

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 19th February 2018 at 7.00pm.

Present: Councillors R J O'Shea (Chairman), B M A Ross (Vice-Chair), R J Bonney, G G Chappel, L D Coley, S D Eva, A J Gillett, A J Jewell CC, M McCarthy CC, P A Minson, M J Morgan, A Parker, J C Robinson, D W Saunby CC and J M Spargo.

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

F5095 APOLOGIES

An apology for absence was received and approved from Councillor Evans (ill).

F5096 INTERESTS

None received.

F5097 MINUTES

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

RESOLVED that the minutes of the meeting held on 19th February 2017 be confirmed as a correct record of the proceedings and signed by the Chairman.

F5098 GRANT APPLICATIONS

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

RESOLVED that pursuant to S19 of the Local Government (Miscellaneous Provisions) Act, 1976, Falmouth Community Youth Football Club be granted £3,500 towards urgent repairs on the pavilion at Tregenver Fields subject to confirmation from the site owner/manager that the club can continue to use the facilities for a minimum of five years duration. The grant to be earmarked for 2018/19 financial year as necessary.

Letters of thanks for grant awards from Falmouth Age Concern (£1,000) and Circo Kernow Circus School (£1,000) were duly noted. The Council had also requested a number of grant recipients to take up their awards by the end of 2017/18 financial year.

The amended grant schedule for 2017/18 was duly noted.

F5099 RISK ASSESSMENT

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

RESOLVED that the Risk Assessment for the Council as attached as part of these minutes be approved.

It was noted that some Councillors wanted further time to consider the Risk Assessment and they would advise the Town Clerk of any further individual comments thereon by 26th February 2018.

F6000 2018/19 PRECEPT

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

RESOLVED that the 2018/19 precept call to Cornwall Council be noted and the attached residents letter and budget explanation be approved.

F6001 2017/18 INTERNAL AUDIT

Pursuant to Minute F5081 the Town Clerk reported the response to the Internal Auditor that had been agreed with the Chairman and Vice-Chair.

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

RESOLVED that the attached response be made to the Internal Auditor in regard to his Interim 2017/18 Audit Report and actioned as necessary.

F6002 2018/19 FINANCIAL REGULATIONS INCLUDING ANNUAL INVESTMENT STRATEGY

The Chairman reported draft Financial Regulations that had been prepared by the Chairman, Vice-Chair, Town Clerk and Finance Officer, and as a result of the recommendations of the Internal Auditor to better reflect the Council's practices and operational compliance.

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

RESOLVED that
(i) Financial Regulations as attached be approved and operated by the Council
(ii) the Annual Investment Strategy as attached be approved and operated by the Council.

F6003 SUPER COUNCIL'S NETWORK – NATIONAL ASSOCIATION OF LOCAL COUNCILS

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

RESOLVED that the Council's qualification as a NALC Super Council be noted and the Council takes advantage of the subscription availability of the Local Government Association.

F6004 CORNWALL COUNCIL HOUSEHOLD WASTE AND STREETSCAPE CONTRACT

The summary of feedback responses from Town and Parish Councils to the Cornwall Council Workshop was duly noted. Individual Councillors would make their own representations to the consultation on contract changes.

F6005 BRITAIN IN BLOOM

It was noted with pleasure that Falmouth had been nominated in the 2018 Britain in Bloom Awards.

F6006 ENVIRONMENTAL EDUCATION AND ENFORCEMENT

Pursuant to Minute F5074 the Town Clerk reported that some Falmouth Cornwall Councillors would contribute Community Chest funding and Falmouth and Exeter Universities would contribute to a Student Warden initiative that the proposed post would co-ordinate with. Councillor Parker reported that the Beach Management Group support the initiative. Councillor Minson considered that Cormac should be undertaking this role.

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

RESOLVED that the Council support the initiative in principle but defer its consideration whilst the Town Clerk establishes what role and duties Cormac Ltd were undertaking in regards to Falmouth Beach Management.

A Motion proposed by Councillor Parker that the Council proceeds with the initiative was not seconded.

F6007 FALMOUTH FAIRTRADE

Pursuant to Minute C4968 it was duly noted that the Council had provided administrative assistant to the Falmouth Fairtrade Group to facilitate the Fairtrade Town Renewal application.

F6008 LOCAL AUTHORITIES PROPERTY FUND

The confirmation of dividend and yields of the fund along with the Statement of Account and Fund Fact Sheet for December 217 was duly noted.

F6009 STUDENT ACCOMMODATION – FALMOUTH AND PENRYN

The report of the Chief Operating Officer of Falmouth University and also on behalf of Exeter University and FXU Plus on student accommodation was duly noted.

The Director of Communications for Falmouth University would attend the next meeting of the Council.

F6010 DATA PROTECTION BILL AND GENERAL DATA PROTECTION REGULATIONS

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

RESOLVED that

- (i) the Council are cognisant of the advice from the Information Commissioners Officer and do not appoint a Council Officer as its Data Compliance Officer, but look to engage an external consultant to provide that service via Gydeline
- (ii) Councillors observe the twelve steps checklist from the ICO regarding how they use data and all utilise their Town Council email addresses for Council work.

F6011 FALMOUTH ENVIRONMENTAL ISSUES – MEDIA RELEASE STRATEGY

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

RESOLVED that the plan for the campaign of media releases be approved.

F6012 CORNWALL COUNCIL – POP-UP TRADE CONCESSION IN FALMOUTH

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

RESOLVED that the Council objects to the Cornwall Council proposed pop-up concessions at Prince of Wales Pier and Grove Place Car Park as they were unnecessary, inappropriate for those sites and unfair competition for existing traders in those areas.

F6013 GREAT WESTERN RAIL FRANCHISE

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

RESOLVED that the Council adopts the response for the Devon and Cornwall Rail Group and that forms the formal response of the Town Council to the Department of Transport Consultation for the future of the Great Western Rail Franchise.

F6014 QUARRY CAR PARK

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

RESOLVED that the completion of the lease of car parking spaces at the Quarry Car Park from Cornwall Council as previously agreed by endorsed.

F6015 TRESCOBEAS RECREATION AREA

The rescission of the lease of land to Falmouth Sea Scouts be noted and as previously agreed.

F6016 DEDUCTIONS OF CONTRIBUTION AT SOURCE

It was duly noted that UNISON advised that their practices have not changed and any costs should be deducted regarding union subscriptions for UNISON members who opt to have them deducted at source in compliance with the DOCAS rules.

F6017 TREE PRESERVATION ORDER – PONSHARDEN INDUSTRIAL ESTATE

The Order was duly noted, and that it took in part of the Dissenters Cemetery that the Council maintained.

F6018 SMALL GRANTS SCHEME – OFFICE OF THE POLICE AND CRIME COMMISSIONER

Councillor Ross reported the preliminary proposed scheme by the PCC.

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

RESOLVED that the Council support the principle of the scheme and that grant recipients would be expected to also seek local Council support. However local Council funding should not be a condition of approval.

F6019 PLASTIC FREE FALMOUTH

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

RESOLVED that the Council's proposal to provide push tap water refills at public toilets at the Falmouth beach sites be endorsed.

F6020 2017/18 BUDGET MONITORING REPORT

The attached budget monitoring report was duly noted.

F6021 2018/19 FEES AND CHARGES

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

RESOLVED that the attached schedule of fees and charges be operated from 1st April 2018.

F6022 ACCOUNTS AND PETTY CASH

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

RESOLVED that the Accounts and Petty Cash
Schedules for January 2018 (attached) be approved.

F6023 CORNWALL COUNCIL PARKING REVIEW – URGENT ITEM

The Chairman reported that Cornwall Council had required a consultation response before the Committee met. He agreed with the Town Clerk a joint Town Team Falmouth response.

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

RESOLVED that the attached car park consultation
response be endorsed as the formal response of the
Council.

F6024 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor McCarthy, seconded by Councillor Bonney 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 – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL**

February 2018

This Risk Assessment is support by service head assessments – Cultural Services, Grounds and Facilities and Town Management

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

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

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

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Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Security of vulnerable building – Municipal Buildings Former PO Building	Medium	Fire alarm installed Externally lit area. Provision of Fire extinguishers, fire drills Trained Fire Wardens Secure locks and annual review of security. Record of key holders CCTV Monitored location External contractor emergency keyholder	Annual servicing of fire alarm by competent person Fire protection equipment serviced by competent person Fire Warden training regularly refreshed External keyholder ensures local attendance in the event of alarm activation	Low
Protection of Civic Insignia	High	Civic Insignia included on asset register Appropriate insurance cover obtained	Annual check on insurance values (RFO) Mayor is aware that Civic Insignia must be kept under secure conditions	Low
Insolvency of insurance company	Low	Use of one of the largest companies providing specialist cover for Councils Free legal service and advice from National Association of Local Councils and Cornwall Association of Local Councils	Reputation within the sector monitored	Low

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Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Legal liability as a consequence of asset ownership	Medium	Public Liability Insurance Professional advice available if required from Councils solicitor, CALC, NALC, SLCC	Annual check on level of cover in place (RFO)	Low
Personal Accident to Members and Officers	Medium	Employer's Liability cover Lone worker alarm with fall alert available Health & Safety Handbook provided to Officers. Staff receive relevant health & safety training.	Annual check on level of cover in place (RFO) Regular refresher training	Low
Health of Members and Officers	Medium	Trained first aiders and first aid kits Council buildings and vehicle are designated no smoking areas Occupational Health Service available	Smoke detectors and early warning smoke detection installed in MB and PO	Low
Assault to Members and Officers	High	Employer's Liability cover Premises are secure – office door is locked with access by invitation	Annual check on level of cover in place (RFO)	Medium
Assault of third party by Members and Officers	Low	Public Liability cover	Annual check on level of cover in place (RFO)	Low

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Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Security of officers working alone in building	Medium	Use of digital CCTV and security system in PO building Upgrade to entry system and fire detection systems currently underway in MB	Staff meetings to review and staff appraisals Regular review of the authorised users Weekly alarm checks and manual check to automatic role call reports	Low
Security of officers exiting and locking up building after meetings	Medium	Buildings to be locked by authorised member of the team.	Where possible an officer is not left alone to exit building	Low
Procedures in place for recording and monitoring members' interests, gifts and hospitality received Completion of Code of Conduct	Low	Code of Conduct signed and a Register of Interest completed by each Member of the Council Disclosure of interest register kept listing any interests, gifts and hospitality received Disclosure of interests to appear as an item on the agenda as a prompt to members	Internal audit check Register of Interest kept by the Town Clerk with a copy kept by the Cornwall Council Monitoring Officer	Low

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Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Loss of cash through theft or dishonesty Cash (on premises or in transit)	High	Fidelity Guarantee Premises are secure – access to FTC areas restricted by means of digital key card. Secure storage of cash Money is regularly banked Petty Cash is kept to a minimum Segregation of duties between receipting, recording and banking of cash and cheques	Fidelity Insurance reviewed and increased appropriately annually (RFO) Thorough vetting process of job applicants and annual staff reviews Quarterly internal checks carried out by two Members of the Policy, Finance and Resources Committee	Medium
Loss of Investments	High	Deposits spread between three high street banks No stocks and shares investments	Policy, Finance and resources Committee regularly reviews the consolidated bank reconciliation	Medium

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Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Keeping proper financial records in accordance with statutory requirements	High	Use of SAGE 50 accounts by competent employees only Regular scrutiny of financial records and approval of pending expenditure by Members Records kept in accordance with Accounts and Audit Regulations	Standing Orders and Financial regulations reviewed annually by the Policy, Finance and Resources Committee Quarterly internal checks carried out by two Members of the Policy, Finance and Resources Committee Annual Internal and External Audit Officer and Member training	Low
Ensuring all requirements met under employment law and Inland Revenue regulations and Salaries in accordance with adopted scales	Medium	Use of Sage 50 Payroll with legislation updates for salary calculation by trained staff Monthly Full Payment Submissions to Inland Revenue Contracts of employment for all staff	Annual Staffing Review Quarterly internal checks carried out by two Members of the Policy, Finance and Resources Committee Annual Internal and External Audit	Low
Unfair dismissal claims	Medium	Grievance and Appeals procedure Council contracts South West Councils for advice on personnel management	Robust policies and procedures. Staff appraisal process.	Low

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Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Failure of Computer system - Hardware - Software	Medium	Remote server monitoring by IT company with support available if required Virus protection installed on server and PC's Daily backups undertaken Town Clerk hold delegated powers for emergency purchasing in accordance with the Councils Standing Orders	Provision reviewed annually by RFO and insured Regular replacement and upgrade to software and hardware Council has engaged an external contractor who advises the Council on compliance and remotely monitors the Council's IT system – reporting any matters of concern as soon as possible on the next working day following detection	Low
Banking Arrangements	Medium	All payments in line with Financial Regulations. Payments are always signed off by Councillors in accordance with the Councils Financial Regulations. Bank statements are reconciled weekly and balances are checked by the Finance Officer and the RFO	Monthly internal checks carried out by two Members of the Council Annual Internal and External Audit	Low
Loss of Income, or the need to provide essential services	High	General Reserves	Reviewed annually	Medium

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Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Ensuring all requirements are met under Customs and Excise regulations	Medium	Accounts software calculates VAT and produces VAT claim form	VAT return total compared to VAT control account to ensure totals match	Low
Ensuring adequacy of annual precept within sound budgeting arrangements	Medium	Budgets prepared to determine amount required. Budget includes current budget and the projected position for following year based on actual costs and projected inflation.	Regular budget monitoring report to Finance and General Purposes Committee	Low
Ensuring all business activities are within legal powers applicable to local councils	Medium	Approval of budget by Full Council. All activity and payments resolved and Minutetted at Full Council or relevant Committee. Town Clerk consults with CALC or NALC when necessary. Town Clerk consults with Council's Solicitor as appropriate. Regular scrutiny of financial records by Councillors when undertaking the Internal Audit Checks. Reporting of matters to the Finance and general Purposes Committee Councillor and staff training	Standing Orders and Financial Regulations Internal Audit External Audit	Low
Complying with restrictions on borrowing	Medium	Borrowing approval authorised by Council in line with current restrictions	Reference to Local Council Administration Book (Charles Arnold Baker) and National Association of Local Councils and CALC	Low

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Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Ensuring proper use of funds granted to local community groups under specific powers or under 137	Medium	Identification of items paid under Section 137 and reported in the Annual Accounts	Annual Independent Internal Audit	Low
Breach of Confidentiality	High	Registration under the Data Protection Act Registration with an external adviser reference mandatory GDPR compliance May 2018 Procedures for dealing with confidential data Included in Contracts of Employment Where necessary confidential matters considered with Public or Press involvements Passwords on computer systems stored in restricted server file	Town Clerk maintains up to date registration entry Regular Members and Officer training Input of Service Heads considering the data storage and protection of the information they use which is relevant to their service Redaction of shared documents as necessary	Medium
Proper, timely and accurate reporting of Council business in minutes	Medium	Minutes properly numbered with a master copy kept in safekeeping Minutes circulated	Minutes approved and signed at next meeting of Council or Committee Internal Audit check	Low

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February 2018

This Risk Assessment is support by service head assessments – Cultural Services, Grounds and Facilities and Town Management

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

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Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Document control – correspondence, postage, storage and filing, etc	Medium	Filing systems maintained in lockable cabinets Record of postages maintained Regular review of need to retain documents and other records Any deeds or other legal documents stored in fire proof safe Computer backed up daily and back up copy kept in fire safe. Remote backup to cloud are undertaken daily.	Quarterly internal checks carried out by two Members of the Council	Low
Provision of amenities/facilities for occasional use by third parties and community groups	Medium	Booking Application Forms in place for use/hire of facilities by third parties and community groups Health and Safety Issues highlighted to hirers and contractors	Review by Grounds and Facilities Committee	Low

FALMOUTH TOWN COUNCIL – RISK ASSESSMENT OPERATIONAL AND FINANCIAL

February 2018

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Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Changes to legislation and procedures	Medium	Provide effective training for Staff and Councillors Subscribe to Society of Local Council Clerks and Cornwall Association of Local Councils Standing Orders, policies and procedures reviewed regularly	Provide adequate budget for staff and Councillor training Annual Review of Internal Controls carried out by two Members of the Finance and General Purposes Committee	Low
Loss of Officers due to sudden departure or long term illness	High	Multiple staff trained in different duties. Production of detailed instructions for key tasks e.g. salaries, posting payments. SLCC offer a locum Clerk in case of sudden departure or incapacity of staff members.	Regular appraisals Annual staffing report presented to the Staffing Committee	Medium
Supplies and Services provided to the Council	High	Contract for services advertised and awarded in line with Standing Orders and Financial Regulations Ensure Contractors have adequate insurance and public liability cover Ensure Contractors have appropriate Health and Safety policy	Regular contract compliance monitoring Sight of insurance certificate before award of contract	Medium

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Risk Description	Current Risk Factor	Measures Taken	Controls	New Risk Factor
Project Management	Medium	<p>Identify staff responsible for specific projects</p> <p>Enable staff to seek professional guidance from preferred contractors locally.</p> <p>Report project progress to the Finance and General Purposes Committee</p>	Scheme of delegation in place	Medium
Breakdown/ Accidents th Council Vehicle	Medium	<p>Annual service and MOT of vehicles.</p> <p>Vehicle routinely inspected by the authorised town maintenance team member with any faults recorded and immediately reported to the Grounds and Facilities Manager.</p> <p>Only Members and Officers of the Council with a valid driving license are permitted to drive the vehicle.</p>	A valid driving license is presented to the Town Clerk prior to a new driver using the vehicle.	Low

FALMOUTH TOWN COUNCIL

This Risk Assessment has been written to support the activities and duties undertaken by members of the Falmouth Town Council Cultural Services team in their workplaces (Art Gallery, Library, Information Service) and whilst working on outreach and outside events.

