

## **FALMOUTH TOWN COUNCIL**

Minutes of a meeting of the Finance and General Purposes Committee held in the Atherton Suite, The Old Post Office, The Moor, Falmouth on Monday 5<sup>th</sup> June 2023 at 7.00 pm.

Present: J C Robinson (Chair), A Rowe (Vice-Chair), D E Clegg, L D Coley, S D Eva, D V Evans BEM, A J Jewell CC and J S Kirkham CC.

Councillors K J Edwards, B M A Ross, D W Saunby CC and J M Spargo also attended.

In Attendance	A M Williams	(Town Clerk)
	R N Thomas	(Responsible Financial Officer)
	T Brenchley, B Watters,	
	J MacNeill, I Woodford,	
	A Lancaster & R May	(Grant applicants)
	H Boex	(Project Support) (Where mentioned)

### **F6781 APOLOGIES**

None received.

### **F6782 INTERESTS AND DISPENSATIONS**

None received.

### **F6783 VICE-CHAIR**

Councillor Rowe advised that his role as Deputy Mayor meant that he was unable to properly undertake the role of Vice-Chair of the Committee. The Chair requested that the Committee fill the position and sought nominations.

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

**RESOLVED** that Councillor Debra Clegg be appointed Vice-Chair of the Committee for the 2023/24 municipal year.

A motion by Councillor D V Evans, seconded by Councillor Jewell, that Councillor D V Evans be appointed Vice-Chair was lost.

### **F6784 MINUTES**

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

**RESOLVED** that the Part I Minutes of the meeting held on 17<sup>th</sup> April 2023 be confirmed as a correct record of the proceedings and signed by the Chair.

### **F6785 GRANT APPLICATIONS**

It was proposed by Councillor D V Evans, seconded by Councillor Coley and

**RESOLVED** that pursuant to Section 2 of the Local Government Act 2000 Breathe Falmouth be granted £500 towards the provision of support and advice for those with breathing difficulties.

It was proposed by Councillor Rowe, seconded by Councillor Clegg and

**RESOLVED** that the grant request from Feel Safe Scheme be declined as the scheme was a recent recipient of funding support.

A proposal by Councillor Coley that £500 be granted was not seconded. Several Councillors indicated that they could support the Scheme from their Community Chest Funds and the Responsible Financial Officer would collate those.

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

**RESOLVED** that pursuant to Section 145 of the Local Government Act 1972 Mundic Nation Ltd be granted £500 towards producing a short Falmouth film.

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

**RESOLVED** that pursuant to Section 144 of the Local Government Act 1972 Falmouth Packet Ship CIC be granted £1000 towards the restoration of the 'John Boy' boat.

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

**RESOLVED** that pursuant to Section 145 of the Local Government Act 1972 the Duchy Opera Trust Limited be granted £700 towards its Falmouth performances and educational seminar, given the special circumstances presented.

It was proposed by Councillor Evans, seconded by Councillor Kirkham and

**RESOLVED** that pursuant to Section 19 of the Local Government (Miscellaneous Provisions) Act 1976 the Dracaena Centre be granted £734.08 towards a young persons junior and senior basketball weekly session, while the Town Council procures a new build basketball court.

A Motion by Councillor Eva that a grant of £500 be made was withdrawn.

The grant approval schedule for 2023/24 was noted.

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

**RESOLVED** that the Committee further review the criteria and process for annual grant awards.

**F6786 YEAR END REPORTS**

The Responsible Financial Officer presented the year end reports.

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

**RESOLVED** that:

- (i) The 2022–2023-year end summary report (as attached) be noted.
- (ii) The Internal Auditor’s Report for 2022-2023 be noted and that the Internal Auditor be advised that the Council will address the outstanding recommendation during the 2023-24 financial year.
- (iii) The Financial Statements in support of the Annual Return 2022-2023 be approved including the Ear-marked Reserve Movements (as attached).

**F6787 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022-23**

The Responsible Financial Officer presented the Governance and Accounting Statements.

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

**RESOLVED** that the Council be recommended to approve:

- (i) The 2022-2023 Annual Governance Statement (as attached).
- (ii) The 2022-23 Accounting Statements (as attached).

**F6788 BUDGET FORECAST 2023-24**

The Responsible Financial Officer reported the budget forecast to the end of April 2023.

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

**RESOLVED** that the report be noted and the building capital costs relating to Princess Pavilion be accounted for as a stand-alone cost centre to conform to the Council’s accounting practice.

The Chair thanked the Responsible Financial Officer for the timely manner of, and the newly formatted style of reporting.

**F6789 CCLA LOCAL AUTHORITIES’ PROPERTY FUND**

The Responsible Financial Officer reported the CCLA statement dated 31<sup>st</sup> March 2023, Fund Fact Sheet, and notification of account charges, which were duly noted. .

**F6790 COMMUNITY INFRASTRUCTURE LEVY AND NEIGHBOURHOOD PAYMENTS SUMMARY FOR PARISHES**

The Responsible Financial Officer reported the CIL Neighbourhood Portion correspondence and guidance from Cornwall Council and the payment summary, which were duly noted.

**F6791 PENDENNIS HEADLAND TRANSFER**

The Town Clerk reported that the transfer was nearing completion subject to legal process. The Car Park Order for Pendennis Point had been made and sealed. An approval for Section 106 funding towards access and safety works at Crab Quay had been received. The prospective lease to the Pendennis Leisure CIC for the former Ships and Castles Leisure Centre was being progressed.

It was proposed by Councillor D V Evans, seconded by Councillor Robinson and

**RESOLVED** that the Report be noted and

- (i) the making and sealing of the Falmouth (Off Street Parking) Order 2023 be endorsed.
- (ii) Standing Orders be updated to include the various matters relating to the transferred assets to appear in the Committee delegations, as well as other factual and procedural updates.

**F6792 TREMAP**

Councillor Rowe updated on the Tremap Application, which had been trialled and free to use to this point as the Council had assisted the development of the application. It was useful in a number of ways for mapping, for ash die-back notifications, and for the Council's Grounds Team logging works and issues. He recommended that the Council subscribes to the application.

It was proposed by Councillor Rowe, seconded by Councillor Clegg and

**RESOLVED** that the Council funds the Year 1 development and implementation of the Tremap Application at £2629 from the Environmental Earmarked Reserve.

**F6793 DEMOCRATIC SERVICES**

The Town Clerk reported on operational changes to the Falmouth Information Service and the Council's administration function. This would see some changes to democratic services particularly around meeting and elected members' support. In addition service managers would meet monthly with Committee Chairs. A refresher training session would be run for Committee Chairs and separately refresher training sessions for all members would be run at Council meetings.

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

**RESOLVED** that the report be noted, and the actions endorsed, and that Standing Orders be updated to reflect those changes.

**F6794 WEBSITE**

The Responsible Financial Officer and Councillor Spargo provided an update on the website design work which was progressing well with further design meetings scheduled. The report was noted.

**F6795 EXPENDITURE AND PETTY CASH**

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

**RESOLVED** that that the expenditure and Petty Cash  
schedules for April 2023 (March 2023 for Princess Pavilion)  
be approved. (attached)

**F6796 EXCLUSION OF THE PRESS AND PUBLIC**

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

**RESOLVED** that in view of the confidential nature of  
contractual matters and personal information, it is advisable,  
in the public interest that the press and public be excluded  
from the meeting.

SUMMARYINCOME

	Actual Apr to March	Previous Year Adjustments	TOTAL YEAR
Corporate Services	9,193	0	9,193
Cultural Services	145,999	-149	145,850
General Council	123,093	0	123,093
Town Management Services	20,180	0	20,180
Cemetery Services inc J&C	268,157	0	268,157
Grounds and Facilities	16,912	0	16,912
Buildings - Municipal and Other	123,434	0	123,434
Princess Pavilion	612,202	0	612,202
Parks and Open Spaces	48,974	0	48,974
Allotments	2,599	0	2,599
Seats/Shelters/Footpaths	2,648	0	2,648
Council Tax Support Grant Funding	37,338	0	37,338
Precept	2,863,663	0	2,863,663
<b>TOTAL (Revenue &amp; Capital)</b>	<b>4,274,391</b>	<b>-149</b>	<b>4,274,242</b>

EXPENDITURE:

	Actual Apr to March	Previous Year Adjustments	TOTAL YEAR
Corporate Services(inc Bad Debts)	831,238	126	831,364
Town Management Services	44,002	77	44,079
Cultural Services	578,048	187	578,235
General Council Services	377,619	6,690	384,309
Cemetery Services	54,685	0	54,685
Grounds	330,744	0	330,744
Facilities	275,927	0	275,927
Buildings - Municipal	149,825	-5,257	144,568
Buildings - Toilets	107,685	107	107,792
Buildings - Former PO	210,655	0	210,655
Princess Pavilion	899,506	-119	899,387
Parks and Open Spaces - Gyllyngdune	9,108	0	9,108
Parks and Open Spaces - Trescobeas	35,587	0	35,587
Parks and Open Spaces - Kimberley	52,971	36	53,006
Parks and Open Spaces - Trelawney	-342	0	-342
Parks and Open Space - Dracaena inc Skatepark	12,162	0	12,162
Allotments	0	0	0
Seats/Shelters/Footpaths	9,257	0	9,257
Cemeteries Other	250,840	0	250,840
Other Sites - Webber Street etc	795	0	795
Pendennis Headland	116	0	116
Capital	94,610	0	94,610
Adjust/add and new services	0	0	0
<b>TOTAL (Revenue &amp; Capital)</b>	<b>4,325,038</b>	<b>1,846</b>	<b>4,326,884</b>

Opening General Fund	17,000
Opening Earmarked Reserves	915,892
	<b>932,892</b>
Forecast Income	4,274,391
Less forecast expenditure	-4,325,038
Adjustments	0
Forecast closing general reserves	<b>34,540</b>
Forecast closing earmarked reserves	<b>847,705</b>
	<b>882,245</b>
LAPF	143,086
CCLA (held as asset in accounts)	<b>1,025,331</b>

TOTAL BUDGET	Over/ (Under) Budget
8,350	843
67,717	78,133
56,500	66,593
6,000	14,180
36,000	232,157
8,500	8,412
64,600	58,834
101,007	511,195
4,615	44,359
2,740	(141)
5,306	(2,657)
34,000	3,338
2,863,663	0
<b>3,258,997.56</b>	<b>1,015,244.62</b>
TOTAL BUDGET	(Over)/Under Budget
718,501	(112,863)
49,236	5,157
473,022	(105,213)
292,336	(91,973)
69,602	14,916
304,561	(26,183)
226,916	(49,011)
111,879	(32,689)
142,409	34,617
167,303	(43,352)
249,369	(650,018)
30,400	21,292
7,625	(27,962)
50,823	(2,183)
1,418	1,759
20,850	8,688
1,500	1,500
13,500	4,243
2,100	(248,740)
3,650	2,855
0	(116)
242,000	147,390
80,000	80,000
<b>3,258,998.05</b>	<b>(1,067,886.04)</b>

## Falmouth Town Council - 2022/23

### CORPORATE SERVICES

#### Expenditure

	Actual	Prev Year	Total	Budget	Y/E Forecast
April-March	Adjustments				
Officers Salaries	508,954		508,954	435,143	-73,812
Postage/Petty Cash	936		936	1,363	427
Telephone	5,556		5,556	4,550	-1,006
Printing/Stationery/Copier	5,128		5,128	2,900	-2,228
Publications	1,577		1,577	20,210	18,633
Advertising/Marketing/Recruitment	10,228		10,228	27,258	17,030
IT - maintenance/monitoring and software	129,450		129,450	105,480	-23,970
Subscriptions	19,722		19,722	17,535	-2,187
Insurance	5,587		5,587	9,921	4,334
Professional / Legal Fees etc. (includes agency cc	61,552		61,552	15,925	-45,627
Conference/Seminars and Training	13,760		13,760	10,195	-3,566
Audit Fees	2,375		2,375	5,000	2,625
Bank Charges	5,820		5,820	1,360	-4,460
Miscellaneous inc H&S	3,738		3,738	4,810	1,072
Bad Debts/W/Off/P&L Adjustments	-		-	-	0
Loan Interest	56,853		56,853	56,853	0
	831,238	-	831,238	718,501	-112,737
IT Capital expenditure	9,242		9,242	10,000	758
	9,242	-	9,242	10,000	758
<b>Income</b>					
Misc Inc Suspense Ac	2,891		2,891	1,950	941
Bank Interest	6,303		6,303	6,400	-97
	9,193	-	9,193	8,350	843
<b>COST OF SERVICE</b>	<b>831,286</b>	<b>-</b>	<b>831,286</b>	<b>720,151</b>	<b>-111,135</b>

### TOWN MANAGEMENT SERVICES

#### Expenditure

	Actual	Prev Year	Total	Budget	Y/E Forecast
April-March	Adjustments				
Events Support	41,640		41,640	42,936	1,296
Operational Budget MOB	2,362		2,362	6,300	3,938
	44,002	-	44,002	49,236	5,234
IT Capital expenditure		-	-	2,000	2,000
	-	-	-	2,000	2,000
<b>Income</b>					
	20,180		20,180	6,000	14,180
	20,180	-	20,180	6,000	14,180
<b>COST OF SERVICE</b>	<b>23,822</b>	<b>-</b>	<b>23,822</b>	<b>45,236</b>	<b>21,414</b>

### CULTURAL SERVICES

#### Expenditure

	Actual	Prev Year	Total	Budget	Y/E Forecast
April-March	Adjustments				
Salaries	386,247		386,247	338,479	-47,768
Postage/stationery/copying/telephones	5,223		5,223	7,500	2,277
Publications/Subscriptions	1,769		1,769	8,603	6,834
Storeroom Materials	484		484	1,189	705
Printing/Artwork	887		887	3,774	2,887
Publicity/Marketing	- 562	-	562	13,025	13,587
Insurance	13,161		13,161	12,613	-548
Exhibition/Preview Costs	58,898		58,898	22,785	-36,113

Travel/Accommodation/Transportation	3,604		3,604	1,831	-1,773
Workshop	21,406		21,406	14,355	-7,051
Gallery/Library Equipment/Misc	4,651		4,651	1,015	-3,636
Photography/Repro Fees	400		400	788	388
Stock/Resale Items	13,796		13,796	8,925	-4,871
Conservation - Works of Art	10,523		10,523	4,725	-5,798
Education/Outreach inc youth provision	20,360		20,360	24,215	3,855
Externally Funded Projects	36,638		36,638	5,000	-31,638
Spring Flower Show	563		563	1,575	1,012
Falmouth Image Delivery	-		-	2,625	2,625
	578,048	-	578,048	473,022	-105,026
<b>Cultural Services Capital Expenditure</b>					
CS Acquisitions and IT funded and unfunded	6,250		6,250	4,000	-2,250
	6,250	-	6,250	4,000	-2,250
<b>Income</b>					
Sales/Income inc lib	27,120		27,120	21,000	6,120
Commission	4,337		4,337	131	4,206
Donations	1,348		1,348	1,887	-539
Sponsorship and other MISC income	44,131		44,131	30,000	14,131
Fees and Workshop Income	584		584	200	384
Grants - Capital/Projects	68,479		68,479	10,000	58,479
New Services - FID/Spring Flower Show	-		-	4,500	4,500
	145,999	-	145,999	67,717	78,282
<b>COST OF SERVICE</b>	<b>438,299</b>	<b>-</b>	<b>438,299</b>	<b>409,305</b>	<b>-28,995</b>

## GENERAL COUNCIL SERVICES

### Expenditure

			Actual	Prev Year	Total	Budget	Y/E Forecast
			April-March	Adjustments			
Town Plaques/Souvenirs			-		-	840	840
Repairs - Civic Regalia			63		63	525	462
Festival Fund			34,644		34,644	36,236	1,593
Mayor's Allowance	SE/KE		19,795		19,795	7,000	-12,795
Community Chest Councillors			1,466		1,466	4,000	2,534
Twinning			1,500		1,500	1,500	0
Macebearer's Fees			340		340	800	460
Civic Expenses - Misc./Services/Licenses			30,141		30,141	30,250	109
Election Expenses			-		-	5,000	5,000
War Memorials			108		108	800	692
Traffic Management inc COVID TM			35,053		35,053	30,000	-5,053
Tourism and Community			8,000		8,000	8,000	0
Joint funding (and project works) NP/CIL	TVF		128,489		128,489	15,000	-113,489
Grants			28,464		28,464	33,850	5,386
Town Enhancements			28,072		28,072	35,000	6,928
CCTV			33,069		33,069	44,830	11,761
Hanging Baskets			16,776		16,776	21,105	4,329
The Moor			11,210		11,210	17,600	6,390
Environmental			430		430	-	-430
			377,619	-	377,619	292,336	-85,283
<b>General Council Capital</b>							
Lighting (Xmas)			5,000		5,000	5,000	0
Town Capital Budget (CCTV etc)			6,990		6,990	10,000	3,010
			11,990	-	11,990	15,000	3,010
<b>Income</b>							0
Festival Fund/Donations			16,646		16,646	15,000	1,646
Misc - Civic/Mayoral/CIL			57,708		57,708	5,000	52,708
Use of Moor			14,329		14,329	17,000	-2,671
Active Partnerships and joint funding	CC Com		29,350		29,350	7,500	21,850
Project Grant Funding(COVID)			5,059		5,059	12,000	-6,941
			123,093	-	123,093	56,500	66,593
<b>COST OF SERVICE</b>			<b>266,516</b>	<b>-</b>	<b>266,516</b>	<b>250,836</b>	<b>-15,680</b>



