

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 9th April 2018 at 7.00pm.

Present: Councillors R J O'Shea (Chairman), B M A Ross (Vice-Chairman), R J Bonney, G G Chappel, S D Eva (to point mentioned), A J Gillett (to point mentioned), A J Jewell CC, M T McCarthy CC, M C Morgan, A Parker, J C Robinson, and J M Spargo.

In Attendance: A M Williams (Town Clerk)
R N Thomas (Finance Officer)
J Proud (Finance Assistant)
D Patton, W Frost (Grant Applicants)
S Tregidgo and A Lancaster

F6028 APOLOGIES

Apologies for absence were received and approved from Councillors Coley (holiday), Evans (ill), Minson (ill) and Saunby (holiday)).

F6029 INTERESTS

None received.

F6030 MINUTES

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

RESOLVED that the minutes of the meeting held on 19th February 2018 be confirmed as a correct record of the proceedings and signed by the Chairman.

F6031 GRANT APPLICATIONS

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

RESOLVED that pursuant to Section 133 of the Local Government Act 1972, Carnon Carers be Granted £200 towards the provision of the Falmouth Carers Event.

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

RESOLVED that pursuant to Section 145 of the Local Government Act, 1972 the St Piran's Sculpture and Procession Organisers be granted £500 towards the transportation and procession costs for the processional event from the Events Budget.

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

RESOLVED that pursuant to Section 145 of the Local Government Act 1972, the Falmouth Poppy Appeal Organisers be granted £250 towards the 2018 Remembrance 'Big Thank You' theme Initiative.

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

RESOLVED that pursuant to Section 145 of the Local Government Act 1972, the Duchy Opera be granted £500 towards its Falmouth Performance in 2018.

A letters of thanks for the annual grant award from the Falmouth Welfare Benefits Service was duly noted. The Chairman reminded the Committee that it was the properly delegated body to consider grant applications.

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

During the consideration of the above item there was a brief adjournment for a fire alarm and Councillors Eva and Gillett left the meeting.

F6032 RISK ASSESSMENT

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

RESOLVED that the Risk Management Policy and Risk Management Strategy as attached as part of these minutes be agreed by the Council.

Further it was noted that Ellis Whittam's Health and Safety Consultant would carry out the annual visit on 30th April 2018 to generate the General Risk Assessment and prioritised action plan. It was also noted that the Council's Policy Schedule with its Insurer had been reviewed and updated.

F6033 INTERNAL AUDIT

The Town Clerk reported the fee proposal by Hudson Accounting.

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

RESOLVED that the Council appoints Hudson Accounting as its Internal Auditor for the 2018/19 to 2020/21 financial years at fixed fee of £2,250 per annum.

F6034 PARTNERSHIP RAILWAY PLANS LAUNCH – SOUTH WEST

The regional partnership plan 'In Partnership for Britain's Prosperity – The West of England' was duly noted.

F6035 NATIONAL NON-DOMESTIC RATES

It was noted that the Council had been billed an additional 10.06% for National Non-Domestic Rates on its buildings and facilities for 2018/19.

F6036 PONSHARDEN CEMETERIES

It was duly noted the site had been chosen as one of ten outstanding places in England for the Faith and Belief Category of the Historic England Campaign 'A History of England in a 100 Places'.

F6037 2018 OFF STREET PARKING PLACES ORDER

The minor changes to the Order as a result of the Cornwall Council consultation was duly noted.

F6038 NATIONAL ASSOCIATION OF LOCAL COUNCILS

The success of the National Lobby Day and the participation of the Town Clerk was duly noted.

Further it was noted that local councils had invested £33m in 2018/19 to safeguard local services.

F6039 CORNWALL ASSOCIATION OF LOCAL COUNCIL

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

RESOLVED that the Council renews its membership of the National Association and Cornwall Association of Local Councils in 2018/19.

F6040 ENVIRONMENTAL EDUCATION AND ENFORCEMENT

The Town Clerk reported further to this matter that Cormac Solutions Ltd did not provide core services in regard to beach management and the contractual arrangements that Cornwall Council had with beach operators did not enable these services. He updated regarding reactive enforcement operations undertaken by Cornwall Council. Councillor Parker advised that the Beach Management Group requested the Town Council provide the service which would link to Student Warden Services and volunteer management.

It was proposed by Councillor Jewell, seconded by Councillor Ross

RESOLVED that the matter be further deferred.

A Motion by Councillor Parker, seconded by Councillor Robinson that the Council provides the service was lost. An Amendment by Councillor McCarthy, seconded by Councillor Ross that the Council provide the service as a trial for six months through the 2018 summer season was lost.

F6041 CEMETERY FEE

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

RESOLVED that the decision to make an exception to the Council's residency qualification regarding cemetery fees taken by the Town Clerk, in consultation with the Chairman and Vice-chairman be endorsed. The affected individual had resided in Falmouth for 74 years.

F6042 2017/18 YEAR END FORECAST

The Finance Officer reported that this was not available given the proximity of the meeting to the financial year end. The Chairman advised that the Committee would meet again on 30th April 2018.

F6043 ACCOUNTS AND PETTY CASH

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

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

F6044 **EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor Ross , seconded by Councillor Jewell 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.

Risk Management Policy



**FALMOUTH
TOWN COUNCIL**

February 2018

1 Introduction

- 1.1 This document forms the Council's Risk Management Policy. It sets out:
- The philosophy of the Council's approach to risk management
 - The Council's aims for risk management
 - A summary of future monitoring and reporting lines for risk management

2 Aims

- 2.1 Risk is defined as *'The combination of the probability of an event and its consequence. Consequences can range from positive to negative.'*
Institute of Risk Management (IRM)
- 2.2 The Council's aims for this Risk Management Policy are:
- To manage risk in accordance with best practice to preserve and protect the Council's assets, staff and reputation;
 - To minimise loss, injury and damages and reduce cost of risks;
 - To ensure appropriate actions are taken to address identified risks;
 - To ensure appropriate actions are taken to identify and pursue opportunities;
 - To promote good corporate governance by embedding risk management through the ownership and management of risk as part of all decision making processes; and
 - To further develop risk management and raise its profile across the Council integrating risk management into the culture of the organisation.

3 What is the Council's Philosophy on Risk Management?

3.1 Risk management Policy Statement

Falmouth Town Council recognises that, in addition to its statutory duties, there are cogent moral and economic reasons to take all practicable and reasonable measures to safeguard people and the natural and built environments.

Whilst it is acknowledged that risk cannot be totally eliminated it is accepted that much can be done to reduce the extent of injury, damage and financial loss. Therefore, Falmouth Town Council is committed to identifying, reducing or eliminating the risks to both people and the natural and built environments.

