

FALMOUTH TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held in the Atherton Suite, The Old Post Office, The Moor, Falmouth on Monday 17th April 2023 at 6.00 pm.

Present: J C Robinson (Chair), B M A Ross (Vice-Chair), D E Clegg, L D Coley, S D Eva, D V Evans BEM, A J Jewell CC, and J S Kirkham CC (from point mentioned).

Councillors K J Edwards, and D W Saunby CC also attended.

In Attendance A M Williams (Town Clerk)
 R N Thomas (Responsible Financial Officer)
 S Lloyd, G Thomas & (Grant applicants)
 D Mitchell

F6757 APOLOGIES

None received.

F6758 CHAIR'S REMARKS

The Chair reminded Councillors that whilst recording of meetings by Councillors was permissible (Standing Order 6) it was courteous to inform colleagues to advise them and the Chair. There was no opportunity to record Part II proceedings and Members of the Council when recording meetings were reminded of their obligations under the Councillors Code of Conduct in respect of confidential matters.

F6759 INTERESTS AND DISPENSATIONS

None received.

F6760 MINUTES

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

RESOLVED that the Part I Minutes of the meeting held on 20th February 2023 be confirmed as a correct record of the proceedings and signed by the Chair.

F6761 GRANT APPLICATIONS

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

RESOLVED that pursuant to Section 1 of the Localism Act 2011 the Friends of Penmere Station be granted £120 towards the addition of the station awards noticeboard.

Councillor Kirkham now entered the meeting.

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

RESOLVED that pursuant to Section 1 of the Localism Act 2011 Pendennis Brass be granted £200 towards the band's 2023 running costs.

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

RESOLVED that pursuant to Section 133 of the Local Government Act 1972 the 4th Falmouth Scout Group be granted £750 towards accessibility improvements to the Falmouth Parish Church Hall.

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

RESOLVED that pursuant to Section 1 of the Localism Act 2011 Cornwall Cricket Board be granted £500 towards supporting local youth, women's and disabled cricket.

The Chair had delayed the consideration of the following grant request to allow the grant applicant to attend. It was proposed by Councillor Jewell, seconded by Councillor Eva and

RESOLVED that pursuant to Section 1 of the Localism Act 2011 the Falmouth Quakers be granted £350 towards local events of peace and diplomacy to complement Falmouth hosting Armed Forces Day 2023.

The grant approval schedule for 2022/23 was noted with an unallocated balance, the Chair reminded the Committee that they had discussed a further contribution to Falmouth Visitor Information Centre. However, it was proposed by Councillor Eva, seconded by Councillor Jewell and

RESOLVED that the unallocated grant balance from 2022/23 be returned to General Fund and to support 2023/24 grant awards.

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

RESOLVED that

- (i) annual grant recipients regularly report back upon the grant usage and its benefits to the recipient
- (ii) the grant application process be clearer regarding annual and one-off applications.

The Councillor Community Chest funding allocations for 2022/23 was also noted.

F6762 INSURANCE

The Responsible Financial Officer reported that insurance renewal was due, and there were options to renew with the current provider for 1 year or 3 years. She reported the details thereof as well as for other service providers, although no other provider could singly provide the level of cover the Council required. A 3-year renewal, including revised rebuilding costs (some valuations were still awaited) and the addition of the Council's risks regarding Pendennis Headland would see a reduction of £1600 across the three-year extension.

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

RESOLVED that the Council actions the three-year insurance renewal option with its current provider, Zurich Municipal.

F6763 RATES VALUATION APPEAL

The Responsible Financial Officer reported that a £55,000 refund on Business Rates overpayments for the Art Gallery for the period 2010-2017 had been notified (excluding the agents commission). A notification for the 2017-2023 period was still awaited. The report was duly noted.

F6764 CORNWALL PENSION FUND

The Responsible Financial Officer reported that changes to the administration and compliance of monthly reporting had put an additional burden on in-house provision.

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

RESOLVED that the Responsible Financial Officer reviews in-house provision in the context of the additional Cornwall Pension Fund requirements and the Council's instruction for monthly service manager reporting, which would need to be supported with forecasting information, and the Staffing Committee consider any recommendations thereon.

F6765 RISK MANAGEMENT

The Responsible Financial Officer reported the Service Risk Assessments and Risk Register.

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

RESOLVED that the Risk Register and the following service risk assessments be approved (all attached as part of these minutes):

- Falmouth Town Council General Operation and Financial (amended to recognise two members of the Council to undertake monthly audit checks)
- Falmouth Information Services (amended to recognise lone working mitigation measures)
- Grounds
- Facilities
- Princess Pavilion
- Town Management
- Cultural Services

F6766 CCLA LOCAL AUTHORITIES' PROPERTY FUND

The CCLA Local Authorities Fund Profile and fact sheet for February 2023 were duly noted.

F6767 PRINCESS PAVILION

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

RESOLVED that the notes and recommendations of the Princess Pavilion Working party meeting held on 4th April 2023 be agreed.

Further it was proposed by Councillor Robinson, seconded by Councillor Eva and

RESOLVED that in accordance with the recommendation of the Princess Pavilion Working Party, the Working Party be curtailed as it had completed its tasking, and the new management structure at the Princess Pavilion was in place.

Councillor D V Evans requested that his name be recorded as having voted against this decision, Councillor Jewell requested that his name be recorded as having abstained from voting in regard to this decision.

Further it was proposed by Councillor Robinson, seconded by Councillor Clegg that

RESOLVED to recommend that the delegations in Standing Orders be amended to enable the Finance and General Purposes Committee to take a financial overview of the Princess Pavilion operation, and the Cultural Services and Leisure Committee an overview of operational delivery at Princess Pavilion.

Councillor D V Evans requested that his name be recorded as having voted against this decision.

F6768 PUBLIC SPACE PROTECTION ORDER (ALCOHOL CONSUMPTION)

The Town Clerk reported on the Cornwall Council consultation regarding the renewal of the current PSPO (Alcohol Consumption) that would expire on 1st October 2023.

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

RESOLVED that the Council supports the renewal of the Public Space Protection Order (Alcohol Consumption) by Cornwall Council with the current coverage which was required and the addition of the area of Boscawen Fields, Boscawen Road, Cliff Road, and Queen Mary Gardens and Pendennis Headland that had become a hotspot for drinking and associated anti-social behaviour and criminal damage.

F6769 PROJECT AND GRANT UPDATES

1. Kimberley Park Lodge – Councillor Kirkham advised that the Good Growth Team at Cornwall Council required a three-year business plan from the Town Council to support its grant request. This had been submitted and a response was awaited.
2. Website– The Responsible Financial Officer advised that an initial design meeting had taken place and content requirements identified. It was agreed that Councillor Spargo would attend future project meetings as an observer.
3. Changing Places – the scheme had been stymied by the cost of moving BT infrastructure and the unavailability of Openreach to discuss options or advise upon timescale.

F6770 PENDENNIS HEADLAND TRANSFER

The Town Clerk provided an overview of transfer arrangements. The transfer from Cornwall Council was subject to legal process. The lease between the Town Council and a charitable arm of Pendennis Leisure CIC was being prepared and would be entered into when the site transferred. The Falmouth Off-Street Parking Places Order 2023 was being consulted upon. The Town Council would submit a Section 106 request form regarding improvements to Crab Quay. The existing waste contractor bin emptying arrangements would be retained for 12 months and reviewed. The concession at Diver's Layby was progressing. Street trading consents on the highway at Pendennis Point had been renewed. The report was duly noted.

F6771 FINANCIAL REPORTING

Further to the notes and recommendations of the Financial Reporting meeting the Chair and the Responsible Financial Officer provided further updates regarding reporting arrangements. Service managers would have monthly operational and forecasting updating meetings with the relevant committee chairs. Councillor monthly auditing checks would continue. Some amendments to nominal codes would be made but consistency in approach maintained.

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

RESOLVED that the notes and recommendations of the Financial Reporting Group meeting held on 7th March 2023 be approved.

F6772 ALLOTMENTS WODEHOUSE TERRACE

The Town Clerk reported that the Land Registry submission error by Cornwall Council had been corrected and the title of the allotments addressed to reflect the Town Council as the owner. This was duly noted.

F6773 MARKET STREET GATEWAY, FALMOUTH

The Town Clerk reported that pursuant to Minute C5714 , Cornwall Council had identified additional funding to undertake the relocation of the traffic bollard to Market Street alongside the gateway works, which the Town Council had requested. Albeit there now remained a £5000 shortfall.

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

RESOLVED that the Council confirms its support for the gateway works and bollard relocation, which were consistent with Falmouth Neighbourhood Plan policies TCON2 and TCON3, the Falmouth Town Centre Strategy, and provided a better enforcement option to support the existing traffic regulation order. Specifically: enhancing the quality of the public realm; creating a pedestrian friendly, safe, and accessible environment in the main streets through the town; managing vehicle movements, deliveries, parking, and support shuttle bus services. The Council to vire £5000 from the Art Gallery Business Rate Rebate to meet the scheme funding shortfall and enable its timely implementation.

Councillor Kirkham requested that her name be recorded as having voted against the above decision. Councillor Jewell requested that his name be recorded as having abstained from voting.

F6774 NATIONAL ASSOICATION OF LOCAL COUNCILS (AND CORNWALL ASSOCIATION OF LOCAL COUNCILS)

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

RESOLVED that the Council renews its membership of the National Association of Local Councils including the Cornwall Association of Local Councils for 2023/24.

F6775 CITIZENS ADVICE

The updates from the Citizens Advice Cornwall service on their local work was duly noted.

