

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 27th November 2017 at 7.00pm.

Present: Councillors R J O'Shea (in the Chair), R J Bonney, G G Chappel, S D Eva, G F Evans CC, A J Gillett, A J Jewell CC, M T McCarthy CC, M C Morgan, P A Minson, A Parker, J C Robinson, B M A Ross, D W Saunby CC and J M Spargo.

In Attendance: A M Williams	(Town Clerk)
R N Thomas	(Finance Officer)
M Humphries	(Grant Applicant)

F5038 **APOLOGIES**

None received.

F5039 **INTERESTS**

None received.

F5040 **MINUTES**

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

RESOLVED that the minutes of the meeting held on 16th October 2017 be confirmed as a correct record of the proceedings and signed by the Chair.

F5041 **GRANT APPLICATIONS**

It was proposed by Councillor Eva, seconded by Councillor Robinson and

RESOLVED that pursuant to Section 145 of the Local Government Act, 1972 the Cornwall Harp and Hurdy Gurdy Festival 2018 be granted £950 towards venue hire and other event expenditure.

The 2017/18 Grant Schedule was duly noted.

F5042 **RISK ASSESSMENT**

Ellis Whittam notified actions required were noted.

F5043 **FINANCE SUB-COMMITTEE**

It was proposed by Councillor O'Shea, seconded by Councillor Chappel and

RESOLVED that the minutes of the Finance Sub-Committee dated 20th November 2017 (and attached as part of these minutes) be agreed and confirmed.

F5044 **NATIONAL ASSOCIATION OF LOCAL COUNCILS RESPONSE:
2018-19 LOCAL GOVERNANCE FINANCE SETTLEMENT TECHNICAL
CONSULTATION PAPER**

The NALC response and the confirmation that the Secretary of State would not impose referendum principles on the Town and Parish Council Sector was duly noted.

F5045 LIVING WAGE

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

RESOLVED that the Council incorporates the increased living wage level of £8.75 per hour and that it is applied from 1st April 2018.

Further it was proposed by Councillor Minson, seconded by Councillor Morgan and

RESOLVED that the Council joins the Living Wage Foundation.

F5046 CORNWALL PENSION FUND

The October 2017 newsletter was duly noted.

It was proposed by Councillor Minson, seconded by Councillor Robinson and

RESOLVED that the contribution rate for part time staff in the LGPS Cornwall should be based on actual pensionable pay rather than full time equivalent.

F5047 2017/18 BUDGET MONITORING

It was proposed by Councillor Robinson, seconded by Councillor Gillett and

RESOLVED that the 2017/18 Budget Monitoring Report (attached as a part of these minutes) be noted and approved.

F5048 FORMER POST OFFICE DEVELOPMENT

It was proposed by Councillor Robinson, seconded by Councillor Gillett and

RESOLVED that the Former Post Office Development Update Report (attached as a part of these minutes) be noted and approved.

F5049 2017/18 INTERNAL AUDIT

It was proposed by Councillor O'Shea, seconded by Councillor Chappel and

RESOLVED that the letter of engagement for Hudson Accounting to undertake the internal audit of the Council be endorsed and that the issues identified in the Interim Report be further considered at the next meeting of the Committee.

F5050 TOWN AND PARISH COUNCIL PRECEPTS FOR THE 2018/19 FINANCIAL YEAR

The Town Clerk reported that Cornwall Council had been advised that the Council would not adhere to its precept notification request. This was noted.

F5051 2018/19 DRAFT BUDGET

Pursuant to Minute F5043 this item had been delayed for the above items to provide context. Members considered the draft budget options (a) £6.34 per annum increase at Band D and (b) £12.81 increase at Band D.

It was proposed by Councillor Eva, seconded by Councillor O'Shea and

RESOLVED that the Council support the draft budget in principle and that Members advise the Finance Officer of amends or additions required in time for collation for the 8th January 2018 Committee agenda where the budget will be set.

F5052 LOCALISED COUNCIL TAX SUPPORT 2018/19

The reduction in Council Tax Support Grant to £81,184.24 was duly noted as was the changes to the Council Tax Base formula.

F5053 2017 ELECTION RECHARGES

The election recharges breakdown provided by Cornwall Council was duly noted.

F5054 BANK MANDATE

It was proposed by Councillor O'Shea, seconded by Councillor Saunby and

RESOLVED that the Council be recommended to include all Councillors in the mandate.

F5055 KIMBERLEY PARK

It was proposed by Councillor Robinson, seconded by Councillor Spargo and

RESOLVED that :

- (i) in respect of the community stage the commencement of works and the works schedule be approved
- (ii) the Finance Officer seeks a re-valuation of the Park Lodge as it was no longer used for residential purposes and should not be so rateable.

F5056 CORNWALL COUNCIL – POSITIVE PARKING REVIEW

It was noted that Cornwall Council would allow a day within the Christmas period for free off-street car parking at its sites. In Falmouth this would be 16th December 2017 to best fit with Christmas events.

F5057 CCLA- PROPERTY FUND

The latest prices and dividend yields with the Fund Profile as 30th September 2017 was duly noted.

F5058 FIELDS IN TRUST

It was proposed by Councillor Robinson, seconded by Councillor O'Shea and

RESOLVED that the Council renews its Annual membership of Fields in Trust.

F5059 BUSINES RATES RELIEF – PUBLIC TOILETS

The Town Clerk updated on the Council's representations for legislative change and the sector wide survey of evidence being undertaken. This was duly noted.

F5060 TWINNING

The Mayor requested that additional funding be earmarked to support the visit of the Council's Twin Town Rottenburg (Wumme) in 2018 as it would be the 50th Anniversary of twinning between the towns.

It was proposed by Councillor Evans, seconded by Councillor Eva and

RESOLVED that :

- (i) the underspent twinning grant from the cancelled visit by Douarenez in 2017 be earmarked and coupled with the 2018 twinning budget utilised to provide an event to commemorate the twinning anniversary with Rottenburg in 2018, and
- (ii) that the future of twinning support from 2019/20 be reviewed in 2018.

Councillor Robinson requested that her name be recorded as having voted against part (ii) of the above resolution.

F5061 NALC – LARGE COUNCILS CONFERENCE – DECEMBER 2017

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

RESOLVED that Councillor Ross attend to represent the Council at the NALC Large Council Conference on 13th December 2017.

F5062 NALC – PAYMENT OF FEES TO THE INFORMATION COMMISSIONERS OFFICE

It was duly noted that the ICO will continue to charge a notification fee when the new data protection legislation comes into force in 2018.

F5063 CALC – WASTE INQUIRY DAY

The update from the Inquiry session was duly noted.

F5064 ANNUAL RETURN AND EXTERNAL AUDIT

The details of the Annual Governance and Accountability Return 2017/18 had been agreed and a new Practitioners Guide to be published in March 2018, as well as External Audit arrangements was duly noted.

F5065 COASTAL COMMUNITIES TEAM

It was proposed by Councillor O'Shea, seconded by Councillor Saunby and

RESOLVED that the Town Clerk be delegated in consultation with the Chair and Vice-Chair when appointed to review and if appropriate the Council to pay for the Falmouth CCT to join the British Destination as full member (£750 pa) or UK Beach Management Forum (£100 pa).

F5066 MARITIME LINE

The usage figures for the Maritime Line service was duly noted.

F5067 BOUNDARY REVIEW

The details of the review was noted and that the Council considers a formal response to the Boundary Commission and to inform Cornwall Council's representation at the meeting on 11th December 2017.

F5068 **WAR GRAVE COMMISSIONS**

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

RESOLVED that the War Graves Commission
be permitted to erect headstones on the common
graves of eight identified servicemen at Falmouth
Cemetery at nil permit fees.

F5069 **ACCOUNTS AND PETTY CASH**

It was proposed by Councillor Ross, seconded by Councillor Gillett and

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

F5070 **EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor Ross seconded by Councillor O'Shea 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

Minutes of a meeting of the Finance Sub-Committee of the Finance and General Purposes Committee held in the Council Chamber, Municipal Buildings, The Moor, Falmouth on Monday 20th November 2017 at 2pm.

Present: Councillors R J O'Shea (in the Chair), G G Chappel and P A Minson.

Councillors R J Bonney and M T McCarthy CC also attended.

In Attendance: A M Williams (Town Clerk)
R N Thomas (Finance Officer)

FS187 APOLOGIES

None received from Members of the Sub-Committee.

Councillor Parker had submitted apologies.

FS188 INTERESTS

None received.

FS189 MINUTES

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

RESOLVED that the minutes of the meeting
held on 21st November 2016 be approved.

FS190 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor O'Shea, seconded by Councillor Minson 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.

FS191 INTERNAL AUDIT 2017/18

The Town Clerk provided an update on the Interim Report of the Internal Auditor and actions required and recommendations. This was noted.

FS192 COUNCIL TAX SUPPORT GRANT 2017/18

The allocation to the Town Council of CTS (£81,000) had been severely reduced by approximately £19,000 from the 2016/17 allocation.

This would however be mostly offset by changes to the tax base collection rate which would see an additional £18,000 allocated to the Council in 2017/18.

The report was duly noted.

FS193 LOCAL GOVERNMENT FINANCE SETTLEMENT 2018/19

Whilst this was still awaited it was noted that the Secretary of State had indicated that he would not impose referendum principles on the town and parish Council sector as he did not wish to stymie the sectors ability to provide local services and engage with devolution. This was duly noted.

FS194 BUSINESS RATE RELIEF – PUBLIC TOILETS

The Council's request for mandatory business rate relief on public toilets was being progressed by the Government and they had requested evidence from the sector. The National Association of Local Councils were assisting in this survey work.

Councillor McCarthy advised that he would request Cornwall Council keep the matter 'live'.

FS195 INSURANCE

The Finance Officer updated regarding a meeting and review with the Council's Insurer. This was duly noted and the Sub-Committee requested the valuation work for civic regalia be reviewed.

FS196 BANK MANDATE

It was noted that the Council would need to ratify the update of the bank mandate and that needed to be reflected in Financial Regulations (all Councillors authorised).

FS197 2018/19 DRAFT BUDGET

It was noted that the Finance and General Purposes Committee would meet on 27th November 2017, to consider budget and then agree a budget on 8th January 2018, for the Council to set its precept on 22nd January 2018. Cornwall Council would be advised that the precept call would be delayed accordingly.

The Sub-Committee considered the items that Councillors, Service heads and the Council and its Committees had requested for service growth in 2018/19.

It was agreed that the draft budget incorporate these items but that fire and intruder alarm upgrades and fire extinguisher provision rationalisation to the Municipal Buildings be funded from the earmarked reserves in 2017/18 as priority works. Further that a building reserve be created and exterior pointing works undertaken in 2018/19.

The following matters be included :

- Additional costs for employees transferring into the establishment as a result of devolution proposals. Also living wage changes be incorporated from 1st April 2018 and the Council joins the Living Wage Foundation
- Provision for amendments to the national pay cap of 1% for public sector workers, changes to National Insurance contributions and auto-enrolment for pensions.
- Sufficient training for staff and Councillor training requirements in 2018/19.
- Sufficient establishment provision to achieve and maintain the Council's desire for six day week operation for Library and Information Service. It was recognised this aspiration would be achieved in a phased way over time.
- The Beach Ranger proposal should be included and ideally operate all year which would also facilitate recruitment and retention. Also the Staffing Committee look to enhance the role of the Cleansing Operative to enable some environmental compliance work.
- The Council should maintain its apprentice programme.
- Youth Services costs be included as core costs.
- Increase in Christmas matched funding budget to £12,500.
- Dracaena childrens play provision (£45,000): Outdoor Gym (£25,000). Skateboard scheme some match funding capital (£20-£25,000). Bowly Play (minimal).
- Rationalise Events budget rather than reliance of grants.
- Rationalise budget layout to reflect organisational changes.

