

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 25th November 2019 at 7.00pm.

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

In Attendance: A M Williams	(Town Clerk)
R N Thomas	(Finance Officer)
Councillor J Kirkham	(Cornwall Council)
C Leyshon and C Stephens	(Grant applicants)

F6339 APOLOGIES

Apologies for absence were received and approved from Councillors Chappel (holiday) and Morgan (ill).

F6340 INTERESTS

Councillor Eva declared a non disclosable interest in the grant application by Callum Stephens (Minute F6342) as he was a friend of Callum's father, he left the meeting during the consideration thereof.

F6341 MINUTES

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

RESOLVED that the Part I minutes of the meeting held on 14th October 2019 be confirmed as a correct record of the proceedings and signed by the Chair.

F6342 GRANT APPLICATIONS

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

RESOLVED that the grant request be not considered but that individual Councillors use their Community Chest allowances to meet the £500 costs associated with the set up of Falmouth Parkrun.

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

RESOLVED that the grant request be not considered but that individual Councillors use their Community Chest allowances to meet the £400 requested by Callum Stephens as a representative of Falmouth on the Cornwall Cricket Under 15 Tour to the West Indies in 2020.

The grant schedule for 2019/20 was duly noted.

F6343 RISK ASSESSMENT

The update meeting with Zurich Customer Account Manager for the Council's Insurer was duly noted as was the renewal requirements for April 2020.

F6344 **PEER REVIEW**

The Town Clerk outlined the arrangement for the National Peer Review of the Council on 10th – 12th February 2020 which was duly noted.

F6345 **FINANCE SUB-COMMITTEE**

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

RESOLVED that the minutes and recommendations of the Sub-Committee (attached) dated 5th November 2019 be approved.

F6346 **CEMETERIES WORKING PARTY**

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

RESOLVED that the minutes and recommendations of the Working Party (attached) dated 11th November 2019 be approved.

F6347 **KIMBERLEY PARK LODGE**

The Chairman of the Kimberley Park Working Party reported an update regarding community usage of the Lodge.

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

RESOLVED that in principle the Council moves forward the development of the Lodge with Source FM and Alex Bradshaw for community studios and café, subject to costs, contract and procurement requirements. A peppercorn rent arrangement with Source FM subject to them sourcing external capital funding and responsibility for all ongoing and operating costs, and a fee to be agreed regarding café operation.

F6348 **COMMUNITY GOVERNANCE REVIEW**

Councillors Jewell, Kirkham and Saunby updated the Council regarding the recommendations of the Cornwall Council Community Governance Review Panel following the submission of the Town Council. Councillor Jewell advised he would submit an amendment to ensure the A39 boundary be implemented as requested by the Town Council and the proposals were 'future-proofed'.

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

RESOLVED that the Council supports Councillor Jewell's proposed amendment and recognises the extension to the west (Bickland Water Road) was logical but did not future proof the boundary as required.

F6349 **ENVIRONMENTAL AUDIT**

Councillor Robinson requested the Council undertake an Environmental Audit to reduce its carbon footprint. The Chairman felt this should include paper reduction measures supporting the Council's democratic process.

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

RESOLVED that the Council commissions an Environmental Audit.

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

RESOLVED that the Council reduces its paper publishing of agendas and investigates the costings for issuing individual electronic devices to Councillors, publishing agenda links and displaying agenda on screens at meeting.

F6350 WATER FOUNTAIN AND FITZROY BAROMETER

Councillor Parker updated the Council on the proposal to refurbish and re-site the Water Fountain as a bottle refill point and the historic Fitzroy Barometer at Custom House. Both artefacts had been gifted to the town but had fallen into disrepair. For the scheme to move forward the Town Council would need to adopt the assets.

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

RESOLVED that the Council fully supports the proposal, adopts the ownership and responsibility of the artifacts and meets the cost of water supply.

F6351 FALMOUTH NEIGHBOURHOOD PLAN

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

RESOLVED that the progress of the Plan through assessment be noted and the attached responses to the Assessors be endorsed.

F6352 TOWN COUNCIL PRECEPT

The taxbase information was duly noted and the intention of Cornwall Council to pay the precept in two tranches in April and September 2020. They required precept level to be notified by 31st December 2019. The Council Tax Support Grant had been set at £67,288.88, and the Government did not intend to apply Council Tax Referendums in 2020/21.

It was noted that Cornwall Council had advised business rates relief of public toilets would be applied but this was in error and was premature.

F6353 INTERNAL AUDIT 2019/20

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

RESOLVED that the Interim Audit report by the Council's Internal Auditor be received and the recommendations noted and enacted where required.

F6354 LOCAL MAINTENANCE PARTNERSHIP 2020/21

The Cornwall Council grant of £402.71 and South West Coast Path amount of £2,103.36 was duly noted.

F6355 DRAFT BUDGET 2020/21

Pursuant to Minute F6329 the Council further considered its draft budget, and debated this at length.

The Town Clerk and Finance Officer strongly recommended the replenishment of reserve levels as identified by the Council's Internal Auditor.

The Town Mayor wished to raise a matter that was confidential, so it was proposed by Councillor Eva, seconded by Councillor Saunby and

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

The Town Mayor and Councillor Kirkham reported on the Falmouth Place Shaping proposals, that may have a bearing on the 2020/21 Council budget.

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

RESOLVED that the press and public be readmitted to the meeting.

The debate on draft budget continued and Councillor Robinson proposed that the Committee move to the vote.

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

RESOLVED that the Council agrees its budget for 2020/21 as attached at £2,547,522 and the Council be recommended to set its precept at £2,190,405.70. In addition a second budget option be prepared including an additional amount of £50,000 for Place Shaping projects.

F6356 MAKING SPACE FOR NATURE

The Town Clerk reported the progress of the Council supported project sites at The Beacon, Lambs Lane Estate and Swanvale Open Space. Tregonigie Woods was the reserve list project site.

In regards to Prislow Woods meetings had now taken place with South West Water, residents and the Friends Group.

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

RESOLVED that the reports be noted and that the Council proceeds to request the lease of the land at a peppercorn rent from South West Water to enable the Friends of Prislow Woods to reinstate access and the footpath, meeting the Falmouth Neighbourhood Plan 'Green Corridor' aspiration.

F6357 CCLA

The Town Clerk had met with the CCLA Relationship Manager regarding the Council's investment and performance of the Property and Deposit funds. The reports and factsheets were duly noted.

F6358 TOWAGE AND ALVAGE IN THE SOUTH WEST APPROACHES

The Council's representations in this matter and the response of the Maritime and Coastguard Agency was duly noted.

F6359 **POLLING DISTRICT AND POLLING PLACES ORDER**

The update regarding the approval of the Order and its partial implementation for the General Election on 12th December 2019 was duly noted.

F6360 **ACCOUNTS AND PETTY CASH**

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

RESOLVED that the Accounts and Petty Cash
Schedules for October 2019 (attached) be approved.

F6361 **EXCLUSION OF THE PRESS AND PUBLIC**

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

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

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Finance Sub-Committee of the Finance and General Purposes Committee held at the Town Council Office, Old Post Office, The Moor, Falmouth on Tuesday 5th November 2019 at 3.00pm.

Present: Councillors R J O'Shea (Chairman), S D Eva and P A Minson.

Councillor R J Bonney also attended.

In Attendance: A M Williams	(Town Clerk)
R N Thomas	(Finance Officer)
C S Marshall	(Visitor and Information Assistant)

FS204 APOLOGIES

None received.

FS205 INTERESTS

None received.

FS206 THE ATHERTON SUITE

The Visitor and Information Officer reported upon progress and usage to date for the venue and recommended that the fee schedule be further refined in light of that experience.

The Finance Officer reported that fire escape works would be completed in January 2020 and a quote for stairwell flooring was awaited. PA system and projection equipment were awaiting fault remedies. Three phase electrical supply connection was imminent.

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

RESOLVED that

- (i) the fee schedule as attached be operable for the venue booking
- (ii) the Visitor and Information Officer be delegated to use discretion regarding the application of the fees to ensure community use, and to liaise with the Town Manager regarding fee application where necessary
- (iii) usually £2 per person be applied for tea and coffees for bookings. Users to be permitted to supply their own
- (iv) the Multi-Skilled Operative appointment to assist with room set up and take down
- (v) promotion and advertising to be undertaken and directed by the Visitor and Information Officer once room completed
- (vi) civil ceremony applications be undertaken by the Visitor and Information Officer when capacity allowed
- (vii) community open days be scheduled for early 2020
- (viii) inventory file to remain in venue be prepared by the Visitor and Information Officer.

FS207 **DRAFT BUDGET 2020/21**

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

RESOLVED that

- (i) the draft 2020/21 budget be prepared as considered by the Finance and General Purposes and Cultural Services Committees to date
- (ii) Service Heads meet with the Finance Sub-Committee to further develop proposals if required.

There being no further business to transact the Chair declared the meeting closed at 5pm.

Signed: Date:

Atherton Suite Costings, 2019/2020

Falmouth Town Council		2019/20		Atherton Suite	
Private Hire		Rooms		Fees	
Civil Ceremony or similar		Whole Suite – 2 days (set-up day, ceremony with reception & take down)		£600.00	
		Whole Suite – 1 day – ceremony only		£400.00	
Children's Party – 3 hour hire minimum (inclusive of set-up/take-down)		Whole Suite – 11:00 – 14:00 or 14:00 – 17:00		£52.50	
Celebration/Party – no alcohol		Whole Suite		£100.00	
Celebration/Party – alcohol		Whole Suite		£400.00	
Local Charity/Community/Non-for-Profit/Public Sector Hire		Rooms		Fees	
Introductory Rate – 1 st Event		Whole Suite		£50.00	
Continued Rate		Whole Suite		£100.00	
National Charity		Whole Suite		£250.00	
Tea & Coffee				£2.00 per head	

Falmouth Town Council: Atherton Suite Costings 2019/2020

Corporate Hire	Rooms	Fees
Hourly Rate (2 hrs only): TR11 Local Concession : Non-Local	Whole Suite Whole Suite	£35.00 per hour £50.00 per hour
Political Parties	Whole Suite	£200.00
Falmouth BID Levy Payers Introductory Rate – 1 st Event (Day Rate) Continued Rate	Whole Suite	£100.00 £200.00
Conference or other Corporate Event	Whole Suite	£250.00
Tea & Coffee		£2.00 per head
Seasonal Hire	Rooms	Fees
Christmas Parties or other	Whole Suite	£400.00
Optional Extras: i.e. enhanced security		At Cost
Block Bookings		
25% reduction in hire costs for 6 or more bookings in a 6 month period		
VAT		
All bookings are subject to VAT at 20%		
Refreshments		
Corporate, Charity, Community, Non-for-Profit & Public Sector Bookings are subject to charges per head for Tea & Coffee.		

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Cemeteries Working Party of Falmouth Town Council held in the Council Chamber, Municipal Buildings, The Moor, Falmouth on 11th November 2019 at 4.30pm.

Present: Councillors B M A Ross (Chair), R J Bonney, A Parker and D W Saunby CC

In attendance: AM Williams (Town Clerk)
Mrs E Middleditch (Administrative Officer)
Mrs V Rogers (Administrative Assistant)
M Brotherton (Cemetery Operative)

CWP 111 **APOLOGIES**

An apology for absence was received and approved from Councillor Minson.

CWP 112 **INTERESTS**

None.

CWP 113 **CEMETERY REGULATIONS AND MEMORIAL POLICY**

The Administration Officer reported the need to update the Cemetery Regulations and Memorial Safety Policy to enable the Council to address unauthorised items on graves and unstable memorials. Cemetery signage to notify the public of the enforcement is to be installed shortly.

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

RESOLVED that the Cemetery Regulations and
Memorial Safety Policy be adopted, as attached.