Key to risk level employed

	Consequences			
	Insignificant	Minor	Moderate	Major
				Severe
	M			E
	M	M		E
		M	M	E
		M	M	
			M	M

Risk assessment

Signed: H Boex

Date: January 2018

Subject to review, monitoring and revision by: H Boex

In the event of a service delivery failure

Every: Year

Organisation name: Falmouth Town Council Cultural Services dept.

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
External Events						
Major epidemic.	All staff, operatives & service delivery.	Innoculation	Respond in accordance with national guidelines.		NHS Central government.	In the event
Major natural disaster.	All staff, operatives & service delivery.	Respond in accordance with national guidelines.			Central government.	In the event
War.	All staff, operatives & service delivery.	Respond in accordance with national guidelines			Central government.	In the event
Extreme weather conditions.	All staff, operatives & service delivery.	Assess the safety of providing services and respond accordingly, asking staff to remain at home if necessary.		Medium	Director CS	In the event
Social unrest or rioting.	All staff, operatives & service delivery.	Liaise with police with regard to safe service provision.		Medium	Police & Central government.	In the event
Radical political change.	Service delivery.	Respond in accordance with the Council's direction.	Council need to have a plan in place.		The town Clerk &	Outstanding
Loss of power Loss of heating/water	All staff and customers	Library: Notify CC LIS team Assess need to close and signpost to another branch	Good relationship with Western Power and other service providers Knowledge of location of generator hire if necessary	Medium	Director CS	In the event

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Municipal Building offices						
Bomb Threat	All staff, operatives & members of the public	Vigilance for unattended packages and suspicious behaviour	Ring 999, evacuate building		Director CS	In the event
Fire in Municipal Building	All staff, operatives & service delivery. Town Council Art Collection Cornwall Council Book Stock	<p>Weekly fire drills and evacuation procedure ensures safety of personnel</p> <ul style="list-style-type: none"> Employees have radio communications. Emergency services – fire relayed information on the traffic management plan and the event management plan No smoking permitted Emergency exits identified and kept clear. Fire-fighting equipment available. <p>See also Emergency Plan for Art Gallery</p>	<p>Building to be rewired throughout for smoke detection and new centralised alarm panel – Work to be carried out February 2018</p> <p>CC LIS Library close branch and signpost to alternative branch</p>		Director CS, Collections Manager Senior Librarian CC LIS team	Feb 2018
Electrics – shock, Use of laptops, electrical 'ms	All team members Faulty Equipment	All equipment regularly tested and certified by a PAT testing qualified/accredited electrician	Ensure up to date and retest/certify every 12 months	Medium	Director CS	Dec 2018
Screens – eye sight damage	All team members Continually looking at a monitor	Take regular breaks away from the screen	Ensure staff at risk have regular eye tests		Director CS	
IT – back problems	All team members Poor posture from being seated for long periods	Use of appropriate seating and regular breaks	Ensure seating in good order	Medium	Director CS	
Art Gallery Exhibitions Risk						
Public Entry Injury to the public through open exhibition space when installing	Employees/volunteers Members of the public	<ul style="list-style-type: none"> Signs around space to warn members of public of any hazards Verbal direction from staff to visitors Objects to be placed around the edge of the rooms to prevent trip hazards Any tools/artworks are to be monitored at all times by at least one member of staff 	No workshops or events to be scheduled during installation weeks		Collections Manager or Director CS	
Use of scaffolding and working at height - Physical injury	Employees/volunteers Members of the public	<ul style="list-style-type: none"> Scaffolding /ladders erected properly – please see guidance notes for proper usage Adequate staffing for scaffolding, i.e. 2 members of staff to steer scaffolding/ladder and up to 3 people on top platform 	New LED lighting tracks have reduced the use of scaffolding tower		Collections Manager or Director CS	

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
		<ul style="list-style-type: none"> Scaffolding ladders to be climbed up on the inside and never the outside Tools to be passed up to the platform after the staff member is in position Tools placed on platforms and not on trap doors 				
Movement of large structures - Physical injury	Employees / volunteers	<ul style="list-style-type: none"> Movement of large structures/artworks to be scheduled in advance Extra staff to be scheduled in before the installation day 	<ul style="list-style-type: none"> Movement to be handled by experienced staff with object handling skills. Inspection of structure/fixings to be completed before installation. Heavy objects to be lifted by a team of experienced staff with a safe weight distribution guide of 7-10kg for each person Only staff and volunteers who have completed the in-house object handling training can lift or handle artworks 		Collections Manager or Director CS	
Object handling	Employees/volunteers Lenders	<ul style="list-style-type: none"> Only staff and volunteers who have completed the in-house object handling training can lift or handle artworks Staff and volunteers to read and be aware of the Falmouth Art Gallery Art Object Handling guide (in appendix) All artworks to be condition checked and quarantined if necessary before handling 			Collections Manager or Director CS	
Art Gallery Collection Risk						
Disposal/Sale of Art Gallery Collections	Collection's Accreditation status FTC reputational risk Art Collection through dispersal	FAG abides by the Museum Association code of ethics and is strongly supported by FTC. Ensure all Town Councillors are aware of the significance of the collection	Maximising access to the collection Public support and pride in the collection		Director CS	
Outdated/tired displays	Loss of visitors Reputational risk	Rotate exhibitions on a regular, planned basis Formulate an exciting and attractive programme of exhibitions	Keep visitors aware of the offer		Director CS	
Lack of space for stored collections	Puts contemporary and future collecting at jeopardy Bequests and gifts may have to be refused	Evaluate all new acquisitions to ensure adequate storage (and environmental conditions) available.	Convert space in the basement of FTC Old Post Office building to accommodate collections		Director CS	

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Theft from Mezzanine Art Store	FTC financially and reputationally	<ul style="list-style-type: none"> Volunteers/contractors/visitors should be accompanied at all time in the mezzanine floor CCTV running 	Register of visitors – sign in plus address		All staff	
Lone member of staff whilst doing art store tours – especially on Saturdays	Employees	<ul style="list-style-type: none"> Store visits only if three staff members or volunteers in the building All grills to be opened before any member of the public taken to mezzanine level Awareness of entering any security codes in front of visitors including volunteers Use of radios and personal alarms Front desk made aware of visits 	Register of visitors – sign in plus address Evacu-chair fitted at top of stair to library corridor	Medium	All staff	
Damage to wall works	Condition of Collection Financial implication	<ul style="list-style-type: none"> Extra care to be taken when carrying large objects (and tables) through corridors or in areas where wall works are hung Bags, coats to be left in the Gallery Office of the Pat Webster Archive Room 		Medium	All staff	
Environmental monitoring system fails	Condition of Collection Financial implication	<ul style="list-style-type: none"> Maintain regular checks (see Collections Management Plan) Contact Meaco system provider as soon as failure is identified 		High		
Cultural Services (Art Gallery/Library and Youth Services) Systems, staff and generally						
Websites poorly maintained Social media poorly maintained	FTC reputation	<ul style="list-style-type: none"> Appoint web champion Appoint social media champion Work with designer to refresh and enhance site 	From April 2018 a new Digital engagement officer will be available to FTC via Cornwall Museums Partnership to develop digital strategy.		Director CS	

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Server fails	Data	<ul style="list-style-type: none"> Regular server back ups 	From Spring 2018 all data including catalogue will be held on FTC Servicer in Old Post Office basement		Director CS Collections Manager	
Failure to comply with GDPR	FTC reputationally	<ul style="list-style-type: none"> All personal information held on Excel databases to be amalgamated into one encrypted Access database Awareness of all guidance of GDPR as it emerges by May 25th 2018 			Director CS	
Verbal and Physical abuse	All staff, volunteers and members of the public From members of the public	<ul style="list-style-type: none"> Training undertaken by Front of House staff Diplomatic approach Use of radio 	Inform police if required / CCTV	Medium	All staff	
Visitors needs not understood/recognised	All staff, volunteers and members of the public	<ul style="list-style-type: none"> Staff training – we are just people serving people Face to face visitor surveys and Audience Finder Feedback from volunteers and room invigilators Monitor social media for adverse comment 		Medium (impact high)	Director CS	
Staff succession not managed	All employees	<ul style="list-style-type: none"> All staff have job descriptions Roles are regularly reviewed and staff are aware of one another's roles Issues raised at regular staff meetings Annual appraisals Volunteer support 			Director CS	
Safe-guarding incident	All employees, volunteers members of the public	<ul style="list-style-type: none"> Ensure all safe-guarding, vulnerable adult and children and young people policies are up to date and regularly reviewed Ensure all DBS checks are regularly reviewed Ensure all staff know what to do in the event of a safe-guarding incident 	Inform police / social services / CCTB		Director CS	

Risk assessment

FALMOUTH TOWN COUNCIL

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

Signed: S.Penna	Date: February 2018
Subject to review, monitoring and revision by: S.Penna	Every: Year

rganisation name: Falmouth Town Council Grounds & Facilities dept.

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Major epidemic.	All staff, operatives & service delivery.	Innoculation	Respond in accordance with national guidelines.	Medium	NHS Central government.	In the event
War.	All staff, operatives & service delivery.		Respond in accordance with national guidelines.	High	Central government.	In the event
Fire in MB.	All staff, operatives & service delivery.	Observe fire precautions.	The Council & staff would need temporary premises, suspend all non-essential operations as necessary. New enhanced smoke detection system is in the process of being installed	Medium to G&F delivery, but High to the operations of the council	The town Clerk & Council need to have a plan in place.	Outstanding
Fuel strike or shortage.	Service delivery.	Limit fuel usage to essential service provision. Stockpile if possible. Reduce the need for travel.		Medium	G&F Manager.	In the event

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Extreme weather conditions.	<i>All staff, operatives & service delivery.</i>	Assess the safety of providing services and respond accordingly, asking staff to remain at home if necessary.		Medium	G&F Manager.	<i>In the event</i>
Social unrest or rioting.	<i>All staff, operatives & service delivery.</i>	Liaise with police with regard to safe service provision.		Medium	Police & Central government.	<i>In the event</i>
Major natural disaster.	<i>All staff, operatives & service delivery.</i>	Respond in accordance with national guidelines.		Medium	Central government.	<i>In the event</i>
Radical political change.	<i>Service delivery.</i>	Respond in accordance with the Council's direction.		Medium to G&F delivery, but High to the operations of the council	The town Clerk & Council need to have a plan in place.	Outstanding
Mechanical breakdown, preventing interment.	<i>Service delivery.</i>	Excavate in advance, allowing time for machinery replacement.	FTC have accounts with several plant hire companies	Medium	G&F Manager.	In place
Insufficient trained staff, preventing interment.	<i>Service delivery.</i>	4+ Trained operatives.	Contractor/Agency labour.	Low	G&F Manager.	In place
Grave collapse, preventing interment..	<i>Operatives & service delivery</i>	Use of grave shoring equipment. Check integrity of grave well in advance of funeral.		Low	G&F Manager.	In place
Grave flooding, preventing interment.	<i>Service delivery.</i>	Monitor weather forecast. Pump kept at Dracaena store for the purpose.	If necessary acquire a further pump from local hire firm. Alert funeral directors to the possibility and the likelihood of cancellation.	Low	G&F Manager.	In place
Major accident, preventing interment.	<i>All staff, operatives & service delivery.</i>	Follow safe systems of work at all times.	Inform funeral directors interments suspended pending HSE investigation.	Medium	G&F Manager, all operatives.	In place
Insufficient funding, preventing interment.	<i>Service delivery.</i>	Burial rates reviewed with the view to being cost neutral.		Medium	Council cemeteries committee	On-going

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Lack of suitably experienced staff, preventing facilities/play inspection & testing.	<i>All staff, operatives, members of the public & service delivery.</i>	3 Operatives now ROSPA Trained		Medium	G&F Manager.	On-going

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Insufficient funding for R&M, preventing facilities/play inspection & testing..	<i>All staff, operatives, members of the public & service delivery.</i>	Increase inspection/reporting regime. Decommission faulty equipment.		Medium	Council F&GP Committee. Council G&F Committee	On-going
Insufficient staff to provide WC facilities fit for use.	<i>Service delivery.</i>	Short term use of contractors or agency staff.	Passmore Cleaning Services engaged to provide cover.	Low	G&F Manager.	<i>In the event</i>
Major breakdown of infrastructure such as main drains preventing the delivery of WC facilities	<i>Service delivery.</i>	Close toilet block until infrastructure repaired.	In the event notify SWW or other appropriate organisation.	Medium	Service delivery companies.	<i>In the event</i>
Insufficient funding to provide WC facilities fit for use.	<i>Service delivery.</i>	Close WCs	Consider community toilet scheme	Medium	Council F&GP Committee. G&F Manager.	On-going
Disease outbreak necessitating closure of WC facilities to prevent spreading of infection.	<i>All staff, operatives, members of the public & service delivery.</i>	Close WCs until epidemic controlled and safe to re-open WCs.		Medium	<i>NHS Central government.</i>	<i>In the event.</i>
Lack of personnel to deliver grounds	<i>Service delivery.</i>	Short term use of contractors or agency staff.		Medium	Council F&GP Committee.	On-going

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
maintenance and reactive works.					Council G&F Committee G&F Manager.	
Fire at the Chapel causing damage to machinery & tools preventing the delivery of grounds maintenance and reactive works.	<i>All staff, operatives & service delivery.</i>	Some equipment kept at KP. Observe fire precautions.	In the event inform insurers. Hire equipment required for service delivery.	Medium	G&F Manager, all operatives.	In place, <i>In the event.</i>
Insufficient funds preventing the delivery of grounds maintenance and active works.	<i>Service delivery.</i>	Operate efficiently.	In the event reduce staffing & standards until cost neutral.	Medium	Council F&GP Committee. Council G&F Committee	On-going.
Ban on the use of Glyphosate, preventing the delivery of street weed spraying.	<i>Service delivery.</i>	Keep abreast of situation and alternatives.	Keep abreast of situation and alternatives.	Medium	G&F Manager.	In place
Fire at Dracaena centre, preventing the delivery of sports facilities.	<i>All staff, operatives, members of the public & service delivery.</i>	Observe fire precautions.	In the event provide portakabin temporary changing facilities.	Medium	Dracaena centre manager. G&F Manager.	<i>In the event.</i>
Fire in old changing rooms, preventing the delivery of sports facilities.	<i>All staff, operatives, members of the public & service delivery.</i>	Keep secure from vandals. Observe fire precautions.	In the event inform insurers. Items in store to be replaced asap(not that high value)	Low	G&F Manager.	In place
Lack of experienced	<i>Service delivery.</i>	All operatives capable of service delivery	In the event some operatives may need some	Low	G&F	In place

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
staff, preventing the delivery of sports facilities.			basic instruction.		Manager.	
Lack of funding, preventing the delivery of sports facilities.	Service delivery.	Ensure realistic match fees. Maximise income by providing services for as many fixtures as possible.	In the event, reduce maintenance to essential areas and tasks. Advise service users.	Medium	Council F&GP Committee. Council G&F Committee G&F Manager.	On-going.

