

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held virtually by Zoom on Monday 15th February 2021 at 6.00pm.

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

In Attendance: A M Williams (Town Clerk)
R N Thomas (Finance Officer)
H M Boex (Cultural Services Director)
Councillor J Kirkham (Cornwall Council – Smithick Electoral Division)

F6489 APOLOGIES
None received.

F6490 INTERESTS AND DISPENSATIONS
None received.

F6491 MINUTES
It was proposed by Councillor Ross, seconded by Councillor Eva and

RESOLVED that the Minutes of the meeting held on 11th January 2021 be confirmed as a correct record of the proceedings and signed by the Chair.

F6492 GRANT APPLICATIONS
It was proposed by Councillor O'Shea, seconded by Councillor Eva and

RESOLVED that pursuant to sections 1-8 of the Localism Act 2011 Falmouth Generalist Advice Service be granted £1000 as an annual grant towards the delivery of the service.

Further letters of thanks for grant awards and the 2020/21 Grant Schedule were duly noted.

F6493 WELFARE BENEFITS SERVICE
The update regarding the Council supported Welfare Benefits Service virtual delivery was duly noted.

F6494 CORNWALL LOCALISM STRATEGY
The Cornwall Council launch of its Localism Strategy was noted, and the Council supported localism aspiration and sustainability theme.

F6495 MAKING SPACE FOR NATURE
The report of the Cornwall Council Project Officer was received, and the Council noted with pleasure the improvements work at The Beacon and that the Swanvale scheme was being consulted upon.

F6496 2020/21 INVESTMENT STRATEGY

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

RESOLVED that the 2020/21 investment strategy be approved (attached as part of these minutes).

F6497 BUDGET FORECAST 2020/21

The budget forecast as of January 2021 was noted. It was agreed that budget forecasting would be reported to every second Committee meeting from 1st April 2021.

F6498 CCLA LOCAL AUTHORITIES PROPERTY FUND

The January 2021 Market Report was duly noted.

Councillor Robinson now entered the meeting.

F6499 RISK ASSESSMENTS

The service risk assessments attached as part of these minutes were duly noted.

F6500 FOUR-YEAR STRATEGY AND BUDGET

The provisional costings for the Council's strategic plan was duly noted. The Director of Cultural services updated regarding Princess Pavilion transfer and options analysis.

F6501 PUBLIC PROCUREMENT GOVERNMENT GREEN PAPER

It was agreed that the Town Clerk and the Finance Officer responds to the Green Paper in consultation with the Committee Chairman.

F6502 ACCOUNTS AND PETTY CASH

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

RESOLVED that the accounts and petty cash schedules for December 2020 and January 2021 (attached) be approved.

F6503 EXCLUSION OF THE PRESS AND PUBLIC

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

F6504 CCTV

The changes to CFRS personnel, and that Truro City Council would provide Stakeholder secretariat and chairing n 2021, as well as the Quarter 3 2020-21 management report were duly noted.

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

RESOLVED that the Council seeks a renewal of the Monitoring Contract for one year to allow it to properly consider procurement options and opportunities.

There being no further business to transact the Chair declared the meeting closed at 7.00 pm.

Signed: Date:



Annual Investment Strategy 2020-2021

Falmouth Town Council

INTRODUCTION

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

This Strategy complies with the revised requirements set out in the Office of the Deputy Prime Minister's *Guidance on Local Government Investments* and Chartered Institute of Public Finance and Accountancy's *Treasury Management in Public Services: Code of Practice and Cross Sectoral Guidance Notes* and takes account of the Section 15(1)(a) of the Local Government Act 2003 (for financial years commencing on or after 1st April 2018)

INVESTMENT OBJECTIVES

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

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

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

All investments will be made in sterling.

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

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

SPECIFIED INVESTMENTS

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

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

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

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

NON-SPECIFIED INVESTMENTS

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

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

LIQUIDITY OF INVESTMENTS

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

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

LONG TERM INVESTMENTS

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

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

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

END OF YEAR INVESTMENT REPORT

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

REVIEW AND AMENDMENT OF REGULATIONS

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

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

ALTERNATIVE FORMATS

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

FREEDOM OF INFORMATION

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

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Town Clerk and Responsible Financial Officer
Falmouth Town Council
Municipal Buildings
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FEBRUARY 2021:
APPROVED:
MINUTE:

**FALMOUTH TOWN COUNCIL – RISK ASSESSMENT
OPERATIONAL AND FINANCIAL**

February 2021

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

Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2021)
Damage to third party property or individuals	Low	Public Liability Insurance	Annual check on level of cover in place (RFO) Logged system of complaints received and action taken	Low
Damage to public seating and risk to third party as a consequence of damage	Medium	Public Liability Insurance Ongoing maintenance of public seats Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (RFO) Logged system of complaints received and action taken Regular inspections carried out by a member of the Council's maintenance team Condition of public seating monitored as part of annual asset check	Low
Damage to bus shelters and risk to third party as a consequence of damage	Medium	Public Liability Insurance Ongoing maintenance to bus shelters The Council has an agreement with Fernbank Advertising regarding the checking and cleaning of shelters within the town Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (RFO) Logged system of complaints received and action taken Regular additional inspections carried out by the Council's maintenance team Condition of bus shelters monitored as part of annual asset checks	Low

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

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Protection of Council properties, furniture and equipment	Medium	<p>Insurance Cover obtained</p> <p>Up to date Asset Register</p> <p>Regular Maintenance of equipment</p> <p>Annual Portable Appliance Testing. Annual testing of fire alarm, emergency lighting and fire extinguishers. Annual service of gas hob and gas boiler. Five yearly fixed wire testing.</p> <p>Early warning smoke detection system installed in the municipal buildings and the old post office</p>	<p>Annual check on insurance values (RFO)</p> <p>Asset Register (Year end) and annual asset check carried out.</p> <p>Use of qualified technicians</p> <p>Use of reputable insurance provider</p> <p>Periodic checks undertaken on buildings closed due to COVID 19 or other public protection measures</p>	Low

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Security of vulnerable building – Municipal Buildings Former PO Building	Medium	Fire alarm installed Externally lit area. Provision of Fire extinguishers, fire drills Trained Fire Wardens Secure locks and annual review of security. Record of key holders CCTV Monitored location – partially accessible remotely External contractor emergency keyholder	Annual servicing of fire alarm by competent person Fire protection equipment serviced by competent person Fire Warden training regularly refreshed External keyholder ensures local attendance in the event of alarm activation Periodic checks undertaken on buildings closed due to COVID 19 or other public protection measures	Low
Protection of Civic Insignia	High	Civic Insignia included on asset register Appropriate insurance cover obtained	Annual check on insurance values (RFO) Mayor is aware that Civic Insignia must be kept under secure conditions	Low
Insolvency of insurance company	Low	Use of one of the largest companies providing specialist cover for Councils Free legal service and advice from National Association of Local Councils and Cornwall Association of Local Councils	Reputation within the sector monitored	Low

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2021)
Legal liability as a consequence of asset ownership	Medium	Public Liability Insurance Professional Indemnity Insurance cover Professional advice available if required from Councils solicitor, CALC, NALC, SLCC	Annual check on levels of cover in place (RFO)	Low
Personal Accident to Members and Officers	Medium	Employer's Liability cover Lone worker alarm with fall alert available Health & Safety Handbook provided to Officers. Staff receive relevant health & safety training. Trained first aiders and first aid kits	Annual check on level of cover in place (RFO) Regular refresher training Staff provided with mobile means of communication or instructed to ensure they have their own device with them at all times	Low
Health of Members and Officers	Medium	Council buildings and vehicle are designated no smoking areas Occupational Health Service available	Smoke detectors and early warning smoke detection installed in MB and PO COVID19 – directed signposting available to help support mental wellbeing	Low
Assault to Members and Officers	High	Employer's Liability cover Premises are secure – office door is locked with access by invitation	Annual check on level of cover in place (RFO) Cash collection service to mitigate staff visits to bank	Medium

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Assault of third party by Members and Officers	Low	Public Liability cover	Annual check on level of cover in place (RFO)	Low
Security of officers working alone in building	Medium	Use of digital CCTV and security system in both PO building and the Municipal Buildings – partially accessible remotely	Staff meetings to review and staff appraisals Regular review of the authorised users Weekly alarm checks and manual check to automatic roll call reports	Low
Security of officers exiting and locking up building after meetings	Medium	Buildings to be locked by authorised member of the team. Use of external professional contracted security personnel to provide additional cover for meetings that are out of hours	Where possible an officer is not left alone to exit building Contracted security personnel to support officers	Low
Procedures in place for recording and monitoring members' interests, gifts and hospitality received Completion of Code of Conduct	Low	Code of Conduct signed and a Register of Interest completed by each Member of the Council Disclosure of interest register kept listing any interests, gifts and hospitality received Disclosure of interests to appear as an item on the agenda as a prompt to members	Internal audit check Register of Interest kept by the Town Clerk with a copy kept by the Cornwall Council Monitoring Officer	Low

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

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

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2021)
<p>Failure of Computer system</p> <p>- Hardware - Software</p>	Medium	<p>Remote server monitoring by IT company with support available if required</p> <p>Virus protection installed on server and PC's</p> <p>Daily backups undertaken</p> <p>Town Clerk holds delegated powers for emergency purchasing in accordance with the Councils Standing Orders</p>	<p>Provision reviewed annually by RFO and insured</p> <p>Regular replacement and upgrade to software and hardware</p> <p>Council has engaged an external contractor who advises the Council on compliance and remotely monitors the Council's IT system – reporting any matters of concern as soon as possible on the next working day following detection</p>	Low
Banking Arrangements	Medium	<p>All payments in line with Financial Regulations.</p> <p>Payments are always signed off by Councillors in accordance with the Councils Financial Regulations.</p> <p>Bank statements are reconciled weekly and balances are checked by the Finance Officer and the RFO</p>	<p>Monthly internal checks carried out by two Members of the Council - now undertaken digitally due to COVID 19 restrictions</p> <p>Annual Internal and External Audit</p>	Low

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Loss of Income, or the need to provide essential services	High	General Reserves	Reviewed annually – general reserves to be held at a level as recommended by the Practioners Guide Future reserve levels to consider possible pandemic management support	Medium
Ensuring all requirements are met under Customs and Excise regulations	Medium	Council is required to comply with the HMRC Making Tax Digital Legislation	VAT return total compared to VAT control account to ensure totals match	Low
Ensuring adequacy of annual precept within sound budgeting arrangements	Medium	Budgets prepared to determine amount required. Budget includes current budget and the projected position for following year based on actual costs and projected inflation. Approval of budget by Full Council.	Regular budget monitoring reports to Finance and General Purposes Committee Instigate four-year budget planning	Low

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2021)
Ensuring all business activities are within legal powers applicable to local councils	Medium	<p>All activity and payments resolved and Minuteted at Full Council or relevant Committee.</p> <p>Town Clerk consults with CALC or NALC when necessary. Town Clerk consults with Council's Solicitor as appropriate.</p> <p>Regular scrutiny of financial records by Councillors when undertaking the Internal Audit Checks.</p> <p>Reporting of matters to the Finance and general Purposes Committee</p> <p>Councillor and staff training</p>	<p>Standing Orders and Financial Regulations</p> <p>Internal Audit</p> <p>External Audit</p>	Low
Complying with restrictions on borrowing	Medium	Borrowing approval authorised by Council in line with current restrictions	Reference to Local Council Administration Book (Charles Arnold Baker) and National Association of Local Councils and CALC	Low
Ensuring proper use of funds granted to local community groups under specific powers or under 137	Medium	Identification of items paid under Section 137 and reported in the Annual Accounts	Annual Independent Internal Audit	Low

