

## FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Council held on Monday 3<sup>rd</sup> June 2024 at 7.00pm held in the Council Chamber, Municipal Buildings, The Moor, Falmouth. TR11 3QA

Present: Councillors A L Rowe (Town Mayor), L D Coley (Deputy Mayor), D E Clegg, S D Eva, D V Evans BEM, G F Evans MBE, A J Jewell CC, J S Kirkham CC, J C Robinson, B M A Ross, D W Saunby CC, J M P Spargo and Z Young.

In Attendance: A M Williams	(Town Clerk)
R N Thomas	(Responsible Financial Officer)
D C Shankland	(Communications Officer)
PC M Cummins	(Devon & Cornwall Police)
Rev G Bennetts	(Mayor's Chaplain)

Prior to the formal commencement of the meeting the Mayor's Chaplain said prayers.

### **C5972 APOLOGIES**

Apologies for absence were received and approved from Councillors Chin-Quee BEM (ill), Edwards (child care) and Seiler (work).

Cornwall Councillor Magowan was unable to attend due to child care.

### **C5973 INTERESTS AND DISPENSATIONS**

None received.

The Town Mayor reminded Councillors of the General Election pre-election period restrictions advice issued by the Town Clerk and advised that some council business had been deferred from the agenda.

### **C5974 MINUTES**

It was proposed by Councillor Rowe seconded by Councillor Coley and

**RESOLVED** that the Part I minutes of the meeting held on 11<sup>th</sup> March 2024 and the minutes of the Annual meeting held on 13<sup>th</sup> May 2024 be confirmed as a correct record and signed by the Chair.

A motion by Councillor Young to amend the accuracy of Minute C5847 was not seconded.

### **C5975 TOWN MAYOR'S REPORT**

The Town Mayor reported on the start of the municipal year and his civic attendances including Penryn Mayor-making, Falmouth University Student Showcase and Trebah Military Day where he had laid a commemorative wreath on behalf of the Council. He apprised the Council of the forthcoming D-Day 80<sup>th</sup> anniversary commemorations in Falmouth and requested that councillors supported those.

#### **C5976 DEPUTY MAYOR'S REPORT**

The Deputy Mayor thanked the Council for its support in her appointment to role and updated on her civic attendances including Sand Safe Launch, meeting the Royal Navy Officer at Falmouth Docks and the Falmouth University Student Showcase.

#### **C5977 PUBLIC QUESTIONS**

None received.

#### **C5978 COMMUNITY POLICE REPORT**

PC Cummins presented the Community Police Report. Inspector Milburn would take up the vacant Sector Inspector role shortly and PC Beckett had joined the Community Team as a Neighbourhood Beat Manager. He provided an update on the outcomes of vehicle speed checks at North Parade and Pendennis Point. The Police were working with the Fire Brigade about increasing their on the water presence. E-bikes were again available to the Community Team. He apprised the Council of the 'Pasty Initiative' distributing left over and surplus food to the needy and vulnerable. Also, summer season demand would have an effect on the resourcing of the Community Team.

The Town Mayor thanked PC Cummins and the Community Team for their community safety work and their continuing engagement with The Council. The Council noted the Police Falmouth Local Newsletter – Spring 2024 edition.

#### **C5979 COMMUNITY SAFETY AND FIRE REPORT**

The report of the Falmouth Community Fire Station Manager was received and noted.

#### **C5980 COMMUNITY AREA PANEL**

The notes of the Panel meeting on 26<sup>th</sup> March 2024 were received and noted.

#### **C5981 CORNWALL COUNCILLORS REPORTS**

##### Penwerris

Councillor Kirkham reported on Cornwall Housing property issues regarding damp treatments. Issues with fly-tipping and pest control. She supported the efforts of the local CIC to take on the Vernon Place green space. She responded to councillors' questions.

##### Trescobeas and Budock

Councillor Saunby reported that the one-way traffic system was working well in Trescobeas but did need some amendment. The bus stop at Mongleath would be reduced in size and safety rails installed at Bickland Water Road. He also updated on issues in Budock including housing development and enforcement action for an industrial scale poly tunnel. He responded to councillors' questions.

##### Boslowick

Councillor Jewell reported on his motion to Cornwall Council regarding assessment of the quality of land in regard to solar farm applications. He had been re-elected as Central Planning Committee Chair. In respect of local matters, the signage of the alternative footway adjacent to Falmouth Golf Club needed to be more visible. There were roof issues with the Spinnaker development at Prislow Fields. Also issues with speeding vehicles around Falmouth Golf Club. He responded to Councillors questions

including providing an update with Councillor Kirkham on the park and ride and park and float operation at Ponsharden.

Arwenack

No report.

## **C5982 COMMITTEE REPORTS**

The Finance and General Purposes Committee Part I Report dated 8<sup>th</sup> April 2024 was presented by Councillor Robinson, Chair of the Committee.

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

**RESOLVED** that the Part I Report of the Committee dated 8<sup>th</sup> April 2024 be approved.

The Planning and Licensing Committee Report dated 11<sup>th</sup> March 2024 was presented by Councillor Eva, Chair of the Committee.

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

**RESOLVED** that the Report of the Committee dated 11<sup>th</sup> March 2024 be approved.

The Planning and Licensing Committee Report dated 8<sup>th</sup> April 2024 was presented by Councillor Eva, Chair of the Committee.

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

**RESOLVED** that the Report of the Committee dated 8<sup>th</sup> April 2024 be approved.

The Planning and Licensing Committee Report dated 29<sup>th</sup> April 2024 was presented by Councillor Eva, Chair of the Committee.

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

**RESOLVED** that the Report of the Committee dated 29<sup>th</sup> April 2024 be approved.

The Planning and Licensing Committee Report dated 20<sup>th</sup> May 2024 was presented by Councillor Eva, Chair of the Committee.

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

**RESOLVED** that the Report of the Committee dated 20<sup>th</sup> May 2024 be approved.

The Cultural Services and Leisure Committee Report dated 18<sup>th</sup> March 2024 was presented Councillor Coley, Vice-Chair of the Committee.

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

**RESOLVED** that the Part I Report of the Committee dated 18<sup>th</sup> March 2024 be approved.

The Grounds, Facilities and Environmental Action Committee Report dated 15<sup>th</sup> April 2024 was presented by Councillor Clegg, Chair of the Committee.

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

**RESOLVED** that the Report of the Committee dated 15<sup>th</sup> April 2024 be approved.

**C5983 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24**

The Responsible Financial Officer reported the Annual Governance Statement. The Chair of the Finance and General Purposes Committee presented the recommendation of the Committee.

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

**RESOLVED** that the Annual Governance Statement 2023/24 as attached be approved.

The Responsible Financial Officer and the Committee Chair reported the recommendations of the Finance and General Purposes Committee for the Council to approve the Accounts and Annual Return and the Financial Statements for 2023/24.

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

**RESOLVED** that the Council's Accounts and Annual return and the Financial Statements for 2023/24 as attached be approved.

**C5984 REPORT OF ENVIRONMENTAL EDUCATION AND ENFORCEMENT TEAM**

It was noted that this report would be presented to the Grounds, Facilities and Environmental Action Committee.

**C5985 REFERENCE FROM GROUNDS, FACILITIES AND ENVIRONMENTAL ACTION COMMITTEE**

**Plant Based Treaty**

The Chair of the Grounds Facilities and Environmental Action Committee presented the recommendation of her Committee in regard to the proposed Sustainable Food Policy. She further reported and was cognisant of the Council's Officers advice that the blanket treatment as proposed would have impacts upon staff time, food wastage and procurement at all council run events and that a proportionality approach should be taken.

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

**RESOLVED** on an amendment that the Council adopts the attached Sustainable Food Policy.

A Motion proposed by Councillor D V Evans and seconded by Councillor Young to adopt the Sustainable Food Policy as recommended by the Grounds, Facilities and Environmental Action Committee was lost.

**C5986 NATIONAL ASSOCIATION OF LOCAL COUNCILS – SUPER COUNCILS NETWORK**

The notes of the SCN meeting held on 16<sup>th</sup> May 2024 were duly noted.

The report of Councillor Edwards of the NALC 2024 Study Tour would be considered at the next meeting of the Council.

**C5987 TOWN MANAGEMENT REPORT**

The Town Clerk presented the Town Management report which was duly noted and forms part of these minutes. He responded to Councillors questions thereon regarding events, car parking, beach management and public toilets provision.

**C5988 TOWN CLERK'S REPORT – PART I**

The Town Clerk presented his Part I Report that was duly noted and forms part of these minutes. And:

**Rural Market Towns Group – Rural Services Network**

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

**RESOLVED** that the Council subscribes to the Rural Services Network – Rural Market Towns Group.

**C5989 EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor Rowe, seconded by Councillor Coley 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.

**COUNCIL MINUTES – PART II**

**3<sup>rd</sup> JUNE 2024**

**C5990 MINUTES- PART II**

It was proposed by Councillor Rowe seconded by Councillor Coley and

**RESOLVED** that the Part II minutes of the meeting held on 11<sup>th</sup> March 2024 be confirmed as a correct record and signed by the Chair.

**C5991 COMMITTEE REPORTS**

The Part II Report of the Finance and General Purposes Committee dated 8<sup>th</sup> April 2024 was presented by Councillor Robinson, Chair of the Committee.

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

**RESOLVED** that the Part II Report of the Committee dated 8<sup>th</sup> April 2024 be approved.

The Part II Report of the Grounds, Facilities and Environmental Action Committee dated 15<sup>th</sup> April 2024 was presented by Councillor Clegg, Chair of the Committee.

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

**RESOLVED** that the Part II Report of the Committee dated 15<sup>th</sup> April 2024 be approved.

There being no further business to transact the Town Mayor declared the meeting closed at 8.00 pm.

Signed..... Date.....

# Annual Governance and Accountability Return 2023/24 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 2023/24

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 2024**.
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 2024**. 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 2024
  - 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 2023/24

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 2024 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 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 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) 2023/24

- 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 2024.
- 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 Chair, 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 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- 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 2024**.

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 Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2024</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 2023/24

## FALMOUTH TOWN COUNCIL

www.falmouthtowncouncil.co.uk/financial-information

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 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 2023-24 AGAR period, were public rights in relation to the 2022-23 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 2022/23 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

Name of person who carried out the internal audit

28/11/2023      26/03/2024      14/05/2024

S P HUDSON CPFA

Signature of person who carried out the internal audit

*S. P. Hudson*

Date

14/05/2024

**\*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 2023/24

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 2024, that:

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2023/24 for

### Falmouth Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
			<i>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.</i>
1. Balances brought forward	RESTATED 932,892	882,245	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	2,863,663	3,276,355	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,410,728	1,787,344	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	1,749,171	2,091,892	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	2,455,252	2,843,832	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	882,245	889,605	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	567,884	741,718	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	5,335,452	5,519,002	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	1,476,252	1,410,091	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 exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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

28/5/2024

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

as recorded in minute reference: .