Consequences					
Insignificant	Minor	Moderate	Major	Severe	
	M		E	E	
	M			E	
		M		E	
		M	M		
		M	M		
			M		

Risk assessment

FALMOUTH TOWN COUNCIL

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

Signed:	Date:	19 th February 2017
Subject to review, monitoring and revision by: HARD GATES	Every:	Twelve months or sooner if work activity changes

Organisation name: FALMOUTH TOWN COUNCIL – TOWN MANAGEMENT TEAM Richard Gates / Ruth Abraham / Naomi Morant

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level 1 - 5	Action by who and when?	Done
OFFICE <i>Electrics - shock Use of lap tops, electrical items,</i>	ALL TEAM MEMBERS Faulty equipment.	All equipment regularly tested and certified by a P.A.T. Testing qualified / accredited electrician.	Always ensure up to date and retest / certify every 12 months.	1		
<i>Screens – eye sight damage</i>	Continually looking at a monitor.	Take regular breaks away from the screen.	Regular Eye Tests	1		
<i>I.T. – back problems</i>	Poor posture from being seated for long periods.	Use of appropriate seating and regular breaks.	Ensure seating is in good order.	2		
<i>Manual Handling – injury</i>	From moving, lifting or transferring equipment and sundries.	Use of correct methods and assistance from colleagues.	Ensure correctly trained.	2		
CCTV	Confidential use of Screening Footage	Ensure footage only viewed according to official guidelines.	Working with the Police.	2		

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level 1 - 5	Action by who and when?	Done
Verbal & Physical abuse	From members of the public	Diplomatic approach. Use of Shopwatch Radio.	Inform Police if required / C.C.T.V.	2		
EVENTS	ALL TEAM MEMBERS, VOLUNTEERS and MEMBERS OF THE PUBLIC					
Verbal & Physical Abuse	From members of the public	Diplomatic approach. Use of Shopwatch Radio.	Inform Police if required / C.C.T.V.	1		
Defective Surfaces causing Trips & Falls	Slipping, tripping or falling from poorly maintained surfaces.	Regular checks and reporting defects.		1		
Contact with vehicles	Vehicle movement within a Road Closure	Barriers to prevent vehicles entering area and marshals wearing high visibility clothing.	Purchase of plastic signs.	1		
Manual Handling Lifting sand bags	Back injury from heavy bags.	Lift in a recommended manner.	Ensure correctly trained.	2		
Cuts & lacerations	Catching arms, hands and legs on metal road signs.	Assess condition of equipment and handle accordingly.	Maintaining / ensuring First Aid Kits are kept up to date.	1		
High winds	Equipment moving / being blown around	Ensure equipment is secured / weighted down.	Making firm decision from weather forecast in advance.	3		
Flooding	Contamination from dirty water.	Use of protective clothing.	Thoroughly clean clothing and skin.	2		
Litter – cuts / infection	Possible cuts and infection from removing litter.	Use of litter pickers and disposable gloves.	Correct disposal of any damaged equipment.	2		
THE MOOR	TEAM MEMBERS					
Market Gazebos	Possible injury from faulty gazebos / not being secured correctly.	Advice given on correct method of erecting / dismantling gazebos and regular maintenance.	Ensure correctly trained. Sufficient personnel to erect safely.	2		
Crowd control and public movement	Crushing from over-crowding of the area.	Entry / egress in the area is kept unobstructed and sufficient space is provided to allow free movement of pedestrians.	Team members fully briefed of site plan and procedures.	2		

INTERNAL AUDIT RESPONSE RECORD – FALMOUTH TOWN COUNCIL – INTERIM 2017/18

No	Recommendation	Management Response	Timescale/ Responsibility	Follow Up (for auditor use)
INTERIM REPORT 2017/18				
1	A scheme of delegation should be produced and enshrined in Financial Regulations that sets out i. which officers can authorise purchases on which budgets; ii. at what monetary value that authorisation should be made by the relevant Committee or Committee Chair, (including stating which budgets are controlled by which Committee) and iii. at what monetary value that authorisation should be made by Full Council	Scheme of delegation prepared and being considered on 19 th February 2018 Monetary values to be included in Financial Regulations (update draft being considered on 19 th February 2018)	F&GP Committee 19 th February 2018	
2	Procedures should be put in place to ensure that all officers and any external advisors are aware of the requirements of both Financial Regulations and the Public Procurement Regulations 2015 and that they are adhered to.	Service Managers to sign off for receipt and adherence to Financial Regulations and relevant policies	31 st March 2018 Town Clerk and Finance Officer	
3	If Financial Regulations are not to be followed in respect of a particular purchase this approach should be approved by Members, Financial Regulations suspended, if required, and the reasons for so doing noted.	Agreed. Chair and Vice-Chair of F&GP Committee apprised of requirement and will ensure compliance.	5 th February 2018 Chair & Vice-Chair of F&GP Committee	
4	A review of existing service delivery arrangements is undertaken and market testing is introduced unless there are compelling reasons otherwise.	Agreed. All new procurement and procurement renewals will be market tested. NB the Council had two arrangements with suppliers where it was beneficial to maintain that in terms of continuity and safeguarding expediency.	5 th February 2018 Service Heads	



Falmouth Town Council

Town Clerk: A.M. Williams FCIS, FSLCC

The Old Post Office, The Moor, Falmouth, TR11 3QA
Telephone 01326 315559 – Fax 01326 31266

Dear Resident

2018 will be another year of consolidation for the Town Council. The Council continues to change and adapt to provide the services that you have told us you want to see in Falmouth. To reiterate this has included taking on the library service as part of our cultural services delivery for the community, combining our award winning Art Gallery, education outreach services and youth services. As well as retaining CCTV, opening a genuine one stop shop information service on The Moor, providing seagull proof bags to households, providing enhanced town events and festival (including Christmas lights), and seeing improvements to our green spaces and parks such as Kimberley Park and Dracaena Fields. We also treat highway weeds.

Despite frustrating delays beyond our control there will be a referendum on the Neighbourhood Plan and if approved it will sit alongside an Article 4 Direction to control houses in multiple occupation to ensure we have a mixed and vibrant town in future years. We continue to lobby and oppose undesirable development in our community. We resource Environmental Education and Enforcement. We work with Cornwall Council who will provide additional street works such as yellow lines and signage. We will further engage with Cornwall Council to improve and locally manage other green spaces and parks and gardens in Falmouth, and look at initiatives around the night time economy and homelessness.

Those were the things you told us you wanted to see happen. We have also been recognised for doing just that. We won an award as one of the best Councils in the UK, described as a beacon of excellence by the judges. Our Town Clerk has been nationally recognised for his work. We have again been successful in the South West in Bloom Awards, having led the Falmouth in Bloom Team. We won the Great British High Street Coastal Community Award thanks to the efforts of the Town Team. We have been recognised as the best place to live in the South West (..but we already knew that!).

All those services, coupled with the traditional services that we provide, do cost money. There has also been a reduction in central funding received by the Council. That sees a very modest increase of 12 pence per week (Band D) in order to keep the town as we want it. Over the page is a table of our income and expenditure.

We will continue to strive to see those standards maintained and improved.



Councillor Grenville Chappel
Town Mayor



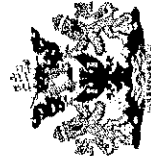
Councillor Bob O'Shea
Chair, Finance and General Purposes Committee

Arwenack	Boslowick	Penwerris	Trescobeas	Smithick
G F Evans CC MBE 19 Arwenack Avenue Falmouth TR11 3JW 01326 311543 geoffrey.evans@cornwallcouncil.org.uk	A J Jewell CC Pennance Mill Farm Maenporth Road Falmouth TR115HJ 01326 317431 alan.jewell@cornwallcouncil.org.uk	A J Gillett 22 Harbour Terrace Falmouth TR11 2AN 07975635754 agillett@falmouthtowncouncil.com	D W Saunby CC 20 Trevithick Road Falmouth TR11 2JP 01326 315285 david.saunby@cornwallcouncil.org.uk	J C Robinson 23 Pengarth Road Falmouth, TR11 2TY 07478679155 jrobinson@falmouthtowncouncil.com
R J O'Shea Corder House Tredova Crescent Falmouth TR11 4EQ 07860285813 rjoshea@falmouthtowncouncil.com	S D Eva 34 Trescobeas Road Falmouth, TR11 2JP 01326 311539 sdeva@falmouthtowncouncil.com	M McCarthy CC Moorings, 12 Dunstanville Tce Falmouth TR11 2SW 07576561747 mathew.mccarthy@cornwallcouncil.org.uk	M C Morgan 231 Longfield Falmouth, TR11 4SR 01326 319023 mmorgan@falmouthtowncouncil.com	J M Spargo 60 Kimberley Park Road Falmouth TR11 2DD 07791468863 jspargo@falmouthtowncouncil.com
A Parker Nandu, 80 Trescobeas Road Falmouth, TR11 4JD 07789223948 aparker@falmouthtowncouncil.com	R J Bonney 50 Polmennor Road Falmouth, TR11 5UX 07808788601 ribonney@falmouthtowncouncil.com	G G Chappel 26 Grenville Road, Falmouth, TR11 2NW 01326 218690 gqchappel@falmouthtowncouncil.com	B M A Ross Top Deck, Berkeley Path Falmouth, TR11 2XA 07587 890588 bmaross@falmouthtowncouncil.com	L D Coley 9 Silverdale Road Falmouth TR11 4HW 01326 319280 ldcoley@falmouthtowncouncil.com
	P A Minson 171 Boslowick Road Falmouth, TR11 4QF 07580647188 Councillorminson@falmouthtowncouncil.com			NB Councillor J Kirkham represents Smithick at Cornwall Council

FALMOUTH TOWN COUNCIL BUDGET 2018/19

EXPENDITURE

	Budget	Actual	Budget	Forecast	Budget
	2016/17	2016/17	2017/18	2017/18	2018/19
Corporate Services	353,402	375,037	383,412	427,069	463,680
Town Management Services	74,365	84,889	79,532	92,035	33,650
Cultural Services	316,065	391,070	357,659	380,060	395,123
General Council Services	325,129	265,645	337,879	365,415	246,325
Cemetery Services	91,504	53,004	79,924	43,666	57,737
Town Maintenance Team	295,633	254,268	285,321	295,835	301,266
Buildings - Municipal	129,690	59,436	128,396	123,509	124,028
Buildings - Toilets	98,000	112,273	93,048	127,980	80,297
Buildings - Former PO	131,109	403,219	146,108	379,486	157,101
Parks and Open Spaces - Trescobears	17,118	39,258	18,458	3,562	8,300
Parks and Open Spaces - Kimberley	48,117	43,646	41,415	47,628	38,450
Parks and Open Spaces - Trelawney	3,921	984	5,700	1,333	1,350
Parks and Open Spaces - Dracaena	41,026	14,314	31,850	33,365	26,000
Allotments - Swanvale and Wodehou	2,714	850	2,714	3,271	2,500
Seats/Shelters/Footpaths	10,650	4,779	10,650	4,057	10,650
Cemeteries (other)	2,500	1,256	2,500	11,650	6,000
Other Open Spaces	675	145	675	248	900
Capital Expenditure	92,500	82,107	65,000	191,971	230,000
Bad Debt Provision					
Total Expenditure	2,034,118	2,186,180	2,070,241	2,532,140	2,183,357
Less:					
Income	(281,499)	(395,780)	(274,070)	(332,473)	(339,775)
Council Tax Support Grant	(115,183)	(115,183)	(100,596)	(100,596)	(81,184)
Other-EMR/Adjust/Loan	0	(37,781)	0	(403,496)	0
Precept on Cornwall Council	1,637,436	1,637,436	1,695,575	1,695,575	1,762,398
Reserves					
Total of Fund Held	1,027,434	1,043,234	902,076	1,043,233	639,991



Council Officers
 A M Williams
 R Gates
 E Middleitch
 V Rogers
 R Thomas
 S Penna
 H Boex

Town Clerk
 Town Manager
 Administration Officer, Mayor's Secretary and Cemetery matters
 Administration Officer, Mayor's Secretary and Cemetery matters
 Finance Officer
 Grounds and Facilities Manager
 Cultural Services Director

mark@falmouthtowncouncil.com
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Above are details of budgeted/actual expenditure for the last 2 municipal years together with the Council's agreed budget projection for the forthcoming year. This budget considers the changes to the calculation of the tax base figure and includes the Council Tax Support Grant as shown. The reserves shown comprise of both the general and earmarked reserves.

FALMOUTH TOWN COUNCIL - EARMARKED RESERVES				
EMR	Opening Balance 1st April 2017	Released	Proposed Additions @ Year End	Closing Balance as at 31st March 18
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	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	3,432.50	3,432.50		5,269.94
Councillor Community Chest Projects	5,269.94			1,250.00
Councillor Community Chest Projects	1,250.00			
Festival Fund Reserve	2,000.00	2,000.00		
Election Reserve	18,000.00	18,000.00		
Events Reserve	60,000.00	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	9,000.00		9,000.00	18,000.00
Replacement Camera Reserve	235.00	235.00		
Third Party Cornwall Resus	75,000.00			75,000.00
CC T/Ships				
Buildings	20,000.00			20,000.00
Pointing and windows	189,049.00	189,049.00		
Development				
PO				
Allotments	4,000.00	4,000.00		
The Bowling Green	16,000.00	16,000.00		
Dracaena	5,000.00		5,000.00	10,000.00
Site Improvement	20,000.00	20,000.00		
new skatepark project				
Trescobears	5,000.00			5,000.00
future works and CC contributions				
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		
Balance at Year End	863,532.21	399,496.50	14,000.00	478,035.71
Additions				478,035.71
				385,496.50

INTERNAL AUDIT RESPONSE RECORD – FALMOUTH TOWN COUNCIL – INTERIM 2017/18

No	Recommendation	Management Response	Timescale/ Responsibility	Follow Up (for auditor use)
5	A written procedure is produced and enshrined in Financial Regulations in respect of changes to supplier details requiring the written authorisation of at least officers or Members and that the random checking of supplier bank details is included in the Member internal control checking activity.	Agreed. See 5.11 in Draft Financial Regulations	31 st March 2018 Finance Officer	
6	The Risk Assessment Policy is brought up to date and the risk register is reviewed, before the end of the financial year, and updated to include reference to major projects and the devolution of services.	Risk Assessment being updated Risk Assessment Policy being prepared	19 th February 2018 Management team and F&GP Committee 31 st March 2018 Finance Officer	
7	The insurance requirements in respect of the former Post Office are established and put in place and that the asset register is updated as required.	Met with Zurich to update Insurance Schedule 24 th January 2018. Asset Register being updated.	Done Finance Officer 31 st March 2018	
8	Sufficient resources are allocated or prioritised to ensure that budget monitoring is carried out in a timely manner and at least quarterly, as required by Financial Regulations. Budgets should be entered onto the financial management system which should radically improve the speed at which reports can be produced.	Agreed.	31 st March 2018 Finance Officer (and actioned during year end preparation 1 st April – 31 st May 2018)	
9	The monitoring spread sheet is updated to reflect <ul style="list-style-type: none"> • spend to date • estimated future expenditure • sources of income (borrowing, revenue & capital budgets for all relevant financial years) • any changes in earmarked reserves contributions agreed and is reported to Members 	Done	December 2017.	

INTERNAL AUDIT RESPONSE RECORD – FALMOUTH TOWN COUNCIL – INTERIM 2017/18

No	Recommendation	Management Response	Timescale/ Responsibility	Follow Up (for auditor use)
FINAL REPORT 2016/17				
1	Full compliance with the Transparency Code is achieved as soon as possible and the information contained in the Model Publication Scheme is also published.	Agreed (F4972) but will revisit this to confirm statutory compliance. Website content currently being revised and updated.	31 st March 2018 Town Clerk and Finance Officer	Ongoing monitoring
INTERIM REPORT 2016/17				
1	Procedure manuals should be produced for all systems.	Agreed	Ongoing. Service Heads. As workloads permit.	Ongoing monitoring



FALMOUTH TOWN COUNCIL

FINANCIAL REGULATIONS

February 2018

APPROVED:

MINUTE: C

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These Financial Regulations were adopted by the Council at its Meeting held on

1. GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for Councillors and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2 The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3 The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4 These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5 At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6 A breach of these Regulations by an employee may entail action under the Council's Disciplinary Procedures.
- 1.7 Councillors of Council are expected to abide by the code of conduct and to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8 The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council (hereinafter referred to as the RFO) and these regulations will apply accordingly.
- 1.9 The Council also employs a financial professional, The Finance Officer, to support and enable financial reporting and compliance.
- 1.10 The RFO;
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;

- determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - that the accounting records of the Council are up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.11 The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
- 1.12 The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.13 The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification and documentation of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.14 The Council is NOT empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council Tax Requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors, which shall be a matter for the Finance and General Purposes Committee only.

1.15 In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £10,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the Staffing Committee in accordance with its terms of reference.

1.16 In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

1.17 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils – a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC)

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.

2.2 On a regular basis, at least once in each quarter, and at each financial year end, at least one member other than the Chairman (the Mayor) shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO via the Finance Officer. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and General Purposes Committee.

2.4 The RFO via the Finance Officer shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts the RFO shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.5 The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the Purposes of the audit and shall, as directed by the Council, supply the RFO, Finance Officer, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that Purposes.

2.6 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

2.7 The internal auditor shall:

- be competent and independent of the financial operations of the Council;
- report to the Finance and General Purposes Committee in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the Council.

2.8 Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.9 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.10 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998 superseding legislation, and the Accounts and Audit Regulations

2.10 The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

3.1. Each service manager shall review forecasts of revenue and capital receipts and payments for their service. Having regard to the forecast and to committee (appendix 1 sets out the committee responsible for each service) and Council recommendations, they shall thereafter formulate and submit proposals for the following financial year to the Council in September each year including any proposals for revising the forecast. The proposals are usually formulated by the finance sub-committee.

