

## **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 4<sup>th</sup> June 2018 at 7.00pm.

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

In Attendance: R N Thomas (Acting Responsible Finance Officer)  
F Fiori (Scruffy Mutt Theatre Company)

### **F6056 CHAIRMAN**

Nominations for Chair were sought. There being only one nomination

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

RESOLVED that Councillor O'Shea be  
appointed Chair of the Committee for the ensuing  
Municipal year.

### **F6057 VICE-CHAIRMAN**

Nominations for Vice-Chairman were sought. There being only one nomination

It was proposed by Councillor O'Shea, seconded by Councillor Evans MBE and

RESOLVED that Councillor Ross be appointed  
Vice-Chair of the Committee for the ensuing Municipal year.

### **F6058 APOLOGIES**

Apologies were received and approved from the Town Clerk who was attending elsewhere on Council business.

### **F6059 INTERESTS**

None received.

### **F6060 MINUTES**

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

RESOLVED that the minutes of the meeting  
held on 9<sup>th</sup> April 2018 be confirmed as a  
correct record of the proceedings and signed  
by the Chair.

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

RESOLVED that the minutes of the meeting  
held on 30<sup>th</sup> April 2018 be confirmed as a  
correct record of the proceedings and signed  
by the Chair.

**F6061 GRANTS**

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

RESOLVED that pursuant to Section 145 of the  
Local Government Act 1972 the Scruffy Mutt Theatre Ltd  
be granted £900 towards the hiring of rehearsal space.

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

RESOLVED that consideration of the Falmouth Firefighters  
Social Club application be deferred as they were not able to attend the  
meeting

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

RESOLVED that pursuant to Section 145 of the Local Government  
Act 1972, the Falmouth Stroke Club be granted £650  
towards transport costs.

The 2018/19 grant schedule was duly noted.

**F6062 RISK ASSESSMENT**

Councillor Morgan provided the committee with a verbal report on the recent visit by the  
Council's external Health and Safety Consultant and this was duly noted.

**F6063 ACCOUNTS AND ANNUAL RETURN 2017/18**

The Finance Officer reported on the Council's Annual Governance and Accountability  
Return for 2017/18 (attached).

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

RESOLVED that the Annual Governance Statements for  
2017/18 be recommended to the Council as affirmative and  
submitted as part of the Annual Return to the Council's  
external auditors, Messrs P K Littlejohn.

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

RESOLVED that the Accounting Statements for 2017/18  
be recommended to the Council for approval and  
submitted as part of the Annual Return to the Council's  
external auditors, Messrs P K Littlejohn.

**F6064 ENVIRONMENTAL EDUCATION AND ENFORCEMENT OFFICER**

The Chairman presented the report of the Town Clerk on this matter. General debate  
ensued.

A MOTION for a six-month trial period, proposed by Councillor Eva and seconded by  
Councillor McCarthy failed.

A MOTION for a twelve to fourteen-month trial period as set out in the Town Clerks report  
was proposed by Councillor O'Shea and seconded by Councillor Spargo also failed.

**F6065 GENERAL DATA PROTECTION REGULATIONS**

The Chair reported that the Council continues to move towards full compliance.

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

RESOLVED that the supporting Data Protection,  
Privacy and Retention Policy and Freedom of  
Information Publication Scheme (attached) be approved

**F6066 CORNWALL ASSOCIATION OF LOCAL COUNCILS**

The CALC response to the Government Review of Local Government Ethical Standards was duly noted.

**F6067 LOCAL GOVERNMENT ASSOCIATION/NATIONAL ASSOCIATION OF LOCAL COUNCILS**

The LGA/NALC have prepared 'A Working Together Guide' in which the engagement between Cornwall Council and this Council regarding devolution is used as a case study. This was duly noted.

**F6068 HIGHWAY SCHEME : CORNWALL COUNCIL**

The Cornwall Council briefing note on the latest Community network Highways Scheme was duly noted. Concern was expressed that there was insufficient time between the conclusion of the 2017/18 activities and the need for comment on the 2018/19 plans which would normally be advised consequent upon the completion of the 2017/18 action not all of which had been completed.

**F6069 CCTV**

Councillor Eva presented the CCTV Management Report which was duly noted.

Councillor Eva left the meeting.

**F6070 ELECTORAL BOUNDARY REVIEW CONSULTATION**

The Local Government Boundary Commission consultation period will run from the 5<sup>th</sup> June to the 17<sup>th</sup> September 2018, with final recommendations published in December 2018. This was duly noted.

**F6071 ACCOUNTS AND PETTY CASH**

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

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

**F6072 EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor Chappel, 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.

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England

## Annual Governance and Accountability Return 2017/18 Part 3

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### To be completed by:

- all smaller authorities\* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
  - are unable to certify themselves as exempt; or
  - have requested a limited assurance review.

### Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The **annual internal audit report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
  - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
  - a bank reconciliation as at 31 March 2018
  - an explanation of any significant year on year variances in the accounting statements
  - your notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2017/18

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

### Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested or instructed.		

\*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.elcc.co.uk](http://www.elcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2017/18

## FALMOUTH TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

S P HUDSON C.P.F.A. (Hudson Accounting Ltd)

Signature of person who carried out the internal audit

*S P Hudson*

Date 01/06/2018

If the internal auditor has identified any areas of non-compliance, these should be reported to the relevant committee or the council as a whole, and the internal auditor should be kept informed of the progress of any corrective action taken. (This should be done in writing.)

If the internal auditor has identified any areas of non-compliance, these should be reported to the relevant committee or the council as a whole, and the internal auditor should be kept informed of the progress of any corrective action taken. (This should be done in writing.)

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:


Falmouth Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

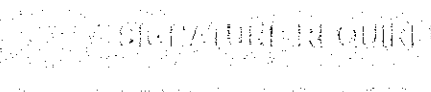

	Agreed		Yes means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.


This Annual Governance Statement is approved by this authority and recorded as minute reference:

dated  20/04/2018

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman   
Clerk 

**Other information required by the Transparency Codes (not part of Annual Governance Statement)**  
Authority web address

 FALMOUTH TOWN COUNCIL

## Section 2 – Accounting Statements 2017/18 for

Falmouth Town Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	1,081,014	1,043,234	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,637,436	1,695,575	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	510,964	442,186	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	673,542	797,293	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	120,615	120,615	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,392,023	1,531,649	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,043,234	731,439	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	923,177	664,182	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,962,404	5,064,736	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,825,752	1,772,749	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

I confirm that these Accounting Statements were approved by this authority on this date:

SIGNATURE REQUIRED

and recorded as minute reference:

SIGNATURE REQUIRED

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED



## Section 3 – External Auditor Report and Certificate 2017/18

In respect of **Falmouth Town Council**

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2017/18

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2017/18

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

# **FALMOUTH TOWN COUNCIL**



## **DATA PROTECTION, PRIVACY AND RETENTION POLICY**

Approved: May 2018

Review Date:

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## INTRODUCTION

The Town Council recognises it must at times, keep and process sensitive and personal information concerning both employees and the public. It has adopted this policy to not only meet the legal obligations, but to ensure high standards of practice. The Town Council is open about its operations and works closely with the community. In the case of information that is not personal or confidential, the Town Council is prepared to make information available to the public. Details of information which is available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

## DEFINITIONS

- 1.1 For the purposes of this policy, "record" shall be interpreted to mean any papers, files, books, photographs, tapes, films, recordings or other documentary materials or any copies thereof, regardless of physical form, made, produced, executed or received by any employee in connection with the transaction of Falmouth Town Council's business.
- 1.2 The term "electronic record" means any record which is created, received, maintained or stored on local workstations or central servers. Examples include, but are not limited to: email, word processing documents, spreadsheets and databases – including but not limited to file records, investigation reports, financial accounting records and payroll records.
- 1.3 "Official Records" are records maintained but not limited to Accounts (all financial records, VAT records, payroll records, bank accounts etc), electronic records, HR records (personnel records, insurance records etc) and Council Operation records (minutes, correspondence etc).

