

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held in the Council Chamber, Municipal Buildings, The Moor, Falmouth on Monday 3rd April 2017 at 7.15pm.

Present: Councillors Ms C Atherton CC (Chair), I J Body, Mrs R D Brock, G G Chappel, Mrs V E Eva, G F Evans CC, S Gray, A J Jewell CC, Mrs P A Minson, B M A Ross and D W Saunby CC

In Attendance: A M Williams (Town Clerk)
Mrs R N Thomas (Finance Officer)
Ms C Theobald (Grant Applicant)
Mr T Kellett (Grant Applicant)
Mr C Richards (Grant Applicant)

F4920 APOLOGIES

Apologies for absence were received from and approved from Councillors Mrs Davies (ill), S D Eva (another meeting), and Ms Merrett (ill).

F4921 INTERESTS

Councillors Ross and Saunby declared a registerable interest in Minute F4923 – grant application by the Friends of Tregonigie Woodland as they were members of the group and left the meeting during the discussion of that item.

F4922 MINUTES

It was proposed by Councillor Gray, seconded by Councillor Chappel and

RESOLVED that the Part I minutes of the meeting held on 20th February 2017 be confirmed as a correct record of the proceedings and signed by the Chair.

F4923 GRANT APPLICATIONS

It was proposed by Councillor Ms Atherton, seconded by Councillor Gray and

RESOLVED that pursuant to Section 19 of the Local Government (Miscellaneous Provisions) Act 1976 the Helford River Children's Sailing Trust be granted £750 to provide sailing instruction for children.

A Motion proposed by Councillor Mrs Minson and seconded by Councillor Mrs Brock that a grant of £1,000 be made was withdrawn. A motion by Councillor Jewell and seconded by Councillor Mrs V E Eva that a grant of £500 be made was withdrawn.

It was proposed by Councillor Mrs VE Eva, seconded by Councillor Body and

RESOLVED that pursuant to Section 164 of the Public Health Act 1936 the Friends of Tregonigie Woodland be granted £105 to provide the Tregonigie Woodland Fair.

It was proposed by Councillor Body, seconded by Councillor Ms Atherton and

RESOLVED that the consideration of the grant application by Cornwall Celtic Experience CIC for PBD Social Events be deferred to enable the applicant to attend the Committee.

It was proposed by Councillor Chappel, seconded by Councillor Body and

RESOLVED that pursuant to SS1-8 of the Localism Act 2011 iSight Cornwall (The Cornwall Blind Association) be granted £500 towards its community services for Falmouth residents.

It was proposed by Councillor Mrs V E Eva, seconded by Councillor Mrs Brock and

RESOLVED that consideration of the grant application by All Saints Parish Church, Falmouth Music Department for a silent movie event be deferred to enable the applicants to attend the Committee.

It was noted that the application by Falmouth Welfare Benefits Project was not considered as they were already the recipients of an annual grant award. It was also noted that the Falmouth and Penryn Lions Club would not be taking up its 2016/17 grant award. The grant schedule for 2017/18 was duly noted.

F4924 **RISK ASSESSMENTS**

It was noted that the Ellis Whittam prepared Health and Safety Policy and handbook for the Council had been received. These were approved and adopted.

It was also noted that priority items for action were in hand and that the Staff Health and Safety Committee was being convened and would meet shortly.

F4925 **SAFEGUARDING**

The creation of the Town and Parish Council Safeguarding Toolkit and the attendance at Safeguarding training for the Town Clerk, Councillor Mrs Minson (Safeguarding Champion) and the Interpretation Officer was noted and approved.

F4926 **HOUSING WHITEPAPER – LAIS BRIEFING 1396**

The Cornwall Association of Local Councils notification of the Housing White Paper consultation was duly noted.

F4927 **BUSINESS RATES RETENTION**

The Cornwall Association of Local Councils notification regarding the Department for Communities and Local Government consultation was duly noted as was the Town Clerk's correspondence with Sarah Newton MP in this matter.

F4928 **DEVO+ - NATIONAL ASSOCIATION OF LOCAL COUNCIL**

The new devolution toolkit was duly noted.

F4929 **INSURANCE**

The Town Clerk and Finance Officer reported discussions with prospective insurance providers and recommended that the Council undertakes the bespoke insurance quote provided by Zurich Municipal for three years.

It was proposed by Councillor Mrs V E Eva, seconded by Councillor Mrs Brock and

RESOLVED that the Council engages Zurich Municipal to provide three years' insurance cover at £15,127 from 1st April 2017.

F4930 **CORNWALL COUNCIL OFF-STREET PARKING ORDER 2017**

Cornwall Council's response to the Town Councils representations on the Order consultation were received.

F4931 **HIGHWAY ROUNDABOUTS IN FALMOUTH**

It was proposed by Councillor Ms Atherton, seconded by Councillor Body and

RESOLVED that the Council enters into the previously agreed arrangements to maintain the highways roundabouts a Hillhead, Ponsharden x2, Union Corner and Western Terrace. The Town Clerk to apprise Budock Parish and Penryn Town Council of the arrangement.

F4932 **CORNWALL COUNCIL UPDATES**

The updates in regard to the Recycling Scheme, Library and Information Service Devolution and Draft Customer Promise were duly noted.

F4933 **NATIONAL ASSOCIATION OF LOCAL COUNCILS – PARISH PRECEPTS**

The NALC correspondence regarding the Government's challenge on future precept setting was duly noted.

F4934 **NATIONAL ASSOCIATION OF LOCAL COUNCILS – SPRING BUDGET 2017**

The NALC roundup of the key points for local government in the budget was duly noted.

F4935 **ACCOUNT AND PETTY CASH**

It was proposed by Councillor Mrs V E Eva, seconded by Councillor Chappel and

RESOLVED that the Accounts and Petty Cash Schedules for February 2017 (attached) be approved.

F4936 **EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor Mrs V E Eva, seconded by Councillor Mrs Brock and

RESOLVED that the press and public be excluded from the meeting for the following business as it involves the consideration of property, funding and contractual matters.