There being no further business to transact the Chairman closed the meeting at 4.50pm.



TOWN OF FALMOUTH

REGULATIONS – LAWN CEMETERY

In accordance with the Local Government Act 1972, Schedule 26 and the Local Authorities Cemeteries Order 1977, the Falmouth Town Council being the Burial Authority for the Parish of Falmouth resolved at their meeting on 21st January, 1991 that the following Regulations will operate with regard to the erection of monuments, headstones and the provision of flower vases in the Falmouth Lawn Cemetery situated at Swanpool Road, Falmouth.

For the purpose of these regulations, 'The Council' means Falmouth Town Council and 'Memorial' means any headstone, monument, cross, flatstone, kerbing or any other erection placed for the purpose of a memorial over any grave.

1. General Information

- 1.1 No headstone shall exceed the erected height above ground level of 2 foot 6 inches and the width shall not be greater than 2 foot 9 inches.
- 1.2 No headstone shall exceed 6 inches in thickness and the base 3' x 12"
- 1.3 The plinth of the headstone shall not exceed 3 feet in length and one foot 3 inches in width.
- 1.4 To permit the Cemetery to be laid out and maintained on the lawn-type principles, there shall be no kerbstones, planting or other ornamentation in front of the plinth on graves.
- 1.5 No planting of flowers or shrubs shall be carried out except between the headstones and then only within the limits of the width of the plinth thereof and in such manner that the flowers or shrubs shall not overhang or encroach upon the grass area in front of the headstones.
- 1.6 No receptacles other than flower vases (non glass for safety reason) specially designed for the purpose may be placed on grave spaces and then only between the headstone and within the limits of the width of the headstone plinths.
- 1.7 No monuments, headstone or flower vase shall be permitted without the consent of the Council and upon payment of the prescribed fees and deposit of the appropriate application form plus detailed sketch of the memorial (which includes all measurements above and below ground, width and depth of plinth etc.).

- 1.8 The Council reserves the right to remove from any grave any unauthorised items left on or around the grave space. Best efforts will be made to ensure that the owner of the grave will be informed in writing and the items will be retained at the cemetery for collection for 1 month. If the items are uncollected or they have to be removed on more than one occasion, the Council reserves the right to dispose of these items at its discretion without further consultation. It is the grave owner's responsibility to ensure their contact details on record with Falmouth Town Council are kept up to date.
- 1.9 The Council reserves the right to remove and dispose of any floral tributes, plants etc that have withered and died or have become unsightly on any grave. Christmas wreaths will normally be removed by the beginning of February.
- 1.10 All monuments, headstones and flower vases shall remain at the sole risk of the owners of the graves and the Council shall not be responsible for any damage or breakage which may occur to the same. No memorials of any description will be allowed to be taken from the Lawn Cemetery except by a permit issued by the Burial Officer.
- 1.11 Wooden crosses are permitted as temporary grave markers until such time as you decide to place a permanent memorial, then the temporary grave marker should be removed. An application form for all proposed temporary memorials must be submitted to Falmouth Town Council for approval and all appropriate fees paid, prior to any works being undertaken on site. This form will usually be submitted by an accredited Memorial Mason and should include measurements of the temporary memorial.
- 1.12 Only one headstone / memorial per grave space is allowed and must be in accordance with the Council's Memorial Regulations.
- 1.13 To ensure all memorial works comply and conform to BS8415 Standards all permanent memorials are to be constructed and installed by a Monumental Mason who is accredited to the British Registration of Approved Monumental Masons Scheme (BRAMM) or National Association of Memorial Masons (NAMM) to include registration on the Register of Qualified Memorial Fixers (RQMF).
- 1.14 No work is to take place in the cemetery before 8.30 a.m. and after 5.00 p.m. or sunset (whichever is sooner) unless agreed otherwise by the Cemetery Operative. No work will take place on Saturdays, Sundays or any bank or public holidays, except by agreement with the Council. Monumental Masons will be required to suspend work for the duration of a funeral.
- 1.15 Any damage done in connection with the erection of a memorial must be made good by the person erecting the memorial and the site left in a safe and tidy condition.
- 1.16 The responsibility for the safety and upkeep, including repairs to any gravestone or memorial remains solely with the owner(s) of the grave or their successor(s) in title.
- 1.17 The Council will make regular checks of memorials in accordance with its Memorial Safety Policy. Any memorial found to be unstable will be made safe by Falmouth Town Council staff. This may include being sunk into the ground vertically, laid flat, cordoned off, stake and banded, covered with yellow tape to warn visitor of a danger. The Council reserves the right to sink memorials into the ground or lay flat unsafe memorials at its discretion if the owner or successor cannot be found or refuses to arrange repairs.

2. Erection of a Headstone / Memorial

- 2.1 A permanent memorial can be erected on a new grave 12 months after the burial has taken place to allow for the ground to settle.

- 2.2 An application form for all proposed memorials and inscriptions must be submitted to Falmouth Town Council for approval and all appropriate fees paid, prior to any works being undertaken on site. This form will usually be submitted by an accredited Memorial Mason and should include detailed sketch and measurements of the memorial.
- 2.3 No memorial is to be installed unless a permit has been granted. On receipt of permit accredited Monumental Masons to liaise with the Cemetery Operative, when to attend the site to undertake the work, check the permit detail with him, and agree with him the correct grave/permit location before commencing any work or removing any memorial.
- 2.4 The responsibility for the safety and upkeep, including repairs to any gravestone or memorial remains solely with the owner(s) of the grave or their successor(s) in title and the Council recommends that grave owners obtain a guarantee from the Memorial Mason for all work they carry out and arrange for the Memorial Mason to check the memorial for defects every 5 years.
- 2.5 Repairs to memorials are to be carried out by an accredited Memorial Mason. An application for permission to carry out repairs should be submitted to the Town Council.
- 2.6 All memorials (including memorials being re-fixed after a burial has taken place and those found to be unsafe after memorial testing has taken place) are to be fixed in line with the National Association of Memorial Masons (NAMM) approved standard and code of safe working practice. This states the minimum requirements for the fixing of memorials.
- 2.7 If an additional inscription involves the supply and fixing of a new plinth or further section of stone then a sketch of the proposed stonework showing details is to be supplied and approved by the Council as per 2.1 above.
- 2.8 Additional 'free-standing' / unattached plinths or non-fixed stonework etc will not be permitted.
- 2.9 Pursuant to the Local Authorities Cemeteries Order 1977 the Town Council reserves the right to remove any unauthorised memorial.
- 2.10 Any unauthorised work is undertaken at the persons own risk.

3. Exclusive Rights of Burial

- 3.1 By Article 10(6) of the Local Authorities Cemeteries order 1977, no body must be buried, or cremated remains interred or scattered, in or over any grave or vault in which an exclusive right of burial for the time being subsists except by, or with the consent in writing of, the owner(s) of the right.
- 3.2 The lease period for granting of Exclusive Rights of Burial is 100 years and the grant can be issued in single or joint ownership (up to a maximum of three individuals)
- 3.3 The Exclusive Rights of Burial must be purchased before a memorial can be placed on a grave space.
- 3.4 Written consent for any memorial works is required from the owner(s) of the Exclusive Rights of Burial to be submitted to the Council. In the case of multiple ownership all signatures will be required to erect a memorial.

- 3.5 Transferring of Exclusive Rights of Burial may be assigned by Deed or bequeathed by Will for which sight of a legal document is required by the Council. A Form of Assignment is issued by the Council at the time of purchase of the Exclusive Rights of Burial. Further information regarding the procedure for the transfer of ownership during the life of the registered owner can be obtained from the Council Office.

4. Vandalism

- 4.1 The Council does not accept any liability in the event of the memorial being vandalised.

5. Safety of Memorials

- 5.1 Under the provisions of the Health and Safety at Work Etc Act 1974 and associated legislation and in accordance with the Local Authorities' Cemeteries Order, 1977, the Council is obliged to assure safety within the Cemetery and to have a documented memorial inspection programme in place. The inspection programme will identify unsafe memorials and ensure that they are made safe by whichever method is appropriate. There is also a requirement for the Authority to ensure that new memorials are properly and securely erected to ensure long-term safety of visitors to the cemetery.
- 5.2 The Council will carry out a programme of regular checks of memorials in accordance with its Memorial Safety Policy. When a memorial has been identified as unsafe at any time the Council has a legal right and obligation, under the Local authority Cemetery Order 1977, to remove any danger immediately and the memorial will be sunk into the ground vertically or laid flat to make it safe. We will make every effort to contact the Exclusive Right holder, requesting them to carry out the necessary repair. Further information on this programme of memorial safety testing is available from the Council Offices.
- 5.3 The Council reserves the right to sink memorials into the ground, lay flat or remove unsafe memorials at its discretion if the owner or successor cannot be found or refuses to arrange repairs.

6. Opening of Adjacent Graves

When a grave is prepared the excavated soil is placed to the side of the grave. If there is unused land to the side of the grave then the soil will be placed there. However when opening a grave between two existing graves, it may be necessary to place the soil on one of the adjacent graves. The surface of the grave will be protected by boards and the soil placed on them and after the burial has taken place the whole area will be cleared and left in a neat and tidy state.

Occasionally it will be necessary to remove a memorial for health and safety reasons and/or access for excavation. The Council will contact the Exclusive Right holder in these circumstances to inform them and the Council would cover the cost of the removal and re-fixing of the memorial after the burial has taken place.

7. Review and Amendment of Regulations

- 7.1 These Regulations form part of the Regulations and Scale of Fees and Charges applicable to the management of the Falmouth Cemeteries under the jurisdiction of the Falmouth Town Council who reserve the right to alter or vary the foregoing Regulations or to deviate therefrom in any particular instance if it shall appear to the Council desirable so to do.

A.M. WILLIAMS

Town Clerk

Falmouth Town Council

The Old Post Office

The Moor

Falmouth

TR11 3QA

Tel: 01326 315559



TOWN OF FALMOUTH **REGULATIONS - GARDEN OF REMEMBRANCE**

In accordance with the Local Government Act 1972, Schedule 26 and the Local Authorities Cemeteries Order 1977, the Falmouth Town Council being the Burial Authority for the Parish of Falmouth resolved at their meeting on the 21st January, 1991 that the following Regulations will operate with regard to the interment of cremated remains and erection of memorials in the Garden of Remembrance Phase V, Falmouth Lawn Cemetery situated at Swanpool Road, Falmouth.

For the purpose of these regulations, 'The Council' means Falmouth Town Council and 'Memorial' means any headstone, monument, cross, flatstone, kerbing or any other erection placed for the purpose of a memorial over any grave.

1. General Information

- 1.1 Following the first interment of cremated remains, a flat memorial stone shall be permitted upon payment of the prescribed fee and that the overall height will not protrude above ground level.
- 1.2 The flat stone will measure 2 foot by 2 foot in materials of slate, granite or portland stone but not marble or such similar material.
- 1.3 The flat stone shall not exceed 6 inches in thickness with no part above ground level.
- 1.4 The flat memorial stone will be fixed end to end to the adjacent memorial flat stone.
- 1.5 The flat memorial stone measuring 2 foot by 2 foot may have, within that prescribed area, a circular flower container hole and any attachment thereto to protrude no more than 3 inches above the surface.
- 1.6 No floral holder or other type of attachment may be placed outside the prescribed area of 2 foot by 2 foot.
- 1.7 The Council reserves the right to remove from any grave any unauthorised items left on or around the grave space. Best efforts will be made to ensure that the owner of the grave will be informed in writing and the items will be retained at the cemetery for collection for 1 month. It is the grave owner's responsibility to ensure their contact details held by Falmouth Town Council are kept up to date. If the items are uncollected or they have to be removed on more than one occasion, the Council reserves the right to dispose of these items at its discretion without further consultation.
- 1.8 The Council reserves the right to remove and dispose of any floral tributes, plants etc that have withered and died or have become unsightly on any grave. Christmas wreaths will normally be removed by the beginning of February.
- 1.9 The plots within the Garden of Remembrance will not permit purchase out of rotation.

