	20.98	2.99	17.99
January	Lloyds-RT	Tesco - Mobile Phone payg + top up + Sim	Corporate	25/26PO4431	24.00	24.00	-	24.00
January	BACS	Cwll Council - New Learning Hub for Sophie Palmer	Corporate	25/26PO4432	46.80	46.80	7.80	39.00
November	BACS	Reach access - POW Pier Part supplied & fitted to pole	Non FTC Site	25/26PO4433	109.20	109.20	18.20	91.00
December	BACS	SWW - 2/12/25-2/1/26 Library/Gallery	MB	25/26PO4434	105.69	105.69	-	105.69
December	BACS	SWW - 2/12/25-2/1/26 External Use Meter	Pavilion	25/26PO4435	11.09	11.09	-	11.09
December	BACS	SWW - 2/12/25-2/1/26 Meter 1 & 2	Pavilion	25/26PO4436	1,041.54	1,041.54	-	1,041.54
January	BACS	3 Lanes - Collect 1 x work from Eat Art & deliver to gallery	Cultural	25/26PO4437	114.00	114.00	19.00	95.00
January	BACS	ATCM- 2026 Small Town Membership	Corporate	25/26PO4438	402.00	402.00	67.00	335.00
January	BACS	Booths Print - A4,A3 & A2 posters	Cultural	25/26PO4439	114.00	114.00	19.00	95.00
January	BACS	Booths Print - A1 posters plans	Cemetery	25/26PO4440	84.00	84.00	14.00	70.00
		Total BACS Booths Print			198.00	198.00	33.00	165.00
January	BACS	Callestick - Case Sea Salt Caramel, CC Vanilla, Mango Sorbet	Pavilion	25/26PO4441	115.50	115.50	19.26	96.24
January	BACS	Cartridge Save - Tri colour HP & Black HO cartridges	Cemetery	25/26PO4442	28.86	28.86	4.81	24.05
January	BACS	Cornwall Council - Provision for SLA patrols for Dec 25	Penndennis Point	25/26PO4443	236.25	236.25	-	236.25
October	BACS	Crosstown Concerts- Ticket sales Goldie Lookin Chain	Pavilion	25/26PO4444	5,085.00	5,085.00	847.50	4,237.50
December	BACS	Devon & Cornwall 4x4 - Response fro Harmony Choir 24.12.	Town Management	25/26PO4445	435.00	435.00	-	435.00
January	BACS	Enterprise - R Gates Hire Car for ATCM Conference Dec 25	Corporate	25/26PO4446	256.18	256.18	42.70	213.48
January	BACS	Expert Access Solutions - Maintenance of AG doors	MB	25/26PO4447	277.20	277.20	46.20	231.00
January	BACS	Fire Safety - Weekly fire safety visits Oct-Dec 2025	Pavilion	25/26PO4448	504.00	504.00	84.00	420.00
January	BACS	Fire Safety - Weekly fire safety visits Oct-Dec 2025	MB/OPO	25/26PO4449	792.00	792.00	132.00	660.00
		Total BACS Fire Safety			1,296.00	1,296.00	216.00	1,080.00
January	BACS	Helston Town Band - The Snowman 23.12.2025 ticket sales	Pavilion	25/26PO4450	9,078.00	9,078.00	-	9,078.00
January	BACS	Infinitus - Street Ranger December 25	Town Management	25/26PO4451	3,147.12	3,147.12	524.52	2,622.60
January	BACS	Infinitus -CCTV Operator Falmouth & Helston Dec 25	General Council	25/26PO4452	3,927.81	3,927.81	654.64	3,273.18
January	BACS	Infinitus - Guard Festive Weekend, Fire Station & Harmony C	Town Management	25/26PO4453	4,230.00	4,230.00	705.00	3,525.00
		Total BACS Infinitus			11,304.93	11,304.93	1,884.16	9,420.78
January	BACS	R Jandrell - Baby Jam session in AG 02.12.2025	Cultural	25/26PO4454	75.00	75.00	-	75.00
January	BACS	R Jandrell - Rhyme Time session in library 02.12.25	Cultural	25/26PO4455	50.00	50.00	-	50.00
January	BACS	R Jandrell - SEND Art workshop at Falmouth ARB 05.12.25	Cultural	25/26PO4456	90.00	90.00	-	90.00
		Total BACS R Jandrell			215.00	215.00	-	215.00
January	BACS	Key Machine - 10 Mortice keys cut to pattern	MB	25/26PO4457	50.00	50.00	8.33	41.67
January	BACS	Nick Ferris - Green waste	Cemetery	25/26PO4458	31.20	31.20	5.20	26.00
January	BACS	Luke Penny - Lighting for Healey's Cider Christmas Party	Pavilion	25/26PO4459	200.00	200.00	-	200.00
January	BACS	Stewart Tree Surgeons - Emergency Tree works	Cemetery/KP	25/26PO4460	910.00	910.00	-	910.00
January	BACS	Reef - Descale & disinfect shower heads & hoses, spray head	Pavilion	25/26PO4461	79.20	79.20	13.20	66.00