FALMOUTH TOWN COUNCIL

Month Feb-17
Meeting Date

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Details	Inv No:	Inv Total	Gross	VAT	NET
DD	Cornwall Council - business rates Feb 2017 Kimberley Park Lodge	16/17PO2356	196.00	196.00	-	196.00
DD	Cornwall Council - business rates Feb 2017 First Floor PO Building	16/17PO2357	663.00	663.00	-	663.00
DD	Cornwall Council - business rates Feb 2017 - Art Gallery	16/17PO2358	942.00	942.00	-	942.00
DD	Cornwall Council - business rates Feb 2017 - Cemetery Pennance Road	16/17PO2359	444.00	444.00	-	444.00
DD	Cornwall Council - business rates Feb 2017 - cemetery & premises Swanpo	16/17PO2360	230.00	230.00	-	230.00
DD	Cornwall Council - business rates Feb 2017 Second Floor PO Building	16/17PO2361	476.00	476.00	-	476.00
DD	Cornwall Council - business rates Feb 2017 - Webber Street toilets	16/17PO2362	94.00	94.00	-	94.00
DD	Cornwall Council - business rates Feb 2017 Municipal Building	16/17PO2363	565.00	565.00	-	565.00
DD	Cornwall Council - business rates Feb 2017 - POWP toilets	16/17PO2364	307.00	307.00	-	307.00
DD	Cornwall Council - business rates Feb 2017 - Grove Place toilets	16/17PO2365	504.00	504.00	-	504.00
DD	Cornwall Council - business rates Feb 2017 - Swanpool toilets	16/17PO2366	82.00	82.00	-	82.00
DD	Cornwall Council - business rates Feb 2017 - Maenporth toilets	16/17PO2367	157.00	157.00	-	157.00
DD	Cornwall Council - business rates Feb 2017 - PO Buidling	16/17PO2368	1,947.00	1,947.00	-	1,947.00
CC	Trago Mills - materials for toilet redecoration	16/17PO2369	10.57	10.57	1.76	8.81
CC	Rabart Decorators Merchants Ltd - paint for toilet redecoration	16/17PO2370	910.90	910.90	151.82	759.08
Deleted	Deleted	16/17PO2371	-	-	-	-
CC	Bretonside - printing for Neighbourhood Plan	16/17PO2372	554.40	554.40	92.40	462.00
CC	Firstaid4less.co.uk - First Aid Supplies	16/17PO2373	192.64	192.64	32.10	160.54
CC	B&Q - materials for toilet redecoration	16/17PO2374	73.78	73.78	12.30	61.48
CC	Trago Mills - materials for toilet redecoration	16/17PO2375	88.78	88.78	14.80	73.98
CC	Baileys Country Store - materials for toilet redecoration	16/17PO2376	26.00	26.00	-	26.00
CC	Trago Mills - paint for Town Team	16/17PO2377	5.18	5.18	0.86	4.32
BACS	BG Electrical - electrical work at PO Building	16/17PO2378	1,951.20	1,951.20	325.20	1,626.00
BACS	Triclean Ltd - project management & work at PO Building	16/17PO2379	718.07	718.07	119.68	598.39
BACS	Sames & Littlejohns - Councillor packs	16/17PO2380	162.00	162.00	27.00	135.00
BACS	Reach Maintenance - 2nd instalment for Christmas lights 2017	16/17PO2381	3,500.00	3,500.00	-	3,500.00
BACS	Reach Maintenance - Payment 2 for hanging basket 2017	16/17PO2382	2,720.00	2,720.00	-	2,720.00
BACS	Reach Maintenance - credit note for Traders Market gazebo installation	16/17PO2383	1,720.00	1,720.00	-	1,720.00
	Total BACS		4,500.00	4,500.00	-	4,500.00
15991	The Deptford Fund (t/A The Albany) Family Arts Conference 2017 - Sarah	16/17PO2384	118.80	118.80	19.80	99.00
15992	The AO Printworks - Art Gallery shop stock	16/17PO2385	46.25	46.25	-	46.25
15993	Archant Life - Art Gallery advertising Cornwall Life Feb 2017	16/17PO2386	211.20	211.20	35.20	176.00
15994	Cornish Concrete Products Ltd - padstones for PO Building	16/17PO2387	504.00	504.00	84.00	420.00
	Di-Mar Garden Machinery - Cemetery equipment repairs	16/17PO2388	145.06	145.06	24.18	120.88
	Di-Mar Garden Machinery - Cemetery & Town Team equipment	16/17PO2389	33.20	33.20	5.53	27.67
	Cheque No 15995		178.26	178.26	29.71	148.55
15996	Eat Art Ltd - Exhibition costs Art Gallery	16/17PO2390	33.00	33.00	5.50	27.50
	Greenhams - supplies for public toilets	16/17PO2391	520.14	520.14	86.69	433.45
	Greenhams - bin for Municipal Building	16/17PO2392	12.29	12.29	2.05	10.24
	Cheque No 15997		532.43	532.43	88.74	443.69
15998	Howden Joinery Limited - wood adhesive for PO Building	16/17PO2393	15.00	15.00	2.50	12.50
15999	Kessells Kitchen - lunch for Art Gallery Event	16/17PO2394	175.00	175.00	-	175.00
	Jewson Ltd - chipper hire - Cemeteey	16/17PO2395	72.77	72.77	12.13	60.64
	Jewson Ltd - site fencing - Trescobeas	16/17PO2396	18.00	18.00	3.00	15.00
	Cheque No 16000		90.77	90.77	15.13	75.64
16001	Magnet Group - misc item for Kimberley Park toilets	16/17PO2397	64.14	64.14	10.69	53.45
16002	Moor News - newspapers for Library Jan 2017	16/17PO2398	38.50	38.50	6.42	32.08
16003	Nick Ferris Skip Hire Ltd - skip for PO Building 28/01/17-28/02/17	16/17PO2399	86.00	86.00	-	86.00
16004	Nomix Enviro - pesticide logbook - Town Team	16/17PO2400	64.92	64.92	10.82	54.10
16005	Office & Transport Services Ltd - Services 367 & 363 contract Jan 2017	16/17PO2401	1,774.83	1,774.83	-	1,774.83
16006	Royal Mail Group Ltd - response plus licence	16/17PO2402	114.00	114.00	19.00	95.00
16007	Smith & Reed Recruitment SW Ltd office cover w/e 22/01/2017	16/17PO2403	541.68	541.68	90.28	451.40
	Travis Perkins - misc items for PO Building	16/17PO2404	359.88	359.88	59.98	299.90
	Travis Perkins - slate for PO building	16/17PO2405	95.76	95.76	15.96	79.80
	Travis Perkins - misc items for PO Building	16/17PO2406	235.13	235.13	39.19	195.94
	Travis Perkins - misc items for PO Building	16/17PO2407	152.76	152.76	25.46	127.30
	Cheque No 16009		843.53	843.53	140.59	702.94
16010	Westcountry Group - paper supplies	16/17PO2408	136.80	136.80	22.80	114.00
	Objective IT Services - IT offsite support & monitoring Jan 2017 - Town Ma	16/17PO2409	1,376.40	1,376.40	229.40	1,147.00
	Objective IT Services - IT offsite support & monitoring Jan 2017 - FTC	16/17PO2410	3,174.00	3,174.00	529.00	2,645.00
	Total BACS		4,550.40	4,550.40	758.40	3,792.00
16011	British Gas - electricity bill Castle Beach toilets 21/10/16-25/01/17	16/17PO2411	163.43	163.43	7.78	155.65
16013	Smith & Reed Recruitment SW Ltd office cover w/e 29/01/2017	16/17PO2412	212.28	212.28	35.38	176.90
DD	Allstar - fuel card	16/17PO2413	257.70	257.70	42.95	214.75
16014	TCClarke South West - Municipal Bld alarm monitoring	16/17PO2414	72.00	72.00	12.00	60.00
BACS	Dean Earl - work to PO Building 17/01/17-31/01/17	16/17PO2415	1,305.00	1,305.00	-	1,305.00
16015	Pear Technology Services Ltd - Epitaph Support & updates up to 31/08/17	16/17PO2416	270.00	270.00	45.00	225.00
CC	Trago Mills - misc items for toilets redecoration	16/17PO2417	40.38	40.38	6.73	33.65
16016	Falmouth Tyres - contribution to power supply for 2016 Christmas Lights	16/17PO2418	100.00	100.00	-	100.00
16017	Sessions - contribution to power supply for 2016 Christmas lights	16/17PO2419	100.00	100.00	-	100.00
16018	Beside the Wave - contribution to power supply for 2016 Christmas Lights	16/17PO2420	50.00	50.00	-	50.00
16019	Nalders - contribution to power supply for 2016 Christmas Lights	16/17PO2421	50.00	50.00	-	50.00
16020	McQueens Musical Instruments - Bugle - Bill Bishop	16/17PO2422	498.00	498.00	83.00	415.00
16021	Brandon Hire - Genie Hoist 20/01-25/01/17 - Former PO Building	16/17PO2423	108.00	108.00	18.00	90.00
16022	Tim Shaw - Books - Shop Stock Art Gallery	16/17PO2424	305.00	305.00	-	305.00
DD	Datasharp - DHS Rental - Admin	16/17PO2425	37.61	37.61	6.27	31.34
	Total		29,293.43	29,293.43	2,374.59	26,918.84