3.2. The RFO via Finance Officer must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and General Purposes Committee and then confirmed by the Council to set its precept (see 3.4).

3.3. The Council shall consider annual budget proposals in relation to the Council's forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

- 3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by December each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1 Expenditure on revenue items may be incurred up to the amount shown under each approved Committee and Service schedule (appendix 1). Sub delegation by Service Heads is permitted to defray day to day small expenditure up to £20 per individual item.
- 4.2 Authorisation of payment is determined by:
- Approval by two authorised signatories for items exceeding £5,000; or
 - Approval by one authorised signatory for items up to but not exceeding £5000.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.3 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee.

During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

- 4.4 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.5 The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by Chairman of the Staffing Committee and the Clerk as the Proper Officer. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.6 In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.7 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- 4.8 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

- 4.9 The RFO via the Finance Officer shall regularly provide the Council with a statement of receipts and payments to date under each heading of the budget, comparing actual expenditure to the appropriate date against that planned and shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this Purposes, "material" shall be any amount in excess of 15% of the budget.
- 4.10 Changes in earmarked reserves shall be approved by the Finance and General Purposes Committee as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO via the Finance Officer and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The RFO via the Finance Officer shall prepare a schedule of authorised payments forming part of the agenda for the meeting to the Finance and General Purposes Committee for approval. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO via the Finance Officer to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4 The Finance Officer shall arrange for all invoices to be examined for arithmetical accuracy and analyse them to the appropriate expenditure heading. The Finance Officer shall take all steps to arrange for payment of all invoices submitted to be made in a timely manner and in accordance with 4.1.
- 5.5 A scheme of delegation regarding the authorisation of payments is attached at appendix 1.

In addition, the Clerk/RFO and Finance Officer shall have delegated authority to authorise the payment of items in the following circumstances:

- a) A revenue expenditure item authorised under 4.1 above and under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance and General Purposes Committee; or
 - b) fund transfers within the Councils banking arrangements.
- 5.6 For each financial year the RFO via the Finance Officer shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance

contracts and the like for which the Finance and General Purposes Committee, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance and General Purposes Committee.

- 5.7 A record of regular payments made under 5.6 above shall be drawn up and be signed by two Councillors on each and every occasion when payment is authorised – thus controlling the risk of duplicated payments being authorised and/or made.
- 5.8 In respect of grants the Finance and General Purposes Committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.9 Councillors are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10 The Council will aim to rotate the duties of Councillors in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change by either the RFO or the Finance Officer and at least one Councillor.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1 The Council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 5 above, the Finance and General Purposes Committee, Council or, if so delegated, the RFO via the Finance Officer shall give instruction that a payment shall be made.
- 6.3 All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of the Finance and General Purposes Committee.
- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed in accordance with the bank mandate, in line with 4.1 above. If a Councillor who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and/or permissible to be a signatory to the transaction in question.
- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation.

- 6.6 Details of cheques or orders for payment shall be presented in a month by month format to the Finance and General Purposes Committee at the next meeting following the end of the preceding calendar month.
- 6.7 If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by at least **one** Councillor and any payments are reported to the Finance and General Purposes Committee as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council annually.
- 6.8 The Council has approved the use of internet banking. The use of a Bankers Standing Order provided that the instructions are signed by **one** member and any payments are reported to the Finance and General Purposes Committee as made, shall be renewed by resolution of the Finance and General Purposes Committee annually.
- 6.9 If thought appropriate by the Council, payment for certain items may be made by BACS or similar banking method provided that the instructions for each payment are signed, or otherwise evidenced, by **one** authorised bank signatory and are retained. All payments made by this method are to be reported to the Finance and General Purposes Committee as made. The approval of the use of BACS or other method shall be renewed by resolution of the Finance and General Purposes Committee annually.
- 6.10 No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.11 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question.
- 6.12 The Council, and any Councillors using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.13 Where internet banking arrangements are made with any bank, the RFO and Finance Officer shall be appointed as the Service Administrators. The Bank Mandate approved by the Council shall identify the persons authorised to approve transactions on those accounts. All transaction made by this method must be witnessed and signed by the duly authorised persons and witnesses.
- 6.14 Access to any internet banking accounts will be directly through the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer use for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.15 Any Debit Card issued for use will be specifically restricted to the Clerk as the RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by Council or Finance and General Purposes Committee in writing before any order is placed.

- 6.16 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance and General Purposes Committee. Transactions and purchases made will be reported to the Finance and General Purposes Committee and reconciled to monthly statements by the Finance Officer, with authority for topping-up at the written discretion of the RFO.
- 6.17 Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by approved and authorised employees and contractors and shall be subject to automatic payment in full at each month-end.
- 6.19 The RFO via delegated officers shall maintain varying petty cash floats depending on the cost centre involved, limits as set and amended by the Finance and General Purposes Committee, for the Purposes of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment and the petty cash accounts are to be reconciled on a monthly basis.
- a) Income received must not be paid into the petty cash floats but must be separately banked, as provided for elsewhere in these regulations.
 - b) Payments to maintain the petty cash floats shall be clearly identified on the schedule of payments presented to Council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, as recommended by the Staffing Committee.
- 7.2 All time sheets shall be certified as to accuracy by the employees and their line manager and verified by the RFO via the Finance Officer prior to authorisation of payment.
- 7.3 Travel expenses:
- a) All employees should use Council vehicles subject to authorisation of driver whenever possible when travelling on Council business. Where this is not possible business mileage will be paid for local authorised travel (usually Cornwall and West to Mid Devon only) at the appropriate NJC agreed rate. Outside of local area in the interests of best value a standard rate rail fare would be paid. All claims for travel and other expenses should be authorised by the relevant line manager before being submitted to the Finance Officer for RFO approval or in the case of the Town Clerk/RFO, expenses to be authorised by a Councillor.
 - b) Employees of the Council and Councillors using their own vehicles for local travel must have in place the appropriate level of 'business use' insurance with the appropriate documentation provided to the RFO before travel expenses can be authorised for payment.

- 7.4 As approved by line managers, time in lieu must be taken in accordance with the Council's approved policy and subject to the operational requirements of Council business.
- 7.5 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts. All payments to be approved by any one of the, Chairman or Chairs of the Finance and General Purposes or Staffing Committees.
- 7.6 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Staffing Committee.
- 7.7 The Council shall via the Finance Officer maintain records of each and every payment to employees of net salary and other payments and to the appropriate credit of the statutory and discretionary deductions. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.8 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.9 An effective system of personal performance management should be maintained for the senior officers in accordance with the Council's staff Appraisal System.
- 7.10 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.11 The RFO is delegated to make arrangements to engage such replacement staff as to ensure that the Council's operational functions are maintained.

8. LOANS AND INVESTMENTS

- 8.1 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and Purposes. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full Council.

- 8.2 Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3 Bank statements are available at all times through the Council's online banking portal and in addition the Council will maintain the monthly delivery of hard copy statements from Banks and Investment providers.
- 8.4 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5 The Council has an Investment Strategy and Policy in accordance with relevant regulations, proper practices and guidance. This shall be reviewed by the Council at least annually.
- 8.6 All investments of money under the control of the Council shall be held either in the name of the Council or the Falmouth Art Gallery ((deposit only) (as run solely by the Council)).
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8 Payments in respect of short term or long term investments, including transactions between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Finance and General Purposes Committee and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 A record of the origin of each receipt shall be entered on an electronic spreadsheet, cross referenced to the relevant paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

- 9.8 The RFO via the Finance Officer shall promptly complete any VAT Return that is required. Any repayment claims due in accordance with VAT Act 1994 section 33, shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).
- 9.11 All staff handling Council income must sign the Council's Information Security Policy.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 Where possible, an official order or letter shall be issued for all works outside of recurring budgeted expenditure, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 A record of these orders shall be kept on the Council's electronic accounts system which is maintained by the Finance Officer.
- 10.3 All Councillors and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to the de minimus provision in Regulation 11 (h) below.
- 10.4 A Councillor may not issue an official order or make any contract on behalf of the Council.
- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

- 11.1 Any Procurement and award of contracts covered by the Public Contracts Regulations 2015 (as amended by the Procurement Regulations 2016), which have an estimated value of £25,000 or more must satisfy the requirements of the 2016 Regulations which include advertising on the Contract Finder website.

11.2 Procedures as to contracts are laid down as follows:

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vii) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consists of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for regular revenue expenditure falling within the Council's agreed budget relating to the specific cost centre;
 - vi. for additional audit work of the external Auditor; and
 - vii. for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- b) Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms.
- c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.
- f) If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods,

materials, works or specialist services as are excepted as set out in paragraph (a) the RFO obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £500 the RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

- i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender estimate or quote who was present when the original decision making process was being undertaken.
- k) The European Union Procurement Directive or its successor in title shall apply and the terms of the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2016 including thresholds shall be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO via the Finance Officer shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1 The Service Manager in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The Service Managers shall be responsible for periodic annual checks of stocks and stores and inventory and report to the Finance and General Purposes Committee annually.

- 13.5 The RFO shall be responsible for carrying out an annual audit of stocks and stores for monitoring and to ensure that robust processes are in place.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1 The RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO via the Finance Officer shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and Purposes for which held in accordance with Accounts and Audit Regulations.
- 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £300, in which case the Clerk may make the decision to dispose.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council with a full business case.
- 14.6 The RFO via the Finance Officer shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the Finance Officer shall affect all insurances and negotiate all claims on the Council's insurers in consultation with the Clerk.
- 15.2 The Clerk shall give prompt notification to the Finance Officer of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

- 15.3 The RFO via the Finance Officer shall keep a record of all insurances effected by the Council and the property and risks covered thereby and review this annually.
- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5 All appropriate Councillors and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Finance and General Purposes Committee.
- 15.6 Each employee is responsible for maintaining proper security at all times for all buildings, stocks, share, vehicles, furniture, equipment, cash and all property belonging to the Council under their control. Keys to safes and similar receptacles are to be carried on the person of those responsible at all times and any loss of keys must be reported to the Clerk immediately.

16. CHARITIES

- 16.1 Where the Council is sole managing trustee of a charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk [as RFO and with the Finance Officer] shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council annually.
- 17.2 When considering any new activity, the Service Manager shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.
- 17.3 Each Service Manager will undertake a documented assessment of the risks and management arrangements for their service which will be updated annually.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1 It shall be the duty of the Finance and General Purposes Committee to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 18.2 The Finance and General Purposes Committee may, by resolution of the Committee duly notified prior to the relevant meeting of the Committee, suspend any part of these Financial Regulations

provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Councillors of the Committee.

The Regulations were last reviewed in February 2018

Budget Heading

Officer Role

		Town Clerk	Finance Officer	Town Manager	Cultural Services Director	Grounds and Facilities Manager	Mayors Secretary
	Threshold						
Corporate - F&GP Committee **							
Commission emergency works	≤ £10k	Yes					
Commission planed project works within budget	≤ £24,999	Yes					
Commission works within budget	≤ £10k	Yes	Yes				
Commission works within budget	≤ £1k	Yes	Yes				Yes
Approve commissioned invoices for Payment	NA	Yes	Yes				Yes
General Council - F&GP Committee							
Commission emergency works	≤ £10k	Yes					
Commission planed project works within budget	≤ £24,999	Yes					
Commission works within budget	≤ £10k	Yes	Yes				
Commission works within budget	≤ £1k	Yes	Yes				Yes *
Approve commissioned Invoices for Payment	NA	Yes	Yes				Yes
Town Management - F&GP Committee							
Commission emergency works	≤ £10k	Yes					
Commission planed project works within budget	≤ £24,999	Yes					
Commission works within budget	≤ £10k	Yes	Yes				
Commission works within budget	≤ £1k	Yes	Yes	Yes			
Approve commissioned invoices for Payment	NA	Yes	Yes	Yes			
Cultural Services - Cultural Services Committee							
Commission emergency works	≤ £10k	Yes					
Commission planed project works within budget	≤ £24,999	Yes					
Commission works within budget	≤ £10k	Yes	Yes		Yes		
Commission works within budget	≤ £1k	Yes	Yes		Yes		
Approve commissioned invoices for Payment	NA	Yes	Yes		Yes		
Cemetery Services - F&GP Committee							
Commission emergency works	≤ £10k	Yes					
Commission planed project works within budget	≤ £24,999	Yes					
Commission works within budget	≤ £10k	Yes	Yes				
Commission works within budget	≤ £1k	Yes	Yes			Yes	
Approve commissioned invoices for Payment	NA	Yes	Yes			Yes	
Buildings - All - F&GP Committee							
Commission emergency works	≤ £10k	Yes					
Commission planed project works within budget	≤ £24,999	Yes					
Commission works within budget	≤ £10k	Yes	Yes				
Commission works within budget	≤ £1k	Yes	Yes			Yes	
Approve commissioned invoices for Payment	NA	Yes	Yes			Yes	
Parks and Gardens - All - F&GP Committee							
Commission emergency works	≤ £10k	Yes					
Commission planed project works within budget	≤ £24,999	Yes					
Commission works within budget	≤ £10k	Yes	Yes				
Commission works within budget	≤ £1k	Yes	Yes			Yes	
Approve commissioned invoices for Payment	NA	Yes	Yes			Yes	

* Civic and Mayoral Expenditure only

** F&GP - Finance and General Purposes Committee



FALMOUTH TOWN COUNCIL

Annual Investment Strategy 2017/18

INTRODUCTION

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

This Strategy complies with the revised requirements set out in the Office of the Deputy Prime Minister's *Guidance on Local Government Investments* and Chartered Institute of Public Finance and Accountancy's *Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes* and takes account of the Section 15(1)(a) of the Local Government Act 2003.

INVESTMENT OBJECTIVES

In accordance with Section 15(1) of the 2003 Act, the Council will have *regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.*

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

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

All investments will be made in sterling.

The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and this Council will not engage in such activity.

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

SPECIFIED INVESTMENTS

Specified Investments are those offering high security and high liquidity, made in sterling and with a maturing date of no more than a year. Such short term investments made with the UK Government or a local authority or town parish council will automatically be Specified Investments.

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

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

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

NON-SPECIFIED INVESTMENTS

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

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

LIQUIDITY OF INVESTMENTS

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

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

LONG TERM INVESTMENTS

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

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

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

END OF YEAR INVESTMENT REPORT

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

REVIEW AND AMENDMENT OF REGULATIONS

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

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

ALTERNATIVE FORMATS

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

FREEDOM OF INFORMATION

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

A M Williams
Town Clerk and Responsible Financial Officer
Falmouth Town Council
Municipal Buildings
The Moor
Falmouth
TR11 2RT

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FEBRUARY 2018:
APPROVED:
MINUTE:

SUMMARY**INCOME**

Corporate Services
Cultural Services
General Council
Town Management Services
Cemetery Services inc J&C
Buildings - Municipal and Other
Parks and Open Spaces
Allotments
Seats/Shelters/Footpaths
TMT
Council Tax Support Grant Funding
Precept
TOTAL (Revenue & Capital)

EXPENDITURE:

Corporate Services
Town Management Services
Cultural Services
General Council Services
Cemetery Services
Town Maintenance Team
Buildings - Municipal
Buildings - Toilets
Buildings - Former PO
Parks and Open Spaces - Trescobeas
Parks and Open Spaces - Kimberley
Parks and Open Spaces - Trelawney
Parks and Open Space - Dracaena Inc Skatepark
Allotments
Seats/Shelters/Footpaths
Cemeteries Other
Other Sites - Webber Street etc
Capital
Bad Debts
TOTAL (Revenue & Capital)

Opening General Fund
Opening Earmarked Reserves

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

ACTUAL Apr - Jan	FCST Feb - Mar	TOTAL YEAR
7,679	1,313	8,992
44,644	42,536	87,181
75,571	33,076	108,647
6,565	1,313	7,878
36,606	14,521	51,127
83,664	1,847	85,511
1,710	2,052	3,762
82	2,204	2,286
349	-	349
1,491	-	1,491
100,596	-	100,596
1,695,575	-	1,695,575
2,054,533	98,862	2,153,394
340,064	118,890	458,955
77,718	15,544	93,261
328,019	51,925	379,944
251,322	152,027	403,348
32,157	40,195	72,352
227,756	45,551	273,308
46,538	91,388	137,925
119,849	15,689	135,538
273,010	93,078	366,088
1,196	3,455	4,652
34,795	14,936	49,731
98	1,890	1,988
22,567	10,357	32,925
8,337	90	8,427
33	5,500	5,533
12,974	-	12,974
145	-	145
86,310	122,060	208,370
-	-	-
1,862,888	782,575	2,645,463
		179,701
		863,532
		1,043,234
		2,153,394
		- 2,645,463
		73,128.88
		478,035.71
		551,164.59

