



Falmouth Town Council

EM/MB

29th May 2025

TO: All Members of the Finance and General Purposes Committee

Dear Councillor

RE: Finance and General Purposes Agenda 2nd June 2025

Further to the dispatch of the agenda please see below an additional item for the agenda:

**Item 6 YEAR END FINANCIAL STATEMENTS AND RECOMMENDED
EARMARKED RESERVES**

6.2 – To note the year-end Financial Statements for 2024-2025 – attached.

Yours sincerely

Mark Williams
Town Clerk

Enc



Falmouth
Cultural
Services



Town Clerk
A.M. Williams FCIS
The Old Post Office, The Moor
Falmouth, Cornwall, TR11 3QA

Email: admin@falmouthtowncouncil.com Telephone: 01326 315559



Falmouth Town Council

Financial Statements in support of
Annual Return
2024-2025

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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 31st March 2025 as set out in 'Governance and Accountability for Smaller Authorities in England (the Practitioners' Guide)' published by the Joint Practitioners Advisory Group (JPAG) (2024) 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 31st March 2025.
- 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 requested supplemental 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 30th September 2025 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 forms part of that. It includes -

- 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 2023/24 and 2024/25 – quantified explanations for all variances in excess 15% or £100,000 which must include narrative and numerical.
- Details of earmarked reserves held on 31st March 2025
- Bank Reconciliation on 31st March 2025
- Income and Expenditure Account
- Balance Sheet
- Supporting notes to the above.

For the current year additional information has been requested from the external auditor and this is listed here but not included in these statements –

- Copy of bank statement for all bank accounts held clearly showing the balance as at 31st March 2025 to support the figures used in the year-end bank reconciliations
- Copy of budget for the 2024-25 financial year and minutes of meeting where budget was approved
- Copy of reports and minutes supporting budget setting for the 2024-25 financial year
- Copy of the minutes of the meeting following year end 31st March 2025
- Copies of minutes for April and September 2024 and March 2025 showing income and expenditure powers have been properly identified.
- Copy of the Internal Auditors reports
- Evidence that the independence of the internal auditor was considered
- Evidence that a programme of works was considered and agreed for internal audit
- Evidence that the Council were satisfied with the competence of the internal auditor as well as a copy of the letter of engagement.

Evidence of compliance with the criteria for the general power of competence including –

- Copy of the minute resolving the adoption of the general power of competence
- Evidence that a least two thirds of the total number of members has been elected at the date of adoption
- Evidence that the clerk held either the CiLCA/CHeLP/CHeiLCA/level 1 foundation degree in CEG at the date of adoption and (where the qualifications were gained before April 2012) evidence that the clerk held the CiLCA Section LO7 GPC in Isolation module certification at the date of adoption.

The principal activities of the Council in the year were:

- Supporting, advocating, communicating, and continuing to engage with the community
- Providing democratic representation and delivering services, both and face to face and virtual, 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 and developing cemetery sites and burial records to support this function (including the historic Dissenters Burial Ground and Jewish Cemeteries), continuing works on the conservation of the historic site.
- Providing community performance venue theatre and café facilities at the Princess Pavilion and Gyllyngdune Gardens site.
- Securing Community Ownership Funding to enable solar array and low carbon heating solutions to be installed at the Princess Pavilion.
- 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. Supporting local businesses and commercial activity. Including provision of the public wi-fi, local shuttle bus services, markets, and Shop-Mobility.
- Developing and leading local partnerships including the nationally recognised relationship with the Falmouth Business Improvement District service.
- The provision of free to use public conveniences at eight locations throughout the town with the addition of a 'Changing Places' unit adjacent to the facilities provided at Grove Place.
- Providing community environmental, education and enforcement and strategic development of environmental carbon reducing options. Engaging with the Climate Change Emergency agenda, Carbon reduction aspirations, and supporting the work of Plastic Free Falmouth and others.
- Providing and supporting good quality open space and public gardens provision at 'The Bowly' Trelawney Road; Dracaena Playing Fields with the completion of a new Skatepark; Kimberley Park; Gyllyngdune Gardens and Trescobeas Park and Co-ordinating local Beach Management, including the 'Sand Safe' initiative.
- Supporting and coordinating local volunteering.
- Providing and supporting play provision, including, at 'The Bowly' Trelawney Road, Dracaena Playing Fields and Sports Pitches, Trescobeas Park BMX Pump Track and Dracaena Skate-park.
- 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.
- Securing SPF funding and completing the refurbishment of Kimberley Park Lodge, with the construction of a community radio station and recording studios adjacent to the lodge.
- 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.

- Provide community safety, such as public realm CCTV, Street Rangers, and Shop Watch Radios, and engaging with the Safer Falmouth Initiative.
- Custodian for the Pendennis Headland and the Pendennis Leisure Centre in partnership with the Pendennis Leisure CIO – supporting the efforts of the charity as it develops proposals for a redesign of the building to enable so that the community can once again have Leisure Services with swimming provision within the town.
- 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.
- To support the redevelopment of Falmouth Port as a ship building, naval and cruise ship venue.