FALMOUTH TOWN COUNCIL

Month Feb-17

Meeting Date

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Inv No:	Inv Total	Gross	VAT	NET	
16023	Di-Mar Garden Machinery - Repair to Chainsaw Brake Cover - Town Team	16/17PO2426	36.00	36.00	6.00	30.00
BACS	Cremin Surfacing Groundworks - Patch Tarmac - Kimberley Park	16/17PO2427	7,200.00	7,200.00	1,200.00	6,000.00
CC	Filplastic UK Ltd - Bins for Seagulls - General Council	16/17PO2428	50.15	50.15	8.36	41.79
BACS	Artists Pay - Suzie Baker - January 2017	16/17PO2429	22.75	22.75	-	22.75
BACS	Artists Pay - Shelagh Spear - January 2017	16/17PO2430	56.55	56.55	-	56.55
BACS	Artists Pay - Sarah Lyons - January 2017	16/17PO2431	22.75	22.75	-	22.75
BACS	Artists Pay - Pauline Hitchens- January 2017	16/17PO2432	15.93	15.93	-	15.93
BACS	Artists Pay - Nicola Bond - January 2017	16/17PO2433	143.00	143.00	-	143.00
BACS	Artists Pay - Nick Sylvester - January 2017	16/17PO2434	5.20	5.20	-	5.20
BACS	Artists Pay - Natalie Wright - January 2017	16/17PO2435	61.75	61.75	-	61.75
BACS	Artists Pay - Michael Hopkins- January 2017	16/17PO2436	4.88	4.88	-	4.88
BACS	Artists Pay - Mags Jowett - January 2017	16/17PO2437	74.10	74.10	-	74.10
BACS	Artists Pay - Kirstyn Smith - January 2017	16/17PO2438	79.47	79.47	-	79.47
BACS	Artists Pay - Jill Winsley - January 2017	16/17PO2439	13.00	13.00	-	13.00
BACS	Artists Pay - Helga Abb - January 2017	16/17PO2440	2.77	2.77	-	2.77
BACS	Artists Pay - Glenn Thomas - January 2017	16/17PO2441	3.09	3.09	-	3.09
BACS	Artists Pay - Emma Watson - January 2017	16/17PO2442	14.30	14.30	-	14.30
BACS	Artists Pay - Deborah Prosser - January 2017	16/17PO2443	19.50	19.50	-	19.50
BACS	Artists Pay - Cerisia TaTorin - January 2017	16/17PO2444	6.50	6.50	-	6.50
BACS	Artists Pay - Amanda Crago - January 2017	16/17PO2445	4.55	4.55	-	4.55
BACS	Artists Pay - Ailsa Poll - January 2017	16/17PO2446	11.70	11.70	-	11.70
16024	Pendennis Brass (Falmouth) - Grant 2016/17	16/17PO2447	200.00	200.00	-	200.00
16025	Bytes Software Services - Creative Cloud for teams monthly subs - Admin	16/17PO2448	1,215.94	1,215.94	202.66	1,013.28
16026	Classic Fire - Non-Scheduled Alarm Service - Former PO Building	16/17PO2449	78.00	78.00	13.00	65.00
16027	Jewson Ltd - Excavator - 1 day hire 25/01/2017- Cemetery	16/17PO2450	348.00	348.00	58.00	290.00
16028	Octopus - Dividers - Admin & Year Planner - Julian K/Park	16/17PO2451	26.10	26.10	4.35	21.75
BACS	Cornwall Resus - First Aid Cover-Falmouth Safe Evenings-7,14,21,28 Jan 2017	16/17PO2453	380.00	380.00	-	380.00
BACS	Spencer Gray work to PO Bld 26/01/17-03/02/17 & reimbursement for salary	16/17PO2454	819.80	819.80	0.96	818.84
BACS	Tony Johns - project management 10/11/17-24/01/17 - Art Gallery	16/17PO2455	1,000.00	1,000.00	-	1,000.00
BACS	Triclean Ltd - PO Bld project Man & Labour 30/01/17-03/02/17 & speedy	16/17PO2456	739.38	739.38	123.23	616.15
16030	Smith & Reed Recruitment - office cover w/e 08/01/2017	16/17PO2457	212.28	212.28	35.38	176.90
16031	United-UK LLP - Art Gallery equipment - gloves	16/17PO2458	31.18	31.18	5.20	25.98
16032	Di-Mar Garden Machinery - Town Team equipment & repair	16/17PO2459	28.00	28.00	4.67	23.33
16033	Hildegard Hellinger - Art Gallery shop stock	16/17PO2460	14.40	14.40	-	14.40
16034	BT - internet services FTC 01/01/17-29/01/17	16/17PO2461	589.20	589.20	98.20	491.00
16035	Jewson Ltd - red deisel for cemetery equipment	16/17PO2462	32.76	32.76	5.46	27.30
16036	Dulux Decorator Centre - paint for Municipal Building	16/17PO2463	37.28	37.28	6.21	31.07