**CEMETERY SERVICES**

	Actual	Prev Year	Total	Budget	Y/E Forecast
April-March	Adjustments				
<b>Expenditure</b>					
Printing/Insurance/Phones	1,436		1,436	2,175	739
Repairs/Replacements	2,983		2,983	3,675	692
Trees/Tree Surgery	2,757		2,757	8,075	5,318
Electricity	9,659		9,659	5,828	-3,831
Rates/Water/Council Tax	13,836		13,836	14,734	898
Dog Notices/Bins	-		-	400	400
Building and Infrastructure Repairs	10,152		10,152	10,211	59
Grounds and General Site Maintenance	5,543		5,543	6,500	957
Miscellaneous(vehicle and burial costs)	7,805		7,805	7,503	-303
Cemetery and Burial Project Work	-		-	4,500	4,500
New Site	513		513	6,000	5,487
	54,685	-	54,685	69,602	14,916
<b>Cemeteries Capital</b>					
New Cemetery Site	-		-	-	0
Other Capital Site Improvements	-		-	5,000	5,000
	-	-	-	5,000	5,000
<b>Income</b>					
Cemetery Fees	45,915		45,915	36,000	9,915
	45,915	-	45,915	36,000	9,915
<b>COST OF SERVICE</b>	<b>8,770.47</b>	<b>-</b>	<b>8,770.47</b>	<b>38,602</b>	<b>29,831</b>

**GROUNDSS**

	Actual	Prev Year	Total	Budget	Y/E Forecast
April-March	Adjustments				
<b>Expenditure</b>					
Salaries	303,419		303,419	279,084	-24,335
PPE and workwear	1,869		1,869	8,775	6,906
Plant and Vehicle Costs	12,371		12,371	6,864	-5,506
Materials and Supplies - general	4,036		4,036	2,293	-1,742
Equipment - under £300	2,556		2,556	4,049	1,493
Repairs and Renewals	4,026		4,026	1,966	-2,061
Misc. - licenses/phones/roundabouts	2,467		2,467	983	-1,484
Contractor Costs	-		-	546	546
	330,744	-	330,744	304,561	-26,183
<b>Capital</b>					
Plant/Machinery and Vehicles	7,350	-	7,350	22,000	14,650
	7,350	-	7,350	22,000	14,650
<b>Income</b>					
Weedspraying etc	16,912	-	16,912	8,500	8,412
	16,912	-	16,912	8,500	8,412
<b>COST OF SERVICE</b>	<b>321,182</b>	<b>-</b>	<b>321,182</b>	<b>318,061</b>	<b>-3,122</b>

**FACILITIES**

	Actual	Prev Year	Total	Budget	Y/E Forecast
April-March	Adjustments		-		
<b>Expenditure</b>					
Salaries	264,681		264,681	203,399	-61,282
PPE and workwear	1,314		1,314	8,100	6,787
Plant and Vehicle Costs	5,423		5,423	6,336	914
Materials and Supplies - general	3,052		3,052	2,117	-935
Equipment - under £300	494		494	3,737	3,243
Repairs and Renewals	72		72	1,814	1,743
Misc. - licenses/phones/roundabouts	786		786	907	121
Contractor Costs	106		106	504	398
	275,927	-	275,927	226,916	-49,011
<b>Capital</b>					
Plant/Machinery and Vehicles	7,350	-	7,350	30,000	22,650
	7,350	-	7,350	30,000	22,650
<b>Income</b>					

Sponsorship/services and Misc	-	-	-	-	0
	-	-	-	-	0
<b>COST OF SERVICE</b>	<b>283,277</b>	-	<b>283,277</b>	<b>256,916</b>	<b>-26,361</b>

## BUILDINGS - MUNICIPAL and OTHER

### Expenditure

	Actual April-March	Prev Year Adjustments	Total	Budget	Y/E Forecast
Repairs & Renewals	28,788.29		28,788.29	26,250	-2,538
Cleaning Costs - contract and other	27,275.83		27,275.83	21,127	-6,149
Business/Water Rates	41,401.96		41,401.96	37,665	-3,737
Utilities - E and G	49,289.17		49,289.17	9,975	-39,314
Alarms/Security and Amplification System	4,174.97		4,174.97	2,100	-2,075
Consumables/MISC/T-phone/INS+P-Fees	3,740.40		3,740.40	6,822	3,081
CCTV	- 4,845.46		- 4,845.46	7,940	12,785
	149,825.16	-	149,825.16	111,879	-37,946

### Buildings - Municipal Capital

	-		-	47,500	23
	-	-	-	47,500	23

### Income

Rent - Lodge/Cemetery )	10,200.00		10,200.00	10,200	0
Rent - Other )	950.00		950.00	400	-550
	11,150.00	-	11,150.00	10,600	-550

<b>COST OF SERVICE</b>	<b>138,675.16</b>	-	<b>138,675.16</b>	<b>148,779</b>	<b>-37,374</b>
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## BUILDINGS - TOILETS

### Expenditure

	Actual April-March	Prev Year Adjustments	Total	Budget	Y/E Forecast
Rates and Water Rates and other utilities	36,566		36,566	40,839	4,272
Utilities (G&E)	16,922		16,922	7,000	-9,922
Contractor Cleaning Costs	21,220		21,220	52,962	31,742
Repairs and Refurbishments	10,761		10,761	16,000	5,239
Misc. - facilities management and waste etc.	2,859		2,859	1,609	-1,250
Consumables	19,357		19,357	24,000	4,643
	107,685	-	107,685	142,409	34,724

### Buildings - Toilets Capital

	22,367		22,367	35,000	12,633
	22,367	-	22,367	35,000	12,633

### Income

Grant Changing Places	40,000	-	40,000	-	-40,000
	40,000	-	40,000	0	-40,000

<b>COST OF SERVICE</b>	<b>90,052</b>	-	<b>90,052</b>	<b>177,409</b>	<b>87,357</b>
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## BUILDINGS - FORMER PO

### Expenditure

	Actual April-March	Prev Year Adjustments	Total	Budget	Y/E Forecast
NDBR and Water Rates	48,819		48,819	52,681	3,862
Other Utilities G&E + Ins	56,700		56,700	8,723	-47,977
Repairs and Refurbishments	6,715		6,715	8,675	1,960
Repairs - Shared	1,523		1,523	1,774	251
Other costs inc misc and equipment	551		551	10,000	9,449
Cleaning and Security	31,918		31,918	19,188	-12,730
PWLB - repayments	63,761		63,761	63,761	0
Atherton Suite	667		667	2,500	1,833
	210,655	-	210,655	167,302	-43,352

### Buildings - Former PO Capital

	2,349		2,349	-	
	2,349	-	2,349	-	0

### Income

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Rent - PO	Atherton Suite					
		66,699		66,699	50,000	-16,699
Income Other		5,584		5,584	4,000	-1,584
		72,284	-	72,284	54,000	-18,284
<b>COST OF SERVICE</b>		<b>140,720</b>	<b>-</b>	<b>140,720</b>	<b>113,302</b>	<b>-25,069</b>

## PRINCESS PAVILION

### Expenditure

	Actual	Prev Year	Total	Budget	Y/E Forecast
April-March	Adjustments				
Salaries	285,869		285,869	66,052	-219,818
Repairs and Renewals	3,224		3,224	11,790	8,566
Cleaning	44,057		44,057	12,573	-31,485
Utilities E/G/W and NDBR INS	86,399		86,399	20,188	-66,211
IT and Telephony	4,553		4,553	15,859	11,305
Catering - Equipment (under £300)	5,771		5,771	880	-4,891
Catering - Cost of production	167,948		167,948	69,065	-98,884
Service and other contract costs	11,296		11,296	5,790	-5,506
Building and Infrastructure Repairs	64,268		64,268	30,000	-34,268
Misc Site Costs INC Theatre Equipment	13,944		13,944	4,603	-9,342
Alarms and Security	3,887		3,887	4,330	443
Event Cost - non Theatre	3,111		3,111	1,582	-1,529
Theatre Events Cost	205,177		205,177	6,658	-198,519
	899,506	-	899,506	249,369	-650,137

### Buildings - Pavilion - Capital

	14,630		14,630	30,000	15,370
	14,630	-	14,630	30,000	15,370

### Income

Venue/Theatre Hire and Misc	266,418		266,418	22,177	244,241
Donations/Grants	65	-	65	-	65
Catering	345,719		345,719	78,830	266,889
	612,202	-	612,202	101,007	511,195

### **COST OF SERVICE**

	<b>301,934</b>	<b>-</b>	<b>301,934</b>	<b>178,361.61</b>	<b>-123,573</b>
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## PARKS AND OPEN SPACES - GYLLYNGDUNE

### Expenditure

	Actual	Prev Year	Total	Budget	Y/E Forecast
April-March	Adjustments				
Rates and Water Rates	-		-	1,000	1,000
Insurance	-		-	400	400
Plants/bedding and GM works	5,920		5,920	13,000	7,080
Signage and other site maintenance	2,705		2,705	5,000	2,295
Trees and Forestry	484		484	2,500	2,016
Property Maintenance (Glasshouse)R&R	-		-	2,000	2,000
Utilities EGT	-		-	1,000	1,000
Project works inc play repairs	-		-	5,500	5,500
	9,108	-	9,108	30,400	21,292

### Gyllyngdune Capital Provision

Capital Project	-		-	5,000	5,000
	-	-	-	5,000	5,000

### Income

Donations	-		-	-	0
Plant Sales	-		-	1,500	1,500
	-	-	-	1,500	1,500

### **COST OF SERVICE**

	<b>9,108</b>	<b>-</b>	<b>9,108</b>	<b>33,900</b>	<b>24,792</b>
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## PARKS AND OPEN SPACES - TRESCOBAS

### Expenditure

	Actual	Prev Year	Total	Budget	Y/E Forecast
April-March	Adjustments				
Forestry/Drainage	-	-	-	1,050	1,050
Equipment/Insurance/Misc	106.2		106.2	1,500	1,394
Repairs and Renewals	-		-	-	0
General Maintenance	481.0		481.0	1,575	1,094

Project Works	35,000.0		35,000.0	3,500	-31,500
	35,587.2	-	35,587.2	7,625	-27,962
<b>Trescobeas Capital Provision</b>					
Capital Project	-		-	11,000	11,000
	-	-	-	11,000	11,000
<b>Income</b>					
Trescobeas	-		-	-	0
	-	-	-	-	0
<b>COST OF SERVICE</b>	<b>35,587.2</b>	<b>-</b>	<b>35,587.2</b>	<b>18,625</b>	<b>-16,962</b>

## PARKS AND OPEN SPACES - KIMBERLEY

### Expenditure

Actual	Prev Year	Total	Budget	Y/E Forecast
April-March	Adjustments			
Rates and Water Rates	10,061	10,061	8,821	-1,240
Insurance	1,019	1,019	4,787	3,768
General Park maintenance Inc Plants	7,809	7,809	12,880	5,071
Dog Fouling/Signs	147	147	1,650	1,503
Tree Surgery/Forestry Survey	-	-	5,000	5,000
Property Maintenance / R&R and Other	5,701	5,701	4,600	-1,101
Utilities EGT	4,852	4,852	2,310	-2,542
Project Works inc play repairs	23,381	23,381	10,775	-12,606
	52,971	-	50,823	-2,148

### Kimberley Capital Works

Capital Project works	-		-	22,500	22,500
	-	-	-	22,500	22,500

### Income

Kimberley	750		750	750	0
	750	-	750	750	0

<b>COST OF SERVICE</b>	<b>52,221</b>	<b>-</b>	<b>52,221</b>	<b>72,573</b>	<b>20,352</b>
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## PARKS AND OPEN SPACES - TRELAWNEY

### Expenditure

Actual	Prev Year	Total	Budget	Y/E Forecast
April-March	Adjustments			
Grounds/Repairs & Fencing	- 456	- 456	525	981
Other costs and Misc	114	114	893	778
	- 342	- 342	1,418	1,759

### Trelawney Capital Works

Capital Works	-		-		0
	-	-	-	0	0

### Income

Trelawney	-		-	-	0
	-	-	-	-	0

<b>COST OF SERVICE</b>	<b>- 342</b>	<b>-</b>	<b>- 342</b>	<b>1,418</b>	<b>1,759</b>
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## PARKS AND OPEN SPACES - DRACAENA

### Expenditure

Actual	Prev Year	Total	Budget	Y/E Forecast
April-March	Adjustments			
Pitch Maintenance and R&R	51	51	4,200	4,149
General site maintenance	9,657	9,657	2,500	-7,157
Horticultural - verge and tree		-	13,650	13,650
Project works - skatepark and play provision	2,454	2,454	500	-1,954
	12,162	-	20,850	8,688

### Dracaena Capital Works

Play provision inc skatepark etc	-		-		0
	-	-	-	-	0

### Income

Grants etc	48,224		48,224	2,365	45,859
	48,224	-	48,224	2,365	45,859

<b>COST OF SERVICE</b>	<b>- 36,062</b>	<b>-</b>	<b>- 36,062</b>	<b>18,485</b>	<b>54,547</b>
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**ALLOTMENTS**

	Actual	Prev Year	Total	Budget	Y/E Forecast
	April-March	Adjustments			
<b>Expenditure</b>					
Repairs and tree works etc	-		-	1,500	1,500
	-	-	-	1,500	1,500
<b>Allotment Capital Works</b>					
	-		-	-	0
	-	-	-	-	0
<b>Income</b>					
Rents	2,599		2,599	2,740	-141
	2,599	-	2,599	2,740	-141
<b>COST OF SERVICE</b>	<b>2,599</b>	<b>-</b>	<b>2,599</b>	<b>1,240.00</b>	<b>1,359</b>

**SEATS/SHELTERS/FOOTPATHS ETC**

	Actual	Prev Year	Total	Budget	Y/E Forecast
	April-March	Adjustments			
<b>Expenditure</b>					
Public Seats - Repairs etc.	155		155	2,500	2,345
Shelter Cleaning	-		-	500	500
Shelter Repairs	9,048		9,048	9,000	-48
Footpaths	54		54	1,500	1,446
	9,257	-	9,257	13,500	4,243
<b>Seats etc - Capital works</b>					
			-	1,000	1,000
	-	-	-	1,000	1,000
<b>Income</b>					
LMP and other CIL	2,648		2,648	5,306	2,657
	2,648	-	2,648	5,306	2,657
<b>COST OF SERVICE</b>	<b>6,608</b>	<b>-</b>	<b>6,608</b>	<b>9,194</b>	<b>2,586</b>

**CEMETERIES OTHER**

	Actual	Prev Year	Total	Budget	Y/E Forecast
	April-March	Adjustments			
<b>Expenditure</b>					
General Site Works	118		118	1,050	932
Project	250,722		250,722	1,050	-249,672
	250,840	-	250,840	2,100	-248,740
<b>Cemeteries Other Capital Works</b>					
Contribution to HLF grant works			-	2,000	-2,000
	-	-	-	2,000	-2,000
<b>Income</b>					
Grants etc	222,242		222,242	-	222,242
	222,242	-	222,242	-	222,242
<b>COST OF SERVICE</b>	<b>28,599</b>	<b>-</b>	<b>28,599</b>	<b>4,100</b>	<b>-24,499</b>

**OTHER SITES** Non FTC owned

	Actual	Prev Year	Total	Budget	
	April-March	Adjustments			
<b>Expenditure</b>					
Webber Hill/Street - Bells Court etxc	94		94	150	56
CSCP			-	-	0
Others inc Beaches	701		701	3,500	2,799
	795	-	795	3,650	2,855
<b>Other Sites Capital Works</b>					
Other Plant Room CSCP			-	-	0
	-		-	-	0
	-	-	-	-	0
<b>Income</b>					
			-	0	0
	-	-	-	-	0
<b>COST OF SERVICE</b>	<b>795</b>	<b>-</b>	<b>795</b>	<b>3,650</b>	<b>2,855</b>