The Members of the Council during the year were.

Name	Office held in 2024/25	Ward
G W Chin-Quee BEM	Resigned July 2024	Penwerris
D Clegg	Chair Grounds and Facilities, Vice-Chair of Finance and General Purposes and of Planning and Licensing	Boslowick
L D Coley	Chair Staffing and Vice-Chair of Cultural Services and Leisure	Trescobeas
S D Eva	Chair Planning and Licensing	Boslowick
D Evans BEM		Boslowick
G F Evans CC MBE	Vice-Chair Staffing	Arwenack
K J Edwards		Penwerris
A J Jewell CC		Boslowick
J S Kirkham CC	Vice-Chair Grounds and Facilities and of Staffing – to July 2024	Penwerris
D Konik	From September 2024 – Vice-Chair Grounds and Facilities	Penwerris
T Pearce	From September 2024	Penwerris
J Robinson	Chair Finance and General Purposes	Arwenack
B M A Ross		Trescobeas
A Rowe	Mayor	Penwerris
E Seiler	Chair Cultural Services and Leisure	Arwenack
D W Saunby CC		Trescobeas
J N Spargo		Penwerris
Z Young		Arwenack

Budget Comparison for 2024/25

	Budget	Actual	Variance
	£000's	£000's	£000's
Income:			
Precept	3,352	3,352	-
Cultural Services	140	145	5
Cemetery	39	60	21
Pavilion	1,034	1,048	14
Bank Interest	6	27	21
Other Income	265	1,405	1,140
TOTAL	4,836	6,037	1,201

The following explanations are provided to quantify the variations in the budgeted and actual income;

- Grant funding received – Town Delivery Fund (£33,750), Town Accelerator (£33,750), Community Ownership Funding (£192,500), Shared Prosperity Funding (£642,000), Engaging Libraries (£5,000), HLF repayment claim Ponsharden Cemeteries (£16,000) and NL Community Fund (£145,000)
- Funding from partners towards the Safe and Secure initiative (£17,000), the Re-Source Community Radio/Recording studio (£10,000).

	<i>Budget</i>	<i>Actual</i>	<i>Variance</i>
	£000's	£000's	£000's
Expenditure:			
Corporate Services	869	1,001	(132)
Town Management	60	101	(41)
Mayoral and Civic	16	22	(6)
Grants and S 137 Payments	73	117	(44)
Cultural Services	635	645	(10)
Cemetery Services	56	73	(17)
Parks and Open Spaces	137	161	(24)
Buildings	341	307	34
Pavilion	1,274	1,304	(30)
Public Conveniences	139	152	(13)
Other Operating Costs	1,061	989	72
Capital	175	1,320	(1,145)
TOTAL	4,836	6,192	(1,356)

The following explanations are provided to quantify the variations in the budgeted and actual expenditure:

- Increased costs relating to theatre events – (£57,192)
- Building of Community Radio Station and Recording Studio – (£665,903)
- Building of the Dracaena 'Skatepark' project – (£196,556)
- Theatre improvements at the Princess Pavilion – Lighting, Sound, Stage Curtains and cabling – (£56,854)
- Upgrade boilers, install air-source heat pump and photovoltaic array – (161,340)
- Increased contractor costs – cleaning and legal fees – (£49,000)
- Projected use of earmarked reserves as projects large project delivered – (£129,735)

Name of Smaller authority: FALMOUTH TOWN COUNCIL

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF
UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

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

NOTICE	NOTES
<p>1. Date of announcement - 3rd June 2025 (a)</p> <p>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.</p> <p>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 2025, these documents will be available on reasonable notice by application to:</p> <p>(b) RUTH THOMAS, Responsible Financial Officer ruththomas@falmouthtowncouncil.com 0132631559 – 07909955626</p> <p>commencing on (c) 4th June 2025</p> <p>and ending on (d) 16th July 2025</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • 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. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>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:</p> <p>BDO LLP Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ councilaudits@bdo.co.uk</p> <p>5. This announcement is made by (e) RUTH THOMAS – Responsible Financial Officer</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

Accounting statements 2024-25

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-24	31-Mar-25				
					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	882,245.35	889,605.32			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	3,276,354.57	3,352,214.39	75859.82	2%	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	No explanation required
3. (+) Total other receipts	1,787,343.92	2,685,288.46	897944.54	50%	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	2,091,891.72	2,273,577.40	181685.68	9%	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	120,614.58	120,614.58	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	2,843,832.22	3,797,705.76	953873.54	34%	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	889,605.32	735,210.43			Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	Please explain in the Reserves tab
	Bal c/f checker	Bal c/f checker				
8. Total value of cash and short term investments	741,718.10	737,866.97			The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	5,519,001.93	6,782,495.34	1263493.41	23%	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.	Please explain within the relevant tab
10. Total borrowings	1,410,090.62	1,341,438.15	-68652.47	-5%	The outstanding capital balances as at 31 March of all loans from third parties (including PWLB).	No explanation required

Other receipts

2023/24 1787343.92 2024/25 2685288.5

Difference 897944.54
 % Change 50% 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)

Please ensure you complete the value for both years, please do not provide the movement only.