## DATA RETENTION

- 2.1 The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records which are no longer needed or of no value are discarded at the appropriate time.
- 2.2 Record and Documents no longer required under the retention policy, may be required to be kept under the Archive policy, and before destruction this should be checked.
- 2.3 This policy relates to electronic records as well as physical "hard copies".
- 2.4 Individuals responsible for the retention of records are also responsible for their destruction following the retention period.
- 2.5 Sensitive or confidential documents must be disposed of by shredding or other means to ensure that the material can no longer be read or interpreted.

- 2.6 Appendix 1 sets out the Town Council's data retention requirements and the justification for the periods specified.
- 2.7 Record retention periods may be increased by government regulation, judicial or administrative constraint order, private or government contract, pending litigation or audit requirements. Such modifications supersede the requirements in appendix 1.
- 2.8 The Town Clerk (or department head) will maintain a listing of major documents used by the department in line with the requirements in appendix 1.
- 2.9 In the event of a government audit, investigation or pending litigation, record disposition may be suspended at the direction of the Town Mayor or Town Clerk and subsequently ratified by the Personnel Committee.
- 2.10 When litigation, complaints or investigations against the Town Council or its employees are filed or threatened, the law imposes a duty upon the Council to preserve all documents and records pertaining to the issues. In this instance the Town Mayor or Town Clerk will notify appropriate employees/departments of a 'hold' directive.
- 2.11 The hold under 2.10 supersedes the retention schedule in appendix 1, and the Town Clerk will inform employees/departments when holds are cleared.
- 2.12 Electronic records such as emails and computer accounts will be immediately maintained by appropriate departments until the hold is released. No employee or department who has been notified of a hold may alter or delete any electronic records that fall within the scope of that hold.
- 2.13 Violation of the hold may subject the individual to disciplinary action, up to and including dismissal as well as personal liability for civil and criminal sanctions by the courts or enforcement agencies.
- 2.14 No document list can be exhaustive. Questions regarding the retention period for any specific document or class of documents not included in the below table should be addressed to the Town Clerk who will consult with the relevant committee chair.

#### MAKING INFORMATION AVAILABLE

- 3.1 The Town Council Publication Scheme is a means by which the Town Council can make a significant amount of information routinely available without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.
- 3.2 In accordance with the Freedom of Information Act 2000, this scheme specifies the classes of information which the Council publishes or intends to publish, as well as an information guide giving greater detail of what the Council will make available. This aims to make it easier for the public to access information.
- 3.3 All formal meetings of the Town Council and its committees are subject to statutory notice given on the noticeboard at the Town Council offices. The agenda is also published on the Town Council website, and circulated by e-mail to members of the public who request copies via the Town Clerk.
- 3.4 The Town Council welcomes public participation and has a public questions and speaking protocol at Council and some Committee meetings.
- 3.5 Occasionally the Council or committees may need to consider matters in private. This may include matters involving personal details of employees or where details of commercial sensitivity are to be discussed. This can only happen after a formal resolution to exclude the public and press has been passed, and will specify the reasons for the decision.
- 3.6 Minutes from all formal meetings, including the confidential parts are public documents.

## DATA PROTECTION – PRIVACY POLICY

### 1. Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other local legislation relating to personal data and rights such as the Human Rights Act.

### 2. Council information

This Privacy Policy is provided to you by Falmouth Town Council which is the data controller for your data.

- [www.falmouthtowncouncil.com](http://www.falmouthtowncouncil.com)
- Falmouth Town Council  
The Old Post Office  
The Moor  
Falmouth  
TR11 3QA

### 3. Who are the data controllers?

- Cornwall Council
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

### 4. What personal data is collected?

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process demographic information such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The data we process may include sensitive personal data or other special categories of data such as racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sex life or sexual orientation.
- Website data - Is activity information (including user behaviour data) collected? e.g. - Information from synching with other software or services - Interaction with social media (functional and/or

marketing) and what information is available? - Information about payments - Access to social media profiles - Demographic information

- Information collected automatically from use of the service? e.g. - Device information (nature of device and/ or identifiers) - Log information (including IP address) - Location information (how is location collected/inferred) - Device sensor information - Site visited before arriving - Browser type and or OS - Interaction with email messages
  - Information from other sources? (identify the sources) e.g. - Referral or recommendation programmes - Publicly accessible sources
  - Information from cookies or similar technologies (incl. in-app codes) (including whether session or persistent) e.g. - Essential login/authentication or navigation - Functionality – remember settings - Performance & Analytics – user behaviour - Advertising/retargeting - Any third-party software served on users - Other
  - Nature of any outbound communications with website users - Email - Telephone (voice) - Telephone (text)
5. The council will comply with data protection law. This says that the personal data we hold about you must be:

5. The Council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

6. We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;

- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

## 7. What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometime when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Policy sets out your rights and the council's obligations to you in detail.

We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

## 8. Sharing your personal data

The council will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about the third parties with whom the council will share your personal data. These third parties also have an obligation to put in place

appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

## 9. How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time and in accordance with our Data Protection and Retention Policy. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims).

We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

#### 10. Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- (i) The right to access personal data we hold on you
- (ii) The right to correct and update the personal data we hold on you
- (iii) The right to have your personal data erased
- (iv) The right to object to processing of your personal data or to restrict it to certain purposes only
- (v) The right to data portability
- (vi) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
- (vii) The right to lodge a complaint with the Information Commissioner's Office.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

#### 11. Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

#### 12. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

#### 13. Changes to this policy

We keep this Privacy Policy under regular review and we will place any updates on this web page [www.falmouthtowncouncil.com](http://www.falmouthtowncouncil.com). This Policy was last updated in May 2018.

#### 14. Contact Details



Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Falmouth Town Council, The Old Post Office, The Moor, Falmouth, TR11 3QA  
Email: [mark@falmouthtowncouncil.com](mailto:mark@falmouthtowncouncil.com)

#### DISCLOSURE INFORMATION

- 5.1 The Council will as necessary undertake checks on both employees and members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information.

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APPENDIX 1 – DOCUMENT RETENTION AND DESTRUCTION

Document	Reason	
Signed Council & Committee Minutes	Corporate plans, strategies, policies, business plans, annual reports, asset registers, employee handbook	
Articles of Incorporation		
Charter		
By-laws		
Operating Procedures	Corporate plans, strategies, policies, business plans, annual reports, asset registers, employee handbook	
Title Deeds, leases,agreements and contracts		
Licenses		
Record of Complaints against the Council		
Funding Documents	Corporate plans, strategies, policies, business plans, annual reports, asset registers, employee handbook	
Press Releases		
Health and Safety and Risk Management Documentation		
<i>Documents will be kept as required by individual funders.</i>		
FINANCIAL DOCUMENTS		
Receipt and Payment Accounts	Corporate plans, strategies, policies, business plans, annual reports, asset registers, employee handbook	
Receipt books of all kinds		
Bank Statements, including deposit / savings accounts		
Cheque book stubs & paying in books		
Quotation and Tenders	Corporate plans, strategies, policies, business plans, annual reports, asset registers, employee handbook	
Paid Invoices		
VAT Records		
Budget and estimates		
Accounts & Audits	Corporate plans, strategies, policies, business plans, annual reports, asset registers, employee handbook	
Building Contracts		
Insurance Policies		
Insurance Claims		
loans	Corporate plans, strategies, policies, business plans, annual reports, asset registers, employee handbook	
Investments		
Salary/Wage/tax Documents (Inland Revenue)		
ELECTRONIC DOCUMENTS		
Email	Corporate plans, strategies, policies, business plans, annual reports, asset registers, employee handbook	
Fascimiles		
Scanned Documents		
HR DOCUMENTS		
Timesheets	Corporate plans, strategies, policies, business plans, annual reports, asset registers, employee handbook	
Recruitment Documents including job announcements, person specifications and job description		