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

## Section 3 – External Auditor’s Report and Certificate 2023/24

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 2024; 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 2023/24

(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 2023/24

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 2024.

\*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

Financial Statements in support of  
Annual Return  
2023/24

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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 2024 as set out in 'Governance and Accountability for Smaller Authorities in England (the Practitioners' Guide)' published by the Joint Practitioners Advisory Group (JPAG) (2023) 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 2024.
- 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 30<sup>th</sup> September 2024 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 2022/23 and 2023/24 – quantified explanations for all variances in excess 15% or £100,000 must include narrative and numerical.
- Details of earmarked reserves held on 31<sup>st</sup> March 2024
- Bank Reconciliation on 31<sup>st</sup> March 2024
- Income and Expenditure Account
- Balance Sheet
- Supporting notes to the above.

**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.
- 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; 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.
- 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.

The Members of the Council during the year were.

Name	Office held in 2023/24	Ward
G W Chin-Quee BEM D Clegg	<b>Chair Grounds and Facilities, Vice-Chair of Finance and General Purposes and of Planning and Licensing</b>	<b>Penwerris Boslowick</b>
L D Coley	<b>Chair Staffing and Vice-Chair of Cultural Services and Leisure</b>	<b>Trescobeas</b>
S D Eva	<b>Chair Planning and Licensing</b>	<b>Boslowick</b>
D Evans BEM		<b>Boslowick</b>
G F Evans CC MBE		<b>Arwenack</b>
K J Edwards	<b>Mayor</b>	<b>Penwerris</b>
A J Jewell CC		<b>Boslowick</b>
J S Kirkham CC	<b>Vice-Chair Grounds and Facilities and of Staffing</b>	<b>Penwerris</b>
J Robinson	<b>Chair Finance and General Purposes</b>	<b>Arwenack</b>
B M A Ross		<b>Trescobeas</b>
A Rowe		<b>Penwerris</b>
E Seiler	<b>Chair Cultural Services and Leisure</b>	<b>Arwenack</b>
D W Saunby CC		<b>Trescobeas</b>
J N Spargo		<b>Penwerris</b>
Z Young		<b>Arwenack</b>

#### Budget Comparison for 2023/24

	Budget	Actual	Variance
	£000's	£000's	£000's
<b>Income:</b>			
Precept	<b>3,276</b>	<b>3,276</b>	-
Cultural Services	<b>91</b>	<b>181</b>	<b>(90)</b>
Cemetery	<b>43</b>	<b>80</b>	<b>(37)</b>
Pavilion	<b>586</b>	<b>919</b>	<b>(333)</b>
Bank Interest	<b>6</b>	<b>7</b>	<b>(1)</b>
Other Income	<b>233</b>	<b>600</b>	<b>(367)</b>
<b>TOTAL</b>	<b>4235</b>	<b>5063</b>	<b>(828)</b>

Variations in the budgeted and actual income are in the main due to the following;

- the continued service growth of a public entertainment space and café at the Princess Pavilion, Falmouth – increased revenue over budget of £333k;
- successful appeal of rateable value in relation to the Falmouth Art Gallery/Museum – refund of £141k gross;
- ticketed income from hosting the 'Tall Ship's regatta - £121k;
- additional sales and grant income relating to 'The Legend of Arthur' gallery exhibition - £90k;
- additional funding towards the building of the 'Dracaena Skatepark' - £67k;
- additional grant towards the conservation of Ponsharden Cemetery - £43k;
- grant received to support the devolution of Pendennis Headland - £32k.

	<i>Budget</i>	<i>Actual</i>	<i>Variance</i>
	£000's	£000's	£000's
<b>Expenditure:</b>			
Corporate Services	787	937	(150)
Town Management	62	376	(314)
Mayoral and Civic	16	24	(8)
Grants and S 137 Payments	73	73	0
Cultural Services	524	687	(163)
Cemetery Services	57	135	(78)
Parks and Open Spaces	77	279	(202)
Buildings	374	213	161
Pavilion	1,000	1,192	(192)
Public Conveniences	112	188	(76)
Other Operating Costs	1,016	875	(141)
Capital	138	77	61
<b>TOTAL</b>	<b>4,236</b>	<b>5,056</b>	<b>(820)</b>

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

- Increased use of the Princess Pavilion both café and events - £192k
- Initial professional survey and other costs relating to the Kimberley Park Resource Project - £34k;
- Ground, drainage and initial construction works to for the Dracaena 'Skatepark' project - £169k;
- Further works on the restoration of the jointly funded 'Ponsharden Cemeteries' site - £78k;
- Delivery of the 'Legend of Arthur' exhibition – £162k;
- Hosting of the 'Tall Ships' Regatta - £315k;
- Increased costs for professional fees in relation of asset devolution and agency work – £150k
- Resolution regarding historical utility charging matter for The Old Post Office – (£116)k
- Completion of the 'Changing Places' facility - £65k;
- Use of project earmarked reserves – (£265)k

## FALMOUTH TOWN COUNCIL

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

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024**

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

1. Date of Announcement – 4<sup>th</sup> June 2024
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 24, 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 5th June 2024**

and ending on (d) **Tuesday 16<sup>th</sup> July 2024**
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.  
SO143TL  
Email: [councilaudits@bdo.co.uk](mailto:councilaudits@bdo.co.uk)
5. This announcement is made by – Ruth Thomas, Responsible Financial Officer

**Accounting statements 2023-24**

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-23	31-Mar-24				
					<b>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.</b>	
1. Balances brought forward	932,892	882,245			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	2,863,663	3,276,355	412691.94	14%	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	1,410,728	1,787,344	376615.57	27%	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	1,749,171	2,091,892	342720.88	20%	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	2,455,253	2,843,832	388579.71	16%	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	882,245	889,605			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	567,884	741,718			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	5,335,452	5,519,002	183549.93	3%	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	1,476,252	1,410,091	-66161.63	-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**

2022/23    2863662.63    2023/24    3276354.6

Difference    412691.94  
 % Change    14%    No explanation required

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

2022/23	£	2023/24	£	Difference	Explanation (Ensure each explanation is quantified)
178361.61		451962.01		<b>273600.4</b>	Princess Pavilion - Additional budget required to support the continued growth of services provided to the community from the site - staff recruitment £324,373; cleaning and waste management £26,638; Utilities £88,297; Marketing £15,000; Catering Production £100,000; Theatre Events £130,000; other cumulative misc costs £74,768 - offset by increased projected revenue £485,476
18485		74958		<b>56473</b>	Dracaena (Park) - additional budget required as a contribution towards the new 'skatepark' build £75,000; other cumulative misc changes <b>-£18,527</b>
2666816		2749435		<b>82619</b>	Other cumulative misc changes
				0	
				0	
				0	
				0	
				0	
				0	
				0	
<b>Total</b>	<b>2863663</b>	<b>3276355</b>		<b>412692</b>	

Enter more lines as appropriate

**Other receipts**

2022/23 1410728.35 2023/24 1787343.9

Difference 376615.57  
 % Change 27% 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.*

2022/23	£	2023/24	£	Difference	Explanation (Ensure each explanation is quantified)
2891		138956		<b>136065</b>	The Council received 2 rebates of NDBR relating to a revaluation appeal - 98453 and 42666.96
0		121881		<b>121881</b>	The Council received event income as host port for the TallShips Event in 2023
24528		56936		<b>32408</b>	The Council held a high profile exhibition in its Art Gallery - 'The Legend of Arthur' so shop sales income was increased
0		52411		<b>52411</b>	Grant £32,00 and lease income from the devolution of assets from Cornwall Council to Falmouth Town Council
222242		42898		<b>-179344</b>	Reduction in grant funding towards cemetery conservation
48224		75770		<b>27546</b>	Increase in funding received towards the building of skatepark
616202		919281		<b>303079</b>	Increase in income received relating to increased of use of Princess Pavilion venue
45915		37146		<b>-8769</b>	Reduction in Cemetery fees received
123093		60906		<b>-62187</b>	Reduction in CIL funding £26268.16; Reduction in Mayoral donations £12717.85; Reduction in donations to Christmas Lights £4,666; Dowry received in 22/23 £20,000.
40000		0		<b>-40000</b>	Grant received in 22/23 towards provision of Changing Places facility
287633		281159		<b>-6474</b>	Other cumulative minor variations
				<b>0</b>	
				<b>0</b>	
				<b>0</b>	
<b>Total</b>	<b>1410728</b>	<b>1787344</b>		<b>376616</b>	

Enter more lines as appropriate

**Staff costs**

2022/23 1749170.84 2023/24 2091891.7

Difference	342720.88
% Change	<b>20%</b> Yes explain

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

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

2022/23	£	2023/24	£	Difference	Explanation (Ensure each explanation is quantified)
309044		477418		<b>168374</b>	Cultural - pay award £24,242; 1 x new post part year £14,851; 1 x new part time post part year £10,441; 1 x full time post £36,264; 1 x part time post £32,235; 1 x post only part year 22/23 -£26,880; 1 post only apprentice 22/23 £15,264
285869		470994		<b>185125</b>	Princess Pavilion - pay award £21,070; 3 x staff members only part year 22/23 £101,610; 1 x new post £30,996; 2 x staff moved from Facilities to Pavilion £52,806; <b>1 x leaver -£51,400</b> - other changes to casual hours and number of casual staff
508954		528309		<b>19355</b>	Corporate - Pay award and spinal increments £16,080; 1 x change of hours from PT to FT £6,962; <b>1 x leaver - £3,395</b>
303419		348783		<b>45364</b>	Grounds - pay award £18,235; 1 x post part year 22/23 £7,702; 1 x new post part year 23/24 £10,519; 1 x new apprentice part year 23/24 £1,816; 1 x post joined pension scheme £5,074
264681		266387		<b>1706</b>	Facilities - pay award £14,050; <b>2 staff moved to Pavilion - £52,806</b> ; 1 x new role part year £14,228; 1 x leaver 23/24 part year £20,582
77203		0		<b>-77203</b>	Other cumulative minor variations
				<b>0</b>	
				<b>0</b>	
				<b>0</b>	
				<b>0</b>	
				<b>0</b>	
				<b>0</b>	
				<b>0</b>	
<b>Total</b>	<b>1749170</b>	<b>2091891</b>		<b>342721</b>	

Enter more lines as appropriate



All other payments

2022/23 2455252.51 2023/24 2843832.2

Difference 388579.71  
 % Change 16% 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.*