The Council will carry insurance in such amounts and in respect of such perils as will provide protection against significant losses, where insurance is required by law or contract and in other circumstances where risks are insurable and premiums cost-effective.

The Council will seek to embed effective risk management into its culture, processes and structure to ensure that opportunities are maximised. The Council will seek to encourage managers to identify, assess and manage risks and to learn to accept the right risks.

4 How will it feed into the Council's existing policies?

- 4.1 **Recording Risk** - The Council holds a Risk Register which has been built using existing data on the functions of the Council. This document is added to as and when new risks are identified or existing risks reassessed.
- 4.2 **Identification** - Initial identification of risks will be by service managers who will annually review all of the potential risks applicable to their service area(s).
- 4.3 **Performance management and the ethos of 'Best Value'** - The Council will build risk management procedures into the way that it operates as part of a commitment to quality and continuous service improvement. As part of the performance management and service review process, Service Review Panels will assess the strategic and operational risks associated with the service under review. Recommendations for risk control will be built into future Service Review Reports.
- 4.4 **Projects and Service Changes** – service managers and project officers developing projects or recommending service changes will ensure that risks are identified and the measures to eliminate or control risks are documented and added to the Council's risk register.
- 4.5 **Partnership Working** – the Council is entering into an increasing number of partnerships with organisations from the public, private, voluntary and community sectors. Some of these organisations may not have the same sensitivities to the risks that the Council sees as important. Part of the process of setting up futures partnerships will be to ensure that all relevant risks are identified and that appropriate control mechanisms, risk management and corporate governance arrangements are built into the management arrangements for the partnership.
- 4.6 **Delivery** – the detailed framework for the delivery of this Policy is set out in the Council's Risk Management Strategy and associated procedure notes.

5 Future Monitoring

- 5.1 **Review of Risk Management Policy** – This Policy will be reviewed on a regular basis as part of the Council's continuing review of its Policy Documents, Standing Orders and Financial Regulations. Recommendations for change will be reported to the Policy Committee. The date of the next review will be January 2016.
- 5.2 **Register** – it is crucial that the information is regularly reviewed and updated. New risks will emerge and need to be controlled. Feedback from Internal and External Audit can identify areas for improvement, as can the sharing for best practice via professional bodies, including the Institute of Risk Management, the National Association of Local Councils, Society of Local Council Clerks, Institute of Local Council Management and Association of Accounting Technicians.
- 5.3 **Reporting on Progress** – An annual report will be delivered to the Finance and General Purposes Committee detailing progress on risk management over the year and containing a summary of the Risk Register.

6 Conclusion

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

7 Alternative Formats

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

8 Freedom of Information

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

DRAFT

Risk Management Strategy



**FALMOUTH
TOWN COUNCIL**

February 2018

1 Introduction

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

2 What is Risk Management?

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

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

Institute of Risk Management (IRM)

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

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

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

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

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

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

3 Why does the Council need a Risk Management Strategy?

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

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

4 What is the Risk Management Process?

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

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

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

Options for control include:

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

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

4.6 Risk Register – further details of the process outlined in paras 4.1 – 4.5 above are included in Annex 1

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

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

5 Roles and Responsibilities

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

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

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

5.3 **Senior Officers** - will act as the risk champions for each department, assisting with identifying all risks in their departments and the compilation of the Risk Register. They will manage risk effectively in their particular service areas or

projects and report how threats and risks have been managed to the Town Clerk. This includes identifying, analysing, prioritising, monitoring and reporting on service risks and any control actions taken.

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

- 5.4 **Town Clerk** – will act as the Lead Officer on Risk Management, overseeing the implementation of the detail of the Risk Management Strategy.

The Town Clerk will:

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

- 5.5 **Finance Officer** – will:

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

- 5.6 **Project Officers and Service Managers** - will:

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

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

in agenda reports/briefing papers to be considered by Council and committees. Annex is a FIRM risk scorecard that should be included as part of the report for larger projects.

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

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

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

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

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

Chair and Vice Chair of the Council
Chair and Vice Chair of the Finance and General Purposes Committee=
Town Clerk
Finance Officer

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

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

6 Future Monitoring

- 6.1 Review of Risk Management Policy – This Policy will be reviewed on a regular basis as part of the Council's continuing review of its Policy Documents, Standing Orders and Financial Regulations. Recommendations for change will be reported to the Policy Committee. The date of the next review will be Feb 2019.
- 6.2 Register – it is crucial that the information is regularly reviewed and updated. New risks will emerge and need to be controlled. Feedback from Internal and External Audit can identify areas for improvement, as can the sharing for best practice via professional bodies, including the Institute of Risk Management, the National Association of Local Councils, Society of Local Council Clerks, Institute of Local Council Management and Association of Accounting Technicians.
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7 Conclusion