January	BACS	Reef - Descale & disinfect shower heads & hoses, spray head	OPO	25/26PO4462	358.44	358.44	59.74	298.70
		Total BACS Reef			437.64	437.64	72.94	364.70
January	BACS	Trevarthen - Cooked turkey sliced, honey roast ham, salami	Pavilion	25/26PO4463	53.37	53.37	-	53.37
January	CC	Microsoft - Azure Standard 01.12.25-31.12.25	Corporate	25/26PO4464	717.32	717.32	119.55	597.77
November	byds CC - AM	Amazon - No smoking or vaping safety signs pack of 2	Facilities	25/26PO4465	20.74	20.74	3.45	17.29
January	byds CC - ML	Tesco - Teabags, jaffa cakes, herbal teabags, apples for Splan	Cultural	25/26PO4466	16.14	16.14	-	16.14
January	byds CC - ML	NYA Youth Work - Youth Council Uk Membership	General Council	25/26PO4467	50.00	50.00	-	50.00
January	byds CC - ML	Timpson - 7 x keys for new office AG	MB	25/26PO4468	44.00	44.00	7.33	36.67
January	byds CC - RG	Gear4Music - Shure SE215 Sound Isolating Earphones	Town Management	25/26PO4469	99.00	99.00	16.50	82.50
January	byds CC - SP	Sam Turner & Sons - STIH Scabbard, petrol chainsaw power	Assets Grounds	25/26PO4470	1,407.97	1,407.97	234.66	1,173.31
January	DDR	Trade - B&Q - Squire 50mm Allweather combi padlock 26m	The Moor	25/26PO4471	19.24	19.24	3.21	16.03
January	DDR	WCFruit - Balsamic glaze reduction, Violife vegan creamy,Cri	Pavilion	25/26PO4472	547.13	547.13	5.52	541.61
January	DDR	WCFruit - Apples, banana, glaze, Barista Oat milk	Pavilion	25/26PO4473	15.97	15.97	-	15.97
January	DDR	WCFruit - Grated cheese, Flapjacks & Shortbread	Pavilion	25/26PO4474	66.19	66.19	-	66.19
January	DDR	WCFruit - Pork sausages, Flapjacks, Ciabatta rolls	Pavilion	25/26PO4475	74.21	74.21	-	74.21
January	DDR	WCFruit - Salad tomatoes, Sweet potatoes, fennel, milk, oat	Pavilion	25/26PO4476	77.24	77.24	-	77.24
January	DDR	WCFruit-Eggs, apples, clemetines,bananas, grapes,blueberri	Pavilion	25/26PO4477	257.54	257.54	-	257.54
January	DDR	WCFruit-Pork sausages, Marmite portions, Marmalade porti	Pavilion	25/26PO4478	109.24	109.24	-	109.24
January	DDR	LWC - Coors 11g Keg	Pavilion	25/26PO4479	264.00	264.00	44.00	220.00
January	DDR	Swift - Hot cups, Prosan plus purple beerline, sponges,kitche	Pavilion	25/26PO4480	100.75	100.75	16.79	83.96
January	BACS	J Moss - Expenses - Safety boots for PASMA training	Cultural	25/26PO4481	37.99	37.99	-	37.99
January	BACS	M Lewis - Expenses Refreshements for TRIP	MB	25/26PO4482	12.70	12.70	-	12.70
January	BACS	Dracaena Centre - Balance of Annual Grant 25/26-GRA000	General Council	25/26PO4483	12,500.00	12,500.00	-	12,500.00
December	BACS	BG Electrical - Supply & fit 2 x 600watt Rointe elcctric radiat	MB	25/26PO4484	892.80	892.80	148.80	744.00
January	BACS	Cornwall Council - Order & Admin St Nazaire Service of Rem	Civic	25/26PO4485	61.00	61.00	-	61.00
January	BACS	EE - Regular phone charges	Corporate	25/26PO4486	747.16	747.16	124.53	622.63
January	BACS	Nick Ferris - Green Waste	Cemetery	25/26PO4487	93.84	93.84	15.64	78.20
January	BACS	Nick Ferris - Mixed construction & demoliton waste	Pavilion	25/26PO4488	210.19	210.19	35.03	175.16
		Total BACS Nick Ferris			304.03	304.03	50.67	253.36
January	BACS	Percomm-Installation of Paxton Net2 access control at Lodg	KP	25/26PO4489	3,558.13	3,558.13	593.02	2,965.11
January	BACS	Plymouth City Bus- The provision for bus 67 for Jan 26	General Council	25/26PO4490	2,238.03	2,238.03	-	2,238.03
January	BACS	Trevarthen - Cooked honey roast ham sliced & turkey sliced	Pavilion	25/26PO4491	133.73	133.73	-	133.73
January	BACS	Verdant - 2 x Lightbulb 24 x 440ml Case	Pavilion	25/26PO4492	133.56	133.56	22.26	111.30
					118,112.26	118,112.26	12,517.87	105,594.39