2022/23	£	2023/24	£	Difference	Explanation (Ensure each explanation is quantified)	Is this purchase an asset and reflected
167948		245234		<b>77286</b>	Pavilion - catering cost of production increase as sales have increased	
86399		110218		<b>23819</b>	Pavilion - utility cost increased as use of site increased	
107685		188195		<b>80510</b>	Toilets - provision of public toilets cost increased due to addition of Changing Places toilet £61,921; increased consumable cost £8,656; increased cleansing cost £15,580; <b>Reduction in utility and misc costs -£5,755</b>	
7350		25086		<b>17736</b>	Grounds - Purchase of additional vehicles 1 x £8,800 and 1 x £15,200	Yes
0		12832		<b>12832</b>	Pavilion - marketing costs not previously used	
208288		232084		<b>23796</b>	Pavilion - cost of putting on events	
0		28608		<b>28608</b>	Pavilion - cost of replacing seating in the café areas	Yes
0		33059		<b>33059</b>	Kimberley Park - Project costs to date re planning for delivery of project funded by SBF	
2454		171227		<b>168773</b>	Dracaena - Costs incurred to date relating to the construction of a 'skatepark'	
1875129		1797289		<b>-77840</b>	Other cumulative minor variations	
				<b>0</b>		
				<b>0</b>		
				<b>0</b>		
				<b>0</b>		
				<b>0</b>		
<b>Total</b>	<b>2455253</b>	<b>2843832</b>		<b>388579</b>		

Enter more lines as appropriate

## Reserves

Box 7      889605.32 Precept      3276354.57

	£	£	£
<b>Earmarked reserves:</b>			
Reserve 1	80000.00		
Reserve 2	25234.00		
Reserve 3	34447.18		
Reserve 4	11894.00		
Reserve 5	5866.58		
Reserve 6	45000.00		
Reserve 7	44600.00		
Reserve 8	19802.60		
Reserve 9	15000.00		
Reserve 10	3071.74		
Reserve 11	7231.92		
Reserve 12	19441.41		
Reserve 13	654.14		
Reserve 14	5000.00		
Reserve 15	89095.46		
Reserve 16	12800.00		
Reserve 17	27211.78		
Reserve 18	60273.50		
Reserve 19	10000.00		
Reserve 20	10000.00		
Reserve 21	210.00		
Reserve 22	11786.00		
Reserve 23	5000.00		
Reserve 24	13176.00		
Reserve 25	1334.35		
Reserve 26	25000.00		
		583130.66	
<b>General reserve</b>	<span style="background-color: yellow;">306474.66</span>		
		306474.66	
<b>Total reserves (must agree to Box 7)</b>			<b>889605</b>

**Total fixed assets inc. long term investments**

2022/23 5335452 2023/24 5519001.9

Difference 183549.93  
% Change 3% No explanation required - unless there is a capital payment or receipt in excess of 15% of fixed assets

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**

2022/23	£	2023/24	£	Difference	Explanation (Ensure each explanation is quantified)	Is this asset movement reflected in Box 3 or Box 6	If No please explain why
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
				0			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			

Enter more lines as appropriate

**Long Term investments**

Please provide value of investments held at each year end

2022/23 143086.28 2023/24 139668

2022/23	£	2023/24	£	Difference	Explanation (Ensure each explanation is quantified)	Is this asset movement reflected in Box 3 or Box 6	If No please explain why
143086.28		139668		-3418.28	LAPF figures provided are valuations at 31st March - any loss/profit would be accounted for when asset is sold	No	CCLA PSDF valuation only as asset retained and not disposed of
				0			
				0			
<b>Total</b>	<b>143086.28</b>	<b>139668</b>		<b>-3418.28</b>			

## **FALMOUTH TOWN COUNCIL**

### **Bank Reconciliation as at 31/03/2024**

£

Balances per Bank Statements and Petty Cash as at 31/03/2024

Deposit Account	901,244	
Current Account	8,647	
Mayor's Account	1,165	
CCLA PSDF	5,000	
Pavilion Cash Float	500	
Pavilion Cash Float Tills	300	
Pavilion Cash Float Change	400	
Petty Cash - Town Council	216	
Petty Cash - Art Gallery	164	
Petty Cash - Pavilion	55	
		917,690
<b><u>Less:</u></b>		
Unpresented Cheques ( as attached)		202,218
<b><u>Plus:</u></b>		
Unpresented Receipts ( as attached)		26,246
<b>Adjusted Bank and Cash Balance as at 31st March 24</b>		<b>741,718</b>

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

Figure in Box 8 of the Annual Return	741,718
Less Creditors as at 31st March 2024	-232,877
Plus Debtors as at 31st March 2024	380,764
Figure for Box 7 of the Annual Return	<b>889,605</b>

**Falmouth Town Council 2023/24**  
**Un-Reconciled**

**Date From :** 01/01/1980  
**Date To :** 31/03/2024

Unpresented Totals

<b>Account</b>	<b>Credit</b>	<b>Debit</b>	<b>Balance</b>
<b>1200</b>	202218.27	26091.95	176126.32
<b>1210</b>	0.00	154.40	-154.40
<b>1211</b>	0.00	0	0.00
	<b>202218.27</b>	<b>26246.35</b>	<b>175971.92</b>

Date: 02/05/2024  
 Time: 13:02:49

**Falmouth Town Council**

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**Bank Report - Unreconciled**

Date From : 01/04/2023

Date To : 31/03/2024

**\*\* 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
144510	PP	25/01/2024		L R Pengelly Purchase Payment		2088.00	-2088.00
147215	PP	28/03/2024		Falmouth Co Purchase Payment		1500.00	-1500.00
147217	PP	28/03/2024		MIsfud - Chc Purchase Payment		10.00	-10.00
147318	SR	28/03/2024	CONTRA	Contra Receipt	894.21		894.21
147319	PP	28/03/2024	CONTRA	Contra Payment		894.21	-894.21
147407	BP	31/03/2024		Miss C Gough Miss C Gough - noise cancelling e		54.95	-54.95
147408	PP	31/03/2024		Coast Medic Purchase Payment		1000.00	-1000.00
147409	PP	31/03/2024		True Butterfl Purchase Payment		785.00	-785.00
147410	PP	31/03/2024		Falmouth Pa Purchase Payment		975.00	-975.00
147429	BP	31/03/2024		23/24PO551 Dracaena Kit - B Ross and G Evan		500.00	-500.00
147430	BP	31/03/2024		23/24PO551: Pendennis Leisure - A Rowe Comr		202.88	-202.88
147495	BP	31/03/2024		23/24PO550: Falmouth Rugby Club - Grant J Sp		200.00	-200.00
147679	BR	31/03/2024	2538	Ziffit - Sale of Library books	30.54		30.54
147680	BR	31/03/2024	2539	Mobility-Davis-24864-cash	20.00		20.00
147683	SA	31/03/2024	2539-	Robert Payment on Account	37.50		37.50
147685	BR	31/03/2024	2541	Openreach - refund re grove plac	154.75		154.75
147686	BR	31/03/2024	2540	FFC donations	10.10		10.10
147687	BR	31/03/2024	2540	PP - Catering and Bar Income	1596.99		1596.99
147688	SA	31/03/2024	2540	Payment on Account	50.00		50.00
147689	SA	31/03/2024	2540	Payment on Account	25.00		25.00
147690	SR	31/03/2024	2540	Sales Receipt	460.00		460.00
147697	BR	30/03/2024		FDMS - 5110 Pavilion - F&B Income 30/3	1290.02		1290.02
147698	BR	31/03/2024		FDMS - 5110 Pavilion - F&B Income 30/3	1764.65		1764.65
147699	BR	31/03/2024		FDMS - 5110 Pavilion - F&B Income 30/3	4254.88		4254.88
147700	BR	31/03/2024		FDMS - 5110 Pavilion - F&B Income 30/3	1264.36		1264.36
147701	BR	31/03/2024		FDMS - 5110 Pavilion - F&B Income 30/3	1007.20		1007.20
147702	BR	31/03/2024		FDMS - 5110 Pavilion - F&B Income 30/3	5193.31		5193.31
147703	BR	31/03/2024		FDMS - 5110 Pavilion - F&B Income 30/3	743.22		743.22
147737	BP	31/03/2024		23/24PO559: Helston Town Council - Civic - Ma		32.00	-32.00
147749	PP	31/03/2024		R Tomas/BO Purchase Payment		7539.60	-7539.60
147750	BP	31/03/2024		23/24PO559: S Eva Expenses -St Nazaire		57.95	-57.95
147751	BP	31/03/2024		23/24PO559: S Eva Expenses Christmas		30.00	-30.00
147752	PP	31/03/2024		Travis Perkin Purchase Payment		356.45	-356.45
147753	PP	31/03/2024		Landscape S Purchase Payment		279.42	-279.42
147754	PP	31/03/2024		Ann's PASTIE: Purchase Payment		105.00	-105.00
147755	PP	31/03/2024		Pizza Jockey Purchase Payment		186.50	-186.50
147756	PP	31/03/2024		Amplify SW (Purchase Payment		150.00	-150.00
147757	PP	31/03/2024		Abacus Purchase Payment		36.19	-36.19
147758	PP	31/03/2024		Cornwall Co: Purchase Payment		31.00	-31.00
147759	PP	31/03/2024		Wildbrown (I Purchase Payment		975.00	-975.00
147760	PP	31/03/2024		Waterstones Purchase Payment		160.00	-160.00
147761	PP	31/03/2024		Travis Perkin Purchase Payment		6.28	-6.28
147762	PP	31/03/2024		SW 1 Produc Purchase Payment		1961.93	-1961.93
147763	PP	31/03/2024		SWW Purchase Payment		43.36	-43.36
147764	PP	31/03/2024		SWW Purchase Payment		21.99	-21.99
147765	PP	31/03/2024		SWW Purchase Payment		30.13	-30.13
147766	PP	31/03/2024		Hrmann Arcl Purchase Payment		15468.00	-15468.00
147769	PP	31/03/2024		Greenham Purchase Payment		874.38	-874.38
147771	PP	31/03/2024		Biffa Waste Purchase Payment		1380.97	-1380.97
147772	PP	31/03/2024		Peppermill A Purchase Payment		10298.50	-10298.50
147773	PP	31/03/2024		Rosehill Furn Purchase Payment		17740.80	-17740.80
147774	PP	31/03/2024		Reach Acces: Purchase Payment		8250.00	-8250.00
147776	PP	31/03/2024		Falmouth Ga Purchase Payment		40.00	-40.00
147777	PP	31/03/2024		Citron Hygiei Purchase Payment		82.84	-82.84
147778	PP	31/03/2024		Citron Hygiei Purchase Payment		142.81	-142.81
147779	BP	31/03/2024		23/24PO551: R Thomas expenses - Cemetery -		28.00	-28.00
147780	BP	31/03/2024		23/24PO551: M Williams Expenses - St Nazaire		131.14	-131.14
147781	PP	31/03/2024		BG Electrical Purchase Payment		120.00	-120.00
147782	PP	31/03/2024		Carey Davies Purchase Payment		1674.00	-1674.00
147783	PP	31/03/2024		S J Brown Purchase Payment		1675.00	-1675.00
147784	PP	31/03/2024		PPL PRS Purchase Payment		1617.72	-1617.72
147785	PP	31/03/2024		Passmore Purchase Payment		13240.13	-13240.13
147786	PP	31/03/2024		Kernow Trair Purchase Payment		45.00	-45.00
147787	PP	31/03/2024		The Roasting Purchase Payment		546.00	-546.00