There being no further business to transact the Chair declared the meeting closed at 3.40pm.

Signed: Date:

FALMOUTH TOWN COUNCIL

2017/18

SUMMARY

INCOME

Corporate Services	5,834	3,196	9,030
Cultural Services	32,663	61,248	93,911
General Council	27,889	54,750	82,639
Town Management Services	103	6,300	6,403
Cemetery Services	24,905	17,789	42,694
Buildings - Municipal and Other	63,113	25,821	88,934
Parks and Open Spaces	1,370	1,979	3,349
Allotments	82	2,263	2,345
Seats/Shelters/Footpaths	-	343	343
TMT	-	2,500	2,500
Suspense Account	325	-	325
Council Tax Support Grant Funding	100,596	-	100,596
Precept	1,695,575	-	1,695,575
TOTAL (Revenue & Capital)	1,952,456	176,188	2,128,644

EXPENDITURE:

Corporate Services	252,599	162,469	427,069
Town Management Services	53,687	38,348	92,035
Cultural Services	242,160	149,900	380,060
General Council Services	133,933	231,482	365,415
Cemetery Services	18,180	25,486	43,666
Town Maintenance Team	159,154	136,681	295,835
Buildings - Municipal	33,209	90,300	123,509
Buildings - Toilets	87,842	40,138	127,980
Buildings - Former PO	214,321	165,165	379,486
Parks and Open Spaces - Trescobeeas	969	2,592	3,562
Parks and Open Spaces - Kimberley	21,104	26,524	47,628
Parks and Open Spaces - Trelawney	8	1,325	1,333
Parks and Open Space - Dracaena Inc Skatepark	22,089	11,276	33,365
Allotments	450	2,821	3,271
Seats/Shelters/Footpaths	33	4,024	4,057
Cemeteries Other	11,650	-	11,650
Other Sites - Webber Street etc	145	103	248
Capital	79,685	112,286	191,971
Bad Debts	-	-	-
TOTAL (Revenue & Capital)	1,331,218	1,200,922	2,532,140

Opening General Fund
Opening Earmarked Reserves

Forecast Income
Less forecast expenditure
Forecast closing general reserves
Forecast closing earmarked reserves

179,701
863,532
1,043,234
2,128,644
- 2,532,140
161,702.23
478,035.71
639,737.94

TOTAL BUDGET	Over/(Under) Budget
9,550	(520)
79,300	14,611
60,000	22,639
6,500	(97)
25,880	16,814
80,622	8,312
7,150	(3,801)
2,250	95
318	25
2,500	0
-	325
100,596	0
1,695,575	0
2,070,241	58,403.11
383,412	43,657
79,532	12,503
357,659	22,401
337,879	27,536
79,924	(36,258)
285,321	10,514
128,396	(4,887)
93,048	34,932
146,109	233,377
18,458	(14,896)
41,415	6,213
5,700	(4,367)
31,850	1,515
2,714	557
10,650	(6,593)
2,500	9,151
675	(427)
65,000	126,971
-	0
2,070,241	461,899

Falmouth Town Council - 2017/18

	Actual	Forecast	Total	Budget	Y/E Forecast
	Apr - Oct	Nov - Mar			
CORPORATE SERVICES					
Expenditure					
Officers Salaries	96,483	68,916	177,399	188,672	11,273
Postage/Petty Cash	1,902	859	2,761	2,500	-261
Telephone	4,205	3,003	7,208	3,100	-4,108
Printing/Stationery/Copier	2,741	1,958	4,699	4,700	1
Publications		50	50	150	100
Advertising	1,304	2,431	3,735	5,700	1,965
IT - maintenance/monitoring and software	68,736	15,000	83,736	38,000	-45,736
Subscriptions	6,248	4,463	10,710	9,500	-1,210
Insurance	8,811	0	8,811	9,800	989
Legal Fees etc. (includes agency costs)	17,048	12,177	29,226	25,000	-4,226
Conference/Seminars and Training	5,964	7,260	13,224	15,140	1,916
Audit Fees	-3,000	7,000	4,000	5,000	1,000
Bank Charges	697	498	1,195	1,200	5
Miscellaneous inc H&S	7,411	5,294	12,705	5,500	-7,205
Loan Interest	34,050	33,561	67,611	69,450	1,839
	252,599	162,469	427,069	383,412	-43,657
IT Capital expenditure	70,369	15,000	85,369	5,000	-80,369
	70,369	15,000	85,369	5,000	-80,369
Income					0
Misc	1360	0	1,360	0	-1,360
Bank Interest	4,474	3,196	7,670	9,550	1,880
	5,834	3,196	9,030	9,550	520
COST OF SERVICE	317,135	174,274	503,408	378,862	-124,547

TOWN MANAGEMENT SERVICES

	Actual	Forecast	Total	Budget	Y/E Forecast
	Apr - Oct	Nov - Mar			
Expenditure					
Salaries	45,647	32,605	78,253	72000	-6,253
Telephones (Mobile) and Landline	488	348	836	2232	1,396
Stationery and Copying	272	194	466	0	-466
Professional Subscriptions and Memberships	561	401	962	800	-162
IT	4,919	3,513	8,432	0	-8,432
Misc. including postage	1,503	1,074	2,577	1000	-1,577
Operational Budget	297	212	509	3500	2,991
	53,687	38,348	92,035	79,532	-12,503
Income					
	103	6,300	6,403	6,500	97
	103	6,300	6,403	6,500	97
COST OF SERVICE	55,087	33,121	88,208	73,032	-15,176

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CULTURAL SERVICES

	Actual	Forecast	Total	Budget	Y/E Forecast
	Apr - Oct	Nov - Mar			

Expenditure

Salaries	166,163	111,388	265,550	264,817	-733
Postage/stationery/copying/telephones	2,131	4,022	6,153	8,500	2,347
Publications/Subscriptions	722	516	1,237	2,780	1,543
Storeroom Materials	-	200	200	500	300
Printing/Artwork	981	3,201	4,182	5,500	1,318
Publicity/Marketing	5,553	3,966	9,520	8,500	-1,020
Insurance	10,427	-	10,427	10,500	73
Exhibition/Preview Costs	21,470	7,500	28,970	20,837	-8,133
Travel/Accommodation/Transportation	999	714	1,713	2,800	1,087
Workshops/Misc.	9,850	7,036	16,886	15,000	-1,886
Materials	50	36	86	950	864
Photography/Repro Fees	-	500	500	1,250	750
Stock/Resale Items	9,304	6,646	15,950	8,500	-7,450
Conservation - Works of Art	1,620	1,157	2,778	2,550	-228
Consumables	27	1,019	1,046	4,675	3,629
Externally Funded Projects	12,864	2,000	14,864	-	-14,864
	242,160	149,900	380,060	357,659	- 22,401

Cultural Services Capital Expenditure

CS Equipment	-	8,143	8,143	3,500	- 4,643
Acquisitions both funded and unfunded	243	174	417	5,000	4,583
	243	8,317	8,560	8,500	- 60

Income

Misc Sales/Income inc lib	24,489	17,492	41,980	18,000	-23,980
Commission	2,969	2,121	5,090	4,000	-1,090
Donations	3,804	2,717	6,521	5,500	-1,021
Sponsorship/Grants/SW Arts	-1,228	37,040	35,812	40,000	4,188
Fees and Workshop Income	1,037	741	1,778	1,800	22
Grants - Capital/Projects	1,592	1,137	2,729	10,000	7,271
	32,663	61,248	93,911	79,300	-14,611
	209,740	96,969	294,709	286,859	-7,850

COST OF SERVICE**GENERAL COUNCIL SERVICES**

	Actual	Forecast	Total	Budget	Y/E Forecast
	Apr - Oct	Nov - Mar			

Expenditure

Town Plaques/Souvenirs	-	500	500	1,250	750
Repairs - Civic Regalia	-	250	250	500	250
Festival Fund	28,450	7,621	36,071	25,500	-10,571
Mayor's Allowance	2,732	3,951	6,683	7,000	317
Community Chest Councillors	2,195	1,798	3,993	4,000	7
Twinning	-	1,500	1,500	1,500	0
Macebearer's Fees	500	357	857	800	-57
Civic Expenses - Misc./Services/Licenses	2,999	2,142	5,140	7,500	2,360
Election Expenses	-	28,381	28,381	11,850	-16,531
War Memorials	6	650	644	800	156
Traffic Management	-	35,000	35,000	38,698	3,698
Tourism and Community	3,583	10,559	14,143	10,500	-3,643
Joint funding (and project works)	30,649	39,192	69,841	66,250	-3,591
Grants	14,555	23,096	37,651	36,000	-1,651
Newsletter - Fathom	7,221	5,158	12,378	11,967	-411
Town Enhancements	19,262	39,759	59,021	63,750	4,729
CCTV	11,192	9,994	21,186	23,514	2,328
Hanging Baskets	1,482	15,059	16,541	17,000	459
The Moor	9,120	6,514	15,634	9,500	-6,134
	133,933	231,482	365,415	337,879	-27,536

General Council Capital

Rolling programme of replacement of lighting/infrastructure	5,000	-	5,000	5,000	-
Town Capital Budget	-	-	-	5,000	5,000

0

	5,000	0	5,000	10,000	5,000
Income					0
Donation - Xmas Lights	3,880	12,300	16,180	10,000	-6,180
Misc inc civic	10,667	7,619	18,287	2,500	-15,787
Use of Moor	8,343	5,959	14,301	9,500	-4,801
Active Partnerships and joint funding	0	25,300	25,300	29,500	4,200
Project Grant Funding	5,000	3,571	8,571	8,500	-71
	27,889	54,750	82,639	60,000	-22,639
COST OF SERVICE	111,044	176,732	287,776	287,879	103

CEMETERY SERVICES

Expenditure

	Actual Apr - Oct	Forecast Nov - Mar	Total	Budget	Y/E Forecast
Printing/Insurance/Phones	124	89	213	3,900	3,687
Repairs/Replacements	652	8,466	9,118	16,904	7,786
Trees/Tree Surgery	-	-	-	13,000	13,000
Electricity	2,135	1,525	3,660	2,300	-1,360
Rates/Water/Council Tax	5,172	3,694	8,866	10,250	1,384
Dog Notices/Bins	574	410	984	650	-334
Building and Infrastructure Repairs	287	205	492	4,500	4,008
Grounds and General Site Maintenance	4,859	7,971	12,830	17,320	4,490
Miscellaneous	4,377	3,126	7,503	6,500	-1,003
Cemetery and Burial Project Work	-	-	-	3,600	3,600
Acquisition of New Land	-	-	-	1,000	1,000
	18,180	25,486	43,666	79,924	36,258

Cemeteries Capital

New Cemetery Site	-	-	-	-	-
Other Capital Site Improvements	-	12,500	12,500	12,500	-
		12,500	12,500	12,500	-

Income

Cemetery Fees	24,405	17,432	41,837	25,880	-15,957
	24,405	17,432	41,837	25,880	-15,957
COST OF SERVICE	-6,225	20,554	14,329	66,544	52,215

TOWN MAINTENANCE TEAM

Expenditure

	Actual Apr - Oct	Forecast Nov - Mar	Total	Budget	Y/E Forecast
Salaries	149,978	107,127	257,105	262,027	4,922
PPE and workwear	3,207	2,291	5,498	3,750	-1,748
Plant and Vehicle Costs	-	23,000	23,000	12,244	-10,756
Materials and Supplies - general	2,503	1,788	4,291	5,500	1,209
Equipment - under £300	443	316	759	1,800	1,041
Repairs and Renewals	2,348	1,677	4,026	-	-4,026
Misc. - licenses and on costs	675	482	1,157	-	-1,157
Contractor Costs	-	-	-	-	0
	159,154	136,681	295,835	285,321	10,514