F6776 EXPENDITURE AND PETTY CASH

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

RESOLVED that that the expenditure and Petty Cash schedules for February and March 2023 be approved. (attached)

F6777 EXCLUSION OF THE PRESS AND PUBLIC

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

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

March 2023

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

Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2023)
Damage to third party property or individuals	Low	Public Liability Insurance	Annual check on level of cover in place (RFO) System of complaints received, and action taken	Low
Damage to public seating and risk to third party as a consequence of damage	Medium	Public Liability Insurance Ongoing maintenance of public seats Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (RFO) System of complaints received, and action taken Regular inspections carried out by a member of the Council's maintenance team Condition of public seating monitored as part of annual asset check	Low
Damage to bus shelters and risk to third party as a consequence of damage	Medium	Public Liability Insurance Ongoing maintenance to bus shelters The Council has an agreement with Fern bank Advertising regarding the checking and cleaning of shelters within the town Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (RFO) System of complaints received, and action taken Regular additional inspections carried out by the Council's maintenance team Condition of bus shelters monitored as part of annual asset checks	Low

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March 2023

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2023)
Damage to litter bins and risk to third party as a consequence of damage	Medium	Public Liability Insurance Ongoing maintenance to litter bins Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (RFO) System of complaints received, and action taken Regular additional inspections carried out by the Council's maintenance team Condition of litter bins monitored as part of annual asset check	Low
Damage to fixtures and fittings of public toilets and risk to third party as a consequence of damage (Public Toilets buildings leased from Cornwall Council who are responsible for damage to building)	High	Public Liability Insurance Ongoing maintenance of fixtures and fittings Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (RFO) System of complaints received, and action taken Regular additional inspections carried out by the Council's maintenance team	Medium
Damage to play equipment and risk to third party as a consequence of damage	High	Public Liability Insurance Ongoing maintenance to play equipment Claims for costs in respect of damage pursued whenever possible	Annual check on level of cover in place (RFO) System of complaints received, and action taken Weekly, Quarterly and Annual Inspections of Play areas carried out by competent persons	Medium

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OPERATIONAL AND FINANCIAL**

March 2023

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2023)
Protection of Council properties, furniture and equipment	Medium	Insurance Cover obtained Up to date Asset Register Regular Maintenance of equipment Annual Portable Appliance Testing. Annual testing of fire alarm, emergency lighting and fire extinguishers. Annual service of gas hob and gas boiler. Five yearly fixed wire testing. Early warning smoke detection system installed in the municipal buildings and the old post office	Annual check on insurance values (RFO) Asset Register (Year-end) and annual asset check carried out. Use of qualified technicians Use of reputable insurance provider	Low

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OPERATIONAL AND FINANCIAL**

March 2023

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2023)
Security of vulnerable building – Municipal Buildings Former PO Building Princess Pavilion	Medium	Fire alarm installed Externally lit area. Provision of Fire extinguishers, fire drills Trained Fire Wardens Secure locks and annual review of security. Record of key holders CCTV Monitored location – partially accessible remotely External contractor emergency keyholder	Annual servicing of fire alarm by competent person Fire protection equipment serviced by competent person Fire Warden training regularly refreshed External keyholder ensures local attendance in the event of alarm activation	Low
Protection of Civic Insignia	High	Civic Insignia included on asset register Appropriate insurance cover obtained	Annual check on insurance values (RFO) Mayor is aware that Civic Insignia must be kept under secure conditions	Low
Insolvency of insurance company	Low	Use of one of the largest companies providing specialist cover for Councils Free legal service and advice from National Association of Local Councils and Cornwall Association of Local Councils	Reputation within the sector monitored	Low

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OPERATIONAL AND FINANCIAL**

March 2023

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2023)
Legal liability as a consequence of asset ownership	Medium	Public Liability Insurance Professional Indemnity Insurance cover Professional advice available if required from Council's solicitor, CALC, NALC, SLCC	Annual check on levels of cover in place (RFO)	Low
Personal Accident to Members and Officers	Medium	Employer's Liability cover Lone worker alarm with fall alert available Health & Safety Handbook provided to Officers. Staff receive relevant health & safety training. Trained first aiders and first aid kits	Annual check on level of cover in place (RFO) Regular refresher training Staff provided with mobile means of communication or instructed to ensure they have their own device with them at all times	Low
Health of Members and Officers	Medium	Council buildings and vehicle are designated no smoking areas Occupational Health Service available	Smoke detectors and early warning smoke detection installed in MB and PO COVID19 – directed signposting available to help support mental wellbeing	Low
Assault to Members and Officers	High	Employer's Liability cover Premises are secure – office door is locked with access by invitation	Annual check on level of cover in place (RFO) Cash collection service to mitigate staff visits to bank	Medium

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2023)
Assault of third party by Members and Officers	Low	Public Liability cover	Annual check on level of cover in place (RFO)	Low
Security of officers working alone in building	Medium	Use of digital CCTV and security system in both PO building and the Municipal Buildings – partially accessible remotely	Staff meetings to review and staff appraisals Regular review of the authorised users Weekly alarm checks and manual checks to automatic roll call reports	Low
Security of officers exiting and locking up building after meetings	Medium	Buildings to be locked by authorised member of the team. Use of external professional contracted security personnel to provide additional cover for meetings that are out of hours	Where possible an officer is not left alone to exit building Contracted security personnel to support officers	Low
Procedures in place for recording and monitoring members' interests, gifts and hospitality received Completion of Code of Conduct	Low	Code of Conduct signed, and a Register of Interest completed by each Member of the Council Disclosure of interest register kept listing any interests, gifts and hospitality received Disclosure of interests to appear as an item on the agenda as a prompt to members	Internal audit check Register of Interest kept by the Town Clerk with a copy kept by the Cornwall Council Monitoring Officer	Low

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

March 2023

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2023)
Loss of cash through theft or dishonesty Cash (on premises or in transit)	High	Fidelity Guarantee Premises are secure – access to FTC areas restricted by means of digital key card. Secure storage of cash Money is regularly banked Petty Cash is kept to a minimum Segregation of duties between receipting, recording and banking of cash and cheques	Fidelity Insurance reviewed and increased appropriately annually (RFO) Thorough vetting process of job applicants and annual staff reviews Quarterly internal checks carried out by two Members of the Policy, Finance and Resources Committee Subscription to cash collection service Two staff members to cash up takings on remote sites	Medium
Loss of Investments	High	Deposits spread between different providers No stocks and shares investments	Policy, Finance and resources Committee regularly reviews the consolidated bank reconciliation	Medium

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

March 2023

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

Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2023)
Keeping proper financial records in accordance with statutory requirements	High	Use of SAGE 50 accounts by competent employees only Regular scrutiny of financial records and approval of pending expenditure by Members Records kept in accordance with Accounts and Audit Regulations	Standing Orders and Financial regulations reviewed annually by the Finance and General Purposes Committee Quarterly internal checks carried out by two Members of the Finance and General Purposes Committee Annual Internal and External Audit Officer and Member training	Low
Ensuring all requirements met under employment law and Inland Revenue Regulations and Salaries in accordance with adopted scales	Medium	Use of Sage 50 Payroll with legislation updates for salary calculation by trained staff Monthly Full Payment Submissions to Inland Revenue Contracts of employment for all staff	Annual Staffing Review Quarterly internal checks carried out by two Members of the Finance and General Purposes Committee Annual Internal and External Audit	Low
Unfair dismissal claims	Medium	Grievance and Appeals procedure Council contracts Southwest Councils for advice on personnel management Subscription to platform HR service	Robust policies and procedures. Staff appraisal process. Annual review on the level of insurance cover provided	Low

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OPERATIONAL AND FINANCIAL**

March 2023

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2023)
Failure of Computer system - Hardware - Software	Medium	Remote server monitoring by IT company with support available if required Virus protection installed on server and PC's Daily backups undertaken Scheme of delegation for emergency purchasing in accordance with the Councils Standing Orders and Financial Regulations	Provision reviewed annually by RFO and insured Regular replacement and upgrade to software and hardware Council has engaged an external contractor who advises the Council on compliance and remotely monitors the Council's IT system – reporting any matters of concern as soon as possible on the next working day following detection	Low
Banking Arrangements	Medium	All payments in line with Financial Regulations. Payments are always signed off by Councillors in accordance with the Councils Financial Regulations. Bank statements are reconciled weekly, and balances are checked by the RFO and Town Clerk	Quarterly internal checks carried out by two Members of the Council Annual Internal and External Audit	Low

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

March 2023

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2023)
Loss of Income, or the need to provide essential services	High	General Reserves	Reviewed annually – general reserves to be held at a level as recommended by the Practitioners Guide Future reserve levels to consider possible pandemic management support	Medium
Ensuring all requirements are met under Customs and Excise regulations	Medium	Council is required to comply with the HMRC Making Tax Digital Legislation	VAT return total compared to VAT control account to ensure totals match	Low
Ensuring adequacy of annual precept within sound budgeting arrangements	Medium	Budgets prepared to determine amount required. Budget includes current budget and the projected position for following year based on actual costs and projected inflation. Approval of budget by Full Council.	Regular budget monitoring reports to Finance and General Purposes Committee Four-year budget planning	Low

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

March 2023

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2023)
Ensuring all business activities are within legal powers applicable to local councils	Medium	<p>All activity and payments undertaken in accordance with Financial Regulations.</p> <p>Town Clerk consults with CALC or NALC when necessary. Town Clerk consults with Council's Solicitor as appropriate.</p> <p>Regular scrutiny of financial records by Councillors when undertaking the Internal Audit Checks.</p> <p>Reporting of matters to the Finance and General Purposes Committee</p> <p>Councillor and staff training</p>	<p>Standing Orders and Financial Regulations</p> <p>Internal Audit</p> <p>External Audit</p>	Low
Complying with restrictions on borrowing	Medium	Borrowing approval authorised by Council in line with current restrictions	Reference to Local Council Administration Book (Charles Arnold Baker) and National Association of Local Councils and CALC	Low
Ensuring proper use of funds granted to local community groups under specific powers or under 137	Medium	Identification of items paid under Section 137 and reported in the Annual Accounts	Annual Independent Internal Audit	Low

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

March 2023

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

Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2023)
Breach of Confidentiality	High	Registration under the Data Protection Act Procedures for dealing with confidential data Included in Contracts of Employment Where necessary confidential matters considered with Public or Press involvements Passwords on computer systems stored in restricted server file	Town Clerk maintains up to date registration entry Regular Members and Officer training Input of Service Heads considering the data storage and protection of the information they use which is relevant to their service Redaction of shared documents as necessary Access to sensitive company data restricted	Medium
Proper, timely and accurate reporting of Council business in minutes	Medium	Minutes properly numbered with a master copy kept in safekeeping Minutes circulated	Minutes approved and signed at next meeting of Council or Committee Internal Audit check	Low

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OPERATIONAL AND FINANCIAL**

March 2023

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2023)
Failure to respond to electors wishing to exercise their rights of inspection	Medium	<p>Minutes published on Council website and placed in library for public inspection</p> <p>Financial Information published on Website</p> <p>Advertising of end of year accounts and available for inspection to the public as required under the Accounts and Audit Regulations</p> <p>Freedom of Information Publication Scheme</p>	<p>Elector informed of Council’s complaints procedure</p> <p>Council compliance with the Transparency Code – section of website set up dedicated to this matter – to be completed in 2023</p>	Low

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

March 2023

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

Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2023)
Document control – correspondence, postage, storage and filing, etc	Medium	Filing systems maintained in lockable cabinets Mailing record maintained Regular review of need to retain documents and other records Any deeds or other legal documents stored in fireproof safe Computer backed up daily and back up copy kept in fire safe. Remote backups to cloud storage are undertaken daily.	Internal checks carried out by two Members of the Council Access to sensitive information restricted to authorised personnel only	Low
Provision of amenities/facilities for occasional use by third parties and community groups	Medium	Booking Application Forms in place for use/hire of facilities by third parties and community groups Health and Safety Issues highlighted to hirers and contractors	Use of facilities restricted to authorised end users only Review and management of use by Town Team – Events Review and management of use by Grounds and Facilities Team – parks etc. Future access in line with Government Guidance and with mitigation measure in place	Low