Date Expenditure Incurred	Payment Type	Details	Department	Reference	Inv Total	Gross	VAT	NET
January	BACS	Withey-Asset No.12 Service Leaf blower & consumables	Grounds	25/26PO4493	128.88	128.88	21.48	107.40
January	BACS	Withey-Asset No.15 Service chainsaw & consumables	Grounds	25/26PO4494	220.51	220.51	36.75	183.76
January	BACS	Withey-Asset No.16 Service water bowser & honda pump	Grounds	25/26PO4495	180.98	180.98	30.16	150.82
January	BACS	Withey - Various site vehicles check over & consumables	Grounds/Fac/Pav/Ce	25/26PO4496	355.20	355.20	59.20	296.00
		Total BACS Withey	-	-	885.57	885.57	147.60	737.98
January	BACS	Dash - Car Hire for M Williams - 27.01.26-30.01.26	Corporate	25/26PO4497	233.01	233.01	38.84	194.18
October	BACS	Kernow Training - PASMA Scaffolding Training Jan 26	Corporate	25/26PO4498	225.00	225.00	-	225.00
January	BACS	Nalders - search fees for Goldenbank	Corporate	25/26PO4499	100.00	100.00	-	100.00
January	Lloyds-RG	GWR - Penryn-Truro x1 25/2/25 KC	Town Management	25/26PO4500	7.30	7.30	-	7.30
January	Lloyds-RG	GWR - Turo to London x2 25/2/26 RG&KC	Town Management	25/26PO4501	179.40	179.40	-	179.40
January	Lloyds-RG	GWR - London - Truro x2 26/2/26 RG&KC	Town Management	25/26PO4502	219.10	219.10	-	219.10
January	Lloyds-RG	Microsoft - 365 Business Basic 15/1-14/2/26	Town Management	25/26PO4503	9.20	9.20	-	9.20
August	Lloyds ML	Canva - For Teams subs	Cultural	25/26PO4504	63.52	63.52	-	63.52
January	Lloyds-RT	Secret Garden - Flowers for RG & family	Corporate	25/26PO4505	46.56	46.56	7.76	38.80
January	Lloyds-RT	Dunelm - x1 Counter height bar stool	OPO	25/26PO4506	44.95	44.95	-	44.95
January	BOI-CC	Intuit Mailchimp - 2,500 standard plan	Pavilion	25/26PO4507	45.13	45.13	-	45.13
Dec-Jan	DDR	Lloyds - 57911660 charges 10/12/25-9/1/26	Corporate	25/26PO4508	16.01	16.01	-	16.01
Dec-Jan	DDR	Lloyds - 57912060 charges 10/12/25-9/1/26	Corporate	25/26PO4509	16.75	16.75	-	16.75
January	DDR	BOI - EFT Transfers x220 qrtly charges	Corporate	25/26PO4510	26.40	26.40	-	26.40
Dec-Jan	DDR	BOI - 5/12/25-2/1/26 bank charges 16591140	Corporate	25/26PO4511	19.56	19.56	-	19.56
January	DDR	Allstar - Fuel 5/1/26-13/1/26	Grounds/Facilities	25/26PO4512	274.82	274.82	45.80	229.02
Dec-Jan	DDR	BritGas - 11/12/25-7/1/26 Electric	MB	25/26PO4513	462.06	462.06	77.01	385.05
January	DDR	Certas - 3000 HVO white RTFC, unit price £138.98 Fuel	Grounds	25/26PO4514	5,003.28	5,003.28	833.88	4,169.40
December	DDR	Payment Sense - 1-31/12/26 Merchant charges	Pavilion	25/26PO4515	687.57	687.57	-	687.57
Nov-Dec	DDR	Payment Sense - Terminal rental,PCI compliance	Pavilion	25/26PO4516	535.32	535.32	89.22	446.10
Jan-Feb	DDR	SafeHR - 15/1-14/2/26 Membership x88 employees	Corporate	25/26PO4517	369.60	369.60	61.60	308.00
January	DDR	Trade-B&Q - x4 Metal brackets, grey oak mfc-Library	MB	25/26PO4518	48.73	48.73	8.12	40.61
January	DDR	Trade-B&Q - Dewalt knee pads, black trousers KS	Facilities	25/26PO4519	48.73	48.73	8.12	40.61
January	DDR	Trade-B&Q - Tarpaulin 2x3m Mortuary	Cemetery	25/26PO4520	22.22	22.22	3.70	18.52
January	DDR	Trade-B&Q - Wardrobe rail, sockets x3-Kitchen	OPO	25/26PO4521	24.37	24.37	4.06	20.31
January	DDR	Trade-B&Q - shelf support-Kitchen	OPO	25/26PO4522	3.30	3.30	0.55	2.75
January	DDR	Trade-Screwfix - Dewalt Stone Boots-KS	Facilities	25/26PO4523	39.99	39.99	-	39.99
January	DDR	Trade-Screwfix - Jumpleads, booster cable	Facilities	25/26PO4524	102.98	102.98	17.17	85.81
January	BACS	A Jewell EXP 6/1 Refreshments + accom to meet Mr Peacock	General Council	25/26PO4525	127.49	127.49	20.00	107.49
January	BACS	Barriers Direct- replacement barriers and padlock	Pavilion	25/26PO4526	793.62	793.62	132.27	661.35
January	BACS	Eve Bourrat - 13/1/26 Discover arts, 20/1 Hme Ed w'shop	Cultural	25/26PO4527	185.00	185.00	-	185.00
January	BACS	Clear Brew - Full Dispense & line check	Pavilion	25/26PO4528	154.50	154.50	25.75	128.75
November	BACS	CSE - Hire x1 till/draw/licence/printer	Pavilion	25/26PO4529	111.60	111.60	18.60	93.00
January	BACS	Cwll Ferries - Membership for 2026	Pavilion	25/26PO4530	1,620.00	1,620.00	270.00	1,350.00
December	BACS	Focus - 1-31/12/26 printing costs black/colour	Corporate	25/26PO4531	218.06	218.06	36.34	181.72
January	BACS	Nick Ferris - 14/1 Green waste	Cemetery	25/26PO4532	81.60	81.60	13.60	68.00
January	BACS	Nick Ferris - 15/1 Green waste Gyllyngdune grdns	Pavilion	25/26PO4533	55.08	55.08	9.18	45.90
		Total BACS Nick Ferris	-	-	136.68	136.68	22.78	113.90
January	BACS	FuseRight - PAT Testing x201 portable,extension,rewire	Pavilion	25/26PO4534	852.47	852.47	142.08	710.39
January	BACS	Jewson - Socks-MB, Ratchet strap, ply	Cemetery	25/26PO4535	348.89	348.89	58.15	290.74
January	BACS	Jewson - Screws, plywood	Cemetery	25/26PO4536	333.02	333.02	55.50	277.52
		Total BACS Jewson	-	-	681.91	681.91	113.65	568.26