Town Maintenance Team Capital

Plant/Machinery and Vehicles	1,516	5,000	6,516	5,000	-1,516
	1,516	5,000	6,516	5,000	-1,516

Income

	0	2,500	2,500	2,500	-
	0	2,500	2,500	2,500	0
COST OF SERVICE	160,670	139,181	299,851	287,821	-12,030

BUILDINGS - MUNICIPAL and OTHER

	Actual Apr - Oct	Forecast Nov - Mar	Total	Budget	Y/E Forecast
Expenditure					
Repairs & Renewals	4,436	35,168	39,604	45,000	5,396
Cleaning Costs - contract and other	10,889	7,778	18,667	10,500	-8,167
Business/Water Rates	11,968	28,548.50	40,516	44,274	3,758
Utilities - E and G	3,516	14,511.16	18,027	18,213	186
Alarm and Amplification System	1,596	1,140	2,736	3,900	1,164
Consumables and misc (inc telephone)	754	3,119	3,873	2,650	-1,223
CCTV Security System	50	36	86	3,859	3,773
	33,209	90,300	123,509	128,396	4,887

Buildings - Municipal Capital

-	-	-	-	-
	0	-	-	-

Income

Rent - Lodge/Cemetery)	-	-	3,372	3,372
Rent - MB)	6,658	4,756	11,414	5,000
Rent - Other)	1,470	1,050	2,520	1,500

8,128	5,806	13,934	9,872	-4,062
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COST OF SERVICE

25,080	84,494	109,575	118,524	8,949
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BUILDINGS - TOILETS

	Actual Apr - Oct	Forecast Nov - Mar	Total	Budget	Y/E Forecast
Expenditure					
Rates and Water Rates and other utilities	11,345	15,302	26,647	32,648	6,001
Utilities (G&E)	2,122	1,515	3,637	4,900	1,263
Contractor Cleaning Costs	4,752	3,394	8,145	4,500	-3,645
Repairs and Refurbishments	55,727	10,000	65,727	25,000	-40,727
Misc. - facilities management and waste etc.	914	653	1,567	3,500	1,933
Consumables	12,836	9,169	22,005	21,000	-1,005
Telephones - inc employee welfare	147	105	253	1,500	1,247
	87,842	40,138	127,728	93,048	-34,932

Buildings - Toilets Capital

-	-	-	-	-
	0	-	-	-

Income

Rent - Other	0	-	-	0	0
0	0	0	0	0	0

COST OF SERVICE

87,842	40,138	127,728	93,048	-34,932
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BUILDINGS - FORMER PO

	Actual Apr - Oct	Forecast Nov - Mar	Total	Budget	Y/E Forecast
Expenditure					
NDBR and Water Rates	25,523	18,231	43,754	42,328	-1,426
Other Utilities G&E	578	4,500	5,078	7,500	2,422
Repairs and Refurbishments	154,260	110,186	264,446	40,000	-224,446
Repairs - Shared	1,316	940	2,255	2,500	245
Other costs inc misc	4,297	3,069	7,366	2,700	-4,666
Cleaning	2,090	1,493	3,584	-	-3,584
PWLB - repayments	26,257	26,747	53,004	51,081	-1,923
	214,321	165,165	379,486	146,109	-233,377

Buildings - Former PO Capital

-	-	-	-	-
0	0	-	-	-

Income

Rent - PO	54,985	20,015	75,000	70,750	-4,250
Rent - Registras	-	-	-	0	-

54,985	20,015	75,000	70,750	-4,250
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COST OF SERVICE

159,336	145,150	304,486	75,359	-229,127
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PARKS AND OPEN SPACES - TRESCOBEAS

	Actual Apr - Oct	Forecast Nov - Mar	Total	Budget	Y/E Forecast
Expenditure					
Forestry/Drainage	500	357	857	3,000	2,143
Grass Cutting	-	-	-	6,158	6,158
Equipment/Insurance/Misc	-	1,900	1,900	1,900	0
Maintenance	463	331	794	4,500	3,706
Improvements	6	4	10	2,500	2,490
Project Works	-	-	-	400	400
	969	2,592	3,562	18,458	14,896
Trescobeas Capital Provision					
Capital Project works - to assist with grant funding bids	1,656	-	1,656	2,500	844
	1,656	0	1,656	2,500	844
Income					
Trescobeas	-	-	-	500	500
	0	0	-	500	500
COST OF SERVICE	2,625	2,592	5,217	20,458	15,241

PARKS AND OPEN SPACES - KIMBERLEY

	Actual Apr - Oct	Forecast Nov - Mar	Total	Budget	Y/E Forecast
Expenditure					
Rates and Water Rates	2,059	1,471	3,529	2,975	-554
Insurance	-	1,950	1,950	2,640	690
General Park maintenance Inc Plants	12,855	9,182	22,037	19,700	-2,337
Dog Fouling/Signs	15	11	26	3,000	2,974
Tree Surgery/Forestry Survey	-	-	-	5,400	5,400
Property Maintenance / R&R and Other	429	307	736	4,500	3,764
Utilities EGT	1,242	887	2,129	2,200	71
Project Works inc play repairs	4,504	12,717	17,222	1,000	-16,222
	21,104	26,524	47,628	41,415	-6,213
Kimberley Capital Works					
Capital Project works	-	15,000	15,000	15,000	-
	-	15,000	15,000	15,000	-
Income					
Kimberley	200	143	343	750	407
	200	143	343	750	407
COST OF SERVICE	20,904	41,381	62,285	55,665	-6,620

PARKS AND OPEN SPACES - TRELAWNEY

	Actual Apr - Oct	Forecast Nov - Mar	Total	Budget	Y/E Forecast
Expenditure					
Grass Cutting and planting works	0	0	-	3,500	3,500
Repairs & Fencing	0	0	-	500	500

Insurance/Signs	0	1,320	1,320	850	-470
Miscellaneous - locking of gates etc.	8	5	13	850	837
	8	1,325	1,333	5,700	4,367
Trelawney Capital Works					
Capital Works	-	21,000	21,000	0 -	21,000
	-	21,000	21,000	0 -	21,000
Income					
Trelawney	-	-	-	500	500
	-	0	-	500	500
COST OF SERVICE	8	22,325	22,333	5,200	-17,133

PARKS AND OPEN SPACES - DRACAENA

Expenditure

	Actual Apr - Oct	Forecast Nov - Mar	Total	Budget	Y/E Forecast
Pitch works inc marking etc	1,786	1,276	3,062	9,850	6,788
Repairs and Renewals	-	7,500	7,500	7,500	0
Horticultural - verge and tree	20,303	-	20,303	12,000	-8,303
Skatepark		2,500	2,500	2,500	0
	22,089	11,276	33,365	31,850 -	1,515

Dracaena Capital Works

Skatepark	-	25,000	25,000	5,000 -	20,000
	-	25,000	25,000	5,000 -	20,000

Income

Dracaena inc Skatepark	1,170	1,836	3,006	5,400	2,394
	1,170	1,836	3,006	5,400	2,394

COST OF SERVICE

	20,919	34,440	55,358	31,450	-23,908
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ALLOTMENTS

Expenditure

	Actual Apr - Oct	Forecast Nov - Mar	Total	Budget	Y/E Forecast
Repairs and tree works etc	-	2,500	2,500	2,500	0
Grass Cutting/Hedges	450	321	771	214	-557
	450	2,821	3,271	2,714 -	557

Allotment Capital Works

	-	4,000	4,000	-	-4,000
		4,000	4,000	- -	4,000

Income

Rents	82	2263	2,345	2,250	-95
	82	2,263	2,345	2,250 -	95

COST OF SERVICE

	368	4,559	4,927	464	-4,463
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SEATS/SHELTERS/FOOTPATHS ETC

Expenditure

	Actual Apr - Oct	Forecast Nov - Mar	Total	Budget	Y/E Forecast
Public Seats - Repairs etc.	-	-	-	5,000	5,000
Shelter Cleaning		-	-	150	150
Shelter Repairs	33	4,024	4,057	4,000	-57
Footpaths	-	-	-	1,500	1,500
	33	4,024	4,057	10,650	6,593

Seats etc - Capital works

	-	-	-	1,500	1,500
		-	-	1,500	1,500

Income

Local Partnership Maintenance	0	343	343	318	-25
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COST OF SERVICE

-	343	343	318	-	25
33	3,681	3,714	11,832		8,118

**CEMETERIES OTHER
Expenditure**

Facilitate the Conservation Management Plan
Repairs under SAMC

Actual Apr - Oct	Forecast Nov - Mar	Total	Budget	Y/E Forecast
11650	0	11650	1500	-10,150
	0	-	1,000	1,000
11,650	0	11,650	2,500	-9,150

Cemeteries Other Capital Works

Contribution to HLF grant works

-	-	-	-	-
-	-	-	-	-

Income

Cemetery J&C

500	357	857	0	-857
500	357	857	-	857

COST OF SERVICE

11,650	-357	10,793	2,500	-8,293
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OTHER SITES**Expenditure**

Webber Hill -CC
Webber Street - CC
Bells Court - Other

Actual Apr - Oct	Forecast Nov - Mar	Total	Budget	
48	34	83	225	142
48	34	83	225	142
48	34	83	225	142
145	103	248	675	427

Other Sites Capital Works

-	-	-	-	-
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Income

	0			
-	0	-	-	-

COST OF SERVICE

145	103	248	675	427
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CAPITAL WORKS

	Actual	Forecast	Total	Budget	Y/E Forecast
	Apr - Oct	Nov - Mar			
Expenditure					
Office Equipment	70,369	21,000	91,369	5,000	-86,369
CS Capital - Equipment and Acquisitions	243	8,143	8,386	8,500	114
Street Furniture and Shelters	900	643	1,543	1,500	-43
Kimberley Park	-	15,000	15,000	15,000	0
Cemetery	-	12,500	12,500	12,500	0
Trescobeas	1,656	-	1,656	2,500	844
Xmas Lights	5,000	-	5,000	5,000	0
Dracaena	-	25,000	25,000	5,000	-20,000
Trelawney	-	21,000	21,000	-	-21,000
Allotments	-	4,000	4,000	-	-4,000
TMT Equipment	1,516	5,000	6,516	5,000	-1,516
Town Other Expenditure and Civic Items	-	-	-	5,000	5,000
MB Capital Works	-	-	-	-	0
	79,685	112,286	191,971	65,000	- 126,971

Remaining project works included in the 2017/18 Finance Year	
Seafront shelters and benches	Repairs to the shelters at either end of the seafront and further works to repair and refurbish the benches in the same area
Trelawney play	Replacement play works
Allotments Retaining Wall Works	Works to repair and retaining wall at Wodehouse
Dracaena Skatepark prelims Tree Reserve	Skatepark Preliminaries and EMR for future tree works
MB Fire Alarm Intruder Alarm Lift works	installation of new fire alarm installation of new intruder alarm system recommended safety works to existing lift
Cemetery New Bays for seaweed Replacement Gates New Entrance	creation of new entrance adjacent to existing one - swanpool hill site (to enable the Council's use of the building onsite as a depot) creation of new bays for the ecological management of seaweed
PV & E Ride on Mower Replacement Van	Asset replacements
General Council Support for WP works Support for BID projects Support for HLF funding J&C Cemetery Site	Match funding towards additional traffic managements works required to alleviate WP works - match funding towards BID projects - match funding towards HLF BID for emergency restoration works at J&C Cemetery site