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2021)
Breach of Confidentiality	High	<p>Registration under the Data Protection Act</p> <p>Procedures for dealing with confidential data</p> <p>Included in Contracts of Employment</p> <p>Where necessary confidential matters considered with Public or Press involvements</p> <p>Passwords on computer systems stored in restricted server file</p>	<p>Town Clerk maintains up to date registration entry</p> <p>Regular Members and Officer training</p> <p>Input of Service Heads considering the data storage and protection of the information they use which is relevant to their service</p> <p>Redaction of shared documents as necessary</p> <p>Access to sensitive company data restricted</p>	Medium
Proper, timely and accurate reporting of Council business in minutes	Medium	<p>Minutes properly numbered with a master copy kept in safekeeping</p> <p>Minutes circulated</p>	<p>Minutes approved and signed at next meeting of Council or Committee</p> <p>Internal Audit check</p>	Low

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Failure to respond to electors wishing to exercise their rights of inspection	Medium	<p>Minutes published on Council website and placed in library for public inspection</p> <p>Financial Information published on Website</p> <p>Advertising of end of year accounts and available for inspection to the public as required under the Accounts and Audit Regulations</p> <p>Freedom of Information Publication Scheme</p>	<p>Elector informed of Council's complaints procedure</p> <p>Council compliance with the Transparency Code – section of website set up dedicated to this matter – not yet implemetned</p>	Low

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2021)
Document control – correspondence, postage, storage and filing, etc	Medium	<p>Filing systems maintained in lockable cabinets</p> <p>Record of postages maintained</p> <p>Regular review of need to retain documents and other records</p> <p>Any deeds or other legal documents stored in fire proof safe</p> <p>Computer backed up daily and back up copy kept in fire safe.</p> <p>Remote backups to cloud storage are undertaken daily.</p>	<p>Internal checks carried out by two Members of the Council</p> <p>Access to sensitive information restricted to authorised personnel only</p>	Low
Provision of amenities/facilities for occasional use by third parties and community groups	Medium	<p>Booking Application Forms in place for use/hire of facilities by third parties and community groups</p> <p>Health and Safety Issues highlighted to hirers and contractors</p>	<p>Use of facilities restricted to authorised end users only</p> <p>Review and management of use by Town Team – Events</p> <p>Review and management of use by Grounds and Facilities Team – parks etc.</p> <p>Future access in line with Government Guidance and with mitigation measure in place</p>	Low

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2021)
Changes to legislation and procedures	Medium	<p>Provide effective training for Staff and Councillors</p> <p>Subscribe to Society of Local Council Clerks and Cornwall Association of Local Councils</p> <p>Standing Orders, policies and procedures reviewed regularly</p>	<p>Provide adequate budget for staff and Councillor training</p> <p>Annual Review of Internal Controls carried out by two Members of the Finance and General Purposes Committee</p>	Low
Loss of Officers due to sudden departure or long term illness	High	<p>Multiple staff trained in different duties.</p> <p>Production of detailed instructions for key tasks e.g. salaries, posting payments.</p> <p>SLCC offer a locum Clerk in case of sudden departure or incapacity of staff members.</p> <p>Insurance provision for cover for key members of staff</p>	<p>Regular appraisals</p> <p>Annual staffing report presented to the Staffing Committee</p>	Medium

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2021)
Supplies and Services provided to the Council	High	<p>Contract for services advertised and awarded in line with Standing Orders and Financial Regulations</p> <p>Ensure Contractors have adequate insurance and public liability cover</p> <p>Ensure Contractors have appropriate Health and Safety policy</p>	<p>Regular contract compliance monitoring</p> <p>Sight of insurance certificate before award of contract</p>	Medium
Project Management	Medium	<p>Identify staff responsible for specific projects</p> <p>Enable staff to seek professional guidance from preferred contractors locally.</p> <p>Report project progress to the Finance and General Purposes Committee</p>	Scheme of delegation in place	Medium

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2021)
Breakdown/ Accidents with Council Vehicle	Medium	<p>Annual service and MOT of vehicles.</p> <p>Vehicle routinely inspected by the authorised town maintenance team member with any faults recorded and immediately reported to the Grounds and Facilities Manager.</p> <p>Only Members and Officers of the Council with a valid driving license are permitted to drive the vehicle.</p>	<p>A valid driving license is presented to the Town Clerk prior to a new driver using the vehicle.</p> <p>Annual check of authorised personnell driving licenses to ensure they remain current/valid.</p>	Low

Service and control measure changes for the current year are highlighted

Risk assessment

FALMOUTH TOWN COUNCIL

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

Signed: RGATES		Date:	03/02/2021	
Subject to review, monitoring and revision by: RICHARD GATES	9.1.2.005 – Town Management	Every:	Twelve months	or sooner if work activity changes

Organisation name: FALMOUTH TOWN COUNCIL – TOWN MANAGEMENT TEAM Richard Gates / Ruth Abraham / Emma Webster/ Richard Wilcox

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

<i>Verbal & Physical abuse</i>	From members of the public	Diplomatic approach. Use of Shopwatch Radio.	Inform Police if required / C.C.T.V.	2		
EVENTS	ALL TEAM MEMBERS, VOLUNTEERS and MEMBERS OF THE PUBLIC					
<i>Verbal & Physical Abuse</i>	From members of the public	Diplomatic approach. Use of Shopwatch Radio.	Inform Police if required / C.C.T.V.	1		
<i>Defective Surfaces causing Trips & Falls</i>	Slipping, tripping or falling from poorly maintained surfaces.	Regular checks and reporting defects.		1		
<i>Contact with vehicles</i>	Vehicle movement within a Road Closure	Barriers to prevent vehicles entering area and marshals wearing high visibility clothing.	Purchase of plastic signs.	1		
<i>Manual Handling Lifting sand bags</i>	Back injury from heavy bags.	Lift in a recommended manner.	Ensure correctly trained.	2		
<i>Scuffs & cuts</i>	Catching arms, hands and legs on metal road signs.	Assess condition of equipment and handle accordingly.	Maintaining / ensuring First Aid Kits are kept up to date.	1		
<i>High winds</i>	Equipment moving / being blown around	Ensure equipment is secured / weighted down.	Making firm decision from weather forecast in advance.	3		
<i>Flooding</i>	Contamination from dirty water.	Use of protective clothing.	Thoroughly clean clothing and skin.	2		
<i>Litter – cuts / infection</i>	Possible cuts and infection from removing litter.	Use of litter pickers and disposable gloves.	Correct disposal of any damaged equipment.	2		
THE MOOR	TEAM MEMBERS					
<i>Market Gazebos</i>	Possible injury from faulty gazebos / not being secured correctly.	Advice given on correct method of erecting / dismantling gazebos and regular maintenance.	Ensure correctly trained. Sufficient personnel to erect safely.	2		
<i>Crowd control and public movement</i>	Crushing from over-crowding of the area.	Entry / egress in the area is kept unobstructed and sufficient space is provided to allow free movement of pedestrians.	Team members fully briefed of site plan and procedures.	2		
COVID-19						
HOME WORKING	HOUSEHOLD MEMBERS	Homeworking reduces the risk of staff gathering in the workplace and of transmitting the virus.	Support provided to homeworkers and consider the wellbeing of people who are working from home, measures to support physical and mental health. IT support provided to homeworkers,	1		

<p>HOT DESKING</p>	<p>ALL TEAM MEMBERS, and VISITORS</p>	<p>Hot-desking is not supported at this time and where possible equipment should not be shared between staff – limit use of high-touch equipment.</p>	<p>Ensure homeworkers able to remain in contact with work colleagues. Essential meetings to be held via video conferencing.</p>	<p>1</p>		
<p>EQUIPMENT SHARING <i>Staff working together in the workplace premises raise the risk of virus transmission. Hot desking and sharing of equipment present hazards raising the risk of further transmission of the virus.</i></p>	<p>ALL TEAM MEMBERS</p>	<p>COVID-19 coronavirus policies and safety procedures.</p> <p>Minimise number of staff present in the office at any one time – pre agreed times. ALL staff / contractors or visitors MUST wear a face mask when moving around the premises unless medically exempt. Social Distancing to be observed at all times when in the workplace. Clear screens placed between desks. Wash hands regularly with soap and water for at least 20 seconds or use hand sanitiser or gel if soap and water unavailable. Clean and disinfect frequently touched objects and surfaces.</p>	<p>Hand Sanitising provision to be conveniently located for any equipment that may need to be shared (ie: photocopier).</p>	<p>2</p>		

Risk assessment

FALMOUTH TOWN COUNCIL

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

Signed: S.Penna	9.1.3.005 – Grounds and Facilities	Date:	03/02/2021		
Subject to review, monitoring and revision by: S.Penna	In the event of a service delivery failure	Every:	Year		

Organisation name: Falmouth Town Council Grounds & Facilities dept.

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Unable to operate Grounds operations due to major theft of equipment.	Operational delivery issue affecting the Council	Increased level of security for depot areas. Fencing, CCTV, Door cages and new/further locks and alarm.	More care taken by staff of keys, phones and other access equipment. Keep alert to thieves casing premises. Use the chains and padlocks provided.	Medium	G&F Manager.	In place
Financial risk from devolution of assets from CC	FTC	Detailed costing of tasks per site, incoming generating assets to be also transferred to ensure cost neutrality.	Transfer parking assets from CC to FTC to not only cover the cost implication but also sufficient to future-proof the continued delivery in years to come. FTC Council need to take into account the ongoing running costs of car parks and should not be tempted to reduce parking charges.	Medium	<i>Elected members & staff</i>	<i>Ongoing at present.</i>
Major epidemic.	<i>All staff, operatives & service delivery.</i>	<i>Inoculation</i>	Respond in accordance with national guidelines.	Medium	<i>NHS Central government.</i>	<i>In the event</i>
War.	<i>All staff, operatives & service delivery.</i>		Respond in accordance with national guidelines.	High	<i>Central government.</i>	<i>In the event</i>

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Fire in MB.	<i>All staff, operatives & service delivery.</i>	Observe fire precautions. External compliance service engaged	The Council & staff would need temporary premises, suspend all non-essential operations as necessary. New enhanced smoke detection system has been installed	Medium to G&F delivery, but High to the operations of the council	The town Clerk & Council need to have a plan in place.	Outstanding
Fuel strike or shortage.	<i>Service delivery.</i>	Limit fuel usage to essential service provision. Stockpile if possible. Reduce the need for travel.		Medium	G&F Manager.	<i>In the event</i>
Extreme weather conditions.	<i>All staff, operatives & service delivery.</i>	Assess the safety of providing services and respond accordingly, asking staff to remain at home if necessary.		Medium	G&F Manager.	<i>In the event</i>
Social unrest or rioting.	<i>All staff, operatives & service delivery.</i>	Liaise with police with regard to safe service provision.		Medium	Police & Central government.	<i>In the event</i>
Major natural disaster.	<i>All staff, operatives & service delivery.</i>	Respond in accordance with national guidelines.		Medium	Central government.	<i>In the event</i>
Radical political change.	<i>Service delivery.</i>	Respond in accordance with the Council's direction.		Medium to G&F delivery, but High to the operations of the council	The town Clerk & Council need to have a plan in place.	Outstanding
Mechanical breakdown, preventing interment.	<i>Service delivery.</i>	Excavate in advance, allowing time for machinery replacement.	FTC have accounts with several plant hire companies. Hire agreement with JBL for easier access to digger.	Medium	G&F Manager.	In place
Insufficient trained staff, preventing interment.	<i>Service delivery.</i>	4+ Trained operatives.	Contractor/Agency labour. Further training carried out 2019	Low	G&F Manager.	In place
Grave collapse, preventing interment..	<i>Operatives & service delivery</i>	Use of grave shoring equipment. Check integrity of grave well in advance of funeral.	Substantial amount of extra shoring purchased	Low	G&F Manager.	In place