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

March 2023

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

Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2023)
Changes to legislation and procedures	Medium	Provide effective training for Staff and Councillors Subscribe to Society of Local Council Clerks and Cornwall Association of Local Councils Standing Orders, policies and procedures reviewed regularly	Provide adequate budget for staff and Councillor training Annual Review of Internal Controls carried out by two Members of the Finance and General Purposes Committee	Low
Loss of Officers due to sudden departure or long-term illness	High	Multiple staff trained in different duties. Production of detailed instructions for key tasks e.g. salaries, posting payments. SLCC offer a locum Clerk in case of sudden departure or incapacity of staff members. Insurance provision for cover for key members of staff	Regular appraisals Annual staffing report presented to the Staffing Committee Staffing Structure	Medium

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

March 2023

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2023)
Supplies and Services provided to the Council	High	<p>Contract for services advertised and awarded in line with Standing Orders and Financial Regulations</p> <p>Ensure Contractors have adequate insurance and public liability cover</p> <p>Ensure Contractors have appropriate Health and Safety policy</p>	<p>Regular contract compliance monitoring</p> <p>Sight of insurance certificate before award of contract</p>	Medium
Project Management	Medium	<p>Identify staff responsible for specific projects</p> <p>Enable staff to seek professional guidance from preferred contractors locally.</p> <p>Report project progress to the Finance and General Purposes Committee</p>	Scheme of delegation in place	Medium

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March 2023

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Risk Description	Original Risk Factor (2016)	Measures Taken	Controls	Current Risk Factor (2023)
Breakdown/ Accidents with Council Vehicle	Medium	<p>Annual service and MOT of vehicles.</p> <p>Vehicle routinely inspected by the authorised town maintenance team member with any faults recorded and immediately reported to the relevant manager</p> <p>Use of vehicles only by authorised personnel – licenses for drivers checked annually and only permitted to drive once approved.</p>	<p>A valid driving license is presented to the Town Clerk prior to a new driver using the vehicle.</p> <p>Annual check of authorised personnel driving licenses to ensure they remain current/valid.</p>	Low

Service and control measure changes for the current year are highlighted

FALMOUTH TOWN COUNCIL – RISK ASSESSMENT

OPERATIONAL AND FINANCIAL : front desk reception

December 2022

This Risk Assessment is support by service head assessments – Town Management.

Hazard Description	Risk Factor	Measures Taken	Controls	Current Risk Factor (2022)
Lone Working – risk of health or welfare related issues going undetected.	HIGH	Lone working permitted in exceptional circumstances only. 2 members of staff to be in place during normal hours. Back office management support, communication and liaison to be utilised where lone working cannot be avoided.	Front desk operation and resources to be planned and communicated in advance. Supporting resource to be made available where required and possible. Panic alert / alarm in place and tested. Trained first aiders on site. Employer’s liability cover	LOW
Customer / Public verbal or physical abuse - aggression	HIGH	Staff to be positioned in locked office with glazed screen. Training to be undertaking relating to customer service / dealing with confrontation. Emergency procedure to be identified, internal management / Police alerts.	Panic alert / alarm in place. Back office colleague support resource to be available during normal working hours. Police intervention to be recorded. CCTV in operation. Employer’s liability cover.	MEDIUM
Theft / Robbery	MED	Staff to be positioned in locked office with glazed screen. Emergency procedure to be identified, Police / management alerts.	Money collection procedure to be documented. Panic alarm / alert in place and tested.	LOW

FALMOUTH TOWN COUNCIL – RISK ASSESSMENT

OPERATIONAL AND FINANCIAL : front desk reception

December 2022

This Risk Assessment is support by service head assessments – Town Management.

Hazard Description	Risk Factor	Measures Taken	Controls	Current Risk Factor (2022)
Unauthorised intruders	MED	All visitors to be escorted when accessing office. External security resources to be utilised as appropriate for committee meetings. Intruder alarm to be tested and managed by ADT	Employer’s liability cover	LOW
Repetitive strain, musculoskeletal injury.	HIGH	Undertake ergonomic workstation assessment (DSE) and introduce any related measures.	As above. Review assessment and amend as required.	LOW
Manual handling	HIGH	Carryout manual handling risk assessment to review storage and accessibility of office products and materials.	Adapt storage provision or relocate.	LOW
Stress	HIGH	Ensure adequate breaks are taken by front line staff. Review workload and feedback from one to one observations.	Monitor well being and performance (Appraisal) Signpost staff to employee support services when appropriate.	MED

Risk assessment

FALMOUTH TOWN COUNCIL

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

Signed: S.Penna	9.1.3.007 – Grounds	Date:	04/01/23
Subject to review, monitoring and revision by: S.Penna,	In the event of a service delivery failure	Every:	Year

Organisation name: Falmouth Town Council Grounds & Facilities dept.

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

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Fire in MB.	<i>All staff, operatives & service delivery.</i>	Observe fire precautions. External compliance service engaged	The Council & staff would need temporary premises, suspend all non-essential operations as necessary. New enhanced smoke detection system has been installed	Medium to G&F delivery, but High to the operations of the council	The town Clerk & Council need to have a plan in place.	Outstanding
Fuel strike or shortage.	<i>Service delivery.</i>	Limit fuel usage to essential service provision. Stockpile if possible. Reduce the need for travel.		Medium	G&F Managers.	<i>In the event</i>
Extreme weather conditions.	<i>All staff, operatives & service delivery.</i>	Assess the safety of providing services and respond accordingly, asking staff to remain at home if necessary.		Medium	G&F Managers.	<i>In the event</i>
Social unrest or rioting.	<i>All staff, operatives & service delivery.</i>	Liaise with police with regard to safe service provision.		Medium	Police & Central government.	<i>In the event</i>
Major natural disaster.	<i>All staff, operatives & service delivery.</i>	Respond in accordance with national guidelines.		Medium	Central government.	<i>In the event</i>
Radical political change.	<i>Service delivery.</i>	Respond in accordance with the Council's direction.		Medium to G&F delivery, but High to the operations of the council	The town Clerk & Council need to have a plan in place.	Outstanding
Mechanical breakdown, preventing interment.	<i>Service delivery.</i>	Excavate in advance, allowing time for machinery replacement.	FTC have accounts with several plant hire companies. Hire agreement with JBL for easier access to digger.	Medium	G Manager.	In place
Insufficient trained staff, preventing interment.	<i>Service delivery.</i>	4+ Trained operatives.	Contractor/Agency labour. Further training carried out 2022	Low	G Manager.	In place
Grave collapse, preventing interment..	<i>Operatives & service delivery</i>	Use of grave shoring equipment. Check integrity of grave well in advance of funeral.	Substantial amount of extra shoring purchased	Low	G Manager.	In place

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Grave flooding, preventing interment.	<i>Service delivery.</i>	Monitor weather forecast. Pump kept at Dracaena store for the purpose.	If necessary, acquire a further pump from local hire firm. Alert funeral directors to the possibility and the likelihood of cancellation. Pump relocated to old mortuary.	Low	G Manager.	In place
Major accident, preventing interment.	<i>All staff, operatives & service delivery.</i>	Follow safe systems of work at all times.	Inform funeral directors interments suspended pending HSE investigation.	Medium	G Manager, all operatives.	In place
Insufficient funding, preventing interment.	<i>Service delivery.</i>	Burial rates reviewed with the view to being cost neutral.	Ongoing price reviews	Medium	Council cemeteries committee	On-going
Lack of suitably experienced staff, preventing facilities/play inspection & testing.	<i>All staff, operatives, members of the public & service delivery.</i>	3 Operatives now ROSPA Trained	Refresher to be completed for JW in Jan 2023. Along with a further member of the Facilities team for stand-in.	Medium	F Manager.	On-going

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

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

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

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

Risk assessment

FALMOUTH TOWN COUNCIL

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

Signed: Andy Medlin	9.1.5.002 – Grounds and Facilities	Date:	31/3/2023		
Subject to review, monitoring and revision by:	In the event of a service delivery failure	Every:	Year		

Organisation name: Falmouth Town Council Grounds & Facilities dept.

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Financial risk from devolution of assets from CC	FTC	Detailed costing of tasks per site, incoming generating assets to be also transferred to ensure cost neutrality.	Transfer parking assets from CC to FTC to not only cover the cost implication but also sufficient to future-proof the continued delivery in years to come. FTC Council need to take into account the ongoing running costs of car parks and should not be tempted to reduce parking charges.	Medium	<i>Elected members & staff</i>	<i>Ongoing at present.</i>
Financial risk from lack of use of public / business assets – income and rental streams.	FTC	Public facilities and business units to be fit for purpose, appropriately maintained and cleaned.	Appropriate allocation of staffing levels to optimise / generate business growth. Marketing strategy to be developed.	Medium	<i>Elected members and staff</i>	<i>Ongoing</i>
Major incident, breach of H&S / environmental regulation	FTC	Management and staff to be aware of SHEQ responsibilities. Training and site inspection processes.	External professional support services (SHEQ and compliance)	Medium	<i>Management team (SMG)</i>	<i>Ongoing</i>

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Service failure resulting in negative publicity, loss of public confidence	FTC, public.	Allocation of appropriate levels of staff with supporting levels of competence and experience.	Sub-contracted resource capable of back up service functions. Periodic service reviews based upon compliments, complaints and elected members feedback.	Medium	SMG	Ongoing
No out of hours process for emergency works	Public and local business	Introduction of formal process and communication details of contracted support service including call handling.	Review management responsible person for out of hours escalation confirmation.	Medium	Facility Manager	Complete
Major epidemic.	All staff, operatives & service delivery.	Inoculation	Respond in accordance with national guidelines.	Medium	NHS Central government.	In the event
War.	All staff, operatives & service delivery.		Respond in accordance with national guidelines.	High	Central government.	In the event
Fire in MB.	All staff, operatives & service delivery.	Observe fire precautions. External compliance service engaged. Regular fire test, inspection and evacuation processes incorporating fire marshalls.	The Council & staff would need temporary premises, suspend all non-essential operations as necessary. New enhanced smoke detection system has been installed	Medium to G&F delivery, but High to the operations of the council	The town Clerk & Council need to have a plan in place.	Outstanding
Fuel strike or shortage.	Service delivery.	Limit fuel usage to essential service provision. Stockpile if possible. Reduce the need for travel.	Work from home arrangements for all admin and management.	Medium	G&F Manager.	In the event
Extreme weather conditions.	All staff, operatives & service delivery.	Assess the safety of providing services and respond accordingly, asking staff to remain at home if necessary.		Medium	G&F Manager.	In the event
Social unrest or rioting.	All staff, operatives & service delivery.	Liaise with police with regard to safe service provision.		Medium	Police & Central government.	In the event
Major natural disaster.	All staff, operatives & service delivery.	Respond in accordance with national guidelines.		Medium	Central government.	In the event
Radical political change.	Service delivery.	Respond in accordance with the Council's direction.		Medium to G&F delivery, but High to the operations of the council	The town Clerk & Council need to have a plan in place.	Outstanding