2023/24	£	2024/25	£	Difference	Explanation (Ensure each explanation is quantified)
7024		27054		20030	Increased interest on funds - 100% of value shown
0		190400		190400	Community ownership grant funding received - 100% of value shown
288276		332639		44363	Increased in theatre income - 100% of value shown
750		654305		653555	Shared prosperity funding received towards capital build for recording studio and community radio station and café - £642,000 of balance shown - remainder community partnership funding towards the same project
75770		272326		196556	HLF grant toward the build of new skatepark in Falmouth £130,000
52411		13077		-39334	One off grant received in 2023/24 on transfer of land asset to town £32,000
0		90870		90870	Grant funding - Town delivery Fund - £33,750 - Town Accelerator Fund - £33,750 - also, partnership grants towards joint projects - town visual improvements £9,000, signage £6,350
33952		5500		-28452	Reduction in sponsorship for exhibitions in the Falmouth Art Gallery - 23/24 high profile exhibition held
55188		28947		-26241	Reduction in shop income in Falmouth Art Gallery - 23/24 high profile exhibition
138392		26897		-111495	2023/24 - income from one off Tallships event
0		17000		17000	Partnership contribution towards 'Safe and Secure' town marsh project
138956		1160		-137796	Refund of NDBR following successful appeal £137,190
625927		657862		31935	Increase café income
				0	
				0	
Total	1416646	2318037		901391	

Enter more lines as appropriate

Staff costs

2023/24 2091891.72 2024/25 2273577.4

Difference 181685.68
 % Change 9% No explanation required

Use the table below to breakdown your explanation

Identify and quantify, changes in head count, pay awards, change in hours, please provide a value

2023/24	£	2024/25	£	Difference	Explanation (Ensure each explanation is quantified)
528309		543318		15009	Statutory Salary Annual Increases and slight adjustment to staff hours - increase - Corporate
477418		494698		17280	Statutory Salary Annual Increases and slight adjustment to staff hours - increase - Gallery
348783		395284		46501	Statutory Salary Annual Increases and additional staff recruited following further asset devolution - 1 x apprentice
266387		261512		-4875	Statutory Salary Annual Increases and adjustment to staff as one service moved to contracted model (toilet cleaning)
470994		578765		107771	Statutory Salary Annual Increases - increased use of casual staff to cover event programme - maternity cover and add recruitment of staff to facilitate box office opening
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
Total	2091891	2273577		181686	

Enter more lines as appropriate

All other payments

2023/24 2843832.22 2024/25 3797705.8

Difference 953873.54
 % Change 34% 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)

Please ensure you complete the value for both years, please do not provide the movement only.

2023/24	£	2024/25	£	Difference	Explanation (Ensure each explanation is quantified)
215089		272281		57192	Increased costs relating to scheduled theatre events
1831		667734		665903	Capital build - community radio station and recording studios with café
75770		272326		196556	Building of skatepark at the Dracaena Centre
28608		85462		56854	Upgrades to Theatre Lighting, Sound, Chairs, Stage Curtains and cableing at the Princess Pavilion
4994		166334		161340	Upgrade boilers and instal air-source heat/air con solution in theater and photovoltaic array
72682		12572		-60110	2023/24 Changing Places build completed
371330		65363		-305967	Tall Ships event held in 2023/24
36800		68904		32104	increased contractor costs for toilet cleaning
32504		97871		65367	increased community grants awarded
80009		97039		17030	Increased professional the legal fees
54390		70943		16553	additional expenditure on joint projects - visual improvement and signage
				0	
				0	
				0	
				0	
Total	974007	1876829		902822	

Enter more lines as appropriate

Reserves

Box 7 735210.43 Precept 3352214.4

	£	£	£
Earmarked reserves:			
Cemetries	70000		
Cultural	15661		
General and Corporate	242608.03		
Buildings	62521		
Park/Gardens	51272		
Plant and Equipment	10000		
Committed Reserves	1334.35		
		<hr/>	
			453396.38
General reserve	281814.05		
		<hr/>	
			281814.05
Total reserves (must agree to Box 7)			<hr/> <hr/> 735210

Total fixed assets inc. long term investments

2023/24 5519001.93 2024/25 6782495.3

Difference 1263493.4
 % Change 23% Yes explain

Use the table below to breakdown your explanation

(include any new additions or sold assets which should be reflected in other receipts or other payments)