147788	PP	31/03/2024	Halfords	Purchase Payment		1000.00	-1000.00
147789	PP	31/03/2024	Tarplee	Purchase Payment		300.00	-300.00
147790	PP	31/03/2024	Stones Baker	Purchase Payment		20.40	-20.40
147791	PP	31/03/2024	The Printing	Purchase Payment		165.00	-165.00
147792	PP	31/03/2024	Office Smart	Purchase Payment		26.26	-26.26
147793	PP	31/03/2024	Thomas Mer	Purchase Payment		3705.00	-3705.00
147794	PP	31/03/2024	Jo Lumber	Purchase Payment		840.00	-840.00
147795	PP	31/03/2024	Linda Chamt	Purchase Payment		150.00	-150.00
147796	PP	31/03/2024	Speak You (/	Purchase Payment		175.00	-175.00
147797	PP	31/03/2024	Kennall Cons	Purchase Payment		1884.76	-1884.76
147798	PP	31/03/2024	Junk Mial Art	Purchase Payment		75.00	-75.00
147799	PP	31/03/2024	G Jas (K Gat	Purchase Payment		120.00	-120.00
147800	PP	31/03/2024	Gould Electr	Purchase Payment		210.00	-210.00
147801	PP	31/03/2024	Francesca St	Purchase Payment		150.00	-150.00
147804	PP	31/03/2024	CPC	Purchase Payment		70.30	-70.30
147805	PP	31/03/2024	Cornwall St	Purchase Payment		168.76	-168.76
147806	PP	31/03/2024	Willow Collin	Purchase Payment		450.00	-450.00
147807	PP	31/03/2024	Kimberley P	Purchase Payment		277.75	-277.75
147808	PP	31/03/2024	Sam Bradbu	Purchase Payment		300.00	-300.00
147809	PP	31/03/2024	BG Electric	Purchase Payment		54.00	-54.00
147810	PP	31/03/2024	Laura Beard	Purchase Payment		450.00	-450.00
147811	PP	31/03/2024	Annl's Pastie	Purchase Payment		317.50	-317.50
147812	PP	31/03/2024	Absolute Mu:	Purchase Payment		1693.74	-1693.74
147813	PP	31/03/2024	The Roasting	Purchase Payment		301.00	-301.00
147814	PP	31/03/2024	SWW	Purchase Payment		804.15	-804.15
147815	PP	31/03/2024	Objective IT	Purchase Payment		10619.82	-10619.82
147816	PP	31/03/2024	Music For Gc	Purchase Payment		180.00	-180.00
147817	PP	31/03/2024	Kinglsey	Purchase Payment		118.80	-118.80
147818	PP	31/03/2024	Hachette UK	Purchase Payment		179.21	-179.21
147819	PP	31/03/2024	E Bourrat	Purchase Payment		510.00	-510.00
147820	PP	31/03/2024	Wall Behave	Purchase Payment		40.00	-40.00
147821	BP	31/03/2024	23/24PO553:HMRC - PAYE March 2024			13332.87	-13332.87
147822	BP	31/03/2024	23/24PO553:HMRC - NI March 2024			19098.41	-19098.41
147823	BP	31/03/2024	23/24PO554:HMRC - Student Loan March 2024			488.00	-488.00
147824	BP	31/03/2024	23/24PO554 CC - Pension March 2024			34043.16	-34043.16
147825	BP	31/03/2024	23/24PO554:CC - Pension additional payment 1:			600.00	-600.00
147826	BP	31/03/2024	23/24PO554:Standard Life - MJC-AVC March 21			65.00	-65.00
147827	BP	31/03/2024	23/24PO554:Kernow Learning MAR - King Cha			47.50	-47.50
147828	BP	31/03/2024	23/24PO554:Unison - Falmouth Subscriptions I			62.45	-62.45
147846	BP	31/03/2024	23/24PO561:American Express - Global charge			3.32	-3.32
147853	BP	31/03/2024	23/24PO550:Traditional Falmouth - Cllr Z Your			219.00	-219.00
147917	SR	31/03/2024	CONTRA	Contra Receipt	370.00		370.00
147918	PP	31/03/2024	CONTRA	Contra Payment		370.00	-370.00
147919	PP	31/03/2024	Kernow Trair	Purchase Payment		1080.00	-1080.00
147924	PP	31/03/2024	Withey	Purchase Payment		664.13	-664.13
147925	PP	31/03/2024	SWW 12.4.2:	Purchase Payment		24.02	-24.02
147926	PP	31/03/2024	SWW 12.4.2:	Purchase Payment		1065.09	-1065.09
147927	PP	31/03/2024	Fire Safety	Purchase Payment		1296.00	-1296.00
147928	PP	31/03/2024	Infinitus	Purchase Payment		4305.36	-4305.36
147929	BP	31/03/2024	23/24PO560:Mark Williams - St Nazaire Societ			85.87	-85.87
147930	PP	31/03/2024	Pendennis B	Purchase Payment		200.00	-200.00
147931	PP	31/03/2024	Castle Water	Purchase Payment		3.25	-3.25
147932	PP	31/03/2024	Reef	Purchase Payment		151.80	-151.80
147933	BP	31/03/2024	23/24PO564:Artist Payments - Peter Fox Qtr4 :			78.00	-78.00
147934	BP	31/03/2024	23/24PO564:Artist Payments - Shelagh Spears			27.30	-27.30
147935	BP	31/03/2024	23/24PO564:Artist Payments Dulcie Curtis-Atki			15.28	-15.28
147936	BP	31/03/2024	23/24PO564:Art Payments-Bonnie Steward Qtr			24.38	-24.38
147937	PP	31/03/2024	Withey	Purchase Payment		815.87	-815.87
147939	SR	31/03/2024	CONTRA	Contra Receipt	936.00		936.00
147940	PP	31/03/2024	CONTRA	Contra Payment		936.00	-936.00
147941	BR	31/03/2024	120975 - CC CC - CIL NP to FTC		2541.59		2541.59
147969	PP	31/03/2024	Asone Hub	Purchase Payment		744.00	-744.00
148069	SR	31/03/2024	CONTRA	Contra Receipt	2244.00		2244.00
148070	PP	31/03/2024	CONTRA	Contra Payment		2244.00	-2244.00
148218	SR	31/03/2024	CONTRA	Contra Receipt	1203.63		1203.63
148219	PP	31/03/2024	CONTRA	Contra Payment		1203.63	-1203.63
			<b>Bank Balance :</b>		26091.95	202218.27	-176126.32
					<u>26091.95</u>	<u>202218.27</u>	<u>-176126.32</u>

End of Report

Date: 02/05/2024  
Time: 13:05:36

**Falmouth Town Council**

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**Bank Report - Unreconciled**

Date From : 01/04/2023  
Date To : 31/03/2024

**\*\* 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
147681	BR	31/03/2024	2539-24897	Mobility-Wiffen-CC	70.00		70.00
147682	BR	31/03/2024	2539-24893	Mobility-Guest-CC	30.00		30.00
147691	BR	31/03/2024	1689 - Librar	Library Income to 31/3	23.80		23.80
147692	BR	31/03/2024	1688 - Galler	Gallery Income to 31/3	30.60		30.60
<b>Bank Balance :</b>					154.40		154.40
					<u>154.40</u>		<u>154.40</u>

End of Report



**FALMOUTH TOWN COUNCIL**

**INCOME AND EXPENDITURE ACCOUNT**

**FOR YEAR ENDING 31ST MARCH 2024**

<b>2022/23</b>		<b>Note</b>	<b>2023/24</b>
£			£
<b>INCOME</b>			
2,863,663	Precept		3,276,355
145,999	Art Heritage and Culture	1	180,804
268,157	Cemetery	2 and 3	80,044
612,202	Pavilion	10	919,281
6,303	Bank Interest		7,024
378,069	Other Income	4	600,192
<b>4,274,391</b>	<b>Total Income</b>		<b>5,063,698</b>
<b>EXPENDITURE</b>			
831,238	Corporate	4 and 5	937,228
44,002	Town Management	4 and 6	376,252
11,789	Mayoral & Civic	7	24,425
73,170	Grants & S.137 Payments	8	72,504
578,048	Art Heritage and Culture	1	686,775
305,526	Cemetery	2 and 3	134,827
119,654	Parks & Open Spaces	9	279,408
899,506	Pavilion	10	1,192,113
355,223	Municipal Buildings (Inc PO)	11	212,522
107,685	Public Conveniences	12	188,195
904,589	Other Operating Costs	4	875,384
94,610	Capital Expenditure	13	76,706
<b>4,325,038</b>	<b>Total Expenditure</b>		<b>5,056,338</b>
<b>(50,647)</b>	<b>Excess of Income over Expenditure in the Year</b>		<b>7,360</b>
68,187	Transfers (to)/from Earmarked Reserves	14	267,361
<b>17,540</b>	<b>Movement on General Fund in the Year</b>		<b>274,721</b>
17,000	General Fund Balance Brought Forward		34,540
<b>34,540</b>	<b>General Fund Balance Carried Forward</b>		<b>309,261</b>

**FALMOUTH TOWN COUNCIL**

**BALANCE SHEET AS AT 31ST MARCH 2024**

Year Ended 31st March 23		Note	Year Ended 31st March 24
£			£
Restated			
-			
365,476	<b>Current Assets</b>		
37,528	Debtors	15	259,241
9,118	Recoverable VAT		54,251
43,835	Recoverable PAYE/NI	16	9,118
567,884	Payments in Advance		58,153
	Cash & Bank		741,718
<b>1,023,840</b>	<b>Total Current Assets</b>		<b>1,122,482</b>
	<b>Current Liabilities</b>		
(20,106)	Receipts in advance		(18,046.68)
(121,490)	Creditors and Accruals		(214,830.38)
<b>(141,596)</b>	<b>Total Current Liabilities</b>		<b>(232,877)</b>
<b>882,245</b>	<b>Total Assets less Liabilities</b>		<b>889,605</b>
	<b>Represented By:</b>		
847,705	Earmarked Reserves		583,130.66
34,539	Long Term Investment Fund	137,503	
	General Fund Balance	17	306,474.66
<b>882,245</b>			<b>889,605</b>

## NOTES TO THE INCOME & EXPENDITURE ACCOUNT

The Income & Expenditure Account for 2023/24 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>2022/23</b>	<b>2023/24</b>
<b>Expenditure</b>		
Salaries	309,044	477,418
Postage/stationery/copying/telephones	4,551	3,977
Publications/Subscriptions	1,134	2,635
Storeroom Materials	-	1,609
Printing/Artwork	3,809	959
Publicity/Marketing	15,146	12,185
Insurance	11,278	11,577
Exhibition/Preview Costs	53,282	25,345
Travel/Accommodation/Transportation	1,247	775
Workshops/Misc.	21,981	16,479
Gallery Equipment/Misc	819	5,528
Photography/Repro Fees	1,040	250
Stock/Resale Items	9,150	27,072
Conservation - Works of Art	4,051	4,300
Education/Outreach inc youth provision	25,000	20,147
Externally Funded Projects	24,242	53,090
Arts Council	401	23,431
	486,175	686,775
<b>Cultural Services Capital Expenditure</b>		
CS Acquisitions and IT funded and unfunded	18,900	890
	18,900	890
<b>Income</b>		
Misc Sales/Income inc lib	24,528	56,936
Commission	-	779
Donations	1,013	2,274
Sponsorship and other income	-	33,952
Fees and Workshop Income	484	745
Grants - Capital/Projects	56,830	86,118
	82,855	180,804
<b>COST OF SERVICE</b>	<b>422,219</b>	<b>506,861</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 town's art collection. Funding from Art Council replaced the CMP funding, with officer placements supporting online digital enhancement of public engagement, delivery of digital workshops and the management of social media. Additional funding was also received

towards the free to view 'Legend of Arthur' exhibition and the increased footfall helped shop sales. Additional funded recruitment assisted the delivery of both the SPLANNA and Arthur projects.