**PENDENNIS HEADLAND**

Actual	Prev Year	Total	Budget	Y/E Forecast
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## Expenditure

	April-March	Adjustments			
General Site Works	116		116	-	-116
Projects	-		-	-	0
	116	-	116	-	-116
<b>Pendennis Capital Works</b>					
Improvements etc	13,083		13,083	-	13,083
	13,083	-	13,083	-	13,083
<b>Income</b>					
Grante etc	-		-	-	0
	-	-	-	-	0
<b>COST OF SERVICE</b>	<b>13,198</b>	<b>-</b>	<b>13,198</b>	<b>0</b>	<b>-13,198</b>

## CAPITAL WORKS

### Expenditure

	Actual	Prev Year	Total	Budget	Y/E Forecast
	April-March	Adjustments			
Office Equipment	9,242		9,242	10,000	758
CS Capital Equipment and Acquisitions	6,250		6,250	4,000	-2,250
Town Management - shop mobility	-		-	2,000	2,000
Street Furniture/Shelters/Footpaths	-		-	1,000	1,000
Kimberley Park	-		-	22,500	22,500
Cemeteries	-		-	5,000	5,000
Cemeteries      Ponsharden	-		-	2,000	2,000
Trelawney      The Bowly	-		-	-	0
Trescobeas	-		-	11,000	11,000
General Council - xmas lights and other	5,000		5,000	5,000	0
Dracaena	-		-	-	0
Parks and Gardens    Other sites			-	5,000	5,000
Allotments	-		-	-	0
Pendennis	13,083		13,083		
Grounds and Facilitie: Plant	14,700		14,700	52,000	37,300
Town and Civic Expenditure	6,990		6,990	10,000	3,010
Toilets	22,367		22,367	35,000	12,633
Acquisitions      Other	-		-	-	0
Buildings Works      MB	-		-	47,500	47,500
Buildings Works      Pavilion	14,630		14,630	30,000	15,370
Building Works      OPO	2,349		2,349	-	-2,349
	<b>94,610</b>	<b>-</b>	<b>94,610</b>	<b>242,000</b>	<b>160,473</b>

CSCP



# Falmouth Town Council

Financial Statements in support of  
Annual Return  
2022/23

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Further information on the Accounts can be obtained from:

Falmouth Town Council  
The Old Post Office  
The Moor  
FALMOUTH  
Cornwall  
TR11 3QA



## **EXPLANATORY FOREWORD**

In accordance with Section 6 of the Local Audit and Accountability Act 2014, an authority is a 'smaller authority' if the higher of the authority's gross income for the year and its gross expenditure for the year does not exceed £6.5m. This Council is therefore a 'smaller authority'.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the systems of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts and it should;

- Complete the Annual Return after 31<sup>st</sup> March 2023 as set out in 'Governance and Accountability for Smaller Authorities in England (the Practitioners' Guide)' published by the Joint Practitioners Advisory Group (JPAG) (2022) in the form requested by proper practices. This Comprises the:
  - Annual Governance Statement (Section 1 of the Annual Return);
  - Accounting Statement (Section 2 of the Annual Return);
  - External Auditors Report and Certificate (Section 3) and
  - Annual Internal Audit Report for the year ended 31<sup>st</sup> March 2023.
- Certify the Accounting Statements (certified by the Responsible Financial Officer);
- Consider at a meeting of the full authority the internal audit work during the year, the Annual Governance Statement, and the Accounting Statements;
- Approve the Annual Governance Statement at the meeting of the full authority in advance of approving the Accounting Statements (minuted, signed and dated by the Chair and Clerk on the day of approval);
- Approve the Accounting Statements at the meeting of the full authority (minuted, signed and dated by the Chair on the day of approval); the Annual Governance Statement and the Accounting Statements can be considered and approved at the same meeting so long as it is clear from the minute references that they were approved in the right order.
- Publish on a public website the approved, signed, and dated statements, to allow for the date of commencement for the exercise of public rights to cover the first 10 working days of July. It must publish the:
  - Annual Governance Statement
  - Accounting Statements
  - Declaration that the statement of accounts is un-audited.
  - Notice of commencement of the period for the exercise of public rights.
- Send the Annual Return and working papers to the external auditor for Limited Assurance review as soon as approved.

Following completion of the Limited Assurance review the Council shall;

- publish the certified Annual Return (including any continuation pages of the External Auditor Certificate and Report) by 30<sup>th</sup> September 2023 alongside a Notice of Completion of the Limited Assurance review.

The Council is required to provide additional information to enable the external audit of the Annual Return and this document includes this information. They consist of:

- A copy of the Notice of the Date of Commencement of Public Rights
- Explanations for negative response to assertions in Section 1 of the Annual Return
- A completed Annual Internal Audit Report (AIAR)
- Explanation of significant variations between 2022/22 and 2022/23 – explanations for all variances in excess of £100,000 must include narrative and numerical explanations
- Details of earmarked reserves held on 31<sup>st</sup> March 2023
- Bank Reconciliation on 31<sup>st</sup> March 2023
- Income and Expenditure Account
- Balance Sheet
- Supporting notes to the above

**The principal activities of the Council in the year were:**

- Supporting, communicating, and continuing to engage with the community including working with local pharmacy to provide a vaccine clinic venue.
- Providing democratic representation and delivering services in both and face to face and virtual manner with the continuation of digital means of communication.
- Providing and supporting heritage and culture in both a face to face and digital world including the delivery of town events.
- Acting as the local Burial Authority and maintaining cemetery sites and burial records to support this function (including the historic Dissenters Burial Ground and Jewish Cemeteries), delivering the conservation of the historic site.
- Providing theatre and café facilities at the Princess Pavilion and Gyllyngdune Gardens site.
- Managing public buildings. Providing office rentals and meeting room hire and developing community event space.
- Providing and supporting face to face information and support services with a centralised co-located service provision for the community with partner agencies and providers.
- Providing a successful Town Management service which works alongside and in harmony with the Falmouth Business Improvement District service.
- Continuing with the provision of eight free to use public conveniences and improvements to the facilities.
- Engaging with the Climate Change Emergency agenda and supporting the work of Plastic Free Falmouth and others.
- Providing and supporting good quality open space provision at 'The Bowly' Trelawney Road; Dracaena Playing Fields; Kimberley Park; Gyllyngdune Garden and Trescobeas Park. Co-ordinating Beach Management, including 'Sand Safe'.
- Providing and supporting play provision, including football, at 'The Bowly' Trelawney Road, Dracaena Playing Fields and Sports Pitches, Trescobeas Park BMX Pump Track and continuing to engage with community groups to assist with the replacement of skate-park facilities within the Town.
- Providing community environmental, education and enforcement and strategic development of environmental carbon reducing options.

- Provide community youth services in conjunction with the Dracaena Centre. Engaging with local educational institutions, providing remote educational outreach.
- Assisting and funding local charitable organisations to provide support for young and vulnerable members of the community.
- Providing the Falmouth Art Gallery and Cultural Services for the community. Acting as custodians for the community collection of art works and actively engaging with local education providers to further the learning streams available by holding workshops and other free to access services and in so doing enhance community ownership of the collection.
- Supporting local businesses and commercial activity. Including provision of the public wi-fi, local shuttle bus services and Shop-Mobility.
- Provide community safety, such as public realm CCTV and Shop Watch Radios, and engaging with the Safer Falmouth Initiative.
- Engaging with Cornwall Council regarding the further devolution of community environmental assets to provide the best local management and delivery options.
- Continuing to actively engage with local partners for shared priorities with the public and private sector to pursue devolved and joint delivery of services for the direct benefit of the community.
- Continuing the development of the adopted Neighbourhood Plan
- Leading on 'Place-shaping, Town Centre Masterplan and regeneration.
- As a Foundation Living Wage Council, being a responsible employer and ensuring continued development and training opportunities for employees and councillors. The Council has also adopted the Armed Forces Covenant and the Dying to Work Charter.
- Protect and improve the maritime and historical heritage and environment of Falmouth whilst promoting sustainable and necessary development e.g., supporting the Cornwall Council Place Shaping Initiative and acting as the responsible body for community grant applications.

**The Members of the Council during the year were.**

<b>Name</b>	<b>Office held in 2022/23</b>	<b>Ward</b>
G W Chin-Quee BEM	<b>Vice-Chair Cultural Services</b>	<b>Penwerris</b>
D Clegg	<b>Vice-Chair Licensing and Grounds and Facilities</b>	<b>Boslowick</b>
L D Coley	<b>Chair Staffing</b>	<b>Trescobeas</b>
S D Eva	<b>Town Mayor</b>	<b>Boslowick</b>
D Evans BEM		<b>Boslowick</b>
G F Evans CC MBE		<b>Arwenack</b>
K J Edwards	<b>Chair Cultural Services and Deputy Mayor</b>	<b>Penwerris</b>
A J Jewell CC		<b>Boslowick</b>
J S Kirkham CC	<b>Chair Grounds and Facilities and Vice-Chair Staffing</b>	<b>Penwerris</b>
J Robinson	<b>Chair Finance and General Purposes</b>	<b>Arwenack</b>
B M A Ross	<b>Vice-Chair of Finance and General Purposes</b>	<b>Trescobeas</b>
A Rowe	<b>Chair Planning and Licensing</b>	<b>Penwerris</b>
E Seiler		<b>Arwenack</b>
D W Saunby CC		<b>Trescobeas</b>
J N Spargo	<b>Vice-Chair of Planning</b>	<b>Penwerris</b>
Z Young		<b>Arwenack</b>

## Budget Comparison for 2022/23

	Budget	Actual	Variance
	£000's	£000's	£000's
<b>Income:</b>			
Precept	2,864	2,864	-
Cultural Services	68	146	78
Cemetery	36	268	232
Pavilion	101	612	511
Bank Interest	6	6	0
Other Income	184	378	194
<b>TOTAL</b>	<b>3,259</b>	<b>4,274</b>	<b>1,015</b>

Variations in the budgeted and actual income are in the main due to; the continued provision of a public entertainment space at the Princess Pavilion, Falmouth. In May 2022 the Council resolved to transfer the operations to a fully delivered in-house model with the staff transferring from the previously delivered social enterprise/partnership model. This has enabled growth and increased revenue over budget of £511k and; partnership and grant funding towards the heritage conservation of the 'Ponsharden Cemeteries' site £250k.

	Budget	Actual	Variance
	£000's	£000's	£000's
<b>Expenditure:</b>			
Corporate Services	719	831	(112)
Town Management	49	44	5
Mayoral and Civic	16	12	4
Grants and S 137 Payments	68	73	(5)
Cultural Services	473	578	(105)
Cemetery Services	70	306	(236)
Parks and Open Spaces	82	119	(37)
Buildings	279	355	(76)
Pavilion	249	900	(651)
Public Conveniences	143	108	35
Other Operating Costs	869	905	(36)
Capital	242	95	147
<b>TOTAL</b>	<b>3,259</b>	<b>4,325</b>	<b>1,067</b>

Variations in the comparison between budget and actual expenditure were due in the main part to the following:

- The continued provision of a public entertainment space at the Princess Pavilion, Falmouth. In May 2022 the Council resolved to transfer the operations to a fully delivered in-house model with the staff transferring from the previously run social enterprise/partnership model. Increased use is reflected by increased cost; £220k staffing; £99k catering production cost; £199k theatre running costs; £34K site repairs; £31k cleaning costs; £66k utility costs.
- The restoration of the jointly funded 'Ponsharden Cemeteries' site £250k.
- Cultural Services preparation for the 'Arthur' exhibition – jointly funded £36k.
- Consultation and delivery of the option town centre development under the Town Vitality Fund £115k.

## FALMOUTH TOWN COUNCIL

### NOTICE OF COMMENCEMENT OF PERIOD FOR THE EXERCISE OF ELECTORS RIGHTS ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2023

#### **The Local Audit and Accountability Act 2014 Sections 26 and 27 The Accounts and Audit Regulations 2015 (SI 2015/234)**

1. Date of Announcement – 20<sup>th</sup> June 2023
2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts, and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 23, these documents will be available on reasonable notice by application to:
  - (b) A.M. Williams, FCIS, Town Clerk  
Falmouth Town Council, The Old Post Office, The Moor, Falmouth, TR11 3QA.  
Telephone – 01326 315559  
Email – [mark@falmouthtowncouncil.com](mailto:mark@falmouthtowncouncil.com)

commencing on (c) **Wednesday 21st June 2023**

and ending on (d) **Tuesday 1<sup>st</sup> August 2023**
3. Local government electors and their representatives also have:
  - The opportunity to question the appointed auditor about the accounting records; and
  - The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.
4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

BDO LLP  
Arcadia House  
Maritime Walk  
Ocean Village  
Southampton. SO14 3TL  
[councilaudits@bdo.co.uk](mailto:councilaudits@bdo.co.uk)
5. This announcement is made by – Ruth Thomas, Responsible Financial Officer

# Accounting statements 2022-23

By completing this box, the figures will pull through to the relevant tabs of the workbook to assist you in reporting on the significant variances

	Year ending		Variance £	Variance %	Notes and guidance	Explanation required
	31-Mar-22	31-Mar-23			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	472,337	932,892			Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year	
2. (+) Precept or Rates and Levies	2,723,024	2,863,663	140639.07	5%	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	Please explain within the relevant tab
3. (+) Total other receipts	860,090	1,410,728	550637.89	64%	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	Please explain within the relevant tab
4. (-) Staff costs	1,097,081	1,746,171	649089.6	59%	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	Please explain within the relevant tab
5. (-) Loan interest/capital repayments	120,615	120,615	0	0%	Total expenditure of payments of capital and interest made during the year on the authority's borrowings (if any).	No explanation required
6. (-) All other payments	1,904,863	2,455,252	550388.54	29%	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	Please explain within the relevant tab
7. (=) Balances carried forward	932,892	885,245			Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	No explanation required
	Bal c/f checker	Bal c/f checker				
8. Total value of cash and short term investments	766,836	567,884			The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>	
9. Total fixed assets plus long term investments and assets	5,240,571	5,335,452	94880.82	2%	The value of all the property the authority owns - it is made up of all its fixed assets and long term investments as at 31 March.	No explanation required
10. Total borrowings	1,540,013	1,476,252	-63761.16	-4%	The outstanding capital balances as at 31 March of all loans from third parties (including PWLB).	No explanation required

### Precept or rates and levies

2021/22

2723023.93

2022/23

2863662.6

Difference

140638.7

% Change

5%

No explanation required

Use the table below to breakdown your explanation

	2021/22	£	2022/23	£	Difference	Explanation (Ensure each explanation is quantified)
	5,250.00		25,000.00		19750	Funds for Platinum Jubilee Celebrations
	5000		30000		25000	Princess Pavilion site development following reopening/devolution to FTC
	40634.2		66051.7		25417.5	Princess Pavilion - increased staff recruitment
	0		69064.52		69064.52	Princess Pavilion - food production costs follwing reintroduction of onsite café
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
					0	
Total	50884.2		190116.22		139232.02	

*Enter more lines as appropriate*

**Other receipts**

2021/22      860090.11      2022/23      1410728.4

Difference      550638.24

% Change      64%      Yes explain

Use the table below to breakdown your explanation

*(consider any fixed assets that have been sold and ensure reflected in explanation in box 9 fixed assets)*

2021/22	£	2022/23	£	Difference	Explanation (Ensure each explanation is quantified)
180351.72		612202.6		431850.88	Princess Pavilion additional use of site post COVID - return to café and venue use
37698.96		222241.54		184542.58	Funding received towards heritage conservation of cemetery of historic significance
44547.9		2,648		-41899.43	S106 funding received in 2021/22 towards construction of boardwalk
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
<b>Total</b>	<b>262598.58</b>	<b>837092.61</b>		<b>574494.03</b>	

Enter more lines as appropriate



**Staff costs**

2021/22	1097081.4	2022/23	1749170.8
		Difference	652089.44
		% Change	59% Yes explain

Use the table below to breakdown your explanation

2021/22	£	2022/23	£	Difference	Explanation (Ensure each explanation is quantified)
380869		508954		128085	Corporate - Recruitment - HR £26020; Maternity Cover £20373; Finance Officer £12306 and
				0	Comms Officer £19966; Other £4844; Pay Award and Job Evaluation £44575
309044		386247		77203	Cultural - Recruitment - Apprentices £18868; Other one-off staff costs £19112; Pay
				0	Award and JE £39229
235436		303419		67984	Grounds - Previously Town Maintenance Team - Split in 2022/23 - Recruitment £42324 -
				0	Environmental Education and Enforcement Officer (E3O) and Strategic E3O; Pay award and
				0	JE £25666
156957		264681		107724	Facilities - Previously Town Maintenance Team - Split 2022/23 - Pay award and JE - £36552
				0	Recruitment £70720 - 3 Premises Co-ordinators
14775		285869		271094	Pavilion - Recruitment £254650 - 11 months as service delivery moved from part time
				0	contracted to in house service
				0	
				0	
				0	
				0	
<b>Total</b>	<b>1097081</b>	<b>1749171</b>		<b>652089</b>	