16037	Grey Matter Ltd - IT licence renewal	16/17PO2464	488.59	488.59	81.43	407.16
16038	Travis Perkins - misc items for PO Building	16/17PO2465	132.93	132.93	22.15	110.78
16039	Autograffiti - marketing materials for Art Gallery	16/17PO2466	34.20	34.20	5.70	28.50
16040	Suez Recycling & Recovery UK Ltd - recycling collection Kim Park & Cem Ja	16/17PO2467	698.93	698.93	116.49	582.44
DD	Total Gas & Power - electricity for feeder pillar on the Moor - Jan 2017	16/17PO2468	44.74	44.74	2.13	42.61
DD	Total Gas & Power - electricity for feeder pillar on the Moor - Jan 2017	16/17PO2469	42.97	42.97	2.05	40.92
DD	Total Gas & Power - electricity for Kim Park Lodge Jan 2017	16/17PO2470	49.55	49.55	2.36	47.19
DD	Total Gas & Power - electricity bill for Cemetery Chapel non-conf Jan 2017	16/17PO2471	203.28	203.28	9.68	193.60
DD	Total Gas & power - electricity bill Mun Bld 22/12/16-23/01/17	16/17PO2472	475.50	475.50	22.64	452.86
DD	Argos - IT equipment for Art Gallery	16/17PO2473	15.34	15.34	2.55	12.79
Direct Pay	Natalie Rigby - Stormfront - Diagnostic fee for MacBook repair	16/17PO2474	50.00	50.00	-	50.00
Direct Pay	Mike Lynch - Contribution to workwear - Environmental Officer	16/17PO2475	55.00	55.00	-	55.00
CC	Trago Mills- Sandtex/Seat/Sandpaper/Paint etc - Toilets	16/17PO2476	116.92	116.92	19.49	97.43
CC	Woodstock - Materials for Treehouse - Kimberley Park	16/17PO2477	555.00	555.00	92.50	462.50
CC	Screwfix - Washers/Screws for Treehouse - Kimberley Park	16/17PO2478	17.35	17.35	2.88	14.47
DD	Total Gas & Power - Electricity - Municipal Building - 23/01-03/02/17	16/17PO2479	49.56	49.56	2.36	47.20
DD	Datasharp - Cloud Calls/Rentals - FTC & CS	16/17PO2480	214.75	214.75	35.79	178.96
DD	Datasharp - DHS Rental - Admin	16/17PO2481	37.61	37.61	6.27	31.34
DD	Barclaycard - Transaction Charges - 01/01-31/01/2017	16/17PO2482	46.14	46.14	3.40	42.74
BACS	Alex Blyth - Bubble Gum Machine/ Work at PO Building	16/17PO2483	187.00	187.00	-	187.00
16041	Brandon Hire - Genie Hoist Hire 20/01-31/01/17- Lift - PO Building	16/17PO2484	216.00	216.00	36.00	180.00
16042	The Consortium - hand Towels - Municipal Building	16/17PO2485	102.19	102.19	17.03	85.16
16043	Cormac Solutions - flag Pole - Gyllyngvase Beach	16/17PO2486	480.00	480.00	80.00	400.00
16044	Greenham Safety & Workplace Supplies - Bleach/Cleaner/Cloths-Municipal	16/17PO2487	37.00	37.00	6.17	30.83
	Jewson Ltd - Excavator Hire Charges x14 days - Cemetery	16/17PO2490	636.00	636.00	106.00	530.00
	Jewson Ltd - Site Fencing - Trescobears	16/17PO2491	7.20	7.20	1.20	6.00
	Cheque No 16046		643.20	643.20	107.20	536.00
16047	Kingsley - Sheeting protection for toilets	16/17PO2492	34.80	34.80	5.80	29.00
16048	Nick Ferris Skip Hire - 01/02/17 PO Building	16/17PO2493	332.40	332.40	55.40	277.00
16049	Koha Architects - RIBA Stage 5 - 17.75 hrs 27/10/16 -03/02/17 Trescobears	16/17PO2494	1,290.42	1,290.42	213.00	1,077.42
16056	Rainbow Uk Ltd - Sulphite Bags -Cultural Services	16/17PO2495	27.54	27.54	4.59	22.95
16051	Smith & Reed Recruitment - Admin Support W/end 05/02/17 Julie Proud	16/17PO2497	212.28	212.28	35.38	176.90
16052	Twenty Twenty Displays Ltd -Pink Wig Events	16/17PO2498	220.80	220.80	36.80	184.00
16053	Suez - Cardboard/Sacks Recycling - Municipal Building	16/17PO2499	42.26	42.26	7.04	35.22
16054	Mr Jason O'Connell - Refund of overpayment re: Burial 06/02/2017	16/17PO2500	5.00	5.00	-	5.00
16055	Playsafety Limited - Routine Play Inspection Course 02/02/17	16/17PO2496	2,886.00	2,886.00	-	2,886.00
			52,938.94	52,938.94	5,180.54	47,758.40