## 2. CEMETERY

The conservation work at the combined Dissenters and Jewish burial sites at Ponsharden is nearing completion. Project works have changed slightly since inception and a further scheme of works has identified that security onsite does need to be enhanced due to global events.

## 3. OPERATIONAL CEMETERY

<b>CEMETERY SERVICES</b>		<b>2022/23</b>	<b>2023/24</b>
<b>Expenditure</b>			
Printing/Insurance/Phones		1,436	1,829
Repairs/Replacements		2,983	2,381
Trees/Tree Surgery		2,757	1,050
Electricity		9,659	4,837
Rates/Water/Council Tax		13,836	14,572
Dog Notices/Bins		-	1,034
Building and Infrastructure Repairs		10,152	10,392
Grounds and General Site Maintenance		5,543	4,218
Miscellaneous		7,805	13,668
Cemetery and Burial Project Work		-	-
New Site		513	262
		<b>54,685</b>	<b>54,244</b>
<b>Cemeteries Capital</b>			
New Cemetery Site		-	-
Other Capital Site Improvements			-
		<b>-</b>	<b>-</b>
<b>Income</b>			
Cemetery Fees		45,915	37,146
		<b>45,915</b>	<b>37,146</b>
<b>COST OF SERVICE</b>		<b>8,770</b>	<b>17,098</b>

A reduction in chargeable services and an increase in miscellaneous costs account for the variation year on year.

## 4. OTHER INCOME AND OPERATING COSTS

Rebated NDBR following a successful appeal £136k; Ticket income from hosting Tall Ships Regatta £121k; Grant and partnership funding towards the Dracaena Skatepark £76k; Lease rent and devolution grant Pendennis Headland £52k; Rental income from increased facility use £18k.

	2022-23	2023-24
<b>Income</b>		
Combined (2022/23)	1,410,728	1,798,344
	<b>1,410,728</b>	<b>1,798,344</b>
<b>Expenditure</b>		
Combined	904,589	875,384
	<b>904,589</b>	<b>875,384</b>
<b>Cost of Service</b>	<b>506,139</b>	<b>922,960</b>

## 5. CORPORATE EXPENDITURE

	2022/23	2023/24
<b>CORPORATE SERVICES</b>		
<b>Expenditure</b>		
Officers Salaries	508,954	528,309
Postage/Petty Cash	936	1,560
Telephone	5,556	5,931
Printing/Stationery/Copier	5,128	3,300
Publications	1,577	1,030
Advertising and Marketing	10,228	80
IT - maintenance/monitoring and software	129,450	193,903
Subscriptions	19,722	19,782
Insurance	5,587	10,526
Professional / Legal Fees etc. (includes	61,552	80,009
Conference/Seminars and Training	13,760	12,392
Audit Fees	2,375	1,610
Bank Charges	5,820	10,443
Miscellaneous inc H&S	3,738	14,242
Bad Debts/W/Off/P&L Adjustments	-	341
Loan Interest	56,853	54,453
	<b>831,238</b>	<b>937,228</b>
IT Capital expenditure	9,242	7,958
	<b>9,242</b>	<b>7,958</b>
<b>Income</b>		
Misc Inc Suspense Ac	2,891	138,956
Bank Interest	6,303	7,024
	<b>9,193</b>	<b>145,980</b>
<b>COST OF SERVICE</b>	<b>831,286</b>	<b>799,206</b>

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 community and council assets. A rebate off NDBR was received.

6. **TOWN MANAGEMENT**

<b>TOWN MANAGEMENT SERVICES</b>				<b>2022/23</b>	<b>2023/24</b>
<b>Expenditure</b>					
Events Support				41,640	66,373
Operational Budget		MOB		2,362	4,922
					304,957
				44,002	376,252
IT Capital expenditure					-
				-	-
<b>Income</b>					
				-	121,881
				20,180	16,511
				20,180	138,392
<b>COST OF SERVICE</b>				<b>23,822</b>	<b>237,861</b>

Significant variances here relate to the delivery of the Tall Ship Regatta event.

7. **MAYORAL AND CIVIC**

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

## 8. GRANTS AND SECTION 137 PAYMENTS

The grants awarded under this or other powers during 2023/24 were as follows:

<b>Falmouth Town Council Schedule of Grants Awarded</b>		<b>2023/24</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
Coast Medic		£1,000.00
Carnon Carers		£250.00
Falmouth Classics		£1,000.00
Source FM - annual grant		£2,000.00
Cornwall Cricket Board		£500.00
Pendennis Brass		£200.00
The Friends of Penmere Station		£120.00
4th Falmouth Scout Group		£750.00
Falmouth Quakers		£350.00
The Dracaena Centre		£734.08
Mundic Nation Limited		£500.00
Falmouth Packet Ship CIC		£975.00
Duchy Opera Trust Limited		£700.00
Breathe Falmouth Club		£500.00
Falmouth Day Centre - F6837		£1,000.00
True Butterflies Foundation		£2,000.00
Falmouth Community Youth Football Club		£2,425.00
Cornwall Internation Male Choral Festival		£1,500.00
Falmouth Theatre Company		£1,000.00

Under Section 137 of the Local Government Act 1972 the Council can spend up to £9.93 per head on the electoral role in the 2023/24 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 £165,453.66.

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; 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**

	<b>2022-23</b>	<b>2023-24</b>
<b>Income</b>		
Combined	54,222	80,752
	<b>54,222</b>	<b>80,752</b>
<b>Expenditure</b>		
Combined	119,995	257,319
Capital	13,083	1,831
	<b>133,078</b>	<b>259,150</b>
<b>Cost of Service</b>	<b>78,856</b>	<b>178,398</b>

Variation in yearly comparison costs are constituted by; works commencing on the Dracaena 'Skatepark' project - £168K for pre-project ground and drainage works and initial construction works.

10. **PRINCESS PAVILION - BUILDINGS**

<b>BUILDINGS - PRINCESS PAVILION</b>			<b>2022/23</b>	<b>2023/24</b>
<b>Expenditure</b>				
Repairs and Renewals			64,268	37,159
			64,268	37,159
<b>Buildings - Pavilion - Capital</b>				
			14,630	4,994
			14,630	4,994
<b>Income</b>				
Donations/Grants			65	-
			65	-
<b>COST OF SERVICE</b>			<b>78,833</b>	<b>42,153</b>



## PRINCESS PAVILION - OPERATIONAL

PRINCESS PAVILION		2022/23	2023/24
<b>Expenditure</b>			
Salaries		285,869	470,994
Repairs and Renewals		3,224	8,987
Cleaning		44,057	50,798
Utilities E/G/W and NDBR INS		86,399	110,218
Marketing		-	12,832
IT and Telephony		4,553	3,235
Catering - Equipment (under £300)		5,771	8,621
Catering - Cost of production		167,948	245,234
Service and other contract costs		11,296	20,519
Misc Site Costs	INC Theatre Equipment	13,944	19,617
Alarms and Security		3,887	8,974
Event Cost - non Theatre		3,111	16,995
Theatre Events Cost		205,177	215,089
		835,238	1,192,113
<b>Pavilion - Capital</b>			
		-	28,608
		-	28,608
<b>Income</b>			
Venue/Theatre Hire and Misc		266,418	288,276
Donations/Grants		65	906
PRS		-	4,171
Catering		345,719	625,927
		612,202	919,281
<b>COST OF SERVICE</b>		<b>223,036</b>	<b>301,441</b>

The Council saw continued growth in use of the services provided at the Princess Pavilion and Gyllyngdune Gardens site with catering income raising from £345k in 2022/23 to £626k in 2023/24 with cost of production increasing from £168k to £245k respectively.

The Council is also continuing to invest in replacing and refreshing the site overall.

11. **BUILDINGS – Municipal and Old Post Office**

	<b>2022-23</b>	<b>2023-24</b>
<b>Income</b>		
Rental Income	83,434	99,744
	<b>83,434</b>	<b>99,744</b>
<b>Expenditure</b>		
Combined	360,480	212,512
	<b>360,480</b>	<b>212,512</b>
<b>Capital</b>	2,349	2,339
	<b>362,829</b>	<b>214,851</b>
<b>Cost of Service</b>	<b>279,395</b>	<b>115,107</b>

Income is increased due to additional use of the new venue space and expenditure has reduced due to the settlement of an outstanding matter regarding the registration of utilities on the National Grid.

12. **PUBLIC CONVENIENCES**

<b>BUILDINGS - TOILETS</b>	<b>2022/23</b>	<b>2023/24</b>
<b>Expenditure</b>		
Rates and Water Rates and other utilities	36,566	36,676
Utilities (G&E)	16,922	13,160
Contractor Cleaning Costs	21,220	36,800
Repairs and Refurbishments	10,761	72,682
Misc. - facilities management and waste	2,859	865
Consumables	19,357	28,013
	<b>107,685</b>	<b>188,195</b>
<b>Buildings - Toilets Capital</b>		
	22,367	-
	<b>22,367</b>	<b>-</b>
<b>Income</b>		
Rent /Grants/Refunds	40,000	-
	<b>40,000</b>	<b>-</b>
<b>COST OF SERVICE</b>	<b>90,052</b>	<b>188,195</b>

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 arrangement required an increase in contractor costs as a member of Council staff resigned. Consumable use

increased as the Council hosted a vibrant season of events, including 'one-offs' being Tallships Regatta and the hosting the National Event for Armed Forces Day 2023.