- 1.10 It will be a condition of purchase that the purchaser of the plot will be liable for the insurance of the flat headstone.
- 1.11 The purchase of the area in accordance with the prescribed fee will permit no more than two interments.
- 1.12 If the applicant does not wish to place a flat headstone on the plot, then the applicant is responsible for the upkeep of the area and is liable to do so.
- 1.13 No flat memorial stone shall be permitted without the consent of the Council and upon payment of the prescribed fees and deposit of the appropriate application form plus detailed sketch of the memorial which will include all measurements with regard to the depth of the memorial and the position of the flower container hole and inscription proposed.
- 1.14 All flat memorial headstones inclusive of floral holders (non glass for safety reasons) shall remain at the sole risk of the purchaser and the Council shall not be responsible for any damage or breakage which may occur to same.
- 1.15 No flat memorial headstones will be permitted to be taken from the Garden of Remembrance, except by order of Falmouth Town Council or the appropriate Officer.
- 1.16 Only one flatstone / memorial per grave space is allowed and must be in accordance with the Council's Memorial Regulations.
- 1.17 To ensure all memorial works comply and conform to BS8415 Standards all permanent memorials are to be constructed and installed by a Monumental Mason who is accredited to the British Registration of Approved Monumental Masons Scheme (BRAMM) or National Association of Memorial Masons (NAMM) to include registration on the Register of Qualified Memorial Fixers (RQMF).
- 1.18 No work is to take place in the cemetery before 8.30a.m. and after 5.00p.m. or sunset (whichever is sooner) unless agreed otherwise by the Cemetery Operative. No work will take place on Saturdays, Sundays or any bank or public holidays, except by agreement with the Council. Monumental Masons will be required to suspend work for the duration of a funeral.
- 1.19 Any damage done in connection with the erection of a memorial must be made good by the person erecting the memorial and the site left in a safe and tidy condition.
- 1.20 The responsibility for the safety and upkeep, including repairs to any gravestone or memorial remains solely with the owner(s) of the grave or their successor(s) in title.
- 1.21 The Council will make regular checks of memorial in accordance with its Memorial Safety Policy.

2. Erection of a Flatstone / Memorial

- 2.1 An application form for all proposed memorials and inscriptions must be submitted to Falmouth Town Council for approval and all appropriate fees paid, prior to any works being undertaken on site. This form will usually be submitted by an accredited Memorial Mason and should include detailed sketch and measurements of the memorial.
- 2.2 No memorial is to be installed unless a permit has been granted. On receipt of permit accredited Monumental Masons to liaise with the Cemetery Operative, when to attend the site to undertake the work, check the permit detail with him, and agree with him the correct grave/permit location before commencing any work or removing any memorial.

- 2.3 The Council recommends that grave owners obtain a guarantee from the Memorial Mason for all work they carry out and arrange for the Memorial Mason to check the memorial for defects every 5 years.
- 2.4 The Council carries out regular inspections of memorials and reserves the right under current Health and Safety legislation to 'make safe' any defective memorials found in accordance with its Memorial Safety Policy.
- 2.5 All memorials (including memorials being re-fixed after a burial has taken place and those found to be unsafe after memorial testing has taken place) are to be fixed in line with the National Association of Memorial Masons (NAMM) approved standard and code of safe working practice. This states the minimum requirements for the fixing of memorials.
- 2.6 If an additional inscription involves the supply and fixing of a new plinth or further section of stone then a sketch of the proposed stonework showing details is to be supplied and approved by the Council as per 2.1 above.
- 2.7 Additional 'free-standing' / unattached plinths or non-fixed stonework etc will not be permitted.
- 2.8 Repairs to memorials are to be carried out by an accredited Memorial Mason. An application for permission to carry out repairs should be submitted to the Town Council.
- 2.9 Pursuant to the Local Authorities Cemeteries Order 1977 the Town Council reserves the right to remove any unauthorised memorial.
- 2.10 Any unauthorised work is undertaken at the persons own risk.

3. Exclusive Rights of Burial

- 3.1 By Article 10(6) of the Local Authorities Cemeteries order 1977, no body must be buried, or cremated remains interred or scattered, in or over any grave or vault in which an exclusive right of burial for the time being subsists except by, or with the consent in writing of, the owner(s) of the right.
- 3.2 The lease period for granting of Exclusive Rights of Burial is 50 years and the grant can be issued in single or joint ownership (up to a maximum of three individuals).
- 3.3 The Exclusive Rights of Burial must be purchased before a memorial can be placed on a grave space.
- 3.4 Written consent for any memorial works is required from the owner(s) of the Exclusive Rights of Burial to be submitted to the Council. In the case of multiple ownership all signatures will be required to erect a memorial.
- 3.5 Transferring of Exclusive Rights of Burial may be assigned by Deed or bequeathed by Will for which sight of a legal document is required by the Council. A Form of Assignment is issued by the Council at the time of purchase of the Exclusive Rights of Burial. Further information regarding the procedure for the transfer of ownership during the life of the registered owner can be obtained from the Council Office.

4. Vandalism

- 4.1 The Council does not accept any liability in the event of the memorial being vandalised.

5. Safety of Memorials

- 5.1 Under the provisions of the Health and Safety at Work Etc Act 1974 and associated legislation and in accordance with the Local Authorities' Cemeteries Order, 1977, the Council is obliged to assure safety within the Cemetery and to have a documented memorial inspection programme in place. The inspection programme will identify unsafe memorials and ensure that they are made safe by whichever method is appropriate. There is also a requirement for the Authority to ensure that new memorials are properly and securely erected to ensure long-term safety of visitors to the cemetery.
- 5.2 The Council will carry out a programme of regular checks of memorials. Further information on this programme of memorial safety testing is available from the Council Offices.
- 5.3 The Council reserves the right to remove unsafe memorials at its discretion if the owner or successor cannot be found.

6. Review and amendment of Regulations.

- 6.1 These Regulations form part of the Regulations and Scale of Fees and Charges applicable to the management of the Falmouth Cemeteries under the jurisdiction of the Falmouth Town Council who reserve the right to alter or vary the foregoing Regulations or to deviate therefrom in any particular instance if it shall appear to the Council desirable so to do.

A.M. WILLIAMS

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FALMOUTH TOWN COUNCIL



MEMORIAL SAFETY POLICY

Background

1. Under the Health and Safety at Work Act the Council has an overriding responsibility to ensure as far as reasonably practicable the safety of the cemetery that it is responsible for, this includes the identification and control of hazards from unstable memorials.
2. Through this policy and its actions the Council will seek to balance the risk of injury from unstable memorials with the sensitivities of carrying out works in the cemetery.

Pre Inspection Advice

1. Memorials will be risk assessed and tested accordingly for safety.
2. Notices are to be permanently displayed informing the public of the Council's intention to monitor and test headstones for safety.
3. The Council will also announce its intentions via social media.

Memorial Inspection

1. The council will risk assess and test memorials in accordance with the guidelines issued by the Institute of Cemetery and Crematorium Management and taking account the Ministry of Justice Guidance Managing the Safety of Burial Ground Memorials.
2. The inspection programme will involve three elements – (a) the initial inspection and testing of memorials; (b) immediate and temporary stabilisation of any memorials identified as unsafe; and, (c) thereafter, contacting the owner to further the repair/making safe of memorials which have been stabilised temporarily.
3. All inspections will be carried out in accordance with the "Institute of cemetery & Crematorium Management" guidance document "Management of Memorials."
4. The Council will undertake further inspections of the memorials using a risk based approach with a minimum frequency of at least once every five years, as recommended by the Institute of Cemetery and Crematorium Management and the Local Government Ombudsmen.
5. If it is deemed necessary following the initial inspection, more frequent inspections will be undertaken on individual memorials whose conditions require it.

Making Memorials Safe

1. The 'laying down' of memorials or sinking or memorials into the ground vertically shall be carried out where the course of action is necessary to prevent a genuine hazard to health and safety. If following the inspection it is deemed necessary to make safe any unstable memorials, best efforts will be made to contact the owners so they can put in place arrangements for the repair / or otherwise of the memorial. It is the responsibility of the grave owner to keep their contact details held by the Council up to date. This approach is endorsed by both the Institute of

Cemetery and Crematorium Management and the Local Government Ombudsman. The Council's duty to ensure the health, safety and welfare of employees or contractors working on behalf of the Council and those visiting the burial ground, will remain the Council's highest priority, memorial stabilisation work will be carried out in a sympathetic and sensitive manner.

2. If no response or a negative response is received from the owner of any memorials, the Council will take a decision as to how the memorial shall be made safe permanently. In doing so, the Council will consider laying it flat, sinking it into the ground vertically or removing it.
3. The responsibility for maintaining a memorial in a safe condition is that of the grave owner. Individual owners contacted following the identification of unstable memorials will be offered the opportunity to rectify any identified problems. Owners will be required to ensure all repairs are carried out by an approved NAMM or BRAMM accredited Monumental Mason, in accordance with the National Association of Memorial Masons Code of Practice and as provided in British Standard, BS 8415.

MEMORIAL TESTING POLICY

Following the risk assessment memorial inspections will be carried out in accordance with the guidance set out below issued by the Institute of Cemetery and Crematorium Management.

Generic Memorial Stability Test

- All memorials will be subject to a visual inspection.
- All memorials up to 2.5 metres will be subject to a hand test by a suitably trained Falmouth Town Council employee.
- All those below 500mm will be risk assessed to decide on the most suitable type of inspection.

The following additional actions will be carried out as set out below:

Kerbs

Kerbs will be inspected, by hand, for stability and secure fitting.

Plinths/Lawn Memorials

Memorials shall be inspected to ensure they are in sound condition and for any trip hazards.

Memorials below 500 mm

A risk assessment should be carried out to assess whether there would be any real benefit in applying full pressure test of 350 Newtons (circa 35 kg).

Vases

Vases will be inspected by hand for secure fitting.

Inspection Records

Every memorial must be risk assessed and physically inspected and a record made of the results. Records should include information that will inform the frequency of future inspections, location details, grave number. Any memorial of particular concern will be photographed information .

MEMORIAL SAFETY POLICY

The memorial safety policy is based on a risk assessment approach. Following the inspection, as defined by the Council's adopted 'Memorial Testing Policy', each memorial will be assigned to one of four categories, as set out below:-

Cat.	Condition	Action
1.	Unstable and requires immediate attention and temporary stabilisation is considered inappropriate or unfeasible.	In the event that there is an immediate danger to the public or persons working in the Cemetery, the memorial will be laid down. Best efforts will be made to inform the owner.
2.	Unstable and requires immediate attention.	The memorial will be temporarily stabilised. Care will be taken making sure that no damage is caused to the memorial and all actions will be recorded. A notice will be displayed on / near the memorial warning / advising of its condition. ¹ Best efforts will be made to inform the owner.
3.	Stable and requires no immediate attention though will require re-inspection prior to next proposed inspection in five years time.	All actions to be recorded and a recommendation will be given on the time scale for re-inspection.
4.	Stable and requires no attention.	All actions recorded will be re-inspected in no more than five years time.

The categorisation of memorials will be established following an independent inspection of each memorial.

Following temporary stabilisation, action will be carried out in line with 'Making Good of Unstable Memorials' as set out in the Memorial Safety Programme.