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Mechanical breakdown, preventing interment.	<i>Service delivery.</i>	Excavate in advance, allowing time for machinery replacement.	FTC have accounts with several plant hire companies. Hire agreement with JBL for easier access to digger.	Medium	Grounds Manager.	In place
Insufficient trained staff, preventing interment.	<i>Service delivery.</i>	4+ Trained operatives.	Contractor/Agency labour. Further training carried out 2019	Low	Grounds Manager.	In place
Major accident, preventing interment.	<i>All staff, operatives & service delivery.</i>	Follow safe systems of work at all times.	Inform funeral directors interments suspended pending HSE investigation.	Medium	Grounds Manager, all operatives.	In place
Lack of suitably experienced staff, preventing facilities/play inspection & testing.	<i>All staff, operatives, members of the public & service delivery.</i>	2 Operatives now ROSPA Trained	Training undertaken in 2023	Medium	Facilities Manager.	complete

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

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Insufficient funding to provide WC facilities fit for use.	<i>Service delivery.</i>	Close WCs	Consider community toilet scheme	Medium	Council F&GP Committee. G&F Manager.	On-going
Disease outbreak necessitating closure of WC facilities to prevent spreading of infection.	<i>All staff, operatives, members of the public & service delivery.</i>	Close WCs until epidemic controlled and safe to re-open WCs.		Medium	<i>NHS Central government.</i>	<i>In the event.</i>
Fire at the Chapel causing damage to machinery & tools preventing the delivery of grounds maintenance and reactive works.	<i>All staff, operatives & service delivery.</i>	Some equipment kept at KP. Observe fire precautions including control measures identified in fire risk assessment.	In the event inform insurers. Hire equipment required for service delivery. The Old Mortuary in the Lawn Cemetery can provide alternative operative depot facilities.	Medium	G&F Manager, all operatives.	In place, <i>In the event.</i>
Insufficient funds preventing the delivery of grounds maintenance and reactive works.	<i>Service delivery.</i>	Operate efficiently incorporating value for money procurement principles.	In the event reduce staffing & standards until cost neutral.	Medium	Council F&GP Committee. Council G&F Committee	On-going.
Fire at Dracaena centre, preventing the delivery of sports facilities.	<i>All staff, operatives, members of the public & service delivery.</i>	Observe fire precautions.	In the event provide portakabin temporary changing facilities.	Medium	Dracaena centre manager. G&F Manager.	<i>In the event.</i>
Fire in old changing rooms, preventing the delivery of sports facilities.	<i>All staff, operatives, members of the public & service delivery.</i>	Keep secure from vandals. Observe fire precautions.	In the event inform insurers. Items in store to be replaced asap(not that high value)	Low	G&F Manager.	In place

Hazard and Risk	Who might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Lack of experienced staff, preventing the delivery of sports facilities.	<i>Service delivery.</i>	All operatives capable of service delivery	In the event some operatives may need some basic instruction.	Low	Grounds Manager.	In place
Lack of funding, preventing the delivery of sports facilities.	<i>Service delivery.</i>	Ensure realistic match fees. Maximise income by providing services for as many fixtures as possible.	In the event, reduce maintenance to essential areas and tasks. Advise service users.	Medium	Council F&GP Committee. Council G&F Committee Grounds Manager.	On-going.

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

FALMOUTH TOWN COUNCIL

This Risk Assessment has been written to support the activities and duties undertaken at the Princess Pavilion Site in Melvill Road, Falmouth

Key to risk level employed

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

Risk assessment

Signed:	9.1.4.006	Date:	
Subject to review, monitoring and revision by:	In the event of a service delivery failure	Every:	Year

Organisation name: Falmouth Town Council Princess Pavilion

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
External Events						
Major natural disaster.	<i>All staff, operatives & service delivery.</i>	Respond in accordance with national guidelines.		Emergency	<i>Central government.</i>	<i>In the event</i>
War.	<i>All staff, operatives & service delivery.</i>	Respond in accordance with national guidelines		Emergency	<i>Central government.</i>	<i>In the event</i>
Extreme weather conditions.	<i>All staff, operatives & service delivery.</i>	Assess the safety of providing services and respond accordingly, asking staff to remain at home if necessary.		Medium	Director CS	<i>In the event</i>
Social unrest or rioting.	<i>All staff, operatives & service delivery.</i>	Liaise with police with regard to safe service provision.		Medium	Police & <i>Central government.</i>	<i>In the event</i>
Loss of power Loss of heating/water	All staff and customers	Close to the general public with signs on all external access points. Back-up measures for freezers, fridges and cellar (see further measures) All non-necessary staff sent home.	Good relationship with Western Power and other service providers Knowledge of location of generator hire if necessary	Medium	PP Management team	<i>In the event</i>
Princes Pavilion, Garden Room Cafe						
Bomb Threat	<i>All staff, operatives & members of the public</i>	Vigilance for unattended packages and suspicious behaviour	Ring 999, evacuate building	Emergency	PP Management team	<i>In the event</i>

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Fire in kitchen/Garden Room Café :	<i>All staff, operatives & members of the public</i> <i>Stock</i>	Weekly fire drills and evacuation procedure ensures safety of personnel Employees have radio communications. Emergency services – fire relayed information on the event management plan No smoking permitted Emergency exits identified and kept clear. Fire-fighting equipment available. Smoke alarms regularly tested and serviced Signage and muster points clearly visible to public Fire Marshalls briefed on where equipment is.	All kitchen equipment regularly serviced and fire blankets available next to gas rings No use of table candles/naked flame inside Garden Room Fire extinguisher should be placed adjacent to any birthday cake presentation	Emergency	PP Management team	Weekly – Thursday AM TBC
Electrics – shock, Use of laptops, electrical items	<i>All staff, operatives & members of the public</i>	All in-house equipment regularly tested and certified by a PAT testing qualified/accredited electrician Customers using own laptops responsible for their own safety All visiting DJs/bands to be risk assessed for their equipment	Ensure up to date and retest/certify every 12 months If homeworking then ensure homeworking risk assessment complete	Medium	PP Management team	PAT Testing still O/S
Pavilion Event and Theatre general risk						
Crowd control - Crushing injury due to excessive crowd	Employees/volunteers Members of the public Performers/vendors	Crash barriers separate public from stage Theatre licenced for the numbers expected. Competent stewards in attendance, clearly identifiable. Stewards fully briefed on emergency procedures prior to event. PA system on site to communicate with spectators. Stewards remove barriers to facilitate rapid crowd dispersal. Identified Respite area in case of an emergency.	Organisers to be aware of numbers expected to attend. Maximum capacity and procedures in place to monitor/count. Stewards have radio communications Where barriers are to be used stewards are to received strict instructions on removal after the events to avoid incident Directional signage displayed.	High	Stage Manager, Stewards, SIA	

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
		Written emergency procedures in place (including evacuation plan) and advised to all involved.				
<p>Biological Danger of infection from micro-organisms e.g. Legionella, Weil's disease.</p> <p>Covid 19 - Threat of transmission and spread of the Virus.</p>	Contractors, Employees, Members of the Public, Performers and Volunteers	Provision of sanitising stations around the premises All staff wearing face coverings Signage advising the public to social distance and wash / sanitise hands regularly.	<p>All pre-visit communications/ticket sales should make clear that customers and visitors who feel unwell should not come to the event</p> <p>Ensure any employees/contractors/performers who feel unwell do not come to work</p> <p>Ensure areas are clean and sanitised before use. Including the use of antiviral and antibacterial products</p> <p>Ensure hand washing facilities are available.</p> <p>NHS QR code prominently displayed at key points</p> <p>Display informative posters downloadable from PHE website on protective measures 'hands, face, space' etc.</p> <p>Masks available to public should they forget their own</p> <p>All six industrial roof ventilators on maximum extraction in theatre</p> <p>All doors and windows in Garden Room open and all entry and exit doors on hold open</p> <p>All theatre double fire doors opened in the interval</p> <p>Public attendees encouraged to drink outside on lawn terrace in interval</p> <p>All performers to remain in their bubble back stage</p> <p>No public to be allowed backstage</p> <p>Ensure all and any cleaning can be done with PPE (masks, gloves)</p>		Event & Venue Manager and PP Management Team	

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done

Injury from lifting and moving heavy objects	Injury to staff/ performers/ technicians	Taking care when lifting following manual handling guidelines, using mechanical aids where possible, Manual handling training, Crew SSOW 2.3 section 3	All visiting technical staff to have manual handling training All in-house staff to have manual handling training Mechanical aids in place Flat bed lift needs replacing – urgent action	Medium	Stage manager/ Lighting & Sound Engineers etc.	
Performers/ vendors/ contractors - Injury to members of the public	Members of the public	Performance requirements assessed and precautions in place before event held. Equipment safety checks e.g. portable appliance testing.	Competence checked. Use of authorised vendors only in clearly identified space i.e. the bar in the Garden Room/veranda etc Public liability insurance checked. Covid-19 RA and measures checked Barriers and stewards in place for crowd control. Suitable insurance cover in place for vehicles in authorised areas	Medium	Venue and Events Manager	
Stalls collapsing - Physical injury	Employees/volunteers Members of the public Vendors	Stalls erected by competent persons. Stalls erected on stable ground. Canopies securely fixed and checked. Stalls not erected if weather conditions are unsuitable on day of event - e.g. flooding, windy, etc. Check health and safety and insurance documentation of stall holders.				
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Server fails	Data	• Regular server back ups	All data including catalogue held on FTC Servicer in Old Post Office basement	Low	Director CS	
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Failure to comply with GDPR	FTC reputationally	<ul style="list-style-type: none"> All personal amalgamated into one encrypted Access database Awareness of all further guidance of GDPR Make all staff aware of relevant passages in Staff Handbook 		Medium	Director CS	
Health & Wellbeing	All staff, contractors and volunteers Young people in Falmouth	<ul style="list-style-type: none"> Wellbeing team created New Personal Plans implemented – pilot scheme with Cultural Services Youth services tackling Covid-19 aggravated mental health issues in young people away from the structure of schooling 		Medium	Director CS Wellbeing Team	March 2020 and ongoing
Electrics – shock, Use of laptops, electrical items	All team members Faulty Equipment Check for home working	All equipment regularly tested and certified by a PAT testing qualified/accredited electrician	Ensure up to date and retest/certify every 12 months If homeworking then ensure home-working risk assessment complete	Medium	Director CS	Dec 2021
Screens – eye sight damage	All team members Continually looking at a monitor Check for home working	Take regular breaks away from the screen	Ensure staff at risk have regular eye tests If homeworking then ensure home-working risk assessment complete	Low	Director CS	In the event
IT – back problems	All team members Poor posture from being seated for long periods Check for home working	Use of appropriate seating and regular breaks	Ensure seating in good order If homeworking then ensure home-working risk assessment complete	Medium	Director CS	n the event
Verbal and Physical abuse	All staff, volunteers and members of the public From members of the public	<ul style="list-style-type: none"> Training undertaken by Front of House staff Diplomatic approach Use of radio 	Inform police if required / CCTV	Medium	All staff	
Visitors needs not understood/recognised	All staff, volunteers and members of the public	<ul style="list-style-type: none"> Staff training – we are just people serving people Face to face visitor surveys and Audience Finder Feedback from volunteers and room invigilators Monitor social media for adverse comment 	New open plan shop layout from 2020 – more welcoming	Medium (impact high)	Director CS	

Staff succession not managed	All employees	<ul style="list-style-type: none"> • All staff have job descriptions • Roles are regularly reviewed and staff are aware of one another's roles • Issues raised at regular staff meetings • Annual appraisals • Volunteer support 		Low (impact high)	Director CS	
Safe-guarding incident	All employees, volunteers members of the public	<ul style="list-style-type: none"> • Ensure all safe-guarding, vulnerable adult and children and young people policies are up to date and regularly reviewed • Ensure all DBS checks are regularly reviewed • Ensure all staff know what to do in the event of a safe-guarding incident 	Inform police / social services /CCTB	Low (impact high)	Director CS	

FALMOUTH TOWN COUNCIL

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

Key to risk level employed.