FALMOUTH TOWN COUNCIL - EARMARKED RESERVES

	Opening Balance 1st April 2017	Released	Proposed Additions @ Year End	Closing Balance as at 31st March 18
EMR				
Cemetery site acquisition	44,608.00			44,608.00
Cemetery site development	50,000.00			50,000.00
Cemetery J&C support for Friends and CMP	17,860.00	10,000.00		7,860.00
				-
Cultural Services Reserves	17,380.00	7,380.00		10,000.00
1 £50000 private donation FAG	34,084.00			34,084.00
2 £50000 development fund	50,000.00			50,000.00
3 Falmouth Education Charity	21,963.77			21,963.77
				-
General Council and Corporate				-
GBHS BID/FTC/GBHS	15,000.00			15,000.00
Town Enhancements Reserve inc environment	3,432.50	3,432.50		-
Councillor Community Chest Projects FTC	5,269.94			5,269.94
Councillor Community Chest Projects CC	1,250.00			1,250.00
Festival Fund Reserve	2,000.00	2,000.00		-
Election Reserve	18,000.00	18,000.00		-
Events Reserve	30,000.00			30,000.00
Plant	15,000.00	11,000.00		4,000.00
Workwear and branding	1,000.00	1,000.00		-
Training	2,000.00	2,000.00		-
CCTV Replacement Camera Reserve	9,000.00		9,000.00	18,000.00
Third Party Cornwall Resus	235.00	235.00		-
CC T/Ships	75,000.00			75,000.00
				-
Buildings Pointing and windows MB	20,000.00			20,000.00
Development PO	189,049.00	189,049.00		-
				-
Allotments	4,000.00	4,000.00		-
				-
The Bowling Green	16,000.00	16,000.00		-
				-
Dracaena Site Improvement Tree works	5,000.00		5,000.00	10,000.00
new skatepark project	20,000.00	20,000.00		-
				-
Trescobeas future works and CC contributions	5,000.00			5,000.00
				-
Kimberley Park - Various	70,000.00			70,000.00
				-
Shop Mobility Reserve	1,400.00	1,400.00		-
				-
Replacement Seating	6,000.00			6,000.00
				-
Replacement works for Bus Shelters	3,000.00	3,000.00		-
				-
Replacement works for IT	81,000.00	81,000.00		-
				-
	833,532.21	369,496.50	14,000.00	478,035.71
Balance at Year End				478,035.71
Additions				- 355,496.50



Falmouth Town Council

Project Report No. 4 PO Building

Prepared for F&G Meeting on the 27th November 2017

Agenda item 10.

1. OVERVIEW:

This report is written to provide the members of Falmouth Town Council an overview of the progression of the project from the last report to date.

2. BACKGROUND:

The Council are currently undertaking a lengthy and complex repair and refurbishment of the former PO building adjacent to the Municipal Buildings, The Moor, Falmouth in order to provide the Council with much needed office accommodation for its staff and to accommodate other Cornwall Council functions, Registrars and 'One Stop Shop' services and other partnerships organisations with a centrally located base for users to access.

3. PROGRESSION TO DATE:

The Council have now successfully migrated the services it provided from the Municipal Buildings and Church Street sites to the ground floor of the Old Post Office Building.

Alongside this the Cornwall Council Information Service has also transferred, enabling this Council to provide combined customer services from one location.

Below is a breakdown of the progress made on various building matters following on from the previous report to the Council on the 5th September 2016.

Further development to be considered once external negotiations are completed.

Roofing

As previously notified the Desmapol top coat still to be applied to the flat roof expanse however this will not take place until the area for the conservatory is identified and structural alterations complete.

Bird proofing has been installed to much of the roof elevations.

Some further works are required to install anchor points for ongoing maintenance works this is currently being explored to ascertain the most effective way to manage this.

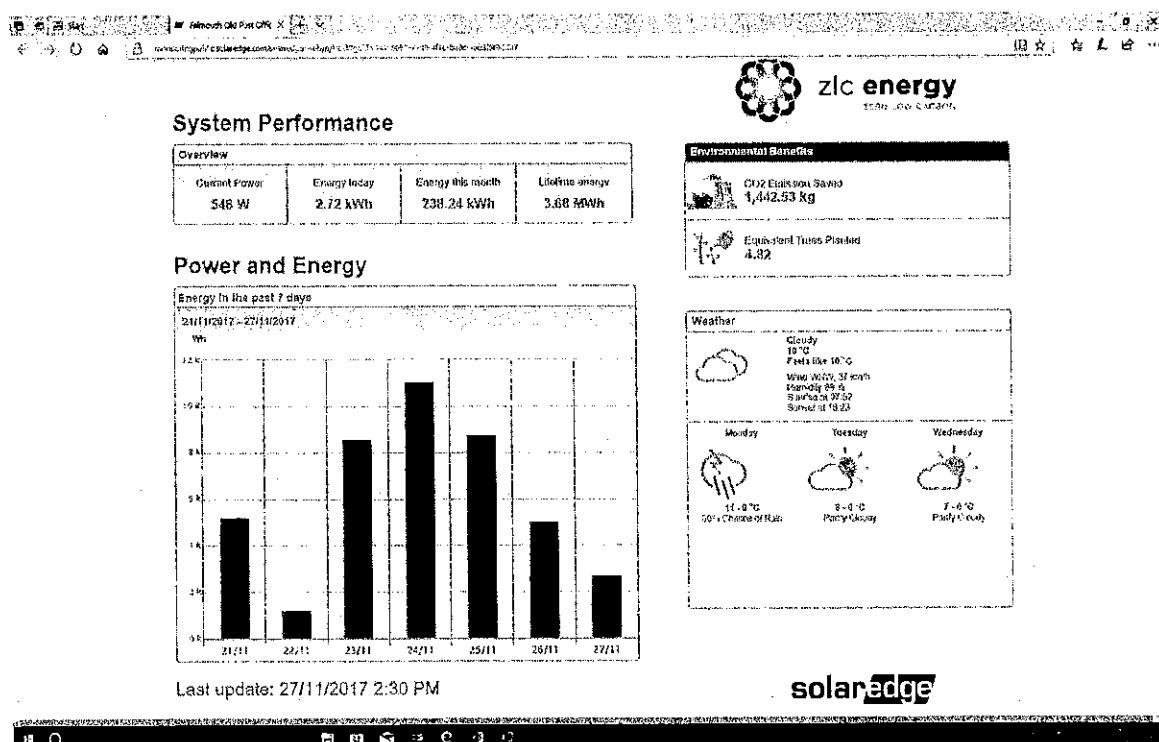
Solar

PV – installation of a 43 panel 11.61 kw system is now complete with the system currently generating – the web address for real time information on this is shown below.

<https://monitoringpublic.solaredge.com/solaredge-web/p/kiosk?guid=441e6053-7ad9-4f1c-ba8c-a6b3f6f9ddb7>

The Council is currently in the process of registering with our supplier for feed-in-tariff.

A screen shot of the data taken from the online portal as at 27th November 2017 is shown below.



Gutters

Rear – Complete

Front – Mostly complete and repainted

Windows

Refurbishment works are largely complete with window furniture and final touching up to follow in the new year.

Two new dormers require a final paint and alongside this rear facing 1st floor windows will need work but this is on hold pending the conservatory works.

Lift

Now installed and fully functioning. Ventilation for this lift remains to be installed however a location for this has been identified.

Basement

New PIR lighting installed. Tanking and decorating largely complete with the space now being utilised as storage.

Server room is complete and houses the Council network and the onsite battery storage for the PV system.

Ground Floor

Mostly complete. Minor works still to be installed include notice boards etc which are currently being sourced.

First Floor

Consultations have taken place with the partners proposing to use the space and agreements have been reached. Parking enforcement now occupy the area identified for use by them and the Registrations Service offices have been constructed and agreement reached with the service heads regarding occupancy of this area – again this is dependent on the proposed conservatory works. Current time frame for occupation is Autumn 2018.

Second Floor

Full dry-line of this area is almost complete. Plans have been drawn up for internal offices to be erected and quotes for this work are currently being sought. Ceilings have been plastered and are being decorated. Currently schedule for completion of the internal offices is early Spring 2018.

Roof Void

A fire partition needs to be installed in this space and a location has been identified for this. This work will progress alongside the construction of the office on the floor below.

General Procurement

Telephony – BT Pico Cell phone system has been installed. This has had a few teething problems however increased use of mobile phones on this system should assist with this. To be progressed as officer time allows.

Data Network – The Councils server room has moved from the Municipal Buildings to the Old Post Office and the Council have installed a dedicated fibre circuit and fully upgraded the network to allow for the anticipated growth in the use of digital mediums. Alongside the Falmouth Town Council networks, CCTV and the Cornwall Council Information Service networks have also been installed. All staff now have roaming profiles enabling users to work from various locations depending on the Councils requirements.

Full digital access system installed together with CCTV to front reception. Further CCTV to be installed in stairwells as further works progress.

Electrical – works being undertaken throughout the building to ensure circuits are suitable for additional use.

Basement – automatic PIR lighting installed and new sockets currently being installed for mobility scooter charging. Surplus supply meters have been removed and the circuits added to the remaining 3 phase meter – reducing cost of meter rental etc.

Ground Floor – LED lighting installed throughout with automatic daylight-saving panels installed in the front of house area – this will be repeated elsewhere within the building to make best use of natural light where possible.

First Floor – temporary and lighting circuits installed to enable works pending conservatory decision.

Second Floor – new circuit and lighting to be installed alongside offices.

Fire Alarm – Floor by floor systems being upgraded and enhanced as works progress.

4. FINANCIAL:

Expenditure for 2017/18 is forecast to be £379,486 against budget of £146,109 and EMR of £189,049.