Documents on persons not hired to include application forms, letters, CV's and interview notes

Statutory Maternity/Paternity Pay and Leave records

Accident or injury at work

Personnel Administration including CV's annual appraisals, disciplinary records, sickness, leave, training records, contracts, redundancy, promotion/pay awards/pay levels et

*Prior to the destruction of the files, a summary of services must be created. This will include Name, Position(s), date of employment, pay level etc. This will indicate references*

Summary of Service

References

Register of Members allowances

Health Surveillance Monitoring

CASE FILES

Investigation services

Commercial Debt Recovery Matters

Legal/Litigation files

<u>Minimum Period of retention</u>	<u>Reason</u>
Permanent archive after administrative use	Archive / Public Inspection
Permanent archive after administrative use	Archive / Public Inspection
Permanent archive after administrative use	Archive / Public Inspection
Permanent archive after administrative use	Archive / Public Inspection
Permanent archive after superseded	Common practice
2 years after superseded	Local choice
Indefinite	Management
Destroy 6 years after expiry	Management
Destroy after 6 years	Common practice
As required by individual funders	Funding Requirements
Destroy after 3 years	Local choice
Destroy after 3 years	Recommended Practice
Indefinite	Archive
6 years	VAT
Last completed audit year	Audit
Last completed audit year	Last completed audit year
12 years	Limitations Act
6 years	VAT
6 years	VAT
Permanent archive after 3 years	statutory
Permanent archive after administrative use	Common Practice
Life of building + 15 years	statutory
40 Years	statutory
Destroy after 7 years	Management
Destroy 7 years after loan repaid	Common practice
Indefinite	Audit/Management
12 years	Superannuation
2 Years	Local Choice
2 Years	Local Choice
2 Years	Local Choice
Last completed audit year	Audit
5 Years	Equal Opportunites Claims

1 Year	Equal Opportunites Claims
Current tax year plus 3 years	Local Choice
7 Years	Local Choice
Destroy 6 years after person leaves the council, except staff w given to <i>third parties</i>	Local Choice & statutory
Permanent	Local Choice
Destroy 5 years after person leaves the Council	Insurance
6 years	Income Tax, Limitation act
40 Years	Statutory
Active + 2 Years	Local Choice
Active + 2 Years	Local Choice
Active + 7 Years	Local Choice

# **FALMOUTH TOWN COUNCIL**



## **FREEDOM OF INFORMATION PUBLICATION SCHEME**

Approved: May 2018

Review Date:

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## INTRODUCTION

This publication scheme commits the Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Council to:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- specify the information that is held by the Council and falls within the classifications below.
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- review and update on a regular basis the information the Council makes available under this scheme.
- produce a schedule of any fees charged for access to information which is made proactively available.
- make this publication scheme available to the public.

## CLASSES OF INFORMATION

**Class One - Who we are and what we do:** Organisational information, locations and contacts, constitutional and legal governance.

**Class Two - What we spend and how we spend it:** Financial information relating to projected and actual income/expenditure, tendering, procurement and contracts.

**Class Three - What our priorities are and how we are doing:** Strategy and performance information, plans, assessments, inspections and reviews.

**Class Four - How we make decisions:** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Class Five - Our policies and procedures:** Current written protocols for delivering our functions and responsibilities.

**Class Six - Lists and Registers:** Information held in registers required by law and other lists and registers relating to the functions of the authority.

**Class Seven – Services we Offer:** Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.



The classes of information will not generally release include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

#### METHOD OF PUBLICATION

The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Council, information will be provided on its website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

#### CHARGES

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## WRITTEN REQUESTS

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## CONTACT DETAILS

If you require a paper version of any information, or want to ask whether information is available please contact the Council by telephone, email or letter. Contact details are set out below.

Alternatively you can visit our website [www.falmouthtowncouncil.com](http://www.falmouthtowncouncil.com)

Email: [markwilliams@falmouthtowncouncil.com](mailto:markwilliams@falmouthtowncouncil.com)

Tel: 01326 315559

Contact Address Falmouth Town Council, The Old Post Office, TR11 3QA

To help us to process requests quickly, please mark your correspondence "Publication Scheme Request".

If the information you're looking for isn't available via the scheme [and isn't on our website], you can still contact Falmouth Town Council to ask if we have it.

## ANNEX A – PUBLISHED INFORMATION

<u>Information to be Published</u>	<u>How Information can be obtained</u>	<u>Cost</u>
<b>Class 1 - Who we are and what we do</b>		
This includes Organisational information, structures, locations and contacts This will be current information only.		
Town Councillors	Webpage	Nil
Contact details for Council members and Town Clerk and senior Officers	Webpage	Nil
Location and opening hours of council offices	Webpage	Nil
Staffing structure	Webpage	Nil
<b>Class 2 – What we spend and how we spend it</b>		
This includes financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum		
Annual return form and report by auditor	Online pdf	Nil
Finalised budget	Online pdf	Nil
Auditor Certificate and Opinion	Online pdf	Nil
Precept (Council Tax)	Online pdf	Nil
Standing orders and Financial Regulations	Online pdf	£5
Borrowing Approval Letter	Hard Copy	Nil
Grants given and received	Hard copy / online pdf	Nil

(hard copy only)

List of current contracts awarded and value of contract	Online pdf	Nil
Monthly expenditure	Webpage	Nil
Members' allowances and expenses	Online pdf	Nil

### **Class 3 – What our priorities are and how we are doing**

This includes Strategies and plans, performance indicators, audits, inspections and reviews

Annual Town Meeting Report (current and previous year as a minimum)	Online pdf	Nil
Falmouth Neighbourhood Plan	Online pdf	
Falmouth Economic Plan	Online pdf	
Falmouth Forward Plan	Online pdf	
Falmouth Risk Management Strategy	Online Pdf	

### **Class 4 – How we make decisions**

This includes decision making processes and records of decisions, Current and previous council year as a minimum

Timetable of meetings (Council, any committee/sub-committee meetings and Town meetings)	Webpage	Nil
Agendas of meetings	Webpage / electronic	Nil
Published on Town Council noticeboard 3 clear days prior to meeting.		
Minutes of meetings	Webpage	Nil
<b>NB</b> this will exclude confidential information		
Reports presented to council meetings	Webpage	Nil

**NB** this will exclude information that is properly regarded as private to the meeting.

Responses to consultation papers	Hard copy / electronic	Nil
Responses to planning applications	Available as part of Planning Committee minutes	Nil
	All comments can be viewed at <a href="http://www.Cornwall.gov.uk">www.Cornwall.gov.uk</a>	

#### **Class 5 – Our policies and procedures**

This includes written protocols, policies and procedures for delivering our services and responsibilities

Current information only		
Standing Orders and Financial Regulations	Hard copy / online pdf	£5
All adopted policies not solely relating to employment of staff	Hard copy / online pdf	Nil
All adopted policies relating solely to the employment of staff	Hard copy / online pdf	Nil
Schedule of adopted Policies	Hard copy / online pdf	Nil
Schedule of charges (for the publication of information)	n/a	

#### **Class 6 – Lists and Registers**

Currently maintained lists and registers only

Assets Register	Hard copy / online pdf	Nil
Register of members' interests	Hard copy / online pdf	Nil

Register of gifts and hospitality

Hard copy / online pdf

Nil

### **Class 7 – Services we offer**

This includes Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

Current information only

Allotments

Webpage

Burial grounds and cemetery management

Hard copy / webpage

Parks, playing fields and recreational facilities

Hard copy / electronic / online

Seating, litter bins, clocks, memorials, lighting and shelter

Hard copy / electronic

Markets

Hard copy

Public conveniences

Hard copy

Summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)