TOTAL BUDGET	Over/(Under) Budget
9,550	(558)
79,300	7,881
60,000	48,647
6,500	1,378
28,380	22,747
80,622	4,889
7,150	(3,388)
2,250	36
318	31
2,500	(1,009)
100,596	0
1,695,575	0
2,072,741	80,653.44
383,412	75,543
79,532	13,729
357,659	22,285
337,879	65,469
79,924	(7,572)
285,321	(12,013)
128,396	9,529
93,048	42,490
146,109	219,979
18,458	(13,806)
41,415	8,316
5,700	(3,712)
31,850	1,075
2,714	5,712
10,650	(5,117)
2,500	10,474
675	(530)
65,000	143,370
-	0
2,070,241	575,220

Falmouth Town Council - 2017/18

	Actual Apr - Jan	Forecast Feb - Mar	Total	Budget	Y/E Forecast
CORPORATE SERVICES					
Expenditure					
Officers Salaries	144,143	40,829	184,971	188,672	3,700
Postage/Petty Cash	3,193	139	3,332	2,500	-832
Telephone	8,446	1,689	10,135	3,100	-7,035
Printing/Stationery/Copier	3,954	791	4,745	4,700	-45
Publications	80	50	130	150	20
Advertising	1,453	1,791	3,243	5,700	2,457
IT - maintenance/monitoring and software	82,424	16,485	98,909	38,000	-60,909
Subscriptions	9,611	1,922	11,533	9,500	-2,033
Insurance	16,811	0	16,811	9,800	-7,011
Legal Fees etc. (includes agency costs)	18,981	5,796	24,778	25,000	222
Conference/Seminars and Training	9,006	3,301	12,307	15,140	2,833
Audit Fees	-2,000	6,000	4,000	5,000	1,000
Bank Charges	1,054	211	1,265	1,200	-65
Miscellaneous inc H&S	8,858	6,327	15,185	5,500	-9,685
Loan Interest	34,050	33,561	67,611	69,450	1,839
	340,064	118,890	458,955	383,412	-75,543
IT Capital expenditure	70,954	21,000	91,954	5,000	-86,954
	70,954	21,000	91,954	5,000	-86,954
Income					
					0
Misc	1114	0	1,114	0	-1,114
Bank Interest	6,565	1,313	7,878	9,550	1,672
	7,679	1,313	8,992	9,550	558
COST OF SERVICE	403,339	138,577	541,916	378,862	-163,055

TOWN MANAGEMENT SERVICES

	Actual Apr - Jan	Forecast Feb - Mar	Total	Budget	Y/E Forecast
Expenditure					
Salaries	65,571	13,114	78,685	72000	-6,685
Telephones (Mobile) and Landline	684	137	821	2232	1,411
Stationery and Copying	322	64	386	0	-386
Professional Subscriptions and Memberships	1,031	206	1,238	800	-438
IT	7,209	1,442	8,650	0	-8,650
Misc. including postage	2,604	521	3,125	1000	-2,125
Operational Budget MOB	297	59	356	3500	3,144
	77,718	15,544	93,261	79,532	-13,729
Income					
	6,565	1,313	7,878	6,500 -	1,378
	6,565	1,313	7,878	6,500 -	1,378
COST OF SERVICE	71,153	14,231	85,384	73,032	-12,352

CULTURAL SERVICES

	Actual Apr - Jan	Forecast Feb - Mar	Total	Budget	Y/E Forecast
Expenditure					
Salaries	237,505	28,201	265,706	264,817	-889
Postage/stationery/copying/telephones	3,067	3,113	6,181	8,500	2,319
Publications/Subscriptions	1,139	228	1,366	2,780	1,414
Storeroom Materials	-	200	200	500	300
Printing/Artwork	999	2,700	3,699	5,500	1,801
Publicity/Marketing	8,551	1,710	10,261	8,500	-1,761
Insurance	10,427	-	10,427	10,500	73
Exhibition/Preview Costs	28,188	7,500	35,688	20,837	-14,851
Travel/Accommodation/Transportation	991	198	1,189	2,800	1,611
Workshops/Educational Outreach	10,433	2,087	12,519	15,000	2,481
Gallery Equipment and Misc	273	55	327	950	623
Photography/Repro Fees	-	500	500	1,250	750
Stock/Resale Items	10,392	2,078	12,471	8,500	-3,971
Conservation - Works of Art	1,747	349	2,097	2,550	453
Consumables	27	1,005	1,032	4,675	3,643
Externally Funded Projects	14,281	2,000	16,281	-	-16,281
	328,019	51,925	379,944	357,659	- 22,285
Cultural Services Capital Expenditure					
CS Equipment	1,022	5,500	6,522	3,500	- 3,022
Acquisitions both funded and unfunded		0	-	5,000	5,000
	1,022	5,500	6,522	8,500	1,978
Income					
Misc Sales/Income Inc lib	32,910	6,582	39,492	18,000	-21,492
Commission	4,589	918	5,507	4,000	-1,507
Donations/supporters	4,494	899	5,393	5,500	107
Sponsorship/Grants/SW Arts	-428	33,840	33,412	40,000	6,588
Fees and Workshop Income	1,487	297	1,785	1,800	15
Grants - Capital/Projects	1,592	-	1,592	10,000	8,408
	44,644	42,536	87,181	79,300	-7,881
COST OF SERVICE	284,397	14,889	299,285	286,859	-12,426

GENERAL COUNCIL SERVICES

	Actual Apr - Jan	Forecast Feb - Mar	Total	Budget	Y/E Forecast
Expenditure					
Town Plaques/Souvenirs	-	500	500	1,250	750
Repairs - Civic Regalia	125	250	375	500	125
Festival Fund	46,931	6,000	52,931	25,500	-27,431
Mayor's Allowance	4,764	953	5,717	7,000	1,283
Community Chest Councillors	1,005	2,995	4,000	4,000	0
Twinning	1,500	-	1,500	1,500	0
Macebearer's Fees	540	260	800	800	0
Civic Expenses - Misc./Services/Licenses	3,903	781	4,684	7,500	2,816
Election Expenses	23,708	5,000	28,708	11,850	-16,858
War Memorials	6	650	644	800	156
Traffic Management	-	35,000	35,000	38,698	3,698
Tourism and Community	8,000	8,000	16,000	10,500	-5,500
Joint funding (and project works) inc NP	43,333	25,967	69,299	66,250	-3,049
Grants	29,860	6,140	36,000	36,000	0
Newsletter - Fathom	15,118	3,024	18,142	11,967	-6,175
Town Enhancements	32,391	32,478	64,869	63,750	-1,119
CCTV	23,650	6,730	30,380	23,514	-6,866
Hanging Baskets	3,183	14,637	17,820	17,000	-820
The Moor	13,316	2,663	15,979	9,500	-6,479
	251,322	152,027	403,348	337,879	-65,469
General Council Capital					0
Rolling programme of replacement of lighting/infrastructur	5,000	-	5,000	5,000	-
Town Capital Budget	2,744	1,960	4,704	5,000	296
	7,744	1,960	9,704	10,000	296
Income					0
Donation - Xmas Lights	16,344	-	16,344	10,000	-6,344
Misc inc civic	11,526	2,305	13,831	2,500	-11,331
Use of Moor	12,353	2,471	14,823	9,500	-5,323
Active Partnerships and joint funding	20,349	25,300	45,649	29,500	-16,149
Project Grant Funding	15,000	3,000	18,000	8,500	-9,500
	75,571	33,076	108,647	60,000	-48,647
COST OF SERVICE	183,494	120,911	304,405	287,879	-16,526

CEMETERY SERVICES

	Actual	Forecast	Total	Budget	Y/E Forecast
	Apr - Jan	Feb - Mar			
Expenditure					
Printing/Insurance/Phones	112	22	135	3,900	3,765
Repairs/Replacements	3,533	13,371	16,904	16,904	0
Trees/Tree Surgery	-	13,000	13,000	13,000	0
Electricity	2,766	553	3,319	2,300	-1,019
Rates/Water/Council Tax	8,040	1,608	9,648	10,250	602
Dog Notices/Bins	1,894	379	2,273	650	-1,623
Building and Infrastructure Repairs	941	188.2	1,129	4,500	3,371
Grounds and General Site Maintenance	6,695	5,839	12,534	17,320	4,786
Miscellaneous - inc external burial costs	8,175	1,635	9,810	6,500	-3,310
Cemetery and Burial Project Work	-	3,600	3,600	3,600	0
Acquisition of New Land	-	-	-	1,000	1,000
	32,157	40,195	72,352	79,924	7,572
Cemeteries Capital					
New Cemetery Site	-	-	-	-	-
Other Capital Site Improvements	1,036	21,500	22,536	12,500	10,036
	1,036	21,500	22,536	12,500	10,036
Income					
Cemetery Fees INC Misc	35,106	7,021	42,127	25,880	-16,247
	35,106	7,021	42,127	25,880	-16,247
COST OF SERVICE	-1,913	54,674	52,761	66,544	13,783

TOWN MAINTENANCE TEAM

	Actual	Forecast	Total	Budget	Y/E Forecast
	Apr - Jan	Feb - Mar			
Expenditure					
Salaries	209,871	41,974	251,845	262,027	10,182
PPE and workwear	3,504	701	4,205	3,750	-455
Plant and Vehicle Costs	6,380	1,276	7,656	12,244	4,588
Materials and Supplies - general	3,612	722	4,335	5,500	1,165
Equipment - under £300	508	102	610	1,800	1,190
Repairs and Renewals	3,225	645	3,870	-	-3,870
Misc. - licenses and on costs	657	131	788	-	-788
Contractor Costs	-	-	-	-	0
	227,756	45,551	273,308	285,321	12,013
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					
	1,491	0	1,491	2,500	1,009
	1,491	0	1,491	2,500	1,009
COST OF SERVICE	227,782	50,551	278,333	287,821	9,488

BUILDINGS - MUNICIPAL and OTHER

	Actual Apr - Jan	Forecast Feb - Mar	Total	Budget	Y/E Forecast
Expenditure					
Repairs & Renewals	5,840	47,168	53,008	45,000	-8,008
Cleaning Costs - contract and other	15,537	3,107	18,644	10,500	-8,144
Business/Water Rates	16,942	23,388	40,330	44,274	3,944
Utilities - E and G	5,288	13,058	18,345	18,213	-132
Alarm and Amplification System	2,069	1,914	3,983	3,900	-83
Consumables and misc (inc telephone)	748	2,730	3,477	2,650	-827
CCTV Security System	115	23	138	3,859	3,721
	46,538	91,388	137,925	128,396	-9,529
Buildings - Municipal Capital					
	1,482	-	1,482	-	-1,482
	1,482	0	1,482	-	-1,482
Income					
Rent - Lodge/Cemetery)	1,500	1,700	3,200	3,372	172
Rent - MB)	6,658		6,658	5,000	-1,658
Rent - Other)	205	147	352	1,500	1,148
	8,363	1,847	10,210	9,872	-338
COST OF SERVICE	39,656	89,541	129,197	118,524	-10,673

Expenditure

Rates and Water Rates and other utilities	25,881	5,176	31,057	32,648	1,591
Utilities (G&E)	4,263	853	5,116	4,900	-216
Contractor Cleaning Costs	6,787	1,357	8,144	4,500	-3,644
Repairs and Refurbishments	66,406	5,000	71,406	25,000	-46,406
Misc. - facilities management and waste etc.	1,409	282	1,691	3,500	1,809
Consumables	14,963	2,993	17,955	21,000	3,045
Telephones - inc employee welfare	141	28	169	1,500	1,331
	119,849	15,689	135,538	93,048	-42,490

Buildings - Toilets Capital

	-	-	-	-	-
	0	-	-	-	-
Income					
Rent - Other	0	-	-	0	0
	0	0	0	0	0
COST OF SERVICE	119,849	15,689	135,538	93,048	-42,490

BUILDINGS - FORMER PO

	Actual Apr - Jan	Forecast Feb - Mar	Total	Budget	Y/E Forecast
Expenditure					
NDBR and Water Rates	35,806	7,161	42,967	42,328	-639
Other Utilities G&E	801	4,500	5,301	7,500	2,199
Repairs and Refurbishments	196,391	39,278	235,669	40,000	-195,669
Repairs - Shared	1,726	345	2,071	2,500	429
Other costs inc misc	6,534	1,307	7,841	2,700	-5,141
Cleaning	5,496	13,740	19,236	-	-19,236
PWLB - repayments	26,257	26,747	53,004	51,081	-1,923
	273,010	93,078	366,088	146,109	-219,979
Buildings - Former PO Capital					
	-	-	-	-	-
	0	0	-	-	-
Income					
Rent - PO	75,000	-	75,000	70,750	-4,250
Other	301	-	301	0	-301
	75,301	0	75,301	70,750	-4,551
COST OF SERVICE	197,710	93,078	290,788	75,359	-215,429

PARKS AND OPEN SPACES - TRESCOBEAS

	Actual Apr - Jan	Forecast Feb - Mar	Total	Budget	Y/E Forecast
Expenditure					
Forestry/Drainage	500	100	600	3,000	2,400
Grass Cutting	-	-	-	6,158	6,158
Equipment/Insurance/Misc	110	1,900	2,010	1,900	-110
Maintenance	527	105	633	4,500	3,867
Improvements	6	1,200	1,206	2,500	1,294
Project Works	53	150	203	400	197
	1,196	3,455	4,652	18,458	13,806
Trescobeeas Capital Provision					
Capital Project works - to assist with grant funding bids	1,656	1,500	3,156	2,500 -	656
	1,656	1,500	3,156	2,500 -	656
Income					
Trescobeeas	-	-	-	500	500
	0	0	-	500	500
COST OF SERVICE	2,852	4,955	7,808	20,458	12,650

PARKS AND OPEN SPACES - KIMBERLEY

	Actual Apr - Jan	Forecast Feb - Mar	Total	Budget	Y/E Forecast
Expenditure					
Rates and Water Rates	2,725	545.09	3,271	2,975	-296
Insurance	-	1,950	1,950	2,640	690
General Park maintenance Inc Plants	14,020	2,804	16,824	19,700	2,876
Dog Fouling/Signs	15	2,250	2,265	3,000	735
Tree Surgery/Forestry Survey	-	5,400	5,400	5,400	0
Property Maintenance / R&R and Other	1,023	204.56	1,227	4,500	3,273
Utilities EGT	1,412	282	1,694	2,200	506
Project Works inc play repairs	15,600	1,500	17,100	1,000	-16,100
	34,795	14,936	49,731	41,415 -	8,316
Kimberley Capital Works					
Capital Project works	-	15,000	15,000	15,000	-
	-	15,000	15,000	15,000	-
Income					
Kimberley	200	750	950	750 -	200
	200	750	950	750 -	200
COST OF SERVICE	34,595	29,186	63,781	55,665	-8,116

PARKS AND OPEN SPACES - TRELAWNEY

	Actual Apr - Jan	Forecast Feb - Mar	Total	Budget	Y/E Forecast
Expenditure					
Grass Cutting and planting works	0	0	-	3,500	3,500
Repairs & Fencing	60	450	510	500	-10
Insurance/Signs	0	1,320	1,320	850	-470
Miscellaneous - locking of gates etc.	38	120	158	850	692
	98	1,890	1,988	5,700	3,712
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	98	22,890	22,988	5,200	-17,788

PARKS AND OPEN SPACES - DRACAENA

Expenditure

	Actual Apr - Jan	Forecast Feb - Mar	Total	Budget	Y/E Forecast
Pitch works inc marking etc	1,786	357	2,143	9,850	7,707
Repairs and Renewals	-	7,500	7,500	7,500	0
Horticultural - verge and tree	20,781	-	20,781	12,000	-8,781
Skatepark		2,500	2,500	2,500	0
	22,567	10,357	32,925	31,850	- 1,075

Dracaena Capital Works

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

Income

Dracaena inc Skatepark	1,510	1,302	2,812	5,400	2,588
	1,510	1,302	2,812	5,400	2,588

COST OF SERVICE

	21,057	34,055	55,112	31,450	-23,662
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ALLOTMENTS

Expenditure

	Actual Apr - Jan	Forecast Feb - Mar	Total	Budget	Y/E Forecast
Repairs and tree works etc	7,887	-	7,887	2,500	-5,387
Grass Cutting/Hedges	450	90	540	214	-326
	8,337	90	8,427	2,714	- 5,712

Allotment Capital Works

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

Income

Rents	82	2,204	2,286	2,250	-36
	82	2,204	2,286	2,250	- 36

COST OF SERVICE

	8,255	1,886	10,141	464	-9,676
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SEATS/SHELTERS/FOOTPATHS ETC