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Grave flooding, preventing interment.	<i>Service delivery.</i>	Monitor weather forecast. Pump kept at Dracaena store for the purpose.	If necessary acquire a further pump from local hire firm. Alert funeral directors to the possibility and the likelihood of cancellation. Pump relocated to old mortuary.	Low	G&F Manager.	In place
Major accident, preventing interment.	<i>All staff, operatives & service delivery.</i>	Follow safe systems of work at all times.	Inform funeral directors interments suspended pending HSE investigation.	Medium	G&F Manager, all operatives.	In place
Insufficient funding, preventing interment.	<i>Service delivery.</i>	Burial rates reviewed with the view to being cost neutral.	Ongoing price reviews	Medium	Council cemeteries committee	On-going
Lack of suitably experienced staff, preventing facilities/play inspection & testing.	<i>All staff, operatives, members of the public & service delivery.</i>	3 Operatives now ROSPA Trained	Refreshers programmed for 2020	Medium	G&F Manager.	On-going

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

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Insufficient funding to provide WC facilities fit for use.	<i>Service delivery.</i>	Close WCs	Consider community toilet scheme	Medium	Council F&GP Committee. G&F Manager.	On-going
Disease outbreak necessitating closure of WC facilities to prevent spreading of infection.	<i>All staff, operatives, members of the public & service delivery.</i>	Close WCs until epidemic controlled and safe to re-open WCs.		Medium	<i>NHS Central government.</i>	<i>In the event.</i>
Lack of personnel to deliver grounds maintenance and reactive works.	<i>Service delivery.</i>	Short term use of contractors or agency staff.		Medium	Council F&GP Committee. Council G&F Committee G&F Manager.	On-going
Fire at the Chapel causing damage to machinery & tools preventing the delivery of grounds maintenance and reactive works.	<i>All staff, operatives & service delivery.</i>	Some equipment kept at KP. Observe fire precautions.	In the event inform insurers. Hire equipment required for service delivery. The Old Mortuary in the Lawn Cemetery can provide alternative operative depot facilities.	Medium	G&F Manager, all operatives.	In place, <i>In the event.</i>
Insufficient funds preventing the delivery of grounds maintenance and reactive works.	<i>Service delivery.</i>	Operate efficiently.	In the event reduce staffing & standards until cost neutral.	Medium	Council F&GP Committee. Council G&F Committee	On-going.
Ban on the use of Glyphosate, preventing the delivery of street weed spraying.	<i>Service delivery.</i>	Keep abreast of situation and alternatives.	Keep abreast of situation and alternatives.	Medium	G&F Manager.	In place

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Fire at Dracaena centre, preventing the delivery of sports facilities.	<i>All staff, operatives, members of the public & service delivery.</i>	Observe fire precautions.	In the event provide portakabin temporary changing facilities.	Medium	Dracaena centre manager. G&F Manager.	<i>In the event.</i>
Fire in old changing rooms, preventing the delivery of sports facilities.	<i>All staff, operatives, members of the public & service delivery.</i>	Keep secure from vandals. Observe fire precautions.	In the event inform insurers. Items in store to be replaced asap(not that high value)	Low	G&F Manager.	In place
Lack of experienced staff, preventing the delivery of sports facilities.	<i>Service delivery.</i>	All operatives capable of service delivery	In the event some operatives may need some basic instruction.	Low	G&F Manager.	In place
Lack of funding, preventing the delivery of sports facilities.	<i>Service delivery.</i>	Ensure realistic match fees. Maximise income by providing services for as many fixtures as possible.	In the event, reduce maintenance to essential areas and tasks. Advise service users.	Medium	Council F&GP Committee. Council G&F Committee G&F Manager.	On-going.

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	M	M	M	H
Rare	L	L	M	M	H

FALMOUTH TOWN COUNCIL

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

Key to risk level employed

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	M	H	E
Unlikely	L	M	M	M	H
Rare	L	L	M	M	H

Risk assessment

Signed: H Boex	9.1.4.005	Date:	03/02/2021		
Subject to review, monitoring and revision by: H Boex	In the event of a service delivery failure	Every:	Year		

Organisation name: Falmouth Town Council Cultural Services dept.

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
External Events						
Major epidemic – COVID-19.	<i>All staff, operatives & service delivery.</i>	<i>Hands, space, face - one way systems -</i>	Respond in accordance with national COVID-19 guidelines and local FTC risk assessments.	Emergency	<i>All service heads according to NHS/Central government.</i>	<i>Put in place March 2020 - ongoing as at</i>
Major natural disaster.	<i>All staff, operatives & service delivery.</i>	Respond in accordance with national guidelines.		Emergency	<i>Central government.</i>	<i>In the event</i>
War.	<i>All staff, operatives & service delivery.</i>	Respond in accordance with national guidelines		Emergency	<i>Central government.</i>	<i>In the event</i>
Extreme weather conditions.	<i>All staff, operatives & service delivery.</i>	Assess the safety of providing services and respond accordingly, asking staff to remain at home if necessary.		Medium	Director CS	<i>In the event</i>
Social unrest or rioting.	<i>All staff, operatives & service delivery.</i>	Liaise with police with regard to safe service provision.		Medium	Police & Central government.	<i>In the event</i>
Radical political change.	<i>Service delivery.</i>	Respond in accordance with the Council's direction.	Council need to have a plan in place.	High	The town Clerk &	Outstanding

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Loss of power Loss of heating/water	All staff and customers	Library: Notify CC LIS team Assess need to close and signpost to another branch	Good relationship with Western Power and other service providers Knowledge of location of generator hire if necessary	Medium	Director CS	<i>In the event</i>
Municipal Building, offices						
Bomb Threat	<i>All staff, operatives & members of the public</i>	Vigilance for unattended packages and suspicious behaviour	Ring 999, evacuate building	Emergency	Director CS	<i>In the event</i>
Fire in Municipal Building	<i>All staff, operatives & service delivery.</i> <i>Town Council Art Collection</i> <i>Cornwall Council Book Stock</i>	Weekly fire drills and evacuation procedure ensures safety of personnel <ul style="list-style-type: none"> Employees have radio communications. Emergency services – fire relayed information on the traffic management plan and the event management plan No smoking permitted Emergency exits identified and kept clear. Fire-fighting equipment available. Smoke alarms regularly tested and serviced See also Emergency Plan for Art Gallery	CC LIS Library close branch and signpost to alternative branch	Emergency	Director CS, Collections Manager Senior Librarian CC LIS team	Weekly – Thursday AM
Electrics – shock, Use of laptops, electrical items	All team members Faulty Equipment Check for home working	All equipment regularly tested and certified by a PAT testing qualified/accredited electrician	Ensure up to date and retest/certify every 12 months If homeworking then ensure home-working risk assessment complete	Medium	Director CS	Dec 2021
Screens – eye sight damage	All team members Continually looking at a monitor Check for home working	Take regular breaks away from the screen	Ensure staff at risk have regular eye tests If homeworking then ensure home-working risk assessment complete	Low	Director CS	<i>In the event</i>
IT – back problems	All team members Poor posture from being seated for long periods Check for home working	Use of appropriate seating and regular breaks	Ensure seating in good order If homeworking then ensure home-working risk assessment complete	Medium	Director CS	<i>n the event</i>
Art Gallery Exhibitions Risk						
Public Entry Injury to the public through open exhibition space when installing	Employees/volunteers Members of the public	<ul style="list-style-type: none"> Signs around space to warn members of public of any hazards Verbal direction from staff to visitors Objects to be placed around the edge of the rooms to prevent trip hazards 	No workshops or events to be scheduled during installation weeks	Low Exhibition team is trained and experienced	Collections Manager or Director CS	<i>n the event</i>

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
		<ul style="list-style-type: none"> Any tools/artworks are to be monitored at all times by at least one member of staff 				
Brexit threat to loans/customs duty from 1 st Jan 2021	Major loans from European museums and art galleries planned for exhibitions	<ul style="list-style-type: none"> Get correct customs paperwork in place Ensure carrier used has correct customs paperwork in place Ensure there are no budgetary implications 		Medium	Director CS Collections Manager	<i>Feb 2021 on going</i>
Use of scaffolding and working at height - Physical injury	Employees/volunteers Members of the public	<ul style="list-style-type: none"> Scaffolding /ladders erected properly – please see guidance notes for proper usage Adequate staffing for scaffolding, i.e. 2 members of staff to steer scaffolding/ladder and up to 3 people on top platform Scaffolding towers to be climbed up on the inside and never the outside Tools to be passed up to the platform after the staff member is in position Tools placed on platforms and not on trap doors 	New LED lighting tracks in all three galleries have reduced the use of scaffolding tower Working at height training for step ladders and towers	Low	Collections Manager or Director CS	<i>n the event</i>
Movement of large structures - Physical injury	Employees / volunteers	<ul style="list-style-type: none"> Movement of large structures/artworks to be scheduled in advance Extra staff to be scheduled in before the installation day 	<ul style="list-style-type: none"> Movement to be handled by experienced staff with object handling skills. Inspection of structure/fixings to be completed before installation. Heavy objects to be lifted by a team of experienced staff with a safe weight distribution guide of 7-10kg for each person Only staff and volunteers who have completed the in-house object handling training can lift or handle artworks 	Low Exhibition team is trained and experienced	Collections Manager or Director CS	<i>n the event</i>
Object handling	Employees/volunteers Lenders	<ul style="list-style-type: none"> Only staff and volunteers who have completed the in-house object handling training can lift or handle artworks Staff and volunteers to read and be aware of the Falmouth Art Gallery Art Object Handling guide (in appendix) All artworks to be condition checked and quarantined if necessary before handling 		Low Exhibition team is trained and experienced	Collections Manager or Director CS	<i>n the event</i>
Art Gallery Collection Risk						
Disposal/Sale of Art Gallery Collections	Collection's Accreditation status	<ul style="list-style-type: none"> FAG abides by the Museum Association code of ethics and is strongly supported by FTC. 	Maximising access to the collection Public support and pride in the collection	Low (but impact High)	Director CS	<i>n the event</i>

[illegible]

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Websites poorly maintained Social media poorly maintained	FTC reputation	<ul style="list-style-type: none"> Appoint web champion Appoint social media champion Work with designer to refresh and enhance site 	Digital engagement officer in post till 2022. FTC vis Cornwall Museums Partnership to develop digital strategy.	Low	Director CS	
Server fails	Data	<ul style="list-style-type: none"> Regular server back ups 	All data including catalogue held on FTC Servicer in Old Post Office basement	Low	Director CS Collections Manager	
Failure to comply with GDPR	FTC reputationally	<ul style="list-style-type: none"> All personal amalgamated into one encrypted Access database Awareness of all further guidance of GDPR Make all staff aware of relevant passages in Staff Handbook 		Medium	Director CS	
Health & Wellbeing	All staff, contractors and volunteers Young people in Falmouth	<ul style="list-style-type: none"> Wellbeing team created New Personal Plans implemented – pilot scheme with Cultural Services Youth services tackling Covid-19 aggravated mental health issues in young people away from the structure of schooling 		Medium	Director CS Wellbeing Team	March 2020 and ongoing
Verbal and Physical abuse	All staff, volunteers and members of the public From members of the public	<ul style="list-style-type: none"> Training undertaken by Front of House staff Diplomatic approach Use of radio 	Inform police if required / CCTV	Medium	All staff	
Visitors needs not understood/recognised	All staff, volunteers and members of the public	<ul style="list-style-type: none"> Staff training – we are just people serving people Face to face visitor surveys and Audience Finder Feedback from volunteers and room invigilators Monitor social media for adverse comment 	New open plan shop layout from 2020 – more welcoming	Medium (impact high)	Director CS	
Staff succession not managed	All employees	<ul style="list-style-type: none"> All staff have job descriptions Roles are regularly reviewed and staff are aware of one another's roles Issues raised at regular staff meetings Annual appraisals Volunteer support 		Low (impact high)	Director CS	