Hard copy / electronic

# FALMOUTH TOWN COUNCIL

Month May-18  
Meeting Date 04/06/2018

## Finance & General Purpose Meeting

### Schedule of payments made for approval at above meeting

Cheque No	Details	Inv No:	Inv Total	Gross	VAT	NET
BACS	Passmore Cleaning- M/Building-Old PO-Toilets April 2018	18/19PO0180	3,106.06	3,106.06	-	3,106.06
BACS	Trident - Plumbing works to 02/05/2018 at Old PO Building	18/19PO0181	5,431.68	5,431.68	-	5,431.68
BACS	Early Rise Scaffolding- Kimberley Park Stage	18/19PO0182	1,560.00	1,560.00	260.00	1,300.00
	BG Electrical - Check supply light to cleaner's cupboard- Gyllyngvase Toilets	18/19PO0183	108.00	108.00	18.00	90.00
	BG Electrical-Refit old fire cable/Intruder alarm panels/Vesta unit-M/Building	18/19PO0184	168.00	168.00	28.00	140.00
	BG Electrical-Switch in basement/consumer unit to battery system-Old PO	18/19PO0185	163.20	163.20	27.20	136.00
	BG Electrical-Lights/Sockets/Cables etc on Second Floor Old PO	18/19PO0186	1,668.00	1,668.00	278.00	1,390.00
	BG Electrical-Wire/connect water heater - Maenporth Toilets	18/19PO0187	128.00	128.00	21.33	106.67
	Total BACS		2,235.20	2,235.20	372.53	1,862.67
17327	FTC Petty Cash	18/19PO0188	246.04	246.04	-	246.04
BACS	SPW Hydraulics - Replace damaged oil cooler Johnston Road Sweeper	18/19PO0189	787.20	787.20	131.20	656.00
	Jo Lumber - Workshops January 2018- Art Gallery	18/19PO0190	600.00	600.00	-	600.00
	Jo Lumber - Workshops February/March 2018 - Art Gallery	18/19PO0191	850.00	850.00	-	850.00
	Total BACS		1,450.00	1,450.00	-	1,450.00
BACS	Keith Shanly - Labour 38hrs Old PO - 01/05-05/05/18	18/19PO0192	475.00	475.00	-	475.00
BACS	Steve White - Labour 42hrs - Old PO 30/04-04/05/2018	18/19PO0193	420.00	420.00	-	420.00
	Dulux Decorator Centre- Dulux Paint for Art Gallery	18/19PO0194	96.53	96.53	16.09	80.44
	Dulux Decorator Centre- Dulux Paint for Art Gallery	18/19PO0195	167.88	167.88	27.98	139.90
	Total Cheque 17366		264.41	264.41	44.07	220.34
17367	Alife Gidley - People/Processes Frame/hang 10-12/03/18- Art Gallery	18/19PO0196	80.00	80.00	-	80.00
17368	Ash Installations Services- Doors and Frames Old PO Building	18/19PO0197	595.00	595.00	-	595.00
	Biffa - Trade Waste Recycling - Municipal Building - April 2018	18/19PO0198	34.15	34.15	5.69	28.46
	Biffa - Trade Waste General - Municipal Building - April 2018	18/19PO0199	47.18	47.18	7.86	39.32
	Total Cheque 17369		81.33	81.33	13.56	67.78
17370	Brad Osman - Book for shop stock - Art Gallery	18/19PO0200	10.95	10.95	-	10.95
17371	Celia Pike - Shop stock for Art Gallery	18/19PO0201	90.00	90.00	-	90.00
17372	Classic Fire - Fire alarm/Mita trunking- Old PO	18/19PO0202	262.80	262.80	43.80	219.00
17373	The Consortium - A4 Wall Mount - Information Service Reception	18/19PO0203	249.59	249.59	41.60	207.99
17374	Bosvale Community centre Assoc Ltd - 18/19-GRA001	18/19PO0204	1,000.00	1,000.00	-	1,000.00
17375	British Gas - Electricity Cliff Road Toilets - 19/01-18/04/2018	18/19PO0205	196.17	196.17	9.34	186.83
17376	Colas Limited - Type 1 Sub base - Bowling Green Play	18/19PO0206	77.57	77.57	12.93	64.64
17377	Cornwall Wood Treatment- Milled Poles 5'6"x4" tops-Kimberley Park	18/19PO0207	108.00	108.00	18.00	90.00
17378	The Dracaena Centre- Grant fund for Youth Work Apr-Sept 18	18/19PO0208	10,000.00	10,000.00	-	10,000.00
17379	Gould Electronics - Ofcom annual licence- 1079037/2&1097028/5	18/19PO0209	225.00	225.00	-	225.00
17380	Jewson - Tapered Edge Wallboard - Old PO Building	18/19PO0210	35.22	35.22	5.87	29.35
17381	D J Carne - Kernow First Response - St Pirans Event 05/04/2018	18/19PO0211	330.00	330.00	-	330.00
17382	Octopus - A4 A-Z/Gel pen Red/Post-its - Admin	18/19PO0212	56.95	56.95	9.49	47.46
17383	OTS - Service 367 & 363 - April 2018	18/19PO0213	1,774.83	1,774.83	-	1,774.83