Fixed assets

2023/24	£	2024/25	£	Difference	Explanation (Ensure each explanation is quantified)	Is this asset movement reflected in Box 3 or Box 6	If No please explain why
0		667734		667734	Capital Build - community radio and recording station	Yes	
0		357516		357516	New Skatepark built	Yes	
0		64014		64014	New solar panel installation at the Princess Pavilion Site	Yes	
0		75330		75330	New AirSource Heat Pump installation at the Princess Pavilion Site	Yes	
0		19997		19997	New Mixing desk for the theatre at the Princess Pavilion Site	Yes	
0		22678		22678	New Theatre Seating for the Princess Pavilion Site	Yes	
0		5264		5264	New pass through dish washer at the Princess Pavilion Site	Yes	
0		3312		3312	New cellar cooler at the Princess Pavilion Site	Yes	
0		5839		5839	New café tables at the Princess Pavilion Site	Yes	
0		5675		5675	New Compact lighting console for Princess Pavilion Site	Yes	
0		5177		5177	New Theatre Stage Curtains for the Princess Pavilion Site	Yes	
4145		12346		8201	Replacement and new IT equipment	Yes	
0		8450		8450	New Library Hublet system for customer use	Yes	
0		12188		12188	New Gas boiler for kitchen at the Princess Pavilion	Yes	
0		7510		7510	New fire alarm instalation in cottage at the Princess Pavilion site	Yes	
0		3150		3150	New bespoke cupboard at the Princess Pavilion	Yes	
				0			
Total	4145	1276179.87		1272034.9			

Reconciliation between Box 7 and Box 8 in the Accounting Statements - Template

Applies to Accounting Statements prepared on an income and expenditure basis only

Please complete the highlighted boxes.

Name of smaller authority:

Falmouth Town Council

County area (local councils and parish meetings only):

Cornwall

There should only be a difference between Box 7 and Box 8 where the Accounting Statements within the AGAR have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

Please note that all authorities using the income and expenditure basis should include either a VAT debtor or creditor in the table below.

	2024		2025	
	£	£	£	£
Box 7: Balances carried forward		889,605.32		735,210.43
Deduct: Debtors (enter these as negative numbers)				
1	(208,856.25)		(139,122.00)	
2	(50,385.24)		(132,848.53)	
3				
	<u>(259,241.49)</u>		<u>(271,970.53)</u>	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)				
1	(58,153.44)		(109,586.59)	
2	(54,251.23)		(139,199.87)	
3	(9,118.12)		(9,118.12)	
	<u>(121,522.79)</u>		<u>(257,904.58)</u>	
Total deductions		(380,764.28)		(529,875.11)
Add: Creditors (must not include community infrastructure levy (CIL) receipts)				
1	169,598.30		367,703.09	
2	3,628.96		59,354.21	
	<u>173,227.26</u>		<u>427,057.30</u>	
Add: Receipts in advance (must not include deferred grants/loans received)				
1	41,603.12		66,830.70	
2	18,046.68		38,643.65	
	<u>59,649.80</u>		<u>105,474.35</u>	
Total additions		232,877.06		532,531.65
Box 8: Total cash and short term investments		741,718.10		737,866.97

Bank reconciliation - Template

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed "Year ending 31 March 20XX" in the Accounting Statements of the AGAR - and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: Falmouth Town Council

County area (local councils and parish meetings only): Cornwall

Financial year ending 31 March 20XX

Prepared by (Name and Role): Ruth Thomas - Responsible Financial Officer

Date: 17/05/2025

	£	£
Balance per bank statements as at 31/3/25:		
BOI Deposit 12185524	239,314.90	
BOI Current 16591140	24,033.79	
Mayors Account	277.10	
CCLA PDSF	5,000.00	
Lloyds 57912660	47,806.28	
Lloyds 57912060	19,160.74	
Lloyds 5791360	11,874.38	
Lloyds 32 day account	22,968.96	
Lloyds 95 day account	511,979.90	
		882,416.05
Petty cash float (if applicable)		1,875.72
Less: any un-presented cheques as at 31/3/25 (enter these as negative numbers) as shown on attached	- 151,042.87	
		- 151,042.87
Add: any un-banked cash as at 31/3/25 as shown the attached	4,618.07	
		4,618.07
Net balances as at 31/3/XX		737,866.97
What is the figure in Box 8 in the Accounting Statement?		737,866.970

Does the bank reconciliation above agree to Box 8? Yes

FALMOUTH TOWN COUNCIL

Bank Reconciliation as at 31/03/2025

£

Balances per Bank Statements and Petty Cash as at 31/03/2025

Deposit Account		239,314.90	
Current Account		24,033.79	
Mayor's Account		277.10	
CCLA PSDF		5,000.00	
Pavilion Cash Float		500.00	
Pavilion Cash Float	Tills	300.00	
Pavilion Cash Float	Change	400.00	
Lloyds Bank	57912660	47,806.28	
Lloyds Bank	57912060	19,160.74	
Lloyds Bank	57913560	11,874.38	
Lloyds 32 day		22,968.96	
Lloyds 95 day		511,979.90	
Petty Cash - Town Council		288.35	
Petty Cash - Art Gallery		192.52	
Petty Cash - Pavilion		194.85	
			884,291.77
<u>Less:</u>			
Unpresented Cheques (as attached)			4,618.07
<u>Plus:</u>			
Unpresented Receipts (as attached)			151,042.87
Adjusted Bank and Cash Balance as at 31st March 25			1,030,716.57