January	BACS	EC Jones - x4 Enclosures for exhibition	Cultural	25/26PO4537	730.26	730.26	121.71	608.55
January	BACS	Kernow Training - Polesaw course 20/1 JP,chainsaw JP/TC	Corporate	25/26PO4538	785.00	785.00	-	785.00
January	BACS	Landscape Supply - Chain oil, chainsaw file, poly visor	Grounds	25/26PO4539	126.12	126.12	21.02	105.10
November	BACS	Laura Mac - Theatre Hire 21/11/25-tickets sold-contr	Pavilion	25/26PO4540	3,347.00	3,347.00	-	3,347.00
January	BACS	Nisbets - Handsfree Airport-Chambers	MB	25/26PO4541	65.98	65.98	10.99	54.99
January	BACS	Office Smart - Shorthand notebook x10	Corporate	25/26PO4542	36.67	36.67	6.11	30.56
January	BACS	Office Smart - Tippex, black pens, post-it notes	Corporate	25/26PO4543	67.62	67.62	11.27	56.35
January	BACS	Office Smart - Neon z notes, bpoint security ink	Corporate	25/26PO4544	6.01	6.01	1.00	5.01
January	BACS	Office Smart - White c5 envelopes	Corporate	25/26PO4545	44.52	44.52	7.42	37.10
		Total BACS Office Smart	-	-	154.82	154.82	25.80	129.02
January	BACS	Penryn Plastics - Holesaw 38mm/32mm, silicone	OPO	25/26PO4546	21.10	21.10	3.51	17.59
Oct-Jan	BACS	SWW - 8/10-14/1/26 Grove Place Water	Toilets	25/26PO4547	4,404.55	4,404.55	-	4,404.55
January	BACS	Stewart Tree Surgeons - Emergency Tree works	Cemetery	25/26PO4548	1,885.00	1,885.00	-	1,885.00
January	BACS	Surface Coffee-Runner hse roast	Pavilion	25/26PO4549	200.00	200.00	-	200.00
January	BACS	Travis Perkins - Building sand, cement	Pavilion	25/26PO4550	44.85	44.85	7.47	37.38
Dec-Jan	BACS	WaterPlus - 14/12/25-14/1/26 Mortuary	Cemetery	25/26PO4551	20.20	20.20	3.37	16.83
November	BACS	Westwood-Frame - Carpet Tiles-office above library	MB	25/26PO4552	1,401.60	1,401.60	233.60	1,168.00
December	BACS	Clear Flow - 2/12 Tanker-removed flooded water in cp	Dracaena	25/26PO4553	408.00	408.00	68.00	340.00
January	BACS	Ann's Pasties - 40 large sausage rolls	Pavilion	25/26PO4554	88.00	88.00	-	88.00
January	BACS	Booths Print - A1 poster plans for TRIP Project	MB	25/26PO4555	90.00	90.00	15.00	75.00
January	BACS	Head Conservation - Maurice Sumary restoration of painting	Cultural	25/26PO4556	461.00	461.00	-	461.00
January	BACS	LWC - Pinot Grigio, Guinness Stout, Rattler, J2O, Cordial, Co	Pavilion	25/26PO4557	498.02	498.02	83.00	415.02
January	BACS	Reach Access - BID bunting, Christmas Lights & hanging bask	Town Expenditure	25/26PO4558	8,230.00	8,230.00	1,371.66	6,858.34
January	BACS	Swift - Conc wash up liquid,vinyl gloves,Compostable bin lin	Pavilion	25/26PO4559	187.73	187.73	31.29	156.44
December	BACS	The Exhibitions Group-Membership fees to 01.08.2026	Cultural	25/26PO4560	78.00	78.00	-	78.00
November	BACS	The Museums Assoc. - Understanding copyright conference	Corporate	25/26PO4561	46.00	46.00	-	46.00
January	BACS	Tim Shaw - Artist Takeover selction panel & parking	Cultural	25/26PO4562	106.00	106.00	1.00	105.00
January	BACS	Trevarthen - Green streaky bacon & Pork sausages	Pavilion	25/26PO4563	76.89	76.89	-	76.89
January	pyds CC - RG	Rust-oluem - Garden paint - Raspberry, Dijon & Cerulean	Town Management	25/26PO4564	554.85	554.85	92.49	462.36
January	pyds CC - RT	The Packet Station - Breakfast Meeting for HVO use	Cemetery	25/26PO4565	47.11	47.11	7.85	39.26
January	DDR	Ram Tracking-Tracking Service & maintenance 18.01.26-17.0	Grounds & Facilities	25/26PO4566	72.00	72.00	12.00	60.00
January	DDR	WCFruit-Celeriac,Sweet potato,salad tomato,Gourmet petit	Pavilion	25/26PO4567	105.80	105.80	-	105.80
January	DDR	WCFruit-P&S Shortbread Chocolate caramel, G/F Classic cho	Pavilion	25/26PO4568	196.92	196.92	-	196.92
January	DDR	WCFruit-Little Wave larger,Sparkling Elderflower,Sparkling A	Pavilion	25/26PO4569	99.53	99.53	16.59	82.94
January	DDR	WCFruit-Bananas, Oat Milk, Milk, KitKats, Burts Crisps	Pavilion	25/26PO4570	80.31	80.31	4.55	75.76
January	DDR	WCFruit-Parsley, Bakers, Vegetable stock, Plant based sausa	Pavilion	25/26PO4571	96.65	96.65	-	96.65
January	DDR	WCFruit-Eggs,Apples,Fennel,Cucumber,Spring onions,Milk	Pavilion	25/26PO4572	169.25	169.25	-	169.25
January	DDR	WCFruit-Eggs, Rapeseed Oil,butter portions,dairy Mascarpo	Pavilion	25/26PO4573	232.16	232.16	-	232.16
January	DDR	WCFruit- Milk & Oat milk	Pavilion	25/26PO4574	12.17	12.17	-	12.17
January	DDR	WCFruit - Grapes, Ricotta cheese,Voilift Vegan greek white	Pavilion	25/26PO4575	114.96	114.96	-	114.96
January	DDR	WCFruit-Carrots,baby spinach, ginger,bakers,celery,Bananas	Pavilion	25/26PO4576	107.31	107.31	-	107.31
January	DDR	WCFruit-Koffmanns Les Pommes Frites	Pavilion	25/26PO4577	35.14	35.14	-	35.14
January	DDR	WCFruit-Gourmet salad, chicory,Milk, Oat Milk	Pavilion	25/26PO4578	32.81	32.81	-	32.81
January	DDR	WCFruit-Eggs,Cucumber,Milk,Oat Milk, Bamboo skewers	Pavilion	25/26PO4579	224.97	224.97	0.97	224.00
					158,392.08	158,392.08	16,774.65	141,617.43