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Safe-guarding incident	All employees, volunteers members of the public	<ul style="list-style-type: none"> • Ensure all safe-guarding, vulnerable adult and children and young people policies are up to date and regularly reviewed • Ensure all DBS checks are regularly reviewed • Ensure all staff know what to do in the event of a safe-guarding incident 	Inform police / social services /CTB	Low (impact high)	Director CS	

FALMOUTH TOWN COUNCIL

Month Dec-20
Meeting Date 15/02/2021

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 January 2020 - PO Building	20/21PO1508	2,240.00	2,240.00	-	2,240.00
DD	Cornwall Council - Business rates January 2020 - Art Gallery	20/21PO1509	1,393.00	1,393.00	-	1,393.00
DD	Cornwall Council - Business rates January 2020 - PO Building 1st Floor	20/21PO1510	949.00	949.00	-	949.00
DD	Cornwall Council - Business rates January 2020 - Municipal Building	20/21PO1511	707.00	707.00	-	707.00
DD	Cornwall Council - Business rates January 2020 - Grove Place toilets	20/21PO1512	437.00	437.00	-	437.00
DD	Cornwall Council - Business rates January 2020 - PO Building 2nd Floor	20/21PO1513	619.00	619.00	-	619.00
DD	Cornwall Council - Business rates January 2020 - Cemetery Pennance Rd	20/21PO1514	541.00	541.00	-	541.00
DD	Cornwall Council - Business rates January 2020 - POWP toilets	20/21PO1515	225.00	225.00	-	225.00
DD	Cornwall Council - Business rates January 2020 - Cemetery Swanpool Rd	20/21PO1516	266.00	266.00	-	266.00
DD	Cornwall Council - Business rates January 2020 - Maenporth toilets	20/21PO1517	150.00	150.00	-	150.00
DD	Cornwall Council - Business rates January 2020 - Webber Street toilets	20/21PO1518	114.00	114.00	-	114.00
DD	Cornwall Council - Business rates January 2020 - Swanpool toilets	20/21PO1519	74.00	74.00	-	74.00
DD	Cornwall Council - Business rates January 2020 - Kimberley park Lodge	20/21PO1520	470.00	470.00	-	470.00
DD	Cornwall Council - Business Rates January 2020 - Mortuary	20/21PO1521	290.00	290.00	-	290.00
DD	Cornwall Council - Business rates January 2020 - Quarry Car Park	20/21PO1522	116.00	116.00	-	116.00
	Objective IT Services- 79x Offsite support/monitoring - Nov 2020	20/21PO1523	5,760.00	5,760.00	960.00	4,800.00
	Objective IT Services- 12x Offsite support/monitoring - Nov 2020	20/21PO1524	864.00	864.00	144.00	720.00
	Total BACS		6,624.00	6,624.00	1,104.00	5,520.00
BACS	Ellis Whittam-H&S Core - Year 3 subscription (Annual Cost)	20/21PO1525	2,465.75	2,465.75	410.96	2,054.79
BACS	Plymouth Citybus- Provision of service 67 - November 2020	20/21PO1526	1,725.00	1,725.00	-	1,725.00
BACS	Reach Maintenance- Christmas Lights final installment for 2020	20/21PO1527	6,000.00	6,000.00	1,000.00	5,000.00
	Dell- Latitude 5310 BTX Base x3 MO/SS/spare	20/21PO1528	2,250.00	2,250.00	375.00	1,875.00
	Dell-credit 7300008636	20/21PO1529	- 60.00	- 60.00	- 10.00	- 50.00
	Total BACS		2,190.00	2,190.00	365.00	1,825.00
BACS	Artstat- Pencils/pastels/decopatch/A5 sketch book-shop stock AG	20/21PO1530	100.03	100.03	16.67	83.36
BACS	Medisave- Alcohol hand liquid rub- COVID Town General	20/21PO1531	215.88	215.88	35.98	179.90
BACS	ADT Fire- Maintain fire alarm system 05/12/2020-04/12/2021 MB	20/21PO1532	774.11	774.11	129.02	645.09
BACS	AO Printworks-A5 Rupert Bear prints x10- Art Gallery Shop	20/21PO1533	80.00	80.00	-	80.00
BACS	BHGS- Vitax traditional potting 5lt/Jet 5L-Princess Pavilions	20/21PO1534	108.98	108.98	18.16	90.82
	Biffa-Standard general waste 01-30/11/2020	20/21PO1535	393.70	393.70	65.62	328.08
	Biffa-Standard dry mixed recycling-01-30/11/2020	20/21PO1536	134.02	134.02	22.34	111.68
	Biffa-Standard glass mixed 01-30/11/2020	20/21PO1537	56.64	56.64	9.44	47.20
	Total BACS		584.36	584.36	97.39	486.97
	Booths Print- 25x A1 & A2 Posters COVID/Car Parking	20/21PO1538	204.00	204.00	34.00	170.00
	Booths Print-Christmas Cards/envelopes- Art Gallery	20/21PO1539	196.80	196.80	32.80	164.00
	Booths Print- A1 foamboard history of Falmouth posters-Art Gallery	20/21PO1540	30.00	30.00	5.00	25.00
	Total BACS		430.80	430.80	71.80	359.00
	BG Electrical-Up-lighter in mezzanine burn/replace/refit-M/Building	20/21PO1541	454.80	454.80	75.80	379.00
	BG Electrical-Assess PIR flood lights/reset units-Mortuary/KP toilets	20/21PO1542	144.00	144.00	24.00	120.00
	Total BACS		598.80	598.80	99.80	499.00
BACS	Classic Fire- Apollo optical smoke head/heat detector-(Bookoos)	20/21PO1543	170.29	170.29	28.39	141.90
BACS	Cornwall Council-Car park permits for Church Street car park-COVID	20/21PO1544	1,860.00	1,860.00	310.00	1,550.00
BACS	Datasharp- Digital print to 01/11/2020-Art Gallery	20/21PO1545	42.59	42.59	7.10	35.49
BACS	Greymatter-GFI archiver FTC renewal	20/21PO1546	90.00	90.00	15.00	75.00
	Hawkins Motors-WK64BWC wing mirror osf assembly	20/21PO1547	619.79	619.79	103.30	516.49
	Hawkins Motors-WK64BWC 60,000 mile service /parts etc	20/21PO1548	1,346.48	1,346.48	224.41	1,122.07
	Total BACS		1,966.27	1,966.27	327.71	1,638.56
BACS	Hudson Accounting-2020/21 Interim Audit	20/21PO1549	1,125.00	1,125.00	-	1,125.00
	Infinitus- Guards - Covid Marshalls 01-30/11/2020	20/21PO1550	8,064.00	8,064.00	1,344.00	6,720.00
	Infinitus- Guard road closures-COVID. Guard Remembrance Day	20/21PO1551	189.76	189.76	31.63	158.13
	Infinitus-Key Holding monthly November - Old PO/MB	20/21PO1552	55.20	55.20	9.20	46.00
	Total BACS		8,308.96	8,308.96	1,384.83	6,924.13
BACS	Intent Solutions - Setup etc market The Moor - November 2020	20/21PO1553	480.00	480.00	-	480.00
BACS	Tim Kellett Urban Design-Project Manage Ponsharden Cemeteries	20/21PO1554	1,050.00	1,050.00	-	1,050.00
BACS	OK Our Kids- Rotary Grant- 50 Mistakes and Ladders	20/21PO1555	500.00	500.00	-	500.00
BACS	Passmore Cleaning- November 2020 Various sites/COVID	20/21PO1556	3,188.16	3,188.16	531.36	2,656.80
BACS	PEG-Perfect Events Group- TSR Magellan-Elcano 500- November 2020	20/21PO1557	1,200.00	1,200.00	-	1,200.00
BACS	Keith Shanly- Labour 36.5hrs- 01-07/12/2020- Various sites	20/21PO1558	492.75	492.75	-	492.75
	Specialist Crafts- Brushes/pencils/paper-top up stock/com groups-CS	20/21PO1559	97.55	97.55	16.26	81.29
	Specialist Crafts-Watercolour tablets sets - C/Service	20/21PO1560	97.91	97.91	16.32	81.59
	Total BACS		195.46	195.46	32.58	162.88
BACS	Viviane Vaux- Workshops online-Nov 2020- Cultural Services	20/21PO1561	360.00	360.00	60.00	300.00
BACS	E Watts & Sons- Christmas Trees	20/21PO1562	69.00	69.00	-	69.00
BACS	Yorkshire Purchasing Org YPO- Noticeboard - Library	20/21PO1563	123.90	123.90	20.65	103.25
19040	Falmouth Age Concern- Mayor's Charity raised 2019/20	20/21PO1564	1,500.00	1,500.00	-	1,500.00
19041	Premier Water Solutions 10 Ltd- Phase 3 drainage works skatepark	20/21PO1565	1,584.00	1,584.00	264.00	1,320.00
19042	RBL Poppy Appeal- Wreaths FTC	20/21PO1566	184.00	184.00	-	184.00
19043	BT- Mobile Bill to 30/11/2020	20/21PO1567	590.40	590.40	98.40	492.00
19044	Duchy Defibrillators - Service - Defib padsx2/case-Town Defibrillators	20/21PO1568	217.20	217.20	36.20	181.00
19045	Stones Bakery- Mince pies/brownies-Carnegie - C/Services	20/21PO1569	35.00	35.00	-	35.00
19046	FTC Petty Cash	20/21PO1570	197.96	197.96	-	197.96
	SWW - Water 24/09-08/12/2020 - Old Cemetery Pennance Rd	20/21PO1586	- 3.50	- 3.50	- 0.58	- 2.92
	SWW- Water 24/09-08/12/2020 - Old Lwr Cemetery	20/21PO1587	12.55	12.55	-	12.55
	SWW- Water 24/09-08/12/2020 - Old Lwr Cemetery	20/21PO1588	26.35	26.35	-	26.35
	SWW-Water 19/09-08/12/2020 - New Cemetery	20/21PO1589	16.54	16.54	-	16.54
	Total Cheque 19050		55.44	55.44	-	55.44
			56,071.59	56,071.59	6,464.42	49,607.18