FALMOUTH NEIGHBOURHOOD DEVELOPMENT PLAN

RESPONSE TO INDEPENDENT EXAMINERS CLARIFICATION NOTE BY FALMOUTH TOWN COUNCIL

PLAN/POLICY REFERENCE	RESPONSE OF FALMOUTH TOWN COUNCIL
<p><i>Policy approaches affecting land outside the neighbourhood area (Guidance Notes HR1-3, and FOS7)</i></p>	<p>The guidance notes were seen as a crucial part of the overall strategy for Falmouth. They are intended to encourage what are clearly urban extensions to the town to be developed as an integrated and sustainable part of the whole. FTC consider that the Cornwall Local Plan Site Allocations DPD is weak in this respect, mentioning integration into neighbourhoods only in para 7.40, and not really taking the concept of integrated, sustainable development in these locations forward in the allocating policies. Indeed, representations were made to the DPD Examination Hearing, requesting that the DPD should call on the emerging NDPs for Falmouth, Penryn and Budock work together to ensure that the new developments around the Town should be sustainable communities that form neighbourhoods of existing communities and not separate satellite settlements.</p> <p>Unfortunately, planning permissions and master-plans are rapidly being processed, and it may be that the opportunity to achieve the desired level of integration is slipping away. However, it is possible that PPs expire, sites change hands, and that further sites may come forward so the retention of the guidance notes in some form is very desirable.</p> <p>There is currently a boundary review in process, which may lead to the expansion of the FTC area to cover the land that the guidance notes relate to. If this were to occur the guidance notes would form a useful interim policy position pending an extension of the Falmouth NDP area in a future review. It is noted that the draft Budock NDP does not refer to the issues of sustainable development in these areas.</p> <p>FTC suggest that the Guidance notes could be extracted and included in a separate section, possibly at the end of the Plan (as a new Section 13) or added to Section 4.</p> <p>The new cemetery development referred to in FOS 7 has now been permitted and funded, so the note could be reduced to a lower-case reference.</p>
<p>Policies HR4, HR6, TC2 and TC3 include reference to the need for construction environment management plans. I do not disagree that such work may be required. Nevertheless, the need for such work is a process requirement rather than a policy. The same principle applies to Policy HR7 (community asset in perpetuity).</p>	<p>HR4, HR6, TC2, TC3: Accepted. The references to CEMPs were included largely in response to comments made by Natural England.</p> <p>HR7: Accepted. The reference to cohousing etc being allowed on sites 'where development would otherwise not be permitted' was thought to justify such a restriction, in similar way to the restriction to local needs is achieved on rural exception sites.</p>

Policy BE1 reads as an acknowledgement of the importance of the docks within the town rather than as a policy. Am I correct to assume that (with modifications) the policy is intended to be one which offers support the improvement and consolidation of maritime facilities?	Accepted. However, the policy very much reflects strong local aspirations so FTC request that the phraseology be retained but as supporting text, perhaps in bold or boxed to make the point obvious.
Policy DG2 simply appears to repeat exist local policy? As such is it necessary?	Accepted in part. In view of the Town's very strong heritage and attractive location, FTC believes its necessary to have an obvious and strong requirement about design in general, requiring some form of test. The policy has so far been found very useful when commenting on planning applications, especially where the Design and Access statement has been weak. A suggestion for an alternative wording, capturing the need for applications to show evidence that the design is related to the guidance, would be welcome.
Policies TC2-4 set out a comprehensive approach towards the development of these important sites. Have they been assessed for the viability and deliverability of their proposals?	Yes. Indicative assessments were carried out on a broad scale which indicated that a public sector intervention would be required. This has now been carried forward into the activity of the multi-agency Falmouth Place-Shaping Board and its Working Group, in which the NDP schemes are identified as a Priority Project. Falmouth has a Coastal Community Team and is also eligible for Coastal Communities Funding and the Coastal Revival Fund.
Is the approach on Church Street Car Park in Policy TC2 2ii (Contamination Remediation Strategy) reasonable? In particular does it effectively require any new development to resolve pre-existing issues?	Falmouth TC regard the requirements for remediation of the existing contamination at Church Street Car Park under TC2.2ii as being essentially unreasonable, and would prefer to have required that any development should not disturb the existing contamination or make it worse, i.e. referred to containment rather than remediation.
As I read the various parts of the Plan the implementation of Policies HR4 and 5 has the potential to conflict with Policy FOS5.	<p>Yes, the potential conflict was considered. HR4 is intended to facilitate the ambition of Falmouth AFC to relocate whilst being in accordance with FOS5 by requiring in HR4.1i that alternative playing field provision 'of at least equal standard can be provided in a location that is accessible by walking, cycling or public transport, and does not result in an increase in off-site parking' would be necessary.</p> <p>In Policy HR5 the reference to sites HR5.1, HR5.2 and HR5.5 do not lead to any loss of open space and accord with FOS5.</p> <p>Site HR5.3 includes a small amount of land at the rear that could be developed to provide income to regenerate the existing building and upgrade the adjacent playing fields and fund an all-weather and multi-use pitch to result in an overall increase of sport provision.</p> <p>Site HR 4.4 Falmouth RFC site includes a small amount of land within the site that could be developed to pay for improvements to the club's facilities with no negative impact on available sport provision.</p>
	Pages 74 to 79 of the Strategy Report refer in more detail.

<p>The Plan includes a series of criteria-based policies (BE3/5/6).</p>	<p>Accepted.</p>
<p>TC1/TCO2 – I can see the relationship between the policies and the preceding Policy Justifications (and in the case of TC1 the blue/grey Strategy box text). However, the policies read as a combination of the relevant strategy and a policy. I am minded to recommend modifications to the policies so that they support a series of land use matters that arise from the Policy Justification/boxed Strategy.</p>	<p>Accepted. However, FTC took the view that the NDP and its policies is not just about setting criteria for planning decisions but also an opportunity to express a clear strategy for the future of the town and ensure that its land use policies serve the purpose of that strategy. Whilst much of this can be expressed through 'Strategy Boxes' in the supporting text, certain elements appeared appropriate for inclusion in the associated policies. The Independent Examiner's assistance on this would be appreciated.</p>
<p>BE12/CUL2 – The policies are generally appropriate. However, they fail to acknowledge that many such proposals will be permitted development. I am minded to recommend modifications to the policies so that they acknowledge the permitted development issue.</p>	<p>BE12. Accepted, the policy was intended to cover situations where a home-based enterprise had grown to the extent of in some way requiring planning permission. Perhaps the supporting text could make this clear.</p> <p>CUL2 Actually the policy is in two parts. The first about loss of facilities and would broadly accord with Cornwall Local Plan Policy 4 and NPPF Paras 83.d. and 92. The second part is about retention and expansion through development, and covers the situation where planning permission is required. There may be a better way to express these intentions, and the Independent Examiner's assistance on this would be appreciated.</p>
<p>CUL3 – The approach in the policy is well-founded. Nevertheless, it is not land use based</p>	<p>Accepted.</p>
<p>in HMO2 how could Cornwall Council effectively monitor and enforce the second criterion of the policy (undergraduate students)?</p>	<p>Accepted, this would be very difficult to achieve and enforce. Also, it is envisaged that such developments would be by the nature of the legal agreement necessary under the terms of the policy not be practical nor attractive to landlords of student accommodation, whilst individuals would be unlikely to wish to enter into the longer term provisos required.</p>
<p>Observations on Representations</p>	<p>Falmouth TC note the expression of local support for the NDP expressed in the large majority of representations received and strongly supports the comments made by Falmouth Civic Society.</p> <p>With reference to the representations made by developers, FTC feel that they have largely been addressed in the comments made above, and by the body of evidence supporting the Falmouth NDP, and at this stage no further observations are necessary.</p>

FALMOUTH TOWN COUNCIL BUDGET 2019/20

MINUTE

INCOME - Summary

	BUDGET 2019/20	FORECAST 2019/20	BUDGET 2020/21
	£	£	£
Corporate Services	9,550	13,578	9,550
Town Management Services	8,239	5,944	5,322
Cultural Services	93,232	97,217	108,605
General Council Services	54,282	60,079	46,100
Cemetery Services	42,808	31,826	33,000
Buildings - Municipal and Other	68,234	63,591	70,600
Parks and Open Spaces	1,635	34,737	2,750
Allotments	2,408	2,540	2,600
Seats/Shelters/Footpaths	263.21	4,799	2,800
Town Maintenance Service	5,500	11,283	8,500
Joint Funding Initiatives	0	-	0
Council Tax Support Grant Funding	72,839	72,839	67,289
TOTAL	358,990	398,432	357,116
PWLB			0
Precept	1,990,645	1,990,645	2,190,406
TOTAL INCOME	2,349,635	2,389,078	2,547,522

FALMOUTH TOWN COUNCIL BUDGET 2019/20

MINUTE

EXPENDITURE - Summary

	BUDGET 2019/20	FORECAST 2019/20	BUDGET 2020/21
	£	£	£
Corporate Services	517,999	524,502	546,872
Town Management Services	34,253	33,618	48,753
Cultural Services	410,269	432,576	429,439
General Council Services	243,626	246,521	226,120
Cemetery Services	55,592	92,853	59,191
Town Maintenance Team	301,428	296,511	305,551
Buildings - Municipal	118,275	90,141	95,187
Buildings - Toilets	73,641	143,435	111,547
Buildings - Fomer PO	158,001	289,297	137,083
Parks and Open Spaces - Trescobeas	5,000	7,177	5,000
Parks and Open Spaces - Kimberley	33,331	198,787	37,288
Parks and Open Spaces - Trelawney	1,350	195	1,350
Parks and Open Spaces - Dracaena	20,000	89,037	20,000
Allotments - Swanvale and Wodehouse	1,500	4,371	1,500
Seats/Shelters/Footpaths	7,000	546	7,000
Cemeteries - Jewish and Other	2,000	6,903	2,000
Other Sites - WH/WS/BC etc	900	4,353	1,650
General Reserves Adjustment	0	-	311,990
Capital Expenditure	246,470	129,631	200,000
Bad Debts			
TOTAL	2,230,635	2,590,454	2,547,522
Income	358,990	398,432	357,115
other - EMR/Adjustments/Loans	119,000		
Sub Total	1,990,645	2,192,021	2,190,406
Precept	1,990,645	1,990,645	2,190,406
Reserves Required	0	(201,376)	0
General Reserves	- 119,114	- 119,114	- 311,990
EMR	421,060	421,060	412,560
Movement on Reserves		(201,376)	15
Total funds held	301,946	100,570	412,560
Forecast Closing EMR		412,560	412,560
Forecast Closing GR		311,990	0
Expenditure per month		215,871	169,628
Projected monthly holding		0.47	2.43
Projected monthly holding (GR only)		1.45	0.00

COUNCIL TAX ANALYSIS

Precept for 2019-2020
 Divided by the taxbase 2019-2020
Equals : Band D Council Tax 2019-20

For 2020-2021:**Proposed precept for 2020- 2021**

Divided by the taxbase 2020-21 (not confirmed)

Equals : Band D Council Tax 2020-21

Proposed Increased - Falmouth Town Council

	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Parish Council Precept 2019-20	185.93	216.92	247.91	278.90	340.88	402.86	464.83	557.80
As a proportion of Band D	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
Proposed precept for 2020 - 2021	202.83	236.64	270.44	304.25	371.86	439.47	507.08	608.50
Annual increase (£) for 2020-2021 (75% Scheme)	16.90	19.72	22.53	25.35	30.98	36.61	42.25	50.70
Annual increase (%) for 2020-2021 (75% Scheme)	9.09%	9.09%	9.09%	9.09%	9.09%	9.09%	9.09%	9.09%
				0.49				
				2.11				