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FALMOUTH TOWN COUNCIL

Month Feb-18
Meeting Date

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Details	Inv No:	Inv Total	Gross	VAT	NET
17119	Dulux Decorator Centre - Paint for Art Gallery Municipal Building	17/18PO2453	12.59	12.59	2.10	10.49
17120	Exco Fire & Safety-Security Service /Replace battery- Municipal Building	17/18PO2454	137.59	137.59	22.93	114.66
17121	Macsalvors Ltd - Bib & Brace Ref Callum Metcalf Town Team	17/18PO2455	99.95	99.95	16.66	83.29
17122	Octopus - MaxStamp - Reception/Information Service	17/18PO2456	64.88	64.88	10.81	54.07
	OTS - Provide Service 367 & 363 - Jan 18	17/18PO2457	1,774.83	1,774.83	-	1,774.83
	OTS - Provide free shuttle bus service Mon-Sat 08/01-31/01/2018	17/18PO2458	4,725.00	4,725.00	-	4,725.00
	Total Cheque 17123		6,499.83	6,499.83	-	6,499.83
	Objective IT Services - 56 Offsite support/system monitor - Jan 18	17/18PO2459	4,464.00	4,464.00	744.00	3,720.00
	Objective IT Services - 12 Offsite support/system monitor - Jan 18 (FTC)	17/18PO2460	864.00	864.00	144.00	720.00
	Total BACS		5,328.00	5,328.00	888.00	4,440.00
CC	Blue Jet Mapping - Planning maps with licence - Bowly	17/18PO2461	63.60	63.60	10.60	53.00
CC	Microsoft - Office 365 Enterprise E3 28/12/17-27/01/18	17/18PO2462	52.80	52.80	-	52.80
CC	Microsoft - Office 365 Business Essentials - 28/12/17-27/01/18	17/18PO2463	68.40	68.40	-	68.40
DD	Asset Monitoring - FM Lite Monthly Hosting - Feb 18	17/18PO2464	9.00	9.00	1.50	7.50
DD	Cornwall Council - Business rates Feb 2018 - Kimberley park Lodge	17/18PO2465	202.00	202.00	-	202.00
DD	Cornwall Council - Business rates Feb 2018 - POWP toilets	17/18PO2466	250.00	250.00	-	250.00
DD	Cornwall Council - Business rates Feb 2018 - Grove Place toilets	17/18PO2467	411.00	411.00	-	411.00
DD	Cornwall Council - Business rates Feb 2018 - Swanpool toilets	17/18PO2468	69.00	69.00	-	69.00
DD	Cornwall Council - Business rates Feb 2018 - Maenporth toilets	17/18PO2469	140.00	140.00	-	140.00
DD	Cornwall Council - Business rates Feb 2018 - Webber Street toilets	17/18PO2470	100.00	100.00	-	100.00
DD	Cornwall Council - Business rates - Feb 2018 - Cemetery Pennance Road	17/18PO2471	475.00	475.00	-	475.00
DD	Cornwall Council - Business rates Feb 2018 - Cemetery & premises Sw	17/18PO2472	246.00	246.00	-	246.00
DD	Cornwall Council - Business rates Feb 2018 - Art Gallery	17/18PO2473	1,053.00	1,053.00	-	1,053.00
DD	Cornwall Council - Business rates Feb 2018 - Municipal Building	17/18PO2474	605.00	605.00	-	605.00
DD	Cornwall Council - Business rates Feb 2018 - PO Building	17/18PO2475	2,096.00	2,096.00	-	2,096.00
DD	Cornwall Council - Business rates Feb 2018 - PO Building First Floor	17/18PO2476	765.00	765.00	-	765.00
DD	Cornwall Council - Business rates Feb 2018 - PO Building Second Floor	17/18PO2477	512.00	512.00	-	512.00
DD	Cornwall Council - Business Rates Feb 2018 - Mortuary	17/18PO2478	302.00	302.00	-	302.00
BACS	Keith Shanly - 36hrs labour Old PO 29/01-02/02/18	17/18PO2479	450.00	450.00	-	450.00
BACS	Dean Earl - 75hrs Labour Old PO - 22/01-02/02/18	17/18PO2480	1,200.00	1,200.00	-	1,200.00
BACS	Infinitus Security & Training - Key holding (monthly) Municipal Building	17/18PO2481	25.20	25.20	4.20	21.00
BACS	Steve White - Labour 10hrs/Chapel - 41hrs/Old PO 27/01-02/02/18	17/18PO2482	510.00	510.00	-	510.00
BACS	Spencer Gray - 77.5hrs Labour - Old PO 22/01-02/02/18	17/18PO2483	1,433.75	1,433.75	-	1,433.75
BACS	Artist Payment - Jan 18 - Amanda Crago	17/18PO2484	4.55	4.55	-	4.55
BACS	Artist Payment - Jan 18 - Becky Lanyon	17/18PO2485	5.20	5.20	-	5.20
BACS	Artist Payment - Jan 18 - Debbie Smith	17/18PO2486	9.75	9.75	-	9.75
BACS	Artist Payment - Jan 18 - Karen Narramore	17/18PO2487	4.23	4.23	-	4.23
BACS	Artist Payment - Jan 18 - Keith Beuchamp	17/18PO2488	13.00	13.00	-	13.00
BACS	Artist Payment - Jan 18 - Kirstyn Smith	17/18PO2489	43.55	43.55	-	43.55
BACS	Artist Payment - Jan 18 - Mags Jowett	17/18PO2490	26.00	26.00	-	26.00
BACS	Artist Payment - Jan 18 - Paul Jowett	17/18PO2491	9.10	9.10	-	9.10
BACS	Artist Payment - Jan 18 - Pauline Hitchens	17/18PO2492	29.25	29.25	-	29.25
BACS	Artist Payment - Jan 18 - Phillip Cox	17/18PO2493	25.03	25.03	-	25.03
	Total BACS		169.66	169.66	-	169.66
17124	Andrew Campbell - Text Panes Nature's laboratory/Faces of Cornwall	17/18PO2494	30.00	30.00	-	30.00
17125	Biffa - General waste/recycling - Jan 18 - Municipal Building	17/18PO2495	660.00	660.00	110.00	550.00
17126	Booths Print - 250 x Natures laboratory - Art Gallery	17/18PO2496	2,000.00	2,000.00	-	2,000.00
17127	Classic Fire - fit 4 smoke detectors/bases - Old PO	17/18PO2497	740.94	740.94	123.49	617.45
	Greenhams - Soap/Toilet Cleaner - Toilets	17/18PO2498	62.13	62.13	10.35	51.78
	Greenhams - Sacks/Hivis/Bucket/soap/tissue - Cemetery/Toilets	17/18PO2499	629.83	629.83	104.97	524.86
	Total Cheque 17128		691.96	691.96	115.32	576.64
	Jewson - Marine Grade Plywood - Cemetery Burial works	17/18PO2500	212.36	212.36	35.39	176.97
	Jewson - Scaffold boards - Cemetery Burial works	17/18PO2501	129.31	129.31	21.55	107.76
	Total Cheque 17129		341.67	341.67	56.95	284.73
	Jimmy May Scrap - Transfer 1.020k - Tipping of concrete - Bowly	17/18PO2502	36.72	36.72	6.12	30.60
	Jimmy May - Skip delivered/collected 01/02/18 - Old PO	17/18PO2503	330.00	330.00	55.00	275.00
	Total Cheque 17130		366.72	366.72	61.12	305.60
17191	Jumping Out Duo - Christmas performances 2017	17/18PO2504	245.00	245.00	-	245.00
17132	Marraum Ltd- Consultancy/prep of tender documents/meeting-Kimberley	17/18PO2505	3,528.00	3,528.00	588.00	2,940.00
17133	Nomix Enviro Ltd - Service 900 Lease Lance - Town Team	17/18PO2506	480.00	480.00	80.00	400.00
17134	Octopus - A5 80gsm/A4 High White Paper - Admin	17/18PO2507	70.00	70.00	11.67	58.33
17135	Oliver Goulding - T.Shire/Card - Shop sales Art Gallery	17/18PO2508	13.00	13.00	-	13.00
17136	PW Media & Publishing Ltd-MyCornwall Advert (Feb./Mar) - Cultural S	17/18PO2509	120.00	120.00	20.00	100.00
17137	Sam Pascoe - Asslnt installation show Nature's Laboratory - Art Gallery	17/18PO2510	337.50	337.50	-	337.50
17138	SWW - Water/Sewerage 25/10/17-03/01/18 - Old PO Building	17/18PO2511	175.55	175.55	12.04	163.51
	Travis Perkins - Unibond PVA - Top floor Old PO	17/18PO2512	25.20	25.20	4.20	21.00
	Travis Perkins - Timber/ronseal/lock/sashlock - Sharon's office Old PO	17/18PO2513	34.48	34.48	5.75	28.73
	Travis Perkins - Pipe/Valve/socket/bracket-Sharon's office/Tape Top	17/18PO2514	64.10	64.10	10.69	53.41
	Total Cheque 17139		123.78	123.78	20.64	103.14
17140	Trevena Cross Nurseries - Christmas Tree stands - Princess Pavilion	17/18PO2515	377.00	377.00	-	377.00
CC	CIPFA - Chartered Inst of Public Finance/Accountancy Member 01/01-	17/18PO2516	151.00	151.00	-	151.00
CC	HM Land Registry - Register View 06/02/18 ID8552215889	17/18PO2517	3.00	3.00	-	3.00
CC	HM Land Registry - Register View 06/02/18 ID8552209672	17/18PO2518	3.00	3.00	-	3.00
CC	Trago - Coach screws for signs - Kimberley Park	17/18PO2519	3.56	3.56	0.59	2.97
CC	Trago - Ahesive/paint/brush - Top floor - Old PO	17/18PO2520	26.94	26.94	4.49	22.45
	Total		33,839.87	33,839.87	2,161.11	31,678.77