Enter more lines as appropriate

# **All other payments**

2021/22      1904863.46      2022/23      2455252.5

Difference      550389.05

% Change      29%      Yes explain

## **Use the table below to breakdown your explanation**

*(consider any fixed assets that have been purchased and reflect in explanation in box 9 fixed assets)*

2021/22	£	2022/23	£	Difference	Explanation (Ensure each explanation is quantified)
16053		61,552		45499	Increased Professional and Agency Fees
106254		129450		23196	Increased IT costs due to Council growth and provision of IT for Pavilion site
53282		58898		5616	Increased Exhibition costs to support high profile Cultural Exhibition - Arthur
6161		30141		23980	Increased Civic costs to support the Jubilee
28464		128489		100025	Expenditure incurred in relation to consultation regarding use potential alternative use of town centre car park and proposed pedestrianisation of town centre.
				0	
8860		28788		19928	Replacement of windows in Municipal Buildings
11935		49289		37354	Increased utility costs for Municipal Buildings
34936		56700		21764	Increased utility costs for Old Post Office Building
22430		31918		9488	Increased cleaning and security costs for Old Post Office Building
30964		44057		13093	Increased cleaning costs Princess Pavilion
116833		167984		51151	Increased catering costs for Princess Pavilion Café
52432		205177		152745	Increased theatre event costs for Princess Pavilion
12084		23381		11297	Repairs to Kimberley Park Natural Play Scheme
3785		9048		5263	Replacement bus shelter - Swanpool
47661		250722		203061	Project works Ponsharden Cemeteries site (jointly funded HLF, English Heritage and British Board of Deputies (Jewish))
				0	
33266		9242		-24024	Reduction in IT hardware costs
20000		0		-20000	Reduction in footpath costs as project delivered in 2021/22
43570		54		-43516	Boardwalk project 2021/22
32334		0		-32334	Reduction in Capital Construction as plant room built in 2021/22
30666		14630		-16036	Reduction in Capital costs Pavilion as site improvement works 2021/22 pre opening site
				0	
<b>Total</b>	<b>711970</b>	<b>1299520</b>		<b>587550</b>	

Enter more lines as appropriate

## **FALMOUTH TOWN COUNCIL**

### **Bank Reconciliation as at 31/03/2023**

£

Balances per Bank Statements and Petty Cash as at 31/03/2023

Deposit Account	768,548.55	
Current Account	13,622.90	
Mayor's Account	1,686.79	
CCLA PSDF	5,000.00	
Pavilion Cash Float	500.00	
Petty Cash - Town Council	228.93	
Petty Cash - Art Gallery	187.92	
Petty Cash - Pavilion	129.16	
		789,904.25

**Less:**

Unpresented Cheques ( as attached)	225,800.42
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**Plus:**

Unpresented Receipts ( as attached)	3,779.71
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**Adjusted Bank and Cash Balance as at 31st March 23**

**567,883.54**

### **Reconciliation between Boxes 7 & 8 on the Annual Return**

Figure in Box 8 of the Annual Return	567,883.54
Less Creditors as at 31st March 2023	-141,595.56
Plus Debtors as at 31st March 2023	455,956.95
Figure for Box 7 of the Annual Return	<b>882,244.93</b>

Date: 14/05/2023  
Time: 09:32:04

## Falmouth Town Council

Page: 1

### Bank Report - Unreconciled

Date From : 01/01/1980

Date To : 31/03/2023

\*\* NOTE: All values shown on this report are in the Bank Account's operating Currency \*\*

Bank Code : 1200		Bank Name :		Deposit Account			
No	Type	Date	Ref	Details	Debit	Credit	Balance
124690	PP	04/11/2022	CSE Ltd	Purchase Payment		90.00	-90.00
125751	SP	30/11/2022	Harbour C	Sales Payment		360.00	-360.00
126330	BP	14/12/2022	22/23PO2635	E Broughton Expenses - Boots Eyetest		50.00	-50.00
126816	BP	09/12/2022	22/23PO2690	BOL - Bank charges 07/11/22 to 02/12/22		22.07	-22.07
130490	PP	31/03/2023	CHQ 19461 Fal Soc of	Purchase Payment		150.00	-150.00
130611	BR	31/03/2023	2347 -PP	Pavilions Catering/bar takings 27-31/3/23	1751.75		1751.75
130618	PP	31/03/2023	Sw Councils	Purchase Payment		4702.56	-4702.56
130619	PP	31/03/2023	SWW	Purchase Payment		13.65	-13.65
130620	PP	31/03/2023	SWW	Purchase Payment		34.07	-34.07
130621	PP	31/03/2023	SWW	Purchase Payment		13.65	-13.65
130622	PP	31/03/2023	SWW	Purchase Payment		23.62	-23.62
130623	PP	31/03/2023	SWW	Purchase Payment		93.04	-93.04
130624	PP	31/03/2023	SWW	Purchase Payment		20.02	-20.02
130625	PP	31/03/2023	Reef	Purchase Payment		1175.04	-1175.04
130626	PP	31/03/2023	Percomm	Purchase Payment		175.20	-175.20
130627	PP	31/03/2023	Paul Rowan	Purchase Payment		572.05	-572.05
130628	PP	31/03/2023	S & P Sandwiches	Purchase Payment		109.20	-109.20
130629	PP	31/03/2023	Percomm	Purchase Payment		715.96	-715.96
130630	PP	31/03/2023	Objective IT Services	Purchase Payment		9876.00	-9876.00
130631	PP	31/03/2023	Newsquest	Purchase Payment		138.00	-138.00
130632	PP	31/03/2023	Percomm	Purchase Payment		21170.65	-21170.65
130633	PP	31/03/2023	Nisbets	Purchase Payment		1003.71	-1003.71
130634	PP	31/03/2023	Kernow Training	Purchase Payment		425.00	-425.00
130635	PP	31/03/2023	Inner Circle	Purchase Payment		2990.34	-2990.34
130636	PP	31/03/2023	Heart Wood CIC	Purchase Payment		600.00	-600.00
130637	PP	31/03/2023	Eagle Plant	Purchase Payment		938.40	-938.40
130638	PP	31/03/2023	Citron Hygiene	Purchase Payment		69.08	-69.08
130639	PP	31/03/2023	Carey Davies	Purchase Payment		1086.00	-1086.00
130640	PP	31/03/2023	Carters	Purchase Payment		45.00	-45.00
130641	PP	31/03/2023	BT	Purchase Payment		1920.00	-1920.00
130642	PP	31/03/2023	E E Swanson	Purchase Payment		1155.00	-1155.00
130643	PP	31/03/2023	Smith and Reed	Purchase Payment		555.98	-555.98
130644	PP	31/03/2023	Paul Rowan	Purchase Payment		290.00	-290.00
130645	PP	31/03/2023	Postermaps	Purchase Payment		680.00	-680.00
130646	PP	31/03/2023	Passmore Cleaning	Purchase Payment		10497.28	-10497.28
130647	PP	31/03/2023	Lillybelle McConkey	Purchase Payment		75.00	-75.00
130648	PP	31/03/2023	Kingsley	Purchase Payment		118.80	-118.80
130649	PP	31/03/2023	Intent Solutions	Purchase Payment		700.00	-700.00
130650	PP	31/03/2023	JGas(K Gathercole)	Purchase Payment		124.98	-124.98
130651	PP	31/03/2023	S Green	Purchase Payment		75.00	-75.00
130652	PP	31/03/2023	Mary Ford (MEA Gibb)	Purchase Payment		11.50	-11.50
130653	PP	31/03/2023	Coast 2 Coast	Purchase Payment		1110.60	-1110.60
130654	PP	31/03/2023	Castle Sports	Purchase Payment		92.70	-92.70
130655	PP	31/03/2023	J Brodie Luke	Purchase Payment		1074.00	-1074.00
130656	PP	31/03/2023	Sam Bradbury	Purchase Payment		120.00	-120.00
130657	PP	31/03/2023	Ann's Pasties (Angegyr	Purchase Payment		193.00	-193.00
130658	BP	31/03/2023	22/23PO3989	Penryn & Fal Funeral Directors - Overpay		50.00	-50.00
130659	BP	31/03/2023	22/23PO3988	Penryn & Falmouth Funeral Directors - ovr		70.00	-70.00
130660	PP	31/03/2023	V & A Museum	Purchase Payment		1814.40	-1814.40
130661	PP	31/03/2023	Little Birdie Guide	Purchase Payment		249.00	-249.00
130662	PP	31/03/2023	Jo Lumber	Purchase Payment		1200.00	-1200.00
130746	BP	31/03/2023	22/23PO4165	Shelagh Spear Artist sales		167.05	-167.05
130747	BP	31/03/2023	22/23PO4166	Demela Whitley Artist sales		43.87	-43.87
130748	BP	31/03/2023	22/23PO4167	June Hicks Artist sales		39.00	-39.00
130749	BP	31/03/2023	22/23PO4168	Debbie Prosser Artist sales		31.85	-31.85
130750	BP	31/03/2023	22/23PO4169	Julie Crimmen Artist sales		19.50	-19.50
130751	BP	31/03/2023	22/23PO4170	Linda Styles Artist sales		16.25	-16.25
130794	BP	31/03/2023	22/23PO4179	Amex Express charges March 23		3.64	-3.64
130903	PP	31/03/2023	Dell - Banctec BPO Ltd	Purchase Payment		673.68	-673.68
130904	PP	31/03/2023	Bg Electrical	Purchase Payment		986.40	-986.40
130905	PP	31/03/2023	Biffa	Purchase Payment		1646.92	-1646.92
130906	PP	31/03/2023	Bytes Software	Purchase Payment		3362.66	-3362.66
130907	PP	31/03/2023	CCC	Purchase Payment		36.00	-36.00
130908	PP	31/03/2023	Coast 2 Coast	Purchase Payment		99.00	-99.00
130909	PP	31/03/2023	FFC	Purchase Payment		11.06	-11.06
130910	PP	31/03/2023	Mary Godwin	Purchase Payment		3024.00	-3024.00
130911	PP	31/03/2023	Infinitus s and T	Purchase Payment		157.20	-157.20
130912	PP	31/03/2023	Jewson (Saint Jobain)	Purchase Payment		138.24	-138.24
130913	PP	31/03/2023	PGA Heating (Lewis Pa	Purchase Payment		60.00	-60.00

130914	PP	31/03/2023	Souls of Mischief	Purchase Payment		3379.71	-3379.71
130915	PP	31/03/2023	RoseMoon (H Thompson)	Purchase Payment		411.75	-411.75
130916	PP	31/03/2023	Smith & Reed	Purchase Payment		432.90	-432.90
130917	PP	31/03/2023	Swift	Purchase Payment		21.10	-21.10
130918	PP	31/03/2023	Trewithen	Purchase Payment		138.42	-138.42
130919	PP	31/03/2023	Tate Enterprises	Purchase Payment		1200.00	-1200.00
130920	PP	31/03/2023	Travis Perkins	Purchase Payment		89.04	-89.04
130921	PP	31/03/2023	Eilish Calnan	Purchase Payment		150.00	-150.00
130922	PP	31/03/2023	Duchy Landscapes	Purchase Payment		1962.00	-1962.00
130924	PP	31/03/2023	Helston Town Council	Purchase Payment		1112.00	-1112.00
130925	PP	31/03/2023	Castle Sports	Purchase Payment		81.00	-81.00
130926	PP	31/03/2023	NPower	Purchase Payment		26.75	-26.75
130927	PP	31/03/2023	NPower	Purchase Payment		6099.96	-6099.96
130928	PP	31/03/2023	FFC	Purchase Payment		118.80	-118.80
130929	PP	31/03/2023	Fire Safety Cwll	Purchase Payment		1296.00	-1296.00
130930	PP	31/03/2023	Travis Perkins	Purchase Payment		9.70	-9.70
130931	PP	31/03/2023	Water Plus Ltd	Purchase Payment		7.60	-7.60
130932	PP	31/03/2023	Ibabs	Purchase Payment		1200.00	-1200.00
130933	PP	31/03/2023	PPL PRS Ltd	Purchase Payment		10398.78	-10398.78
130934	PP	31/03/2023	Dacrylate Paints	Purchase Payment		92.51	-92.51
130935	PP	31/03/2023	Thomas Merritt	Purchase Payment		1950.00	-1950.00
130936	PP	31/03/2023	Pizza Jockeys	Purchase Payment		315.00	-315.00
130938	PP	31/03/2023	Cornwall Pride	Purchase Payment		2000.00	-2000.00
130954	SP	31/03/2023	BACS	Sales Payment		146.00	-146.00
130957	PP	31/03/2023	Opus Energy	Purchase Payment		318.27	-318.27
130969	PP	24/03/2023	CCC - 19460	Purchase Payment		12.00	-12.00
131004	BP	31/03/2023	BACS - HMRC 22/23PCHMRC - PAYE March			11802.47	-11802.47
131005	BP	31/03/2023	BACS - HMRC 22/23PCHMRC - NI March			17301.74	-17301.74
131006	BP	31/03/2023	BACS - HMRC 22/23PCHMRC - Student Loans March			480.00	-480.00
131007	BP	31/03/2023	CC - Pensions 22/23PCC - Pensions			26928.96	-26928.96
131008	BP	31/03/2023	CC - Pensions 22/23PCC - Pensions - pyt 12 of 12			900.00	-900.00
131009	BP	31/03/2023	Standard Life - 22/23P Standard Life AVC			65.00	-65.00
131010	BP	31/03/2023	Unison - 22/23PO4211 Unison - March			62.45	-62.45
131011	BP	31/03/2023	Kernow Mat - KC - 22/23 Kernow Mat KC EM CTV			117.00	-117.00
131033	BR	31/03/2023	PSDF - 0690410001PC CCLA - PSDF - income		16.89		16.89
131072	PP	31/03/2023	Duchy Dance Academy	Purchase Payment		1465.00	-1465.00
131073	PP	31/03/2023	Tyrefinders	Purchase Payment		320.40	-320.40
131074	PP	31/03/2023	Sam Bradbury	Purchase Payment		60.00	-60.00
131075	PP	31/03/2023	Westcountry Blinds	Purchase Payment		842.12	-842.12
131077	PP	31/03/2023	SWW	Purchase Payment		123.04	-123.04
131078	PP	31/03/2023	Corona	Purchase Payment		1473.61	-1473.61
131079	PP	31/03/2023	Tullie Hse Museum	Purchase Payment		600.00	-600.00
131080	PP	31/03/2023	Fal Age Concern	Purchase Payment		105.00	-105.00
131081	PP	31/03/2023	True Butterflies	Purchase Payment		105.00	-105.00
131082	PP	31/03/2023	Regenerative Food	Purchase Payment		125.00	-125.00
131083	BP	31/03/2023	22/23PO4217	A Rowe - FTC Comm Grant 22/23-spades		39.01	-39.01
131084	PP	31/03/2023	SWW	Purchase Payment		32.78	-32.78
131085	PP	31/03/2023	Meaco Measurements	Purchase Payment		552.00	-552.00
131086	PP	31/03/2023	Abacus	Purchase Payment		63.38	-63.38
131087	PP	31/03/2023	R Bourrat	Purchase Payment		100.00	-100.00
131088	PP	31/03/2023	Linda Chambers	Purchase Payment		120.00	-120.00
131092	BP	31/03/2023	22/23PO4172	Artist Prize - Bryony Lane - Imagine		200.00	-200.00
131093	BP	31/03/2023	22/23PO4171	Artist Sales - BE Steward		30.23	-30.23
131213	BR	31/03/2023	626904101 - CCLA	CCLA - Property Fund Income	1555.96		1555.96
131269	PP	31/03/2023	SWIFT	Purchase Payment		31.10	-31.10
131270	PP	31/03/2023	HAWKINS - MULTI INV	Purchase Payment		477.49	-477.49
131271	PP	31/03/2023	DATASHARP	Purchase Payment		198.14	-198.14
131272	PP	31/03/2023	NICK FOULKES	Purchase Payment		982.50	-982.50
131273	PP	31/03/2023	RTP	Purchase Payment		3720.00	-3720.00
131274	PP	31/03/2023	DAKADOUM	Purchase Payment		325.00	-325.00
131275	PP	31/03/2023	SWW - 5044305301	Purchase Payment		101.05	-101.05
131276	PP	31/03/2023	SWW - 3133357102	Purchase Payment		2637.73	-2637.73
131277	PP	31/03/2023	VIVIANNE VAUX	Purchase Payment		465.00	-465.00
131278	PP	31/03/2023	EARTHWRIGHTS	Purchase Payment		10270.80	-10270.80
131279	PP	31/03/2023	DRACAENA CENTRE	Purchase Payment		1000.00	-1000.00
131280	BP	31/03/2023	EMILY SPARGO	E Spargo - repayment of expenses		377.00	-377.00
131281	PP	31/03/2023	GREENHAM	Purchase Payment		1121.78	-1121.78
131282	PP	31/03/2023	SWW - 3133364201	Purchase Payment		1252.65	-1252.65
131285	BR	31/03/2023	Bridgeman	Bridgeman - Q3 and Q4 - 22-23	66.12		66.12
131406	PP	31/03/2023	Inner Circle	Purchase Payment		2990.34	-2990.34
131407	PP	31/03/2023	Camborne Joinery	Purchase Payment		21626.98	-21626.98
131408	PP	31/03/2023	Fal Food Coop	Purchase Payment		927.08	-927.08
<b>Bank Balance :</b>						3390.72	224843.99
						<u>3390.72</u>	<u>224843.99</u>