FALMOUTH TOWN COUNCIL

Month Oct-19
Meeting Date 25/11/2019

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Details	Inv No:	Inv Total	Gross	VAT	NET
DD	Cornwall Council - Business rates Oct 2019 - Art Gallery	19/20PO1724	1,371.00	1,371.00	-	1,371.00
DD	Cornwall Council - Business rates Oct 2019 - PO Building 1st Floor	19/20PO1725	935.00	935.00	-	935.00
DD	Cornwall Council - Business rates Oct 2019 - Municipal Building	19/20PO1726	696.00	696.00	-	696.00
DD	Cornwall Council - Business rates Oct 2019 - Grove Place toilets	19/20PO1727	430.00	430.00	-	430.00
DD	Cornwall Council - Business rates Oct 2019 - PO Building 2nd Floor	19/20PO1728	609.00	609.00	-	609.00
DD	Cornwall Council - Business rates-Oct 2019-Cemetery Pennance Rd	19/20PO1729	532.00	532.00	-	532.00
DD	Cornwall Council - Business rates Oct 2019 - POWP toilets	19/20PO1730	221.00	221.00	-	221.00
DD	Cornwall Council - Business rates Oct 2019-Cemetery Swanpool Rd	19/20PO1731	262.00	262.00	-	262.00
DD	Cornwall Council - Business rates Oct 2019 - Maenporth toilets	19/20PO1732	147.00	147.00	-	147.00
DD	Cornwall Council - Business rates Oct 2019 - Webber Street toilets	19/20PO1733	113.00	113.00	-	113.00
DD	Cornwall Council - Business rates Oct 2019 - Swanpool toilets	19/20PO1734	73.00	73.00	-	73.00
DD	Cornwall Council - Business rates Oct 2019 - Kimberley park Lodge	19/20PO1735	299.00	299.00	-	299.00
DD	Cornwall Council - Business Rates Oct 2019 - Mortuary	19/20PO1736	252.00	252.00	-	252.00
DD	Cornwall Council - Business rates Oct 2019 - Quarry Car Park	19/20PO1737	115.00	115.00	-	115.00
DD	Cornwall Council - Business rates Oct 2019 - PO Ground Floor	19/20PO1738	3,940.49	3,940.49	-	3,940.49
BACS	BIFFA - waste management for KP and Cemetery - 6/8 - 27/8 2019	19/20PO1739	401.23	401.23	66.87	334.36
BACS	BIFFA - trade waste service RECYCLING for 1100ltr 1/9 - 30/9	19/20PO1740	37.55	37.55	6.26	31.29
BACS	BIFFA - trade waste service GENERAL - 1100ltr 1/9 - 30/9 2019	19/20PO1741	51.84	51.84	8.64	43.20
	Total BACS		89.39	89.39	14.90	74.49
BACS	Passmore Cleaning - MB/PO/Toilets holiday cover/AS and laundry	19/20PO1742	4,347.65	4,347.65	724.61	3,623.04
BACS	Jewsons - Mastercrete for bench installation cemetery	19/20PO1743	15.36	15.36	2.56	12.80
BACS	Jewsons - Concrete edging - bullnose- for cemetery bench	19/20PO1744	13.63	13.63	2.27	11.36
	Total BACS		28.99	28.99	4.83	24.16
BACS	Travis Perkins - c24 kiln dried timber - 47x100mmx4.8m - roof work	19/20PO1745	74.30	74.30	12.38	61.92
BACS	Travis Perkins - Posts/wall plugs/woodscrews - roof work	19/20PO1746	63.80	63.80	10.64	53.16
	Total BACS		138.10	138.10	23.02	115.08
BACS	Objective IT - remote support and IT management Sept 2019	19/20PO1747	5,040.00	5,040.00	840.00	4,200.00
BACS	Objective IT - remote support and IT management Sept 2019 - FCM	19/20PO1748	1,440.00	1,440.00	240.00	1,200.00
	Total BACS		6,480.00	6,480.00	1,080.00	5,400.00
BACS	Greenham - dispenser aquarius mini jumbo TT x 10	19/20PO1749	155.16	155.16	25.86	129.30
BACS	Greenham - Reosan 5ltrs x 6 - TT mini jumbo - 2 x 10	19/20PO1750	318.62	318.62	53.10	265.52
	Total BACS		473.78	473.78	78.96	394.82
BACS	Nick Foulkes - works to north stairwell and site mangement-26/9-2/10	19/20PO1751	800.00	800.00	-	800.00
BACS	Reach Maintenance - payment towards Christmas Lights etc	19/20PO1752	2,700.00	2,700.00	450.00	2,250.00
BACS	Billy Palmer- payment on account	19/20PO1753	41.95	41.95	-	41.95
18602	Westcountry Slate Supplies - supplies for repair to MB roof	19/20PO1754	83.48	83.48	13.91	69.57
BACS	Intent Solutions - setup and takedown market September 19	19/20PO1755	800.00	800.00	-	800.00
BACS	Firesafety Cornwall - weekly testing for PO and MB alarm systems	19/20PO1756	660.00	660.00	-	660.00
BACS	Octopus - A4 page per view diaries 2020	19/20PO1757	6.47	6.47	1.08	5.39
BACS	3 Lanes Transport - deliveries Quentin Blake/Tony Meuwissen	19/20PO1758	204.00	204.00	34.00	170.00
BACS	DELL - short throw 4k projector for conference/events/planning	19/20PO1759	3,828.72	3,828.72	638.12	3,190.60
BACS	M Lawry - works undertaken at PO - North Stair- 18/9-01/10	19/20PO1760	1,701.00	1,701.00	-	1,701.00
BACS	Dean Earl - snagging works and works to cover air con units roof	19/20PO1761	944.00	944.00	-	944.00
BACS	Keith Shanly - snagging works/clearance/air con roof works	19/20PO1762	488.70	488.70	-	488.70
BACS	BG Electrical - works to disabled entrance MB Library	19/20PO1763	97.20	97.20	16.20	81.00
BACS	BG Electrical - works to install and fit out cabinets by stage in KP	19/20PO1764	4,038.00	4,038.00	673.00	3,365.00
	Total		4,135.20	4,135.20	689.20	3,446.00
18603	GeoXphere Ltd - Parish Online annual subs 13/19-13/5/20 N/Plan	19/20PO1765	780.00	780.00	130.00	650.00
18604	Richard Cook - Sale of Partou Zia "Ember of Eyes" Artfirst Art Gallery	19/20PO1766	3,092.00	3,092.00	515.33	2,576.67
BACS	Dean Earl - Labour 3-9/10/2019 - 2hrs Cemetery/32.5hrs Old PO	19/20PO1767	552.00	552.00	-	552.00
BACS	Spencer Gray - Labour 23/9-9/10/2019 43hrs - Old PO	19/20PO1768	795.50	795.50	-	795.50
BACS	Nick Foulkes - Labour 2-8/10/2019 32hrs - Old PO	19/20PO1769	640.00	640.00	-	640.00
BACS	Keith Shanly - Labour 3-9/10/2019 35.5hrs - Old PO	19/20PO1770	479.25	479.25	-	479.25
BACS	Martyn's Maintenance (Lawry)- 2-9/10/2019 55.5hrs - Old PO	19/20PO1771	999.00	999.00	-	999.00
18801	Smith and Reed - (S/Reception w/end 4/8/19- C Marshall	19/20PO1773	389.88	389.88	64.98	324.90
BACS	Glyn Winchester - Second tranche social media- C/Services	19/20PO1774	2,500.00	2,500.00	-	2,500.00
	Travis Perkins - Kiln dried timber - Old PO	19/20PO1775	12.38	12.38	2.06	10.32
	Travis Perkins - Plaster/fire retard foam/bucket - Old PO	19/20PO1776	41.65	41.65	6.94	34.71
	Travis Perkins - Self-adhesive joint tape - Old PO	19/20PO1777	20.70	20.70	3.45	17.25
	Total BACS		74.73	74.73	12.46	62.28
	Allium Environmental - Site Sampling re Asbestos Courtyard shed roof	19/20PO1778	108.00	108.00	18.00	90.00
	Allium Environmental-Remove bagged waste Courtyard M/Build	19/20PO1779	222.00	222.00	37.00	185.00
	Total Cheque 18802		330.00	330.00	55.00	275.00
18803	Cormac Solutions-Planings- Moor between Old PO/Municipal Build	19/20PO1780	188.16	188.16	31.36	156.80
18804	A1 Appliances-SEBO B536 Hoover/parts for hoovers-M/Building	19/20PO1781	81.79	81.79	13.63	68.16
18805	Ian Cavill - Window cleaning - Old Post Office	19/20PO1782	16.00	16.00	-	16.00
18806/18825	Linda Chambers - Baby paint sessions 16/18/25-09-19-C/Services	19/20PO1783	180.00	180.00	-	180.00
18807	Fleet (Line Markers)Ltd- Pitchmarker B Plus White 15ltd-Dracaena	19/20PO1784	528.38	528.38	88.06	440.32
18808	Tom Gardiner - uninstal "Stuff & Nonsense" exhibit- Art Gallery	19/20PO1785	45.00	45.00	-	45.00
18809	Granthm Book Services- Books -shop stock Art Gallery	19/20PO1786	150.09	150.09	-	150.09
18810	Green Scheme Solutions- Re-paint 2 hopscotch onto tarma-Bowly/Trescobe	19/20PO1787	468.00	468.00	78.00	390.00
18811	Sasha Harding - Copy of A Brush with the Coast-Shop stock Art Gallery	19/20PO1788	12.50	12.50	-	12.50
18812	PKF Littlejohn-Annual Governance/Accountability return end31/3/19	19/20PO1789	2,880.00	2,880.00	480.00	2,400.00
18813	Philip Mansergh-Falmouth Historical Cardsx30-shop stock Art Gallery	19/20PO1790	32.76	32.76	5.46	27.30
18814	Tony Meeuwissew- Books for shop stock - Art Gallery	19/20PO1791	53.82	53.82	-	53.82
18815	Jimmy May Skip Hire- 16-20/9/2019 - Old PO	19/20PO1792	390.00	390.00	65.00	325.00
18816	Miroad Rubber Ltd- Rubber Mulch/Binder Drum-Trescobeas/K-Park	19/20PO1793	2,331.16	2,331.16	388.53	1,942.63
	Total		56,338.17	56,338.17	5,747.32	50,590.85