FALMOUTH TOWN COUNCIL

Month Feb-18

Meeting Date

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No		Inv No:	Inv Total	Gross	VAT	NET
DD	British Gas - Electricity 27/10/17-25/01/18 - Maenporth Toilets	17/18PO2521	111.31	111.31	5.30	106.01
BACS	BG Electrical - Smoke detector/lights/sockets/ring main- PO/IT	17/18PO2522	1,464.00	1,464.00	244.00	1,220.00
DD	Allstar - Fuel - Town Team/Toilets - 19/01-26/01/18	17/18PO2523	425.42	425.42	70.90	354.52
17141	TDS Custodial - Tenancy deposit scheme- 28 Pennance Rd	17/18PO2524	500.00	500.00	-	500.00
17142	Imagine Falmouth exhibition sales (artists) - Rosie VanVestraut	17/18PO2525	19.50	19.50	3.25	16.25
17143	Imagine Falmouth exhibition sales (artists) - Rob Johnsey	17/18PO2526	260.00	260.00	43.33	216.67
17144	Imagine Falmouth exhibition sales (artists) - Nicola Bond	17/18PO2527	234.00	234.00	39.00	195.00
17145	Imagine Falmouth exhibition sales (artists) - Jonathan Koetsier	17/18PO2528	97.50	97.50	16.25	81.25
17146	Imagine Falmouth exhibition sales (artists) - John Bulmer	17/18PO2529	107.25	107.25	17.88	89.38
17147	Imagine Falmouth exhibition sales (artists) - John Birch	17/18PO2530	253.50	253.50	42.25	211.25
17148	Imagine Falmouth exhibition sales (artists) - Jilly Frank	17/18PO2531	32.50	32.50	5.42	27.08
17149	Imagine Falmouth exhibition sales (artists) - Felix Packer	17/18PO2532	1,267.50	1,267.50	211.25	1,056.25
17150	Imagine Falmouth exhibition sales (artists) - Elizabeth Perry	17/18PO2533	113.75	113.75	18.96	94.79
17151	Imagine Falmouth exhibition sales (artists) - Deborah O'Nyons	17/18PO2534	117.00	117.00	19.50	97.50
17152	Imagine Falmouth exhibition sales (artists) - David Pentin	17/18PO2535	292.50	292.50	48.75	243.75
17153	Imagine Falmouth exhibition sales (artists) - Claire Ogden	17/18PO2536	256.75	256.75	42.79	213.96
17154	Imagine Falmouth exhibition sales (artists) - CA Reyna	17/18PO2537	104.00	104.00	17.33	86.67
17155	Grant Release -Cornwall Harp & Hurdy Gurdy Festival- Re: Falmouth R	17/18PO2538	360.00	360.00	-	360.00
BACS	BG Electrical - Interim payment first fix wiring offices/corridor- Old PO	17/18PO2539	4,686.00	4,686.00	781.00	3,905.00
	Cornwall ALC - Being a Better Councillor Training- 2 delegates 04/07/1	17/18PO2540	156.00	156.00	26.00	130.00
	Cornwall ALC - Being a Better Councillor Training- 2 delegates 15/07/2	17/18PO2541	156.00	156.00	26.00	130.00
	Total Cheque 17156		312.00	312.00	52.00	260.00
BACS	Dean Earl - Labour 21hrs Sharon's Office/15hrs General Old PO 05-09/	17/18PO2542	576.00	576.00	-	576.00
BACS	Fire Safety Cornwall Ltd-Weekly Testing Oct/Nov/Dec 17- Old PO	17/18PO2543	360.00	360.00	-	360.00
BACS	Hine Downing -Legal fees shorthold tenancies - Mr Mitchell/Pennance	17/18PO2544	1,206.00	1,206.00	200.00	1,006.00
BACS	Passmore Cleaning - M-Building/Old PO/Function M/B - January 2018	17/18PO2545	2,364.00	2,364.00	-	2,364.00
BACS	Steve White - Labour 56 hrs Old PO Building	17/18PO2546	560.00	560.00	-	560.00
	Triclean Ltd- Callout/Direct365 Eco-flow valve & Timer/fitting- POW T	17/18PO2547	165.80	165.80	27.63	138.17
	Triclean Ltd-Expenses for parts & Fitting-Service corridor/o-side tap-O	17/18PO2548	529.59	529.59	88.27	441.33
	Triclean Ltd- 3 hrs Project Management/Management Tasks- Old PO	17/18PO2549	72.00	72.00	12.00	60.00
	Total BACS		767.39	767.39	127.90	639.49
	Chubb - Service/parts/signs/blanket - Municipal Building	17/18PO2550	701.20	701.20	116.87	584.33
	Chubb - Credit relating to overcharge on the above invoice	17/18PO2551	455.32	455.32	75.89	379.43
	Total Cheque 17157		245.88	245.88	40.98	204.90
17158	Charterwood Commercial Property Consultants- Rental Advice-Park L	17/18PO2552	420.00	420.00	70.00	350.00
17159	Classic Fire Ltd- Connected detector in lift shaft - Old PO Building	17/18PO2553	295.50	295.50	49.25	246.25
	Cornwall Council - Maintenance Open Space- Feb 18	17/18PO2554	1,167.85	1,167.85	194.64	973.21
	Cornwall Council - New Year's Eve Fireworks Display- Road Closure Or	17/18PO2555	46.00	46.00	-	46.00
	Total Cheque 17160		1,213.85	1,213.85	194.64	1,019.21
	DI-Mar Garden Machinery - New Hedgetrimmer HS82RCE	17/18PO2556	445.50	445.50	74.25	371.25
	DI-Mar Garden Machinery - Husqvarna perspex visor/chainsaw oil	17/18PO2557	30.00	30.00	5.00	25.00
	DI-Mar Garden Machinery - Chainsaw chain per linkx50	17/18PO2558	19.80	19.80	3.30	16.50
	Total Cheque 17161		495.30	495.30	82.55	412.75
17162	Dulux Decorator Centre - Sampler 250mlx4- Art Gallery	17/18PO2559	17.09	17.09	2.85	14.24
17163	Friends of Tregoniggle Woods - Grant Award 2017/18 (Royal Horticult	17/18PO2560	105.00	105.00	-	105.00
17164	Greenhams - Mop/toilet cleaner-Sharon. Tissue-MB/Old Po	17/18PO2561	141.76	141.76	23.63	118.13
17165	Howdens - Alum Door plate/handle-1st Flr Tool Room - Old PO	17/18PO2562	14.30	14.30	2.38	11.92
	Jewson - Panel Block/Coupler - Security Fencing - Bowling Green	17/18PO2563	101.04	101.04	16.84	84.20
	Jewson - JCB Mini Exc/Buckets Hire 16 days- Cemetery	17/18PO2564	540.00	540.00	90.00	450.00
	Total Cheque 17166		641.04	641.04	106.84	534.20
17167	Occupational Health Services- HAVS Tier 4 assessment x 1	17/18PO2565	165.00	165.00	-	165.00
17168	OPUS Energy - Electricity - Mortuary - 08/01-07/02/18	17/18PO2566	375.70	375.70	62.62	313.08
17169	Sue Haseman - Cards for shop stock - Art Gallery	17/18PO2567	78.00	78.00	-	78.00
	SUEZ - Cardboard/sacks service - Jan 18 - Art Gallery	17/18PO2568	43.43	43.43	7.24	36.19
	SUEZ - Recycling - Kimberley Pk/Cemetery- Jan 18	17/18PO2569	868.72	868.72	144.79	723.93
	Total Cheque 17170		912.15	912.15	152.03	760.13
	Travis Perkins - Drywall screes self drill- Top floor Offices - Old PO	17/18PO2570	60.98	60.98	10.16	50.82
	Travis Perkins - Timber/Shuttering- Top Floor Old PO	17/18PO2571	186.15	186.15	31.03	155.13
	Total Cheque 17171		247.13	247.13	41.19	205.94
17172	Twenty Twenty Displays Ltd- Spirit of Falmouth Banners - RNLI	17/18PO2572	238.80	238.80	39.80	199.00
17173	Westcountry Group - 50x A4 white copier paper	17/18PO2573	145.20	145.20	24.20	121.00
DD	Bank of Ireland - Fees 05/01-02/02/18	17/18PO2574	11.94	11.94	-	11.94
DD	Barclaycard - Monthly charges/transactions - January 18	17/18PO2575	57.98	57.98	3.40	54.58
DD	British Gas - Electricity 11/10/17-01/02/18 - Kimberley Park	17/18PO2576	681.97	681.97	32.47	649.50
DD	British Gas - Electricity - 01/11/17-31/01/18 - Municipal Building	17/18PO2577	109.11	109.11	5.19	103.92
DD	British Gas - Electricity - 05/10/17-31/01/18 - POWP Toilets	17/18PO2578	239.04	239.04	11.38	227.66
DD	British Gas - Electricity - 01/11/17-31/01/18 - Webber St Toilets	17/18PO2579	148.44	148.44	7.06	141.38
DD	CNG Power - Gas - Fixed charges - Jan 18 - Kimberley Park Lodge	17/18PO2580	10.25	10.25	0.49	9.76
DD	Datasharp - DHS Rental - to 31/01/18 - Admin (30 days notice given)	17/18PO2581	38.21	38.21	6.37	31.84
			57,736.38	57,736.38	5,127.47	52,608.91