FALMOUTH TOWN COUNCIL

Month December
Meeting Date 15/02/2021

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Inv No:	Inv Total	Gross	VAT	NET
BACS J Brodie Luke - Digger Hire November 2020 - Cemetery	20/21PO1571	292.08	292.08	47.48	244.60
BACS Linda Chambers- Baby Paint Sessions @ Dracaena 02/12/2020 CS	20/21PO1572	60.00	60.00	-	60.00
BACS Eight Wire - Hosting website falmouthseashanty.co.uk to 01/01/2022	20/21PO1573	432.00	432.00	72.00	360.00
Greenham-Mini jumbo 2-ply toilet roll - Toilets	20/21PO1574	256.80	256.80	42.80	214.00
Greenham- Cleaner Toilet Act 5lr x4 - Toilets	20/21PO1575	39.17	39.17	6.53	32.64
Total BACS		295.97	295.97	49.33	246.64
BACS Trish Minson- Deputy Mayor chocolate donations	20/21PO1576	16.00	16.00	-	16.00
BACS Jewson- GS7 Panel hire to 30/11/2020 - Dracaena	20/21PO1577	172.80	172.80	28.80	144.00
BACS Keith Shanly- Labour 36.5hrs- 08-14/12/2020- Various sites	20/21PO1578	486.00	486.00	-	486.00
BACS Cornwall Glass- Supply/glaze shelter near Gylly Café broken glass	20/21PO1579	143.54	143.54	23.92	119.62
19047 SLCC- Fellow Membership fees - M Williams	20/21PO1580	538.00	538.00	-	538.00
BACS Travis Perkins- Washers/drill bit-Cem Gate. Silicone/tape/mask-TMT	20/21PO1581	40.66	40.66	6.78	33.88
19048 Charles Heykoop- 12 cards - shop stock Art Gallery	20/21PO1582	15.60	15.60	-	15.60
19052 Make it Better (Mitber) CIC- 8wk Smartphone photo sessions-C/Service	20/21PO1583	350.00	350.00	-	350.00
19049 British Gas-Electricity 14/11-01/12/2020 - Library M/Building	20/21PO1584	353.86	353.86	58.97	294.89
BACS OPUS Energy-Electricity 08/11-07/12/2020 - Mortuary	20/21PO1585	238.77	238.77	11.37	227.40
CC Etsy - Doodlestamp- Cultural Services	20/21PO1590	24.07	24.07	-	24.07
19051 Plan for Ecology - Preliminary Bat Survey - Ponsharden Cemeteries	20/21PO1591	291.24	291.24	48.54	242.70
CC Amazon - Microphone adaptor/LED light	20/21PO1592	19.99	19.99	3.33	16.66
CC Amazon - Refund for headset adapter	20/21PO1593	5.99	5.99	1.00	4.99
CC Radmore & Tucker - Nylum Line/Advanced Harness - General us TMT	20/21PO1594	143.77	143.77	23.96	119.81
CC Trago - Christmas decorations - Atherton Suite	20/21PO1595	9.95	9.95	1.66	8.29
CC Tesco - Christmas decorations - Atherton Suite	20/21PO1596	6.00	6.00	-	6.00
CC Poundland- Christmas decorations - Atherton Suite	20/21PO1597	8.50	8.50	-	8.50
CC Cornwall Council - PA20/03039/PREAPP	20/21PO1598	75.00	75.00	12.50	62.50
CC Instantprint - silk poster prints - shop stock Art Gallery	20/21PO1599	32.99	32.99	5.50	27.49
CC Amazon - Brother ink cartridges - JP Printer	20/21PO1600	42.99	42.99	7.17	35.83
CC Microsoft - Office 365 E3 - Sp 09/11-08/12/2020	20/21PO1601	52.80	52.80	-	52.80
CC Microsoft - 365 Business Basic - sp 21/11-20/12/2020	20/21PO1602	72.69	72.69	-	72.69
CC Microsoft - Enterprise Mobility & Security E5 sp 24/11-23/12/2020	20/21PO1603	291.20	291.20	-	291.20
DD AMS-FM Lite Hosting Monthly - TMT Vehicles	20/21PO1604	36.00	36.00	6.00	30.00
DD Argos- Canon Pixma printer/cartridges - Morturay	20/21PO1605	75.32	75.32	12.55	62.77
DD Allstar - Fuel 15-28/11/2020 - Town M Team	20/21PO1606	168.46	168.46	28.08	140.38
DD British Gas - Electricity 02/11-01/12/2020 - POW Pier Toilets	20/21PO1607	107.55	107.55	5.12	102.43
DD British Gas- Electricity 02/11-01/12/2020 - Swanpool Toilets	20/21PO1608	96.83	96.83	4.61	92.22
DD British Gas - Electricity 02/11-01/12/2020 - Kimberley Park	20/21PO1609	128.13	128.13	6.10	122.03
DD British Gas - Electricity 25/10-24/11/2020 - Kimberley Park	20/21PO1610	68.85	68.85	3.27	65.58
DD British Gas - Electricity 24/10-23/11/2020 - Cliff Rd Toilets	20/21PO1611	90.64	90.64	4.31	86.33
DD British Gas - Electricity 04/11-03/12/2020 - Webber St Toilets	20/21PO1612	29.32	29.32	1.39	27.93
DD British Gas - Electricity 04/11-03/12/2020 - Grove Pl Toilets	20/21PO1613	550.35	550.35	91.72	458.63
DD BT Business - Broadband/Internet 01-30/11/2020	20/21PO1614	666.00	666.00	111.00	555.00
DD Bank of Ireland - Fee electronic transactions 05/11-04/12/2020	20/21PO1615	9.28	9.28	-	9.28
DD CNG Energy - Fixed charge Gas Nov 2020 - KP Lodge	20/21PO1616	10.67	10.67	0.51	10.16
DD Datasharp - Business line rental 01-31/12/2020	20/21PO1617	116.09	116.09	19.35	96.74
DD Sage - Support/subscription 01-31/12/2020	20/21PO1618	329.04	329.04	54.84	274.20
DD Trade- Screwfix - combi padlock/chain - Trescobeas	20/21PO1619	40.98	40.98	6.82	34.16
DD Trade - Paint/brushes-Graffiti. Batteries-TMT	20/21PO1620	37.03	37.03	6.17	30.86
DD Trade- Combi Padlock/cable ties - Ponsharden	20/21PO1621	65.54	65.54	10.92	54.62
BACS Clearflow- Jetting 15/12/2020 Drains Kimberley Park	20/21PO1622	510.00	510.00	85.00	425.00
BACS FuseRight - Appliance electrical testing - Various sites	20/21PO1623	794.15	794.15	132.36	661.79
Travis Perkins- Rapid fast cement - Cemetery	20/21PO1624	77.16	77.16	12.86	64.30
Travis Perkins- R-Kem poly/nozzle/torch - Cemetery	20/21PO1625	47.21	47.21	7.87	39.34
Total BACS		124.37	124.37	20.73	103.64
BACS Keith Shanly-Labour 15-22/12/2020- 43.5rs Old PO/Cemetery Fence	20/21PO1626	587.25	587.25	-	587.25
BACS Gould Electronics- Ofcom licence renewal - Radios 1102933/1	20/21PO1627	75.00	75.00	-	75.00
BACS CALC - Virtual finance training-Role of Internal Audit -RT 13.01.21	20/21PO1628	36.00	36.00	6.00	30.00
SWW- Water/sewerage 15/09-08/12/2020- Swanpool Toilets	20/21PO1629	943.89	943.89	-	943.89
SWW-Water/sewerage-15/09-07/12/2020-Gylly Toilets	20/21PO1630	2,434.28	2,434.28	-	2,434.28
Total cheque 19053		3,378.17	3,378.17	-	3,378.17
BACS Xgraphica- Open studio web banner/vinyls/Rupert Bear/adverts-C/S	20/21PO1631	465.00	465.00	-	465.00
19054 Steve Tanner Photographics Ltd- Shooting artworks/exps/material -AG	20/21PO1632	2,270.00	2,270.00	-	2,270.00
HMRC PAYE- December 2020	20/21PO1633	5,079.60	5,079.60	-	5,079.60
HMRC NI- December 2020	20/21PO1634	8,943.61	8,943.61	-	8,943.61
HMRC Student Loans - December 2020	20/21PO1635	166.00	166.00	-	166.00
Total BACS		14,189.21	14,189.21	-	14,189.21
Pensions Contributions - December 2020	20/21PO1636	14,375.44	14,375.44	-	14,375.44
Pensions Contributions - 9 of 12	20/21PO1637	900.00	900.00	-	900.00
Total BACS		15,275.44	15,275.44	-	15,275.44
BACS Standard Life AVC	20/21PO1639	65.00	65.00	-	65.00
BACS Unison Membership Fees	20/21PO1640	81.75	81.75	-	81.75
BACS Net Salaries - December 2020	20/21PO1640a	52,294.54	52,294.54	-	52,294.54
CLOSED		-	-	-	-
		153,344.03	153,344.03	7,481.57	145,862.46

FALMOUTH TOWN COUNCIL PETTY CASH SCHEDULE

Period: Dec-20

Date	Total Amount			Rec'pt	Code	Cashed Cheque	Meeting Exp	Parking	Corporate IT	Civic	Toilet	Cemetery MISC	MB	Stat	PO Building	Events - Xmas	Sundry Items	Running Balance
Code	OB	VAT	Net				ME	CP	IT	C	T	CM	MB	S	PB	X	SI	166.18
12/02/2020	1.09		1.09	531	PB		-	-	-	-	-	-	-	-	1.09	-	-	165.09
12/02/2020	15.00		15.00	532	IT		-	-	15.00	-	-	-	-	-	-	-	-	150.09
12/04/2020	5.00		5.00	533	SI		-	-	-	-	-	-	-	-	-	-	5.00	145.09
12/08/2020	1.09		1.09	534	PB		-	-	-	-	-	-	-	-	1.09	-	-	144.00
12/08/2020	22.50	3.74	18.76	535	X		-	-	-	-	-	-	-	-	-	18.76	-	121.50
12/08/2020	8.31		8.31	536	CM		-	-	-	-	-	8.31	-	-	-	-	-	113.19
12/09/2020	3.40		3.40	537	SI		-	-	-	-	-	-	-	-	-	-	3.40	109.79
12/10/2020	7.75	1.29	6.46	538	X		-	-	-	-	-	-	-	-	-	6.46	-	102.04
12/10/2020			-			197.96	-	-	-	-	-	-	-	-	-	-	-	300.00
12/10/2020	11.66		11.66	539	cm		-	-	-	-	-	11.66	-	-	-	-	-	288.34
12/10/2020	3.49		3.49	540	PB		-	-	-	-	-	-	-	-	3.49	-	-	284.85
12/11/2020	5.85		5.85	541	PB		-	-	-	-	-	-	-	-	5.85	-	-	279.00
14/12/2020	25.00		25.00	542	si		-	-	-	-	-	-	-	-	-	-	25.00	254.00
14/12/2020	8.84		8.84	543	si		-	-	-	-	-	-	-	-	-	-	8.84	245.16
17/12/2020	14.99		14.99	544	SI		-	-	-	-	-	-	-	-	-	-	14.99	230.17
17/12/2020	3.49		3.49	545	PB		-	-	-	-	-	-	-	-	3.49	-	-	226.68
18/12/2020	23.50		23.50	546	X		-	-	-	-	-	-	-	-	-	23.50	-	203.18
21/12/2020	1.09		1.09	547	PB		-	-	-	-	-	-	-	-	1.09	-	-	202.09
22/12/2020	1.00		1.00	548	SI		-	-	-	-	-	-	-	-	-	-	1.00	201.09
CLOSED			-				-	-	-	-	-	-	-	-	-	-	-	201.09
						158.02	-	-	15.00	-	-	19.97	-	-	16.10	48.72	58.23	

Nominal Codes

5030 5017 5010 5408 5303 5695 5220 5012 5352 5404 5030

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals

DR CR
2201 - vat £ 5.03
Various £ 5.03

NB add additional NL's depending on monthly expenditure

FALMOUTH ART GALLERY PETTY CASH SCHEDULE

Period: Dec-21

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					89.66	EC	P	C	W	GE	SE	89.66
01/12/2020	9.74		9.74	3,481	c		-	-	9.74	-	-	-	79.92
08/12/2020	6.70		6.70	3,482	SE		-	-	-	-	-	6.70	73.22
14/12/2020	8.94		8.94	3,483	c		-	-	8.94	-	-	-	64.28
CLOSED			-				-	-	-	-	-	-	64.28
25.38							-	-	18.68	-	-	6.70	

Nominal Codes 5815 5804 5808 5818 5819 5817

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals			
	DR		CR
2201 - vat	£	-	
5818 - NL		£	-
NB add additional NL's depending on monthly expenditure			