Ruth Thomas
Finance Officer
27/11/2017

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Details	Inv No	Inv Total	Gross	VAT	NET
	A1 Appliance - Replace faulty element - 28 Pennance Road	17/18PO1320	35.00	35.00	5.83	29.17
	A1 Appliance - Call out - replace faulty thermostat - 28 Pennance Road	17/18PO1321	95.00	95.00	15.83	79.17
	Total Cheque 16736		130.00	130.00	21.67	108.33
16737	Andrew Campbell - Prints - Art Gallery	17/18PO1322	24.00	24.00	-	24.00
16738	Audrey Jackson - Greeting Cards - Shop Stock - Art Gallery	17/18PO1323	36.00	36.00	-	36.00
	Autograffiti Signs - 'Outspoken' Block/Digi print - Art Gallery	17/18PO1324	315.00	315.00	52.50	262.50
	Autograffiti Signs - Road Closure stickers-Oyster Festival/Civic Parade	17/18PO1325	79.20	79.20	13.20	66.00
	Total Cheque 16739		394.20	394.20	65.70	328.50
16740	South West in Bloom - Presentation 5/10/17 10x tickets	17/18PO1326	180.00	180.00	-	180.00
16741	Cornwall Council - Lift monitoring for 12 months Aug17-July18- Old PO Build	17/18PO1327	108.00	108.00	18.00	90.00
16742	Felix Packer - Wood carved pannel shutter screen-Foyer Old PO Building	17/18PO1328	850.00	850.00	-	850.00
	Greenham Supplies - Cleaning materials/consumables - Toilets/Buildings	17/18PO1329	432.72	432.72	72.11	360.61
	Greenham Supplies- Toilet cleaner - Toilets/Buildings	17/18PO1330	9.43	9.43	1.57	7.86
	Total Cheque 16743		442.15	442.15	73.68	368.47
16744	Jewson - Professional 3" Chipper hire x 2 days (12/09/17 end) - Trescobear	17/18PO1331	600.00	600.00	100.00	500.00
16745	JNC Safety Services Ltd-Site Supervisor training(Foulkes)-Site Manager(Benn)	17/18PO1332	1,068.00	1,068.00	178.00	890.00
16746	Mantra Lingua Ltd - DiscoveryPen/preloaded badge - Art Gallery	17/18PO1333	252.00	252.00	42.00	210.00
16747	Ruth Purdy - Multi-cultural video- Tea Festival - Cultural Services	17/18PO1334	100.00	100.00	-	100.00
16748	3 Lanes Transport - Works to Bealing/Jackson/Spooner/Crook - Art Gallery	17/18PO1335	228.00	228.00	38.00	190.00
16749	CDO Cornwall - Capoeira demo - Tea Festival	17/18PO1336	50.00	50.00	-	50.00
16750	Booths Print - Post Cards - Tea Festival	17/18PO1337	34.80	34.80	5.80	29.00
16751	CSCA South Africa Tour - Callum Stephens - Under 13s Tour - 17/18-GRA022	17/18PO1338	400.00	400.00	-	400.00
	Classic Fire - Installation of cable- One Stop Shop 05/09 - Old PO Build	17/18PO1339	555.00	555.00	92.50	462.50
	Classic Fire - Installed repeater/merged panels-G/floor Rear Entrance-Old PO	17/18PO1340	1,420.80	1,420.80	236.80	1,184.00
	Classic Fire - 6 monthly fire alarm test -Basement/G-floor-Old PO Building	17/18PO1341	274.26	274.26	45.71	228.55
	Classic Fire - Replace detectors after last service-Kitchen-Old PO Building	17/18PO1342	304.26	304.26	50.71	253.55
	Total Cheque 16752		2,554.32	1,999.32	333.22	1,666.10
	Clear-Flow - Blockage clearance, 28/07/17 - Men's toilets Maenporth	17/18PO1343	90.00	90.00	15.00	75.00
	Clear-Flow - Water jetting 25/09/17 Rear of beach toilets Swanpool	17/18PO1344	132.00	132.00	22.00	110.00
	Total Cheque 16753		222.00	222.00	37.00	185.00
	Control Print -500x Private view card/500 A4 posters - Cultural Services	17/18PO1345	518.40	518.40	86.40	432.00
	Control Print - 150xPonsharden Cemeterie A4 leaflet - Cultural Services	17/18PO1346	164.40	164.40	27.40	137.00
	Control Print -150x Additional private view cards(W Nicholson)- Cultural Ser	17/18PO1347	55.00	55.00	-	55.00
	Control Print-500x Graveyard/Building leaflet - Cultural Services	17/18PO1348	187.00	187.00	-	187.00
	Control Print-1000xCruise ship leaflet - Cultural Services	17/18PO1349	170.00	170.00	-	170.00
	Total Cheque 16754		1,094.80	1,094.80	113.80	981.00
16755	Jonathan Fuller -Screen printing workshop - Tea Festival	17/18PO1350	125.00	125.00	-	125.00
16756	GLL Greenwich Leisure Ltd - Hire of Princess Pavillon-Cultural S Meeting 09/1	17/18PO1351	50.00	50.00	-	50.00
16887	Macmillan Distribution (MDL) - Isms - shop stock - Art Gallery	17/18PO1352	27.47	27.47	-	27.47
	Octopus Stationery - A3 paper - Cultural Services	17/18PO1353	16.99	16.99	2.83	14.16
	Octopus Stationery - A3 laminating Pouches - Tea Festival - Cultural Services	17/18PO1354	22.79	22.79	3.80	18.99
	Octopus Stationery - A4 White copier paper - Cultural Services	17/18PO1355	8.50	8.50	1.42	7.08
	Octopus Stationery - A4 High white paper/A5 index book - Admin	17/18PO1356	62.09	62.09	10.35	51.74
	Total Cheque 16758		110.37	110.37	18.40	91.98
16759	Opus Energy (Corporate) Ltd -Standing Charges 03/07-07/09/17-Mortuary	17/18PO1357	49.50	49.50	2.36	47.14
16760	Origin - Colombian coffee - meetings	17/18PO1358	50.44	50.44	-	50.44
16761	Phillip Mansergh - Historical cards for shop stock - Art Gallery	17/18PO1359	54.60	54.60	9.10	45.50
16762	Pitney Bowes - New franking machine-Service/down load - Admin	17/18PO1360	823.06	823.06	117.57	705.49
16763	Sam Pascoe - Assisting Magda Tyslik-Carver- Art Gallery	17/18PO1361	200.00	200.00	-	200.00
16764	Smith & Reed Recruitment - Way week ending 01/10/17- Old PO	17/18PO1362	113.86	113.86	18.98	94.88
16765	St Ives Steeplejacks Ltd - Installation of bird netting/test/inspect-Old PO Buil	17/18PO1363	1,576.00	1,576.00	262.67	1,313.33
16766	Suzanne Crook - Broaches, cards, postcards-shop stock-Art Gallery	17/18PO1364	77.49	77.49	-	77.49
	Tate Enterprise - Books-Shop stock - Art Gallery	17/18PO1365	51.30	51.30	-	51.30
	Tate Enterprise - Books Shop stock - Art Gallery	17/18PO1366	16.89	16.89	-	16.89
	Total Cheque 16767		68.19	68.19	-	68.19
	NALC - National Assoc of Local Councils- Conference 30-31/10/17- Cllr Ather	17/18PO1367	180.00	180.00	30.00	150.00
	NALC - National Assoc of Local Councils- Conference 30-31/10/17- Mark Will	17/18PO1368	180.00	180.00	30.00	150.00
	Total Cheque 16768		360.00	360.00	60.00	300.00
16769	Teresa Webster - Broaches for shop stock - Art Gallery	17/18PO1369	25.00	25.00	-	25.00
	Travis Perkins - Equipment for sharps bins In Toilets	17/18PO1370	19.47	19.47	3.24	16.23
	Travis Perkins - Plinth on boxing outside lift shaft - Old PO Building	17/18PO1371	25.46	25.46	4.24	21.22
	Travis Perkins- fire panel/roofing batten - 2nd floor - Old PO Building	17/18PO1372	314.40	314.40	52.40	262.00
	Travis Perkins - Vapour panel - Old PO Building	17/18PO1373	569.15	569.15	94.86	474.29
	Travis Perkins - Plug Card - Top floor Old PO Building	17/18PO1374	25.01	25.01	4.17	20.84
	Total Cheque 16770		953.49	953.49	158.91	794.58
16771	Miss Sarah Treloar - Buffet - Mayor Civic reception 100 people	17/18PO1375	650.00	650.00	-	650.00
BACS	Steve White - Work in Old PO Building w/c 02/10/17 39 hrs	17/18PO1376	390.00	390.00	-	390.00
	DI-Mar Garden Machinery - Stihl Brushcutter repair	17/18PO1377	89.27	89.27	14.88	74.39
	DI-Mar Garden Machinery - Husqvarna Ride On - repair	17/18PO1378	36.00	36.00	6.00	30.00
	Total Cheque 16772		125.27	125.27	20.88	104.39
	Tyrefinders - Puncture repair WK15 SZV	17/18PO1379	10.00	10.00	1.67	8.33
	Tyrefinders - Casing Disposal - Town Team	17/18PO1380	10.08	10.08	1.68	8.40
	Total Cheque 16773		20.08	20.08	3.35	16.73
16774	Vincent Tractors - Kubota Mulch Kit 60" S/D Deck+fitting	17/18PO1381	420.00	420.00	70.00	350.00
			15,058.17	15,058.17	1,864.92	13,193.25

FALMOUTH TOWN COUNCIL

Month Oct-17
Meeting Date 27/11/2017

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Inv No:	Inv Total	Gross	VAT	NET
BACS Artist Payment - Sept 2017 - Ailsa Poll	17/18PO1382	33.80	33.80	-	33.80
BACS Artist Payment - Sept 2017 - Amanda Crago	17/18PO1383	14.63	14.63	-	14.63
BACS Artist Payment - Sept 2017 - Deb Collinson	17/18PO1384	33.80	33.80	-	33.80
BACS Artist Payment - Sept 2017 - Deborah Prosser	17/18PO1385	49.40	49.40	-	49.40
BACS Artist Payment - Sept 2017 - Debbie Rudolph	17/18PO1386	3.87	3.87	-	3.87
BACS Artist Payment - Sept 2017 - Debbie Smith	17/18PO1387	26.00	26.00	-	26.00
BACS Artist Payment - Sept 2017 - Dee Frost	17/18PO1388	35.75	35.75	-	35.75
BACS Artist Payment - Sept 2017 - Don Taylor	17/18PO1389	16.25	16.25	-	16.25
BACS Artist Payment - Sept 2017 - Edward Williams	17/18PO1390	4.23	4.23	-	4.23
BACS Artist Payment - Sept 2017 - Helen James	17/18PO1391	19.50	19.50	-	19.50
BACS Artist Payment - Sept 2017 - Helga Abb	17/18PO1392	12.68	12.68	-	12.68
BACS Artist Payment - Sept 2017 - Hilary Bravo	17/18PO1393	20.15	20.15	-	20.15
BACS Artist Payment - Sept 2017 - Jan Robson	17/18PO1394	71.50	71.50	-	71.50
BACS Artist Payment - Sept 2017 - Jane Beecroft	17/18PO1395	11.70	11.70	-	11.70
BACS Artist Payment - Sept 2017 - Jenny Ashford	17/18PO1396	15.60	15.60	-	15.60
BACS Artist Payment - Sept 2017 - Julia Crenmin	17/18PO1397	22.75	22.75	-	22.75
BACS Artist Payment - Sept 2017 - Karen Narramore	17/18PO1398	6.34	6.34	-	6.34
BACS Artist Payment - Sept 2017 - Keri Scott	17/18PO1399	20.15	20.15	-	20.15
BACS Artist Payment - Sept 2017 - Kirstyn Smith	17/18PO1400	80.77	80.77	-	80.77
BACS Artist Payment - Sept 2017 - AMR Gibson	17/18PO1401	19.50	19.50	-	19.50
BACS Artist Payment - Sept 2017 - Natalie Wright	17/18PO1402	33.80	33.80	-	33.80
BACS Artist Payment - Sept 2017 - Paul Jowett	17/18PO1403	25.35	25.35	-	25.35
BACS Artist Payment - Sept 2017 - Pauline Hitchens	17/18PO1404	7.80	7.80	-	7.80
BACS Artist Payment - Sept 2017 - Peter Chapman- Old Town Hall Gallery	17/18PO1405	15.60	15.60	-	15.60
BACS Artist Payment - Sept 2017 - Peter Fox	17/18PO1406	156.00	156.00	-	156.00
BACS Artist Payment - Sept 2017 - Rachel Dale	17/18PO1407	17.88	17.88	-	17.88
BACS Artist Payment - Sept 2017 - Sarah Lyons	17/18PO1408	35.10	35.10	-	35.10
BACS Artist Payment - Sept 2017 - Rebecca Brattin	17/18PO1409	11.05	11.05	-	11.05
BACS Artist Payment - Sept 2017 - Sue Bovington	17/18PO1410	32.50	32.50	-	32.50
BACS Artist Payment - Sept 2017 - Suzie Baker	17/18PO1411	29.25	29.25	-	29.25
BACS Artist Payment - Sept 2017 - Wendy Newton	17/18PO1412	8.13	8.13	-	8.13
BACS Artist Payment - Sept 2017 - Yasmin Anderson	17/18PO1413	11.70	11.70	-	11.70
Total BACS		902.53	902.53		902.53
16775 Kernow Pipes & Drums - Mayor's Civic Service 24/09/2017	17/18PO1414	300.00	300.00	-	300.00
BACS Angela C Douglas - NVC Galore - "Nonviolent Communication-Sara Balstrocc	17/18PO1415	120.00	120.00	-	120.00
16776 Kernow Credit Union Ltd- Grant 17/18-GRA022	17/18PO1416	305.00	305.00	-	305.00
16777 Nick Ferris Skip Hire - Permit Extension 29/06-28/07/17	17/18PO1417	90.00	90.00	-	90.00
16778 AO Printworks- A4 prints for shop stock - Art Gallery	17/18PO1418	20.00	20.00	-	20.00
16779 DAA Halsgrove Ltd - Misc items for shop stock - Art Gallery	17/18PO1419	129.31	129.31	-	129.31
16780 Grantham Book Services - Book/Notepad-Shop stock - Art Gallery	17/18PO1420	35.95	35.95	2.72	33.23
16781 Head Conservation - Checking Winifred Nicholson Exhibit x4 hrs-Art Gallery	17/18PO1421	120.00	120.00	-	120.00
16782 Tate Enterprise Ltd - Books/postcards - shop stock - Art Gallery	17/18PO1422	58.48	58.48	5.41	53.07
DD Allstar - Fuel - 19/09-28/09/17	17/18PO1423	329.87	329.87	54.97	274.90
CC Trago - WD-40 - Toilets	17/18PO1424	43.98	43.98	7.33	36.65
CC Cornwall Council- Appn for Temporary Event Notice-224-695	17/18PO1425	21.00	21.00	-	21.00
CC Cornwall Council-Appn for Temporary Event Notice-224-696	17/18PO1426	21.00	21.00	-	21.00
CC Trevanno Marquee - Trestle Table/Chairs-Fal Artist Publisher Fair Art G	17/18PO1427	229.80	229.80	38.30	191.50
BACS S White - Work completed 25/-29/09/17 - Old PO Building	17/18PO1428	370.00	370.00	-	370.00
BACS Marshals for Cornwall - Mayors Civic Parade	17/18PO1429	21.60	21.60	-	21.60
BACS Triclean - Project Management-05/09-26/09/17- Old PO Building	17/18PO1430	306.00	306.00	51.00	255.00
BACS Triclean - Labour- WC not flushing - Gylly Beach Toilets	17/18PO1431	33.60	33.60	5.60	28.00
Total BACS		339.60	339.60	58.60	283.00
BACS Passmore Cleaning - Cleaning MB/PO & Toilet cover -Sept 2017	17/18PO1432	3,198.00	3,198.00	-	3,198.00
BACS Nick Foulkes - Work completed 19/09-03/10/17 - Old PO/Cemetery	17/18PO1433	1,311.00	1,311.00	-	1,311.00
BACS Dean Earl - Work completed 20/09-03/10/17 - PO/MB/Cemetery	17/18PO1434	1,125.00	1,125.00	-	1,125.00
BACS Intent Soutions - Setup etc Market Stalls - The Moor September 2017	17/18PO1435	1,440.00	1,440.00	-	1,440.00
BACS Alex Blyth - Work completed 25/09-03/10/17 - Old PO	17/18PO1436	433.50	433.50	-	433.50
BACS Objective IT - 60xOffsite Monitoring - 3 visits - Sept 2017	17/18PO1437	4,608.00	4,608.00	768.00	3,840.00
BACS Objective IT - 12xOffsite Monitoring - 7+1 visits - Sept 2017	17/18PO1438	1,440.00	1,440.00	240.00	1,200.00
BACS Objective IT - 6xUpgrade IT Infrastructure upgrad &Site Visits	17/18PO1439	1,080.00	1,080.00	180.00	900.00
BACS Reach Maintenance - Sept Instalment -Christmas lights 2017	17/18PO1440	3,000.00	3,000.00	-	3,000.00
BACS Reach Maintenance - October Instalment Christmas lights 2017	17/18PO1441	3,000.00	3,000.00	-	3,000.00
BACS Reach Maintenance - Replace glass-upper window Council Chamber-MB	17/18PO1442	70.00	70.00	-	70.00
Total BACS		6,070.00	6,070.00		6,070.00
DD BT Business - Mobile Services - 17/08-30/09/17	17/18PO1443	1,751.11	1,751.11	179.95	1,571.16
DD Screwfix - Double ladder 20 rungs - Cemetery	17/18PO1444	114.99	114.99	19.16	95.83
BACS S White - Work completed w/c 02/10/17- Old PO Building	17/18PO1445	390.00	390.00	-	390.00
CC Office Furniture- CCTV Cabinet - Town Manager's office-Old PO Build	17/18PO1446	190.80	190.80	31.80	159.00
CC Xtreme Graphics Ltd - Artwork for branded deckchairs	17/18PO1447	993.60	993.60	165.60	828.00
CC Urban Hygiene - Easy-off safe graffiti remover - General	17/18PO1448	231.79	231.79	38.63	193.16
CC Moo Print Ltd - Business cards - Richard Gates	17/18PO1449	89.08	89.08	14.85	74.23
CC Denmans Electrical - Vivedas 70/6TPCW 6ft Lumlux - Art Gallery	17/18PO1450	11.88	11.88	1.98	9.90
CC Wilko - Lightbulbs for Municipal Building	17/18PO1451	23.00	23.00	3.83	19.17
CC Green Flag cover for 12 months Vehicle breakdown cover	17/18PO1452	267.00	267.00	-	267.00
		43,285.04	43,285.04	3,674.05	39,610.99