FALMOUTH TOWN COUNCIL

Month Feb-17
Meeting Date

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Details	Inv No:	Inv Total	Gross	VAT	NET
16057	Jewson -Professional 3" Chipper - 12 days hire - Cemetery	16/17PO2501	648.00	648.00	108.00	540.00
16058	Nicola Bond - Cards - Shop Stock AG	16/17PO2502	47.28	47.28	-	47.28
BACS	Nick Foulkes - Tree House-KP, Data Cable-PO Build 24/01-08/02/17	16/17PO2503	1,558.00	1,558.00	-	1,558.00
16059	Complete Office Solutions - polythene Bags - Art Gallery	16/17PO2504	306.00	306.00	51.00	255.00
16060	BG Electrical - Repairs - Toilets (Gylly&Kp) Library	16/17PO2505	69.60	69.60	11.60	58.00
DD	Contract Natural Gas - Gas Kimberley Park Lodge Jan 2017	16/17PO2506	10.49	10.49	0.50	9.99
16062	Cormac Solutions Ltd- Trescobas Fields -Ground Maintenance Jan 2017	16/17PO2507	568.48	568.48	94.75	473.73
16063	Cornwall Council - Ground rent re Skatepark at Dracaena	16/17PO2508	1.00	1.00	-	1.00
16064	Di-Mar Gardden Machinery - Repair Husky Blower	16/17PO2509	90.00	90.00	15.00	75.00
CC	Hampshire Flag - Union Jack - Civic	16/17PO2510	113.88	113.88	18.98	94.90
16068	RTP Surveyors - Ongoing professional duties - Former PO Building	16/17PO2452	4,191.60	4,191.60	698.60	3,493.00
DD	BT - One Bill - rental - 1/1/17-31/3/17 - usage 18/10 - 17/01	16/17PO2511	904.39	904.39	150.73	753.66
DD	Total G&P - Cem Chapel - 01/01-14/01 -	16/17PO2512	28.39	28.39	1.35	27.04
DD	Total G&P - Municipal Buildings - FF - 22/12/16 - 22/01/17	16/17PO2513	130.06	130.06	6.19	123.87
	J Brodie Luke Ltd - work for Gylly Beach shower & Dracaena	16/17PO2514	924.00	924.00	154.00	770.00
	J Brodie Luke Ltd - public toilet call out	16/17PO2515	60.00	60.00	10.00	50.00
	J Brodie Luke Ltd - cemetery equipment repair	16/17PO2516	284.63	284.63	47.44	237.19
	Total BACS		1,268.63	1,268.63	211.44	1,057.19
BACS	Spencer Gray - work to PO Building 08/02/2017-10/02/2017	16/17PO2517	379.25	379.25	-	379.25
BACS	Rob Higgs Ltd - maintenance and vandal repairs to The Sub automata in K	16/17PO2518	1,837.59	1,837.59	306.27	1,531.33
BACS	Triclean Ltd - PO Bld project management & labour 06/02/17-10/02/17	16/17PO2519	537.00	537.00	89.50	447.50
	Nick Ferris Skip Hire Ltd - skip for PO Bld 07/02/2017	16/17PO2520	332.40	332.40	55.40	277.00
	Nick Ferris Skip Hire Ltd - skip for PO Bld 09/02/2017	16/17PO2521	332.40	332.40	55.40	277.00
	Cheque No 16065		664.80	664.80	110.80	554.00
16066	Origin Coffee Ltd - tea/coffee supplies for FTC & AG	16/17PO2522	78.04	78.04	-	78.04
16067	SW Water water bill Maenporth toilets 08/11/16-07/02/17	16/17PO2523	543.93	543.93	-	543.93
	Andrew Campbell - photography work and shop stock - Art Gallery	16/17PO2524	160.00	160.00	-	160.00
	Andrew Campbell - images of Kimberley Park	16/17PO2525	18.00	18.00	-	18.00
	Cheque No 16069		178.00	178.00	-	178.00
16070	Cornwall Council - CCTV maintenance - Feb 2017	16/17PO2526	1,156.62	1,156.62	192.77	963.85
	Falmouth Window Cleaners - Municipal Bld window cleaning - FTC	16/17PO2527	75.00	75.00	-	75.00
	Falmouth Window Cleaners - Municipal Bld window cleaning -Library	16/17PO2528	60.00	60.00	-	60.00
	Cheque No 16071		135.00	135.00	-	135.00
	Control Print Ltd - Art Gallery shop stock	16/17PO2529	531.60	531.60	88.60	443.00
	Control Print Ltd - Marketing material - Art Gallery	16/17PO2530	203.00	203.00	-	203.00
	Control Print Ltd - Marketing material - Art Gallery	16/17PO2531	507.60	507.60	84.60	423.00
	Cheque No 16072		1,242.20	1,242.20	173.20	1,069.00