17384	Short Drag Rogr - Singing for FTC at Paddington Station	18/19PO0214	150.00	150.00	-	150.00
17385	P Brooker - Swining The Lead band members travel	18/19PO0215	150.00	150.00	-	150.00
17386	Laura Tonkins - Tots About - Advert Issue 4 - DW Marketing	18/19PO0216	65.00	65.00	-	65.00
CC	Cornwall Council - Licencing & Environment Income - Kimberley Park	18/19PO0217	140.00	140.00	-	140.00
CC	Wilko - Pedal Bin Black 30L - Old PO Building	18/19PO0218	16.00	16.00	-	16.00
DD	Trade - B&Q - Brushes/sanding sheet/ scuttle-Toilets	18/19PO0219	44.20	44.20	7.36	36.84
DD	Trade - Quartz Boots Honey Size 10 - Matt Brotherton	18/19PO0220	29.99	29.99	-	29.99
DD	Total Gas & Power-Electricity - 22/03-20/04/18 - M/Building site 2	18/19PO0221	395.46	395.46	18.84	376.62
DD	Total Gas & Power-Electricity- 22/03-20/04/18 - M/Building	18/19PO0222	145.02	145.02	6.91	138.11
DD	Total Gas & Power-Electricity -31/03-29/04/18 - Feeder Pillar Adj Bench	18/19PO0223	69.68	69.68	3.32	66.36
DD	Total Gas & Power-Electricity - 01/04-30/04/18 - Chapel Non-conformist	18/19PO0224	157.74	157.74	7.51	150.23
DD	Total Gas & Power-Electricity - 01/04-30/04/18 - Feeder Pillar o/s PO	18/19PO0225	43.21	43.21	2.06	41.15
DD	Total Gas & Power-Electricity -01/04-30/04/18 - Cemetery CofE Chapel	18/19PO0226	87.20	87.20	4.15	83.05
DD	Total Gas & Power-Electricity - 01/04-30/04/18 - Kimberley Park Lodge	18/19PO0227	49.56	49.56	2.36	47.20
17387	Kernow First Aid- Mayor's Charity Ball proceeds	18/19PO0228	1,841.00	1,841.00	306.83	1,534.17
BACS	Dean Earl - Labour x 36.5 hrs - Old PO Building	18/19PO0229	584.00	584.00	-	584.00
BACS	Falriver - Friend Sponsor Fal River Festival 2018	18/19PO0230	90.00	90.00	15.00	75.00
BACS	Hine Downing - Surrender of lease to Falmouth Sea Scouts	18/19PO0231	226.00	226.00	30.00	196.00
BACS	Infinitus - Key Holding/Patrol(Prezzo)/Alarm Response (09/04 )	18/19PO0232	133.44	133.44	22.24	111.20
BACS	Nick Foulkes - 20/04-05/05/18 - Old PO Building	18/19PO0233	1,340.00	1,340.00	-	1,340.00
17388	Andrew Lanyon - 2nd Part payment of "Natures Laboratory Show"	18/19PO0234	1,000.00	1,000.00	-	1,000.00
17389	Exco Fire & Safety - Investigate CCTV (powercut) - Municipal Building	18/19PO0235	78.00	78.00	13.00	65.00
17390	MBA Michael Beardsall Assoc - Visual Appraisal Survey - Bowling Green	18/19PO0236	630.00	630.00	105.00	525.00
	MEACO Measurement & Control- Brune Filter/evaporator - Art Gallery	18/19PO0237	325.20	325.20	54.20	271.00
	MEACO Measurement & Control- 5 litre waterfresh - Art Gallery	18/19PO0238	87.00	87.00	14.50	72.50
	Total Cheque 17391		238.20	238.20	39.70	198.50
	J.Brodie Luke - Call out/repair 24/04/18 - Gylly Beach Toilets	18/19PO0239	123.00	123.00	20.50	102.50
	J.Brodie Luke - Repair barrier at Bowling Green	18/19PO0240	166.85	166.85	27.81	139.04
	J.Brodie Luke - Design/build 130 barrier feet/fit to barriers	18/19PO0241	8,747.70	8,747.70	1,457.95	7,289.75
	Total BACS		9,037.55	9,037.55	1,506.26	7,531.29
BACS	Steve White - Labour 36hrs - Old PO 05-11/05/18	18/19PO0242	360.00	360.00	-	360.00
BACS	Keith Shanly - Labour 31.5 hrs - Old PO - 08-11/05/2018	18/19PO0243	393.75	393.75	-	393.75
BACS	Spencer Gray - Labour 88.5hrs - Old PO 24/04-11/05/2018	18/19PO0244	1,637.25	1,637.25	-	1,637.25
DD	Datasharp - Cost of voice calls /Rentals -Cultural Servicest to 30/04/18	18/19PO0245	129.13	129.13	21.52	107.61
BACS	Hine Downing - Conclusion of Prezzo Lease Consultation	18/19PO0246	240.00	240.00	40.00	200.00
BACS	Reach Maintenance - Chrstmas Lights 2018 - May instalment	18/19PO0247	3,000.00	3,000.00	500.00	2,500.00
17392	Bernie The Mobile Locksmith - Access/Keys display cabinet MB Entrance	18/19PO0248	136.00	136.00	-	136.00
			53,786.38	53,786.38	3,614.45	50,171.93