FALMOUTH TOWN COUNCIL

Month Oct-17
Meeting Date 27/11/2017

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Details	Inv No:	Inv Total	Gross	VAT	NET
16783	ICSA - Member Subscription - Mark Williams 01/08/17-31/07/18	17/18PO1453	345.00	345.00	-	345.00
DD	Cornwall Council - business rates Oct2017 - Kimberley park Lodge	17/18PO1454	202.00	202.00	33.67	168.33
DD	Cornwall Council - business rates Oct 2017 - POWP toilets	17/18PO1455	250.00	250.00	41.67	208.33
DD	Cornwall Council - business rates Oct 2017 - Grove Place toilets	17/18PO1456	411.00	411.00	68.50	342.50
DD	Cornwall Council - business rates Oct 2017 - Swanpool toilets	17/18PO1457	69.00	69.00	11.50	57.50
DD	Cornwall Council - business rates Oct 2017 - Maenporth toilets	17/18PO1458	140.00	140.00	23.33	116.67
DD	Cornwall Council - business rates Oct 2017 - Webber Street toilets	17/18PO1459	100.00	100.00	16.67	83.33
DD	Cornwall Council - business rates - Oct 2017 - Cemetery Pennance Road	17/18PO1460	475.00	475.00	79.17	395.83
DD	Cornwall Council - business rates Oct 2017 - Cemetery & premises Swanpool	17/18PO1461	246.00	246.00	41.00	205.00
DD	Cornwall Council - business rates Oct 2017 - Art Gallery	17/18PO1462	1,053.00	1,053.00	175.50	877.50
DD	Cornwall Council - business rates Oct 2017 - Municipal Building	17/18PO1463	605.00	605.00	100.83	504.17
DD	Cornwall Council - business rates Oct 2017 - PO Building	17/18PO1464	2,096.00	2,096.00	349.33	1,746.67
DD	Cornwall Council - business rates Oct 2017 - PO Building First Floor	17/18PO1465	765.00	765.00	127.50	637.50
DD	Cornwall Council - business rates Oct 2017 - PO Building Second Floor	17/18PO1466	512.00	512.00	85.33	426.67
16784	Local World - Advertising Receptionist/IS Assistant vacancy	17/18PO1467	1,488.00	1,488.00	248.00	1,240.00
16785	CALC - Facilitated Forward Plan Training -Councillors	17/18PO1468	390.00	390.00	65.00	325.00
CC	ICO - Information Commissioner's Office - Renew Registration	17/18PO1469	35.00	35.00	-	35.00
BACS	Steve White - Work In Old PO w/ 09/10/17 - 40.5 hours	17/18PO1470	405.00	405.00	-	405.00
BACS	Spencer Gray - 65 hours labour - Old PO Building	17/18PO1472	1,202.50	1,202.50	-	1,202.50
16786	Dulux Decorator Centre - Paint for offices in Municipal Building	17/18PO1473	39.16	39.16	6.53	32.63
16787	Access & Security Systems Ltd - Delivery ref QGAL/18807.PO	17/18PO1474	96.00	96.00	16.00	80.00
16788	Bodmin Town Council - Appraisals/Perf Course-Williams/Thomas/Minson	17/18PO1475	97.67	97.67	16.28	81.39
16789	Cornwall Council - Maintenance-Open Space CCTV- October 2017	17/18PO1476	1,167.85	1,167.85	194.64	973.21
16790	Fire Safety - Review of building plans Fire Safety - Old PO	17/18PO1477	340.00	340.00	-	340.00
16791	Howdens Joinery - Internal door/w-top end - Old PO	17/18PO1478	65.99	65.99	11.00	54.99
16792	Meaco Measurement/ Control-Annual Service Plan from 01/11/17 Art G	17/18PO1479	792.00	792.00	132.00	660.00
16793	Mr C J O Nixon-Construct Dragon Heads-Children's parade-Oyster Festival	17/18PO1480	250.00	250.00	-	250.00
	OTS - Provide Service 367 & 363 - July 2017	17/18PO1481	1,774.83	1,774.83	-	1,774.83
	OTS - Provide Service 367 & 363 - Sept 2017	17/18PO1482	1,774.83	1,774.83	-	1,774.83
	Total Cheque 16794		3,549.66	3,549.66	-	3,549.66
redit on A/c	SWW - South West Water - 1st Floor Old PO 04/01-21/04/17	17/18PO1483	24.52	24.52	2.06	22.46
	Travis Perkins - Paint - Old PO Building	17/18PO1484	17.09	17.09	2.85	14.24
	Travis Perkins - Drywall Coarse - Old PO Building	17/18PO1485	71.24	71.24	11.87	59.37
	Travis Perkins - S/s bucket trowel- Plaster - Old PO Building	17/18PO1486	23.47	23.47	3.91	19.56
	Travis Perkins - Bonding plaster/Polyfilla - Old PO Building	17/18PO1487	34.57	34.57	5.76	28.81
	Total Cheque 16795		146.37	146.37	24.40	121.98
	BACS Freq Audio Systems - Hire/build stage- llighting for Christmas Lights 30/11/17	17/18PO1488	3,600.00	3,600.00	600.00	3,000.00
DD	Allstar - Fuel - Various depts - 29/09-10/10/17	17/18PO1489	295.40	295.40	49.23	246.17
DD	British Gas - Electricity 13/07-10/10/17 - Kimberley Park	17/18PO1490	458.50	458.50	21.83	436.67
BACS	Trish Minson - Refund of car parking re Deputy Mayor Duties	17/18PO1491	5.70	5.70	-	5.70
CC	PC World - HD 24" Monitor/HDMI cable- for CCTV	17/18PO1492	151.98	151.98	25.33	126.65
CC	Doubletree by Hilton Hotel- NALC Conference - Cllr Atherton	17/18PO1493	345.00	345.00	57.50	287.50
16796	RNLI Falmouth - 150th Anniversary - Cllr Minson	17/18PO1494	30.00	30.00	-	30.00
16797	(OCS Group) Canon - Medical waste servie - Municipal Building July-Sept 2017	17/18PO1495	73.33	73.33	12.22	61.11
16798	Carol Avery Scott - Tea Festival 2017 - Tea Leaf Reading Gypsy Rosie Lee	17/18PO1496	100.00	100.00	-	100.00
16799	Crown Fine Art - Share of Nicholson transport to lenders - Art Gallery	17/18PO1497	7,200.00	7,200.00	1,200.00	6,000.00
16800	Miss Demelza A Knights - Cards for shop stock - Art Gallery	17/18PO1498	15.00	15.00	-	15.00
16801	Eat Art - close frame tulip box - Art Gallery	17/18PO1499	248.40	248.40	41.40	207.00
16802	Falmouth BID - Love Falmouth Calendar 2018	17/18PO1500	80.00	80.00	13.33	66.67
16803	John Brolly - Tempest in a Teacup Performances- Tea Festival	17/18PO1501	350.00	350.00	-	350.00
16804	Kara Wilson- Various items for shop stock - Art Gallery	17/18PO1502	89.99	89.99	-	89.99
16805	LJR Refrigeration-Supply/replace faulty AC system (Main Office)- Old PO	17/18PO1503	2,544.00	2,544.00	424.00	2,120.00
16887	Macmillan Distribution (MDL)-Isms Understanding-shop stock AG	17/18PO1504	31.47	31.47	-	31.47
16807	Macsalvors Ltd - Bib & Brace trousers- Pat Towm Team	17/18PO1505	105.90	105.90	17.65	88.25
16808	Michael Beardsall Associates Ltd-Civil Engineer- Consultancy-Old PO Build	17/18PO1506	981.90	981.90	163.65	818.25
16809	British Gas - Electricity 01/08-18/10/17 - Cliff Road Toilets	17/18PO1507	390.18	390.18	18.58	371.60
16810	Falmouth BID - LoveFalmouth Calender - Shop stock - Art Gallery	17/18PO1508	40.00	40.00	6.67	33.33
16811	Eurogarden Imports Ltd - Bulbs for Kimberley Park	17/18PO1509	362.40	362.40	60.40	302.00
16812	Jimmy May - Skip collected 10/10/17 - Old PO Building	17/18PO1510	312.00	312.00	52.00	260.00
16813	ICCM-Memorial Cemetery Management/Compliance-Penna/brotherton/Ast	17/18PO1511	468.00	468.00	78.00	390.00
16814	Moor News - Local newspapers 16/09-07/10/17- Library	17/18PO1512	50.40	50.40	8.40	42.00
16865	Opus Energy - Electricity - Mortuary - 08/09-07/10/17	17/18PO1513	22.55	22.55	1.07	21.48
16816	PW Media & Publishing Ltd-MyCornwall advertising(Oct/Nov)- Cultural	17/18PO1514	120.00	120.00	20.00	100.00
16817	RTP Surveyors-On-going professional fees(upper floors) Old PO Sept 17	17/18PO1515	1,603.20	1,603.20	267.20	1,336.00
16818	SLCC -CPD Data Protection Webinar(11/10/17)- Mark Williams	17/18PO1516	36.00	36.00	6.00	30.00
16819	Suzie Retailack - Accomodation 29-30/09/17 - FOMO Cultural	17/18PO1517	100.00	100.00	-	100.00
	Suez Recycling/Recovery - 01/09-30/09/17- Municipal Building	17/18PO1518	42.26	42.26	7.04	35.22
	Suez Recycling/Recovery - 01/09-30/09/17- Kimberley Park/Cemetery	17/18PO1519	806.20	806.20	134.37	671.83
	Total Cheque 16820		848.46	848.46	141.41	707.05
16821	The Book Service-Artists' Manifesto-shop stock for Art Gallery	17/18PO1520	23.38	23.38	-	23.38
16822	Tim Shaw - Books for shop stock - Art Gallery	17/18PO1521	46.69	46.69	-	46.69
16823	Tots About (Katie Evans)- Advert 19th Edition - Cultural Services	17/18PO1522	65.00	65.00	-	65.00
			81,838.59	81,838.59	8,829.83	73,008.77