Expenditure

	Actual Apr - Jan	Forecast Feb - Mar	Total	Budget	Y/E Forecast
Public Seats - Repairs etc.	-	500	500	5,000	4,500
Shelter Cleaning		-	-	150	150
Shelter Repairs	33	4,000	4,033	4,000	-33
Footpaths	-	1,000	1,000	1,500	500
	33	5,500	5,533	10,650	5,117

Seats etc - Capital works

	900	600	1,500	1,500	-
	900	600	1,500	1,500	-

Income

Local Partnership Maintenance	349	-	349	318	-31
	349	0	349	318	- 31

COST OF SERVICE

	585	6,100	6,685	11,832	5,147
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CEMETERIES OTHER
Expenditure

CEMETERIES OTHER	Actual	Forecast	Total	Budget	Y/E Forecast
Expenditure	Apr - Jan	Feb - Mar			
Facilitate the Conservation Management Plan	12974	0	12974	1500	-11,474
Repairs under SAMC		0	-	1,000	1,000
	12,974	0	12,974	2,500	-10,474
<u>Cemeteries Other Capital Works</u>					
Contribution to HLF grant works	-	-	-	-	-
		-	-		-
Income					
Cemetery J&C	1,500	7,500	9,000	0	-9,000
	1,500	7,500	9,000	-	9,000
COST OF SERVICE	11,474	-7,500	3,974	2,500	-1,474

OTHER SITES

OTHER SITES	Actual Apr - Jan	Forecast Feb - Mar	Total	Budget	
Expenditure					
Webber Hill -CC	(48	-	48	225	177
Webber Street - CC	(48	-	48	225	177
Bells Court - Other	(48	-	48	225	177
	145	0	145	675	530
Other Sites Capital Works					
Income					
		0			
		0			
COST OF SERVICE	145	0	145	675	530

CAPITAL WORKS**Expenditure**

	Actual Apr - Jan	Forecast Feb - Mar	Total	Budget	Y/E Forecast
Office Equipment	70,954	21,000	91,954	5,000	-86,954
CS Capital - Equipment and Acquisitions	1,022	5,500	6,522	8,500	1,978
Street Furniture and Shelters	900	600	1,500	1,500	0
Kimberley Park	-	15,000	15,000	15,000	0
Cemetery	1,036	21,500	22,536	12,500	-10,036
Trescobetas	1,656	1,500	3,156	2,500	-656
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	2,744	1,960	4,704	5,000	296
MB Capital Works	1,482	-	1,482	-	-1,482
	86,310	122,060	208,370	65,000	-143,370

FALMOUTH TOWN COUNCIL - EARMARKED RESERVES				
EMR	Opening Balance 1st April 2017	Released	Proposed Additions @ Year End	Closing Balance as at 31st March 18
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	60,000.00	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		-
				-
	863,532.21	- 399,496.50	14,000.00	478,035.71
Balance at Year End				478,035.71
Additions				- 385,496.50



Falmouth Town Council

FEES AND CHARGES 2017/18

Council Chamber

Local Organisations	£21.00 per hour
Private & Commercial	£31.00 per hour

Hire of overhead projector and screen

Local Organisations	£26.00
Private and Commercial	£36.00

Allotments - Wodehouse Terrace - Full Fee to all – no concessions

£35.00

Market on the Moor

As defined within Market agreements.

The Moor

£125.00 – per day – not exclusive

Noticeboards

£10.00 per month

Pitch Hire – Dracaena

Football	Season - Pitch and Changing Room	£440
	Season - Pitch only	£350
	Single - inc changing	£40
	Single - pitch only	£30
Shinty	Single - pitch only	£10
	Single - pitch and changing room	£20
Other	no requirement for nets or marking	£20

Shop-Mobility – scooter hire

£5.00 per day

Cemetery

For consideration by the working party

FALMOUTH TOWN COUNCIL

Month Jan-18
Meeting Date 19/02/2018

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Details	Inv No:	Inv Total	Gross	VAT	NET
17028	Harmony Choir - Chrstmas collection	17/18PO2181	1,612.68	1,612.68	-	1,612.68
	Royal Mail - Door to Door Fathom/GC Publication	17/18PO2182	897.34	897.34	149.56	747.78
	Royal Mail -Door to Door-Re the above invoice which was booked underweig	17/18PO2183	457.64	457.64	76.27	381.37
	Total BACS		1,354.98	1,354.98	225.83	1,129.15
BACS	Intent Solutions - Setup/take down market stalls - December 17	17/18PO2184	960.00	960.00	-	960.00
	Objective IT- 14x Offsite support/system monitoring(FTCM)- Dec 17	17/18PO2185	1,008.00	1,008.00	168.00	840.00
	Objective IT - 56xOffsite support/system monitoring - Dec 17	17/18PO2186	4,320.00	4,320.00	720.00	3,600.00
	Total BACS		5,328.00	5,328.00	888.00	4,440.00
17029	Twenty Twenty - Cemetery signage redesign	17/18PO2187	1,584.00	1,584.00	264.00	1,320.00
	OTS - Service 367 & 363 - October 17	17/18PO2188	1,774.83	1,774.83	-	1,774.83
	OTS - Service 367 & 363 - Dec 17	17/18PO2189	1,774.83	1,774.83	-	1,774.83
	Total Cheque 17030		3,549.66	3,549.66	-	3,549.66
17031	Octopus - Envelopes CS/Business Cards AP/Ros	17/18PO2190	84.59	84.59	14.10	70.49
17032	The Lemonaires - Singers for Candy Atherton's Wake	17/18PO2191	100.00	100.00	-	100.00
	CC Microsoft 365 Enterprise E3 - 28/11-27/12/17	17/18PO2192	52.80	52.80	-	52.80
	CC Microsoft 365 Business Essentials -28/11-27/12/17	17/18PO2193	68.40	68.40	-	68.40
DD	Allstar - Fuel Town Team/Toilets - 18/12-29/12/17	17/18PO2194	261.31	261.31	43.54	217.77
DD	Asset Monitoring - FM Lite monthly hosting - Jan 18	17/18PO2195	9.00	9.00	1.50	7.50
DD	Cornwall Council - Business rates Jan 2018 - Kimberley park Lodge	17/18PO2196	202.00	202.00	-	202.00
DD	Cornwall Council - Business rates Jan 2018 - POWP toilets	17/18PO2197	250.00	250.00	-	250.00
DD	Cornwall Council - Business rates Jan 2018 - Grove Place toilets	17/18PO2198	411.00	411.00	-	411.00
DD	Cornwall Council - Business rates Jan 2018 - Swanpool toilets	17/18PO2199	69.00	69.00	-	69.00
DD	Cornwall Council - Business rates Jan 2018 - Maenporth toilets	17/18PO2200	140.00	140.00	-	140.00
DD	Cornwall Council - Business rates Jan 2018 - Webber Street toilets	17/18PO2201	100.00	100.00	-	100.00
DD	Cornwall Council - Business rates - Jan 2018 - Cemetery Pennance Road	17/18PO2202	475.00	475.00	-	475.00
DD	Cornwall Council - Business rates Jan 2018 - Cemetery & premises Swanpool	17/18PO2203	246.00	246.00	-	246.00
DD	Cornwall Council - Business rates Jan 2018 - Art Gallery	17/18PO2204	1,053.00	1,053.00	-	1,053.00
DD	Cornwall Council - Business rates Jan 2018 - Municipal Building	17/18PO2205	605.00	605.00	-	605.00
DD	Cornwall Council - Business rates Jan 2018 - PO Building	17/18PO2206	2,096.00	2,096.00	-	2,096.00
DD	Cornwall Council - Business rates Jan 2018 - PO Building First Floor	17/18PO2207	765.00	765.00	-	765.00
DD	Cornwall Council - Business rates Jan 2018 - PO Building Second Floor	17/18PO2208	512.00	512.00	-	512.00
DD	Cornwall Council - Business Rates Jan 2018 - Mortuary	17/18PO2209	302.00	302.00	-	302.00
BACS	Perkins Communication - Equipment/Install CCTV- Stairwell Old PO Building	17/18PO2210	3,833.03	3,833.03	638.84	3,194.19
	Travis Perkins - Various items for repairs to tractor shed in Kimberley Park	17/18PO2211	95.58	95.58	15.94	79.64
	Travis Perkins - Various items for repairs to tractor shed in Kimberley Park	17/18PO2212	83.44	83.44	13.90	69.54
	Total Cheque 17033		179.02	179.02	29.84	149.18
BACS	Steve White - 35 hrs Labour 23/12-30/12/17 - Old PO Building	17/18PO2213	350.00	350.00	-	350.00
17034	Greenham Supplies - Various items Cem/Toilets/PO/MB	17/18PO2214	349.94	349.94	58.32	291.62
17035	Pirate FM Ltd- 1 tweet weekly for 8 weeks/Webpage updates	17/18PO2215	798.00	798.00	133.00	665.00
	Travis Perkins -Bonding Plaster - Old PO Building	17/18PO2216	8.88	8.88	1.48	7.40
	Travis Perkins - Rockwool - Registrars Office - Old PO Building	17/18PO2217	238.98	238.98	39.83	199.15
	Travis Perkins - Fire Panel/Paint-Registrars Office - Old PO Building	17/18PO2218	241.61	241.61	40.27	201.34
	Total Cheque 17036		489.47	489.47	81.58	407.89
CC	W H Smith - Stationery - Sarah Walker Town Team	17/18PO2219	50.48	50.48	8.41	42.07
CC	Stinkyink.com - Ink Cartridges - Art Gallery	17/18PO2220	123.00	123.00	20.50	102.50
CC	New Venture Products - Anti-climb paint/Warning signs - Kimberley Park	17/18PO2221	150.85	150.85	25.17	125.68
CC	B&Q - Cutting Disc - Town Team	17/18PO2222	17.60	17.60	2.93	14.67
17037	Laura's Cars (Donald's Cabs) Transfers for Deputy Mayor 02-03/1/17	17/18PO2223	25.50	25.50	-	25.50
17038	Booth's Print - Falmouth Event Guides x 39,000-	17/18PO2224	5,656.00	5,656.00	-	5,656.00
17039	Moor News - Local Newspapers - Library	17/18PO2225	46.80	46.80	-	46.80
17040	Octopus -Cairn Kraft Eco SRA3 x 10 - Art Gallery	17/18PO2226	4.44	4.44	0.74	3.70
BACS	Infinitus Security & Training Ltd - Key Holding Monthly (KH1)	17/18PO2227	25.20	25.20	4.20	21.00
CC	Wilko - Chrstmas Tree stands - Sarah Walker (T/M Team)	17/18PO2228	130.00	130.00	-	130.00
CC	Bank of Ireland - Annual Fee	17/18PO2229	25.00	25.00	-	25.00
CC	Amazon - Access 2016 in easy steps - Donna - Art Gallery	17/18PO2231	8.79	8.79	-	8.79
BACS	Artist Payment - Dec 2017 - Becky Lanyon	17/18PO2232	10.73	10.73	-	10.73
BACS	Artist Payment - Dec 2017 - Deb Collinson	17/18PO2233	56.55	56.55	-	56.55
BACS	Artist Payment - Dec 2017 - Dee Frost	17/18PO2234	7.80	7.80	-	7.80
BACS	Artist Payment - Dec 2017 - Demelza Whitley	17/18PO2235	96.85	96.85	-	96.85
BACS	Artist Payment - Dec 2017 - Helen James	17/18PO2236	32.34	32.34	-	32.34
BACS	Artist Payment - Dec 2017 - Helga Abb	17/18PO2237	4.23	4.23	-	4.23
BACS	Artist Payment - Dec 2017 - Hillary Bravo	17/18PO2238	10.08	10.08	-	10.08
BACS	Artist Payment - Dec 2017 - Jill Winsley	17/18PO2239	5.20	5.20	-	5.20
BACS	Artist Payment - Dec 2017 - Julia Crimmen	17/18PO2240	22.75	22.75	-	22.75
BACS	Artist Payment - Dec 2017 - Kerl Scott	17/18PO2241	38.35	38.35	-	38.35
BACS	Artist Payment - Dec 2017 - Kirstyn Smith	17/18PO2242	77.35	77.35	-	77.35
BACS	Artist Payment - Dec 2017 - Mags Jowett	17/18PO2243	184.28	184.28	-	184.28
BACS	Artist Payment - Dec 2017 - Natalie Wright	17/18PO2244	161.85	161.85	-	161.85
BACS	Artist Payment - Dec 2017 - Pauline Hitchens	17/18PO2245	30.55	30.55	-	30.55
BACS	Artist Payment - Dec 2017 - Phillip Cox	17/18PO2246	25.03	25.03	-	25.03
BACS	Artist Payment - Dec 2017 - Rachel Dale	17/18PO2247	9.75	9.75	-	9.75
BACS	Artist Payment - Dec 2017 - Roger Arend	17/18PO2248	52.00	52.00	-	52.00
BACS	Artist Payment - Dec 2017 - Sarah Lyons	17/18PO2249	21.78	21.78	-	21.78
BACS	Artist Payment - Dec 2017 - Sue Bovington	17/18PO2250	3.90	3.90	-	3.90
BACS	Artist Payment - Dec 2017 - Sue Thompson	17/18PO2251	17.55	17.55	-	17.55
	Total BACS		868.92	868.92	-	868.92
			35,323.46	35,323.46	2,440.51	32,882.96