# FALMOUTH TOWN COUNCIL

Month May-18  
Meeting Date 04/06/2018

## Finance & General Purpose Meeting

### Schedule of payments made for approval at above meeting

Cheque No		Inv No:	Inv Total	Gross	VAT	NET
	Autograffiti Signs- Graphics Rainbow Animals re Jon Dyer- Art Gallery	18/19PO0249	87.00	87.00	14.50	72.50
	Autograffiti Signs - Coloured Logo shaped - Art Gallery	18/19PO0250	29.40	29.40	4.90	24.50
	<b>Total Cheque 17393</b>		<b>116.40</b>	<b>116.40</b>	<b>19.40</b>	<b>97.00</b>
17394	CK Automata - Pegasus/Junk - shop stock Art Gallery	18/19PO0251	70.00	70.00	-	70.00
17395	Concept Shed - Family Workshop 07/04/18- Art Gallery	18/19PO0252	180.00	180.00	30.00	150.00
	Cornwall Council - Waste Management Contract 2018-19 cleansing works	18/19PO0253	2,391.88	2,391.88	398.65	1,993.23
	Cornwall Council - Maintenance Open Space CCTV - May 2018	18/19PO0254	1,188.64	1,188.64	198.11	990.53
	<b>Total Cheque 17396</b>		<b>3,580.52</b>	<b>3,580.52</b>	<b>596.75</b>	<b>2,983.77</b>
17397	Falmouth Classic Events - Grant Award 18/19-GRA008	18/19PO0255	1,000.00	1,000.00	-	1,000.00
	Greenhams - Fencing Pins - Cemetery	18/19PO0256	265.20	265.20	44.20	221.00
	Greenhams - Coverall-Cemetery Soap/Tissue - Toilets	18/19PO0257	346.75	346.75	57.79	288.96
	Greenhams - Skin Safety Cradle pack - Toilets	18/19PO0258	252.14	252.14	42.02	210.12
	<b>Total Cheque 17398</b>		<b>864.09</b>	<b>864.09</b>	<b>144.02</b>	<b>720.08</b>
	Jewson Ltd - GS7 Panel Hire x 31 days from 31/03/2018 bowling Green	18/19PO0259	95.04	95.04	15.84	79.20
	Jewson Ltd -JCB Mini Excavator Hire x25 days from 04/04/18- Cemetery	18/19PO0260	864.00	864.00	144.00	720.00
	Jewson Ltd -Fuel Charge Red Diesel- Cemetery	18/19PO0261	19.44	19.44	3.24	16.20
	Jewson Ltd -JCB Dumper/JCB Mini Excavator x 2 days to 10/05/2018 - Cem	18/19PO0262	348.66	348.66	58.11	290.55
	Jewson Ltd -Cultivator Hire x 1 day 10/05/2018 - Kimberley Park	18/19PO0263	66.23	66.23	11.04	55.19
	<b>Total Cheque 17399</b>		<b>1,393.37</b>	<b>1,393.37</b>	<b>232.23</b>	<b>1,161.14</b>
17400	Kessells Kitchen - Council Civic/Mayor Making 21/05/18	18/19PO0264	740.00	740.00	-	740.00
	Moor News - Local Papers 31/03-21/04/18 - Library	18/19PO0265	54.30	54.30	-	54.30
	Moor News - Local Papers 03/02-05/05/18 - FTC	18/19PO0266	29.90	29.90	-	29.90
	<b>Total Cheque 17401</b>		<b>84.20</b>	<b>84.20</b>	<b>-</b>	<b>84.20</b>
17402	PW Media & Publishing - MyCornwall Advert Issue 47 April/May- Cultural S	18/19PO0267	120.00	120.00	20.00	100.00
17404	Roger Symons - Trimming hedges Swanpool/Cemetery x 3 hours	18/19PO0268	144.00	144.00	24.00	120.00
	BACS Hopkins Joinery - Deposit 50% Seafront Shelter Repairs (PO 177)	18/19PO0269	774.00	774.00	129.00	645.00
17403	Sean Pond - Macebearer -Mayor Making 21/05/18/Annual Retainer 2018/1	18/19PO0270	140.00	140.00	-	140.00
17405	Terry Pond-Macebearer- Mayor Making/St bazalre/Annual Retainer 2018/1	18/19PO0271	160.00	160.00	26.67	133.33
	SUEZ - Cardboard/Sacks 01/0-30/04/18 Municipal Building	18/19PO0272	43.43	43.43	7.24	36.19
	SUEZ - Recycling/Recovery 01-30/04/18 Kimberley Pk/Swanvale	18/19PO0273	850.84	850.84	141.81	709.03
	<b>Total Cheque 17406</b>		<b>894.27</b>	<b>894.27</b>	<b>149.05</b>	<b>745.23</b>
	Travis Perkins -Ruberoid Shed Felt - Flat Roof Old PO	18/19PO0274	67.14	67.14	11.19	55.95
	Travis Perkins -Multifinish Plaster - Top Floor Old PO	18/19PO0275	66.72	66.72	11.12	55.60
	Travis Perkins -Comp Elbow/Brass Bibtap - Top Floor Old PO	18/19PO0276	14.38	14.38	2.39	11.99
	Travis Perkins -Multifinish Plaster - Top Floor Old PO	18/19PO0277	13.34	13.34	2.22	11.12
	Travis Perkins - Joint Tape/White Matt Paint - Top Floor Old PO	18/19PO0278	73.56	73.56	12.26	61.30
	Travis Perkins - Drill Bits Punk - Top Roof core hole Old PO	18/19PO0279	13.92	13.92	2.32	11.60
	Travis Perkins - White Satinwood Paint - Top Floor Old PO	18/19PO0280	41.00	41.00	6.83	34.17
	<b>Total Cheque 17407</b>		<b>290.06</b>	<b>290.06</b>	<b>48.34</b>	<b>241.72</b>
17408	Cornwall Arts Marketing - OSC 2018 Full Page- Marketing Cultural Service	18/19PO0281	100.00	100.00	-	100.00
	YPO Yorkshire Purchasing Org- A4 Drawing Cartridge/Stickers*- Art Gallery	18/19PO0282	42.06	42.06	7.01	35.05
	YPO Yorkshire Purchasing Org - Stickers*- Art Gallery	18/19PO0283	17.70	17.70	2.95	14.75
	<b>Total Cheque 17409</b>		<b>24.36</b>	<b>24.36</b>	<b>4.06</b>	<b>20.30</b>
CC	Gov.UK - Road Tax - GX12 FCM 12 months from 01/06/2018	18/19PO0284	167.50	167.50	-	167.50
CC	Trago - Rake for Dracaena	18/19PO0285	4.25	4.25	0.71	3.54
CC	Trago - White spirit/tape/roller/brush/scuttle - Old PO	18/19PO0286	65.77	65.77	10.96	54.81
CC	Trago - Palock/Chalm - Prezzo	18/19PO0287	29.87	29.87	4.98	24.89
CC	Trago - Combination Padlock - Jewish Cemetery	18/19PO0288	7.99	7.99	1.33	6.66
CC	Safety Signs 4 Less - Dbl side floor sign - closed for cleaning - Toilets	18/19PO0289	57.60	57.60	9.60	48.00
CC	Halfords Cycle 2 Work - Hire Agreement AN-1805-1090467 Mark Williams	18/19PO0290	800.00	800.00	133.34	666.66
CC	Trago - Ink for Information Service/Reception Printer	18/19PO0291	15.04	15.04	2.51	12.53
CC	Trago - Staples/K-Park. Brush/Paint/Splrits - Seafront Shelters/Benches	18/19PO0292	61.02	61.02	10.17	50.85
CC	Trago - Paint/Spirit/Brush - Shelters/Benches Seafront	18/19PO0293	38.69	38.69	6.45	32.24
DD	British Gas - Electricity Maenporth 26/01-26/04/18	18/19PO0294	114.29	114.29	5.44	108.85
DD	Barclaycard - Charges/Fees - April 2018	18/19PO0295	68.11	68.11	3.40	64.71
DD	CNG Contract Natural Gas - Gas - Kimberley Pk Lodge April 2018	18/19PO0296	10.52	10.52	0.50	10.02
DD	Trade - B&Q - Bolts/Anchor/Post - Kimberley Park	18/19PO0297	32.80	32.80	5.47	27.33
DD	Trade - Screwfix - Silicone x 12 pk - Old PO	18/19PO0298	27.99	27.99	4.66	23.33
DD	Trade - Screwfix - Sanding Sheets - Old PO	18/19PO0299	38.90	38.90	6.48	32.42
CC	Asda - Refreshments for Mayor Making	18/19PO0300	166.74	166.74	-	166.74
17410	Will Byrne - reimbursement for New work boots	18/19PO0301	54.99	54.99	-	54.99
	Hopkins Joinery - Oak trims supplied & machined Old PO	18/19PO0302	215.76	215.76	35.96	179.80
	Hopkins Joinery - Balance of 50% Quote 482- Arched door frame Old PO	18/19PO0303	639.00	639.00	106.50	532.50
	<b>Total BACS</b>		<b>854.76</b>	<b>854.76</b>	<b>142.46</b>	<b>712.30</b>
	J Brodie Luke - Construction of 4 storage bays- Lawn Cemetery	18/19PO0304	1,534.61	1,534.61	255.77	1,278.84
	J Brodie Luke - Full service of dumper truck - Cemetery	18/19PO0305	1,036.12	1,036.12	172.69	863.43
	J Brodie Luke - Cont construction of storage bays - Lawn Cemetery	18/19PO0306	2,575.14	2,575.14	429.19	2,145.95
	<b>Total BACS</b>		<b>5,145.87</b>	<b>5,145.87</b>	<b>857.65</b>	<b>4,288.23</b>
			<b>72,224.35</b>	<b>72,224.35</b>	<b>6,244.05</b>	<b>65,980.30</b>