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

Signed: R. GATES		Date:	13 th April 2023	
Subject to review, monitoring and revision by: RICHARD GATES	9.1.2.007 – Town Management	Every:	Twelve months	or sooner if work activity changes

Organisation name: FALMOUTH TOWN COUNCIL – TOWN MANAGEMENT TEAM Richard Gates / Ruth Abraham / Victoria Love / Richard Wilcox

Organisation name: Falmouth Town Council Cultural Services dept.

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
External Events						
<i>Major epidemic – COVID-19.</i>	<i>All staff, operatives & service delivery.</i>	<i>Hands, space, face - one-way systems -</i>	Respond in accordance with national COVID-19 guidelines and local FTC risk assessments.	Medium	<i>All Managers and Team Members.</i>	<i>Put in place March 2020 - ongoing as at</i>
<i>Threatening Behaviour Verbal/Physical Abuse</i>	<i>All staff, volunteers and Members of the Public</i>	Diplomatic approach to offender. Use of Shop Watch Radio	Inform Police. Use of C.C.T.V. monitoring	Medium	<i>All Managers and Team Members</i>	<i>During the event.</i>
<i>Defective Surfaces Causing Slips, Trips and Falls</i>	<i>All staff, volunteers and Members of the Public</i>	Regular checks and reporting of defects.		Medium	<i>All Managers and Team Members.</i>	<i>During the event</i>
<i>Contact with vehicles Vehicle movement within the road closure.</i>	<i>All staff, volunteers and Members of the Public.</i>	Barriers to prevent vehicles entering the area and marshals wearing high visibility clothing.	Use of radios to alert personnel of possible threats.	Emergency	<i>Event Manager / Security and Marshals.</i>	<i>During the event</i>
<i>Extreme weather conditions. Injury from flying equipment/debris</i>	<i>All staff, volunteers and Members of the Public</i>	Assess the safety of providing services. Ensure equipment is secured and weighted down. Use of protective clothing.	Monitor weather forecast ahead of the event	Medium	Event Manager	<i>Prior to the event</i>
<i>Manual handling / lifting. Back injury. Scuffs and Cuts</i>	<i>Management team and Marshals.</i>	Assess safety condition of equipment. Personnel aware of correct lifting procedures.	Ensure First Aid kits available and contents kept up to date.	Medium	Event Managers and Team Members	<i>During the event</i>

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Radical political change.	<i>All staff, volunteers, and Members of the Public</i>	Site visit / assessment prior to the event. Reference to Government Anti-Terrorism advice and guidelines.	Council to have guidance notes in place and event Marshals to be aware of the detail. Use of C,C,T,V prior to and during the event.	High	Event Management Team / Security	<i>Ongoing</i>
Offices						
Bomb Threat	<i>All staff, contractors and Members of the Public</i>	Vigilance for unattended packages and suspicious behaviour	Ring 999, evacuate building	Emergency	All	<i>In the event</i>
<i>Fire within the Building</i> Burns and smoke inhalation	<i>All staff, contractors, visitors, and Members of the Public</i>	Regular fire drills and evacuation procedure ensures safety of personnel. <ul style="list-style-type: none"> • Fire detectors and alarms regularly tested and serviced. • Fire Wardens to ensure safe evacuation and all personnel accounted for. • No smoking permitted. • Emergency exits identified and kept clear. • Fire-fighting equipment available. 		Emergency	All	<i>In the event</i>
<i>Electrics</i> Shock from use of laptops, electrical items	<i>All team members</i> <i>Faulty Equipment</i>	All equipment regularly tested and certified by a PAT testing qualified/accredited electrician	Ensure up to date and retested /certified every 12 months. If homeworking, then ensure home-working risk assessment complete	Medium	All	<i>Annually</i>
<i>Screens</i> Eyesight damage	<i>All team members</i> <i>Continually looking at a monitor</i> <i>Check for home working</i>	Take regular breaks away from the screen.	Ensure staff at risk have regular eye tests. If homeworking, then ensure home-working risk assessment complete	Low	All	<i>Ongoing</i>
<i>I.T.</i> Back problems	<i>All team members</i> <i>Poor posture from being seated for long periods.</i> <i>Check for home working conditions</i>	Use of appropriate seating and regular breaks	Ensure seating in good order. If homeworking, then ensure home-working risk assessment complete	Medium	All	<i>Ongoing</i>
<i>Manual Handling</i> Physical Injury	<i>All.</i> <i>Moving, lifting or transferring equipment and sundries</i>	Use of correct lifting / handling procedures. Assistance of colleagues.	Ensure staff fully trained.	Low	All	<i>Ongoing</i>
<i>C.C.T.V Monitoring</i> Eyesight Damage Back Problems	<i>All qualified C.C.T.V. Monitoring Personnel.</i>	Limit time sat watching screens and take regular breaks. Use of suitable furniture.	Ensure all equipment / furniture in safe and good working order. Guidance for recommended times spent watching screens.	Low	C.C.T.V. Operators	

The Moor						
<i>Gazebos</i> Injury from insecure infrastructure	<i>Market Traders, performers, staff, and Members of the Public</i>	Gazebos erected and dismantled by professional contractor. Gazebos regularly checked for any damage.	Regular liaison with contractor responsible for erecting and dismantling equipment.	Low	Contractor	<i>Ongoing</i>
<i>Crowd Control</i> Crushing from overcrowding within the area	<i>Staff, performers and Members of the Public.</i>	Entry and egress of the area kept clear at all times. Numbers monitored of people entering the area to ensure sufficient space for people. Clear route for pedestrians to pass by.	C.C.T.V. coverage during events to monitor numbers and behaviour.	Low	Staff and C.C.T.V operators.	<i>During event</i>

FALMOUTH TOWN COUNCIL

This Risk Assessment has been written to support the activities and duties undertaken by the Cultural Service at the locations within the Municipal Building Falmouth and where applicable, at other authorised locations.

Key to risk level employed

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

Risk assessment

Signed:	9.1.4.007	Date:	31/03/2023		
Subject to review, monitoring and revision by: M Lewis	In the event of a service delivery failure	Every:	Year		

Organisation name: Falmouth Town Council Cultural Services dept.

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

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Loss of power Loss of heating/water	All staff and customers	Library: Notify CC LIS team Assess need to close and signpost to another branch	Good relationship with Western Power and other service providers Knowledge of location of generator hire if necessary	Medium	Director CS	<i>In the event</i>
Municipal Building, offices						
Bomb Threat	<i>All staff, operatives & members of the public</i>	Vigilance for unattended packages and suspicious behaviour	Ring 999, evacuate building	Emergency	Director CS	<i>In the event</i>
Fire in Municipal Building	<i>All staff, operatives & service delivery.</i> <i>Town Council Art Collection</i> <i>Cornwall Council Book Stock</i>	Weekly fire drills and evacuation procedure ensures safety of personnel <ul style="list-style-type: none"> • Employees have radio communications. • Emergency services – fire relayed information on the traffic management plan and the event management plan • No smoking permitted • Emergency exits identified and kept clear. • Fire-fighting equipment available. • Smoke alarms regularly tested and serviced See also Emergency Plan for Art Gallery	CC LIS Library close branch and signpost to alternative branch	Emergency	Director CS, Collections Manager Senior Librarian CC LIS team	Weekly – Thursday AM
Electrics – shock, Use of laptops, electrical items	All team members Faulty Equipment Check for home working	All equipment regularly tested and certified by a PAT testing qualified/accredited electrician	Ensure up to date and retest/certify every 12 months If homeworking then ensure home-working risk assessment complete	Medium	Director CS	Dec 2021
Screens – eye sight damage	All team members Continually looking at a monitor Check for home working	Take regular breaks away from the screen	Ensure staff at risk have regular eye tests If homeworking then ensure home-working risk assessment complete	Low	Director CS	<i>In the event</i>
IT – back problems	All team members Poor posture from being seated for long periods Check for home working	Use of appropriate seating and regular breaks	Ensure seating in good order If homeworking then ensure home-working risk assessment complete	Medium	Director CS	<i>in the event</i>
Art Gallery Exhibitions Risk						
Public Entry Injury to the public through open exhibition space when installing	Employees/volunteers Members of the public	<ul style="list-style-type: none"> • Erect hoardings to screen off the installation area from the rest of the gallery • Signs around space to warn members of public of any hazards • Verbal direction from staff to visitors 	<ul style="list-style-type: none"> • No workshops or events to be scheduled during installation weeks • Any tools/artworks are to be tidied away when not in use 	Low Exhibition team is trained and experienced	Collections Manager or Director CS	<i>in the event</i>

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

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Disposal/Sale of Art Gallery Collections	<ul style="list-style-type: none"> Collection's Accreditation status, resulting in reduced access to grant funding FTC reputational risk Art Collection through dispersal 	<ul style="list-style-type: none"> FAG abides by the Museum Association code of ethics and is strongly supported by FTC. Ensure all Town Councillors are aware of the significance of the collection 	<ul style="list-style-type: none"> Maximising access to the collection Public support and pride in the collection Further consideration to fundraising for collections care 	Low (but impact High)	Collections Manager or Director CS	ongoing
Outdated/tired displays	<ul style="list-style-type: none"> Loss of visitors / income /collections development opportunities Reputational risk 	<ul style="list-style-type: none"> Rotate exhibitions on a regular, planned basis Formulate an exciting and attractive programme of exhibitions 	Ensure visitors aware of the offer through effective marketing	Low (but high impact)	Director CS	ongoing
Lack of space for stored collections	<ul style="list-style-type: none"> Puts contemporary and future collecting at jeopardy; Bequests and gifts may have to be refused; Risk of loss through overcrowding 	<ul style="list-style-type: none"> Evaluate all new acquisitions to ensure adequate storage (and environmental conditions) available. Collections audit to be carried out 	Space in the basement of FTC Old Post Office building converted to accommodate collections	High	Collections Manager or Director CS	From Apr 2023
Theft from Mezzanine Art Store	FTC financially and reputationally	<ul style="list-style-type: none"> Volunteers/contractors/visitors should be accompanied at all time in the mezzanine floor CCTV operating Enforce maximum capacities on tours 	Register of visitors – sign in plus address	Low	All staff	in the event
Lone member of staff whilst doing art store tours – especially on Saturdays	Employees	<ul style="list-style-type: none"> Store visits only if three staff members or volunteers in the building All grills to be opened before any member of the public taken to mezzanine level Awareness of entering any security codes in front of visitors including volunteers Use of radios and personal alarms Front desk made aware of visits 	Register of visitors – sign in plus address Evacu-chair fitted at top of stair to library corridor	Medium	All staff	in the event