DD	EE - mobile phone charges - Feb 2017	16/17PO2532	517.47	517.47	75.49	441.98
DD	British Gas - electric bill Castle Beach Toilets 01/11/16-31/01/17	16/17PO2533	123.87	123.87	5.89	117.98
DD	British Gas - electric bill Grove Place Toilets 01/11/16-31/01/17	16/17PO2534	647.16	647.16	107.86	539.30
CR	British Gas - credit note bill number 979061371 - 1/5-31/7 - 15	16/17PO2535	70.44	70.44	3.35	67.09
CR	British Gas - credit note bill number 979061372 - 1/8-31/10 - 15	16/17PO2536	69.88	69.88	3.32	66.56
CR	British Gas - credit note bill number 979061371 - 10/01-30/04 - 15	16/17PO2537	96.44	96.44	4.59	91.85
DD	Revised Bill - 959193599 - 10/01-30/04 - 15 - British Gas	16/17PO2538	85.57	85.57	4.07	81.50
DD	Revised Bill - 959193600 - 1/05-31/7 - 15 - British Gas	16/17PO2539	61.02	61.02	2.90	58.12
DD	Revised Bill - 959193601 - 1/08-31/7 - 15 - British Gas	16/17PO2540	60.58	60.58	2.88	57.70
BACS	Dean Earl - work at Kimberley Paark/Library/PO Bld 01/02/17-13/02/17	16/17PO2541	1,320.00	1,320.00	-	1,320.00
16073	Falmouth Dementia Action Alliance - Grant funding 2015/16	16/17PO2542	315.00	315.00	-	315.00
	Travis Perkins - slate for PO Bld work	16/17PO2543	95.76	95.76	15.96	79.80
	Travis Perkins - shuttering plywood for PO Bld work	16/17PO2544	47.88	47.88	7.98	39.90
	Travis Perkins slate & airbrick for PO Bld work	16/17PO2545	97.80	97.80	16.30	81.50
	Travis Perkins - airbrick and cutting disc punk for PO bld work	16/17PO2546	108.66	108.66	18.11	90.55
	Cheque No 16074		350.10	350.10	58.35	291.75
	Greenhams - cleaning materials - Mun Bld	16/17PO2547	31.80	31.80	5.30	26.50
	Greenhams - materials for public toilets	16/17PO2548	442.12	442.12	73.69	368.43
	Greenhams - misc items for Cemetery	16/17PO2549	122.48	122.48	20.41	102.07
	Cheque No 16075		596.40	596.40	99.40	497.00
16076	Scottish Power - electricity bill for PO Bld 2nd Floor 05/11/16-09/02/17	16/17PO2550	41.81	41.81	1.99	39.82
16077	Andrew Campbell - Art Gallery Exhibition costs	16/17PO2551	30.00	30.00	-	30.00
16078	Autograffiti - marketing material for Art Gallery	16/17PO2552	42.00	42.00	7.00	35.00
16079	The Consortium - cleaning materials for Mun Bld	16/17PO2553	89.74	89.74	14.96	74.78
DD	Bank of Ireland - bank charges 05/01/17 - 03/02/2017	16/17PO2554	15.03	15.03	-	15.03
	Howdens - Various equipment - PO Building	16/17PO2488	1,287.85	1,287.85	214.64	1,073.21
	Howdens - Ext FL&B 2'6" - PO Building	16/17PO2489	70.79	70.79	11.80	58.99
	Howdens - misc items for PO Bld	16/17PO2555	453.56	453.56	75.59	377.97
	Howdens - credit note for incorrect doors	16/17PO2556	612.00	612.00	102.00	510.00
	Cheque No 16080		1,200.20	1,200.20	200.03	1,000.17
16081	South West Play - Basket swing/Kimberley - Welding-Memorial Play/Tresc	16/17PO2557	480.00	480.00	80.00	400.00
16082	Smith & Reed Recruitment - Admin Support W/end 12/02/17 Julie Proud	16/17PO2558	212.28	212.28	35.38	176.90
BACS	Aquasource (SW) Ltd - Remove concrete for lift shaft openings/pit-PO Bui	16/17PO2559	8,904.96	8,904.96	1,484.16	7,420.80
16083	Datasharp - Copier/scans - TT/MB/AG 15/02/2017	16/17PO2560	1,176.18	1,176.18	196.03	980.15
16084	Nick Ferris Skip Hire Ltd - Skip 10/02/17 - PO Building	16/17PO2561	332.40	332.40	55.40	277.00
CC	ACAS - Performance management and appraisals course - Emily Middlelit	16/17PO2565	245.00	245.00	-	245.00
CC	Trago Mills - Glue/General use - adhesive/Toilets	16/17PO2566	22.46	22.46	3.74	18.72
	Total		142,352.64	142,352.64	15,069.88	170,049.77