FALMOUTH TOWN COUNCIL

Month Oct-19
Meeting Date 25/11/2019

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Inv No:	Inv Total	Gross	VAT	NET
18814 Tony Meeuwissew- Books for shop stock - Art Gallery	19/20PO1791	53.82	53.82	-	53.82
18815 Jimmy May Skip Hire- 16-20/9/2019 - Old PO	19/20PO1792	390.00	390.00	65.00	325.00
18816 Miroad Rubber Ltd- Rubber Mulch/Binder Drum-Trescobeas/K-Park	19/20PO1793	2,331.16	2,331.16	388.53	1,942.63
18817 Serpentine Design- Percy Pengelly-shop stock Art Gallery	19/20PO1794	13.50	13.50	-	13.50
18818 South Hams Express- Collect/deliver artwork-Minehead-Art Gallery	19/20PO1795	54.00	54.00	9.00	45.00
18819 Celtic Surfacing- supply/law tarmac - The Moor	19/20PO1796	7,080.00	7,080.00	1,180.00	5,900.00
18820 Mr A L Robinson-Broken car window-strimmer Incident-Town Team	19/20PO1797	93.60	93.60	15.60	78.00
18821 Chippla Ltd - Deposit Carousel The Moor Christmas - TM	19/20PO1798	380.00	380.00	-	380.00
BACS Nick Foulkes - Labour 9-16/10/2019 30hrs - Old Post Office	19/20PO1799	600.00	600.00	-	600.00
BACS Martyn's Maintenance (Lawry)-Labour 10-16/10/2019 44.5hrs Old PO	19/20PO1800	801.00	801.00	-	801.00
BACS Dean Earl - Labour 10-16/10/2019 25.5hrs - Old PO	19/20PO1801	408.00	408.00	-	408.00
Emily Middleditch - Expenses re: Eye Test	19/20PO1802	25.00	25.00	-	25.00
Emily Middleditch - Expenses re: Occupational Glasses	19/20PO1803	100.00	100.00	-	100.00
Total BACS		125.00	125.00	-	125.00
18823 Artist Payment - Sept 2019 - Ailsa Poll	19/20PO1804	18.20	18.20	-	18.20
Artist Payment - Sept 2019 - Demelza Whitley	19/20PO1805	71.50	71.50	-	71.50
Artist Payment - Sept 2019 - Helen James	19/20PO1806	9.75	9.75	-	9.75
Artist Payment - Sept 2019 - Helga Abb	19/20PO1807	5.69	5.69	-	5.69
Artist Payment - Sept 2019 - Hilary Bravo	19/20PO1808	24.05	24.05	-	24.05
Artist Payment - Sept 2019 - Jenny Ashford	19/20PO1809	23.40	23.40	-	23.40
Artist Payment - Sept 2019 - Karl Scott	19/20PO1810	11.70	11.70	-	11.70
Artist Payment - Sept 2019 - Kirstyn Smith	19/20PO1811	37.38	37.38	-	37.38
Artist Payment - Sept 2019 - Natalie Wright	19/20PO1812	9.75	9.75	-	9.75
Artist Payment - Sept 2019 - Emma Gardiner	19/20PO1813	40.30	40.30	-	40.30
Artist Payment - Sept 2019 - Rachel Stowe	19/20PO1814	19.50	19.50	-	19.50
Artist Payment - Sept 2019 - Rebecca Brattlin	19/20PO1815	11.05	11.05	-	11.05
Artist Payment - Sept 2019 - Roger Arend	19/20PO1816	52.00	52.00	-	52.00
Artist Payment - Sept 2019 - Shelagh Spear	19/20PO1817	63.05	63.05	-	63.05
Artist Payment - Sept 2019 - Sophie Harding	19/20PO1818	23.40	23.40	-	23.40
Artist Payment - Sept 2019 - Sue Thompson	19/20PO1819	19.50	19.50	-	19.50
Artist Payment - Sept 2019 - Wendy Newton	19/20PO1820	27.63	27.63	-	27.63
Total BACS		427.55	427.55	-	427.55
Artstat - Water colours/markers/pencils - shop stock AG	19/20PO1821	151.16	151.16	25.19	125.97
Artstat - Manikin 8" lay figure - shop stock - AG	19/20PO1822	9.59	9.59	1.60	7.99
Total Cheque 18824		160.75	160.75	26.79	133.96
DD Argos - Kitsound Metro on ear BT - Art Gallery	19/20PO1823	47.98	47.98	8.00	39.98
DD Allstar - Fuel 3-13/09/2019-Various departments	19/20PO1824	746.20	746.20	124.36	621.84
DD Allstar - Fuel 20-25/09/2019 -Various departments	19/20PO1825	265.91	265.91	44.32	221.59
DD Argos - Henry bagged cylinder - 1st Floor Old PO	19/20PO1826	124.78	124.78	20.79	103.99
DD Argos -HP Officejet Pro 8014 printer- Admin (EM)	19/20PO1827	110.38	110.38	18.39	91.99
DD Argos - Vax - Gator handheld curver bin - Old PO	19/20PO1828	76.78	76.78	12.80	63.98
DD AMS - FM Lite Hosting (Monthly) - Town Team	19/20PO1829	9.00	9.00	1.50	7.50
DD AMS - Bank of Ireland - Transactions/fees - 5/8-4/9/2019	19/20PO1830	15.69	15.69	-	15.69
DD BT - Broadband and Internet 1/9-30/9/2019	19/20PO1831	584.40	584.40	97.40	487.00
DD BT - Mobile services OPO0124128 usage 1-31/8/19	19/20PO1832	1,160.54	1,160.54	193.42	967.12
DD CNG - Gas Fixed charges -Aug 2019- Kimberley Pk Lodge	19/20PO1833	11.32	11.32	-	11.32
DD Datasharp - Cost of voice calls 1-30/9/2019	19/20PO1834	103.32	103.32	17.22	86.10
DD EE - phone - Sept 19 - M/Building	19/20PO1835	48.85	48.85	8.14	40.71
DD Total - Electricity-1-31/08/2019 - CofE Chapel	19/20PO1836	98.49	98.49	4.62	93.87
DD Total - Electricity-4-22/08/2019 - M/Building Site 2	19/20PO1837	468.32	468.32	22.30	446.02
DD Total - Electricity- 1-31/08/2019 - Feeder pillar adj bench	19/20PO1838	66.88	66.88	3.19	63.69
DD Total - Electricity - 1-31/08/2019 - Feeder pillar o/s PO	19/20PO1839	76.95	76.95	3.67	73.28
DD Total - Electricity- 1-31/08/2019 - Non conformist chapel	19/20PO1840	141.24	141.24	6.73	134.51
DD Total - Electricity - 1-31/08/2019 - Park Lodge	19/20PO1841	53.64	53.64	2.56	51.08
DD Total - Electricity - 4/8-22/8/2019 - M/Building	19/20PO1842	117.56	117.56	5.59	111.97
DD Trade - Screwfix -V Sweeper - Atherton Suite	19/20PO1843	59.99	59.99	10.00	49.99
DD Trade - Screwfix -Cable Ties - Old PO	19/20PO1844	1.19	1.19	0.20	0.99
DD Trade - Screwfix -Screwbolts - Old PO	19/20PO1845	13.99	13.99	2.33	11.66
DD Trade - Screwfix - Night Latch bracket - Old PO	19/20PO1846	32.99	32.99	5.50	27.49
DD Trade - Screwfix - Woodscrews - Old PO	19/20PO1847	23.98	23.98	4.00	19.98
DD Trade - Screwfix - Woodscrews - Gylly Beach	19/20PO1848	11.99	11.99	2.00	9.99
DD Trade - Screwfix -Woodscrews - Gylly Beach	19/20PO1849	18.49	18.49	3.08	15.41
DD Trade - Screwfix -Liquid sugar soap/woodscrews - Gylly Beach	19/20PO1850	20.48	20.48	3.41	17.07
DD Trade - Screwfix - Cable reel pro Xt - Old PO	19/20PO1851	45.99	45.99	7.66	38.33
DD Trade - Screwfix - Rain deflector siler - Ground floor fire door Old PO	19/20PO1852	7.99	7.99	1.33	6.66
DD Trade - Screwfix - Door seal - 1st floor Old PO	19/20PO1853	9.99	9.99	1.66	8.33
DD Trade - Screwfix -Flomasta dual-flush siphon/diaphragm-1st flr Old PO	19/20PO1854	5.28	5.28	0.88	4.40
DD Trade - Screwfix -20xThermoplastic toilet seat - toilets	19/20PO1855	199.80	199.80	33.30	166.50
DD Trade - Screwfix - Toilet seats - Toilets	19/20PO1856	46.97	46.97	7.82	39.15
DD Trade - B&Q - Ronseal stain block - Old PO	19/20PO1857	16.00	16.00	2.66	13.34
DD Trade - B&Q - Dulux black/ Fortress black gloss paint-Old PO	19/20PO1858	52.00	52.00	8.67	43.33
CC Machine Mart - CL Jumpstart - 12v Compressor - Town Team	19/20PO1859	92.58	92.58	15.43	77.15
CC Apple Developer Program- Year membership	19/20PO1860	79.00	79.00	-	79.00
CC Amazon - Clipper T Bags/Fairtrade coffee - Old PO	19/20PO1861	33.73	33.73	-	33.73
CC Service for Tourism - Tickets - Finalists RG & EW TM	19/20PO1862	183.60	183.60	30.60	153.00
DD Bank of Ireland- Stopped cheque charge re Townsweb not received	19/20PO1863	7.50	7.50	-	7.50
		74,551.63	74,551.63	8,161.60	66,390.03