End of Report

Date: 14/05/2023  
Time: 09:34:25

**Falmouth Town Council** Page: 1

**Bank Report - Unreconciled**

Date From : 01/01/1980

Date To : 31/03/2023

**\*\* NOTE: All values shown on this report are in the Bank Account's operating Currency \*\***

Bank Code : 1210

Bank Name : Current Account

No	Type	Date	Ref	Details	Debit	Credit	Balance
130503	BR	31/03/2023	1588-Library	Library Income 27/3-2/4/23	44.10		44.10
130506	BR	31/03/2023	1587 - AG	Art Gallery shopify income 25/3-3	26.70		26.70
130509	BR	31/03/2023	C/C - FIS-Qu	Quinn- Mobility Scooter Credit C	65.00		65.00
130510	BR	31/03/2023	C/C - FIS-Ro	Roberts Resin-Market Pitch Hire-C	37.50		37.50
131021	BP	31/03/2023	22/23PO423	D Collinson - epenses - refreshme		16.75	-16.75
131022	BP	31/03/2023	22/23PO423	E Middleditch - repayment eye te		25.00	-25.00
131023	BP	31/03/2023	22/23PO423	M Brotherton - repayment milk et		43.50	-43.50
131024	BP	31/03/2023	22/23PO423	Morwenna Lewis - CMP repaymen		300.00	-300.00
131025	BP	31/03/2023	22/23PO423	Morwenna Lewis - Repayment exj		25.90	-25.90
131026	BP	31/03/2023	22/23PO423	Tamsin Bough - repayment CMP		257.60	-257.60
131027	BP	31/03/2023	22/23PO423	Valerie Rogers - repayment exper		41.90	-41.90
131028	BP	31/03/2023	22/23PO424	Mark Willams - repayment subsist		20.58	-20.58
131155	BR	31/03/2023	Shopify	640.94- 10.25 (415)	215.69		215.69
<b>Bank Balance :</b>					388.99	731.23	-342.24
					<u>388.99</u>	<u>731.23</u>	<u>-342.24</u>

End of Report

Date: 14/05/2023  
Time: 09:35:38

**Falmouth Town Council**

Page: 1

**Bank Report - Unreconciled**

Date From : 01/01/1980

Date To : 31/03/2023

**\*\* NOTE: All values shown on this report are in the Bank Account's operating Currency \*\***

Bank Code : 1211

Bank Name : Mayors Account

No	Type	Date	Ref	Details	Debit	Credit	Balance
126089	BP	09/12/2022	000558	St Francis School - donation		100.00	-100.00
130612	BP	10/03/2023	000566	SDE - Penryn TC Trophy		16.00	-16.00
130617	BP	31/03/2023	000571	SDE - FTC Pips Pasties		109.20	-109.20
<b>Bank Balance :</b>						225.20	-225.20
						<u>225.20</u>	<u>-225.20</u>

End of Report

Date: 14/05/2023  
Time: 09:36:34

**Falmouth Town Council**

Page: 1

**Bank Report - Unreconciled**

Date From : 01/01/1980

Date To : 31/03/2023

**\*\* NOTE: All values shown on this report are in the Bank Account's operating Currency \*\***

Bank Code : 1212

Bank Name : Float - Pavilions Change

No	Type	Date	Ref	Details	Debit	Credit	Balance
121996	JD	17/06/2022	19601	1211 to 1212 - Change Float	500.00		500.00
<b>Bank Balance :</b>					500.00		500.00
					<u>500.00</u>		<u>500.00</u>

End of Report

**FALMOUTH TOWN COUNCIL****INCOME AND EXPENDITURE ACCOUNT****FOR YEAR ENDING 31ST MARCH 2023**

<b>2021/22</b>			<b>2022/23</b>
<b>£</b>		<b>Note</b>	<b>£</b>
	<b>INCOME</b>		
2,723,024	Precept		2,863,663
82,855	Art Heritage and Culture	1	145,999
40,312	Cemetery	2 and 3	268,157
5,661	Bank Interest		6,303
672,513	Other Income	4	990,270
<b>3,524,365</b>	<b>Total Income</b>		<b>4,274,391</b>
	<b>EXPENDITURE</b>		
615,307	Corporate	5	831,238
48,480	Town Management	6	44,002
17,185	Mayoral & Civic	7	11,789
78,809	Grants & S.137 Payments	8	73,170
486,175	Art Heritage and Culture	1	578,048
73,717	Cemetery	2 and 3	305,526
66,402	Parks & Open Spaces	9	119,654
0	Pavilion		899,506
638,828	Municipal Buildings (Inc PO)	10	355,223
163,349	Public Conveniences	11	107,685
752,429	Other Operating Costs	4	904,589
181,879	Capital Expenditure	12	94,610
<b>3,122,559</b>	<b>Total Expenditure</b>		<b>4,325,038</b>
<b>401,806</b>	<b>Excess of Income over Expenditure in the Year</b>		<b>(50,647)</b>
(328,118)	Transfers (to)/from Earmarked Reserves	13	68,187
	Restated Reserves		
<b>73,687</b>	<b>Movement on General Fund in the Year</b>		<b>17,540</b>
(115,440)	General Fund Balance Brought Forward		17,000
<b>17,000</b>	<b>General Fund Balance Carried Forward</b>		<b>34,540</b>

**FALMOUTH TOWN COUNCIL**

**BALANCE SHEET AS AT 31ST MARCH 2023**

Year Ended 31st March 22		Note	Year Ended 31st March 23
£			£
Restated	<b><u>Current Assets</u></b>		
-			
275,912	Debtors	14	365,476
41,743	Recoverable VAT		37,528
9,118	Recoverable PAYE/NI	15	9,118
58,480	Payments in Advance		43,835
766,836	Cash & Bank		567,884
<b>1,152,089</b>	<b>Total Current Assets</b>		<b>1,023,840</b>
	<b><u>Current Liabilities</u></b>		
(14,583)	Receipts in advance		(20,106)
(204,614)	Creditors and Accruals		(121,490)
<b>(219,197)</b>	<b>Total Current Liabilities</b>		<b>(141,596)</b>
<b>932,892</b>	<b>Total Assets less Liabilities</b>		<b>882,245</b>
	<b>Represented By:</b>		
915,892	Earmarked Reserves		847,705
17,000	Long Term Investment Fund	143,086	34,539
	General Fund Balance	16	
<b>932,892</b>			<b>882,245</b>



## **NOTES TO THE INCOME & EXPENDITURE ACCOUNT**

The Income & Expenditure Account for 2022/23 presents the total income and expenditure of services provided by the Council during the financial year.

### **1. ART, HERITAGE AND CULTURE**

<b>CULTURAL SERVICES</b>		<b>2020-21</b>	<b>2021-22</b>
<b>Expenditure</b>			
Salaries		313,301	309,044
Postage/stationery/copying/telephones		3,386	4,551
Publications/Subscriptions		608	1,134
Storeroom Materials		-	-
Printing/Artwork		458	3,809
Publicity/Marketing		4,340	15,146
Insurance		12,013	11,278
Exhibition/Preview Costs		12,918	53,282
Travel/Accommodation/Transportation		1,212	1,247
Workshops/Misc.		404	21,981
Gallery Equipment/Misc			819
Photography/Repro Fees		-	1,040
Stock/Resale Items		4,395	9,150
Conservation - Works of Art		4,401	4,051
Education/Outreach inc youth provision		15,596	25,000
Externally Funded Projects		20,721	24,242
Spring Flower Show		600	401
Falmouth Image Delivery		771	-
		395,125	486,175
<b>Cultural Services Capital Expenditure</b>			
CS Acquisitions and IT funded and unfunded		-	18,900
		-	18,900
<b>Income</b>			
Misc Sales/Income inc lib		9,348	24,528
Commission		386	-
Donations		1,475	1,013
Sponsorship and other income			-
Fees and Workshop Income			484
Grants - Capital/Projects		90,885	56,830
New Services - FID/Spring Flower Show			-
		102,094	82,855
<b>COST OF SERVICE</b>		<b>293,031</b>	<b>422,219</b>

The Council, recognising the importance of cultural provision to the community, continues its engagement with partner organisations, supporting local schools, providing

free access to workshops and activities and acting as custodians for the towns art collection. Project work with the Cornwall Museum Partnership continued, with officer placements supporting online digital enhancement of public engagement, delivery of digital workshops and the management of social media. This year saw increased expenditure to prepare for the forthcoming 'Arthur' exhibition.

## 2. CEMETERY

The conservation work at the combined Dissenters and Jewish burial sites at Ponsharden, Falmouth continues. Direct cost reimbursements have been claimed and are included. Further funding will follow in 2023/24 as the project is nearing completion.

## 3. OPERATIONAL CEMETERY

CEMETERY SERVICES			2021/22	2022/23
<b>Expenditure</b>				
Printing/Insurance/Phones			1,949	1,436
Repairs/Replacements			691	2,983
Trees/Tree Surgery			8,825	2,757
Electricity			6,352	9,659
Rates/Water/Council Tax			13,787	13,836
Dog Notices/Bins			-	-
Building and Infrastructure Repairs			15,128	10,152
Grounds and General Site Maintenance			6,248	5,543
Miscellaneous			3,610	7,805
Cemetery and Burial Project Work			-	-
New Site			17,126	513
			73,717	54,685
<b>Cemeteries Capital</b>				
New Cemetery Site				
Other Capital Site Improvements			8,749	-
			8,749	-
<b>Income</b>				
Cemetery Fees			40,312	45,915
			40,312	45,915
<b>COST OF SERVICE</b>			<b>42,154</b>	<b>8,770</b>

Cost centre income for the current year was increased with the Council continuing to develop the opportunity of a new cemetery, currently seeking options for access to the proposed site, with further site development works on hold pending this. Tree works were undertaken in 2021/22 and not required in the current year.

## 4. OTHER INCOME AND OPERATING COSTS

The move to an in-house provision of services at the Princess Pavilion and Gyllyngdune Gardens site has significantly increased both income (£432k) and expenditure (£552k).

Grant funding has been received towards the provision of a new Skatepark (£35k); construction of a Changing Places toilet facility (£40k).

Increased income from facilities rental OPO (£19k); Roundabout sponsorship (£4.5k); CIL funding (£42k).

	2021-22	2022-23
<b>Income</b>		
Combined	672,513	990,270
	<b>672,513</b>	<b>990,270</b>
<b>Expenditure</b>		
Combined	752,429	904,589
	<b>752,429</b>	<b>904,589</b>
<b>Cost of Service</b>	<b>79,916</b>	<b>8,568</b>

## 5. CORPORATE EXPENDITURE

			2021/22	2022/23
<b>CORPORATE SERVICES</b>				
<b>Expenditure</b>				
Officers Salaries			380,869	508,954
Postage/Petty Cash			407	936
Telephone			3,248	5,556
Printing/Stationery/Copier			3,591	5,128
Publications			447	1,577
Advertising and Marketing			1,685	10,228
IT - maintenance/monitoring and software			106,254	129,450
Subscriptions			10,138	19,722
Insurance			4,326	5,587
Professional / Legal Fees etc. (includes			16,053	61,552
Conference/Seminars and Training			12,924	13,760
Audit Fees			4,900	2,375
Bank Charges			- 521	5,820
Miscellaneous inc H&S			9,284	3,738
Bad Debts/W/Off/P&L Adjustments			4	-
Loan Interest			61,396	56,853
			<b>615,007</b>	<b>831,238</b>
IT Capital expenditure			33,266	9,242
			<b>33,266</b>	<b>9,242</b>
<b>Income</b>				
Misc		Inc Suspense Ac	1,560	2,891
Bank Interest			5,661	6,303
			<b>7,221</b>	<b>9,193</b>
<b>COST OF SERVICE</b>			<b>641,052</b>	<b>831,286</b>

A comprehensive job evaluation exercise has been undertaken. This, together with the recruitment of additional roles to support Council growth and the implementation of the nationally agreed pay award, account for the identified variation in salary costs (£128k)

IT hardware and management costs have increased in-line with the growth of the workforce and alongside this, additional legal and professional costs were required to support service delivery and secure Council assets.

## 6. TOWN MANAGEMENT

TOWN MANAGEMENT SERVICES				2021/22	2022/23
<b>Expenditure</b>					
Events Support				46,907	41,640
Operational Budget		MOB		1,573	2,362
				48,480	44,002
IT Capital expenditure				-	
				-	-
<b>Income</b>					
				8,435	20,180
				8,435	20,180
<b>COST OF SERVICE</b>				<b>40,045</b>	<b>23,822</b>

Income increased due to recharge of project support. Other costs in line with previous years expenditure.

## 7. MAYORAL AND CIVIC

Mayoral and Civic expenditure was slightly increased to support the events of national significance.

## 8. GRANTS AND SECTION 137 PAYMENTS

The grants awarded under this or other powers during 2022/23 were as follows:

<b>Falmouth Town Council Schedule of Grants Awarded</b>		<b>2022/23</b>
<b>Name of Group/Organisation</b>		<b>Award</b>
Bosvale Community Centre - annual grant		£1,000.00
Falmouth Age Concern - annual grant		£1,000.00
Falmouth Benefits Advice Service		£1,000.00
Coast Medic		£1,000.00
Royal Naval Association S Sunday - annual grant		£928.43
Falmouth Classics		£1,000.00
Source FM - annual grant		£2,000.00
Cornwall Pride		£2,000.00
Carnon Carers		£250.00
FFC CIC - Community Field		£200.00
Falmouth and Penryn Churches Together - rent		£300.00
Duchy Opera Trust - Performance in Falmouth		£600.00
Stroke Club		£980.00
Gylly Wellbeing Swimmers		£500.00
Jessica Voke lockdown New Mum's sewing event		£250.00
Citizens Advice Cornwall Falmouth Service		£600.00
Falmouth Memory Café		£1,000.00
Falmouth Model Railway Club		£1,000.00

Under Section 137 of the Local Government Act 1972 the Council can spend up to £8.82 per head on the electoral role in the 2022/23 municipal year for the benefit of people in the area on activities or projects not specifically authorised by other powers. There were 16,662 registered electors (FED 23), giving a sum permitted of £146,958.84.

In addition, £12,500 was released to the Falmouth Festival Fund as match funding and the Council made the following organisational grants to further partnership working and meet the shortfall where other funding sources have been withdrawn; Visitor Information Centre £8,000; Dracaena Centre Youth Development £20,000; Falmouth Shuttle Bus Service £10,000; Falmouth Twinning £1,500. Councillors also hold a small Community Chest fund which can be awarded to projects of their choice £4,000 (£250 each)

9. **PARKS AND OPEN SPACES**

	2021-22	2022-23
<b>Income</b>		
Combined	9,198	54,222
	<b>9,198</b>	<b>54,222</b>
<b>Expenditure</b>		
Combined	66,401	119,995
Capital		<b>13,083</b>
	<b>66,401</b>	<b>133,078</b>
<b>Cost of Service</b>	<b>57,203</b>	<b>78,856</b>

Variation in yearly comparison costs are constituted by; resurfacing of the 'Pump' Track at Trescobeas Park (£35k); Repairs to natural play scheme in Kimberley Park (£11k) and replacement railings at Pendennis Headland (13K).