Reconciliation between Boxes 7 & 8 on the Annual Return

Figure in Box 8 of the Annual Return	737,866.97
Less Creditors as at 31st March 2025	-532,531.65
Plus Debtors as at 31st March 2025	529,875.11
Figure for Box 7 of the Annual Return	<u><u>735,210.43</u></u>

Falmouth Town Council 2024/25
Un-Reconciled

Date From : 01/01/1980
Date To : 31/03/2025

Unpresented Totals

Account	Credit	Debit	Balance
1200	4471.77	144826.96	-140355.19
1210	146.30	1062.69	-916.39
1211	0.00	0	0.00
1223	0.00	1216.03	-1216.03
1225	0.00	50.00	-50.00
1226	0.00	3887.19	-3887.19
	4618.07	151042.87	-146424.80

FALMOUTH TOWN COUNCIL

INCOME AND EXPENDITURE ACCOUNT

FOR YEAR ENDING 31ST MARCH 2025

2023/24		Note	2024/25
£			£
INCOME			
3,276,355	Precept		3,352,214.39
180,804	Art Heritage and Culture	1	145,189.30
80,044	Cemetery	2 and 3	60,108.53
919,281	Pavilion	10	1,047,714.71
7,024	Bank Interest		27,054.21
600,192	Other Income	4	1,405,221.71
5,063,698	Total Income		6,037,502.85
EXPENDITURE			
937,228	Corporate	4 and 5	1,001,266.03
376,252	Town Management	4 and 6	101,237.35
24,425	Mayoral & Civic	7	21,832.44
72,504	Grants & S.137 Payments	8	117,371.41
686,775	Art Heritage and Culture	1	644,770.04
134,827	Cemetery	2 and 3	72,794.80
279,408	Parks & Open Spaces	9	160,801.91
1,192,113	Pavilion	10	1,304,234.16
212,522	Municipal Buildings (Inc PO)	11	306,653.68
188,195	Public Conveniences	12	152,133.95
875,384	Other Operating Costs	4	989,139.33
76,706	Capital Expenditure	13	1,319,662.64
5,056,338	Total Expenditure		6,191,897.74
7,360	Excess of Income over Expenditure in the Year		(154,394.89)
264,574	Transfers (to)/from Earmarked Reserves	14	129,734.28
271,935	Movement on General Fund in the Year		(24,660.61)
34,540	General Fund Balance Brought Forward		306,474.66
306,474.66	General Fund Balance Carried Forward		281,814.05

FALMOUTH TOWN COUNCIL

BALANCE SHEET AS AT 31ST MARCH 2025

Year Ended 31st March 24		Note	Year Ended 31st March 25
£			£
-			
259,241.49	Debtors	15	271,970.53
54,251.23	Recoverable VAT		139,199.87
9,118.12	Recoverable PAYE/NI	16	9,118.12
58,153.44	Payments in Advance		109,586.59
741,718.10	Cash & Bank		737,866.97
1,122,482.38	Total Current Assets		1,267,742.08
	Current Liabilities		
- 18,046.68	Receipts in advance		(38,643.65)
- 214,830.38	Creditors and Accruals		(493,888.00)
- 232,877.06	Total Current Liabilities		(532,531.65)
889,605.32	Total Assets less Liabilities		735,210.43
	Represented By:		
583,130.66	Earmarked Reserves		453,396.38
306,474.66	Long Term Investment Fund	137,503	281,814.05
	General Fund Balance	17	
889,605.32			735,210.43

NOTES TO THE INCOME & EXPENDITURE ACCOUNT

The Income & Expenditure Account for 2024/25 presents the total income and expenditure of services provided by the Council during the financial year – compared against the actual figures for the previous year.

1. ART, HERITAGE AND CULTURE

CULTURAL SERVICES			2023/24	2024/25	Variation
Expenditure					
Salaries			477,418	494,698	17,280
Postage/stationery/copying/telephones			3,977	4,730	753
Subscriptions			2,635	3,859	1,224
Publicity/Marketing			12,185	17,021	4,836
Insurance			11,577	11,417	- 160
Exhibition/Preview Costs/Transportation			25,345	31,037	5,692
Travel/Accommodation and Subsistence			775	1,213	438
Education and Engagement (workshops)			16,625	17,577	952
Consumables			-	2,498	2,498
Photography/Repro Fees			1,209	955	- 254
Stock/Resale Items			27,072	13,885	- 13,186
Collection Care/Equipment and Misc			11,436	6,772	- 4,664
Outreach Engagement			20,000	-	- 20,000
Externally Funded Projects			53,090	900	- 52,190
Arts Council			23,431	37,257	13,825
Library Workshops and Expenses			-	950	950
			686,775	644,770	- 42,005
Cultural Services Capital Expenditure					
CS Acquisitions and IT funded and unfunded			890	9,520	8,630
			890	9,520	8,630
Income					
Sales Income			55,188	28,947	- 26,240
Library Income			1,748	1,790	41
Commission			779	2,689	1,911
Donations			1,674	1,274	- 400
Supporters			600	660	60
Sponsorship			33,952	5,500	- 28,452
Grants Revenue			80,000	80,933	933
Grants Capital Projects			6,118	5,000	- 1,118
Workshop Income			611	435	- 177
Reproduction Fees			133	281	147
Disbursements	Other income		-	17,681	17,681
			180,804	145,189	- 35,615
COST OF SERVICE			506,861	509,101	2,239

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 town’s art collection. Funding from Art Council supports the Council, with officer placements supporting the online digital enhancement of public engagement, delivery of digital workshops and the management of social media. During 2023/24 exhibitions were high profile and income and expenditure reflected this with the 2024/25 year showing a reduction in both income and expenditure relating directly to footfall. The grant provided for outreach engagement is now reflected within the Council’s Grants cost centre. Overall the year-to-year comparison identifies that costs across the service have been well managed.