FALMOUTH TOWN COUNCIL

Month Feb-17
Meeting Date

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Details	Inv No:	Inv Total	Gross	VAT	NET
16085	Octopus - Paper/ink cartridges - Admin	16/17PO2562	125.50	125.50	20.92	104.58
16086	Specialist Crafts Ltd - Craft materials - Art Gallery	16/17PO2563	56.94	56.94	9.49	47.45
16087	Douglass Geomatics Ltd - Lift shaft points - PO Building	16/17PO2564	270.00	270.00	45.00	225.00
CC	Fonemechanix Truro Ltd - Replacement screen iphone/case-Cemetery	16/17PO2567	75.00	75.00	-	75.00
CC	Trago Mills - Seat/white spirits - Toilets	16/17PO2568	28.96	28.96	4.83	24.13
CC	Trago Mills - Coat hooks/brush/painters dozen - Toilets	16/17PO2569	24.85	24.85	4.14	20.71
DD	Allstar - Fuel - Cemetery & Toilets 06/02-08/02/17	16/17PO2570	130.68	130.68	21.78	108.90
BACS	Triclean Ltd - labour and project management PO Bid 13/02/17-17/02/17	16/17PO2571	1,092.06	1,092.06	182.01	910.05
BACS	Coastmedic - 3 x defibrillators G/Place/Swanpool/The Moor - Andy Hockin	16/17PO2572	4,500.00	4,500.00	-	4,500.00
BACS	Feilo Sylvania - Art Gallery lighting MPM uplift	16/17PO2573	4,946.65	4,946.65	824.44	4,122.21
	Di-Mar Garden Machinery - repair & service dumper - Cemetery	16/17PO2574	252.33	252.33	42.06	210.28
	Di-Mar Garden Machinery - compact tractor service and parts - Cemetery	16/17PO2575	354.24	354.24	59.04	295.20
	Cheque No 16088		606.57	606.57	101.10	505.48
16089	Greenham - toilet paper public toilets & sacks for cemetery	16/17PO2576	447.06	447.06	74.51	372.55
16090	Hawkins Motors Limited - service on Town Team vehicle WK15SZV	16/17PO2577	646.44	646.44	107.74	538.70
16091	Teresa Webster - Art Gallery shop stock	16/17PO2578	25.00	25.00	-	25.00
16092	Howdens Joinery Ltd - kickplate for PO Bld	16/17PO2579	124.99	124.99	20.83	104.16
16093	Nick Ferris Skip Hire Ltd - skip for PO Bld 16/02/2017	16/17PO2580	332.40	332.40	55.40	277.00
16094	Nankersey Male Choir - grant aid 2016/17	16/17PO2581	200.00	200.00	-	200.00
16095	Cornwall Council - parking fine	16/17PO2582	70.00	70.00	-	70.00
16096	Falmouth School - Neighbourhood Plan drop in session	16/17PO2583	51.00	51.00	-	51.00
16097	Autograffiti - graphics for Art Gallery exhibition	16/17PO2584	34.20	34.20	5.70	28.50
16098	Miracle Art & Inspired Sanity Ltd reproduction/postcard prints AG	16/17PO2585	33.80	33.80	5.63	28.17
16099	3 Lanes Transport Ltd - Art Gallery transportation of artwork	16/17PO2586	468.00	468.00	78.00	390.00
	Travis Perkins - misc items for PO bld	16/17PO2587	99.58	99.58	16.60	82.98
	Travis Perkins - fire panel for PO Bld	16/17PO2588	432.86	432.86	72.14	360.72
	Cheque No 16101		532.44	532.44	88.74	443.70
16102	Camborne Joinery Ltd - softwood door lining sets for PO Bld	16/17PO2589	187.20	187.20	31.20	156.00
16103	Jewson Limited - sand & nails for Kimberley Park repairs	16/17PO2590	81.80	81.80	13.63	68.17
CC	Baileys Country Store - bleach for public toilets redecoration	16/17PO2591	33.00	33.00	5.50	27.50
DD	British Gas - electric bill Swanpool toilets 01/11/16-31/01/17	16/17PO2592	56.29	56.29	2.68	53.61
DD	British Gas - electric bill Naenporth toilets 28/10/16-26/01/17	16/17PO2593	57.29	57.29	2.72	54.57
DD	Dual Energy Direct Ltd - electric bill PO Bld Jan 2017	16/17PO2594	383.27	383.27	63.88	319.39
16104	Shallal - Art Gallery Shallal sketchbook project - MPM project	16/17PO2595	2,500.00	2,500.00	-	2,500.00
BACS	J Brodie Luke - emergency works to make Castle Beach toilets safe	16/17PO2596	1,421.20	1,421.20	236.87	1,184.33
CC	Broadbandbuyer.com - wifi router	16/17PO2597	288.25	288.25	48.04	240.21
CC	Trago Mills - misc items for AG/Town Team/Toilets	16/17PO2598	129.91	129.91	21.65	108.26
16104	Petty Cash - FTC	16/17PO2599	126.62	126.62	-	126.62
DD	EDF - communal area PO building 09/02/16-29/8/16	16/17PO2600	104.48	104.48	4.98	99.50
16105	St Marys School Gardening Club - Community Chest Award Cllr Minson	16/17PO2601	75.00	75.00	-	75.00
16106	P Fitzpatrick (Fairtrade Falmouth) Community Chest Award Cllr Minson	16/17PO2602	75.00	75.00	-	75.00
BACS	Sames 7 Littlejohns, FTC councillor Packs	16/17PO2603	1,046.35	1,046.35	174.39	871.96
BACS	E-Weld UK, Lift work PO building	16/17PO2604	855.12	855.12	142.52	712.60
BACS	Reg Payn, Lantern making workshops, gyllygdune	16/17PO2605	300.00	300.00	-	300.00
	Source FM, Parklive 2017 Community chest award Coun Ross	16/17PO2606	250.00	250.00	-	250.00
	Source FM, Parklive 2017 Community chest award Coun Atherton	16/17PO2607	250.00	250.00	-	250.00
	Cheque No 16107		500.00	500.00	-	500.00
16108	Smith & Reed, Recruitment cover x 2 days	16/17PO2608	212.28	212.28	35.38	176.90
16109	Specialist Crafts Ltd, Misc Materials for art Gallery	16/17PO2609	88.01	88.01	14.67	73.34
16110	Hockin & Roberts, materials for art gallery	16/17PO2610	97.20	97.20	16.20	81.00
CC	Speedy Hire - deposit on props - Jan	16/17PO2611	50.00	50.00	8.33	41.67
CC	Speedy Hire - Balance due on hire of props 5-9 jan 17	16/17PO2612	58.11	58.11	9.69	48.43
CC	Broadbandbuyer.com - wifi router	16/17PO2613	288.25	288.25	48.04	240.21
CC	Broadband - Draytex RM1	16/17PO2614	44.59	44.59	7.43	37.16
CC	Microsoft - Service usage 09/01/17 to 08/02/17	16/17PO2615	44.10	44.10	-	44.10
CC	Trago - New wiper (AK07 5YW)	16/17PO2616	10.50	10.50	1.75	8.75
CC	Screwfix - Nick post office building	16/17PO2617	31.92	31.92	5.31	26.61
16111	Cornwall Council - Fixed penalty notice	16/17PO2618	200.00	200.00	-	200.00
16112	Xgraphia - Logo development	16/17PO2619	520.00	520.00	-	520.00
	Di-Mar - Cemetery machinery repairs	16/17PO2620	74.20	74.20	12.37	61.83
	Di-Mar - Cemetery equipment	16/17PO2621	34.72	34.72	5.79	28.93
	Cheque No 16113		108.92	108.92	18.15	90.77
	Crystal Ball - Mobile tracking Town Team	16/17PO2622	50.40	50.40	8.40	42.00
	Crystal Ball - Mobile tracking 11/02/17-10/08/17 & 20/12/16-19/09/2018	16/17PO2623	527.21	527.21	87.87	439.34
	Crystal Ball - Mobile tracking 11/11/2016-10/02/2017 Town Team	16/17PO2624	226.80	226.80	37.80	189.00
	Cheque No 16114		804.41	804.41	134.07	670.34
			185,337.42	185,337.42	20,532.74	250,338.68