10. **PRINCESS PAVILION**

<b>BUILDINGS - PRINCESS PAVILION</b>				2021/22	2022/23
<b>Expenditure</b>					
Salaries				14,775	285,869
Repairs and Renewals				3,900	3,224
Cleaning				30,964	44,057
Utilities E/G/W and NDBR INS				42,892	86,399
IT and Telephony				2,400	4,553
Catering - Equipment (under £300)				1,800	5,771
Catering - Cost of production				116,833	167,948
Service and other contract costs				11,500	11,296
Building and Infrastructure Repairs				77,745	64,268
Misc Site Costs	INC Theatre Equipment			16,011	13,944
Alarms and Security				3,500	3,887
Event Cost - non Theatre				2,500	3,111
Theatre Events Cost				52,432	205,177
				377,253	899,506
<b>Buildings - Pavilion - Capital</b>					
				30,666	14,630
				30,666	14,630
<b>Income</b>					
Venue/Theatre Hire and Misc				51,817	266,418
Donations/Grants				32,500	65
Catering				96,035	345,719
				180,352	612,202
<b>COST OF SERVICE</b>				<b>227,567</b>	<b>301,934</b>

The move to an in-house provision of services at the Princess Pavilion and Gyllyngdune Gardens site has significantly increased both income (£432k) and expenditure (£552k). Staff transferred to the Council in May 2022, growing the number of employees across from Council from 37.24 (FTE Jan 22) to 73.08 (FTE Jan 23).

Activities onsite have returned to and often exceeded pre-pandemic levels, (the Council does not have access to the data however the site is known to us, with the previous operator discussing alternative uses prior to the pandemic) supported by a diverse range of community and commercial use. Income potential is closely monitored, and future scheduling will further increase income potential and so reduce the level of funding required. Bar provision moved to an inhouse model in October 2022 with the increase in takings impacting positively on income.

**11. BUILDINGS – Municipal (inc OPO)**

	<b>2021-22</b>	<b>2022-23</b>
<b>Income</b>		
Rental Income (adjusted 22/23 net of Pavilion)	258,162	83,434
	<b>258,162</b>	<b>83,434</b>
<b>Expenditure</b>		
Combined (adjusted 22/23 net of Pavilion)	638,828	360,480
	<b>638,828</b>	<b>360,480</b>
<b>Capital</b>	63,000	2,349
	<b>701,828</b>	<b>362,829</b>
<b>Cost of Service</b>	<b>(443,666)</b>	<b>(279,395)</b>

Income is increased due to the return of tenants and the provision of a new venue space. The figures from the previous year included the Princess Pavilion data which is now held in its own cost centre; this accounts for the variation between figures.

**12. PUBLIC CONVENIENCES**

## 12. PUBLIC CONVENIENCES

<b>BUILDINGS - TOILETS</b>			<b>2021/22</b>	<b>2022/23</b>
<b>Expenditure</b>				
Rates and Water Rates and other utilities			64,771	36,566
Utilities (G&E)			7,526	16,922
Contractor Cleaning Costs			46,123	21,220
Repairs and Refurbishments			24,581	10,761
Misc. - facilities management and waste			2,581	2,859
Consumables			17,766	19,357
			163,349	107,685
<b><u>Buildings - Toilets Capital</u></b>				
			-	22,367
			-	22,367
<b>Income</b>				
Rent /Grants/Refunds			19,084	40,000
			19,084	40,000
<b><u>COST OF SERVICE</u></b>			<b>144,265</b>	<b>90,052</b>

The Council continues to provide FOC public conveniences. The national energy crisis has impacted on utility costs and inflation on the cost of consumables. A Grant of £40k has been received towards the Council's ambition to provide a 'Changing Places' toilet facility in town; currently awaiting site preparation works required from Openreach.

## 13. CAPITAL EXPENDITURE

The Council, aware of the 'cost of living crisis', instructed non urgent capital works to be held back resulting in a reduction in capital spend from £181k (2021/22) to £94k.



#### 14. EARMARKED RESERVES

FALMOUTH TOWN COUNCIL - EARMARKED RESERVES							
					Restated		
EMR					Opening Balance 1st April 2022	Released	Closing Balance as at 31st March 23
Corporate - CPF's future actuarial evaluation							
Cemetery							
	Site Development (inc funds transferred from site ac				100,000.00	30,000.00	70,000.00
	Ponsharden Project				-		-
							-
Cultural Services Reserves							
	General				1,784.00		9,784.00
	Falmouth Education Charity				22,441.29	1,000.00	21,441.29
	Falmouth Spring Flower Show				2,552.00		2,552.00
							-
General Council and Corporate							-
	CIL				24,403.83		36,903.83
	Environmental Support				17,885.00		17,885.00
	Events	INC FFCIC funds			143,239.96		193,239.96
	Place Shaping	TVF			185,000.00	140,000.00	45,000.00
	Corporate Development				38,080.00	38,080.00	-
	New Corporate Website				50,000.00		50,000.00
	Election Costs						5,000.00
	Grants						5,636.00
	Mayoral						749.73
	Town Enhancements				10,000.00	10,000.00	-
Buildings							
	CS/MB building development				74,250.00		79,095.46
	PO Building security/rent deposits	HOLD			12,700.00		12,800.00
	KP Lodge				75,000.00		75,000.00
	Changing Place Balance of Grant + budget						52,633.20
							52,633.20
Parks and Gardens							
	Dracaena	Skatepark Project			82,000.00		119,135.00
		BasketBall					10,000.00
	Trescobeas				20,000.00	20,000.00	210.00
	Allotments				19,000.00	10,000.00	9,000.00
Plant and Equipment							
	Vehicles				30,000.00		30,000.00
	Other				7,556.36	7,556.36	-
Committed Reserves							-
	Various				-		1,640.02
							-
Balance at Year End					915,892.44	-256,636.36	847,705.49
Movement at Year end							- 68,186.95

The bought forward balance for EMR's has been restated as income from the previous year was reported incorrectly on the AGAR.

14. **DEBTORS**

As of the 31<sup>st</sup> of March 2023 the following debtors were outstanding:

Cost Centre		
	2021/22 - £	2022/23 - £
Rent and service delivery costs	146,867	214,491
Other Debtors – 2021/22 Restated	129,044	150,985
Totals	275,911	365,476

15. **RECOVERABLE PAYE/NI/PENSION**

Recovery of mainly statutory maternity pay from a previous period, recoverable from HMRC and this will be recouped as time allows.

16. **GENERAL FUND**

The Council is continuing to work towards reinstating its general reserves to the level recommended within the practitioners' guide. The Council continues to operate with funded ear-marked reserves to support project delivery.

The Council also holds an investment in the LAPF which is now identified as an asset (non-cash).

Ruth Thomas  
Responsible Financial Officer  
24<sup>th</sup> May 2023

# Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2023
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2022/23

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

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

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

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

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

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2022/23

## FALMOUTH TOWN COUNCIL

[www.falmouthtowncouncil.co.uk/financial-information](http://www.falmouthtowncouncil.co.uk/financial-information)

**During** the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable 

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

Date(s) internal audit undertaken

14/12/2022      25/05/2023      26/05/2023

Name of person who carried out the internal audit

S P HUDSON C.P.F.A.

Signature of person who carried out the internal audit

S. P. Hudson

Date

26/05/2023

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2022/23 for

### Falmouth Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	472,337	<i>Restated</i> 932,892	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	2,723,024	2,863,663	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	<i>Restated</i> 860,090	1,410,728	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,097,081	1,749,171	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	120,615	120,615	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,904,863	2,455,252	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	<i>Restated</i> 932,892	882,245	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	766,836	567,884	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	5,240,571	5,335,452	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,540,013	1,476,252	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**



Date 26th May 2023

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

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved



## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

ENTER NAME OF AUTHORITY

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

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2022/23

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3 External auditor certificate 2022/23

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY



# FALMOUTH TOWN COUNCIL

## Finance & General Purpose Meeting

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

Month April  
Meeting Date 05/06/2023

Cheque No	Details	Inv No:	Inv Total	Gross	VAT	NET
DD	Cornwall Council - Business rates (Date) 2023- PO Building	23/24P0001	1,515.05	1,515.05	-	1,515.05
DD	Cornwall Council - Business rates (Date) 2023 - Art Gallery	23/24P0002	654.25	654.25	-	654.25
DD	Cornwall Council - Municipal Building (Date) 2023 - Library	23/24P0003	1,205.00	1,205.00	-	1,205.00
DD	Cornwall Council-Business reates (Date) 2023- Princess Pavilion	23/24P0004	857.50	857.50	-	857.50
DD	Cornwall Council - Business rates (Date) 2023 - PO Building 1st Floor	23/24P0005	896.00	896.00	-	896.00
DD	Cornwall Council - Business rates (Date) 2023 - Municipal Building	23/24P0006	706.00	706.00	-	706.00
DD	Cornwall Council - Business rates (Date) 2023 - Kimberley park Lodge	23/24P0007	737.12	737.12	-	737.12
DD	Cornwall Council - Business rates (Date) 2023 - PO Building 2nd Floor	23/24P0008	576.00	576.00	-	576.00
DD	Cornwall Council - Business rates-(Date) 2023-Cemetery Pennance Rd	23/24P0009	563.35	563.35	-	563.35
DD	Cornwall Council - Business Rates (Date) 2023 - Mortuary	23/24P0010	308.66	308.66	-	308.66
DD	Cornwall Council - Business rates (Date) 2023-Cemetery Swanpool Rd	23/24P0011	284.28	284.28	-	284.28
DD	Cornwall Council - Business rates (Date) 2023 - Quarry Car Park	23/24P0012	125.06	125.06	-	125.06
BACS	Reach Maintenance - Xmas lights,hang baskets,bunting	23/24P0013	7,792.50	7,792.50	1,298.75	6,493.75
BACS	Active Groundwporks - Skatepark Payments 1 & 2	23/24P0014	52,904.26	52,904.26	8,817.38	44,086.88
19463	Cornwall Council - BID Levy - Library	23/24P0015	353.13	353.13	-	353.13
19463	Cornwall Council - BID Levy - Princess Pavilion	23/24P0016	287.50	287.50	-	287.50
19463	Cornwall Council - BID Levy - OPO	23/24P0017	654.12	654.12	-	654.12
19463	Cornwall Council - BID Levy - OPO 1st floor	23/24P0018	278.13	278.13	-	278.13
19463	Cornwall Council - BID Levy - Municipal Buildings	23/24P0019	212.50	212.50	-	212.50
19463	Cornwall Council - BID Levy -The Cemtery Pennance Road	23/24P0020	162.50	162.50	-	162.50
19463	Cornwall Council - BID Levy -OPO 2nd Floor	23/24P0021	181.25	181.25	-	181.25
19463	Cornwall Council - BID Levy -Grove Place toilets	23/24P0022	131.25	131.25	-	131.25
	<b>Total Chq 19463</b>		<b>2,260.38</b>	<b>2,260.38</b>	<b>-</b>	<b>2,260.38</b>
BACS	Age UK Cornwall - Cllr D Evans Community chest	23/24P0023	60.00	60.00	-	60.00
BACS	J Kirkham 2 x Moonbow Galad Tickets	23/24P0024	90.00	90.00	-	90.00
BACS	Ann's Pasties - PP - 60 x large sausage rolls	23/24P0025	120.00	120.00	-	120.00
BACS	Ann's Pasties - PP - 20 x tseak & 20 vegan pasties	23/24P0026	224.00	224.00	-	224.00
	<b>BACS Ann's pasties</b>		<b>344.00</b>	<b>344.00</b>	<b>-</b>	<b>344.00</b>
BACS	Ads- Smart - AG - OTS advertd 01.06.23-01.09.23	23/24P0027	1,560.00	1,560.00	260.00	1,300.00
BACS	Artpress - AG - Shop stock	23/24P0028	408.24	408.24	68.04	340.20
BACS	Art UK - AG - Partnership Year membership 01.04.23-31.03.24	23/24P0029	1,080.00	1,080.00	180.00	900.00
BACS	ICCM - Annual Subscription for 2023/2024	23/24P0030	95.00	95.00	-	95.00
BACS	Bartlett - PP -Maintenance Contract 01.04.23-31.03.23	23/24P0031	4,543.20	4,543.20	757.20	3,786.00
BACS	Sam Bradbury - AG - Easter workshop 06.04.23	23/24P0032	90.00	90.00	-	90.00
BACS	Sam Bradbury - AG - Tangel worms workshop 01.04.23	23/24P0033	90.00	90.00	-	90.00
	<b>BACS Sam Bradbury</b>		<b>180.00</b>	<b>180.00</b>	<b>-</b>	<b>180.00</b>
BACS	Bill Bishop - Civic St Nazaire 02.04.23	23/24P0034	20.00	20.00	-	20.00
BACS	Mark Claxton - PP - Sound Engineer Wanderfal	23/24P0035	200.00	200.00	-	200.00
BACS	Clear Brew - PP - Full dispense system check and line clean	23/24P0036	144.00	144.00	24.00	120.00
BACS	CSE - PP - ICR Touch Software x 3 terminals	23/24P0037	90.00	90.00	15.00	75.00
BACS	Cornwall 365 - AG - Arthur project marketing	23/24P0038	1,285.20	1,285.20	214.20	1,071.00
BACS	Plymouth City Bus Provision of service 67 April 2023	23/24P0039	1,445.76	1,445.76	-	1,445.76
BACS	CALC - Annual Membership 2023/2024	23/24P0040	3,905.33	3,905.33	437.08	3,468.25
BACS	CCC - Occupational Health Service level argreement	23/24P0041	7,152.00	7,152.00	1,192.00	5,960.00
BACS	CCC - Open Space CCTV April 2023	23/24P0042	1,398.89	1,398.89	233.15	1,165.74
BACS	CCC - M Lewis Tuition Fees - Cornish Language	23/24P0043	106.00	106.00	-	106.00
BACS	Devon & Cornwall 4x4 - Response Support St Nazaire	23/24P0044	90.00	90.00	-	90.00
BACS	Dougfield - Viva Type E Cistern Lever	23/24P0045	3.94	3.94	0.66	3.28
BACS	Eight Wire - Website SSL www.falmouthtowncouncil.co.uk to 01.06.24	23/24P0046	90.00	90.00	15.00	75.00
BACS	Nick Foulkes - The Chapel -Rendering, sealing and set galv strengthing beads	23/24P0047	450.00	450.00	-	450.00
BACS	Gallagher - AG - Fine Art Insurance 01.04.23-31.03.24	23/24P0048	11,157.72	11,157.72	-	11,157.72
BACS	GMC Publications - AG - Shop stock	23/24P0049	359.81	359.81	59.97	299.84
BACS	Infinitus - Guard at St Nazaire	23/24P0050	17.58	17.58	2.93	14.65
BACS	Keep Britain Tidy - Green Flag Award Gyllungdune Gardens 2023/2024	23/24P0051	442.80	442.80	73.80	369.00
BACS	Nisbets - Beaumont Insert for Condiment Holder	23/24P0052	6.44	6.44	1.07	5.37
BACS	Office Smart - Copier paper, Snap wallets. Notebooks	23/24P0053	46.56	46.56	7.76	38.80
BACS	Office Smart - Esselte Rport A4 Files (pk 25)	23/24P0054	21.25	21.25	3.54	17.71
	<b>BACS Office Smart</b>		<b>67.81</b>	<b>67.81</b>	<b>11.30</b>	<b>56.51</b>
BACS	Rabart - PP - Black plastic scuttle,paint brushes and Zinsser Allcoat Exterior	23/24P0055	71.32	71.32	11.89	59.43
BACS	Rabart - Chapel - Black plastic scuttle,paint brushes, scraper & Floor paint	23/24P0056	60.25	60.25	10.04	50.21
BACS	Rabart - Chapel - Roller sleeve, Quicik mix paint mixer & Floor paint	23/24P0057	41.53	41.53	6.92	34.61
	<b>BACS Rabart</b>		<b>173.10</b>	<b>173.10</b>	<b>28.85</b>	<b>144.25</b>
BACS	Reach Lasers - Tallships - Lasers, cables, heavy fog fluid, travel	23/24P0058	6,552.00	6,552.00	1,092.00	5,460.00
BACS	Reach Maintenance - PA Services & Operator for St Nazaire	23/24P0059	180.00	180.00	30.00	150.00
BACS	SKB Sails - KP - Assisting riggers UK to refit awnings	23/24P0060	120.00	120.00	20.00	100.00
BACS	Esther Smith - AG - Sjwellery for Shop stock	23/24P0061	133.80	133.80	-	133.80
BACS	Souh West Councils - Membership 01.04.23-31.03.24	23/24P0062	582.00	582.00	97.00	485.00
BACS	Stones - PP - 40 Rolls & 5 Large Sourdough	23/24P0063	32.30	32.30	-	32.30
BACS	Stones - PP - 40 Rolls	23/24P0064	17.00	17.00	-	17.00
	<b>BACS Stones</b>		<b>49.30</b>	<b>49.30</b>	<b>-</b>	<b>49.30</b>
BACS	Swift - PP - Kitchen sanitizer, industrail gloves, dishwisher liquid, clear safety	23/24P0065	223.00	223.00	37.17	185.83
BACS	Visit Cornwall - Membership 01.03.23-29.02.24 & Avdertising	23/24P0066	684.00	684.00	114.00	570.00
BACS	Trewithen Dairy - PP - Milk & Oatley Barista w.e 16.04.23	23/24P0067	116.05	116.05	-	116.05
BACS	Trewithen Dairy - PP - Milk & Oatley Barista w.e 09.04.23	23/24P0068	88.61	88.61	-	88.61
	<b>BACS Trewithen Dairy</b>		<b>204.66</b>	<b>204.66</b>	<b>-</b>	<b>204.66</b>
BACS	Verdant Brewing - PP - Lightbulb Extra pale Ale	23/24P0069	318.00	318.00	53.00	265.00
BACS	Withey - WK15 SZV replace leaking power steering pipes, diagnose radio fault	23/24P0070	323.39	323.39	53.90	269.49
BACS	Withey - The Moor - Modify stainless steel bollarda	23/24P0071	114.00	114.00	19.00	95.00
BACS	Withey - Cemetery - Asset No 6. Repair recoil assemble & recoil rope	23/24P0072	41.10	41.10	6.85	34.25
	<b>BACS Withey</b>		<b>478.49</b>	<b>478.49</b>	<b>79.75</b>	<b>398.74</b>