FALMOUTH TOWN COUNCIL

Month Feb-18
Meeting Date

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Details	Inv No:	Inv Total	Gross	VAT	NET
DD	EE Phone Monthly charges- Admin/Cultural Services	17/18PO2582	27.00	27.00	4.50	22.50
DD	Total Gas - Electricity - The Park Lodge -Jan 18	17/18PO2583	48.59	48.59	2.32	46.27
DD	Total Gas - Electricity - The Moor adj bench - feeder pillar-Jan 18	17/18PO2584	50.83	50.83	2.42	48.41
DD	Total Gas - Electricity - Feeder pillar o/s PO - Jan 18	17/18PO2585	43.04	43.04	2.05	40.99
DD	Total Gas - Electricity - Chapel Non conformist - Jan 18	17/18PO2586	163.55	163.55	7.79	155.76
DD	Total Gas - Electricity - Cemetery Chapel CofE- Jan 18	17/18PO2587	108.33	108.33	5.16	103.17
DD	Total Gas - Electricity - Municipal Building - 22/12/17-22/01/18	17/18PO2588	120.45	120.45	5.73	114.72
DD	Total Gas - Electricity - Municipal Building site 2 -22/12/17-22/01/18	17/18PO2589	437.85	437.85	20.85	417.00
DD	Tradeplint - B&Q - Various items-Fountain(Moor)/Cemetery/WK64 B	17/18PO2590	124.83	124.83	20.82	104.01
CC	Baileys Country Store - item Fountain (Moor)	17/18PO2591	33.00	33.00	-	33.00
CC	DVLA - CN17 CVF Road fund licence 12 months	17/18PO2592	242.50	242.50	-	242.50
CC	HM Land Registry - Title Plan View - 07/02/18	17/18PO2593	3.00	3.00	-	3.00
CC	Johnsons Cleaners - Drycleaning of Matt Brotherton's work suit	17/18PO2594	26.95	26.95	4.49	22.46
BACS	J Brodie Luke Ltd - Setup online access to Utility Services Mapping	17/18PO2595	450.00	450.00	75.00	375.00
BACS	J Brodie Luke Ltd - Supply two trailer loads topsoil to Lawn Cemetery	17/18PO2596	192.00	192.00	32.00	160.00
BACS	J Brodie Luke Ltd - Waste to tip- Allotments-Lawn Cemetery	17/18PO2597	874.80	874.80	145.80	729.00
BACS	J Brodie Luke Ltd - Service beach shower - Gylly Beach	17/18PO2598	542.90	542.90	90.48	452.42
BACS	J Brodie Luke Ltd - Repair/refit trailer shelving unit - Lawn Cemetery	17/18PO2599	219.13	219.13	36.52	182.61
BACS	J Brodie Luke Ltd - Build In vent - Castle Toilets	17/18PO2600	371.22	371.22	61.87	309.35
BACS	J Brodie Luke Ltd - Barrier Repairs - Allotments	17/18PO2601	968.63	968.63	161.44	807.19
BACS	J Brodie Luke Ltd - Call out beach shower reset jets - Gylly Beach	17/18PO2602	60.00	60.00	10.00	50.00
BACS	J Brodie Luke Ltd - New entrance to Lawn Cemetery "Payment on Acc	17/18PO2603	6,000.00	6,000.00	1,000.00	5,000.00
Total BACS			9,678.68	9,678.68	1,613.11	8,065.57
17174	Bike Chain Ricci (Jake Alderman Grant) 17/18-GRA024	17/18PO2604	1,040.00	1,040.00	-	1,040.00
BACS	Nick Foulkes - 29/01/18-12/02/18 - SM/Plastering/other	17/18PO2605	1,300.00	1,300.00	-	1,300.00
BACS	Keith Shanly - 05/02-09/02 inc - works to 2nd floor PO	17/18PO2606	475.00	475.00	-	475.00
BACS	Spencer Gray- 72hrs Labour - Old PO Building 05/02-16/02/18	17/18PO2607	1,332.00	1,332.00	-	1,332.00
BACS	Dean Earl -Labour 1.5hrs K/Park. 44.5hrs Old PO-10-16/02/2018	17/18PO2608	736.00	736.00	-	736.00
BACS	Keith Shanly -Labour 1.5hrs K/Park. 38hrs Old PO 12/02-16/02/18	17/18PO2609	493.75	493.75	-	493.75
17175	Concept Shed - PAT Testing-Nature's Laboratory- Art Gallery Exhibit	17/18PO2610	78.00	78.00	13.00	65.00
17176	Datasharp - Copies to 15/02/18 Cultural Services/FTC	17/18PO2611	256.82	256.82	42.80	214.02
17177	Jewson - JCB Mini Excavator hire 3 days to 02/02/2018	17/18PO2612	108.00	108.00	18.00	90.00
17178	Stephen Thomas - EPC for 28 Pennance Road	17/18PO2613	45.00	45.00	-	45.00
BACS	Jo Lumber - Workshops - October 2017 - Art Gallery	17/18PO2614	550.00	550.00	-	550.00
BACS	Jo Lumber - Workshops - November/December 2017 - Art Gallery	17/18PO2615	700.00	700.00	-	700.00