FALMOUTH TOWN COUNCIL

Month Oct-19
Meeting Date 25/11/2019

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Inv No:	Inv Total	Gross	VAT	NET
BACS Spencer Gray - Labour 38.5hrs 9-18/10/2019 - Old PO	19/20PO1864	712.25	712.25	-	712.25
BACS Dean Earl-Labour 17-23/10/2019-4hrs MB/1.5hrs Shelter/34.5 Old PO	19/20PO1865	640.00	640.00	-	640.00
BACS Keith Shanly - Labour 10-23/10/2019 56.5hrs - Old PO	19/20PO1866	762.75	762.75	-	762.75
BACS Nick Foulkes- Labour 17-23/10/2019 30hrs - Old PO	19/20PO1867	600.00	600.00	-	600.00
BACS Tim Kellett Urban Design-Management 4 days - Ponsharden Cemeteries	19/20PO1868	1,600.00	1,600.00	-	1,600.00
BACS Reach Maintenance-Banner Install-Oyster Fest, Gazebos etc-Park Live	19/20PO1869	552.00	552.00	92.00	460.00
BACS Skentelbery & Sons- Toilet Repairs - Grove pl/Castle/Kimberley Pk	19/20PO1870	170.00	170.00	-	170.00
Howdens - Levers ss/Bolts - Old Post Office	19/20PO1871	870.48	870.48	145.08	725.40
Howdens- Lever ss/bolts - Old Post Office	19/20PO1872	435.24	435.24	72.54	362.70
Howdens - Satin Nickel 6" bow handle - Grove Toilets	19/20PO1873	5.80	5.80	0.97	4.83
Payment on Account Re inv 19/20PO1170	19/20PO1874	8.57	8.57	1.43	7.14
Total BACS		432.47	432.47	72.08	360.39
Autograffiti - Banner - Ponsharden Cemeteries	19/20PO1875	132.00	132.00	22.00	110.00
Autograffiti - Road closed stickers - Oyster Festival	19/20PO1876	37.44	37.44	6.24	31.20
Autograffiti - Banners Ponsharden Cemeteries	19/20PO1877	156.00	156.00	26.00	130.00
Total BACS		325.44	325.44	54.24	271.20
BACS Biffa Waste - Bln lifts 4 wks 3-24/09/2019 Cemetery/Kimberly Pk	19/20PO1878	401.23	401.23	66.87	334.36
Classic Fire - Fire Alarm connections/smoke alarm etc- Boo Koos	19/20PO1879	4,219.68	4,219.68	703.28	3,516.40
Classic Fire - Fire Alarm Cable/Trunking/smoke heads- Boo Koos	19/20PO1880	702.12	702.12	117.02	585.10
Classic Fire - Call out o/sensitive detector 2nd floor - Old PO	19/20PO1881	243.90	243.90	40.65	203.25
Total BACS		5,165.70	5,165.70	860.95	4,304.75
BACS Datasharp - Colour/mono duplex to 01/10/2019 - C/service & Admin	19/20PO1882	280.54	280.54	46.76	233.78
Greenham - Mophead big white - Toilets	19/20PO1883	23.76	23.76	3.96	19.80
Greenham - Toilet tissue minijumbo - Toilets	19/20PO1884	429.30	429.30	71.55	357.75
Total BACS		453.06	453.06	75.51	377.55
Jewson - Novipro screws/redwood flooring - Internal doors Old PO	19/20PO1885	612.31	612.31	102.05	510.26
Jewson - Veh/pedestrian Access gate - 30 days -Dracaena	19/20PO1886	110.88	110.88	18.48	92.40
Jewson - Veh/pedestrian Access gate - 20 days -Dracaena	19/20PO1887	43.20	43.20	7.20	36.00
Jewson - Aco Hexdrain channel plastic grating - Old PO	19/20PO1888	32.30	32.30	5.38	26.92
Jewson-Delivery Charge X Hire Damage 14 fence panels scrapped-Dracaena	19/20PO1889	432.00	432.00	72.00	360.00
Jewson-Veh/ped access gate x3days to 03/10/2019-Dracaena	19/20PO1890	14.40	14.40	2.40	12.00
Total BACS		1,245.09	1,245.09	207.52	1,037.58
BACS Kernow First Aid - First aid cover - Oyster Festival	19/20PO1891	150.00	150.00	-	150.00
BACS OTS - Provide service 367&363 - Aug 2019	19/20PO1892	1,774.83	1,774.83	-	1,774.83
BACS Hawkins Motors - MOT WK64 BWC - Town Team	19/20PO1893	45.00	45.00	-	45.00
BACS Infinitus Security - Guard Mayors civic 8/9/19- Old PO	19/20PO1894	86.04	86.04	14.34	71.70
Penryn Plastics - Acrylic 3mm coloured - Art Gallery	19/20PO1895	114.00	114.00	19.00	95.00
Penryn Plastics - Clips/brackets/fascia/pipe-guttering- Old PO	19/20PO1896	50.64	50.64	8.44	42.20
Penryn Plastics - SS Bend - Kitchen under manhole cover - Old PO	19/20PO1897	22.62	22.62	3.77	18.85
Total BACS		187.26	187.26	31.21	156.05
J Brodie Luke - Labour 101hrs w/end 22/09/19/plant - Cemetery	19/20PO1898	4,656.76	4,656.76	776.13	3,880.63
J Brodie Luke - Labour 3hrs w/end 22/09/2019/plant - Gilly Toilets	19/20PO1899	90.00	90.00	15.00	75.00
J Brodie Luke - Labour 3hrs 23/09/2019/plant - Gilly Toilets	19/20PO1900	90.00	90.00	15.00	75.00
J Brodie Luke - Labour 68.5hrs up to 6/10/19/plant - The Moor	19/20PO1901	3,367.94	3,367.94	561.32	2,806.62
J Brodie Luke - Labour 37.5hrs up to 6/10/2019 - The Moor	19/20PO1902	1,155.00	1,155.00	192.50	962.50
J Brodie Luke - Labour 36hrs to 06/10/2019/plant - Cemetery	19/20PO1903	1,776.14	1,776.14	296.02	1,480.12
J Brodie Luke - Labour 77.5hrs to w/end 13/10/2019/plant-Cemetery	19/20PO1904	3,724.68	3,724.68	620.78	3,103.90
J Brodie Luke - Labour Cost of repair Telehandler puncture -Cemetery	19/20PO1905	90.00	90.00	15.00	75.00
Total BACS		14,950.52	14,950.52	2,491.75	12,458.77
BACS OPUS Energy - Electricity - 8/9-7/10/2019- Mortuary	19/20PO1906	39.56	39.56	1.88	37.68
BACS P&P Lifts - Annual Service adv charge 1/11/19 passenger lift- MB	19/20PO1907	354.00	354.00	59.00	295.00
BACS 3 Lanes Transport - Deliver works to J Milligan ENS- Art Gallery	19/20PO1908	114.00	114.00	19.00	95.00
Travis Perkins - Multifinish plaster - North Fire extension - Old PO	19/20PO1909	13.87	13.87	2.31	11.56
Travis Perkins-Gloss rollers/brush/concrete edging-North Stair Old PO	19/20PO1910	41.26	41.26	6.87	34.39
Travis Perkins-Crown white paint - North fire escape - Old PO	19/20PO1911	15.00	15.00	2.50	12.50
Travis Perkins-Hire 2 days (off hire) Medium duty breaker- Old PO	19/20PO1912	40.18	40.18	6.70	33.48
Travis Perkins-Builders tub/unibond/roundline bend-Fire Ext PO	19/20PO1913	44.26	44.26	7.38	36.88
Travis Perkins-Self levelling compound- Fire exit Old PO	19/20PO1914	45.46	45.46	7.58	37.88
Total BACS		200.03	200.03	33.33	166.70
BACS 20/20 (Twenty Twenty) - Design artwork and supply - Kimberley Park	19/20PO1915	1,857.60	1,857.60	309.60	1,548.00
18826 Mrs K E Wilde - Puppetry - The Oyster Festival Parade	19/20PO1916	180.00	180.00	-	180.00
18827 Trelawny Landscaping - Sedded turf - Kimberley Park Stage	19/20PO1917	312.00	312.00	52.00	260.00
18828 Lucie Hernandez - Expenses Fun Palace - Cultural Services	19/20PO1918	54.00	54.00	-	54.00
18829 Lauren Brogden - Analysis/recommend Content Marketing- C/Service	19/20PO1919	150.00	150.00	-	150.00
18830 Rachel Lambert - Talk/slideshow 26/9/19 - C/Service	19/20PO1920	74.75	74.75	-	74.75
18832 Museums Association - Balance of membership - NR Art Gallery	19/20PO1921	44.00	44.00	-	44.00
18833 Mrs Kirstyn Smith-Fryer - Charms shop stock - Art Gallery	19/20PO1922	140.00	140.00	-	140.00
Plumbstop - Nymas Prem baby changing unit (replace)- Old PO	19/20PO1923	358.80	358.80	59.80	299.00
Plumbstop - Nymas Prem baby changing unit (returned)- Old PO	19/20PO1924	246.60	246.60	41.10	205.50
Total Cheque 18834		112.20	112.20	18.70	93.50
18836 Cannon Hygiene - Medical waste/sanitary disposal -7-9/19-MB	19/20PO1926	83.02	83.02	13.84	69.18
18837 Clockwork Soldier - puppets/charts shop stock - Art Gallery	19/20PO1927	125.40	125.40	20.90	104.50
18605 Moor News - Newspapers 14/9-5/10/19 - Library	19/20PO1928	68.80	68.80	-	68.80
		108,995.17	108,995.17	12,703.07	96,292.10

FALMOUTH TOWN COUNCIL

Month Oct-19
Meeting Date 25/11/2019

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Inv No:	Inv Total	Gross	VAT	NET
Waterplus - Mortuary - 21/8/2019	19/20PO1929	33.90	33.90	5.55	28.25
Waterplus - Mortuary - 1/6-19/8/19	19/20PO1930	32.54	32.54	5.42	27.12
Waterplus - Mortuary - 19/8-19/9/2019	19/20PO1931	5.95	5.95	0.99	4.96
Total Cheque 18606		4.59	4.59	0.77	3.83
18607 St Ives Steeplejacks - Replace copper eath tape- rear Old PO	19/20PO1932	360.00	360.00	60.00	300.00
SWW -Water/sewerage 16/7-8/10/2019 - Kimberley Pk Toilets	19/20PO1933	164.13	164.13	-	164.13
SWW -Water/sewerage 13/7-4/10/2019 - Glasshss Kimberley Park	19/20PO1934	42.72	42.72	-	42.72
SWW -Water/sewerage 1/8-4/10/2019 - Display Fountain The Moor	19/20PO1935	14.34	14.34	-	14.34
18609 SWW -Water/sewerage 16/7-17/10/2019 - Lodge Kimberley Pk	19/20PO1936	7.33	7.33	-	7.33
SWW -Water/sewerage 16/7-4/10/2019 - Grove Pl Toilets	19/20PO1937	2,779.02	2,779.02	-	2,779.02
SWW -Water/sewerage 18/1-8/10/2019 - POW Pier Toilets	19/20PO1938	4,373.71	4,373.71	-	4,373.71
SWW -Water/sewerage 16/7-8/10/2019 - Webber St Toilets	19/20PO1940	901.83	901.83	-	901.83
SWW -Water/sewerage 13/7-4/10/2019 - Old Post Office	19/20PO1941	129.80	129.80	8.96	120.84
SWW -Water/sewerage 13/7-4/10/2019 - 1st Floor Old PO	19/20PO1942	72.17	72.17	5.18	66.99
SWW -Water/sewerage 13/7-4/10/2019 - PO remainder of building	19/20PO1943	1,155.48	1,155.48	76.18	1,079.30
Total Cheque 18608		9,633.20	9,633.20	90.32	9,542.88
CC Broadband Buyer- Service/subs 27/919-26/9/2020	19/20PO1944	46.08	46.08	7.68	38.40
CC Amazon - Café Direct - Fairtrade ground coffee - Municipal Building	19/20PO1945	38.65	38.65	-	38.65
CC Microsoft - Office 365 Business Essentials SP 21/9-20/10/2019	19/20PO1946	68.40	68.40	-	68.40
CC Microsoft- Office 365 SP 9/9-8/10/19	19/20PO1947	52.80	52.80	-	52.80
CC Amazon-Collins A4 & A5 Diaries / Sasco 2020 wall planners	19/20PO1948	79.50	79.50	13.27	66.23
CC Amazon- Tatkraft adj laptop stand/Songmics laptop desk-Atherton PO	19/20PO1949	284.97	284.97	37.50	247.47
CC Total Jobs- Job adverts x2 - Environ/education position	19/20PO1950	256.80	256.80	42.80	214.00
CC Total Jobs - refund of job advert x1 - Enviro/education	19/20PO1951	168.00	168.00	28.00	140.00
CC Amazon - Blue fine gel pen - I/S Reception	19/20PO1952	3.99	3.99	0.67	3.32
CC Value Products - Incase of fire break glass plastic sign-Old PO	19/20PO1953	18.54	18.54	3.09	15.45
CC Safety Centre - Rigid PVC fire action signs/fire door signs-Old PO	19/20PO1954	53.00	53.00	8.83	44.17
CC Radmore & Tucker - Stihl Petrol Chainsaw - Town Team	19/20PO1955	531.00	531.00	88.50	442.50
CC Safety Supply Company- Fire Warden Hi-Vis vests	19/20PO1956	24.90	24.90	4.15	20.75
CC Safe Fire Direct - Refuge safe area signs - Old PO	19/20PO1957	132.30	132.30	22.05	110.25
CC Atlantic Hotel - Deposit Room/breakfast 10/10/19-Mayor	19/20PO1958	80.00	80.00	13.33	66.67
CC D R Building Materials - Clear Polycarbonate/Glazing Bar-Old PO	19/20PO1959	244.97	244.97	40.83	204.14
CC D R Building Materials -Polycarbonate/Glazing Bar-Old PO	19/20PO1960	28.18	28.18	4.69	23.49
CC Amazon - Rectangle PVC Oil Cloths - Old PO	19/20PO1961	45.90	45.90	7.66	38.24
CC Amazon - HP High yield orig ink cartridge pk 4 - Admin	19/20PO1962	76.99	76.99	12.83	64.16
CC SLCC - CILCA Fees - R Thomas	19/20PO1963	350.00	350.00	-	350.00
CC Amazon - HP High yield orig Ink cart x 4 - Admin	19/20PO1964	79.99	79.99	13.33	66.66
CC Tap Warehouse - Nano carbon Mokka traditional taps - PO kitchen	19/20PO1965	83.89	83.89	13.99	69.90
CC British Red Cross - Emergency first aid course - S Walker/M Brotherton	19/20PO1966	302.40	302.40	50.40	252.00
CC Amazon - Kensington wireless USB - Gel Pens - Admin	19/20PO1967	30.11	30.11	5.02	25.09
CC Plant & Engineering - 97 seat C/W switch - Town Team	19/20PO1968	123.00	123.00	20.50	102.50
CC Amazon - First Light World War II books (Mayor)	19/20PO1969	71.90	71.90	-	71.90
DD Argos - 4 socket 15m 10amp case reel - Atherton Suite Old PO (CM)	19/20PO1970	17.27	17.27	2.88	14.39
DD Trade - Master lock-Dracaena. hinge/led/gloss/postcrete-Cemetery	19/20PO1971	94.59	94.59	15.77	78.83
DD Trade - Opp Bracket 220x250 white - back of lift shaft g/floor Old PO	19/20PO1972	52.50	52.50	8.75	43.75
DD Trade - Yale Mort D/lock - First floor Old PO	19/20PO1973	18.48	18.48	3.08	15.40
DD Sage - Accounts/Payroll membership/subs - 1-31/10/2019	19/20PO1974	395.10	395.10	65.85	329.25
DD AMS - FM Lite Hosting - Monthly - Town Team	19/20PO1975	27.00	27.00	4.50	22.50
DD ICO Information Commissioners Office - Data Protection Z2426583	19/20PO1976	60.00	60.00	-	60.00
DD Allstar - Fuel 4/10/2019 - Toilet Van	19/20PO1977	50.04	50.04	8.34	41.70
DD Datasharp - Cost of Voice Calls/Rental billing 30/9/2019	19/20PO1978	110.54	110.54	18.42	92.12
Billy Palmer-Repairs Trimax Flail Mower No 16 05/06/2019- TT	19/20PO1979	90.00	90.00	-	90.00
Billy Palmer - Repairs Strimmer No 5 25/6/2019 - Cemetery	19/20PO1980	88.60	88.60	-	88.60
Billy Palmer - Repairs Kubota 16 14&20/08/2019 - Cemetery	19/20PO1981	247.50	247.50	-	247.50
Billy Palmer - Repairs Flail 20/8/2019 - Cemetery	19/20PO1982	30.00	30.00	-	30.00
Billy Palmer - Payment on account ref 19/20PO1753		41.95	41.95	-	41.95
Total BACS		414.15	414.15	-	414.15
BACS Spencer Gray - Labour 21.5hrs 25/28/29 Oct- Doors Old PO	19/20PO1983	412.12	412.12	-	412.12
BACS Nick Foulkes - Labour 16hrs -24 & 25 Oct - Old PO	19/20PO1984	320.00	320.00	-	320.00
BACS Keith Sharly - Labour 22hrs 24/25/30 Oct - Old PO	19/20PO1985	297.00	297.00	-	297.00
BACS Martyn's Maintenance (Lawry)-Labour 67.5hrs 17-28/10/19-Old PO	19/20PO1986	1,258.49	1,258.49	-	1,258.49
Reach Maintenance- Christmas Lights Final Invoice 2019	19/20PO1987	2,700.00	2,700.00	450.00	2,250.00
Reach Maintenance-Christmas Festival support costs	19/20PO1988	1,020.00	1,020.00	170.00	850.00
Total BACS		3,720.00	3,720.00	620.00	3,100.00
BACS Tracie M Craze - Market Stall fee refund -Summer 2019- The Moor	19/20PO1989	75.00	75.00	-	75.00
BACS OTS - Provision of Service 367 & 363 - September 2019	19/20PO1990	1,774.83	1,774.83	-	1,774.83
BACS Travis Perkins - Dulux stainwood white - North stairwell Old PO	19/20PO1991	34.55	34.55	5.76	28.79
Octopus - Business cards - T Marle/S Walker	19/20PO1992	88.80	88.80	14.80	74.00
Octopus - Maxum Preinked stamp pad 4001 - Admin	19/20PO1993	14.21	14.21	2.37	11.84
Total BACS		103.01	103.01	17.17	85.84
BACS Penryn Plastics-Capping white/anti dust tape/end cap- Roof space PO	19/20PO1994	41.48	41.48	6.91	34.57
BACS Jewsons - Redwood flooring/screws - Doors Atherton Suite-Old PO	19/20PO1995	208.39	208.39	34.73	173.66
BACS Biffa Waste - Pressure Washing Service 10/6-25/10/19 x 20wks	19/20PO1996	4,054.08	4,054.08	675.68	3,378.40
BACS Gydelline - GDPR Medium monthly subscription - Oct 19	19/20PO1997	180.00	180.00	30.00	150.00
18610 British Gas - Electricity 2/7-14/10/2019 - Cliff Road Toilets	19/20PO1998	466.41	466.41	22.21	444.20
18611 Falmouth Age Concern -Christmas Lunch - Corn Chest Cllr S Eva	19/20PO1999	250.00	250.00	-	250.00
18612 Cornwall Arts Marketing - Partnership Oct 19 - Art Gallery	19/20PO2000	25.00	25.00	-	25.00
		136,400.58	136,400.58	14,777.33	121,623.25