Date Incurred	Payment Type	Details	Department	Reference	Inv Total	Gross	VAT	NET
January	DDR	WCFFruit- Corninh Breakfast Tea	Pavilion	25/26PO4580	40.92	40.92	-	40.92
January	CN	WCFFruit - Shipton mill Self raising flour	Pavilion	25/26PO4581	13.95	13.95	-	13.95
January	CN	WCFFruit-G/F White Bread/Burger rolls	Pavilion	25/26PO4582	11.12	11.12	-	11.12
January	BACS	BG Electrical - Disconnect & make safe supply at base of light	Pavilion	25/26PO4583	48.00	48.00	8.00	40.00
January	BACS	BG Electrical-Supply, wire & for IP66 weatherproof switch-HV	Cemetery	25/26PO4584	1,245.60	1,245.60	207.60	1,038.00
		Total BACS BG Electrical			1,293.60	1,293.60	215.60	1,078.00
January	BACS	Greenham-Bodywarmers, sweatshirts & jackets with FTC logo	Grounds	25/26PO4585	156.88	156.88	26.15	130.73
January	BACS	Greenham- Washproof plasters	Corporate	25/26PO4586	57.24	57.24	9.54	47.70
		Total BACS Greenham			214.12	214.12	35.69	178.43
January	BACS	Rabart - All purpose paint brushes, Quick dry satinwood pur	OPO	25/26PO4587	36.96	36.96	6.16	30.80
January	BACS	Swift - Toilet & washroom descaler, toilet rolls & bleach	Toilets	25/26PO4588	620.28	620.28	103.38	516.90
January	DDR	Trade-B&Q- Cottage primed panel & pine stripwood	Mortuary	25/26PO4589	163.09	163.09	27.18	135.91
January	BACS	Status Audio Visual - AS-168IX	Assets-Cultural	25/26PO4590	3,408.00	3,408.00	568.00	2,840.00
January	BACS	Aardvark-7 x Paintings collected from Edinburgh & deliver to	Cultural	25/26PO4591	180.00	180.00	30.00	150.00
January	BACS	Ann's - 40 Large sausage rolls	Pavilion	25/26PO4592	88.00	88.00	-	88.00
January	BACS	Blue Iris - Conservation treatment & mounting of Acacia Tre	Cultural	25/26PO4593	962.00	962.00	-	962.00
January	BACS	Callestick - Case CC Vanilla, chocolate fudge, Sea salt caram	Pavilion	25/26PO4594	140.00	140.00	23.35	116.65
January	BACS	Cornwall Council - Learning Hub licence renewal R Pescod	Corporate	25/26PO4595	46.80	46.80	7.80	39.00
January	BACS	Duchy Alarms - Reported faults with smoke detector, replac	Pavilion	25/26PO4596	199.44	199.44	33.24	166.20
January	BACS	Elusive Press- JC001 tees & printed logos	Pavilion	25/26PO4597	87.60	87.60	14.60	73.00
January	BACS	Charles Heykoop - Shop stock - 24 x greetings cards	Cultural	25/26PO4598	33.60	33.60	-	33.60
December	BACS	Kennall Consulting-TRIP project-Procurement support & pur	MB	25/26PO4599	892.08	892.08	148.68	743.40
November	BACS	Kernow Pipes and Drums-Remembrance Parade 2025	Civic	25/26PO4600	400.00	400.00	-	400.00
January	BACS	Moor News - Packet Newspaper 29.11.25-17.01.26	Cultural	25/26PO4601	38.00	38.00	-	38.00
January	BACS	Nisbets - Buffalo Hands free Airpot 4.7 Ltr	Atherton Suite	25/26PO4602	65.98	65.98	10.99	54.99
January	BACS	Nick Ferris - Green Waste	Cemetery	25/26PO4603	87.72	87.72	14.62	73.10
January	BACS	Nick Ferris - Green Waste	Cemetery	25/26PO4604	71.40	71.40	11.90	59.50
January	BACS	Nick Ferris - Skip hire 8 yd enclosed mixed	Cemetery	25/26PO4605	524.40	524.40	87.40	437.00
		Total BACS Nick Ferris			683.52	683.52	113.92	569.60
January	BACS	Plumbstop - Torbeck type ball valve washer W24, BPUW2 p	Pavilion	25/26PO4606	33.32	33.32	5.56	27.76
January	BACS	Rabart - Dulux trade vinyl matt tinted 5 ltr Jasmine white	MB	25/26PO4607	208.42	208.42	34.74	173.68
January	BACS	Sullys Framing - Frame of 'Boy Bathing' Tuke. Repair corners	Cultural	25/26PO4608	474.00	474.00	79.00	395.00
December	BACS	Squashbox Theatre -Performance of 'The Christmassy Christ	Pavilion	25/26PO4609	650.00	650.00	-	650.00
January	BACS	SWPSI - Replace rope balance end support post, inc new foot	Kimberley Park	25/26PO4610	564.00	564.00	94.00	470.00
January	BACS	SWW- Water rates 08.10.25-19.01.26 Display fountain	The Moor	25/26PO4611	54.91	54.91	-	54.91
January	BACS	SWW-Water rates 08.10.25-19.01.26 - 1st floor	OPO	25/26PO4612	129.69	129.69	10.05	119.64
January	BACS	SWW- Water rates 08.10.25-19.01.26 - 2nd floor	OPO	25/26PO4613	244.76	244.76	18.63	226.13
January	BACS	Matthew Thomason-Performance for Xmas lights switch on	Town Management	25/26PO4614	175.00	175.00	-	175.00
January	BACS	Travis Perkins - Polycell all purpose polyfilla	MB	25/26PO4615	14.44	14.44	2.41	12.03
January	BACS	Travis Perkins - 4Trade carpet protector 600x 50	MB	25/26PO4616	24.47	24.47	4.08	20.39
January	BACS	Travis Perkins - Squire padlock 50mm long shackle for skip	Mortuary	25/26PO4617	63.38	63.38	10.56	52.82
January	BACS	Travis Perkins - 4Trade carpet protector 600x 50	MB	25/26PO4618	24.47	24.47	4.08	20.39
		Total BACS Travis Perkins			126.76	126.76	21.13	105.63
January	BACS	Nisbets - Kilner drinks dispenser stand & clip top round drin	Pavilion	25/26PO4619	90.45	90.45	15.07	75.38
January	BACS	Nisbets - Vouge st/st -GN 1/3 150mm, st/st lid -GN 1/3, App	Pavilion	25/26PO4620	73.65	73.65	12.27	61.38