**FALMOUTH TOWN COUNCIL**

Month April  
Meeting Date 05/06/2023

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

Cheque No	Inv No:	Inv Total	Gross	VAT	NET
BACS Zurich - PL, EWL & FLEET Insurance 01.04.2023-31.03.24 and Inspection contr	23/24P0073	20,875.08	20,875.08	-	20,875.08
BACS Fiesta Crafts - AG - Shop stock	23/24P0074	266.14	266.14	44.36	221.78
BACS More Creative - Roll up stand	23/24P0075	106.80	106.80	17.80	89.00
BACS Select- IT for Oliver Scott-grant fund from CMP	23/24P0076	1,186.55	1,186.55	197.76	988.79
BACS B Attwell - AG x10 welcome decay bks x30 p'cards x50 p'cards	23/24P0077	132.00	132.00	-	132.00
BACS Bluurg Records - Pp Culture Shock 15/4/23	23/24P0078	650.00	650.00	-	650.00
BACS David Carne-KP reinstall sails onto bandstand	23/24P0079	420.00	420.00	70.00	350.00
BACS Lengends of Notts - Shop stock hats,headbands,helmets,vests	23/24P0080	239.00	239.00	2.00	237.00
BACS Trinity College - Arts Award AG	23/24P0081	138.00	138.00	-	138.00
BACS Verdant - Lightbulb case PP	23/24P0082	190.80	190.80	31.80	159.00
DDR WCFruits - Mushrooms,tomato,eggs,bacon,cheese	23/24P0083	116.10	116.10	-	116.10
DDR WCFruits - Milk - full fat PP	23/24P0084	10.50	10.50	-	10.50
DDR WCFruits - Barista Oat Milk	23/24P0085	23.90	23.90	-	23.90
DDR WCFruits - Biodeg container,cups 12oz/8oz	23/24P0086	230.40	230.40	38.40	192.00
DDR WCFruits - Bakers,ginger,lemon,lettuce,eggs,almonds,flour	23/24P0087	271.87	271.87	-	271.87
BACS Ann's Pasties - PP - 60 x large sausage rolls & 20 x Steak pasties	23/24P0088	224.00	224.00	-	224.00
BACS Autograffiti - Civic - Yellow stickers for civic parade	23/24P0089	24.96	24.96	4.16	20.80
BACS Coast 2 Coast -PP - Door supervisors Wanderfal 08.04.2023	23/24P0090	367.20	367.20	61.20	306.00
BACS Jewson - AG - Fireline square edge 1200 x 2400x 12.5mm	23/24P0091	21.91	21.91	3.65	18.26
BACS Kind Bag - AG - shop stock - Bags	23/24P0092	401.23	401.23	66.87	334.36
BACS Nomix Enviro - Grounds - Nomix G UK & CDA Cleaner for street spraying	23/24P0093	396.72	396.72	66.12	330.60
BACS Paul Rowan - PP - Staging lighting 15.04.2023 Culture shock	23/24P0094	180.00	180.00	-	180.00
BACS Paul Rowan - PP - Staging lighting 7th & 8th April 23 Wanderfal	23/24P0095	360.00	360.00	-	360.00
<b>BACS Paul Rowan</b>		<b>540.00</b>	<b>540.00</b>	<b>-</b>	<b>540.00</b>
BACS Stones Bakery - PP - 40 no. Rolls	23/24P0096	17.00	17.00	-	17.00
BACS Tyrefinders - AK07 SYW - Maxxix Warranty Fitting charge	23/24P0097	36.00	36.00	6.00	30.00
DDR Allstar - Grounds, Facilities, Toilets, KP vans fuel & cemetery cans & network	23/24P0098	393.37	393.37	65.56	327.81
DDR DVLA - KW67 FWZ Vehicle tax 12 months 01.04.2023	23/24P0099	320.00	320.00	-	320.00
DDR DVLA - WK15 SZV Vehicle tax 12 months 01.05.2023	23/24P0100	320.00	320.00	-	320.00
DDR Sage - payroll & Accounts subscription 01.04.2023 - 30.04.2023	23/24P0101	581.88	581.88	96.98	484.90
DDR Datasharp - line rental 01.04.23-30.04.23	23/24P0102	24.14	24.14	4.02	20.12
DDR St Austell Brewery - PP - Proper job, Korev, gin, tequila, mixers	23/24P0103	1,518.35	1,518.35	253.07	1,265.28
DDR St Austell Brewery - PP - Proper job, Korev, Rattler, Guinness, tonic water, gin	23/24P0104	2,724.51	2,724.51	454.12	2,270.39
DDR St Austell Brewery - PP - Prosecco Botter	23/24P0105	184.03	184.03	30.67	153.36
DDR St Austell Brewery - PP - Harbour Arctic Sky	23/24P0106	168.00	168.00	28.00	140.00
DDR St Austell Brewery - PP - Proper Job, Korev, Rattler, Guinness, Heineken	23/24P0107	1,513.68	1,513.68	252.30	1,261.38
DDR Trade - Screwfix - OPO Medium Duty Push-Button lock	23/24P0108	24.99	24.99	4.16	20.83
DDR Trade - B&Q - PP - Cuprinol Garden Shades Black Ash	23/24P0109	51.30	51.30	8.55	42.75
DDR Trade - B&Q - PP - Self clean Masonry 5l base, Casutic soda, drain unblocker,	23/24P0110	218.67	218.67	36.44	182.23
DDR Trade - B&Q - PP - Hand pump sprayer week control, CCTV in Operation sign	23/24P0111	82.07	82.07	13.68	68.39
DDR CitrusHR - Membership for 80 employees 15.04.23-14.05.23	23/24P0112	240.00	240.00	40.00	200.00
CC Microsoft - 365 Business Basic 15.04.23-14.05.23	23/24P0113	9.00	9.00	-	9.00
CC Tesco - Mayors Civic service - Apple juice, Orange juice, biscuits, milk and coo	23/24P0114	24.90	24.90	-	24.90
CC Trago - Environment - Pasarol base & Cemetery carpets	23/24P0115	119.61	119.61	19.94	99.68
<del>CC TSO host - Wordpress Basic 02.04.23-01.05.23</del>	<del>23/24P0116</del>				
BACS James Simmons - PP - Sound Engineer - Wanderfal 08.04.23	23/24P0117	120.00	120.00	-	120.00
DDR WCFruits - Sunflower seeds	23/24P0118	1.95	1.95	-	1.95
DDR WCFruits - Grapefruit, lemon, lime	23/24P0119	19.70	19.70	-	19.70
DDR WCFruits - Salad,beetroot,onion,pepper,tomato,garlic,nuts	23/24P0120	190.68	190.68	-	190.68
DDR WCFruits - Lime	23/24P0121	20.40	20.40	-	20.40
DDR WCFruits - Lemon, Crisps c&o.S&V.Salted, dem sugar	23/24P0122	69.88	69.88	5.13	64.75
DDR WCFruits - Carrots	23/24P0123	16.40	16.40	-	16.40
DDR WCFruits - Carrots	23/24P0124	16.40	16.40	-	16.40
DDR WCFruits - Carrots, beetroot, cabbage	23/24P0125	23.47	23.47	-	23.47
DDR WCFruits - Carrots from in 4615625	23/24P0126	13.50	13.50	-	13.50
DDR WCFruits - Chilli,parsley,eggs,bacon,cheese,pasta	23/24P0127	125.91	125.91	-	125.91
DDR WCFruits - Coriander,salad,lettuce,garlic puree	23/24P0128	28.46	28.46	-	28.46
DDR WCFruits - Herbs,salad,b'nut squash,chick peas,cheese	23/24P0129	219.65	219.65	-	219.65
DDR WCFruits - Mature Cheese from 4619427	23/24P0130	84.70	84.70	-	84.70
DDR WCFruits - Bakers,peashoots,paprika, za'atar	23/24P0131	42.25	42.25	-	42.25
BACS C Gough -Expenses - Eyetest reclaim	23/24P0132	35.00	35.00	-	35.00
BACS E Broughton - Expenses - Travel	23/24P0133	8.69	8.69	-	8.69
BACS M Williams - Expenses - Refreshments	23/24P0134	18.60	18.60	-	18.60
BACS S Penna - Expenses - Gyllundune Gardens	23/24P0135	146.99	146.99	-	146.99
BACS R Thomas - Expenses - Repay Microsoft Office 365 annual renewals	23/24P0136	6,091.20	6,091.20	-	6,091.20
19464 Petty Cash AG/Library	23/24P0137	277.81	277.81	-	277.81
19465 Falmouth Rugby Football & Athletic Club Ltd - Mayor's Charity Fund	23/24P0138	300.00	300.00	-	300.00
BACS Active Groundworks - Falmouth Skatepark Completion of Works	23/24P0139	52,904.26	52,904.26	8,817.38	44,086.88
BACS AO Printworks - AG - Shop stock - Prints of Lady of Shalott & delivery	23/24P0140	205.50	205.50	-	205.50
BACS AO Printworks - AG - Shop Stock - A4 Fishing Boat FAMAG 2014 & delivery	23/24P0141	9.45	9.45	-	9.45
<b>BACS AO Printworks</b>		<b>214.95</b>	<b>214.95</b>	<b>-</b>	<b>214.95</b>
BACS Eve Bourrat - AG Family workshop & polystyrene Balls	23/24P0142	106.00	106.00	-	106.00
BACS Devon & Cornwall 4x4 - Civic - Response support for Parade	23/24P0143	90.00	90.00	-	90.00
		<b>214,272.59</b>	<b>214,272.59</b>	<b>25,953.41</b>	<b>188,319.19</b>

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

Cheque No	Inv No:	Inv Total	Gross	VAT	NET
BACS Datasharp - PP - Airprint Kit - Adobe postscript and L80 connectivity kit	23/24PO144	285.60	285.60	47.60	238.00
BACS Datasharp - AG, OPO & PP - Photocopying tp 01.04.2023	23/24PO145	179.22	179.22	29.87	149.35
<b>BACS Datasharp</b>		<b>464.82</b>	<b>464.82</b>	<b>77.47</b>	<b>387.35</b>
BACS Duchy Alarms - PP - Annual monitoring & servicing alram 01.05.23-30.04.24	23/24PO146	684.00	684.00	114.00	570.00
BACS Greenham - Toilets - Nitrile gloves, foam hand soap, toilet cleaner, toilet rolls	23/24PO147	840.40	840.40	140.07	700.33
BACS Greenham - Toilets - Toilet rolls	23/24PO148	624.96	624.96	104.16	520.80
BACS Greenham - Blue 1 ply handtowels, handwash and black refuse sacks	23/24PO149	133.80	133.80	22.30	111.50
<b>BACS Greenham</b>		<b>1,599.16</b>	<b>1,599.16</b>	<b>266.53</b>	<b>1,332.63</b>
BACS Junk Mail Art - AG - Shop stock - Falmouth High Street Cards	23/24PO150	45.00	45.00	-	45.00
BACS Penryn Plastics - Toilets - Faithful 64mm Holesaw	23/24PO151	25.30	25.30	4.22	21.08
BACS Pips Pasties - PP - 16 x vegan pasties	23/24PO152	62.40	62.40	-	62.40
BACS Pips Pasties - Civic Service - 100 x medium, 20 x veggie, 2 x gluten & 1 x vegar	23/24PO153	347.40	347.40	-	347.40
<b>BACS Pips</b>		<b>409.80</b>	<b>435.10</b>	<b>4.22</b>	<b>430.88</b>
BACS Swift - PP - Kraft Double Wall Hot cups	23/24PO154	53.99	53.99	9.00	44.99
BACS Swift - P - Stainless Steel windproof Ashtray	23/24PO155	82.76	82.76	13.79	68.97
<b>BACS Swift</b>		<b>136.75</b>	<b>571.85</b>	<b>27.01</b>	<b>544.84</b>
BACS Travis - AG - Bondong plaster & mutifinish plaster	23/24PO156	25.03	25.03	4.17	20.86
BACS Travis - Chapel - Spoudal exterior silicone & sealant gun	23/24PO157	37.44	37.44	6.24	31.20
BACS Travis - Toilets - Kiln dried timber	23/24PO158	24.34	24.34	4.06	20.28
BACS Travis - KP - Treated Decking	23/24PO159	9.50	9.50	1.58	7.92
BACS Travis - AG - Oakey liberty green rolls P60 & P80	23/24PO160	29.07	29.07	4.85	24.23
BACS Travis - Polycell stain block aerosol	23/24PO161	17.92	17.92	2.99	14.93
BACS Travis - Facilities - Multi purpose Silicone, high purpose siliocne, Redwood p	23/24PO162	20.63	20.63	3.44	17.19
BACS Travis - Polycell Polyfilla, Woodscrews csk and 80x80x18mm Angle Bracket	23/24PO163	31.60	31.60	5.27	26.33
<b>BACS Travis</b>		<b>195.53</b>	<b>195.53</b>	<b>32.59</b>	<b>162.94</b>
BACS Trewithen - PP - Milk & Oatley Barista w.e 23.04.23	23/24PO164	70.15	70.15	-	70.15
BACS Vaughtons - Civic - Falmouth past Mayor brooch H M Silver Gilt & black boxe	23/24PO165	310.06	310.06	51.68	258.38
BACS Viviane Vaux - AG - Easter holiday workshop 04.04.23 & 11.04.23 & materials	23/24PO166	188.50	188.50	-	188.50
BACS Viviane Vaux - AG - Discover Art workshop 11.04.23, materials & refreshme	23/24PO167	120.30	120.30	-	120.30
<b>BACS Viviane Vaux</b>		<b>308.80</b>	<b>308.80</b>	<b>-</b>	<b>308.80</b>
BACS Withey - PP - Repair water tap cover & stainless steel fixings	23/24PO168	58.80	58.80	9.80	49.00
BACS Withey - Cemetery - Asset No. 30 Diagnose running issues, drain contiminated	23/24PO169	78.00	78.00	13.00	65.00
<b>BACS Withey</b>		<b>136.80</b>	<b>136.80</b>	<b>22.80</b>	<b>114.00</b>
BACS Abigail Emm - PP - Sea Shanty & Cornation - graphic design	23/24PO170	150.00	150.00	-	150.00
BACS Ann's Pasties - 60 x Large sausage rolls & 20 x Steak pasties	23/24PO171	172.00	172.00	-	172.00
BACS Trevarthen - PP- Charizo sausages, Cooked Ox tonge & smoked Gammon	23/24PO172	78.13	78.13	-	78.13
CC Amazon - PP - A2 Laminating pouches	23/24PO173	53.99	53.99	9.00	44.99
CC Cllrs Edwards Community Chest - Crowdfunder - Digital Art workshops for cu	23/24PO174	75.00	75.00	-	75.00
DDR BOI - EFT/BACS Quarterly Transactions 151 @ 12p	23/24PO175	18.12	18.12	-	18.12
DDR WCFruits - Soft light sugar,tomatoes,vegan vitalite,veg,nuts	23/24PO176	593.92	593.92	-	593.92
DDR WCFruits - Mayonnaise, salt flakes	23/24PO177	55.82	55.82	-	55.82
DDR WCFruits - Traybakes-brownie/carrot/lemon/raspberry/cherry	23/24PO178	137.70	137.70	-	137.70
DDR WCFruits - Cabbage,kale,chorizo,garlic puree,veg oil	23/24PO179	87.90	87.90	-	87.90
DDR WCFruits - White g/f bread	23/24PO180	6.60	6.60	-	6.60
DDR WCFruits - salad,leek,parsnip,lettuce,eggs,chick pea	23/24PO181	75.40	75.40	-	75.40
DDR WCFruits - Biodeg container	23/24PO182	60.00	60.00	10.00	50.00
DDR WCFruits - Tarragon,salad,broad beans,cheese,cream,oil,yeast	23/24PO183	112.05	112.05	-	112.05
DDR WCFruits - Frozen Spinach	23/24PO184	16.50	16.50	-	16.50
DDR WCFruits - Chives,parsley,rhubarb,peashoots,straw,bacon,cheese	23/24PO185	62.27	62.27	-	62.27
DDR BritGas - Maenporth - 1-14/4/23	23/24PO186	56.23	56.23	2.67	53.56
DDR BritGas - KP 1-24/4/23	23/24PO187	35.52	35.52	1.69	33.83
DDR BritGas - Moor piazza 1-22/4/23	23/24PO188	21.37	21.37	1.01	20.36
BACS Ann's Pasties - 80 Large sausage rolls, 40 steak & 20 vegan pasties	23/24PO189	316.00	316.00	-	316.00
BACS BG Electrical - MB -Carry out lighting checks, Reduce "hold" time on stairwell	23/24PO190	278.40	278.40	46.40	232.00
BACS Blue Flame - MB - Renewal of Membership Gas Maintenance Plan	23/24PO191	1,831.34	1,831.34	305.22	1,526.12
BACS DV247 Music Store - PP - Brenner PAR 64 240v 1000W Bulbs	23/24PO192	349.98	349.98	35.00	314.98
BACS Greenham - Toilets - Foam hand soap, 2 ply toilet rolls and protection spray	23/24PO193	728.34	728.34	121.39	606.95
BACS Greenham - Toilets - Food caddy liners	23/24PO194	18.65	18.65	3.11	15.54
BACS Greenham - Grounds - Glove Keepsafe Pro	23/24PO195	193.20	193.20	32.20	161.00
BACS Greenham - Toilets - Twin mini jumbo toilet tissue	23/24PO196	117.36	117.36	19.56	97.80
BACS Greenham - Library - Waterproof jackets with FTC logo	23/24PO197	139.80	139.80	23.31	116.49
BACS Greenham - PP - 2 ply toilet rolls	23/24PO198	416.64	416.64	69.44	347.20
<b>BACS Greenham</b>		<b>1,613.99</b>	<b>1,613.99</b>	<b>269.01</b>	<b>1,344.98</b>
BACS House of Marbles - AG - Shop stock - Wooden castle, flower press, magice dr	23/24PO199	250.93	250.93	34.64	216.29
BACS Jewson - Draceana - Damage charge and lost panels	23/24PO200	1,407.96	1,407.96	234.66	1,173.30
BACS Lincolnshire County Council - AG - Arthur - Loan Prep for The Legend of King	23/24PO201	108.00	108.00	18.00	90.00
BACS Mark Loughman - PP - Last Tree Squad Performance 15.04.2023	23/24PO202	640.00	640.00	-	640.00
BACS Rabart - PP - Dulux trade weathershield smooth masonary, Sandex Trade hig	23/24PO203	67.01	67.01	11.17	55.84
BACS Roscoe Communications - AG - Arthur - 2 days a month Marketing campaign	23/24PO204	720.00	720.00	120.00	600.00
BACS Roskilly's - PP- Vanilla, Chocolate, Strawberries & Cream and Salt Caramel ice	23/24PO205	127.22	127.22	21.20	106.02
BACS Smith & Reed - OPO - L Kapp temp w.e 23.04.23	23/24PO206	572.21	572.21	95.37	476.84
BACS Stones - PP 40 x Rolls	23/24PO207	17.00	17.00	-	17.00
BACS Verdant - PP - Light Bulb 4.5% Case 24 x 550ml	23/24PO208	127.20	127.20	21.20	106.00
DDR BT - Phone, Broadband & Mobile charges 01.04.23-30.04.23	23/24PO209	987.96	987.96	164.66	823.30
DDR Ram Tracking- Tracking service & maintenance 28.04.23-27.05.23	23/24PO210	45.00	45.00	7.50	37.50
CC EcoRemoval - Towns - Roller Wheel & Roller Cart for Gum machine	23/24PO211	113.40	113.40	18.90	94.50
CC Microsoft - Enterprise mobility + Security E5 24.04.23-23.05.23	23/24PO212	642.00	642.00	-	642.00
CC Microsoft -Office 365 E3 09.04.23-08.05.23	23/24PO213	66.00	66.00	-	66.00
CC Microsoft 365 Business Premium 01.04.23-30.04.23	23/24PO214	144.80	144.80	-	144.80
		<b>230,953.68</b>	<b>230,953.68</b>	<b>27,972.78</b>	<b>202,980.91</b>