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Damage to wall works	<ul style="list-style-type: none"> Condition of Collection Financial implication 	<ul style="list-style-type: none"> Extra care to be taken when carrying large objects (and tables) through corridors or in areas where wall works are hung Bags, coats etc to be left in the Gallery Office or the Pat Webster Archive Room 		Medium	All staff	<i>in the event</i>
Environmental monitoring system fails	<ul style="list-style-type: none"> Condition of Collection Financial implication 	<ul style="list-style-type: none"> Maintain regular checks (see Collections Management Plan) Contact Meaco system provider as soon as failure is identified [REDACTED] 		High	Collections Manager/ Collections Assistant	<i>ongoing</i>
Cultural Services (Art Gallery/Library and Youth Services) Systems, staff and generally						
Websites poorly maintained Social media poorly maintained	FTC reputation	<ul style="list-style-type: none"> Appoint web champion Appoint social media champion Work with designer to refresh and enhance site 	Digital engagement officer in post till 2026. FTC to develop digital strategy.	Low	Director CS/ [REDACTED]	New website to be completed May 2023
Server fails	Data	<ul style="list-style-type: none"> Regular server back ups 	All data including catalogue held on FTC Servicer in Old Post Office basement	Low	Director CS	In the event
Failure to comply with GDPR	FTC reputationally [REDACTED]	<ul style="list-style-type: none"> All personal amalgamated into one encrypted Access database Awareness of all further guidance of GDPR Make all staff aware of relevant passages in Staff Handbook 		Medium	Director CS	In the event
Health & Wellbeing	<ul style="list-style-type: none"> All staff, contractors and volunteers Young people in Falmouth Other visitors 	<ul style="list-style-type: none"> [REDACTED] Youth services tackling Covid-19 aggravated mental health issues in young people away from the structure of schooling [REDACTED] 		Medium	Director CS [REDACTED]	March 2020 and ongoing

Hazard and Risk	Who/what might be at risk and how?	Preventative measures	Further measures to minimise the risk	Risk Level	Action by who and when?	Done
Verbal and Physical abuse	All staff, volunteers and members of the public From members of the public	<ul style="list-style-type: none"> • Training undertaken by Front of House staff • Diplomatic approach • Use of radio 	Inform police if required / CCTV	Medium	All staff	Ongoing
Visitors needs not understood/recognised	All staff, volunteers and members of the public	<ul style="list-style-type: none"> • Staff training – we are just people serving people • Face to face visitor surveys and Audience Finder • Feedback from volunteers and room invigilators • Monitor social media for adverse comment 		Medium (impact high)	Director CS	Ongoing
Staff succession not managed	All employees	<ul style="list-style-type: none"> • All staff have job descriptions • Roles are regularly reviewed and staff are aware of one another's roles • Issues raised at regular staff meetings • Annual appraisals • Volunteer support 		Low (impact high)	Director CS	
Safe-guarding incident	All employees, volunteers members of the public	<ul style="list-style-type: none"> • Ensure all safe-guarding, vulnerable adult and children and young people policies are up to date and regularly reviewed • Ensure all DBS checks are regularly reviewed • Ensure all staff know what to do in the event of a safe-guarding incident 	Inform police / social services /CCTB	Low (impact high)	Director CS	

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Details	Inv No:	Inv Total	Gross	VAT	NET
DD	Cornwall Council - Business rates Feb 23- PO Building	22/23PO3196	2,240.00	2,240.00	-	2,240.00
DD	Cornwall Council - Business rates Feb 23 - Art Gallery	22/23PO3197	1,393.00	1,393.00	-	1,393.00
DD	Cornwall Council - Municipal Building Feb 23 - Library	22/23PO3198	1,175.00	1,175.00	-	1,175.00
DD	Cornwall Council-Business reates Feb 23 Princess Pavilion	22/23PO3199	956.00	956.00	-	956.00
DD	Cornwall Council - Business rates Feb 23 - PO Building 1st Floor	22/23PO3200	949.00	949.00	-	949.00
DD	Cornwall Council - Business rates Feb 23 - Municipal Building	22/23PO3201	707.00	707.00	-	707.00
DD	Cornwall Council - Business rates Feb 23- Kimberley park Lodge	22/23PO3202	694.00	694.00	-	694.00
DD	Cornwall Council - Business rates Feb 23 - PO Building 2nd Floor	22/23PO3203	619.00	619.00	-	619.00
DD	Cornwall Council - Business rates-Feb 23 -Cemetery Pennance Rd	22/23PO3204	541.00	541.00	-	541.00
DD	Cornwall Council - Business Rates Feb 23 - Mortuary	22/23PO3205	290.00	290.00	-	290.00
DD	Cornwall Council - Business rates Feb 23 - Cemetery Swanpool Rd	22/23PO3206	266.00	266.00	-	266.00
DD	Cornwall Council - Business rates Feb 23 - Quarry Car Park	22/23PO3207	116.00	116.00	-	116.00
DDR	Brit Gas - Library Elec 2/6-2/7/21	22/23PO3208	538.56	538.56	89.76	448.80
DDR	Brit Gas - Library 2/7-1/8/21	22/23PO3209	562.14	562.14	93.69	468.45
DDR	Brit Gas - Library 2/8-1/9/21	22/23PO3210	624.42	624.42	104.07	520.35
DDR	Brit Gas - Library 2/9-1/10/21	22/23PO3211	656.65	656.65	109.44	547.21
DDR	Brit Gas - Library 2/10-1/11/21	22/23PO3212	704.60	704.60	117.43	587.17
DDR	Brit Gas - Library 2/11-1/12/21	22/23PO3213	711.39	711.39	118.56	592.83
DDR	Brit Gas - Library 2/1-1/2/22	22/23PO3214	631.69	631.69	105.28	526.41
DDR	Brit Gas - Library 2/2-1/3/22	22/23PO3215	668.92	668.92	111.48	557.44
DDR	Brit Gas - Library 2/3-1/4/22	22/23PO3216	1,759.57	1,759.57	293.26	1,466.31
DDR	Brit Gas - Library 2/4-1/5/22	22/23PO3217	1,655.47	1,655.47	275.91	1,379.56
DDR	Brit Gas - Library 2/5-1/6/22	22/23PO3218	1,656.90	1,656.90	276.15	1,380.75
DDR	Brit Gas - Library 2/6-1/7/22	22/23PO3219	1,600.57	1,600.57	266.76	1,333.81
DDR	Brit Gas - Library 2/7-5/8/22	22/23PO3220	1,956.45	1,956.45	326.07	1,630.38
DDR	Brit Gas - Library - 6/8-1/9/22	22/23PO3221	1,483.92	1,483.92	247.32	1,236.60
DDR	Brit Gas - Library 2/12/21-1/1/22	22/23PO3222	628.05	628.05	104.67	523.38
DDR	Brit Gas Library 2/9-1/10/22	22/23PO3223	1,659.26	1,659.26	276.54	1,382.72
DDR	Brit Gas - Library 2/10-1/11/22	22/23PO3224	710.53	710.53	118.42	592.11
DDR	Brit Gas - Library 2/11-10/11/22	22/23PO3225	227.04	227.04	37.84	189.20
CN	Brit Gas 603477332 2/12/20-1/1/21 Library	22/23PO3226	- 524.77	- 524.77	- 87.46	- 437.31
CN	Brit Gas 603477332 14/11/20-1/12/20 Library	22/23PO3227	- 353.86	- 353.86	- 58.97	- 294.89
CN	Brit Gas 603477332 2/1/21-1/4/21	22/23PO3228	- 1,630.18	- 1,630.18	- 271.69	- 1,358.49
DDR	Brit Gas 603477332 14/11-1/12/20 Library revised	22/23PO3229	353.86	353.86	58.97	294.89
DDR	Brit Gas 603477332 2/12/20-1/1/21 Library - revised	22/23PO3230	467.64	467.64	77.94	389.70
DDR	Brit Gas 603477332 2/1/21-1/4/21 Library Revised	22/23PO3231	1,394.72	1,394.72	232.45	1,162.27
DDR	Brit Gas 603477332 2/4-1/6/21 Library	22/23PO3232	874.92	874.92	145.82	729.10
DDR	Brit Gas Library 11/11-1/12/22	22/23PO3233	446.62	446.62	74.44	372.18
DDR	Brit Gas Library 2/12/22-6/1/23	22/23PO3234	764.66	764.66	127.44	637.22
DDR	Brit Gas Castle Beach 25/12/22-24/1/23	22/23PO3235	44.91	44.91	2.14	42.77
CN	Brit Gas Castle Beach 2/7/19-1/10/19	22/23PO3236	- 158.72	- 158.72	- 7.55	- 151.17
CN	Brit Gas Castle Beach 1/5/19-1/7/19	22/23PO3237	- 122.20	- 122.20	- 5.81	- 116.39
CN	Brit Gas castle Beach 1/2/19-30/4/19	22/23PO3238	- 137.04	- 137.04	- 6.52	- 130.52
CN	Brit Gas - Castle Beach 18/10/18-31/1/19	22/23PO3239	- 126.70	- 126.70	- 6.03	- 120.67
CN	Brit Gas Castle Beach 25/7/18-17/10/18	22/23PO3240	- 74.34	- 74.34	- 3.54	- 70.80
CN	Brit Gas Castle Beach 1/2/18-23/4/18	22/23PO3241	- 125.51	- 125.51	- 5.97	- 119.54
CN	Brit Gas Castle Beach 1/8/17-31/1/18	22/23PO3242	- 251.71	- 251.71	- 11.98	- 239.73
CN	Brit Gas - Castle Beach 1/3/17-31/7/17	22/23PO3243	- 172.49	- 172.49	- 8.21	- 164.28
DDR	Brit Gas - KP Stage 25/12/22-24/1/23	22/23PO3244	35.30	35.30	1.69	33.61
19452	Cash - PP - Petty Cash request	22/23PO3245	223.79	223.79	-	223.79
BACS	Booths Print - Spring Flower Show Programmes	22/23PO3246	320.00	320.00	-	320.00
BACS	Linda Chambers - AG - Baby Paiting session 03/01/23 & 27/01/23	22/23PO3247	120.00	120.00	-	120.00
BACS	Coast 2 Coast - PP - Event team security History of Rock	22/23PO3248	178.20	178.20	29.70	148.50
BACS	Carey Davies - PP - Tech Support 01/01/23-31/01/23	22/23PO3249	792.00	792.00	-	792.00
BACS	Objective IT - x89 Offsite support & systems monitoring Jan 23	22/23PO3250	7,020.00	7,020.00	1,170.00	5,850.00
BACS	Objective IT x20 Pavilion Support Jan 23	22/23PO3251	1,680.00	1,680.00	280.00	1,400.00
BACS	Objective IT x13 (FTCM) support Jan 23	22/23PO3252	1,092.00	1,092.00	182.00	910.00
	Total BACS - Objective IT		9,792.00	9,792.00	1,632.00	8,160.00
BACS	Reach Maintenance -Payment 2 of 12 - Xmas lights,Hanging baskets, BID Bunting	22/23PO3253	7,792.50	7,792.50	1,298.75	6,493.75
BACS	Space - PP - Investiagte changing room heating	22/23PO3254	225.22	225.22	37.54	187.68
BACS	Lauren Webb - Arthur - Marketing campaign management	22/23PO3255	720.00	720.00	120.00	600.00
DDR	BT - Broadband & Internet 01/01/23-31/01/2023	22/23PO3256	726.00	726.00	121.00	605.00
DDR	WCFruits - Kale,Mushrooms,tomato,bacon,mustard,ketchup	22/23PO3257	125.30	125.30	-	125.30
DDR	WCFruits - Flour,Caster Sugar,Icing Sugar	22/23PO3258	51.60	51.60	-	51.60
DDR	WCFruits - Eggs, Butter	22/23PO3259	128.50	128.50	-	128.50
DDR	WCFruits - Cauli, onion,celeriac,parsley,lettuce,cheese	22/23PO3260	62.99	62.99	-	62.99
DDR	WCFruits - Salad,celery,endive, cumin,ice cream	22/23PO3261	82.00	82.00	11.15	70.85
BACS	SWW - KP Toilets 28/10/22-24/1/23	22/23PO3262	1,345.14	1,345.14	-	1,345.14
BACS	Smith & Reed Temp LK W/E 29/1/23	22/23PO3263	694.98	694.98	115.83	579.15
DDR	Brit Gas Swanpool Toilets 2/12/22-1/1/23	22/23PO3266	41.05	41.05	1.96	39.09
DDR	Brit Gas POW Toilets 11/11-1/12/22	22/23PO3267	61.72	61.72	2.94	58.78
			52,570.23	52,570.23	6,690.70	45,879.54