2. CEMETERY - PONSHARDEN

The conservation work at the combined Dissenters and Jewish burial sites at Ponsarden is now complete with the remaining project elements - security fencing and interpretation boards – being installed in 2025/26.

CEMETERIES OTHER		2023/24	2024/25	Variation
Expenditure				
General Site Works		25	180	155
Project		80,558	15,951	- 64,607
		80,583	16,131	- 64,452
Cemeteries Other Capital Works				-
Contribution to HLF grant works		-		-
		-	-	-
Income				-
Cemetery J&C		42,898	15,951	- 26,947
		42,898	15,951	- 26,947
COST OF SERVICE		37,685	180	- 37,505

3. OPERATIONAL CEMETERY

Overall, the site costs have reduced as additional income has offset increased expenditure (GM costs increased by £8.7k against increased income of £7k) additional savings have been achieved with reductions in cost relating to most other operating cost centres.

CEMETERY SERVICES		2023/24	2024/25	Variation
Expenditure				
Printing/Insurance/Phones		1,829	1,536	- 293
Repairs/Replacements		2,381	2,754	372
Trees/Tree Surgery		1,050	900	- 150
Electricity		4,837	3,823	- 1,015
Rates/Water/Council Tax		14,572	15,687	1,116
Dog Notices/Bins		1,034	-	- 1,034
Building and Infrastructure Repairs		10,392	7,413	- 2,979
Grounds and General Site Maintenance		4,218	13,001	8,783
Miscellaneous		13,668	11,550	- 2,117
Cemetery and Burial Project Work		-	-	-
New Site		262	-	- 262
		54,243	56,664	2,420
Cemeteries Capital				
New Cemetery Site				
Other Capital Site Improvements		-	-	-
		-	-	-
Income				
Cemetery Fees		37,146	44,158	7,012
		37,146	44,158	7,012
COST OF SERVICE		17,097	12,506	- 4,591

4. OTHER INCOME AND OPERATING COSTS

The Council received significant grant funding towards various projects during 2024/25 – ReSource - £577k and Dracaena Skatepark - £145k

	2023-24	2024-25
Income		
Other and Bank	607,216	1,432,276
	607,216	1,432,276
Expenditure		
Other	875,384	1,034,027
	875,384	1,034,027
Cost of Service	268,168	-398,249

5. CORPORATE EXPENDITURE

			2023/24	2024/25	Variation
CORPORATE SERVICES					
Expenditure					
Officers Salaries			528,309	543,318	15,009
Postage/Petty Cash			1,560	756	- 804
Telephone			5,931	11,599	5,667
Printing/Stationery/Copier			3,300	4,189	889
Publications			1,030	2,143	1,113
Advertising and Marketing			80	2,399	2,319
IT - maintenance/monitoring and softwa			193,903	196,255	2,352
Subscriptions			19,782	34,836	15,054
Insurance			10,526	5,649	- 4,877
Professional / Legal Fees etc. (includes			80,009	97,039	17,030
Conference/Seminars and Training			12,392	19,957	7,565
Audit Fees			1,610	11,310	9,700
Bank Charges			10,443	11,469	1,026
Miscellaneous inc H&S			14,242	3,774	- 10,468
Bad Debts/W/Off/P&L Adjustments			- 341	3,355	3,696
Loan Interest			54,453	53,219	- 1,234
			937,228	1,001,266	64,038
IT Capital expenditure			7,958	11,277	3,319
			7,958	11,277	3,319
Income					
Misc		Inc Suspense Ac	138,956	1,160	- 137,796
Bank Interest			7,024	27,054	20,030
			145,980	28,215	- 117,765
COST OF SERVICE			799,206	984,329	185,122

The increase in cost of service is quantified by the receipt of NDBR refund in 2023/24 - £136k and increases in professional fees incurred in the progression of the conservation of the Passmore Edwards Municipal Buildings (covered by ear-marked reserves). Other cost increases area reflective of the Council's growth and of high inflationary pressures.