FALMOUTH TOWN COUNCIL PETTY CASH SCHEDULE

Period: Feb-17

Date	Total Amount	VAT	Net	Rec'pt	Code	Cashed Cheque	Meeting Exp	Parking	Post	Civic	Toilet	Cemetery R/R	MB	Stat	PO Building	Events	Sundry Items	Running Balance
Code	OB						ME	CP	P	C	T	CR	NMB	S	PB	E	SI	
01/02/2017	7.27		7.27	1022	me		7.27											60.04
03/02/2017	5		5.00	1023	T						5.00							52.77
06/02/2017	1.34		1.34	1024	me		1.34											47.77
06/02/2017	1.50		1.50	1025	CP			1.50										46.43
10/02/2017	1.60		1.60	1026	me		1.60											44.93
13/02/2017	4.75		4.75	1027	CR							4.75						43.33
13/02/2017	1.34		1.34	1028	me		1.34											38.58
20/02/2017	5.69		5.69	1029	cr							5.69						37.24
20/02/2017	1.17		1.17	1030	me		1.17											31.55
20/02/2017	4.00		4.00	1031	CP			4.00										30.38
21/02/2017	1.50		1.50	1032	CP			1.50										26.38
22/02/2017	1.50		1.50	1033	cp			1.50										24.88
23/02/2017	4.00		4.00	1034	ME		4.00											23.38
24/02/2017	3.80		3.80	1035	CP			3.80										19.38
27/02/2017	1.34		1.34	1036	ME		1.34											15.58
28/02/2017						126.62												14.24
CLOSED	45.80	0.00	45.80			45.80	18.06	12.30			5.00	10.44						140.86

Nominal Codes

5030	5017	5010	5408	5303	5610	5220	5012	5352	5457	5030
------	------	------	------	------	------	------	------	------	------	------

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals

DR CR
2201 - vat £ -
Various £ -

NB add additional NL's depending on monthly expenditure

FALMOUTH ART GALLERY PETTY CASH SCHEDULE

Period: Feb-17

Date	Total Amount	VAT	NET	Voucher	Code	Cheque Rec'd/Opening Bal	Visitors Refreshments	Postage	Private View Refreshments	Education	Stationery	Sundry Items	Running Balance
Code	Opening Bal					263.91	SF	P	EF	E	S	SI	263.91
01/02/2017	1.00		1.00	2,839	SF		1.00	-	-	-	-	-	262.91
01/02/2017	4.40		4.40	2,840	E		-	-	4.40	-	-	-	258.51
01/02/2017	0.98		0.98	2,841	SF		0.98	-	-	-	-	-	257.53
08/02/2017	4.34		4.34	2,842	E		-	-	-	4.34	-	-	253.19
08/02/2017	7.40		7.40	2,843	E		-	-	-	7.40	-	-	245.79
08/02/2017	3.00		3.00	2,844	E		-	-	-	3.00	-	-	242.79
08/02/2017	1.00		1.00	2,845	SF		1.00	-	-	-	-	-	241.79
09/02/2017	1.25		1.25	2,846	S		-	-	-	-	1.25	-	240.54
09/02/2017	5.86		5.86	2,847	E		-	-	5.86	-	-	-	234.68
16/02/2017	6.39		6.39	2,848	SI		-	-	-	-	-	6.39	228.29
20/02/2017	4.40		4.40	2,849	SI		-	-	-	-	-	4.40	223.89
20/02/2017	4.98		4.98	2,850	SF		4.98	-	-	-	-	-	218.91
22/02/2017	10.00		10.00	2,851	SI		-	-	-	-	-	10.00	208.91
22/02/2017	8.22		8.22	2,852	E		-	-	8.22	-	-	-	200.69
27/02/2017	1.00		1.00	2,853	SF		1.00	-	-	-	-	-	199.69
CLOSED						64.22					1.25		199.69
	64.22						8.96			33.22	1.25	20.79	

Normal Codes

5815 5804 5810 5818 5805 5818

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals

DR CR

2201 - vat

5818 - NL

£

£

NB add additional NL's depending on monthly expenditure

FALMOUTH LIBRARY - PETTY CASH SCHEDULE

Period: February 2017

Date	Total Amount	VAT	NET	Voucher	Code	Cheque Rec'd/Opening Bal	Visitors and Staff Refreshments	Postage	Workshops	Education	Stationery	Sundry Items	Running Balance
Code	Opening Bal					140.11	VR	P	W	E	S	SI	140.11
2.2.17	34.99			4	W		-	-	34.99	-	-	-	105.12
CLOSED			-				-	-	-	-	-	-	105.12
	34.99						-	-	34.99	-	-	-	

Nominal Codes

5815 5804 5815 5818 5805 5818

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals

2201 - vat	DR	£	-	CR
5818 - NL				#REF!

NB add additional NL's depending on monthly expenditure