FALMOUTH TOWN COUNCIL

Month Feb-23
Meeting Date 17/04/2023

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Inv No:	Inv Total	Gross	VAT	NET
DDR Brit Gas KP 11/11-1/12/22 Elec	22/23PO3264	227.65	227.65	37.94	189.71
DDR Brit Gas KP 2/12/22-1/1/23 Elec	22/23PO3265	400.26	400.26	66.71	333.55
DDR Brit Gas POW Toilets 2/12/22-1/1/23	22/23PO3268	136.33	136.33	6.50	129.83
DDR Brit Gas Grove Place Toilets 11/11-26/11/22	22/23PO3269	176.86	176.86	29.48	147.38
DDR Brit Gas Grove Place Toilets 27/11/22-1/1/23	22/23PO3270	460.53	460.53	76.75	383.78
BACS T Merritt - Refund given due to cancelled show	22/23PO3271	66.00	66.00	-	66.00
BACS Abacus & Falmouth Taxi - Splanna - AG Tony Budock Water to Library	22/23PO3272	55.98	55.98	9.33	46.65
BACS Cartridge Save - Cemetery - Inks for Canon printe PG-540XL/ CL-541XL	22/23PO3273	53.92	53.92	8.99	44.93
BACS CCC - Insurance Rent for Quarry Car Park 08/02/23-07/02-24	22/23PO3274	60.00	60.00	10.00	50.00
BACS Eagle Plant - Ponsharden - GP360 C/W Diesel generator	22/23PO3275	897.60	897.60	149.60	748.00
BACS Liftman - OPO - Servuce visit on lift	22/23PO3276	132.00	132.00	22.00	110.00
BACS Nisbets - PP - Polystrene tumblers -1/2 pint (200)	22/23PO3277	74.13	74.13	12.35	61.78
BACS Nisbets - PP - Bravior Jug for Mondo 2	22/23PO3278	50.37	50.37	8.39	41.98
BACS Nisbets - PP - Polystrene tumblers -1/2 pint (400) & polystyrene Pint Tumbler (3	22/23PO3279	363.87	363.87	60.64	303.23
Total BACS - Nisbets		488.37	488.37	81.38	406.99
BACS Swift - PP - Kraft Double wall Hot Cups 8oz & 12oz and lids	22/23PO3280	257.95	257.95	42.99	214.96
BACS Swift - PP - Coffee Filter papers	22/23PO3281	33.59	33.59	5.60	27.99
Total BACS - Swift		291.54	291.54	48.59	242.95
DDR Allstar - Fuel for Facilities & Toilets vans & Cemetery cans	22/23PO3282	355.35	355.35	59.22	296.13
DDR St Austell Brewery - PP - Proper job, Korev, Rattler, Red bull, tonic water,Gin, Vo	22/23PO3283	1,174.93	1,174.93	195.83	979.10
DDR St Austell Brewery - PP - Proper job, Korev, Guinness, Cola, Vodka, Jack Daniels,	22/23PO3284	1,511.52	1,511.52	251.92	1,259.60
DDR Trade - B&Q - PP - Verbe Mpc 50L Brown	22/23PO3285	19.95	19.95	3.32	16.63
BACS Emily Spargo - repayment of expenses - Arthur	22/23PO3286	49.66	49.66	-	49.66
CC Ionos - 6/2/23 - 6/2/24 Domain Mail Plus	22/23PO3287	8.39	8.39	1.40	6.99
DDR B&Q - PP Knife blades, brenton dr bolt, screw & Nuts	22/23PO3288	19.34	19.34	3.23	16.11
DDR B&Q PP/facities Masonry drill bit, goodhome liberty 2.5l	22/23PO3289	25.23	25.23	4.21	21.03
DDR G4S - 1.1.23-31.1.23 Front desk cash collection x4	22/23PO3290	135.12	135.12	22.52	112.60
DDR Screwfix - Facilities - padlock,security post, boots, knee pads	22/23PO3291	334.28	334.28	43.22	291.06
DDR WCFruits - Lemon,orange,almonds,flour,sugar	22/23PO3292	61.50	61.50	-	61.50
DDR WCFruits - Fresh Yeast	22/23PO3293	2.95	2.95	-	2.95
DDR WCFruits - Flour, smoked back bacon	22/23PO3294	26.35	26.35	-	26.35
DDR WCFruits - Tarragon, blood orange, parsley	22/23PO3295	12.58	12.58	-	12.58
DDR WCFruits - onion,cooking wine,white cooking wine	22/23PO3296	35.50	35.50	-	35.50
DDR WCFruits - Salad,tomato,endive,tinned tomatoes	22/23PO3297	49.50	49.50	-	49.50
DDR WCFruits - salad,onion,celeriac,endive,haricot beans,bacon	22/23PO3298	70.36	70.36	-	70.36
DDR WCFruits - Lime,lemon,lettuce,oil,peppercorn,knorr veg stock	22/23PO3299	106.45	106.45	-	106.45
DDR WCFruits - Barista oat milk	22/23PO3300	23.90	23.90	-	23.90
DDR WCFruits - Salad,bakers,squash,onion,eggs,butter,flour,cheese	22/23PO3301	280.30	280.30	-	280.30
DDR WCFruits - Lemon,eggs,almonds,butter,cocoa,cheese,jam	22/23PO3302	208.90	208.90	-	208.90
DDR WCFruits - Garlic, Garlic puree	22/23PO3303	7.59	7.59	-	7.59
DDR WCFruits - Carrot,parsley,choc,ketchup,natural yoghurt,salt	22/23PO3304	97.47	97.47	-	97.47
BP American Express - Charges	22/23PO3305	2.95	2.95	-	2.95
BACS 3Lanes - Coll 8 works & del to AG Unfamiliar Territory Exhibit	22/23PO3306	294.00	294.00	49.00	245.00
BACS Ann's Pasties - sausage rolls x60 pasties x40	22/23PO3307	193.00	193.00	-	193.00
BACS Art Works - transport 30/1, 31/1, 1/2 Unfamiliar Territory exhibit	22/23PO3308	2,269.20	2,269.20	378.20	1,891.00
BACS Autograffiti - Stickers for St Pirans parade	22/23PO3309	24.96	24.96	4.16	20.80
BACS Biffa OPO Standard waste coll Jan 23	22/23PO3310	745.54	745.54	124.26	621.28
BACS Biffa - OPO Standard mixed recycling Jan 23	22/23PO3311	167.88	167.88	27.98	139.90
BACS Biffa - OPO Standard glass mixed Jan 23	22/23PO3312	201.22	201.22	33.54	167.68
BACS Biffa - PP Standard waste coll Jan 23	22/23PO3313	441.64	441.64	73.61	368.03
BACS Biffa - PP Standard glass mixed Jan 23	22/23PO3314	48.72	48.72	8.12	40.60
Total BACS - Biffa		1,605.00	1,605.00	267.50	1,337.50
BACS Bytes - Creative cloud for teams	22/23PO3315	31.31	31.31	5.22	26.09
BACS CC - Limder Chambers AG DBS check	22/23PO3316	38.00	38.00	-	38.00
BACS CC - C Gough - DBS Admin fee	22/23PO3317	54.00	54.00	6.00	48.00
Total BACS - CC		92.00	92.00	6.00	86.00
BACS Cwll Lawncare - Gyllyndune gardens - improve flow moist/air	22/23PO3318	175.00	175.00	29.17	145.83
BACS CPC - PP Show equipment	22/23PO3319	253.87	253.87	42.31	211.56
BACS Denmans - Dulux MB	22/23PO3320	10.85	10.85	1.81	9.04
BACS Denmans - kosnic, 28w 4 pin exun-dd/e MB	22/23PO3321	64.54	64.54	10.76	53.78
BACS Denmans - Philips master 40w 4 pin x20 MB	22/23PO3322	103.10	103.10	17.18	85.92
Total BACS - Denmans		178.49	178.49	29.75	148.74
BACS Dougfield - PP Dual flush chrome toilet	22/23PO3323	149.98	149.98	25.00	124.98
BACS Dougfield - Library height adj syphon	22/23PO3324	12.85	12.85	2.14	10.71
BACS Dougfield - ex quay toilets - flexi tap connector + cutter	22/23PO3325	13.85	13.85	2.31	11.54
Total BACS - Dougfield		176.68	176.68	29.45	147.23
BACS EatArt - AG Window mounts & backing 'Trace' exhibit	22/23PO3326	331.20	331.20	55.20	276.00
BACS Greenham Toilets - mophead,jumbo 2ply toilet roll,food caddy liners	22/23PO3327	456.72	456.72	76.12	380.60
BACS Hawkins - WK15 SZV replace rear brake pads	22/23PO3328	793.27	793.27	132.21	661.06
BACS Infinitus - Town marshal 1-8/1/23 - to be reimbursed by Bid	22/23PO3329	303.24	303.24	50.54	252.70
		67,815.28	67,815.28	8,977.65	58,837.63