# FALMOUTH TOWN COUNCIL

Month May-18  
Meeting Date 04/06/2018

## Finance & General Purpose Meeting

### FALMOUTH TOWN COUNCIL

Cheque No		Inv No:	Inv Total	Gross	VAT	NET
BACS	Steve White - Labour x 34hrs 12-18/05/18 - Old PO	18/19P00307	340.00	340.00	-	340.00
	BG Electrical - Replace lamps in light fitting - Kimberley Park	18/19P00308	42.00	42.00	7.00	35.00
	BG Electrical - Replace alarm pull switch - disabled toilet - Gylly Beach	18/19P00309	61.56	61.56	10.26	51.30
	<b>Total BACS</b>		<b>103.56</b>	<b>103.56</b>	<b>17.26</b>	<b>86.30</b>
BACS	Keith Shanly - Labour x 38hrs 14-18/05/2018 - Old PO	18/19P00310	475.00	475.00	-	475.00
BACS	Datasharp - Copier to 15/05/18- Art Gallery/Admin	18/19P00311	207.96	207.96	34.66	173.30
BACS	Gydeline - GDPR for Medium Business Monthly	18/19P00312	180.00	180.00	30.00	150.00
BACS	Curlew - PR Article FTC Safer, cleaner, greener info to public	18/19P00313	175.00	175.00	-	175.00
BACS	Nick Foulkes - labour x 71 hrs from 06/05- Old PO	18/19P00314	1,420.00	1,420.00	-	1,420.00
	Cornwall Council - Business rates May 2018 - Kimberley park Lodge	18/19P00315	212.00	212.00	-	212.00
	Cornwall Council - Business Rates May 2018 - Mortuary	18/19P00316	225.00	225.00	-	225.00
	Cornwall Council - Business rates May 2018 - Cemetery/premises Swanpool	18/19P00317	256.00	256.00	-	256.00
	Cornwall Council - Business rates - May 2018 - Cemetery Pennance Road	18/19P00318	520.00	520.00	-	520.00
	Cornwall Council - Business rates May 2018 - Webber Street toilets	18/19P00319	110.00	110.00	-	110.00
	Cornwall Council - Business rates May 2018 - POWP toilets	18/19P00320	216.00	216.00	-	216.00
	Cornwall Council - Business rates May 2018 - Grove Place toilets	18/19P00321	420.00	420.00	-	420.00
	Cornwall Council - Business rates May 2018 - Swanpool toilets	18/19P00322	71.00	71.00	-	71.00
	Cornwall Council - Business rates May 2018 - Maenporth toilets	18/19P00323	144.00	144.00	-	144.00
	Cornwall Council - Business rates May 2018 - PO Building	18/19P00324	2,157.00	2,157.00	-	2,157.00
	Cornwall Council - Business rates May 2018 - PO Building First Floor	18/19P00325	914.00	914.00	-	914.00
	Cornwall Council - Business rates May 2018 - PO Building Second Floor	18/19P00326	566.00	566.00	-	566.00
	Cornwall Council - Business rates May 2018 - Municipal Building	18/19P00327	670.00	670.00	-	670.00
	Cornwall Council - Business rates May 2018 - Art Gallery	18/19P00328	1,274.00	1,274.00	-	1,274.00
	HMRC - PAYE May 2018	18/19P00329	4,659.00	4,659.00	-	4,659.00
	HMRC - NI - May 2018	18/19P00330	7,533.88	7,533.88	-	7,533.88
	HMRC - Student Loans May 2018	18/19P00331	146.00	146.00	-	146.00
	<b>Total BACS</b>		<b>12,338.88</b>	<b>12,338.88</b>	<b>-</b>	<b>12,338.88</b>
	CC - Pension May 2018	18/19P00332	11,124.68	11,124.68	-	11,124.68
	CC - Pensions - additional payment 2 of 12	18/19P00333	77.00	77.00	-	77.00
	<b>Total BACS</b>		<b>11,201.68</b>	<b>11,201.68</b>	<b>-</b>	<b>11,201.68</b>
BACS	Unison - memberships May 2018	18/19P00334	74.90	74.90	-	74.90
BACS	Standard Life - AVC Payment - May 2018	18/19P00335	65.00	65.00	-	65.00
BACS	Nursery Fees King Charles (Falmouth Mat) - May 2018	18/19P00336	126.00	126.00	-	126.00
BACS	Nursery Fees Tarq's Arc - May 2018	18/19P00337	136.00	136.00	-	136.00
BACS	Kevin Gerry - Repair one damaged riling panel/painting - Kimberley Park	18/19P00338	470.00	470.00	-	470.00
BACS	Keith Shanly - Labour x 7hrs Old PO 32hrs Lodge Cemetery- 21-25/05/18	18/19P00339	487.50	487.50	-	487.50
BACS	Spencer Grey - Labour x 50.5hrs - 15-25/05/2018 Old PO	18/19P00340	934.25	934.25	-	934.25
BACS	Steve White - Labour x 5.5hrs Old PO, 41 hrs Shelters etc - 19-25/05/18	18/19P00341	465.00	465.00	-	465.00
BACS	BG Electrical - Fit Sensors/entrance door lights etc - Webber St Toilets	18/19P00342	1,243.20	1,243.20	207.20	1,036.00
17411	Alfie Gidley - People & Process - Art Gallery	18/19P00343	20.00	20.00	-	20.00
17412	BHGS Hayle - Playpark 70Lx7 - Kimberley Park	18/19P00344	59.47	59.47	9.91	49.56
17413	Biffa - Pressure Wash Services 09/04-13/05/2018 x 18 hrs	18/19P00345	885.60	885.60	147.60	738.00
17414	P Bond - Removal of Motors/Electrics on Automata - Art Gallery	18/19P00346	225.00	225.00	-	225.00
17415	Caberet Mechanical Theatre Ltd - Cople of 2nd Edition - Art Gallery	18/19P00347	30.00	30.00	-	30.00
17416	Concept Shed Ltd - AutoWed Vends - 11/03-13/05/8 - Art Gallery	18/19P00348	138.00	138.00	23.00	115.00
17417	Cornwall Cards (Robinson) - Cards for shop stock AG	18/19P00349	33.92	33.92	-	33.92
17418	Cornwall College - Various plants for Dracaena/Roundabouts	18/19P00350	449.40	449.40	74.90	374.50
	Cornwall Council - OSCCTV BT Circuit Costs 01/04-31/03/18	18/19P00351	1,260.00	1,260.00	210.00	1,050.00
	Cornwall Council - CCTV Cameras 16 Apr-June 18	18/19P00352	4,722.43	4,722.43	787.07	3,935.36
	Cornwall Council - Co-ordinate Clothing FTC	18/19P00353	1,642.80	1,642.80	273.80	1,369.00
	<b>Total Cheque 17419</b>		<b>7,625.23</b>	<b>7,625.23</b>	<b>1,270.87</b>	<b>6,354.36</b>
	Cormac Solutions Ltd - Kimberley Park Tree Works	18/19P00354	1,104.00	1,104.00	184.00	920.00
	Cormac Solutions Ltd - Kimberley Park Tree Works (Duplicate see Credit be	18/19P00355	1,104.00	1,104.00	184.00	920.00
	Cormac Solutions Ltd - Kimberley Park Tree Works (Credit re Duplicate Inv)	18/19P00356	- 1,104.00	- 1,104.00	- 184.00	- 920.00
	<b>Total Cheque 17420</b>		<b>1,104.00</b>	<b>1,104.00</b>	<b>184.00</b>	<b>920.00</b>
17421	David Hills Photography - Prints-Faces of Cornwall Exhibit - AG	18/19P00357	46.00	46.00	-	46.00
17422	Dea Birkett - Train Fare London to Falmouth - Art Gallery	18/19P00358	119.20	119.20	-	119.20
	Di-Mar Garden Machinery-Sharpen blade on Kubota - Town Team	18/19P00359	30.00	30.00	5.00	25.00
	Di-Mar Garden Machinery-Oil/filter/service on Husq Mower (6) T/T	18/19P00360	110.29	110.29	18.38	91.91
	Di-Mar Garden Machinery-Husq Ride On - rebuild engine - T/T	18/19P00361	302.70	302.70	50.45	252.25
	Di-Mar Garden Machinery-Stihl Autocut head (4) - T/T	18/19P00362	39.50	39.50	6.58	32.92
	Di-Mar Garden Machinery-Stihl Autout head - K/P	18/19P00363	39.50	39.50	6.58	32.92
	Di-Mar Garden Machinery-Stihl Brushcutter (29)	18/19P00364	42.00	42.00	7.00	35.00
	<b>Total Cheque 17423</b>		<b>563.99</b>	<b>563.99</b>	<b>94.00</b>	<b>469.99</b>
17424	Engage - Annual membership single organisation - Cultural Service	18/19P00365	79.00	79.00	-	79.00
	Greenham Safety - Soap/cleaner/tissue/sacks-Toilets Sacks- Cemetery	18/19P00366	466.52	466.52	77.75	388.77
	Greenham Safety - Mophead big white -	18/19P00367	11.16	11.16	1.86	9.30
	Greenham Safety - Disinfect-Cem. Towel-MB. Tissue/Sacks-Toilets. Broom	18/19P00368	157.59	157.59	26.26	131.33
	Greenham Safety - Coverall -	18/19P00369	5.57	5.57	0.93	4.64
	Greenham Safety - Tissue - Toilets	18/19P00370	383.94	383.94	63.99	319.95
	<b>Total Cheque 17426</b>		<b>1,024.78</b>	<b>1,024.78</b>	<b>170.79</b>	<b>853.99</b>
17427	The Heart of a Garden- John Dyer Gallery - shop stock Art Gallery	18/19P00371	138.60	138.60	23.10	115.50
17428	Jason Viney - Shop stock for Art Gallery	18/19P00372	9.00	9.00	-	9.00
17429	Moor News - Newspapers - Library 28/04-19/05/18	18/19P00373	58.40	58.40	9.73	48.67
17430	Nomlx Enviro - Nomlx G - Street Spraying. Pearl - Dracaena	18/19P00374	1,382.34	1,382.34	230.39	1,151.95
			<b>124,415.21</b>	<b>124,415.21</b>	<b>8,771.47</b>	<b>115,643.74</b>