BACS	Kernow First Aid - First Aid Cover - 30/11-31/12/2018 Various	17/18PO2616	850.00	850.00	-	850.00
BACS	Laura menzies - MIND Workshop 08/02/18-King Charles 13/02/18	17/18PO2617	100.00	100.00	-	100.00
BACS	Steve White - 50.5hrs Labour- Old PO 10-16/02/2018	17/18PO2618	505.00	505.00	-	505.00
	Travis Perkins-Cement/sand/tape/screw-Cem Lodge/Top Flr Old PO	17/18PO2619	84.82	84.82	14.14	70.68
	Travis Perkins - Cement/Sand/Expamet - Top Flr/pillar Old PO	17/18PO2620	82.22	82.22	13.71	68.51
	Travis Perkins - Paint/primer - 1st/top Flr Old PO	17/18PO2621	43.82	43.82	7.30	36.52
	Travis Perkins - Expamet/Nail Galv- Top Flr - Old Po	17/18PO2622	102.70	102.70	17.12	85.58
	Travis Perkins - Sand/Adhesive spray-Cem Lodge/Sharon's Off Old PO	17/18PO2623	25.24	25.24	4.21	21.03
Total Cheque 17179			338.80	338.80	56.47	282.33
17180	Tyrefinders- Tubeless Valve/Wheel Balance/Casing- WK15 SZV	17/18PO2624	100.68	100.68	16.78	83.90
17181	Artstat - Shop stock Art Gallery	17/18PO2625	131.50	131.50	21.92	109.58
17182	Cornwall Council - Smithick Ward Election costs 01/02/2018	17/18PO2626	3,505.49	3,505.49	-	3,505.49
17183	Di-Mar Garden Machinery-STIHL Repair tension spring-Town Team	17/18PO2627	31.78	31.78	5.30	26.48
17184	Octopus - Paper/envelopes/dividers - Admin	17/18PO2628	53.06	53.06	8.85	44.21
17185	Oxford University Press-(pro-forma) Shop stock Art Gallery	17/18PO2629	18.58	18.58	3.00	15.58
17186	Shaun Lewin- Motion Workshop 14/10/17- Art Gallery	17/18PO2630	150.00	150.00	-	150.00
17187	Stiffy Bag Ltd- Various size bags for Art Gallery	17/18PO2631	237.60	237.60	39.60	198.00
17188	Touring Exhibitions Group-Subscription to 19/02/2019	17/18PO2632	78.00	78.00	-	78.00
CC	Trago - Misc items for Town Team/Gloves for Mike Lynch	17/18PO2633	30.37	30.37	5.06	25.31
CC	Trago - Brass Padlocks - Webber St Toilets	17/18PO2634	15.98	15.98	2.66	13.32
DD	B & Q- Black slate - Sharon's office Old PO	17/18PO2635	22.28	22.28	3.72	18.56
DD	Screwfix - Goldscrew - Top Floor Old PO	17/18PO2636	33.90	33.90	5.65	28.25
DD	Allstar - Fuel 02-09/02/18- Cem/Toilets/Town Team	17/18PO2637	351.68	351.68	58.60	293.08
17190	Circo Kernow - 17/18 Annual Grant Award 17/18-GRA025 (Part)	17/18PO2638	687.50	687.50	-	687.50
17189	Source FM - 17/18 Annual Grant 17/18-GRA011	17/18PO2639	2,000.00	2,000.00	-	2,000.00
17192	Classic Fire - Move Detector on 2nd flr Old PO	17/18PO2640	78.00	78.00	13.00	65.00
	Greenhams - Soap/cleaner/tissue - Toilets	17/18PO2641	234.62	234.62	39.10	195.52
	Greenham - Polish - Sharon	17/18PO2642	5.23	5.23	0.87	4.36
Total Cheque 17193			239.85	239.85	39.98	199.88
17194	Tyrefinders- Tubeless Valve/Wheel Balance/Casing- WK15 SZV	17/18PO2643	100.68	100.68	16.78	83.90
17195	Hawkins Motors - 48,000 mile service WK15SZV	17/18PO2644	227.33	227.33	37.89	189.44
CC	Trago - Padlock-K/P. Paint-Dracaena. Elastic & Rope-K/Park	17/18PO2645	23.21	23.21	3.87	19.34
CC	Trago - Padlock-M/Build. Timber/fuses/bolt-Gyllyng Gate	17/18PO2646	43.89	43.89	7.32	36.58
CC	C & R Trade Frames - Deposit on supply of window - Old PO	17/18PO2647	378.50	378.50	63.08	315.42
CC	Jeb Supplies - Hardware for PO building no inv - pch 20/03/16	17/18PO2648	115.42	115.42	19.24	96.18
BACS	PlanSupport - Draft/Prep/Attend meetings - Neighbourhood Plan	17/18PO2649	1,470.75	1,470.75	-	1,470.75
17196	Jewson - JCB Mini Excavator hire 3 days to 16/02/2018 - Cemetery	17/18PO2650	216.00	216.00	36.00	180.00
17197	Octopus - Indexes/post its -Admin. Trays - Matt B	17/18PO2651	48.86	48.86	8.14	40.72
			88,144.24	88,144.24	7,363.42	80,780.82