FALMOUTH TOWN COUNCIL

Month Jan-21
Meeting Date 15/02/2021

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 January 2021 - PO Building	20/21PO1641	2,240.00	2,240.00	-	2,240.00
DD	Cornwall Council - Business rates January 2021 - Art Gallery	20/21PO1642	1,393.00	1,393.00	-	1,393.00
DD	Cornwall Council - Business rates January 2021 - PO Building 1st Floor	20/21PO1643	949.00	949.00	-	949.00
DD	Cornwall Council - Business rates January 2021 - Municipal Building	20/21PO1644	707.00	707.00	-	707.00
DD	Cornwall Council - Business rates January 2021 - Grove Place toilets	20/21PO1645	437.00	437.00	-	437.00
DD	Cornwall Council - Business rates January 2021 - PO Building 2nd Floor	20/21PO1646	619.00	619.00	-	619.00
DD	Cornwall Council - Business rates-January 2021-Cemetery Pennance Rd	20/21PO1647	541.00	541.00	-	541.00
DD	Cornwall Council - Business rates January 2021 - POWP toilets	20/21PO1648	225.00	225.00	-	225.00
DD	Cornwall Council - Business rates January 2021-Cemetery Swanpool Rd	20/21PO1649	266.00	266.00	-	266.00
DD	Cornwall Council - Business rates January 2021 - Maenporth toilets	20/21PO1650	150.00	150.00	-	150.00
DD	Cornwall Council - Business rates January 2021 - Webber Street toilets	20/21PO1651	114.00	114.00	-	114.00
DD	Cornwall Council - Business rates January 2021 - Swanpool toilets	20/21PO1652	74.00	74.00	-	74.00
DD	Cornwall Council - Business rates January 2021 - Kimberley park Lodge	20/21PO1653	470.00	470.00	-	470.00
DD	Cornwall Council - Business Rates January 2021 - Mortuary	20/21PO1654	290.00	290.00	-	290.00
DD	Cornwall Council - Business rates January 2021 - Quarry Car Park	20/21PO1655	116.00	116.00	-	116.00
19055	Cornwall Channel Ltd - Studio day for Facebook live stream- Xmas	20/21PO1656	900.00	900.00	150.00	750.00
BACS	Jordan Withey Engineering-Repairs to Dumper joy stick/Tipper tail gate-	20/21PO1657	125.00	125.00	-	125.00
	Objective IT Services- 79x Offsite support/monitoring - Dec 2020	20/21PO1658	5,760.00	5,760.00	960.00	4,800.00
	Objective IT Services- 12x Offsite support/Setup Shanty office - Nov 2020	20/21PO1659	1,008.00	1,008.00	168.00	840.00
	Total BACS		6,768.00	6,768.00	1,128.00	5,640.00
BACS	Eight Wire-Renewal domain falmouthseashanty.co.uk&com to 02/02/20	20/21PO1660	120.00	120.00	20.00	100.00
19056	Complete Business Solutions- Mayor Christmas Cards (reimbursed)	20/21PO1661	146.40	146.40	24.40	122.00
BACS	Keith Shanly- 23hrs Labour 23/12/20-4/1/21-Various sites	20/21PO1662	310.50	310.50	-	310.50
19057	Association of Town Centre Management- 2021 Membership	20/21PO1663	354.00	354.00	59.00	295.00
BACS	Sam Pascoe - Show change 23-25&30/11/2020.Restore Chamber chairs	20/21PO1664	825.00	825.00	-	825.00
BACS	ACAS- How to manage homeworkers- M Williams 21/01/21	20/21PO1665	110.00	110.00	-	110.00
BACS	Bauer Radio Ltd (Pirate FM) Airtime 01-24/12/2020	20/21PO1666	1,698.59	1,698.59	283.10	1,415.49
BACS	BG Electrical - Supply/fit flood lights to replace uplighters-Mezzanine M	20/21PO1667	597.60	597.60	99.60	498.00
	Biffa-Standard general waste 01-31/12/2020	20/21PO1668	542.42	542.42	90.40	452.02
	Biffa-Standard dry mixed recycling-01-31/12/2020	20/21PO1669	134.14	134.14	22.36	111.78
	Biffa-Standard glass mixed 01-31/12/2020	20/21PO1670	115.64	115.64	19.27	96.37
	Biffa- Bin collections 24/11-15/12/2020-Cemetery & K/Park	20/21PO1671	401.35	401.35	66.89	334.46
	Total BACS		1,193.55	1,193.55	198.93	994.63
BACS	Blue Flame - Call out gas responsive repair - Library M/Building	20/21PO1672	211.96	211.96	35.33	176.63
BACS	J Brodie Luke - Digger hire/fuel - December 2020 - Cemetery	20/21PO1673	559.64	559.64	90.94	468.70
BACS	Clear-flow - Jetting blockage 04/01/21 - Gylly Beach Toilets	20/21PO1674	90.00	90.00	15.00	75.00
BACS	Debbie Collinson - Pots/bowl/dish/cup-Shop stock Art Gallery	20/21PO1675	130.75	130.75	-	130.75
BACS	Cornwall Council - Clothing for staff - various	20/21PO1676	940.20	940.20	156.70	783.50
BACS	Datasharp - Digital print to 01/12/2020 - FTC/Cultural Services	20/21PO1677	222.49	222.49	37.08	185.41
BACS	Fire Safety -Weekly safety checks 01/10-31/12/2020-Old PO/MB	20/21PO1678	660.00	660.00	-	660.00
	Greenhams - Refuse sacks/compactor sacks - Cemetery	20/21PO1679	548.09	548.09	91.35	456.74
	Greenhams - Gloves pro pu sz 8 & 9 - Town M Team	20/21PO1680	81.60	81.60	13.60	68.00
	Greenhams - Mini Jumbo toilet rolls - Toilets	20/21PO1681	256.80	256.80	42.80	214.00
	Greenhams - Disinfectant/hand soap/toilet rolls - Toilets	20/21PO1682	454.99	454.99	75.83	379.16
	Total BACS		1,341.48	1,341.48	223.58	1,117.90
BACS	Howdens- Plywood/bearings/linings/sashlock/door stop - Cemetery	20/21PO1683	137.84	137.84	22.97	114.87
	Infinitus- Key holding Monthly - December 2020 & Alarm responses	20/21PO1684	168.00	168.00	28.00	140.00
	Infinitus- Guards (COVID Marshals/Road Closures) - December 2020	20/21PO1685	8,200.80	8,200.80	1,366.80	6,834.00
	Total BACS		8,368.80	8,368.80	1,394.80	6,974.00
BACS	Intent Solutions - Setup etc Market Stalls The Moor - December 202	20/21PO1686	1,280.00	1,280.00	-	1,280.00
BACS	Kennall Consulting - Procurement Advisory Support- Ponsharden Cem	20/21PO1687	1,162.50	1,162.50	193.75	968.75
BACS	PEG-Perfect Events Group-TSR Magellan-Elcano 500 - Dec 2020	20/21PO1688	1,200.00	1,200.00	-	1,200.00
BACS	Plymouth City Bus- Provide service 67 - December 2020	20/21PO1689	1,656.00	1,656.00	-	1,656.00
BACS	Reach Maintenance - Hanging Baskets 1st installment 2021	20/21PO1690	4,680.00	4,680.00	780.00	3,900.00
BACS	Keith Shanly- 37.5hrs Labour 05-11/01/2021	20/21PO1691	506.25	506.25	-	506.25
BACS	SKB Sails - Storage of sails to 01/01/2021- K/park Bandstand	20/21PO1692	57.60	57.60	9.60	48.00
BACS	Tyrefinders - Call out to KW67 FWZ (S.Walker) tyre - TMT	20/21PO1693	103.14	103.14	17.19	85.95
BACS	Zurich Municipal- Inspection contract YLL-272016-5673 01/0120-31/03/2	20/21PO1694	65.09	65.09	-	65.09
CC	Amazon - Smartphone Gimbal/Rode Microphone/Iphone accessory	20/21PO1695	308.20	308.20	51.37	256.83
CC	Amazon- Westcott scissors/A4 file dividers - Admin	20/21PO1696	19.83	19.83	3.31	16.53
CC	Amazon-Rode Microphone adaptor for wireless GO	20/21PO1697	29.99	29.99	5.00	24.99
CC	Amazon - Khanka hard case travel bag for wireles Go microphone speak	20/21PO1698	14.99	14.99	-	14.99
CC	Amazon- Wired keyboard/ laptop stand/Mouse	20/21PO1699	39.97	39.97	6.67	33.30
CC	Amazon- screen protector iPhone/DL envelopes/post-it notes	20/21PO1700	26.68	26.68	4.45	22.23
CC	Asda- Mayor's Christmas gifts (reimbursed by Mayor)	20/21PO1701	232.50	232.50	-	232.50
CC	IONOS - Website builder extender 12/12/20-12/01/2021	20/21PO1702	37.08	37.08	6.18	30.90
CC	Microsoft - Enterprise Mobility & Security E5 sp 24/12/2020-23/01/2021	20/21PO1703	291.20	291.20	-	291.20
CC	Microsoft-Pay-As-You-Go billing 02/11-01/12/2020	20/21PO1704	101.73	101.73	-	101.73
CC	Microsoft - 365 Business Basic - billing 28/11-27/12/2020	20/21PO1705	72.20	72.20	-	72.20
CC	Facebook - Virtual Community Christmas Event 11-12/12/2020	20/21PO1706	17.00	17.00	-	17.00
CC	Facebook - Virtual Community Christmas Event 13/12/2020	20/21PO1707	17.00	17.00	-	17.00
CC	Facebook - Virtual Community Christmas Event 11-13/12/2020	20/21PO1708	17.00	17.00	-	17.00
CC	Facebook - Virtual Community Christmas Event 13/12/2023	20/21PO1709	25.00	25.00	-	25.00
CC	Facebook - Virtual Community Christmas Event/Tune in 13-18/12/2020	20/21PO1710	25.00	25.00	-	25.00
CC	Facebook - Tune in Tonight Christmas Event 18/12/2020	20/21PO1711	40.00	40.00	-	40.00
CC	Amazon - Christmas backdrops - Christmas on-line event	20/21PO1712	74.97	74.97	12.50	62.48
			46,503.72	46,503.72	5,029.43	41,474.29