13. **CAPITAL EXPENDITURE**

	<b>2022-23</b>	<b>2023-24</b>
<b>Expenditure</b>		
Combined	94,610	76,706
	<b>94,610</b>	<b>76,706</b>

14. EARMARKED RESERVES

FALMOUTH TOWN COUNCIL - EARMARKED RESERVES					Restated			
					Opening Balance 1st April 2023	Released	Proposed Additions @ Year End	Closing Balance as at 31st March 24
<b>EMR</b>								
Corporate - CPF's future actuarial evaluation								
<b>Cemetery</b>								
	Site Development				70,000.00		10,000.00	80,000.00
<b>Cultural Services Reserves</b>								
	General				9,784.00		15,450.00	25,234.00
<b>General Council and Corporate</b>								
	CIL				36,903.83	33,945.72	31,489.07	34,447.18
	Environmental Support				17,885.00	5,991.00		11,894.00
	Events	INC FFCIC funds			193,239.84	187,373.26		5,866.58
	Place Shaping	TVF			45,000.00			45,000.00
	Corporate Development				-			-
	IT				-		44,600.00	44,600.00
	New Corporate Website				50,000.00	30,197.40		19,802.60
	Election Costs				5,000.00		10,000.00	15,000.00
	Falmouth Spring Flower Show				2,552.00	300.00	819.74	3,071.74
	Grants				5,636.00	5,636.00	7,231.92	7,231.92
	Falmouth Education Charity				21,441.41	2,000.00		19,441.41
	Mayoral				749.73	412.10	316.51	654.14
	War Memorial	conservation					5,000.00	5,000.00
<b>Buildings</b>								
	CS/MB building development				79,095.46		10,000.00	89,095.46
	PO Building security/rent deposits		HOLD		12,800.00			12,800.00
	KP Lodge				75,000.00	47,788.22		27,211.78
	Changing Place	Balance of Grant + budget			52,633.20	52,633.20		-
<b>Parks and Gardens</b>								
	Dracaena	Skatepark Project			119,135.00	90,589.00	31,727.50	60,273.50
		Skatepark Project	HLF				10,000.00	10,000.00
		BasketBall			10,000.00			10,000.00
	Trescobeas				210.00			210.00
	Allotments				9,000.00		2,786.00	11,786.00
	Kimberley	Compost Bays					5,000.00	5,000.00
<b>Plant and Equipment</b>								
	Vehicles				30,000.00	16,824.00		13,176.00
	Other							-
<b>Committed Reserves</b>								
	Various				1,640.02	305.67		1,334.35
<b>Pavilion</b>								
	Garden Room	Refurbishment					25,000.00	25,000.00
Balance at Year End					847,705.49	- 473,995.57	209,420.74	583,130.66
Movement at Year end								- 264,574.83

15. **DEBTORS**

As of the 31<sup>st</sup> of March 2024 the following debtors were outstanding:

Cost Centre	2022/23 - £	2023/24 - £
Rent and service delivery costs	214,491	208,856
Other Debtors	150,985	50,385
Totals	365,476	259,241

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 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  
16<sup>th</sup> May 2024

## Sustainable Food Motion

### **This council recognises that;**

1. Meat and dairy production is a significant contributor to greenhouse gas emissions and global deforestation and therefore reducing consumption of these foods will help to tackle the climate crisis.
2. It has a role to encourage people to consider their food consumption and be able to make informed choices
3. It is important to promote the importance of a balanced diet and cater for all dietary requirements
4. We should help to increase awareness that dietary choices have an impact on individual carbon footprints
5. Support should be given to local farmers, producers and suppliers who make a huge contribution to our economy and community cohesion

### Falmouth Town Council resolves to

- Ensure that food provided at all council-catered events and meetings provide a plant-based option on request, preferably using ingredients sourced from local food providers
- Wherever possible to use suppliers who are locally based to provide meals
- Ensure that all council-run sites including cafes and restaurants have plant-based options available as part of their regular catering offer and are advertised clearly on their menu
- Cooperate with plant-based local free food services by supporting community groups who are already doing work to assist in transforming to a more environmentally sustainable food system which also helps tackle food poverty
- Promote the benefits of a balanced diet including plant-based ingredients at relevant awareness-raising events



## **Town Management Report to Falmouth Town Council 03/06/24**

### Report

For this report I have changed it to very much incorporate the Safe & Secure project both in terms of overview that has been sent to the businesses and also CCTV information with stats and facts that I am sure Cllrs will find useful.

As per usual there are a whole array of tasks being worked on at the moment, but the main focus recently has been the Safe & Secure to ensure it is successfully launched. Feedback has been very very positive, and the project will evolve as time goes on. From the Street Rangers to the CCTV, DISC and the town link radios this is not going to solve everything and there will still be ongoing challenges. I want to manage expectations, but it is a great start. I would like to thank Kim Phillips and his team from Infinitus for working hard on this joint Falmouth Town Council/Falmouth Business Improvement District initiative. I would also thank Hayley Nicholson from the Town Team for pulling together so much of the documents/uniform/comms.

Please see the D-Day certificate at the end of this report. Events as Cllrs know are included in the Cultural Services.



# FALMOUTH SAFE AND SECURE

The Falmouth Safe and Secure initiative encompasses a range of proactive engagement and crime reporting schemes, as detailed in this document. This represents a significant new project area as highlighted by many businesses during the recent BID ballot consultation process.

Many UK high streets have experienced an increase in low-level crime and anti-social behaviour through and post Covid. Funded and supported by the Falmouth Town Team - the nationally recognised partnership between Falmouth Business Improvement District (BID) and the Falmouth Town Council, this initiative will strengthen existing town and county safety partnerships, while supporting businesses even more effectively.

## Street Rangers

A new Falmouth Street Rangers scheme will be both a strong visual presence and vital new business engagement service. The Street Rangers will be security trained and accredited and play a key role in the Town Team's commitment to providing a safer environment. Furthermore, they will be a crucial support link to the business community.

The Street Rangers will operate across the town each week visiting businesses, liaising with the Police and sharing best practice with other safety partners. They will also work with the business community on expanding the Disc crime reporting system, see below.



## DISC

A leading provider of crime reporting platforms, Disc provides an effective and secure monitoring system for local businesses to report offences to the Police. With the ability to submit incident reports, monitor regular offenders and stay up to date with the latest news and trends, this engagement platform aims to foster a more effective partnership between businesses and Falmouth's safety partnership.

The Disc service will be free for businesses to sign up to and will be funded by the BID.

## Safe and Secure Partnership

Effective communication channels and regular intelligence sharing is integral to any successful partnership. The Safe and Secure scheme will see enhanced cooperation and communication between local businesses, the Police, the new Falmouth Street Rangers service, Cornwall Council and Falmouth CCTV operators. This will be coordinated and overseen by the proactive Falmouth Town Team. As the project develops over time, its focus and service will be enhanced and reviewed, so as to provide the best levels of support possible to businesses and the wider community.



FALMOUTH TOWN COUNCIL



FALMOUTH  
Business Improvement District (BID)



For further information on Safe and Secure, scan here:





# FALMOUTH SAFE AND SECURE

## Town Link Radios

The town link radio system provides an important foundation of support for businesses. Falmouth BID encourages take up by offering a 50% discount on the purchase cost of a radio. The cost of purchasing is circa £100 with the annual licence fee being £40. For further information contact Gould Electronics on office@gould.co.uk or call 01209 821804.

Twenty plus businesses are currently signed up and the plan is to develop and enhance the town link radio scheme as part of the Safe and Secure project. The radios connect businesses directly with the Town Team, CCTV control and the Falmouth Street Rangers.

Businesses will be supported with training provided by the Town Team and Street Rangers.



## CCTV

The Town Team has been hugely proactive over the last few years in securing and then enhancing the CCTV provision for Falmouth. The previous service faced challenges as a result of local authority cuts, so the team stepped in and identified a series of measures that would enable an ongoing vital provision for the town.

Falmouth now has an expanded network right across the town, in addition to a monitored control room. Other towns across Cornwall are now looking to Falmouth as an exemplar of best practice within this area.



1

market leading crime reporting system rolled out to support Falmouth's business community

83%

of Falmouth businesses highlighted anti-social behaviour (ASB) as an area for the BID to invest in over the next five years

1

expanded CCTV network throughout Falmouth town

1

highly visible new Street Rangers service

Over £100,000

dedicated to engaging with, supporting and lobbying on behalf of Falmouth businesses over the next five years

20+

businesses currently signed up to shopwatch



FALMOUTH TOWN COUNCIL



FALMOUTH

Business Improvement District (BID)



For further information on Safe and Secure, scan here:

# FALMOUTH TOWN LINK RADIO SCHEME



**FALMOUTH**  
SAFE AND SECURE

The subsidised  
Falmouth Town Link  
Radio Scheme is  
brought to you courtesy  
of Falmouth BID and  
its partnership with  
Falmouth Town Council.

Delivered by:



**FALMOUTH**

Business Improvement District (BID)



**FALMOUTH  
TOWN COUNCIL**

# HELPFUL ADVICE

The Falmouth Town Link Radio Scheme, one element of the new Safe and Secure project, is an effective town operations tool and a proactive way in which businesses can connect with one another, the Falmouth Street Rangers and the Town Team. It can assist in relaying information on crime and anti-social behaviour, as well as providing occasional updates when events and festivals are taking place.

## TO ORDER YOUR RADIO

- Thanks to the Falmouth BID 50% subsidy, the cost of purchasing a handset is around £100.
- The annual licence fee is circa £40.
- For further information and to purchase a handset, contact Gould Electronics on office@gould.co.uk or call 01209 821804.

- Remember to charge your Town Link Radio after use.
- Use channel 1 when communicating.
- Remember to switch on your Falmouth Town Link Radio daily when your business is open and trading.
- To speak, press and hold in the button on the left side of the radio for the duration of your call. Pause briefly after pushing in the button before speaking.
- When the talk button is pressed, no one else can speak or be heard so it is important to think about your message beforehand.
- Do not worry about call signs and codes - we want to encourage usage and not formality!
- Remember, this is NOT an emergency phone nor direct line to the Police or other emergency services. Any crime or incident must still be reported through 999 for emergencies or 101 for non-emergencies.
- Headsets are available to purchase via Gould Electronics. These provide confidentiality which may be required in certain situations.
- The Falmouth Street Rangers and Town Team are also connected to the system so businesses are able to communicate directly with them.

For further information on the Safe and Secure project, visit [falmouth.co.uk/safe-and-secure/](http://falmouth.co.uk/safe-and-secure/) or scan the QR code.



# Falmouth & Helston CCTV Control Room Report

01/06/2023 to 30/04/2024



CCTV OPERATIONS



CCTV OPERATIONS



CCTV OPERATIONS



CCTV OPERATIONS

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

Address: **Falmouth Town Council | The Old Post Office |  
The Moor | Falmouth | TR11 3QA**

## General Information

**Falmouth Town Council** effectively took on the monitoring of its town CCTV system from the 1<sup>st</sup> June 2023.

As of the 1<sup>st</sup> November 2023 Falmouth Town Council also took on the monitoring of the **Helston Town Council** CCTV system.

The cameras are monitored by Infinitus Security and Training. Shift timings are flexible and changeable to ensure maximum effectiveness and events in the towns will affect when those shifts are active.