FALMOUTH TOWN COUNCIL

Month Feb-18
Meeting Date

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Details	Inv No:	Inv Total	Gross	VAT	NET
	HMRC - PAYE February 2018	17/18PO2652	6,354.47	6,354.47	-	6,354.47
	HMRC - NI - February 2018	17/18PO2653	8,136.86	8,136.86	-	8,136.86
	HMRC - Student Loans February 2018	17/18PO2654	122.00	122.00	-	122.00
	Total BACS		14,613.33	14,613.33		14,613.33
	CC - Pension February 2018	17/18PO2655	12,314.29	12,314.29	-	12,314.29
	CC - Pensions - additional payment 11 of 12	17/18PO2656	658.33	658.33	-	658.33
	Total BACS		12,972.62	12,972.62		12,972.62
	Unison - memberships February 2018	17/18PO2657	79.30	79.30	-	79.30
	Standard Life - AVC Payment - February 2018	17/18PO2658	65.00	65.00	-	65.00
	Nursery Fees King Charles (Falmouth Mat) - February 2018	17/18PO2659	126.00	126.00	-	126.00
	Nursery Fees Targ's Arc - February 2018	17/18PO2660	136.00	136.00	-	136.00
17198	Sage (UK) Ltd - S/c Pay Pensions data exchange - Annual Licence	17/18PO2661	374.40	374.40	62.40	312.00
	CC Stinkylink.com - Multi Ink Cartridges - Admin	17/18PO2662	127.36	127.36	21.23	106.13
	CC Trago - Spraypaint-Dracaena. Brush/paint/bucket- Fountain Moor	17/18PO2663	16.10	16.10	2.68	13.42
	CC Autentico Paint Uk - Paint for fountain on The Moor	17/18PO2664	247.75	247.75	41.29	206.46
BACS	Dean Earl-Labour Hrs 3xCem Lodge/1xSharon Off/43xPO 17-26/02/18	17/18PO2665	752.00	752.00	-	752.00
BACS	Nick Foulkes - 58hrs labour - Old PO - 13-23/02/2018	17/18PO2666	1,160.00	1,160.00	-	1,160.00
	Reach Maintenance - 2018 Christmas Lights - March Instalment	17/18PO2667	3,000.00	3,000.00	-	3,000.00
	Reach Maintenance - 2018 Hanging Baskets - March Instalment	17/18PO2668	1,900.00	1,900.00	-	1,900.00
	Total BACS		4,900.00	4,900.00		4,900.00
BACS	Keith Shanly - Labour 3hrsxCem Lodge/26hrs PO 19-23/02/18	17/18PO2669	362.50	362.50	-	362.50
BACS	Vivian Vaux- "Nature of Colour" workshop 15/02/18 AG	17/18PO2670	150.00	150.00	-	150.00
BACS	Triclean - Investigate/clea blockage- Ladies Toilet Grove Place	17/18PO2671	33.60	33.60	5.60	28.00
BACS	Steve White-50hrs Labour Old PO - 17-23/02/18	17/18PO2672	500.00	500.00	-	500.00
17199	BHGS - Nut Lock Fittings - S P Baskets	17/18PO2673	155.28	155.28	25.88	129.40
17200	Cornwall Glass-Glass Sno 7.2 Pyroguard & Kerafix tape-Old PO	17/18PO2674	908.13	908.13	151.36	756.78
17201	Des Hannigan - Book The Almost Island-shop stock AG	17/18PO2675	32.50	32.50	-	32.50
17202	Howdens Joinery- Softwood Int Dr LinIng- Old PO	17/18PO2676	60.00	60.00	10.00	50.00
BACS	Pristine Clean - Gutters/facia/windows-KP Lodge/Cem Lodge	17/18PO2677	240.00	240.00	-	240.00
17203	Rajapack - Wht strip hook & loop- Exhibition Art Gallery	17/18PO2678	34.87	34.87	5.81	29.06
17204	SWW - Water/sewerage Maneporth Bch Toilets - 03/11/17-19/02/18	17/18PO2679	845.71	845.71	-	845.71
	Travis Perkins - Timber/Knauf Loft RL - Top Floor Old PO	17/18PO2680	269.46	269.46	44.91	224.55
	Travis Perkins - Timber/board/skirting etc - Top Flr Old PO	17/18PO2681	1,249.44	1,249.44	208.25	1,041.19
	Travis Perkins - Windowboard - Top Flr Old PO	17/18PO2682	27.48	27.48	4.58	22.90
	Travis Perkins - Silicone sealant - Top Flr Old PO	17/18PO2683	25.56	25.56	4.26	21.30
	Travis Perkins - Sand/Cement/Drywall etc- Cemetery Lodge	17/18PO2684	77.92	77.92	12.99	64.93
	Total Cheque 17205		1,649.86	1,649.86	274.99	1,374.87
17206	Moor News - Local newspapers to 24/02/18 - Library	17/18PO2685	50.80	50.80	-	50.80
BACS	Intent Solutions -Buckles/strips attached. Join kit - Gazebos	17/18PO2686	301.00	301.00	-	301.00
Credit	Trident - Duplicate payment INV-0517 chqs 16658 & 16596	17/18PO2687	69.00	69.00	11.50	57.50
17207	Circo Kernow - Balance of Grant 17/18-GRA025	17/18PO2688	312.50	312.50	-	312.50
	CC Apple ID - iCloud 50 GB Storage - M Williams to 18/02/2018	17/18PO2689	0.79	0.79	0.13	0.66
	CC Budget-fire - Wall Signs-Extinguishers - Old PO Building	17/18PO2692	270.00	270.00	45.00	225.00
	CC Tyrone Snell Trailers- Damage to trailer smashed by LM-rear only	17/18PO2693	334.06	334.06	55.68	278.38
	CC Gydeline-GDPR Medium size- Monthly	17/18PO2694	180.00	180.00	30.00	150.00
DD	Trade - Various Items-Swanpool/MB/PO/PPE	17/18PO2695	27.34	27.34	4.55	22.79
DD	BT Business - Mobile Services - 01/02-28/02/18	17/18PO2696	914.68	914.68	152.45	762.23
BACS	Artist Payment -Feb 2018 - Sue Thompson	17/18PO2697	42.25	42.25	-	42.25
BACS	Artist Payment -Feb 2018 - Mags Jowett	17/18PO2698	63.70	63.70	-	63.70
BACS	Artist Payment -Feb 2018 - AMR Gibson	17/18PO2699	13.00	13.00	-	13.00
BACS	Artist Payment -Feb 2018 - Kirstyn Smith	17/18PO2700	8.45	8.45	-	8.45
BACS	Artist Payment -Feb 2018 - Keri Scott	17/18PO2701	5.85	5.85	-	5.85
BACS	Artist Payment -Feb 2018 - Joanna Balsom	17/18PO2702	24.70	24.70	-	24.70
BACS	Artist Payment -Feb 2018 - Helen James	17/18PO2703	19.50	19.50	-	19.50
BACS	Artist Payment -Feb 2018 - Debbie Smith	17/18PO2704	9.75	9.75	-	9.75
BACS	Artist Payment -Feb 2018 - Deborah Prosser	17/18PO2705	24.70	24.70	-	24.70
BACS	Artist Payment -Feb 2018 - Deb Collinson	17/18PO2706	20.80	20.80	-	20.80
BACS	Artist Payment -Feb 2018 - Amanda Crago	17/18PO2707	4.88	4.88	-	4.88
	Total BACS		237.58	237.58		237.58
	CLOSED					
			131,246.30	131,246.30	8,240.96	123,005.34