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Details	Inv No:	Inv Total	Gross	VAT	NET
	Travis Perkins-Brass Cylinder/Padlock-New Chapel locks	17/18PO1523	71.73	71.73	11.95	59.78
	Travis Perkins-Tape/Evo-stlk/drywall screw- Top Floor Old PO Building	17/18PO1524	77.36	77.36	12.89	64.47
	Travis Perkins-Morice deadlock - New lock - Council Chamber-MB	17/18PO1525	36.90	36.90	6.15	30.75
	Travis Perkins-Bonding Plaster-Fire Exit - Old PO Building	17/18PO1526	17.76	17.76	2.96	14.80
	Travis Perkins-Roofing Batten/Swan Carcassing-Old PO Building	17/18PO1527	162.65	162.65	27.11	135.54
	Travis Perkins-IMP KD C16 REG TTD PEFC Cert - Old PO Building	17/18PO1528	292.32	292.32	48.72	243.60
	Travis Perkins-Ballast trade pack - Bin plyths - Trescobeas park	17/18PO1529	10.46	10.46	1.74	8.72
	Travis Perkins-Fire Panel - Old PO Building	17/18PO1530	170.35	170.35	28.39	141.96
	Travis Perkins-Trade paint/white spirit-Old PO Building	17/18PO1531	35.83	35.83	5.97	29.86
	Total Cheque 16824		875.36	875.36	145.89	729.47
16825	Truro and Penwith College- IAB Level 2 Sage Accounts course-Julia Proud	17/18PO1532	225.00	225.00	-	225.00
	BACS strawberries - Lunch for visit Newquay Town Clerk/Clrs 22/09/17	17/18PO1533	29.00	29.00	-	29.00
	BACS BG Electrical - Emergency light fittings/module pack- Old PO Building	17/18PO1534	1,644.00	1,644.00	274.00	1,370.00
	BACS Nick Foulkes - 56hrs/Old PO Building/12xCemetery	17/18PO1535	1,292.00	1,292.00	-	1,292.00
16826	Falmouth Age Concern -Christmas Lunch- Community Chest - Clr S D Eva	17/18PO1536	250.00	250.00	-	250.00
16827	Quantil - Wallflowers for Kimberley Park	17/18PO1537	616.80	616.80	102.80	514.00
	Di-Mar Garden Machinery - Hedger Trimmer Repair	17/18PO1538	36.00	36.00	6.00	30.00
	Di-Mar Garden Machinery - Backpack Blower repair	17/18PO1539	26.40	26.40	4.40	22.00
	Di-Mar Gaden Machinery - Repair to Backpack Blower	17/18PO1540	46.19	46.19	7.70	38.49
	Total Cheque 16828		108.59	108.59	18.10	90.49
	BACS Dean Earl - Labourx94.5 hours for 04/10-20/10/17 Various buildings	17/18PO1541	1,417.50	1,417.50	-	1,417.50
	BACS PlanSupport - Plan drafting/meeting - 21/09-17/10/17 - Neighbourhood plan	17/18PO1542	1,272.00	1,272.00	-	1,272.00
	BACS Kernow First Aid - Cover for Oyster Festival 13/10/17	17/18PO1543	85.00	85.00	-	85.00
	BACS Alex Blyth - 68.5 hrs Labour 04-19/10/17- PO Build/KP/Trescobeas	17/18PO1544	582.25	582.25	-	582.25
	BACS Shallal Dance Theatre- 3rd/sketchbooks -MPM Inclusion Project- Cultural	17/18PO1545	2,500.00	2,500.00	-	2,500.00
	BACS Tony Johns - Workshops 14/09-10/10/17- Cultural Services	17/18PO1546	900.00	900.00	-	900.00
	BACS Laura Menzies - Workshop with Mind 12/10/17 - Cultural Services	17/18PO1547	50.00	50.00	-	50.00
	BACS Steve White - Labour x 40hrs 16/10-20/10/17- Old PO Building	17/18PO1548	400.00	400.00	-	400.00
	BACS Dell Corporation - 18.5" LED UK Keyboard - New IT structure	17/18PO1549	650.89	650.89	108.48	542.41
	BACS Dracaena Centre - Grant fund for Youth Work - Oct 17- Mar 18	17/18PO1550	10,000.00	10,000.00	-	10,000.00
	CC PC World - Microsoft LifeChat Headset - Admin	17/18PO1551	28.94	28.94	4.82	24.12
	CC Fonemecanix - Battery for Matt's phone - Town Team	17/18PO1552	30.00	30.00	5.00	25.00
	CC Ecoremoval Systems - Service of Maxi Chewing gum machine-Town General	17/18PO1553	154.80	154.80	25.80	129.00
	CC Trago - Mens clothing for Cemetery volunteer	17/18PO1554	10.99	10.99	1.83	9.16
	CC Trago - Scuttle/Roller/Brush - Old PO Building	17/18PO1555	25.69	25.69	4.28	21.41
	CC Preservation Equipment - Card/pockets for Cultural Services	17/18PO1556	186.78	186.78	31.13	155.65
	CC Phot Paper Direct - Self-adhesive sticker paper - Cultural Services	17/18PO1557	81.64	81.64	13.61	68.03
	CC Security Metrics Services- PCI Compliance for AG Shop	17/18PO1558	29.99	29.99	-	29.99
	DD Bank of Ireland - Charges 05/09-04/10/17	17/18PO1559	19.44	19.44	-	19.44
	DD BT - Rental charges Sept 17 - Old PO	17/18PO1560	589.20	589.20	98.20	491.00
	DD British Gas - Electricity - Old PO Building - Sept 2017	17/18PO1561	67.38	67.38	3.20	64.18
	DD British Gas - Electricity Prince of Wales Toilets - 06/07-04/10/17	17/18PO1562	175.56	175.56	-	175.56
	DD Contract Natural Gas - Gas Sept 2017 - Kimberley Park Lodge	17/18PO1563	9.89	9.89	0.47	9.42
	DD Datasharp - Rental/cost of Calls - Sept 17	17/18PO1564	114.02	114.02	19.00	95.02
	DD EE - Phone monthly plan - October	17/18PO1565	27.00	27.00	4.50	22.50
	DD Total Gas -Electricity -02/09-30/09/17 - Chapel CofE	17/18PO1566	43.66	43.66	2.08	41.58
	DD Total Gas -Electricity -02/09-30/09/17 - Feeder Pillar (adj bench)	17/18PO1567	54.87	54.87	2.61	52.26
	DD Total Gas -Electricity -02/09-30/09/17 - Chapel Non-conformist	17/18PO1568	126.66	126.66	6.03	120.63
	DD Total Gas -Electricity -25/08-20/09/17 - Municipal Building Site 2	17/18PO1569	434.29	434.29	20.68	413.61
	DD Total Gas -Electricity -25/08-20/09/17 - Municipal Building	17/18PO1570	121.68	121.68	5.79	115.89
	DD Total Gas -Electricity -02/09-30/09/17 - Feeder Pillar (o/s Post)	17/18PO1571	43.91	43.91	2.09	41.82
	DD Total Gas -Electricity -02/09-30/09/17 - The Park Lodge	17/18PO1572	47.41	47.41	2.25	45.16
	DD Trade Card- B&Q-Roller Blind - CCTV- Town Manager's office	17/18PO1573	21.00	21.00	3.50	17.50
	DD EE - Phone monthly plan - September	17/18PO1574	73.71	73.71	23.60	97.31
	Pitney Bowes - New franking machine PR20 7186378	17/18PO1575	812.40	812.40	135.40	677.00
	Pitney Bowes - Balance of Service Contract not used on old franking machine	17/18PO1576	290.50	290.50	48.42	242.08
	Total Cheque 16829		521.90	521.90	86.98	434.92
16830	FTC Petty Cash	17/18PO1577	253.67	253.67	-	253.67
16831	Ilker Cınarel - Performance - FOMO	17/18PO1578	75.00	75.00	-	75.00
16832	Miss A L Clarke - Fair speakers fee - FOMO	17/18PO1579	75.00	75.00	-	75.00
16833	Tanya Cruz Gilmour (Kelken) - FOMO	17/18PO1580	200.00	200.00	-	200.00
16834	Maddy Hearn - Collage publication w/shop -FOMO	17/18PO1581	75.00	75.00	-	75.00
16835	Claire Hewlett - Accommodation 29-30/09/17 - FOMO	17/18PO1582	100.00	100.00	-	100.00
16836	Cecile Malaspina - Public Talk - FOMO	17/18PO1583	75.00	75.00	-	75.00
16837	Drew Milne - Performance talk/Travel - FOMO	17/18PO1584	283.80	283.80	-	283.80
16838	Aaron Kent - Workshop - FOMO	17/18PO1585	75.00	75.00	-	75.00
16839	Hannah Levene - Workshop - FOMO	17/18PO1586	75.00	75.00	-	75.00
16840	A E Lovejoy - Accommodation 29/09-30/09/17 x 3- FOMO	17/18PO1587	260.00	260.00	-	260.00
	Dr Angeline D Morrison - Live Music 29/09/17 - FOMO	17/18PO1588	200.00	200.00	-	200.00
	Dr Angeline D Morrison -Lyrics workshop 30/09/17 - FOMO	17/18PO1589	75.00	75.00	-	75.00
	Total Cheque 16841		275.00	275.00	-	275.00
16842	Redell Olsen - Talk 30/09/17 - FOMO	17/18PO1590	75.00	75.00	-	75.00
16843	Paul Ramsay - Talk Alembic books 30/09/17 - FOMO	17/18PO1591	75.00	75.00	-	75.00
16844	Rosalie Schweiker - Talk/Travel - FOMO	17/18PO1592	182.20	182.20	-	182.20
			109,932.06	109,932.06	9,799.35	100,132.71