6. TOWN MANAGEMENT

TOWN MANAGEMENT SERVICES		2023/24	2024/25	Variation
Expenditure				
Events Support	inc Tallships	371,330	65,363	- 305,968
Operational Budget		4,922	6,635	1,713
Safe and Secure		-	29,240	29,240
		376,252	101,237	- 275,015
IT Capital expenditure		-		-
		-	-	-
Income				
Safe and Secure		-	17,000	17,000
Events/Xmas and Other		138,392	26,897	- 111,495
		138,392	43,897	- 94,495
COST OF SERVICE		237,861	57,340	- 180,520

Significant variances here relate to the delivery of the Tall Ships Regatta event in 2023/24 and the delivery of the new Safe and Secure Partnership in 2024/25

7. MAYORAL AND CIVIC

Costs associated with Mayoral and Civic were increased during 2023/24 to support the events of national significance.

8. GRANTS AND SECTION 137 PAYMENTS

The grants awarded under this or other powers during 2024/25 were as follows:

Falmouth Town Council Schedule of Grants Awarded		2024/25
Name of Group/Organisation	Award	
Dracaena Centre - Annual Grant Youth Support	£25,000.00	
Bosvale Community Centre - annual grant	£1,000.00	
Falmouth Age Concern - annual grant	£1,000.00	
Coast Medic	£1,000.00	
Carnon Carers	£250.00	
Royal Naval Association Sea Sunday - annual grant	£710.70	
Falmouth Classics	£1,000.00	
Pendennis Leisure CIO (Y1 funds EMR YE 23/24)	£10,000.00	
Source FM - annual grant	£2,000.00	
Fairtrade	£614.12	
Falmouth Pride	£1,000.00	
FORM - Grant to support school workshops	£1,000.00	
Band of Brothers	£1,000.00	
Falmouth Cricket Club Junior Section	£300.00	
Cornwall Harp & Gurdy Festival	£250.00	
Citizens Advice Cornwall (annual award 2025/26)	£1,000.00	
Starlite Theatre Company	£1,000.00	
Kernow Pickle Ball Club	£242.00	
Falmouth Town AFC	£2,000.00	
Falmouth Docks Table Tennis Club	£2,284.00	
Falmouth United Youth Football Club	£1,000.00	
Boscawen Fields Group	£750.00	
Circo Kernow	£900.00	
Falmouth Festival Committee - Christmas Childrens Grotto	£300.00	
Falmouth Town Council Educational Reserve	2024/25	
Funding Request		
Falmouth Primary - Birmingham choir trip	£500.00	

Under Section 137 of the Local Government Act 1972 the Council can spend up to £10.81 per head on the electoral role in the 2024/25 municipal year for the benefit of people in the area on activities or projects not specifically authorised by other powers. There were 17,805 registered electors (DEC24), giving a sum permitted of £192,472.

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 £4,000; 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**

	2023-24	2024-25
Income		
Combined	80,752	275,672
	80,752	275,672
Expenditure		
Combined	257,319	160,802
Capital (inc KPL)	1,831	1,031,449
	259,150	1,925,251
Cost of Service	178,398	916,579

Year to year variation due to progression of the Dracaena Skatepark build - £195k; Kimberley Park ReSource Project - £668k and various other play repairs.

10. **PRINCESS PAVILION - BUILDINGS**

BUILDINGS - PRINCESS PAVILION	2023/24	2024/25	Variation
Expenditure			
Repairs and Renewals	37,159	60,910	23,752
	37,159	60,910	23,752
Buildings - Pavilion - Capital			
	4,994	166,334	161,340
	4,994	166,334	161,340
Income			
Donations/Grants	-	140,000	140,000
	-	140,000	140,000
COST OF SERVICE	42,153	87,244	45,091

Following the successful BID for Community Ownership Funding (COF) towards carbon saving installations and upgrades to theatre equipment the Council have installed a solar array; air-source heating and cooling solutions; replacement garden room doors and new replacement kitchen gas boiler. The increase in site costs represents the Council's contribution the project.

PRINCESS PAVILION - OPERATIONAL

PRINCESS PAVILION		2023/24	2024/25	Variation
Expenditure				
Salaries		470,994	578,765	107,771
Repairs and Renewals		8,987	16,995	8,009
Cleaning		50,798	55,383	4,586
Utilities E/G/W and NDBR INS		110,218	71,214	- 39,003
Marketing		12,832	11,984	- 848
IT and Telephony		3,235	2,561	- 673
Catering - Equipment (under £300)		8,621	12,215	3,594
Catering - Cost of production		245,234	244,543	- 691
Service and other contract costs		20,519	5,308	- 15,211
Misc Site Costs	INC Theatre Equipment	19,617	21,861	2,244
Alarms and Security		8,974	5,362	- 3,613
Event Cost - non Theatre		16,995	5,761	- 11,234
Theatre Events Cost		215,089	272,281	57,192
		1,192,113	1,304,234	112,121
Buildings - Pavilion - Capital				
		28,608	85,462	56,854
		28,608	85,462	56,854
Income				
Venue/Theatre Hire and Misc		288,276	332,639	44,362
Donations/Grants		906	50,400	49,494
PRS		4,171	6,814	2,642
Catering		625,927	657,862	31,936
		919,281	1,047,715	128,434
COST OF SERVICE		301,441	341,982	40,541

The Council saw continued growth in use of the services provided at the Princess Pavilion and Gyllyngdune Gardens site with catering income raising from £626k in 2023/24 to £658k in 2024/25 with cost of production remaining static. This increased profit margin has helped to offset the higher than budgeted increase in theatre event costs.