FALMOUTH TOWN COUNCIL PETTY CASH SCHEDULE

Period: Feb-18

Date	Total Amount	VAT	Net	Rec pt	Code	Cashed Cheque	Meeting Exp ME	Parking CP	Post P	Civic C	Toilet T	Cemetery R/X CR	MB MB	Sat S	PO Building PB	Events E	Sundry Items SI	Running Balance
05/02/2018	1.43		1.43	1265 me			1.43	-	-	-	-	-	-	-	-	-	-	149.52
05/02/2018	4.14		4.14	1266 me			4.14	-	-	-	-	-	-	-	-	-	-	145.38
05/02/2018	9.74		9.74	1267 SI			-	-	-	-	-	-	-	-	-	-	9.74	135.64
05/02/2018	1.49		1.49	1268 CR			-	-	-	-	-	1.49	-	-	-	-	-	134.15
06/02/2018	8.00		8.00	1269 T			-	-	-	-	8.00	-	-	-	-	-	-	126.15
07/02/2018	5.50		5.50	1270 CR			-	-	-	-	-	5.50	-	-	-	-	-	120.65
08/02/2018	1.53		1.53	1271 me			1.53	-	-	-	-	-	-	-	-	-	-	119.12
08/02/2018	2.50		2.50	1272 CP			-	2.50	-	-	-	-	-	-	-	-	-	116.62
12/02/2018	2.58		2.58	1273 me			-	-	-	-	-	-	-	-	-	-	-	114.04
19/02/2018	2.00		2.00	1274 SI			-	-	-	-	-	-	-	-	-	-	-	109.63
19/02/2018	2.41		2.41	1275 me			2.41	-	-	-	-	-	-	-	-	-	-	108.13
20/02/2018	1.50		1.50	1276 CP			-	1.50	-	-	-	-	-	-	-	-	-	100.53
20/02/2018	7.60		7.60	1277 CR			-	-	-	-	-	7.60	-	-	-	-	-	99.03
23/02/2018	1.50		1.50	1278 me			1.50	-	-	-	-	-	-	-	-	-	-	82.90
23/02/2018	16.13	2.69	13.44	1279 T			-	-	-	-	13.44	-	-	-	-	-	-	74.65
26/02/2018	8.25		8.25	1280 me			8.25	-	-	-	-	-	-	-	-	-	-	74.00
26/02/2018	0.65		0.65	1281 P			-	-	0.65	-	-	-	-	-	-	-	-	72.81
28/02/2018	1.19		1.19	1282 me			1.19	-	-	-	-	-	-	-	-	-	-	72.81
CLOSED			-				-	-	-	-	-	-	-	-	-	-	-	72.81
	78.14	2.69	75.45				75.45	23.03	4.00	0.65	21.44	14.59	-	-	-	-	11.74	
ominal Codes							5030	5017	5010	5408	5303	5610	5220	5012	5352	5457	5030	

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals

DR CR
2201 - vat £ 2.69
Various £ 2.69

NB add additional NL's depending on monthly expenditure

FALMOUTH ART GALLERY PETTY CASH SCHEDULE

Period: Feb-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					167.93	SF	P	EF	E	S	SI	167.93
01/02/2018	18.80		18.80	3,011	SF		18.80	-	-	-	-	-	149.13
01/02/2018	3.98		3.98	3,012	S		-	-	-	-	3.98	-	145.15
01/02/2018	2.53		2.53	3,013	SF		2.53	-	-	-	-	-	142.62
01/02/2018	16.70		16.70	3,014	SF		16.70	-	-	-	-	-	125.92
01/02/2018	6.95		6.95	3,015	E		-	-	-	6.95	-	-	118.97
05/02/2018	7.55		7.55	3,016	SI		-	-	-	-	-	7.55	111.42
05/02/2018	1.09		1.09	3,017	SF		1.09	-	-	-	-	-	110.33
05/02/2018	8.63		8.63	3,018	SF		8.63	-	-	-	-	-	101.70
08/02/2018	10.00		10.00	3,019	SI		-	-	-	-	-	10.00	91.70
08/02/2018	3.28		3.28	3,020	SF		3.28	-	-	-	-	-	88.42
08/02/2018	1.09		1.09	3,021	SF		1.09	-	-	-	-	-	87.33
15/02/2018	3.00		3.00	3,022	SF		3.00	-	-	-	-	-	84.33
20/02/2018	0.97		0.97	3,023	SF		0.97	-	-	-	-	-	83.36
20/02/2018	1.89		1.89	3,024	SF		1.89	-	-	-	-	-	81.47
CLOSED			-				-	-	-	-	-	-	81.47
	86.46					86.46	57.98	-	-	6.95	3.98	17.55	

Nominal Codes

5815 5804 5810 5818 5805 5818

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals

DR CR
2201 - vat £ -
5818 - NL £ -

NB add additional NL's depending on monthly expenditure