FALMOUTH TOWN COUNCIL

Month Jan-21
Meeting Date 15/02/2021

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Inv No:	Inv Total	Gross	VAT	NET
CC Amazon- Collins week to view 2021 refill	20/21PO1713	59.97	59.97	9.99	49.98
CC Amazon - Diary day to page A5	20/21PO1714	10.99	10.99	1.83	9.16
CC Amazon- Diaries A4/A5 Page a day	20/21PO1715	34.15	34.15	5.70	28.45
CC Cream of Cornwall - Gifts/Prizes - Christmas Virtual Event	20/21PO1716	7.00	7.00	-	7.00
CC A Gift from Cornwall - Gifts/Prizes - Christmas Virtual Event	20/21PO1717	14.50	14.50	-	14.50
CC The Cornish Store - Gifts/Prizes - Christmas Virtual Event	20/21PO1718	16.00	16.00	-	16.00
CC Trago - Crackers/clamps for backdrop - Christmas Virtual Event	20/21PO1719	4.69	4.69	0.78	3.91
CC Poundland- Party Poppers - Christmas Virtual Event	20/21PO1720	1.00	1.00	0.16	0.84
CC Wilko - Safety pins - Christmas Virtual Event	20/21PO1721	1.20	1.20	0.20	1.00
CC Amazon- Sony foldable headphones	20/21PO1722	12.99	12.99	2.17	10.83
CC Amazon - A4/A5 diaries /laminating pouches /permanent markets	20/21PO1723	70.47	70.47	11.75	58.73
CC Amazon- 5ltr kitchen cooking plastic measuring jug - C/services	20/21PO1724	21.86	21.86	3.64	18.22
CC Amazon-Journal of Beatrix Potter - C/Services	20/21PO1725	26.75	26.75	-	26.75
CC Amazon-Samsung Evo Plus SD 128GB memory card - MB	20/21PO1726	15.49	15.49	2.58	12.91
CC Amazon-Collins Elite Week to View 2021 refill - SW	20/21PO1727	11.99	11.99	2.00	9.99
CC Amazon- Wrebbit 3D Puzzle King Arthur's Camelot 3D Puzzle-C/Services	20/21PO1728	35.68	35.68	5.95	29.73
CC Truro Tractors- Lawnmower blades/starter rope/handle starter	20/21PO1729	120.06	120.06	20.01	100.05
BACS Passmore Cleaning- Clean MB/Old PO/Touch Spots/Toilets/Atherton Sui	20/21PO1730	5,092.16	5,092.16	848.69	4,243.47
BACS Jewson-1 day Dumper hire end 16/12/2020-Cemetery	20/21PO1731	228.00	228.00	38.00	190.00
BACS Plumbase- Hand sanitiser/Dudly turbo/Nylon Lever-Castle Toilets	20/21PO1732	36.06	36.06	6.02	30.04
BACS Specialist Crafts Ltd-Short handled size 8 brush- C/Services	20/21PO1733	7.32	7.32	1.22	6.10
19058 Interconnective Ltd- Body Armour x2 sml (SW/TM)	20/21PO1734	866.40	866.40	144.40	722.00
19059 Smith of Derby- Service for Art Gallery Clock - MB	20/21PO1735	328.80	328.80	54.80	274.00
19060 SWW- Water/Sewerage 05/08-06/11/2020-Castle Toilets	20/21PO1736	785.51	785.51	-	785.51
DD British Gas - Electricity 25/09-24/10/2020- Kimberley Park	20/21PO1737	26.82	26.82	1.27	25.55
DD British Telecom- Broadband/Internet 01-31/12/2020	20/21PO1738	666.00	666.00	111.00	555.00
DD Citrus HR- Membership 15/12/20-14/01/21	20/21PO1739	24.00	24.00	4.00	20.00
DD Trade-Screwfix - TECMIX 1220W Mixer Drill 230V - TMT	20/21PO1740	99.99	99.99	16.67	83.33
DD Trade-Screwfix- Combi padlock/shackle-Dissenter's Burial Ground	20/21PO1741	15.99	15.99	2.67	13.33
DD Trade-Screwfix- Materials for refurbishment of benches-Pavilions	20/21PO1742	137.16	137.16	22.87	114.29
DD Trade- B&Q- Tree pole/Sandtex/Rope - Pavilions	20/21PO1743	68.10	68.10	11.35	56.75
DD Trade-B&Q-Scuttle/light/wood/Bradawl-Mortuary	20/21PO1744	40.53	40.53	6.77	33.76
CC BOI - Credit card fees x 2a @ 25.00	20/21PO1745	50.00	50.00	-	50.00
CC Apple - subscriptions EW - Sept/Oct/Nov/Dec/Jan	20/21PO1746	3.95	3.95	0.66	3.29
CC Apple - subscriptions MW - Sept/Oct/Nov/Dec/Jan	20/21PO1747	3.95	3.95	0.66	3.29
BHGS-Galvanised ground pegs-Princess Pavilions	20/21PO1748	40.74	40.74	6.79	33.95
BHGS-Melcourt playbark chunky pine-Kimberley Park	20/21PO1749	430.80	430.80	71.80	359.00
BHGS-Fleece roll thermagro-Kimberley Park	20/21PO1750	17.10	17.10	2.85	14.25
BHGS-Playsand 20kg-Princess Pavilions	20/21PO1751	90.48	90.48	15.08	75.40
Total BACS		579.12	579.12	96.52	482.60
BACS Biffa-Bin empty 22/12/2020-12/01/2021-Cemetery&K/Park	20/21PO1752	413.35	413.35	68.89	344.46
BACS Bytes-Acrobat Pro DC to teams multiple platforms	20/21PO1753	16.60	16.60	2.77	13.83
BACS Clear-flow-Jetting 04/12/2020-Gylly Toilets	20/21PO1754	132.00	132.00	22.00	110.00
BACS Eight Wire-New Sea Shanty website/gallery transfer etc	20/21PO1755	744.00	744.00	124.00	620.00
BACS ICCM-Exhumation/CRUSE on-line training-MB & JW	20/21PO1756	342.00	342.00	57.00	285.00
BACS Jewson-31days GS7 Panel hire-Dracaena-Dec 2020	20/21PO1757	138.24	138.24	23.04	115.20
BACS Tim Kellett Urban Design-Project Management 2 days-Ponsharden Cem	20/21PO1758	700.00	700.00	-	700.00
BACS Mallard Consultancy-Civil/Environmental Crime Training-SW&TM	20/21PO1759	360.00	360.00	60.00	300.00
Plumbase-Basket strainer/trap wash/outlet-Cemetery Lodge	20/21PO1760	36.66	36.66	6.11	30.55
Plumbase-Cement/Polypipe tee/Screw/coupling-Cemetery Lodge	20/21PO1761	15.02	15.02	2.50	12.52
Total BACS		51.68	51.68	8.61	43.07
BACS SLCC-Vrtual Regional Training Seminar-MW	20/21PO1762	54.00	54.00	9.00	45.00
BACS South West Play-Remove/dispose spiders web net/install new-Pavilions	20/21PO1763	548.40	548.40	91.40	457.00
BACS Jordan Withey Engineering-Dumper fault/Cemetery Gates repair	20/21PO1764	80.00	80.00	-	80.00
Greenham-Cleaner Toilet Act - Toilets	20/21PO1765	39.17	39.17	6.53	32.64
Greenham-Mini Jumbo toilet rolls - Toilets	20/21PO1766	256.80	256.80	42.80	214.00
Total BACS		295.97	295.97	49.33	246.64
BACS BG Electrical-Moor Lighting/strip out redundant wiring etc	20/21PO1767	898.80	898.80	149.80	749.00
BACS Macsalvors- Safety Dealer boot A - Matt Brotherton	20/21PO1768	69.95	69.95	11.66	58.29
BACS Keith Shanly-Labour 37.5hrs 12-18/01/2021 COVID-19	20/21PO1769	506.25	506.25	-	506.25
BACS Alison Smith- part 2 of 3 invoices- "Fish Sale at Polperro"-Repairs-Art G	20/21PO1770	1,678.00	1,678.00	-	1,678.00
BACS Danser Hydraulics-Hydraulic Cylinder Repair/servicex17-TMTeam	20/21PO1771	886.08	886.08	-	886.08
BACS OPUS Energy-Electricity 08/12/20-07/01/2021-Mortuary	20/21PO1772	423.06	423.06	70.51	352.55
19061 BT - 2xiPhone 7 128GB Black	20/21PO1773	691.20	691.20	115.20	576.00
19062 SWW- Water/Sewerage 05/08-06/11/2020-Castle Toilets	20/21PO1774	493.76	493.76	-	493.76
DD Allstar- Fuel 30/11-11/12/2020-Various	20/21PO1775	255.95	255.95	42.66	213.29
DD Allstar- Fuel 17/12-24/12/2020-Various	20/21PO1776	219.66	219.66	36.61	183.05
DD British Gas-Electricity 24/11-23/12/2020- Cliff Rd Toilets	20/21PO1777	64.97	64.97	3.09	61.88
DD British Gas-Electricity 25/11-24/12/2020-Kimberley Park	20/21PO1778	23.74	23.74	1.13	22.61
DD British Gas-Electricity 18/11-14/12/2020-Maenporth Toilets	20/21PO1779	54.28	54.28	2.58	51.70
CC EVAQ8- Megaphone 25 watt blue - TMT (Tessa M)	20/21PO1780	71.28	71.28	11.88	59.40
CC IONOS-Website builder 16/01-16/02/21 extended support	20/21PO1781	37.08	37.08	6.18	30.90
CC Dropbox-director@falmouthartgallery.com-06/11/20-06/11/2021	20/21PO1782	95.88	95.88	15.98	79.90
CC Microsoft 365 Business Basic - sp 15/01-14/02/21	20/21PO1783	7.60	7.60	-	7.60
		66,382.15	66,382.15	7,447.06	58,935.09