# FALMOUTH TOWN COUNCIL

Month April  
Meeting Date 05/06/2023

## Finance & General Purpose Meeting

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

Cheque No		Inv No:	Inv Total	Gross	VAT	NET
CC	Microsoft 365 Business Basic 21.04.23-20.05.23	23/24PO215	85.50	85.50	-	85.50
CC	New Venture Products - PP - 2 x tins of Anti Climb paint	23/24PO216	33.45	33.45	4.42	29.03
CC	Safety Label - PP - Anti Climb paint hazard stickers	23/24PO217	20.68	20.68	3.45	17.23
	HMRC - PAYE April 2023	23/24PO218	11,614.86	11,614.86	-	11,614.86
	HMRC - NI April 2023	23/24PO219	16,675.50	16,675.50	-	16,675.50
	Student Loans - April 2023	23/24PO220	384.00	384.00	-	384.00
	<b>Total BACS</b>		<b>28,674.36</b>	<b>28,674.36</b>	<b>-</b>	<b>28,674.36</b>
	CC - Pensions - April 2023	23/24PO221	27,854.52	27,854.52	-	27,854.52
	CC - Pensions additional pyt 01 of 12	23/24PO222	600.00	600.00	-	600.00
	<b>Total BACS</b>		<b>28,454.52</b>	<b>28,454.52</b>	<b>-</b>	<b>28,454.52</b>
	Standard Life - MJC - AVC	23/24PO223	65.00	65.00	-	65.00
	Kernow Learning MAT - King Charles	23/24PO224	54.00	54.00	-	54.00
	Unison - Falmouth Subscriptions	23/24PO225	62.45	62.45	-	62.45
Direct Pay	Net Salary Payments -April 23	23/24PO226	97,579.90	97,579.90	-	97,579.90
			-	-	-	-
			<b>385,983.54</b>	<b>385,983.54</b>	<b>27,980.64</b>	<b>358,002.90</b>

PP - GG PETTY CASH SCHEDULE

Period: April 23

Date	Total Amount	VAT	NET	Voucher	Code	Cheque Rec'd/Ope ning Bal	GG - GM	GG - Misc Grounds	PP - R&R	PP - Catering Supplies	PP - Cleaning	PP - Misc	Running Balance
							GM	MG	RR	CS	CL	MC	129.16
26/04/2023	10.05		10.05	23/001	cs		-	-	-	10.05	-	-	119.11
24/04/2023	14.00	2.33	11.67	23/002	rr		-	-	11.67	-	-	-	105.11
27/04/2023	9.05	0.00	9.05	23/003	SPLIT		-	-	-	2.15	-	6.90	96.06
11/04/2023	2.00		2.00	23/004	CS		-	-	-	2.00	-	-	94.06
06/04/2023	14.29	2.380	11.91	23/004(a)	MC		-	-	-	-	-	11.91	79.77
01/04/2023	22.50		22.50	23/005	cs		-	-	-	22.50	-	-	57.27
01/04/2023	21.00	3.50	17.50	23/006	cs		-	-	-	17.50	-	-	36.27
07/04/2023	10.50		10.50	23/007	CS		-	-	-	10.50	-	-	25.77
17/04/2023	7.18	1.19	5.99	23/008	RR		-	-	5.99	-	-	-	18.59
13/04/2023	5.67	0.95	4.72	23/009	MC		-	-	-	-	-	4.72	12.92
CLOSED			0.00				-	-	-	-	-	-	#REF!
	116.24	10.35	105.89			105.89	-	-	17.66	64.70	-	23.53	

Nominal Codes		6300	6302	6350	6356	6351	6359	
	non VAT			-	47.20		6.90	54.10
	VAT			17.66	17.50		16.63	51.79
								105.89

Town Clerk	Councillor	Councillor

Finance Use Only	VAT Journals			
		DR		CR
	2201 - vat	£	10.35	
	Various		£	10.35

FALMOUTH ART GALLERY PETTY CASH SCHEDULE

Period: April 23 300 24.93 275.07

Date	Total Amount	VAT	NET	Voucher	Code	Cheque Cashed	Parking	Exhibition	Consumables	Workshops	Stationery	Splanna	Postage	Library Equipment	Gallery Equipment	Running Balance
Code	Opening Bal						PAR	E	C	W	S	SE	Po	LE	GE	187.92
			-				-	-	-	-	-	-	-	-	-	187.92
11/04/2023	11.65		11.65	1934	c		-	-	11.65	-	-	-	-	-	-	176.27
11/04/2023	2.30		2.30	1935	c		-	-	2.30	-	-	-	-	-	-	173.97
11/04/2023	4.50	0.50	4.00	1936	w		-	-	-	4.00	-	-	-	-	-	169.47
11/04/2023	7.00		7.00	1937	e		-	7.00	-	-	-	-	-	-	-	162.47
11/04/2023	21.80		21.80	1938	w		-	-	-	21.80	-	-	-	-	-	140.67
11/04/2023	4.15		4.15	1939	c		-	-	4.15	-	-	-	-	-	-	136.52
18/04/2023	1.65		1.65	1940	c		-	-	1.65	-	-	-	-	-	-	134.87
18/04/2023	7.00		7.00	1941	c		-	-	7.00	-	-	-	-	-	-	127.87
18/04/2023	3.15		3.15	1942	c		-	-	3.15	-	-	-	-	-	-	124.72
18/04/2023	5.00		5.00	1943	e		-	5.00	-	-	-	-	-	-	-	119.72
18/04/2023	21.34	3.56	17.78	1944	s		-	-	-	-	17.78	-	-	-	-	98.38
25/04/2023	12.25	3.08	9.17	1945	se		-	-	-	-	-	9.17	-	-	-	86.13
as above	25.13		25.13	1945	se		-	-	-	-	-	25.13	-	-	-	61.00
25/04/2023	4.50	0.75	3.75	1946	c		-	-	3.75	-	-	-	-	-	-	56.50
25/04/2023	24.35		24.35	1947	c		-	-	24.35	-	-	-	-	-	-	32.15
25/04/2023	6.60		6.60	1948	c		-	-	6.60	-	-	-	-	-	-	25.55
						277.81										303.36
			-				-	-	-	-	-	-	-	-	-	303.36
	162.37	7.89	154.48			154.48	-	12.00	64.60	25.80	17.78	34.30	-	-	-	303.36
Nominal Codes							5816	5815	5808	5818	5805	5818	5804	5825	5819	

Town Clerk

Councillor

Councillor

Finance Use Only		VAT Journals	
		DR	CR
2201 - vat		£	7.89
		5819	£
		5805	-
		£	7.89
		NB add additional NL's depending on monthly expenditure	

## FALMOUTH TOWN COUNCIL PETTY CASH SCHEDULE

Period: Apr-23

Date	Total Amount			Rec'pt	Code	Cashed Cheque	Meeting Exp	Parking	Post	Civic	Toilet	Cemetery R/R	Grounds	KP	Stat	PO Building	Events	Sundry Items	Running Balance
Code	OB	VAT	Net				ME	CP	P	C	T	CR	GM	KP	S	PB	E	SI	228.93
05.04.23	12.00		12.00	876	c		-	-	-	12.00	-	-	-	-	-	-	-	-	216.93
05.04.23	4.00		4.00	877	si		-	-	-	-	-	-	-	-	-	-	-	4.00	212.93
05.04.23	4.50		4.50	878	cp		-	4.50	-	-	-	-	-	-	-	-	-	-	208.43
05.04.23	1.20		1.20	879	cp		-	1.20	-	-	-	-	-	-	-	-	-	-	207.23
11.04.23	1.75		1.75	880	me		1.75	-	-	-	-	-	-	-	-	-	-	-	205.48
11.04.23	18.14	0.68	17.46	881	gm		-	-	-	-	-	-	17.46	-	-	-	-	-	187.34
13.04.23	20.00	3.33	16.67	882	KP		-	-	-	-	-	-	-	16.67	-	-	-	-	167.34
14.04.23	5.00	0.83	4.17	883	GM		-	-	-	-	-	-	4.17	-	-	-	-	-	162.34
14.04.23	0.90		0.90	884	si		-	-	-	-	-	-	-	-	-	-	-	0.90	161.44
17.04.2023	3.30		3.30	885	me		3.30	-	-	-	-	-	-	-	-	-	-	-	158.14
19.04.23	3.99		3.99	886	si		-	-	-	-	-	-	-	-	-	-	-	3.99	154.15
19.04.23	20.47	1.52	18.95	887	kp		-	-	-	-	-	-	-	18.95	-	-	-	-	133.68
20.04.23	3.00	0.50	2.50	888	C		-	-	-	2.50	-	-	-	-	-	-	-	-	130.68
21.04.23	0.70		0.70	889	me		0.70	-	-	-	-	-	-	-	-	-	-	-	129.98
21.04.23	3.20		3.20	889	C		-	-	-	3.20	-	-	-	-	-	-	-	-	126.78
24.04.23	3.30		3.30	890	me		3.30	-	-	-	-	-	-	-	-	-	-	-	123.48
25.04.23	5.20		5.20	891	P		-	-	5.20	-	-	-	-	-	-	-	-	-	118.28
29.04.23	18.45		18.45	892	me		18.45	-	-	-	-	-	-	-	-	-	-	-	99.83
CLOSED			-				-	-	-	-	-	-	-	-	-	-	-	-	99.83
<b>129.10</b>		<b>6.86</b>	<b>122.24</b>			122.24	<b>27.50</b>	<b>5.70</b>	<b>5.20</b>	<b>17.70</b>	-	-	<b>21.63</b>	<b>35.62</b>	-	-	-	<b>8.89</b>	

Nominal Codes

5030 5017 5010 5408 5303 5610 5708 6470 5012 5352 5457 5030

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals

	DR	CR
2201 - vat	£ 6.86	
Various		£ 6.86

NB add additional NL's depending on monthly expenditure

PP - GG PETTY CASH SCHEDULE

Period: March 23

Date	Total Amount	VAT	NET	Voucher	Code	Cheque Rec'd/Ope ning Bal	GG - GM	GG - Misc Grounds	PP - R&R	PP - Catering Supplies	PP - Cleaning	PP - Misc	Running Balance
							GM	MG	RR	CS	CL	MC	57.43
24/03/2023	13.50		13.50	22/111	CS		-	-	-	13.50	-	-	43.93
12/03/2023	8.00		8.00	22/112	MC		-	-	-	-	-	8.00	35.93
12/03/2023	26.00		26.00	22/112	CS		-	-	-	26.00	-	-	9.93
16/03/2023	66.00	11.000	55.00	22/113	CS		-	-	-	55.00	-	-	-56.07
17/03/2023	7.49	1.25	6.24	22/114	MC		-	-	-	-	-	6.24	-63.56
14/02/2023	17.65		17.65	22/115	RR		-	-	17.65	-	-	-	-81.21
12/03/2023	7.00		7.00	22/116	MC		-	-	-	-	-	7.00	-88.21
17/03/2023	7.00		7.00	22/116A	MC		-	-	-	-	-	7.00	-95.21
20/03/2023					19459	235.07							139.86
31/03/2023	5.70		5.70	22/117	CL		-	-	-	-	5.70	-	134.16
11/03/2023	5.00		5.00	22/118	MC		-	-	-	-	-	5.00	129.16
CLOSED			0.00				-	-	-	-	-	-	129.16
							151.09	-	-	17.65	94.50	5.70	33.24

Nominal Codes

	6300	6302	6350	6356	6351	6359
non VAT			17.65			
VAT			-			

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals

	DR		CR
2201 - vat	£	12.25	
Various		£	12.25

NB add additional NL's depending on monthly expenditure