# FALMOUTH TOWN COUNCIL

Month May-18  
Meeting Date 04/06/2018

## Finance & General Purpose Meeting

### Schedule of payments made for approval at above meeting

Cheque No	Details	Inv No:	Inv Total	Gross	VAT	NET
	Howdens - Bolt/Door plates/closer - Top Floor Old PO	18/19PO0375	269.28	269.28	44.88	224.40
	Howdens - Oak foil 20" internal flush door RE: B17/0076667	18/19PO0376	168.00	168.00	28.00	140.00
	<b>Total Cheque 17431</b>		<b>101.28</b>	<b>101.28</b>	<b>16.88</b>	<b>84.40</b>
	Nick Ferris - 11.05.18 - 9xbags New Milton delivered - Gylly Beach Gardens	18/19PO0377	939.60	939.60	156.60	783.00
	Nick Ferris - 11.05.18 - 1.28 tonnes of top soil - re Falmouth Spring Festival	18/19PO0378	46.08	46.08	7.68	38.40
	<b>Total Cheque 17432</b>		<b>985.68</b>	<b>985.68</b>	<b>164.28</b>	<b>821.40</b>
17433	Octopus - A3 multipurpose white ream - Admin	18/19PO0379	12.95	12.95	2.16	10.79
17435	OPUS Energy (Corporate)Ltd - Electricity 09/04-07/05/18-Mortuary	18/19PO0380	142.28	142.28	6.78	135.50
17434	Rachel Stowe - Greeting cards for shop stock AG	18/19PO0381	18.75	18.75	-	18.75
17436	Rhiannon Jandrell-W/shop "Alternative Visions" 1/12/18- Cultural Services	18/19PO0382	175.00	175.00	-	175.00
17437	Sage (UK) Ltd- SCV S50 Business Package - Admin	18/19PO0383	4,500.00	4,500.00	750.00	3,750.00
17438	Skenelberry and Sons - Repair faulty WCs - Webber St Toilets	18/19PO0384	60.00	60.00	-	60.00
17439	Sophie Harding - Items for shop stock - Art Gallery	18/19PO0385	22.50	22.50	-	22.50
17440	South Lincs Consulting Ltd-Update Structural calcs-Band Stand K/Park	18/19PO0386	540.00	540.00	90.00	450.00
17441	South West Water-Water/Sewerage- 07/11/17-04/05/2018	18/19PO0387	282.45	282.45	-	282.45
17442	Stones Bakery - Confectionery for SAPERE - Cultural Services	18/19PO0388	90.01	90.01	-	90.01
17443	Will Keating - Performance London Paddington event 16.05.18	18/19PO0389	125.00	125.00	20.83	104.17
17444	Travis Perkins - White paint - Top floor Old PO	18/19PO0390	45.79	45.79	7.63	38.16
17445	Xgraphica - Posters/Cut-outs/Lettering/Advert - Art Gallery	18/19PO0391	460.00	460.00	-	460.00
17446	Abbotts - Crockery hire for Mayor Making Reception	18/19PO0392	139.20	139.20	23.20	116.00
	Artist Payment -May 2018 - Keri Scott	18/19PO0393	5.85	5.85	-	5.85
	Artist Payment -May 2018 - Wendy Newton	18/19PO0394	9.75	9.75	-	9.75
	Artist Payment -May 2018 - Vicky Heard	18/19PO0395	20.15	20.15	-	20.15
	Artist Payment -May 2018 - Sue Bovington	18/19PO0396	9.75	9.75	-	9.75
	Artist Payment -May 2018 - Sophie Harding	18/19PO0397	11.70	11.70	-	11.70
	Artist Payment -May 2018 - Sarah Lyons	18/19PO0398	18.85	18.85	-	18.85
	Artist Payment -May 2018 - Rachel Stowe	18/19PO0399	6.50	6.50	-	6.50
	Artist Payment -May 2018 - Rachel Dale	18/19PO0400	8.78	8.78	-	8.78
	Artist Payment -May 2018 - Pauline Hitchens	18/19PO0401	18.20	18.20	-	18.20
	Artist Payment -May 2018 - One & Eight (Grattons Linhay)	18/19PO0402	15.60	15.60	-	15.60
	Artist Payment -May 2018 - Natalie Wright	18/19PO0403	7.80	7.80	-	7.80
	Artist Payment -May 2018 - Natalie Rigby	18/19PO0404	8.13	8.13	-	8.13
	Artist Payment -May 2018 - Kirstyn Smith	18/19PO0405	109.53	109.53	-	109.53
	Artist Payment -May 2018 - Jenny Ashford	18/19PO0406	23.40	23.40	-	23.40
	Artist Payment -May 2018 - Hilary Bravo	18/19PO0407	10.08	10.08	-	10.08
	Artist Payment -May 2018 - Dee Frost	18/19PO0408	29.25	29.25	-	29.25
	Artist Payment -May 2018 - Deborah Prosser	18/19PO0409	37.05	37.05	-	37.05
	Artist Payment -May 2018 - Deb Collinson	18/19PO0410	16.25	16.25	-	16.25
	Artist Payment -May 2018 - Becky Lanyon	18/19PO0411	10.73	10.73	-	10.73
	Artist Payment -May 2018 - Ailsa Poll	18/19PO0412	137.80	137.80	-	137.80
	<b>Total BACS</b>		<b>515.15</b>	<b>515.15</b>	<b>-</b>	<b>515.15</b>
			<b>132,631.25</b>	<b>132,631.25</b>	<b>9,853.23</b>	<b>122,778.02</b>

# FALMOUTH ART GALLERY PETTY CASH SCHEDULE

Period: May-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					190.14	SF	P	EF	E	S	SI	190.14
30/04/2018	1.79		1.79	3,052	SF		1.79	-	-	-	-	-	188.35
07/05/2018	2.30		2.30	3,053	SF		2.30	-	-	-	-	-	186.05
07/05/2018	8.09		8.09	3,054	SF		8.09	-	-	-	-	-	177.96
07/05/2018	1.00		1.00	3,055	E		-	-	-	1.00	-	-	176.96
07/05/2018	5.33		5.33	3,056	E		-	-	-	5.33	-	-	171.63
10/05/2018	12.64		12.64	3,057	SF		12.64	-	-	-	-	-	158.99
16/05/2018	7.58		7.58	3,058	SF		7.58	-	-	-	-	-	151.41
17/05/2018	10.58		10.58	3,059	SF		10.58	-	-	-	-	-	140.83
21/05/2018	5.09		5.09	3,060	SF		5.09	-	-	-	-	-	135.74
21/05/2018	5.00		5.00	3,061	E		-	-	-	5.00	-	-	130.74
24/05/2018	3.39		3.39	3,062	SF		3.39	-	-	-	-	-	127.35
28/05/2018	3.59		3.59	3,063	SF		3.59	-	-	-	-	-	123.76
28/05/2018	0.45		0.45	3,064	SF		0.45	-	-	-	-	-	123.31
CLOSED			-				-	-	-	-	-	-	123.31
66.83							55.50	-	-	11.33	-	-	

Nominal Codes

5815 5804 5810 5818 5805 5818

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals

DR CR

2201 - vat  
5818 - NL

#REF!

NB add additional NL's depending on monthly expenditure

FALMOUTH TOWN COUNCIL PETTY CASH SCHEDULE

Period: May-18

Date	Total Amount	VAT	Net		Rec'pt	Code	Cashed Cheque	Meeting Exp	Parking	Post	General Council	Toilet	Cemetery R/R	MB	Stat	PO Building	Events	Sundry Items	Running Balance
01/05/2018																			
01/05/2018						17327	246.04												
01/05/2018				13.13	16	CR													300.00
01/05/2018				40.00	17	SI													286.87
08/08/2018				2.49	18	me		2.49										40.00	246.87
08/08/2018				9.87	19	T						9.87							244.38
14/05/2018				3.89	20	ME		3.89											234.51
Cancelled					21														230.62
18/05/2018				1.19	22	me		1.19											230.62
21/05/2018				1.09	23	me		1.09											229.43
23/04/1906				6.85	24	CR													228.34
23/05/2018				12.48	25	S							6.85						221.49
24/05/2018				3.49	26	ME		3.49											209.01
25/05/2018		2.17		39.43	27	C					39.43								205.52
30/05/2018				7.90	28	PB										7.90			163.92
30/05/2018				5.93	29	me		5.93											156.02
																			150.09
																			150.09
																			150.09
																			150.09
CLOSED																			150.09
	0.00	2.17	147.74				147.74	18.08			39.43	9.87	19.98			12.48	7.90		40.00

Nominal Codes

5030 5017 5010 5408 5303 5610 5220 5012 5352 5457 5030

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals

DR CR  
2201 - vat £ 2.17  
Various £ 2.17

NB add additional NL's depending on monthly expenditure