FALMOUTH TOWN COUNCIL

Month Jan-21
Meeting Date 15/02/2021

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No		Inv No:	Inv Total	Gross	VAT	NET
DD	AMS-FML monthly leasing - Town Maintenance Team	20/21PO1784	36.00	36.00	6.00	30.00
DD	Total G&P- Electricity 01/10/20-03/01/21-Park Lodge	20/21PO1785	60.87	60.87	2.90	57.97
DD	Total G&P- Electricity 01/10/20-03/01/21-Feeder pillar o/s PO	20/21PO1786	45.46	45.46	2.17	43.29
DD	Total G&P - Electricity 01/10/20-03/01/21- M/Building Site 2	20/21PO1787	1,277.70	1,277.70	60.85	1,216.85
DD	Total G&P- Electricity 01/10/20-03/01/21-Municipal Building	20/21PO1788	482.65	482.65	22.99	459.66
DD	Total G&P - Electricity 01/10/20-03/01/21-Feeder pillar adj bench	20/21PO1789	62.92	62.92	3.00	59.92
DD	Total G&P - Electricity 01/10/20-03/01/21- Non-Conformist Chapel	20/21PO1790	617.52	617.52	29.41	588.11
DD	Total G&P - Electricity 01/10/20-03/01/21- Cemetery CofE Chapel	20/21PO1791	268.90	268.90	12.81	256.09
DD	EE- Mobile phones - Jan 2021	20/21PO1792	83.73	83.73	13.93	69.80
DD	CNG Energy- Gas supply - fixed charges-Dec 2020-KP Lodge	20/21PO1793	11.04	11.04	0.53	10.51
DD	Citrus HR- Membership period 15/01-14/02/2021	20/21PO1794	24.00	24.00	4.00	20.00
DD	British Gas- Electricity 02/12/20-01/01/2021-Kimberley Park	20/21PO1795	92.47	92.47	4.40	88.07
DD	British Gas-Electricity 04/12/20-01/01/2021- Webber St Toilets	20/21PO1796	22.19	22.19	1.05	21.14
DD	British Gas-Electricity 02/12/20-01/01/2021- Swanpool Toilets	20/21PO1797	56.16	56.16	9.36	46.80
DD	British Gas-Electricity 02/12/20-01/01/2021- POW Pier Toilets	20/21PO1798	205.34	205.34	9.77	195.57
DD	British Gas- Electricity 02/12/20-01/01/2021-Library MB	20/21PO1799	524.77	524.77	87.46	437.31
DD	Datasharp-Business Line Rental 01/01-31/01/2021	20/21PO1800	115.38	115.38	19.23	96.15
DD	Allstar- Fuel 03/01-12/01/21- Toilets/TMaintT	20/21PO1801	86.90	86.90	14.48	72.42
DD	BT Business - Bundle-Phone/broadband/mobile-Dec2020	20/21PO1802	47.05	47.05	7.84	39.21
CC	Urban Hygiene-Easy-off safe graffiti remover liquid	20/21PO1803	233.98	233.98	39.00	194.98
CC	Amazon- Rode iPhone accessory/Wireless Go/Gimbal	20/21PO1804	- 308.20	- 308.20	- 51.37	- 256.83
CC	TSOHOST-Paragon-Domain FAG.com 21/01/21-20/01/22	20/21PO1805	13.14	13.14	2.19	10.95
CC	Serenata Flowers- Flowers to Mrs Pond from Mayor	20/21PO1806	29.99	29.99	5.00	24.99
CC	Amazon-Printer cartridges for home printer JP	20/21PO1807	42.77	42.77	7.13	35.64
BACS	ACAS-How to manage home workers-VR & EM	20/21PO1808	220.00	220.00	-	220.00
BACS	Citron-Medical waste/sanitary disposal-Oct-Dec 2020	20/21PO1809	88.45	88.45	14.74	73.71
BACS	CALC- Virtual finance training 10/02-RT. 11/02-JP	20/21PO1810	72.00	72.00	12.00	60.00
BACS	Cormac-Lopping of overhang on highway-Dracaena	20/21PO1811	2,376.00	2,376.00	396.00	1,980.00
BACS	Martyn's Maintenance(Lawry)-25/11/20-25/01/21-Chapel/Library	20/21PO1812	1,788.63	1,788.63	-	1,788.63
BACS	Keith Shanly-Labour 19-25/01/21-Town General COVID	20/21PO1813	506.25	506.25	-	506.25
BACS	Jenny Richards- Benefits Advice Service Grant-05/11/20-27/01/21	20/21PO1814	360.00	360.00	-	360.00
BACS	Hawkins Motors- Major service/parts/repairs WK15SZV	20/21PO1815	764.83	764.83	127.47	637.36
19063	Truro Tractors- S2-WSJ Machine repair to mower-T Maint Team	20/21PO1816	488.57	488.57	81.42	407.15
BACS	Eve Bourrat-Design of children activity sheet-Art Gallery	20/21PO1817	200.00	200.00	-	200.00
BACS	Plymouth City Bus-Provision of service 67-January 2021	20/21PO1818	1,725.00	1,725.00	-	1,725.00
BACS	Dell-2yr collect/return Inspiron NBx3 end dates 27/03/2023	20/21PO1819	249.84	249.84	41.64	208.20
19064	Victoria Nagy-Just4Kidsparties-Entertainer 31/08&18/12/2020	20/21PO1820	340.00	340.00	-	340.00
19065	Pear Technology-Technical support/software to 31/01/2022	20/21PO1821	270.00	270.00	45.00	225.00
19066	Dr David Devanny-3xEducational workshops-Young Volunteers	20/21PO1822	225.00	225.00	-	225.00
	British Gas-Electricity 14/11-30/11/2020-Old Cashier office MB	20/21PO1823	108.18	108.18	5.15	103.03
	British Gas-Electricity 01/12-31/12/2020-Old Cashier office MB	20/21PO1824	259.14	259.14	12.34	246.80
	Total Cheque 19067		367.32	367.32	17.49	349.83
	SWW-Water/Sewerage 15/10/20-19/01/21-1st Floor Old PO	20/21PO1825	49.00	49.00	5.06	43.94
	SWW-Water 17/10/20-14/01/21-Glasshouses K/Park	20/21PO1826	16.48	16.48	-	16.48
	Total Cheque 19068		65.48	65.48	5.06	60.42
DD	BT Business - Broadband and Internet- Aug 2020	20/21PO1827	666.00	666.00	111.00	555.00
DD	BT-Bundle-phone/broadband/mobile-01-31/01/21	20/21PO1828	239.81	239.81	38.08	201.73
DD	BT-Bundle-phone/broadband/mobile-19/11/20-31/03/21	20/21PO1829	1,060.64	1,060.64	176.77	883.87
DD	Bank of Ireland- Fee notification 07/12/20-04/01/2021	20/21PO1830	13.06	13.06	-	13.06
DD	Bank of Ireland- cancellation of cheque 18985 charge	20/21PO1831	7.50	7.50	-	7.50
BP	Bank of Ireland - EFT charges Oct - Dec 20	20/21PO1832	15.72	15.72	-	15.72
BP	Apple - subscription (to be reimbursed) 4 @ 3.99	20/21PO1833	15.96	15.96	-	15.96
CC	Pinnacle Response-PR5 Rotating spring clip-EEEE	20/21PO1834	23.40	23.40	-	23.40
CC	Hughie Willett-Husqvarna LB553Se Petrol Lawnmower-TMaintTeam	20/21PO1835	1,440.00	1,440.00	240.00	1,200.00
BP	H Boex - expenses Postage for Access Lab boxes	20/21PO1836	33.40	33.40	-	33.40
BP	S Scott- Expenses Acees Lab contents/postage	20/21PO1837	27.17	27.17	-	27.17
CC	Security Metrics-PCI Compliance (now cancelled)	20/21PO1838	38.00	38.00	-	38.00
CC	IONOS - website hosting 16/06-16/07-2020	20/21PO1839	37.08	37.08	6.18	30.90
CC	IONOS - website hosting 16/07-16/08-2020	20/21PO1840	37.08	37.08	6.18	30.90
DD	Datasharp - business line rental 01/06-30/06-20	20/21PO1841	113.32	113.32	18.89	94.43
DD	Datasharp - business line rental 01/10-31/10-20	20/21PO1842	133.81	133.81	22.30	111.51
DD	British Gas - Electricity Maenporth - 26/10-31/10	20/21PO1843	86.57	86.57	4.12	82.45
DD	British Gas - Electricity Maenporth - 1/11-17/11	20/21PO1844	14.02	14.02	0.66	13.36
CR	British Gas - 10126 - Castle Beach - 24/9-23/10	20/21PO1845	- 114.47	- 114.47	- 5.45	- 109.02
DD	British Gas - 10126 - Cliff Road - 24/9-23/10	20/21PO1846	90.07	90.07	4.28	85.79
	HMRC PAYE- January 2021	20/21PO1847	5,020.80	5,020.80	-	5,020.80
	HMRC NI- January 2021	20/21PO1848	9,091.83	9,091.83	-	9,091.83
	HMRC Student Loans - January 2021	20/21PO1849	166.00	166.00	-	166.00
	Total BACS		14,278.63	14,278.63	-	14,278.63
	Pensions Contributions - January 2021	20/21PO1850	14,637.85	14,637.85	-	14,637.85
	Pensions Contributions - 10 of 12	20/21PO1851	900.00	900.00	-	900.00
	Total BACS		15,537.85	15,537.85	-	15,537.85
			114,416.87	114,416.87	9,125.03	105,291.85

FALMOUTH TOWN COUNCIL

Month Jan-21
Meeting Date 15/02/2021

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No		Inv No:	Inv Total	Gross	VAT	NET
	Standard Life AVC	20/21PO1852	65.00	65.00	-	65.00
	Unison Membership Fees	20/21PO1853	81.75	81.75	-	81.75
	Net Salaries - January 2021	20/21PO1854	53,796.91	53,796.91	-	53,796.91
CC	Harper Collins - Levelling sea book - Art Gallery shop stock	20/21PO1855	32.47	32.47	-	32.47
CC	Facebook- Tune in Tonight Dec 18 2020	20/21PO1856	59.00	59.00	-	59.00
CC	Light in the Box- Christmas back drops-virtual Christmas	20/21PO1857	55.92	55.92	-	55.92
CC	Microsoft Azure- Pay-as-you-go billing 02/12/20-01/01/2021	20/21PO1858	106.98	106.98	-	106.98
CC	Serenata Flowers- C Marshall	20/21PO1859	26.99	26.99	4.50	22.49
CC	Serenata Flowers- M Ortega	20/21PO1860	26.99	26.99	4.50	22.49
	Artist Payments 04/11-23/12/2020- Deb Prosser	20/21PO1861	25.35	25.35	-	25.35
	Artist Payments 04/11-23/12/2020- Sophie Harding	20/21PO1862	23.40	23.40	-	23.40
	Artist Payments 04/11-23/12/2020- Julia Crimmen	20/21PO1863	18.85	18.85	-	18.85
	Total BACS		67.60	67.60	-	67.60
BACS	Datasharp-Digital print/scan to 01/01/21FTC-04/01/2021 AG	20/21PO1864	118.72	118.72	19.79	98.93
BACS	Exco F&S-Attend to CCTV reported faulty-M/Building	20/21PO1865	147.00	147.00	24.50	122.50
BACS	& Maggie Makes- 25 snack boxes-Access Lab Carnegie C/S	20/21PO1866	175.00	175.00	-	175.00
BACS	Moor News- Local Newspapers 17/10/20-23/01/2021 FTC	20/21PO1867	37.50	37.50	-	37.50
BACS	Perkins Communications-Port settings/Aruba switch etc Old PO	20/21PO1868	476.76	476.76	79.46	397.30
	Greenham-Gloves/Toilet Cleaner -Toilets	20/21PO1869	112.42	112.42	18.74	93.68
	Greenham-Gloves sz 9&10- Toilets	20/21PO1870	201.08	201.08	33.52	167.56
	Greenham-Mini Jumbo roll-Toilets. Liners-Old PO & MB	20/21PO1871	281.04	281.04	46.84	234.20
	Total BACS		594.54	594.54	99.10	495.44
	Hawkins Motors-MOT on KW67FWZ-TMT	20/21PO1872	45.00	45.00	-	45.00
	Hawkins Motors-Poor starting-fault find-repair WK64BWC	20/21PO1873	48.76	48.76	8.13	40.63
	Total BACS		93.76	93.76	8.13	85.63
BACS	Clear-flow - CCTV light - Gylly Beach Toilets	20/21PO1874	138.00	138.00	23.00	115.00
BACS	Denmans- Crompton lumlux Lamp - Cemetery	20/21PO1875	6.43	6.43	1.07	5.36
DD	Total G&P - FF Municipal Buildings - 22/01-30/09/20 (inc in cr below)	20/21PO1876	578.63	578.63	27.55	551.08
CR	Total G&P - consolidated credit for invoices previously posted MB	20/21PO1876a	- 3,051.64	- 3,051.64	- 145.32	- 2,906.32
DD	Total G&P - FF MB - revised charges 22/01-30/09	20/21PO1876b	1,065.68	1,065.68	50.75	1,014.93
BACS	Cornwall Council-Dog/Litter bins off Lambs Lane	20/21PO1877	342.00	342.00	57.00	285.00
BACS	Kingsley- 10kg white sheeting for graffiti removal	20/21PO1878	45.00	45.00	7.50	37.50
	Travis Perkins- Plasterboard/handle bow/drywall screws- Cemetery	20/21PO1879	24.44	24.44	4.08	20.36
	Travis Perkins-Knauf loft roll/cabin hook/gloves 9 & 10-Cemetery	20/21PO1880	348.96	348.96	58.16	290.80
	Travis Perkins-MDF architrave/flat packers/polyfilla caulk-Cemetery	20/21PO1881	35.70	35.70	5.95	29.75
	Total BACS		409.10	409.10	68.19	340.91
	Closed		-	-	-	-
			169,912.96	169,912.96	9,454.73	160,458.23

FALMOUTH TOWN COUNCIL PETTY CASH SCHEDULE

Period: Jan-21

Date	Total Amount		Rec'pt	Code	Cashed Cheque	Meeting Exp	Parking	Post	Civic	Toilet	Cemetery R/R	MB	Stat	PO Building	Events	Sundry Items	Running Balance
Code	OB	VAT	Net			ME	CP	P	C	T	CR	MB	S	PB	E	SI	
04/01/2021	1.09		549	PB		-	-	-	-	-	-	-	-	1.09	-	-	201.09
12/01/2021	4.98		550	T		-	-	-	-	4.98	-	-	-	-	-	-	200.00
28/01/2021	53.99		551	T		-	-	-	-	53.99	-	-	-	-	-	-	195.02
CLOSED						-	-	-	-	-	-	-	-	-	-	-	141.03
	60.06	0.00	60.06			-	-	-	-	58.97	-	-	-	1.09	-	-	141.03

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 £ -
Various £ -

NB add additional NL's depending on monthly expenditure

FALMOUTH ART GALLERY PETTY CASH SCHEDULE

Period: Jan-21

Date	Total Amount	VAT	NET	Voucher	Code	Cheque Rec'd/Ope ning Bal	Exhibition Cost	Postage	Consumables	Workshops	Gallery Equipment	Seminar Expenses	Running Balance
Code	Opening Bal					64.28	EC	P	C	W	GE	SE	64.28
25/01/2021	8.29		8.29	3,484	c		-	-	8.29	-	-	-	55.99
25/01/2021	5.98		5.98	3,485	c		-	-	5.98	-	-	-	50.01
CLOSED			-				-	-	-	-	-	-	50.01
14.27							-	-	14.27	-	-	-	

Nominal Codes 5815 5804 5808 5818 5819 5817

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals

2201 - vat	DR		CR
5818 - NL	£	-	
		£	-

NB add additional NL's depending on monthly expenditure