		Total BACS Nisbets			164.10	164.10	27.34	136.76
January	BACS	Surface Coffee - Runner house roast, Makai, Hot Chocolate &	Pavilion	25/26PO4621	566.50	566.50	-	566.50
January	byds CC - ML	Amazon - Ugreen USB C hub for AG	Cultural	25/26PO4622	8.54	8.54	1.42	7.12
January	byds CC - ML	Lucky Rod - 7 x Lucky Margs pizzas for Splanna workshop	Cultural	25/26PO4623	56.00	56.00	-	56.00
January	byds CC - RG	ATCM- The Placement Management Conference 2026	Corporate	25/26PO4624	234.00	234.00	39.00	195.00
January	CC	Hampshire Flag Company-Ukraine sewn flag	Civic	25/26PO4625	81.11	81.11	13.52	67.59
January	CC	Microsoft - Office 365 E3 09.01.26-08.02.26	Corporate	25/26PO4626	82.40	82.40	-	82.40
January	CC	Microsoft - Planner Plan 1 08.01.26-07.02.26	Corporate	25/26PO4627	7.70	7.70	-	7.70
January	CC	Microsoft - 365 Business Premium 01.01.26-31.01.26	Corporate	25/26PO4628	135.20	135.20	-	135.20
January	CC	Microsoft - Enterprise Mobility + Security E5 24.01.26-23.02	Corporate	25/26PO4629	869.40	869.40	-	869.40
January	CC	Microsoft - 365 Business Basic 21.01.26-20.02.26	Corporate	25/26PO4630	87.40	87.40	-	87.40
January	CC	Tesco-Biscuits,juice,milk, wine & guinness for Marine Band	Mayoral	25/26PO4631	42.40	42.40	-	42.40
January	DDR	Lloyds Bank charges 01.12.2025-31.12.2025	Corporate	25/26PO4632	0.20	0.20	-	0.20
January	DDR	Lloyds Bank charges 01.12.2025-31.12.2025	Corporate	25/26PO4633	50.00	50.00	-	50.00
January	DDR	BT - Regular internet charges & line rental	Corporate	25/26PO4634	471.60	471.60	78.60	393.00
January	DDR	BT - Regular internet charges & line rental	Corporate	25/26PO4635	394.80	394.80	65.80	329.00
January	DDR	BT - Phone, cloud voice, broadband & mobile 01.01.26-31.0	Corporate	25/26PO4636	786.06	786.06	131.01	655.05
January	DDR	Certas - TITFMP3500 Titam 3500 FuelMaster Pro -HVO Tank	Cemetery	25/26PO4637	7,198.80	7,198.80	1,199.80	5,999.00
January	DDR	DVLA - FD69LFX Vehicle Tax 01.02.26 for 12 months	Grounds	25/26PO4638	340.00	340.00	-	340.00
January	CN	St Austell Brewery - 75cl Gravel & Loam s/blanc 13.0%	Pavilion	25/26PO4639	4.30	4.30	0.72	3.58
January	DDR	Trade-Screwfix - Eclipse BB hinge mild steel & stanley tape	MB	25/26PO4640	31.97	31.97	5.33	26.64
January	BACS	Lifting Equipment-Webbing slings,Green pin standard bow s	Grounds-Assets	25/26PO4641	2,962.25	2,962.25	493.71	2,468.54
January	BACS	Ann's Pasties - 40 large sausage rolls	Pavilion	25/26PO4642	88.00	88.00	-	88.00
January	BACS	Artpress-Shop stock-Cat trapped in greenhouse, Butterfly B	Cultural	25/26PO4643	262.08	262.08	43.68	218.40
January	BACS	Biffa - Standard general Jan 26	OPO/MB	25/26PO4644	1,181.48	1,181.48	196.91	984.57
January	BACS	Biffa - Standard mixed dry recycling Jan 26	OPO/MB	25/26PO4645	402.01	402.01	67.00	335.01
January	BACS	Biffa - Standard mixed glass Jan 26	OPO/MB	25/26PO4646	181.14	181.14	30.19	150.95
January	BACS	Biffa - General waste & dry recycling Jan 26	Pavilion	25/26PO4647	459.30	459.30	76.55	382.75
January	BACS	Biffa - Standard mixed glass Jan 26	Pavilion	25/26PO4648	71.34	71.34	11.89	59.45
January	BACS	Biffa - Organic waste food Jan 26	OPO/MB	25/26PO4649	165.56	165.56	27.59	137.97
January	BACS	Biffa - Organic waste food Jan 26	Pavilion	25/26PO4650	118.26	118.26	19.71	98.55
January	BACS	Biffa - Standard paper confidential Jan 26	OPO	25/26PO4651	65.14	65.14	10.86	54.28
		Total BACS Biffa			2,644.23	2,644.23	440.71	2,203.53
January	BACS	Ollie Blakey-House Technician- Marlborough School Play & E	Pavilion	25/26PO4652	300.00	300.00	-	300.00
January	BACS	Booths Print - 1 x Vinyl proof	Cultural	25/26PO4653	12.00	12.00	2.00	10.00
January	BACS	Booths Print - A1 Map	Environmental	25/26PO4654	24.00	24.00	4.00	20.00
		Total BACS Booths Print			36.00	36.00	6.00	30.00
January	BACS	Cornwall Council - A Heyfron Asist training course 6th & 7th	Corporate	25/26PO4655	36.00	36.00	-	36.00
January	BACS	Cornwall Council - Small Event - St Pirans Day Childrens Para	Town Management	25/26PO4656	61.00	61.00	-	61.00
January	BACS	Cornwall Ferries - Fal River Membership 2026	Cultural	25/26PO4657	1,190.40	1,190.40	198.40	992.00
January	BACS	CSE - 20 x 80mm Thermal Rolls	Pavilion	25/26PO4658	83.28	83.28	13.88	69.40
January	BACS	Cornwall Scrapstore - Membership 2026	Cultural	25/26PO4659	50.00	50.00	-	50.00
January	BACS	Dulux - Zinsser Allcoat gloss & Primer, Dulux TR V/Matt tinte	Cultural	25/26PO4660	250.08	250.08	41.68	208.40
January	BACS	England Roofing - Lodge Roof repair	Cemetery	25/26PO4661	2,860.01	2,860.01	476.67	2,383.34
January	BACS	England Roofing - Lodge Cement repair to top of chimney	Cemetery	25/26PO4662	240.00	240.00	40.00	200.00
		Total BACS England Roofing			3,100.01	3,100.01	516.67	2,583.34
					193,289.07	193,289.07	21,692.17	171,596.90