Footage from all cameras is recorded **24 hours a day 7 days a week** and this is stored for 30 days. If police request copies of footage within this period, we produce this for them after submission of the appropriately authorised Authority to View (ATV) form. Footage is then stored for 120 days after submission.

## Aims and Objectives

Our aim is to provide a CCTV monitoring service to **actively trace and track** anti-social and criminal behaviour in Falmouth, and secure **court-ready evidence** to ensure those responsible are brought to justice. We also provide a public safety resource that has good communication with the town's businesses, Street Rangers, and the Police, as well as other safety partners.

Operators have called Police via **999 on 13 occasions**, and **101 on 17 occasions** to report incidents in both towns.

Our objectives are to increase and continually improve the use of various tools to aid communication and enhance the CCTV control room's effectiveness, such as the Townlink radio system, Disc app and ultimately Airwave Police radio.

## Training, Regulation and Codes of Practise

All Infinitus operators are SIA trained and licensed to practise. Some operators have received Behavioural Detection and Analysis training from Police, and all will ultimately attend this training. We are also looking into a [Security Control Room \(SCR\) Operators course](#) provided by the National Protective Security Authority (NPSA), a week long programme designed to enhance their ability and readiness to deal with a terrorist incident.

All operations in the control room are subject to General Data Protection Regulations (**GDPR**) and Regulation of Investigatory Powers Act (**RIPA**) legislation, which we take very seriously.

We follow guidance from the Home Office **Surveillance Camera Code of Practise** and **BS7958-2015** Closed circuit television (CCTV) – Management and operation – Code of practice, which we will look to have audited in the future.

## Authorisation to View (ATV) Analysis

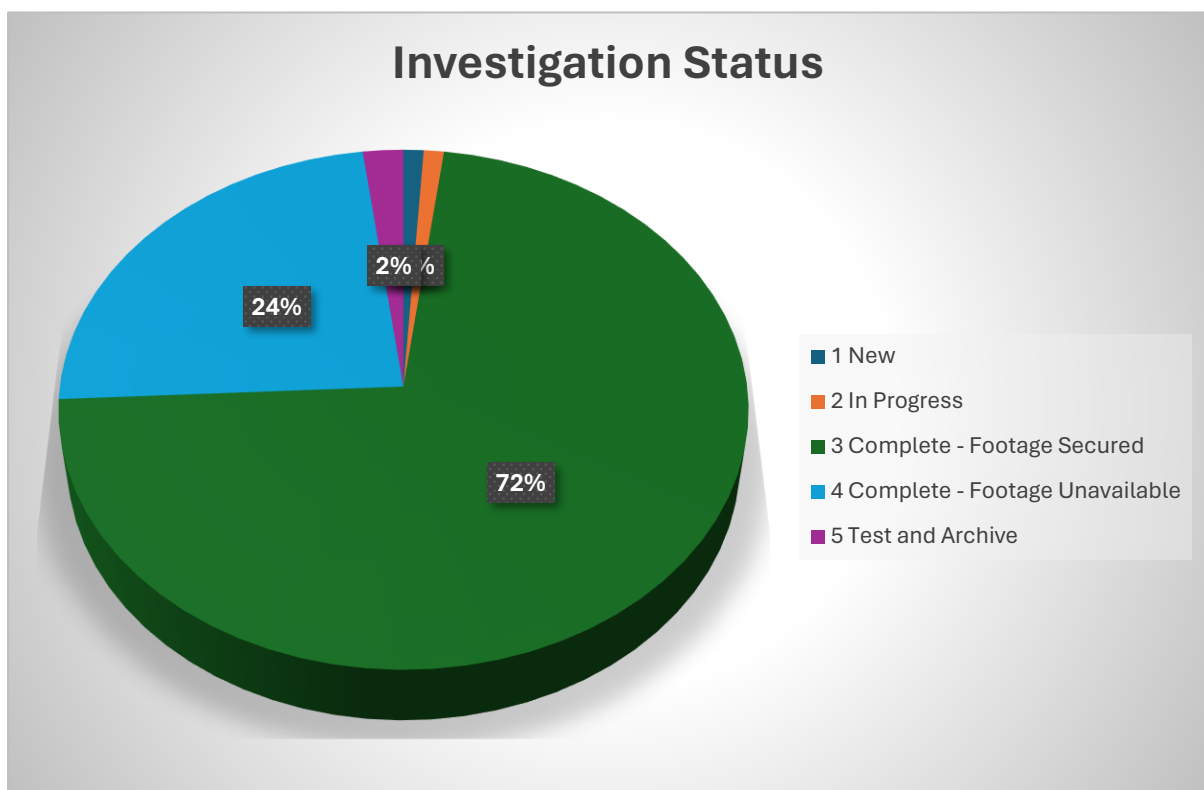
An authorisation to view is a request from Police to have footage of an incident sent to them for potential criminal proceedings. All ATV's have to be authorised by a senior Police Officer. A master copy is kept on file for a limited period and then deleted in accordance with GDPR.

*ATV footage is sent to the Police via secure digital means (GoodSam), negating the need for an officer to drive and collect. Plastic waste is zero.*

### Total ATV's Processed

As at 21/05/2024

	Count of Investigation Status
<b>1 New</b>	1
<b>2 In Progress</b>	1
<b>3 Complete - Footage Secured</b>	70
<b>4 Complete - Footage Unavailable</b>	23
<b>5 Test and Archive</b>	19
<b>Grand Total</b>	<b>114</b>

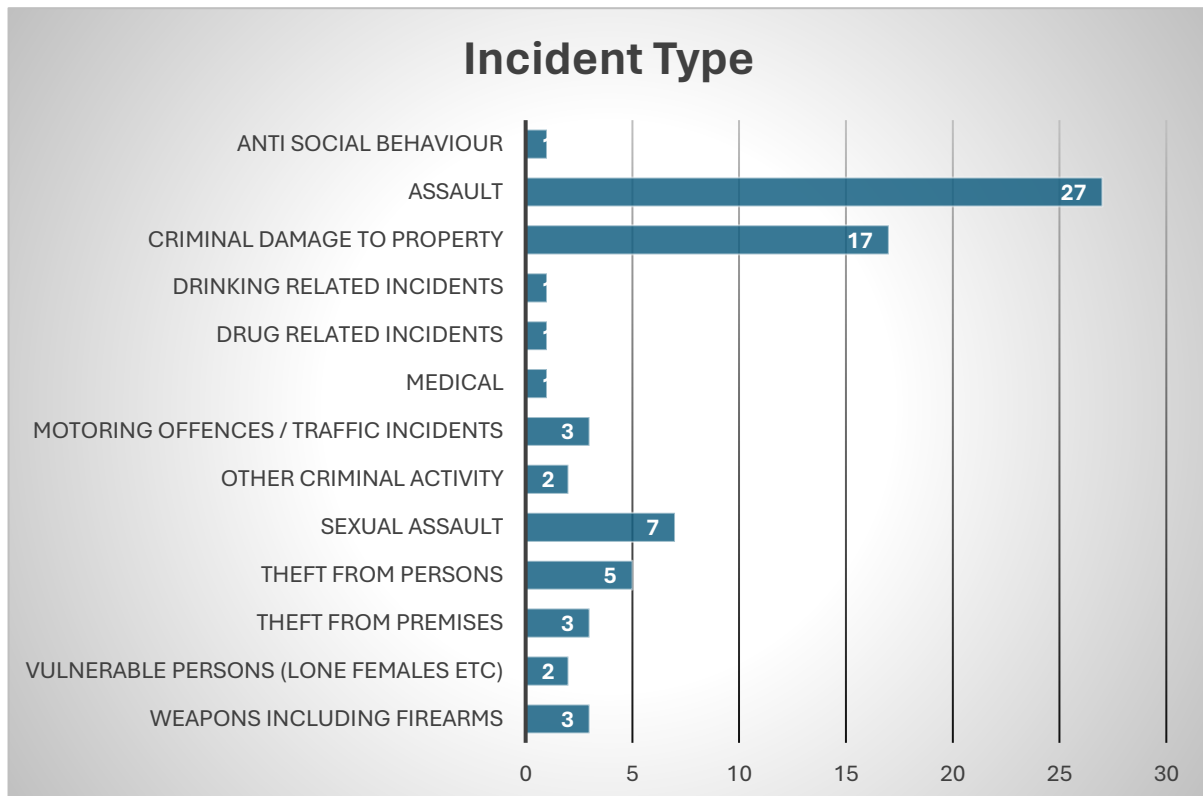


## Incident Types

Incident types are recorded by the Police Officer in Charge (OIC) when making an ATV request.

Data collected from 09/10/2023

	Count of Incident Type
<b>Anti-Social Behaviour</b>	1
<b>Assault</b>	27
<b>Criminal Damage to Property</b>	17
<b>Drinking Related Incidents</b>	1
<b>Drug Related Incidents</b>	1
<b>Medical</b>	1
<b>Motoring Offences / Traffic Incidents</b>	3
<b>Other Criminal Activity</b>	2
<b>Sexual Assault</b>	7
<b>Theft from Persons</b>	5
<b>Theft from Premises</b>	3
<b>Vulnerable Persons (Lone females etc)</b>	2
<b>Weapons Including Firearms</b>	3
<b>Grand Total</b>	<b>73</b>

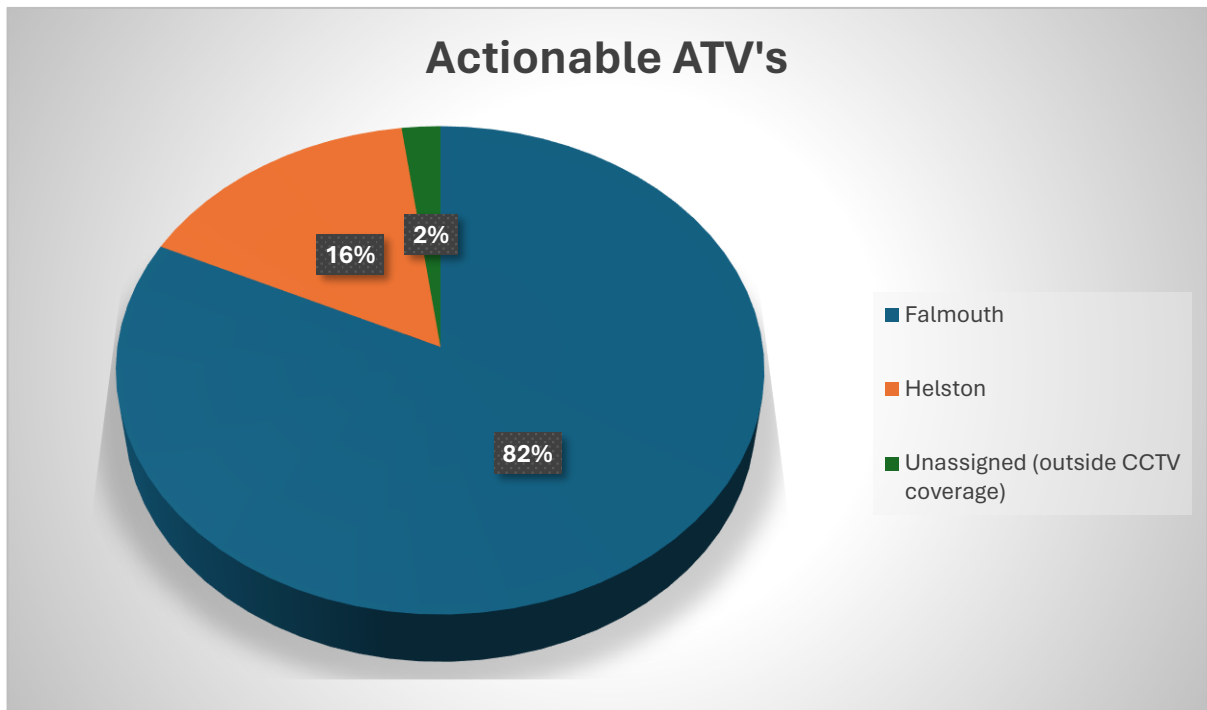




## Falmouth / Helston Breakdown

Actionable ATV's for each town

	Count of Town CCTV System
<b>Falmouth</b>	78
<b>Helston</b>	15
<b>Unassigned (outside CCTV coverage)</b>	2
<b>Total</b>	<b>95</b>