FALMOUTH TOWN COUNCIL

Month Oct-19

Meeting Date 25/11/2019

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Inv No:	Inv Total	Gross	VAT	NET
18613 Shaw & Sons - Binding of Minutes	19/20PO2001	156.00	156.00	26.00	130.00
18614 Barnabus Design In Print - Poster/Fliers Christmas 2019	19/20PO2002	60.00	60.00	-	60.00
18615 Nick Ferris Skip Hire - Skip 16/10/2019 -Cemetery	19/20PO2003	262.32	262.32	43.72	218.60
18616 Quantil Ltd - Wallflower plants -Kimberley Park	19/20PO2004	732.00	732.00	122.00	610.00
18617 Saniflo Services Cornwall - Callour/repair-Toilet 2nd floor Old PO	19/20PO2005	89.00	89.00	-	89.00
18618 Deltor Communications Ltd-Christmas Guide 2019	19/20PO2006	1,329.00	1,329.00	-	1,329.00
18619 Teamwork Leaflet Dist-Distribution Christmas guide 2019	19/20PO2007	540.00	540.00	-	540.00
HMRC - PAYE Oct 2019	19/20PO2008	4,588.20	4,588.20	-	4,588.20
HMRC - NI - Oct 2019	19/20PO2009	8,314.43	8,314.43	-	8,314.43
HMRC - Student Loans Oct 2019	19/20PO2010	144.00	144.00	-	144.00
Total BACS		13,046.63	13,046.63	-	13,046.63
CC - Pension Oct 2019	19/20PO2011	12,892.46	12,892.46	-	12,892.46
CC - Pensions - additional payment 7 of 12	19/20PO2012	900.00	900.00	-	900.00
Total BACS		13,792.46	13,792.46	-	13,792.46
Unison - memberships Oct 2019	19/20PO2013	81.75	81.75	-	81.75
Standard Life - AVC Payment - Oct 2019	19/20PO2014	65.00	65.00	-	65.00
Nursery Fees - Falmouth Mat - EM	19/20PO2015	115.00	115.00	-	115.00
Nursery Fees - Tarqs Arc - NR	19/20PO2016	100.00	100.00	-	100.00
Net Salary Payments	19/20PO2017	47,508.68	47,508.68	-	47,508.68
CLOSED		-	-	-	-
		214,278.42	214,278.42	14,969.05	199,309.37

FALMOUTH TOWN COUNCIL PETTY CASH SCHEDULE

Period: DATE Oct-19

Date	Total Amount	VAT	Net	Rec't	Code	Cashed Cheque	Meeting Exp	Parking	K/Pk	Civic	Toilet	Cemetery R/R	MB	Stat	PO Building	Events	Sundry Items	Running Balance
Code	OB						ME	CP	P	C	T	CR	MB	S	PB	E	SI	
04/10/2019	1.5		1.50	336 CP			-	1.50	-	-	-	-	-	-	-	-	-	240.64
07/10/2019	3.95		3.95	337 SI			-	-	-	-	-	-	-	-	-	-	-	239.14
07/10/2019	3.45		3.45	338 ME			3.45	-	-	-	-	-	-	-	-	-	3.95	235.19
14/10/2019	3.91		3.91	339 me			3.91	-	-	-	-	-	-	-	-	-	-	231.74
15/10/2019	3.00		3.00	340 me			3.00	-	-	-	-	-	-	-	-	-	-	227.83
18/10/2019	9.48		9.48	341 CR			-	-	-	-	-	9.48	-	-	-	-	-	224.83
21/10/2019	4.15		4.15	342 me			4.15	-	-	-	-	-	-	-	-	-	-	215.35
22/10/2019	4.50	0.75	3.75	343 p			-	-	3.75	-	-	-	-	-	-	-	-	211.20
24/10/2019	15.00		15.00	344 C			-	-	-	15.00	-	-	-	-	-	-	-	206.70
25/10/2019	4.80		4.80	345 CP			-	4.80	-	-	-	-	-	-	-	-	-	191.70
28/10/2019	3.45		3.45	346 me			3.45	-	-	-	-	-	-	-	-	-	-	186.90
28/10/2019	10.00		10.00	347 PB			-	-	-	-	-	-	-	-	-	-	-	183.45
29/10/2019	2.14		2.14	348 me			2.14	-	-	-	-	-	-	-	10.00	-	-	173.45
30/10/2019	3.94		3.94	349 SI			-	-	-	-	-	-	-	-	-	-	-	171.31
31/10/2019	2.00		2.00	350 me			2.00	-	-	-	-	-	-	-	-	-	3.94	167.37
31/10/2019	10.64		10.64	351 CR			-	-	-	-	-	10.64	-	-	-	-	-	165.37
CLOSED	85.91	0.75	85.16				-	-	-	-	-	-	-	-	-	-	-	154.73
	85.91	0.75	85.16				22.10	6.30	3.75	15.00	-	20.12	-	-	10.00	-	7.89	

Nominal Codes

5030 5017 6430 5408 5303 5610 5220 5012 5352 5457 5030

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals

DR CR
2201 - vat £ 0.75
Various £ 0.75

NB add additional NL's depending on monthly expenditure

FALMOUTH ART GALLERY PETTY CASH SCHEDULE

Period: October

Date	Total Amount	VAT	NET	Voucher	Code	Cheque Rec'd/Opening Bal	Exhibition Cost	Postage	Consumables	Workshops	Gallery Equipment	Seminar Expenses	Running Balance
Code	Opening Bal		229.77			229.77	EC	P	C	W	GE	SE	229.77
07/10/2019	2.00		2.00	3,267	W		-	-	-	2.00	-	-	227.77
30/09/2019	0.75		0.75	3,267(2)	C		-	-	0.75	-	-	-	102.80
07/10/2019	15.27		15.27	3,268	C		-	-	15.27	-	-	-	212.50
07/10/2019	6.39		6.39	3,269	C		-	-	6.39	-	-	-	206.11
07/10/2019	2.18		2.18	3,270	C		-	-	2.18	-	-	-	203.93
10/10/2019	3.70		3.70	3,271	C		-	-	3.70	-	-	-	200.23
10/10/2019	5.00	0.83	4.17	3,272	GE		-	-	-	-	4.17	-	195.23
10/10/2019	1.89		1.89	3,273	C		-	-	1.89	-	-	-	193.34
10/10/2019	1.50		1.50	3,274	C		-	-	1.50	-	-	-	191.84
10/10/2019	1.89		1.89	3,275	C		-	-	1.89	-	-	-	189.95
10/10/2019	1.50		1.50	3,276	C		-	-	1.50	-	-	-	188.45
21/10/2019	15.99		15.99	3,277	EC		15.99	-	-	-	-	-	172.46
21/10/2019	4.36		4.36	3,278	C		-	-	4.36	-	-	-	168.10
23/10/2019	21.42		21.42	3,279	C		-	-	21.42	-	-	-	146.68
23/10/2019	30.00		30.00	3,380	SE		-	-	-	-	-	30.00	116.68
28/10/2019	1.89		1.89	3,381	C		-	-	1.89	-	-	-	114.79
28/10/2019	1.25		1.25	3,382	W		-	-	-	1.25	-	-	113.54
28/10/2019	2.63		2.63	3,383	C		-	-	2.63	-	-	-	110.91
28/10/2019	2.18		2.18	3,384	C		-	-	2.18	-	-	-	108.73
16/09/2019	5.18		5.18	3,257(2)	c		-	-	5.18	-	-	-	103.55
CLOSED													102.80
	126.97	0.83	126.14			126.14	15.99	-	72.73	3.25	4.17	30.00	

Nominal Codes

5815 5804 5808 5818 5819 5817

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals

DR CR
 £ 0.83 £ 0.83
 2201 - vat
 5819 - NL
 NB add additional NL's depending on monthly expenditure

missed from September