Date Expenditure Incurred	Payment Type	Details	Department	Reference	Inv Total	Gross	VAT	NET
January	BACS	The Falmouth Hotel - mayors ball 2026	Mayoral	25/26PO4663	2,268.00	2,268.00	378.00	1,890.00
January	BACS	Mylor Scaffolding Services - roof access pavilion	Pavilion	25/26PO4664	700.00	700.00	-	700.00
January	BACS	Greenham - 2 x Navy Jackets with FTC logos	Facilities	25/26PO4665	71.02	71.02	11.84	59.18
December	BACS	Nick Jennings - Audio Engineer for Arrested Development	Pavilion	25/26PO4666	200.00	200.00	-	200.00
January	BACS	Paul Joines - Technical Support Duchy Panto 16.01.26	Pavilion	25/26PO4667	200.00	200.00	-	200.00
January	BACS	Junk Mail - Shop stock - Assorted cards	Cultural	25/26PO4668	45.00	45.00	-	45.00
January	BACS	LWC- Sharps Offshore Pils & Atlantic Pale Ale, Frobishers, Di	Pavilion	25/26PO4669	407.81	407.81	67.97	339.84
January	BACS	Office Smart - Purple Lever Arch files x 10	OPO	25/26PO4670	59.62	59.62	9.94	49.68
January	BACS	Parc Signs - Outdoor fingerprinter 100x100mm green oak p	Footpaths	25/26PO4671	1,613.10	1,613.10	268.85	1,344.25
January	BACS	Plymouth City Bus- The provision for bus 67 for Feb 26	General Council	25/26PO4672	1,989.36	1,989.36	-	1,989.36
January	BACS	Sailflags - Heavy Duty Textile Banner	Pavilion	25/26PO4673	74.94	74.94	12.49	62.45
January	BACS	Cornwall Council- Park Lodge business rates Dec 25-March 2	Kimberley Park	25/26PO4674	1,616.97	1,616.97	-	1,616.97
January	BACS	SWW- Water Rates 08.10.26-19.01.26 Ground Floor	OPO	25/26PO4675	252.77	252.77	19.20	233.57
January	BACS	Swift - Double pocket oven glove & blue hand towel	Pavilion	25/26PO4676	35.36	35.36	5.89	29.47
January	BACS	Swift - Wonder sponges, dishwasher liquid, sink & drain clea	Pavilion	25/26PO4677	147.49	147.49	24.58	122.91
		Total BACS Swift			182.85	182.85	30.48	152.38
January	BACS	Trago - A5 Subject project notebook & White window marke	Pavilion	25/26PO4678	2.41	2.41	0.40	2.01
January	BACS	Travis - Barratine banish oil & Evo-stik stay white sanitary sil	OPO/Facs	25/26PO4679	38.63	38.63	6.44	32.19
January	BACS	Trevarthen - Smoked streaky bacon, gluten free sausages, Sa	Pavilion	25/26PO4680	66.83	66.83	-	66.83
January	BACS	Withey-Asset No. 21 Remove dumper wheel & take for punc	Cemetery	25/26PO4681	91.20	91.20	15.20	76.00
January	BACS	Withey-Asset 14 Replace broke chain brake spring & test	Grounds	25/26PO4682	96.48	96.48	16.08	80.40
January	BACS	Withey-Asset 36 Replace damaged chain & supply spare cha	Grounds	25/26PO4683	144.98	144.98	24.16	120.82
		Total BACS Withey			332.66	332.66	55.44	277.22
January	BACS	HMRC - PAYE January 2026	Corporate	25/26PO4683A	14,358.86	14,358.86	-	14,358.86
January	BACS	HMRC - NI January 2026	Corporate	25/26PO4683B	24,047.23	24,047.23	-	24,047.23
January	BACS	Student Loans - January 2026	Corporate	25/26PO4683C	485.00	485.00	-	485.00
		Total BACS -HMRC			38,891.09	38,891.09	-	38,891.09
January	BACS	CC - Pensions -January 2026	Corporate	25/26PO4683D	37,345.19	37,345.19	-	37,345.19
January	BACS	CC - Pensions additional pyt 10 of 12	Corporate	25/26PO4683E	600.00	600.00	-	600.00
		Total BACS - Pensions			37,945.19	37,945.19	-	37,945.19
January	BACS	Standard Life - MJC - AVC	Corporate	25/26PO4683F	90.00	90.00	-	90.00
January	BACS	Unison - Falmouth Subscriptions	Corporate	25/26PO4683G	68.70	68.70	-	68.70
January	BACS	Net Wages January 2026	Corporate	25/26PO4683H	122577.05	122,577.05	-	122,577.05
CLOSED								
					402,983.07	402,983.07	22,553.21	380,429.86