FALMOUTH TOWN COUNCIL

Month Jan-18

Finance & General Purpose Meeting

Meeting Date 19/02/2018

Schedule of payments made for approval at above meeting

Cheque No	Inv No:	Inv Total	Gross	VAT	NET
BACS Hudson Accounting - Interim Internal Audit 2017/18	17/18PO2252	1,000.00	1,000.00	-	1,000.00
BACS Intent Solutions - White quick release straps for Gazebos	17/18PO2253	390.50	390.50	-	390.50
BACS Passmore Cleaning - Cleaning of MB/Old PO/Toilet Cover/Basement	17/18PO2254	2,876.00	2,876.00	-	2,876.00
BACS Reach Maintenance - Instalment Christmas Lights 2018	17/18PO2255	3,000.00	3,000.00	-	3,000.00
BACS Spencer Gray - 41 Hrs Labour - Old PO Building 21/12/17-05/01/18	17/18PO2256	758.50	758.50	-	758.50
17049 SLCC - Membership renewal 05/01-31/12/18	17/18PO2257	412.00	412.00	-	412.00
BACS Triclean - Leak cistern ladies - Grove Place Toilets 20/12/17	17/18PO2258	33.60	33.60	5.60	28.00
BACS Triclean - Remove/replace urinal battery - MP, SP & CB	17/18PO2259	86.40	86.40	14.40	72.00
BACS Triclean - Remove connector/flush pipe/re-seat - WS Gents Toilet	17/18PO2260	98.40	98.40	16.40	82.00
Total BACS		218.40	218.40	36.40	182.00
BACS Steve White - 40hrs labour Old PO Building 01/01-05/01/18	17/18PO2261	400.00	400.00	-	400.00
BACS Keith Shanly - 44.5 hours Labour - Old PO Building - 28/12/17-05/01/18	17/18PO2262	556.25	556.25	-	556.25
BACS Wallgate - Renew service contract 2668 01/01-31/12/18	17/18PO2263	6,016.80	6,016.80	1,002.80	5,014.00
17041 Cannon Hygiene - Medical Waste/Sanitary Disposal- Oct 2017 -Dec 2017	17/18PO2264	73.33	73.33	12.22	61.11
17042 Cornwall Wildlife Trust - ERCCIS creation of Wildlife Resource Map for Falmou	17/18PO2265	96.00	96.00	16.00	80.00
17043 Grantham Book Service - Book for shop stock - Art Gallery	17/18PO2266	35.95	35.95	2.72	33.23
Greenham Supplies -Cleaning supplies - Toilets/Sharon	17/18PO2267	330.27	330.27	55.05	275.23
Greenham Supplies -Cleaning supplies - Toilets	17/18PO2268	314.35	314.35	52.39	261.96
Total Cheque 17044		644.62	644.62	107.44	537.18
17045 Jimmy May Scrap Metal Ltd - Old PO - Skip - collected 15/12/2017	17/18PO2269	330.00	330.00	55.00	275.00
17046 Meaco - Brune B250 Humidifier - Art Gallery	17/18PO2270	934.20	934.20	155.70	778.50
17047 Occupational Health South West- Tier 4/Audiology Assessment	17/18PO2271	245.00	245.00	-	245.00
17048 The Singing Seagulls - Christmas shopping evening/daytime	17/18PO2272	350.00	350.00	-	350.00
Specialist Crafts Ltd - Crafts for Art Gallery	17/18PO2273	89.76	89.76	14.96	74.80
Specialist Crafts Ltd - Ink etc for Art Gallery	17/18PO2274	66.41	66.41	11.07	55.34
Total Cheque 17050		156.17	156.17	26.03	130.14
Travis Perkins - Trade Paint Returned	17/18PO2275	64.80	64.80	10.80	54.00
Travis Perkins - Connector/Cement/Washer - Old PO	17/18PO2276	40.56	40.56	6.77	33.79
Travis Perkins - Plaster/Tape - Old PO	17/18PO2277	64.42	64.42	10.74	53.68
Travis Perkins - Paint Undercoat - Old PO	17/18PO2278	9.72	9.72	1.62	8.10
Total Cheque 17051		49.90	49.90	8.33	41.57
CC Apple iCloud Storage plan - Dec 17 - Mark Williams	17/18PO2279	0.79	0.79	0.13	0.66
CC Apple iCloud Storage plan - Jan 18 - Mark Williams	17/18PO2280	0.79	0.79	0.13	0.66
CC Trago - Pipe/Hopper - Repair to Gylly Toilets	17/18PO2281	9.76	9.76	1.63	8.13
CC Ecohound - Biodegradable 1000 x 10	17/18PO2282	156.00	156.00	26.00	130.00
DD Argos - Microwave - Town Team	17/18PO2283	38.38	38.38	6.39	31.99
DD Trade UK - B&Q - Paint for Beams - 2nd Floor - Old PO Building	17/18PO2284	20.00	20.00	3.33	16.67
DD CNG - Gas - Dec 2017 - Kimberley Park Lodge	17/18PO2285	10.25	10.25	0.49	9.76
DD Datasharp - DHS Rental - Jan 2018 Admin	17/18PO2286	38.21	38.21	6.37	31.84
DD Total Gas - Electricity - The Park Lodge -Dec 17	17/18PO2287	49.24	49.24	2.35	46.89
DD Total Gas - Electricity - The Moor adj bench - feeder pillar- Dec 17	17/18PO2288	66.37	66.37	3.16	63.21
DD Total Gas - Electricity - Feeder pillar o/s PO - Dec 17	17/18PO2289	50.35	50.35	2.40	47.95
DD Total Gas - Electricity - Chapel Non conformist - Dec 17	17/18PO2290	187.03	187.03	8.91	178.12
DD Total Gas - Electricity - Cemetery Chapel CofE- Dec17	17/18PO2291	43.64	43.64	2.08	41.56
DD Total Gas - Electricity - Municipal Building - 23/11-21/12/17	17/18PO2292	126.46	126.46	6.02	120.44
DD Total Gas - Electricity - Municipal Building site 2 - 23/11-21/12/17	17/18PO2293	439.35	439.35	20.92	418.43
BACS Dean Earl - 71.5hrs Labour split Gylly/AG/Old PO 22/12/17-09/01/18	17/18PO2294	1,144.00	1,144.00	-	1,144.00
BACS BG Electrical - Municipal Building/Old PO	17/18PO2295	3,716.40	3,716.40	619.40	3,097.00
BACS Nick Foulkes - 33hrs Labour Plastering - Old PO Building	17/18PO2296	660.00	660.00	-	660.00
BACS Hine Downing - Land Registry fees - Right of Way	17/18PO2297	40.00	40.00	-	40.00
17052 ASDAN Ltd - Annual Fee - Volunteer Training/Courses	17/18PO2298	218.40	218.40	36.40	182.00
17053 Communcorp - Local Councils Update - Subscription & online access renewal	17/18PO2299	100.00	100.00	-	100.00
17054 DakaDoum (Robin Tyndale-Biscoe) - Performance for Christmas Lights switch	17/18PO2300	300.00	300.00	-	300.00
BACS Keith Shanly - 36.5 hrs Labour- Old PO Building 08/01-12/01/18	17/18PO2301	456.25	456.25	-	456.25
BACS Laura Menzies - Art Workshop MIND - Art Gallery	17/18PO2302	50.00	50.00	-	50.00
BACS PlanSupport - Neighbourhood Plan Support 20/11/17-04/01/18	17/18PO2303	1,179.25	1,179.25	-	1,179.25
BACS Royal Mail - Door to Door - Spring 2018 booklet	17/18PO2304	273.89	273.89	45.65	228.24
BACS Royal Mail - Door to Door-Re the above-was booked underweight	17/18PO2305	139.68	139.68	23.28	116.40
Total BACS		413.57	413.57	68.93	344.64
BACS Triclean Ltd - Bellzona/Denmans-lift shaft/Project Manage - Old PO Building	17/18PO2306	271.98	271.98	45.33	226.65
DD Bank of Ireland - Stopped cheque fee 16801	17/18PO2307	7.50	7.50	-	7.50
17055 Cornwall Council - CCTV Open Space - Jan 18	17/18PO2308	1,167.85	1,167.85	194.64	973.21
17056 Di-Mar Garden Machinery- Repair Husqvarna ride on - Town Team	17/18PO2309	149.76	149.76	24.96	124.80
BACS Steve White - 46.5hrs Old PO - 06/01-11/01/18	17/18PO2310	465.00	465.00	-	465.00
17057 Duchy Alarms - 12 Months Monitoring & Service 01/01-31/12/18	17/18PO2311	252.00	252.00	42.00	210.00
17058 Greenham Safety - Limescale/Tissue - Toilets	17/18PO2312	70.73	70.73	11.79	58.94
17059 HJS Photography (Mrs HJ Spurrer) - Postcards for shop stock	17/18PO2313	10.00	10.00	-	10.00
Jewson - Fence panel clips - Trescobas play repairs	17/18PO2314	72.00	72.00	12.00	60.00
Jewson - Fence Spanner - Town Team	17/18PO2315	36.00	36.00	6.00	30.00
Total Cheque 17060		108.00	108.00	18.00	90.00
17061 Katie Emmett Gilding & Restoration- Frame for John Henry West	17/18PO2316	127.00	127.00	-	127.00
17062 Macsalvors - Breathable Trousers - Callum Metcalf	17/18PO2317	99.95	99.95	16.66	83.29
		66,111.34	66,111.34	5,031.56	61,079.78

FALMOUTH TOWN COUNCIL

Month Jan-18
Meeting Date 19/02/2018

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Details	Inv No:	Inv Total	Gross	VAT	NET
	Octopus - Batteries/A6 book/A3 paper - Admin	17/18PO2318	37.23	37.23	6.21	31.03
	Octopus - Trays/Scissors/Notebook - Admin	17/18PO2319	30.07	30.07	5.01	25.06
	Total Cheque 17063		67.30	67.30	11.22	56.08
17064	Opus Energy - Electricity - Mortuary 08/12-07/01/18	17/18PO2320	23.29	23.29	1.11	22.18
17065	Solutio Belli (Mr T Bird)- Course Conflict resolution & Breakaway Training	17/18PO2321	200.00	200.00	-	200.00
	South West Water -Water charges - Glasshouses K/Park 25/10/17-03/01/18	17/18PO2322	55.72	55.72	-	55.72
	South West Water -Water/Sewerage - Swanpool Toilets 13/09-11/12/17	17/18PO2323	630.61	630.61	-	630.61
	South West Water - Water - New Cemetery 13/09-13/12/17	17/18PO2324	34.54	34.54	-	34.54
	South West Water - Water/Cemetery - 2nd Flr Old Po 25/10/17-03/01/18	17/18PO2325	105.10	105.10	7.35	97.75
	Total Cheque 17066		825.97	825.97	7.35	818.62
	South West Water - Display Fountain The Moor - B/fwd balance	17/18PO2326	250.92	250.92	-	250.92
	South West Water - Display Fountain-Water/Sewerage 19/01-03/07/17	17/18PO2327	111.00	111.00	-	111.00
	South West Water - Display Fountain-Water/Sewerage 04/17-24/10/17	17/18PO2328	24.81	24.81	-	24.81
	South West Water - Display Fountain- Water/Sewerage 25/10/17-03/01/18	17/18PO2329	15.58	15.58	-	15.58
	Total		99.53	99.53	-	99.53
17067	SUEZ- Recycling etc - K/Park & Cemetery - Dec 17	17/18PO2331	806.20	806.20	134.37	671.83
17068	Gould Electronics - Ofcom Radio Licence-Golf Club-06/12/17-05/12/18	17/18PO2332	75.00	75.00	-	75.00
DD	Bank of Ireland - Fees 05/12/17-04/01/18	17/18PO2333	12.20	12.20	-	12.20
DD	Barclaycard - Monthly/Transaction charges - Dec 17	17/18PO2334	72.07	72.07	3.40	68.67
DD	British Gas - Electricity- Old PO- Dec 17	17/18PO2335	82.34	82.34	3.92	78.42
DD	EE - Phone Monthly plan/charges - 09/01/18-Cultural/Town Manager	17/18PO2336	27.00	27.00	4.50	22.50
DD	Trade Point - Trade paint matt & silk- Old PO Building	17/18PO2337	45.90	45.90	7.65	38.25
DD	Trade Point - Dewalt Safety Boot size 9 - Callum Metcalf T/Team	17/18PO2338	56.99	56.99	-	56.99
DD	Trade Point - Wheel barrow/plum set/level - Town Team	17/18PO2339	131.81	131.81	21.97	109.84
DD	Trade Point - Trousers - Jack Aston Town Team	17/18PO2340	24.99	24.99	4.16	20.83
CC	HM Land Registry - Wodehouse Terrace copy of title documents	17/18PO2341	6.00	6.00	-	6.00
17069	Cornwall Wood Treatment Services-Untreated sawn timber-2nd Flr Old PO	17/18PO2342	597.85	597.85	99.64	498.21
17070	Datasharp - Scan/copies- M/B/FTC- Cultural/Admin	17/18PO2343	223.50	223.50	37.26	186.24
17071	GBCS Grantham Book Serv- making Mech Toys- shop stock- AG	17/18PO2344	48.75	48.75	-	48.75
17072	Greenham - Toilet Brushes - Toilets	17/18PO2345	14.47	14.47	2.41	12.06
17073	Peter Poulton - Books for shop stock - Art Gallery	17/18PO2346	8.00	8.00	-	8.00
17074	Publicity South West - Distribution Leaflets- FATHOM- Cultural	17/18PO2347	921.60	921.60	153.60	768.00
17075	Smart Pyrotechnics- Firework display New Years Eve	17/18PO2348	6,600.00	6,600.00	1,100.00	5,500.00
17076	South West Water-Park Lodge- 20/10/17-10/01/18	17/18PO2349	5.05	5.05	0.84	4.21
17077	Swashbuckling Cornwall- 2 day storytelling - Christmas Dec 17	17/18PO2350	800.00	800.00	-	800.00
17078	SUEZ - Cardboard/Sacks - Municipal Building- Dec17	17/18PO2351	42.26	42.26	7.04	35.22
17079	Tots About (Laura Tonkins) - 1/4 page advert - Cultural Services	17/18PO2352	65.00	65.00	-	65.00
DD	Allstar - Fuel 05/01-12/01/18 - Toilets/Town Team	17/18PO2353	153.72	153.72	25.62	128.10
CC	Trago - Wood for gate for Gyllyng Street	17/18PO2354	17.44	17.44	2.91	14.53
DD	Argos - Replacement iPad 9. WIFI - RT - Admin	17/18PO2355	325.44	325.44	54.24	271.20
17080	Emma Collinson - Live Nativity 2017 Expenses	17/18PO2356	44.10	44.10	-	44.10
17081	Tessa Farthing - Live Nativity 2017 Expenses	17/18PO2357	4.50	4.50	-	4.50
17082	Jane Charman - Live Nativity 2017 Expenses	17/18PO2358	312.26	312.26	-	312.26
17083	Sue Offord - Live Nativity 2017 Expenses	17/18PO2359	193.60	193.60	-	193.60
Duplicated	Microsoft - Office 365 - Enterprise E3 subs - 09/10-08/11	17/18PO1287	52.80	52.80	-	52.80
Duplicated	Microsoft - Office - 365 BE subs - 21/10-20/11	17/18PO1288	68.40	68.40	-	68.40
Duplicated	Microsoft - Office 365 - business premium - subs - 27/09/17-26/03/18	17/18PO1289	246.00	246.00	-	246.00
CC - cancel	Moto - Coffees - NALC Conference	17/18PO1843	6.71	6.71	1.12	5.59
CC	Amazon - C&G text book Dip Bus Admin - Level 2	17/18PO2360	18.23	18.23	-	18.23
CC	Bank of Ireland - Card fee for card number 2	17/18PO2361	25.00	25.00	-	25.00
DD	Bank Of Ireland - Stopped cheque - Crown Fine Art	17/18PO2362	7.50	7.50	-	7.50
BACS	Dean Earl - 57hrs Labour Chapel/Sharon's Office/PO 10/01-19/01/18	17/18PO2363	912.00	912.00	-	912.00
BACS	Spencer Gray - 76.5hrs Labour - Old PO - 08/01-19/01/2018	17/18PO2364	1,415.25	1,415.25	-	1,415.25
BACS	Natalie Rigby - Reimbursement re specsavers - eye test	17/18PO2365	25.00	25.00	-	25.00
BACS	Keith Shanly - 39hrs Labour Old PO - 15/01-19/01/2018	17/18PO2366	487.50	487.50	-	487.50
BACS	Steve White - 51hrs Labour - Old PO - 13/01-19/01/2018	17/18PO2367	510.00	510.00	-	510.00
17086	Booths Print (R Booth Ltd) - 800x Post cards - shop stock AG	17/18PO2368	76.80	76.80	12.80	64.00
17087	Clear-flow - Clear blockage 11/01/2018 - Park Lodge Kimberley Park	17/18PO2369	132.00	132.00	22.00	110.00
	Cornwall Council - CCTV 16 Quarter 4 Jan/Feb/Mar 561 hrs	17/18PO2370	4,631.62	4,631.62	771.94	3,859.68
	Cornwall Council - CCTV Monitoring New Year's Eve 11 hours	17/18PO2371	220.31	220.31	36.72	183.59
	Total Cheque 17088		4,851.93	4,851.93	808.66	4,043.28
17089	Cornwall Wood Treatment - Untreated sawn timber- 2nd flr Old PO	17/18PO2372	468.72	468.72	78.12	390.60
17090	Enterprise Rent-A-Car UK Ltd- Hire Car - Britain In Bloom presentation	17/18PO2373	63.46	63.46	10.58	52.88
17091	Greenham - Soap/Limescale/Tissue - Toilets	17/18PO2374	254.09	254.09	42.35	211.74
17092	Jewson - JCB Mini hire 3 days to 11/01/18 - Cemetery	17/18PO2375	225.72	225.72	37.62	188.10
	Octopus - A4 book - Admin	17/18PO2376	16.75	16.75	2.79	13.96
	Octopus - Diary - Town Team	17/18PO2377	21.56	21.56	3.59	17.97
	Octopus - labels/Tape/Blades - Cultural Services	17/18PO2378	8.24	8.24	1.37	6.87
	Total Cheque 17093		46.55	46.55	7.76	38.79
	Pear Technology - Technical Support/updates to 31/01/2019	17/18PO2379	270.00	270.00	45.00	225.00
	pear Technology - Install/Train Asset Manager	17/18PO2380	42.00	42.00	7.00	35.00
	Total Cheque 17094		312.00	312.00	52.00	260.00
17095	Pitney Bowes - Meter reset £1250.00 purchased for franking machine	17/18PO2381	1,263.00	1,263.00	-	1,263.00
17096	Cornwall Wood Treatment - Untreated Sawn Timber -2nd Flr Old PO	17/18PO2382	340.14	340.14	56.69	283.45
			89,907.39	89,907.39	7,842.21	82,065.18