As previously noted the Council has continued to invest and upgrade the site with replacements to – kitchen boiler and pass through dishwasher; theatre mixing desks and lighting upgrades; new theatre stage curtains and replacement seating – partly funded from the COF funding received.

11. BUILDINGS – Municipal and Old Post Office

	2023-24	2024-25
Income		
Rental Income	99,744	105,743
	99,744	105,743
Expenditure		
Combined	212,512	310,552
	212,512	310,552
Capital		
	2,339	800
	214,851	311,352
Cost of Service	115,107	205,609

Year to year costs variations relate to resolution of the long outstanding registration of utilities on the National Grid – 2023/24 figures included the reversal of accrual relating to possible recharged costs associated with this.

12. PUBLIC CONVENIENCES

BUILDINGS - TOILETS	2023/24	2024/25	Variation
Expenditure			
Rates and Water Rates and other utilities	36,676	38,191	1,515
Utilities (G&E)	13,160	9,045	- 4,114
Contractor Cleaning Costs	36,800	68,904	32,104
Repairs and Refurbishments	72,682	12,572	- 60,109
Misc. - facilities management and waste	865	82	- 783
Consumables	28,013	23,339	- 4,674
	188,195	152,134	- 36,061
Buildings - Toilets Capital			
	-	-	-
	-	-	-
Income			
Rent /Grants/Refunds	-	-	-
	-	-	-
COST OF SERVICE	188,195	152,134	- 36,061

The Council continues to provide FOC public conveniences. It has completed the installation of a 'Changing Places' facility at its Grove Place site, jointly funded by Government Grant and directly by this Council. Internal working arrangements required an increase in contractor costs due to a changing in operating model from in-house to contracted. Consumable use increased as the Council hosted a vibrant season of events, including 'one-offs' being Tall-ships Regatta and the hosting the National Event for Armed Forces Day 2023.

13. CAPITAL EXPENDITURE

	2023-24	2024-25
Expenditure		
Combined	76,706	288,214
	76,706	288,214

Various projects have been delivered in 2024/25 and the variation in year to year costs relates to increased IT assets to support recruitment; additional plant/vehicles to support asset devolution and match funding for the projects.

14. EARMARKED RESERVES

FALMOUTH TOWN COUNCIL - EARMARKED RESERVES							
				Opening Balance 1st April 2024	Released	Proposed Additions @ Year End	Closing Balance as at 31st March 25
EMR							
Corporate - CPF's future actuarial evaluation							
Cemeteries							
	Site Development			80,000.00	10,000.00		70,000.00
Cultural Services Reserves							
	General			25,234.00	10,500.00	927.00	15,661.00
General Council and Corporate							
	CIL			34,447.18		27,106.55	61,553.73
	Environmental Support			11,894.00			11,894.00
	Events	INC FFCIC funds		5,866.58			5,866.58
	Place Shaping	TVF		45,000.00	5,000.00		40,000.00
	Corporate Development			-			-
	IT			44,600.00		15,400.00	60,000.00
	Website	Hosting and support		19,802.60	5,407.00		14,395.60
	Election Costs			15,000.00		5,000.00	20,000.00
	Falmouth Spring Flower Show			3,071.74		1,428.26	4,500.00
	Grants			7,231.92	7,231.92	500.00	500.00
	Falmouth Education Charity			19,441.41			19,441.41
	Mayoral			654.14	412.10	4,214.67	4,456.71
	War Memorial	conservation		5,000.00	5,000.00		-
Buildings							
	CS/MB building development			89,095.46	74,095.46	17,000.00	32,000.00
	PO Building security/rent deposits		HOLD	12,800.00			12,800.00
	KP Lodge			27,211.78	9,490.78		17,721.00
Parks/Gardens and Open Spaces							
	Dracaena	Further Phased works		60,273.50	60,273.50	10,000.00	10,000.00
		Skatepark Project	MAV RTN	10,000.00		276.00	10,276.00
		Basketball		10,000.00			10,000.00
	Trescobeas			210.00		1,000.00	1,210.00
	Allotments			11,786.00		3,000.00	14,786.00
	Kimberley	Compost Bays		5,000.00			5,000.00
Plant and Equipment							
	Vehicles			13,176.00	3,176.00		10,000.00
	Other						-
Committed Reserves							
	Various			1,334.35			1,334.35
Pavilion							
	Garden Room	Refurbishment		25,000.00	25,000.00		-
Balance at Year End				583,130.66	- 215,586.76	85,852.48	453,396.38
Movement at Year end							- 129,734.28

15. **DEBTORS**

As of the 31st of March 2025 the following debtors were outstanding:

Cost Centre	2023/24 - £	2024/25 - £
Rent and service delivery costs	208,856	139,122
Other Debtors	50,385	132,849
Totals	259,241	271,971

16. **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.

17. **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 earmarked 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
28th May 2025