FALMOUTH TOWN COUNCIL PETTY CASH SCHEDULE

Period: Jan-26

Date	Total Amount			Rec'pt	Code	Cashed Cheque	Meeting Exp	Parking	Municipal Building	Civic	Mayoral	Facilities	Pavilions Misc	Stat	Kimberley Park	Sundry Items	Running Balance
	OB	VAT	Net				ME	CP	MB	C	M	F	PP	S	KP	SI	172.67
02.01.2026	6.99		6.99	1350	me		6.99	-	-	-	-	-	-	-	-	-	165.68
05.01.2026	3.30		3.30	1351	me		3.30	-	-	-	-	-	-	-	-	-	162.38
06.01.2026	2.70		2.70	1352	me		2.70	-	-	-	-	-	-	-	-	-	159.68
08.01.2026	8.75		8.75	1353	me		8.75	-	-	-	-	-	-	-	-	-	150.93
08.01.2026			-			140.32	-	-	-	-	-	-	-	-	-	-	291.25
08.01.2026	5.50		5.50	1354	me		5.50	-	-	-	-	-	-	-	-	-	285.75
12.01.2026	3.30		3.30	1355	me		3.30	-	-	-	-	-	-	-	-	-	282.45
13.01.2026	1.59		1.59	1356	f		-	-	-	-	-	1.59	-	-	-	-	280.86
19.01.2026	2.50		2.50	1357	si		-	-	-	-	-	-	-	-	-	2.50	278.36
19.01.2026	3.30		3.30	1358	me		3.30	-	-	-	-	-	-	-	-	-	275.06
26.01.2026	3.30		3.30	1359	me		3.30	-	-	-	-	-	-	-	-	-	271.76
27.01.2026	6.70	1.11	5.59	1360	cp		-	5.59	-	-	-	-	-	-	-	-	265.06
30.01.2026	33.45		33.45	1361	me		33.45	-	-	-	-	-	-	-	-	-	231.61
30.01.2026	9.20	1.53	7.67	1362	mb		-	-	7.67	-	-	-	-	-	-	-	222.41
	90.58	2.64	87.94				140.32	70.59	5.59	7.67	-	-	1.59	-	-	2.50	

Nominal Codes

5030	5017	5290	5408	5405	5755	6359	5012	6470	5030
	VAT								
	Non-VAT								
		5.59	7.67						
		0	0						

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals

	DR	CR
2201 - vat	£ 2.64	
Various		£ 2.64

NB add additional NL's depending on monthly expenditure

FALMOUTH ART GALLERY PETTY CASH SCHEDULE

300 300.00

Period: January 26

Date	Total Amount	VAT	NET	Voucher	Code	Cheque Cashed	MB - Repairs Renewals	MB - cleaning	MB - Misc Consumables	CS - Postage	CS - Stationary photocopy	CS - Consumables	CS - Storeroom Equipment	CS - Printing/Artwork	CS - Publicity and Marketing	CS - parking	CS - Seminar Expenses	CS - Workshops	CS - Gallery and Misc	CS - Shop Items	CS - Education and Outreach	CS - Funded Projects	CS - Library and Misc	CS- OWLS	CS - Arts Council	Running Balance
	Opening Bal						RR	CL	MBC	PO	S	C	SE	PA	PM	PAR	SEM	W	G	SH	EO	FU	L	OWL	ART	196.62
06/01/2026	3.30		3.30	2583	c		-	-	-	-	-	3.30	-	-	-	-	-	-	-	-	-	-	-	-	-	193.32
06/01/2026	6.96		6.96	2584	PO		-	-	-	6.96	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	186.36
06/01/2026	5.05		5.05	2585	C		-	-	-	-	-	5.05	-	-	-	-	-	-	-	-	-	-	-	-	-	181.31
06/01/2026	4.50		4.50	2586	c		-	-	-	-	-	4.50	-	-	-	-	-	-	-	-	-	-	-	-	-	176.81
13/01/2026	10.90	1.82	9.08	2587	rr		9.08	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	165.91
13/01/2026	3.50		3.50	2588	c		-	-	-	-	-	3.50	-	-	-	-	-	-	-	-	-	-	-	-	-	162.41
13/01/2026	3.60		3.60	2589	PO		-	-	-	3.60	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	158.81
15/01/2026	1.65		1.65	2590	C		-	-	-	-	-	1.65	-	-	-	-	-	-	-	-	-	-	-	-	-	157.16
20/01/2026	1.75		1.75	2591	c		-	-	-	-	-	1.75	-	-	-	-	-	-	-	-	-	-	-	-	-	155.41
20/01/2026	6.85		6.85	2592	c		-	-	-	-	-	6.85	-	-	-	-	-	-	-	-	-	-	-	-	-	148.56
20/01/2026	8.10		8.10	2593	c		-	-	-	-	-	8.10	-	-	-	-	-	-	-	-	-	-	-	-	-	140.46
27/01/2026	1.74		1.74	2594	c		-	-	-	-	-	1.74	-	-	-	-	-	-	-	-	-	-	-	-	-	138.72
	CLOSED		-				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	138.72
	57.90	1.82	56.08			56.08	9.08	-	-	10.56	-	36.44	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Nominal Codes							5220	5230	5290	5804	5805	5808	5809	5811	5813	5017	5817	5818	5819	5821	5822	5823	5825	5823	5827	
						Non Vat	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
						Vat	9.08	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

Town Clerk

Councillor

Councillor



PP - GG PETTY CASH SCHEDULE

Period: January 26

Date	Total Amount	VAT	NET	Voucher	Code	Cheque Rec'd/Opening Bal	GG - GM	GG - Misc Grounds	PP - Events	PP - SFS	PP - Catering Supplies	PP - Cleaning	PP - Misc	Running Balance
							GM	MG	PE	SFS	CS	CL	MC	72.54
08/01/2026			0.00		21	227.46	-	-	-	-	-	-	-	300.00
11/01/2026	4.75		4.75	49	mc		-	-	-	-	-	-	4.75	295.25
13/01/2026	8.02		8.02	50	cs		-	-	-	-	8.02	-	-	287.23
16/01/2026	4.34	0.72	3.62	51	mc		-	-	-	-	-	-	3.62	282.89
17/01/2026	11.40		11.40	52	cs		-	-	-	-	11.40	-	-	271.49
CLOSED			0.00				-	-	-	-	-	-	-	271.49
	28.51	0.72	27.79			27.79	-	-	-	-	19.42	-	8.37	
			28.51											

Nominal Codes

6300	6302	6362	6364	6356	6351	6359
						4.75
						3.62

non VAT
VAT

Town Clerk

Councillor

Councillor