FALMOUTH TOWN COUNCIL

Month Jan-18
Meeting Date 19/02/2018

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Details	Inv No:	Inv Total	Gross	VAT	NET
	South West Water - Water/Sewerage 25/10/17-10/01/18- Toilets K/Park	17/18PO2383	274.62	274.62	-	274.62
	South West Water - Water/Sewerage 25/10/17-10/01/18- Toilets Webber St	17/18PO2384	1,622.29	1,622.29	-	1,622.29
	Total Cheque 17097		1,896.91	1,896.91	-	1,896.91
17098	Westcountry Group - Paper A4 x 50 & A3 x 5 - Cultural Services	17/18PO2385	178.80	178.80	29.80	149.00
BACS	HMRC - PAYE January 2018	17/18PO2386	4,033.46	4,033.46	-	4,033.46
BACS	HMRC - NI - January 2018	17/18PO2387	7,197.14	7,197.14	-	7,197.14
BACS	HMRC - Student Loans January 2018	17/18PO2388	124.00	124.00	-	124.00
	Total BACS		11,354.60	11,354.60	-	11,354.60
BACS	CC - Pension January 2018	17/18PO2389	10,638.78	10,638.78	-	10,638.78
BACS	CC - Pensions - additional payment 10 of 12	17/18PO2390	658.33	658.33	-	658.33
	Total BACS		11,297.11	11,297.11	-	11,297.11
BACS	Unison - memberships January 2018	17/18PO2391	79.30	79.30	-	79.30
BACS	Standard Life - AVC Payment - January 2018	17/18PO2392	65.00	65.00	-	65.00
BACS	Nursery Fees King Charles (Falmouth Mat) - January 2018	17/18PO2393	126.00	126.00	-	126.00
BACS	Nursery Fees Tarc's Arc - January 2018	17/18PO2394	136.00	136.00	-	136.00
BACS	W Wearne & Son - Repair 18ct Mayor Chain	17/18PO2395	150.00	150.00	25.00	125.00
BACS	Gydellne - GDPR Medium - (Ruth Thomas)	17/18PO2396	180.00	180.00	30.00	150.00
CC	Cornwall Council - Planning fee for the Bowly	17/18PO2397	117.00	117.00	-	117.00
CC	Trago - Various items for Chapel toilet - Cemetery	17/18PO2398	44.66	44.66	7.44	37.22
CC	Mac Dunlop - Creative Writing Workshop - Emily Middleditch	17/18PO2399	15.00	15.00	-	15.00
DD	Trade - Screwfix - Sink/Mier-Sharon's office, Screw-Top flr - Old PO	17/18PO2400	157.29	157.29	26.21	131.08
DD	Trade - Timber - Top Floor Old PO (S Gray)	17/18PO2401	51.40	51.40	8.57	42.83
BACS	Hine Downing - Legal fees in connection with Prezzo re: Lease Old PO	17/18PO2402	1,800.00	1,800.00	300.00	1,500.00
BACS	Keith Shanly - 39 hrs Labour - 2nd Flr Old PO - 22-26/01/2018	17/18PO2403	487.50	487.50	-	487.50
BACS	Laura Menzies - 2x Art Workshops King Charles School 16 & 23/01/2018	17/18PO2404	100.00	100.00	-	100.00
	Reach Maintenance - 2017 Christmas Lights Final budget	17/18PO2405	500.00	500.00	-	500.00
	Reach Maintenance - 2018 Christmas Lights Feb Instalment	17/18PO2406	3,500.00	3,500.00	-	3,500.00
	Reach Maintenance - Hanging Baskets 2018 Initial payment	17/18PO2407	2,500.00	2,500.00	-	2,500.00
	Total BACS		6,500.00	6,500.00	-	6,500.00
BACS	Steve White - 56hrs Labour Old PO - 20-26/01/2018	17/18PO2408	560.00	560.00	-	560.00
BACS	Wallgate - Repair/replace Wallgates - Maenporth Toilets	17/18PO2409	6,177.99	6,177.99	1,029.67	5,148.33
	Triclean - Basement leak/Reimburse items purchased - Old PO 23/01/18	17/18PO2410	146.52	146.52	24.42	122.10
	Triclean - Project Manage 21/11/17- Meetings 16&24/01-Lift 26/01 Old PO	17/18PO2411	90.00	90.00	15.00	75.00
	Total BACS		236.52	236.52	39.42	197.10
17099	Autograft Signs - Graphics - "Natures Laboratory" - Art Gallery	17/18PO2412	66.00	66.00	11.00	55.00
17100	British Gas - Electricity - Castle Toilets Reading 18/01/18	17/18PO2413	163.43	163.43	7.78	155.65
17101	Classic Fire - Fire Alarm x 12/Multizone x 2- Old PO	17/18PO2414	588.53	588.53	98.09	490.44
17102	Concept Shed - Mains adaptor Keith Newstead automata/switches Art Gallery	17/18PO2415	23.94	23.94	3.99	19.95
17103	CALC - GDPR Training - Mark/Ruth 09/03/2018	17/18PO2416	108.00	108.00	18.00	90.00
17104	Greenhams - Disinfectant/cleaner/tissue - Toilets	17/18PO2417	233.16	233.16	38.86	194.30
17105	Chris James - Andrew Lanyon's Nature's Laboratory installation - AG	17/18PO2418	300.00	300.00	-	300.00
17106	Moor News - Local papers - Library to 27/01/18	17/18PO2419	48.80	48.80	8.13	40.67
17107	Rainer Security - Key No TW1-27 - Toilets	17/18PO2420	12.60	12.60	2.10	10.50
17108	David Maden Slater - Installation nature's Lab 23-24/01/18 AG	17/18PO2421	200.00	200.00	-	200.00
17109	M J Sedgeman Garden Services - Panels - Nature's Lab - Art Gallery	17/18PO2422	75.00	75.00	-	75.00
17110	South West Water - POW Toilets - 25/10/17-18/01/2018	17/18PO2423	2,736.17	2,736.17	-	2,736.17
	3 Lanes Transport - Collect/deliver exhibit to Barrie Cook - Art G	17/18PO2424	102.00	102.00	17.00	85.00
	3 Lanes 1x work Philip Mould/5xworks David Tovey - Art G	17/18PO2425	204.00	204.00	34.00	170.00
	Total Cheque 17111		306.00	306.00	51.00	255.00
	Travis Perkins - Trade paint - Top floor Old PO	17/18PO2426	34.80	34.80	5.80	29.00
	Travis Perkins - Fire Panel/rockwool/plaster - Top floor Old PO	17/18PO2427	999.78	999.78	166.63	833.15
	Travis Perkins - Hardwood plywood - Top floor Old PO	17/18PO2428	511.50	511.50	85.25	426.25
	Travis Perkins - Hose connector/nozzle/pipe-O/side tap. Paint-top flr Old PO	17/18PO2429	67.68	67.68	11.28	56.40
	Travis Perkins - Polyfilla 10k - Top floor Old PO	17/18PO2430	27.54	27.54	4.59	22.95
	Travis Perkins - Handiboard/drywall screws - Sharon's office - Old PO	17/18PO2431	91.31	91.31	15.22	76.09
	Total Cheque 17112		1,732.61	1,732.61	288.77	1,443.84
17113	Underpressure Media Ltd - Duffy's Lucky Escape-shop stock AG	17/18PO2432	14.37	14.37	-	14.37
CC	Jobsite Uk Ltd - Advert re: Job vacancy Events Co-ordinator	17/18PO2433	178.80	178.80	29.80	149.00
DD	Argos - HP Laserjet printer/wireless mouse - Miranda - Reception IS Dept	17/18PO2434	159.33	159.33	26.55	132.78
DD	British Gas - Electricity - Grove PI Toilets - 01/11/17-22/01/18	17/18PO2435	972.10	972.10	162.01	810.09
DD	Datasharp - DHS Rental Oct 2017	17/18PO2436	38.21	38.21	6.37	31.84
DD	Trade - Screwfix - Goldscrews - Top flr Old PO	17/18PO2437	91.35	91.35	15.23	76.13
	T Clark Contracting Ltd - Monitoring Contract Renewal Feb 18- Jan 19 MB	17/18PO2438	76.32	76.32	12.72	63.60
	T Clark Contracting Ltd - Maintenance Contract Renewal Feb 18- Jan 19 MB	17/18PO2439	76.32	76.32	12.72	63.60
	Total Cheque 17114		152.64	152.64	25.44	127.20
17115	Cornwall Wood Treatment - Sawn Timber -top Flr Old PO	17/18PO2440	386.16	386.16	64.36	321.80
17116	Howdens - Door-Old PO. Door/Bearing/hasp-Chapel Lodge	17/18PO2441	261.62	261.62	43.60	218.02
17117	Moor News - Local papers - FTC Admin to 27/01/2018	17/18PO2442	39.90	39.90	-	39.90
DD	BT - Broadband/Internet charges-package/line rental 01/11-30/11/17	17/18PO2443	584.40	584.40	97.40	487.00
DD	BT - Fibres-package/line rental 01/12-31/12/17	17/18PO2444	584.40	584.40	97.40	487.00
DD	BT - Broadband/Internet charges-package/line rental 01/01-31/01/18	17/18PO2445	584.40	584.40	97.40	487.00
	Total		142,260.39	142,260.39	10,531.60	131,728.80

FALMOUTH TOWN COUNCIL

Month Jan-18
Meeting Date 19/02/2018

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

Cheque No	Details	Inv No:	Inv Total	Gross	VAT	NET
DD	BT -Phone/Mobile/Broadband- Regular 12/08-31/12/18. Usage 28/06-19/10/	17/18PO2446	1,340.76	1,340.76	170.83	1,169.93
DD	BT -Phone/Mobile/Broadband- Regular 12/08-31/12/18. Usage 17/10-21/01/	17/18PO2447	1,027.76	1,027.76	171.29	856.47
DD	BT-Mobile Service-Service Charge 01/11-30/11/17	17/18PO2448	848.90	848.90	141.48	707.42
DD	BT-Mobile Service-Service Charge 28/07-31/12/17	17/18PO2449	1,054.31	1,054.31	175.72	878.59
DD	BT-Mobile Service-Service Charge 01/01-31/01/18	17/18PO2450	914.68	914.68	152.45	762.23
17118	Tregear Flats Tenants Association - Lunch Club-Comm Chest - G Evans	17/18PO2451	250.00	250.00	-	250.00
BACS	Nick Foulkes - Labour 40hrs Old PO. 13hrs Cemetery	17/18PO2452	1,060.00	1,060.00	-	1,060.00
CLOSED			-	-	-	-
			148,756.80	148,756.80	11,343.37	137,413.43

FALMOUTH ART GALLERY PETTY CASH SCHEDULE

Period: Jan-18

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					207.41	SF	P	EF	E	S	SI	207.41
08/01/2018	1.00		1.00	2,998	E		-	-	-	1.00	-	-	206.41
08/01/2018	0.80		0.80	2,999	SF		0.80	-	-	-	-	-	205.61
08/01/2018	3.00		3.00	3,000	S		-	-	-	-	3.00	-	202.61
08/01/2018	1.09		1.09	3,001	SF		1.09	-	-	-	-	-	201.52
08/01/2018	3.00		3.00	3,002	E		-	-	-	3.00	-	-	198.52
08/01/2018	6.57		6.57	3,003	SF		6.57	-	-	-	-	-	191.95
11/01/2018	0.80		0.80	3,004	SF		0.80	-	-	-	-	-	191.15
11/01/2018	4.19		4.19	3,005	SF		4.19	-	-	-	-	-	186.96
11/01/2018	3.13		3.13	3,006	SF		3.13	-	-	-	-	-	183.83
11/01/2018	1.05		1.05	3,007	SF		1.05	-	-	-	-	-	182.78
18/01/2018	8.00		8.00	3,008	SI		-	-	-	-	-	8.00	174.78
18/01/2018	2.10		2.10	3,009	SF		2.10	-	-	-	-	-	172.68
31/01/2018	4.75		4.75	3,010	SF		4.75	-	-	-	-	-	167.93
CLOSED			-				-	-	-	-	-	-	167.93
						39.48	24.48	-	-	4.00	3.00	8.00	

Nominal Codes

5815 5804 5810 5818 5805 5818

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals

2201 - vat
5818 - NL
DR £ -
CR £ -

NB add additional NL's depending on monthly expenditure

FALMOUTH TOWN COUNCIL PETTY CASH SCHEDULE

Period: Jan-18

Date	Total Amount	VAT	Net	Rec'pt	Code	Cashed Cheque	Meeting Exp	Parking	TMT	Civic	Toilet	Conc'tery R/R	MB	Stat	PO Building	Events	Sundry Items	Running Balance
02/01/2018	1.09		1.09	1239	ME		1.09											286.93
04/01/2018	3.98		3.98	1240	PB													285.84
08/01/2018	1.43		1.43	1241	me		1.43											281.86
08/01/2018	5.00		5.00	1242	S									5.00				280.43
09/01/2018	6.33		6.33	1243	me		6.33											275.43
09/01/2018	12.00	2.00	10.00	1244	PB													269.10
11/01/2018	7.44		7.44	1245	CR							7.44			10.00			257.10
12/01/2018	17.94	2.99	14.95	1246	T						14.95							249.66
12/01/2018	0.50		0.50	1247	me		0.50											231.72
15/01/2018	1.43		1.43	1248	me		1.43											229.79
16/01/2018	1.00		1.00	1249	me		1.00											228.79
17/01/2018	8.10		8.10	1250	PB										8.10			220.69
17/01/2018	9.43		9.43	1250	me		9.43											211.26
17/01/2018	2.00		2.00	1251	S													209.26
22/01/2018	43.20		43.20	1252	ME		43.20											166.06
23/01/2018	2.88		2.88	1253	ME		2.88											163.18
23/01/2018	2.00		2.00	1254	CP			2.00										161.18
23/01/2018	2.50		2.50	1255	CP			2.50										158.68
23/01/2018	1.09		1.09	1256	ME		1.09											157.59
24/01/2018	30.00	5.00	25.00	1257	P				25.00									127.59
25/01/2018	10.35		10.35	1258	CR							10.35						117.24
25/01/2018	0.50		0.50	1259	CR							0.50						116.74
25/01/2018	3.00		3.00	1260	CP			3.00										113.74
29/01/2018	1.43		1.43	1261	me		1.43											112.31
29/01/2018	1.50		1.50	1262	SI												1.50	110.81
30/01/2018	2.24		2.24	1263	me		2.24											108.57
31/01/2018	2.65		2.65	1264	me		2.65											105.92
31/01/2018	(45.03)		(45.03)	*	ME		(45.03)											150.95
CLOSED	135.98	9.99	125.99			125.99	29.67	7.50	25.00		14.95	18.29		7.00	22.08		1.50	

Nominal Codes

5030 5017 5010 5408 5303 5610 5220 5012 5352 5457 5030

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals

2201 - vat £ 9.99
1230 £ 9.99

DR CR

NB add additional NL's depending on monthly expenditure

From: Richard Wilcox

Sent: 15 February 2018 14:56

To: 'parking@cornwall.gov.uk' <parking@cornwall.gov.uk>

Cc: Bob O'Shea - FTC <rjo@kerenzaj.com>; Sarah Newton <sarah.newton.mp@parliament.uk>;

Richard Gates <Richard@falmouth.co.uk>; Mark Williams

<MarkWilliams@falmouthtowncouncil.com>; Ruth Thomas

<RuthThomas@falmouthtowncouncil.com>; 'gwilliams@cornwall.gov.uk'

<gwilliams@cornwall.gov.uk>

Subject: Falmouth response to car parking proposals

Importance: High

Good afternoon

With reference to the car parking consultation and in relation to Falmouth's proposed charges, please find enclosed a response from the Falmouth Town Team:

- Winter costings – the free evening options makes sense as this responds to community feedback
- Once again, we are feeding back for review, the disparity between the times of free charging for Falmouth and other towns. This needs to be from 4pm
- The free summer evening options are welcomed
- Summer day tariffs – this has to be reviewed. The 2-3hrs and 3-4hrs in particular are prohibitive, reflecting a significant increase and will act a further deterrent. Whilst appreciating there will be a desire to align on and off-parking tariffs and strategies, one has to consider Falmouth's current situation. We currently have a major 5-year Western Power capital programme causing significant impact and first quarter disruption plus of course the recent M&S potential closure, all of which affects the retail picture, high street/community dynamic and business confidence. You may be aware of senior level meetings between ourselves and Cornwall Council (CC) on this matter, with the town seeking CC's support and these proposals do not align with that. CC has a key role to play here in not only understanding/appreciating the situation but proactively working to support one of its key assets and communities. So, to encourage a drop in these day proposals you may wish to review them in combination with the proposed free evening tariffs? This is great as mentioned but it was at £1.50 we believe, so a significant reduction to say 50p would still be welcomed and give CC an income plus enable you to offset lowering the far-too-high day/24hr tariff proposals
- Summer first hour – as per points made above, we are witnessing a significant uplift. Appreciating there has been a freeze on certain tariffs in the last year, it doesn't follow a logical path to then implement a 50% increase. So a smaller increase, if there has to be one, could be then be offset by the suggested small evening charge as highlighted above
- Winter charges – we (we being a proactive partnership between the Falmouth BID, Falmouth Town Council and Western Power) will be funding free car parking on Saturdays during the first calendar quarter to incentivise visits during the Western Power works. There needs also to be a consideration that is reflected in your winter weekly charges on this matter ie what can CC do to incentivise visits/spend/shopping and therefore car park usage during this challenging time for the town? E.g. could there be a 2hr period each afternoon to encourage afternoon visits with a drop in tariff perhaps? A 'buy 1 hr get a second hr free' offer? After all, car park occupancy levels across the town are relatively

low anyway at this time of year as previous YOY statistics highlight. CC have often invited such innovative thinking from the towns and regions and we have previously submitted such ideas numerous times but have not seen any implemented (often with the reason cited as there being a lack of metered/digitised systems which is now not the case). Flexibility and responsiveness from CC to actual and current market conditions are vital, not simply a blanket charge/increase which gives no thought or consideration to the current situation.

Regards

Richard Wilcox
Falmouth BID Manager
E: richardwilcox@falmouth.co.uk
T: 01326 313553
M: 07557 904789

WHAT'S THE BID DELIVERED?



Falmouth BID Company Number: 06823128. Registered in England.
Registered office: 48 Arwenack St, Falmouth TR11 3JH