## **Additional Monitoring**

Councils and Police are able to purchase additional monitoring hours. This is for monitoring of cameras in the respective town outside of the normal hours as outlined above.

**Falmouth Town Council** have requested extra monitoring for events such as the Armed Forces Day, Tall Ships, Falmouth Week, Sea Shanty and the Festive Weekend.

**Helston Town Council** have requested extra monitoring for Flora Day.

**D&C Police** (PCC Account) have requested emergency monitoring and ATV processing on four separate occasions for serious incidents.

**Please direct any queries relating to the content of this report to:**

Kim Phillips  
Infinitus Security & Training



# *Certificate of Grateful Recognition* *6th June 2024*

With sincere thanks for your contribution to D-Day 80  
the international commemoration of the 80th anniversary of the D-Day landings  
on the five beaches in Normandy, France, on 6th June 1944.



Sailors



American GIs



British Soldiers



Canadian Soldiers



Airmen



Merchant Seamen



French Allies



Air Wardens



Fishermen



Women's Land Army



Doctors



Nurses

Despite the extraordinary courage displayed by so many on 6th June 1944, just one Victoria Cross was awarded. It went to Company Sergeant Major Stanley Hollis of the 6th Battalion, The Green Howards.



Chinese naval officer Huang Tingxin received the French Legion d'honneur, the highest order of military and civil honours that France bestows, 2006 in recognition of his bravery during D-Day.

THE LARGEST NAVAL, AIR AND LAND OPERATION IN HISTORY





**FALMOUTH TOWN COUNCIL**

**3<sup>RD</sup> JUNE 2024**

**TOWN CLERK'S REPORT – PART I**

**1. SUPPLY AND SALE OF WET WIPES CONTAINING PLASTIC AND FALMOUTH PILOT**

To note the response from Robbie Moore MP, Parliamentary Under Secretary of State for Environment, Food and Rural Affairs regarding the Council's representations to ban the sale of wet wipes. (attached)

Regarding the Wet Wipe Awareness Town pilot initiative for Falmouth this has been postponed by South West Water and we are awaiting them advising when this will now be scheduled to commence.

**2. CODE OF CONDUCT COMPLAINT REJECTION – CCN167/23/24**

Cornwall Council have rejected the above complaint by Councillor Young regarding Councillor Edwards as it does not demonstrate a breach of the Code. (attached)

**3. CORNWALL COUNCIL – INTEGRATED SERVICE HUB, TREGENVER ROAD**

To note the Cornwall Council update regarding the planning application for the progression of their Falmouth Integrated Service Hub development. (attached)

**4. RURAL MARKET TOWNS GROUP**

Further to the report of the Super Council Networks Group earlier in your meeting and the presentations from the Rural Market Towns Group (Rural Services Network) it is recommended that the Council subscribe to the Group. This is £137 per annum. This will assist the Council in its lobbying and access to fairer and direct funding.

**Mark Williams  
Town Clerk  
May 2024**



# Department for Environment Food & Rural Affairs

**Robbie Moore MP**  
Parliamentary Under Secretary of State for  
Environment, Food & Rural Affairs

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Mark Williams  
Town Clerk, Falmouth Town Council  
The Old Post Office  
The Moor  
Falmouth, TR11 3QA  
[ValerieRogers@falmouthtowncouncil.com](mailto:ValerieRogers@falmouthtowncouncil.com)

Your ref: AMW/VR  
Our ref: PO2024/09200/JA

15 May 2024

Dear Mark,

Thank you for your letter of 23 April to the Secretary of State about the recently announced ban on the supply and sale of wet wipes containing plastic. I am replying as the Minister responsible for this policy area.

I am happy to hear that Falmouth Town Council welcomes the introduction of the ban on the supply and sale of wet wipes containing plastic.

We must balance the desire to implement a ban as soon as practically possible with the need to ensure businesses are given adequate time to prepare for the ban.

I appreciate your contribution of evidence of the impact of wet wipes on your local authority. This information is useful for the Government as we continue to work on tackling the wider issues caused by wet wipes.

The Government is supporting Water UK's new behaviour change campaign to 'Bin the Wipe' which encourages consumers to dispose of wipes in the bin, not the toilet.

As per the commitment in the Plan for Water, in May 2023, the Environment Secretary wrote to the relevant producers and retailers to express concerns regarding the labelling of wet wipes as 'flushable'.

The Government is now working up next steps to tackle sewer misuse.

I thank you for your insight into these issues and taking the time to bring them to my attention.

With kind regards,

Yours sincerely,

**ROBBIE MOORE MP**

Parliamentary Under Secretary of State for Environment, Food & Rural Affairs





## **CODE OF CONDUCT COMPLAINT**

### **COMPLAINT REJECTED**

<b>Reference Number</b>	CCN167/23/24
<b>Subject Member:</b>	Cllr K Edwards – Falmouth Town Council
<b>Complainant</b>	Cllr Z Young – Falmouth Town Council
<b>Person conducting the decision:</b>	Simon Mansell – Group Manager (Assurance)
<b>Date of Consideration:</b>	13 March 2024

#### **Summary of the allegations considered:**

The Complainant considers that the Subject Member may have breached the Code of Conduct by reporting her to the police.

#### **Decision**

Part 3 of Cornwall Council's procedures for the assessment and determination of breaches of the Code of Conduct provide for the application of a Public Interest Test against which complaints will be filtered, to determine whether the allegation should be rejected or proceed to formal assessment. The Public Interest Test criteria have been approved by the Standards Committee.

The complaint is rejected under paragraphs, 3.3(iii)

*'the complaint does not demonstrate a breach of the Code'*

### The Complaint

The Complainant has set out that a complaint was made to the police about her by the Subject Member.

The Complainant has said that because of this she feels distressed by this incident and no longer feels safe to carry out her obligations as a Councillor and is limited with regards to the duties she can undertake as a Councillor.

### Consideration of the Facts

The Code of Conduct is set in place to ensure that there is a set standard of conduct for all elected members.

However, the Code cannot, and should not, prevent any person from seeking a resolution to matters of concerns to them via other agencies if they wish to do so. Therefore there is nothing to prevent the Subject Member from referring her concerns to the police.

Once the referral is made the consideration of the complaint is then undertaken by the police and this process has no power to intervene in this process or to consider how the approach by the police was undertaken.

Should the outcome of the police enquires mean that it may not be possible for the Complainant to undertake some of her activities as a Councillor, this is a matter for the police to consider, not this process.

As a result, of considering the above this complaint is rejected under paragraphs 3.3(iii) of the procedures adopted by Cornwall Council as no breach of the Code is demonstrated.

### **How to challenge this decision**

As this is a rejection of a complaint, there is no right of review.

If you do not agree with the rejection of the complaint or the reasons for rejecting it, you should address these concerns to the Local Government and Social Care Ombudsman. They will not investigate if the Code has been breached but will consider if you have suffered maladministration or injustice by the rejection of this complaint.

The LGSCO can be contacted at the following address:

The Local Government and Social Care Ombudsman  
PO Box 4771



Coventry  
CV4 0EH

The LGSCO can also be contacted online – <https://www.lgo.org.uk/>

### **Additional help**

If you need additional support in relation to this or future contact with us, please let us know as soon as possible. If you have difficulty reading this notice we can make reasonable adjustments to assist you, in line with the requirements of the Disability Discrimination Act 2000.

We can also help if English is not your first language.

Note: This rejected complaint will be included in the ethical standards complaints report that is made to the Standards Committee and as such the outcome will be placed into the public domain.

## Briefing note

# Operational Estate Transformation Update on Falmouth

23 May 2024

In our last update to you in October 2023, we provided you with the proposed plans, Public Consultation details and the general progress of the Falmouth Service Hub on Tregenver Road.

We now write to advise you that following Public Consultation in October last year, we have submitted Planning Applications which are now live and can be viewed on the following links:

[PA24/01687 | Refurbishment and minor re-modelling of the existing Grade II Listed Adult Education building to provide an integrated services hub for Cornwall Council. | Tregenver Adult Learning Facility Tregenver Road Falmouth Cornwall TR11 2QL](#)

[PA24/01688 | Listed building consent for refurbishment and minor re-modelling of the existing Grade II Listed Adult Education building to provide an integrated services hub for Cornwall Council. | Tregenver Adult Learning Facility Tregenver Road Falmouth Cornwall TR11 2QL](#)

The closing date for these Planning Applications is 28 June 2024.

We will be sharing this on our [Falmouth Service Hub | Let's Talk Cornwall](#) page and our Cornwall Council Facebook page. We'll also be sending this to Cornwall Council Falmouth Members and asking if they could also share on their social media pages. Please feel free to share this on your own social media pages etc.

The start on site date for the commencement of these works is 28th October 2024, and completion is due 1st September 2026. Refurbishment works of the main Tregenver building will begin on 20th November 2024, work at Building 5 is due to commence on 4th July 2024 and Building 8 is due to commence on 1<sup>st</sup> August 2024.

In preparation for these works, we will be temporarily relocating some of the Adult Education classes from the main building at Tregenver Road, to the other buildings on the site. Adult Education will also be making use of the Atherton Suite at The Moor in Falmouth for their Counselling classes (from Sep 24).

Please do not hesitate to email [ourspace@cornwall.gov.uk](mailto:ourspace@cornwall.gov.uk) if you have any questions on this.

Prepared by:

**Kevin Reader | Head of Property & Landlord Services**

Assets, Capital and Commercial

Cornwall Council

23 May 2024