Finance & General Purpose Meeting
Schedule of payments made for approval at above meeting

Cheque No	Details	Inv No	Inv Total	Gross	VAT	NET
16845	Linda Scott - Talk - FOMO	17/18PO1593	75.00	75.00	-	75.00
16846	Dr David Stent (Bore Publishing) Travel - FOMO	17/18PO1594	150.00	150.00	-	150.00
16847	Graham Taylor - Transport of Works W/shop - FOMO	17/18PO1595	91.45	91.45	-	91.45
16848	Andy Webster - FOMO	17/18PO1596	100.00	100.00	-	100.00
16849	Susan Bovington - Simple book workshop - FOMO	17/18PO1597	210.00	210.00	35.00	175.00
DD	Total G&P - Cem Chapel CofE - 1/3/17-31/3/17	17/18PO1598	154.55	154.55	7.36	147.19
DD	Total G&P - Feeder pillar adj bench the moor - 1/3/17-31/3/17	17/18PO1599	57.64	57.64	2.75	54.89
DD	Total G&P - Non Com Chapel - 1/3-31/3	17/18PO1600	171.21	171.21	8.16	163.05
DD	Total G&P - MB site 2 22/2-21/03	17/18PO1601	448.19	448.19	21.34	426.85
DD	Total G&P - MB FF site - 22/02-21/03	17/18PO1602	114.91	114.91	5.47	109.44
DD	Total G&P - Feeder pillar adj PO - 1/3 - 31/3	17/18PO1603	42.97	42.97	2.05	40.92
DD	Total G&P - KP Lodge - 01/03-31/03	17/18PO1604	50.27	50.27	2.40	47.87
DD	Total G&P - MB site 2 - 23/03-22/04	17/18PO1605	431.22	431.22	20.54	410.68
DD	Total G&P - KP Lodge - 01/04-30/04	17/18PO1606	50.18	50.18	2.39	47.79
DD	Total G&P - Cem Chapel CofE - 01/04 - 30/04	17/18PO1607	150.24	150.24	7.15	143.09
DD	Total G&P - Feeder pillar adj bench the moor - 01/04 - 30/04	17/18PO1608	68.53	68.53	3.26	65.27
DD	Total G&P - Non Com Chapel - 01/04 - 30/04	17/18PO1609	125.77	125.77	5.99	119.78
Credit	Cormac - Seaweed Clearance Gylly and Swanpool - 12/11 of May 17	17/18PO1610	7,524.12	7,524.12	1,254.02	6,270.10
Credit	Cormac - Overcharge on the above	17/18PO1611	1,572.58	1,572.58	262.10	1,310.48
	Total Cheque		5,951.54	5,951.54	991.92	4,959.62
BACS	Intent Solutions - Setup etc. Market stalls - The Moor October 2017	17/18PO1612	1,120.00	1,120.00	186.67	933.33
BACS	Reach Maintenance - Christmas Lights 2017 - Novemenn Instalment	17/18PO1613	4,000.00	4,000.00	-	4,000.00
BACS	ZLC Energy - Final 5% FIT registration completion - Old PO Building	17/18PO1614	1,530.85	1,530.85	255.14	1,275.71
BACS	Steve White - labourx46 hrs 21-27/10/17 - Old PO Building	17/18PO1615	460.00	460.00	-	460.00
BACS	Keith Shanley - Labourx37.5hrs Old PO/1.5hrs POW Toilets23-27/10/17	17/18PO1616	487.50	487.50	-	487.50
BACS	Perkins Communications - Complete installation fibre cable	17/18PO1617	720.00	720.00	120.00	600.00
BACS	Glyn Winchester- Artists' book fair - FOMO	17/18PO1618	1,350.00	1,350.00	-	1,350.00
BACS	HMRC - PAYE October 2017	17/18PO1619	4,138.46	4,138.46	-	4,138.46
BACS	HMRC - NI - October 2017	17/18PO1620	7,344.15	7,344.15	-	7,344.15
BACS	HMRC - Student Loans October 2017	17/18PO1621	140.00	140.00	-	140.00
	Total BACS		11,622.61	11,622.61		11,622.61
BACS	CC - Pension October 2017	17/18PO1622	10,783.07	10,783.07	-	10,783.07
BACS	CC - Pensions - additional payment 7 of 12	17/18PO1623	658.33	658.33	-	658.33
	Total BACS		11,441.40	11,441.40		11,441.40
BACS	Unison - memberships October 2017	17/18PO1624	76.80	76.80	-	76.80
BACS	Standard Life - AVC Payment - October 2017	17/18PO1625	65.00	65.00	-	65.00
BACS	Nursery Fees King Charles - October 2017	17/18PO1626	122.50	122.50	-	122.50
CC	Comms Express - Geist remote sensor smoke alarm - Old PO Building	17/18PO1627	89.40	89.40	14.90	74.50
	Tri-clean - 5x hrs Labour - Reactive works - Grove/Maenporth Toilets	17/18PO1628	108.00	108.00	18.00	90.00
	Tri-clean - Callout fault in toilets	17/18PO1629	51.19	51.19	8.53	42.66
	Total BACS		159.19	159.19	26.53	132.66
DD	B&Q - toilet seats x 11(6/7)	17/18PO1630	43.45	43.45	7.26	36.19
DD	Screwfix - BlueDry Eco hand Dryers for PO (12/7)	17/18PO1631	699.95	699.95	116.66	583.29
DD	Screwfix - Amethyst Safety Boots - LN (9/5/17)	17/18PO1632	29.99	29.99	-	29.99
DD	Screwfix - varlous - overshoes and adjustable blow torch (03/4)	17/18PO1633	37.97	37.97	6.32	31.65
Credit	Screwfix - returned propane gas cylinder	17/18PO1634	11.99	11.99	2.00	9.99
DD	B&Q - multi compost and rake (17/08)	17/18PO1635	48.65	48.65	8.11	40.54
CC	B&Q - heatgun for Town Team - (25/07)	17/18PO1636	26.00	26.00	4.33	21.67
	CLOSED					
			152,495.00	152,495.00	11,659.06	140,835.94

FALMOUTH ART GALLERY PETTY CASH SCHEDULE

Period: OCTOBER 2017

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					199.92	SF	P	EF	E	S	SL	199.92
04/10/2017	7.00		7.00	2,949	E		-	-	-	7.00	-	-	192.92
04/10/2017	2.90		2.90	2,950	P		-	2.90	-	-	-	-	190.02
04/10/2017	3.19		3.19	2,951	SF		3.19	-	-	-	-	-	186.83
04/10/2017	3.00		3.00	2,952	S		-	-	-	-	3.00	-	183.83
11/10/2017	7.40		7.40	2,953	S		-	-	-	-	7.40	-	176.43
11/10/2017	1.00		1.00	2,954	SF		1.00	-	-	-	-	-	175.43
11/10/2017	2.18		2.18	2,955	SF		2.18	-	-	-	-	-	173.25
11/10/2017	7.69		7.69	2,956	P		-	7.69	-	-	-	-	165.56
16/10/2017	2.50		2.50	2,957	S		-	-	-	-	2.50	-	163.06
16/10/2017	1.20		1.20	2,958	SF		1.20	-	-	-	-	-	161.86
16/10/2017	4.00		4.00	2,959	SF		4.00	-	-	-	-	-	157.86
23/10/2017	5.00		5.00	2,960	E		-	-	-	5.00	-	-	152.86
23/10/2017	2.70		2.70	2,961	SF		2.70	-	-	-	-	-	150.16
23/10/2017	3.98		3.98	2,962	E		-	-	-	3.98	-	-	146.18
23/10/2017	12.59		12.59	2,963	E		-	-	-	12.59	-	-	133.59
25/10/2017	1.00		1.00	2,964	SF		1.00	-	-	-	-	-	132.59
25/10/2017	16.99		16.99	2,965	SI		-	-	-	-	-	16.99	115.60
26/10/2017	5.00		5.00	2,966	SF		5.00	-	-	-	-	-	110.60
26/10/2017	1.00		1.00	2,967	S		-	-	-	-	1.00	-	109.60
CLOSED	90.32		-			90.32	20.27	10.59	-	28.57	13.90	16.99	109.60

Normal Codes

5815 5804 5810 5818 5805 5818

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals

DR £ - #REF!
CR
2201 - vat
5818 - NL

NB add additional NL's depending on monthly expenditure

FALMOUTH TOWN COUNCIL PETTY CASH SCHEDULE

Period: Oct-17

Date	Total Amount	VAT	Net	Rec't	Code	Cashed Cheque	Meeting Exp	Parking	Post	Civic	Toilet	Cemetery R/R	MB	Stat	PO Building	Events	Sundry Items	Running Balance
Code	OB						ME	GP	P	C	T	CR	MB	S	PB	E	SI	
02/10/2017	1.17		1.17	1181 me			1.17	-	-	-	-	-	-	-	-	-	-	116.30
04/10/2017	3		3.00	1182 CP			-	3.00	-	-	-	-	-	-	-	-	-	113.30
04/10/2017	1.39		1.39	1183 me			1.39	-	-	-	-	-	-	-	-	-	-	111.91
04/10/2017	1.50		1.50	1184 SI			-	-	-	-	-	-	-	-	-	-	1.50	110.41
05/10/2017	2.00		2.00	1185 CP			-	2.00	-	-	-	-	-	-	-	-	-	108.41
06/10/2017	7.55		7.55	1186 T			-	-	-	-	7.55	-	-	-	-	-	-	100.86
09/10/2017	28.49		28.49	1187 SI			-	-	-	-	-	-	-	-	-	-	28.49	72.37
09/10/2017	1.17		1.17	1188 me			1.17	-	-	-	-	-	-	-	-	-	-	71.20
09/10/2017	5.70		5.70	1189 CP			-	5.70	-	-	-	-	-	-	-	-	-	65.50
11/10/2017	4.50	0.75	3.75	1190 PB			-	-	-	-	-	-	-	-	3.75	-	-	61.00
16/10/2017	1.17		1.17	1191 me			1.17	-	-	-	-	-	-	-	-	-	-	59.83
19/10/2017	1.49		1.49	1192 me			1.49	-	-	-	-	-	-	-	-	-	-	58.34
23/10/2017	10.00		10.00	1193 T			-	-	-	-	10.00	-	-	-	-	-	-	48.34
23/10/2017	1.17		1.17	1194 me			1.17	-	-	-	-	-	-	-	-	-	-	47.17
23/10/2017	(5.70)		(5.70)	CP			-	(5.70)	-	-	-	-	-	-	-	-	-	52.87
26/10/2017	6.54		6.54	1195 me			6.54	-	-	-	-	-	-	-	-	-	-	46.33
26/10/2017				16830		283.67	-	-	-	-	-	-	-	-	-	-	-	300.00
30/10/2017	1.17		1.17	1196 me			1.17	-	-	-	-	-	-	-	-	-	-	298.83
CLOSED	72.31	0.75	71.56			71.56	15.27	5.00	-	-	17.55	-	-	-	3.75	-	29.99	298.83

Nominal Codes

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals

2201 - vat £ 0.75
5352 £ 0.75

DR CR

NB add additional NL's depending on monthly expenditure