FALMOUTH TOWN COUNCIL

Month Feb-23
Meeting Date 17/04/2023
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Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No		Inv No:	Inv Total	Gross	VAT	NET
BACS	Infinitus - key holding MB/OPO	22/23PO3330	60.00	60.00	10.00	50.00
BACS	Infinitus - Key holding PP	22/23PO3331	30.00	30.00	5.00	25.00
	Total BACS - Infinitus		393.24	393.24	65.54	327.70
BACS	Matt Brotherton - Expenses - milk,coffee,teabags	22/23PO3332	7.45	7.45	-	7.45
BACS	Newsquest - The Packet 11/1 & 25/1 15x3 adverts	22/23PO3333	118.50	118.50	19.75	98.75
BACS	Newsquest - NQ Event Falmouth Dig 6/1/23 adverts	22/23PO3334	138.00	138.00	23.00	115.00
	Total BACS - Newsquest		256.50	256.50	42.75	213.75
BACS	NPOwer - PP Elec 1-31/1/23	22/23PO3335	5,425.57	5,425.57	904.26	4,521.31
BACS	Opus - Elec Mortuary Fal Cemetery 8/12/22-30/1/23	22/23PO3336	677.09	677.09	32.24	644.85
BACS	Rabart - PP-Hand rails-brush,scuttles,alcoat satin	22/23PO3337	95.57	95.57	15.93	79.64
BACS	Trewithen - milk PP	22/23PO3338	63.90	63.90	-	63.90
BACS	Smith & Reed - Temp FIS Lorraine K w/e3/2/23	22/23PO3339	555.98	555.98	92.66	463.32
BACS	Trevarthen - PP Pork Sausages, Pork Mince	22/23PO3340	22.16	22.16	-	22.16
DDR	St Austell PP Proper job,korev,lager,san miguel,rattler,guinness	22/23PO3341	3,965.51	3,965.51	660.92	3,304.59
CN	WCFruit - flour returned - over ordered	22/23PO3342	12.95	12.95	-	12.95
DDR	WCFruits - Salad, crisps, oat milk,hot choc	22/23PO3343	145.26	145.26	12.81	132.45
Direct Pay	Net Salary Payment 1 - February 2022	22/23PO3344	3,842.12	3,842.12	-	3,842.12
DDR	WCFruits - black truffle oil	22/23PO3345	5.65	5.65	-	5.65
DDR	WCFruits - Herbs,salad,carrot,tomato,endive	22/23PO3346	48.24	48.24	-	48.24
DDR	WCFruits - Button mushrooms	22/23PO3347	9.40	9.40	-	9.40
DDR	WCFruits - Chervil,lettuce,parsley,bacon	22/23PO3348	20.90	20.90	-	20.90
BACS	CSE - PP ICR software for terminals	22/23PO3349	90.00	90.00	15.00	75.00
BACS	Crown Fine Arts - Transport Legend of King Arthur	22/23PO3350	6,851.00	6,851.00	-	6,851.00
BACS	Inner Circle - Lavigne Lonsdale Delivery/delivery/PJA delivery	22/23PO3351	23,695.20	23,695.20	3,949.20	19,746.00
BACS	Jgas Supplies - refill mix gas 60/40, 30/70, co2 cylinders	22/23PO3352	124.99	124.99	20.84	104.15
BACS	Mary Godwin - Collections support January 30.5hrs	22/23PO3353	549.00	549.00	-	549.00
BACS	Rose Moon - PP baking Jan 23	22/23PO3354	405.00	405.00	-	405.00
BACS	Stones Bakery - PP x40 rolls	22/23PO3355	17.00	17.00	-	17.00
BACS	Thomas Merritt - PP 1-30/12/22	22/23PO3356	2,205.00	2,205.00	-	2,205.00
BACS	H Boex Repayment of expenses	22/23PO3357	56.19	56.19	-	56.19
BACS	BG Electrical - PP - Reset tripped RCD small bollard light, fit 2 x 18 watt 4 pin in-lit	22/23PO3358	663.60	663.60	110.60	553.00
BACS	Sam Bradbury - AG - Fluffy cat painting workshop	22/23PO3359	90.00	90.00	-	90.00
BACS	Hayle Travel - St Mary's School to ships & castles	22/23PO3360	150.00	150.00	-	150.00
BACS	JEB Supplies - Reddipex	22/23PO3361	15.60	15.60	2.60	13.00
CN	JEB Supplies - Reddipex	22/23PO3362	15.60	15.60	2.60	13.00
BACS	Jewson - Draceana - GS7 Panels 3.5m x 2.0m	22/23PO3363	172.80	172.80	28.80	144.00
BACS	FFC - Social eating space at Princes Pavilion café	22/23PO3364	447.12	447.12	74.52	372.60
BACS	Daniel Gaze - AG - Arthur - Consulting, design, fabrication & delivery. Materials	22/23PO3365	886.72	886.72	-	886.72
BACS	Live Nation - PP - Frank Turner ticket sales, venue rentla, security,PRS	22/23PO3366	7,513.50	7,513.50	1,366.00	6,147.50
BACS	PlanSupport - Renewal of Falmouth NDP Domain name- 27/02/23-26/02/24	22/23PO3367	23.94	23.94	-	23.94
BACS	PPL PRS - PP The Music Licence for the royalty 01/02/23-31/01/24	22/23PO3368	854.25	854.25	142.37	711.88
BACS	Roskillys - PP - Vanilla & Raspberry, mint choc chip, Salted caramel, chocolate ice	22/23PO3369	269.57	269.57	44.93	224.64
BACS	Wilhelmina Barns -Graham - AG - Shop stock	22/23PO3370	226.55	226.55	14.10	212.45
BACS	Sally Strachey Historic Conservation - Ponswarden Restoration of Congregationa	22/23PO3371	21,290.80	21,290.80	3,548.47	17,742.33
BACS	SWW - Display fountain The Moor - 24/08/22-31/01/23	22/23PO3372	49.50	49.50	-	49.50
BACS	Waterplus - Mortuary - 07/01/23-07/02/23	22/23PO3373	7.58	7.58	1.26	6.32
BACS	Withey - WK64 BWC diagnose starting fault, replace starter motor & battery, re	22/23PO3374	1,037.92	1,037.92	172.98	864.94
BACS	YPO - AG - Staedtler pencils, Premium glue sticks & Paint fluorescent assorted	22/23PO3375	73.78	73.78	12.30	61.48
CC	Amazon - PP - BBP polystyrene tumbler glasses 10oz	22/23PO3376	71.64	71.64	11.94	59.70
CC	Amazon - PP - Econ rigid reusable pint tumblers CE 20oz	22/23PO3377	293.40	293.40	48.90	244.50
CC	Amazon - Admin - StarTech DisplayPort to HDMI cable	22/23PO3378	15.38	15.38	2.56	12.82
CC	Amazon - FIS - Laptop stand for desk	22/23PO3379	20.96	20.96	3.49	17.47
CC	Amazon - TM - 2 pin Hytera 3.5mm 2 way radio Earpiece	22/23PO3380	69.95	69.95	-	69.95
CC	Microsoft - Azure standard 01/01/23-31/01/23	22/23PO3381	148.85	148.85	24.81	124.04
CC	Apple iCloud storage Dec 22 & Jan 22	22/23PO3382	4.98	4.98	0.82	4.16
CC	M Williams - staff travel expenses & subsistence SSLC Conference in Kenilworth	22/23PO3383	159.20	159.20	24.88	134.32
DDR	St Austell PP Proper job,korev,rattler,lemonade, coca cola, tonic wate, vodka	22/23PO3384	2,305.18	2,305.18	384.22	1,920.96
DDR	St Austell Brewery - PP - Coca cola & lemonade	22/23PO3385	418.75	418.75	69.80	348.95
DDR	Trade - B&Q - Toilets - Wall & ceilings flat brushes & Sandrex smooth masonry B	22/23PO3386	35.91	35.91	5.99	29.93
BACS	S Spense - AG - Imagine Falmouth prize	22/23PO3387	200.00	200.00	-	200.00
BACS	See Group - Tallships - Ticket printing & postage	22/23PO3388	56.40	56.40	9.40	47.00
BACS	CCC - One Stop Shops - payment re 09/05/22	22/23PO3389	217.93	217.93	-	217.93
BACS	CCC - One Stop Shops - payment re 01/04/22	22/23PO3390	2,737.68	2,737.68	-	2,737.68
BACS	/CC - One Stop Shops - payment re 07/01/22	22/23PO3391	312.00	312.00	-	312.00
CC	Amazon - x2 Magnetic cases for Iphone 13/14	22/23PO3392	35.98	35.98	6.00	29.98
DDR	Brit Gas - KP Elec 2/1-1/2/23	22/23PO3393	362.20	362.20	60.37	301.83
DDR	Brit Gas - Library Elec 1-31/1/23	22/23PO3394	307.36	307.36	14.63	292.73
DDR	Brit Gas - Webber St Toilets Elec 11-26/11/22	22/23PO3395	15.23	15.23	0.73	14.50
DDR	Brit Gas - Webber St Toilets 5/1-2/2/23	22/23PO3396	27.02	27.02	1.29	25.73
DDR	Brit Gas - Swanpool toilets elec 11/11-1/12/22	22/23PO3397	26.26	26.26	1.25	25.01
			150,924.40	150,924.40	19,642.91	131,281.49

Finance & General Purpose Meeting

Schedule of payment made for approval at the above meeting

Cheque No	Inv No:	Inv Total	Gross	VAT	NET
DDR Brit Gas - Swanpool Toilets elec 2/1-1/2/23	22/23PO3398	43.26	43.26	2.06	41.20
DDR Brit Gas - POW Toilets elec 2/1-1/2/23	22/23PO3399	82.04	82.04	3.91	78.13
BACS AK Wildlife Cruisesx2 4hr cruise KE	22/23PO3400	126.00	126.00	-	126.00
BACS Ann's Pasties - PP x60 sausage rolls, x40 pasties	22/23PO3401	193.00	193.00	-	193.00
BACS Castria - Ponsharden stage 4 & 5 heritage restoration	22/23PO3402	3,544.50	3,544.50	590.75	2,953.75
BACS Castria - Ponsharden stage 6 Heritage Restoration	22/23PO3403	4,158.00	4,158.00	693.00	3,465.00
Total BACS - Castria		7,702.50	7,702.50	1,283.75	6,418.75
BACS Clear Brew - PP-dispense system check & clean	22/23PO3404	144.00	144.00	24.00	120.00
BACS Cwll Museums - Harwell Priority subs 22/23 AG	22/23PO3405	108.00	108.00	-	108.00
BACS Cwll ALC - Planning refresher 17/1/ Steve Eva/Brod Ross	22/23PO3406	72.00	72.00	12.00	60.00
BACS CC - Revenue support grant OTS Fal 22/23	22/23PO3407	10,000.00	10,000.00	-	10,000.00
BACS CC - Order/admin St Pirans childrens parade 6/3/23	22/23PO3408	50.00	50.00	-	50.00
BACS Earth Wrights - Repairs to play equipment-balance invoice KP	22/23PO3409	730.20	730.20	121.70	608.50
BACS Ella Walsworth-Bell AG shop stock x5 Poetry of sea swimming	22/23PO3410	33.25	33.25	-	33.25
BACS FFC - payment of donations made on site at PP to date	22/23PO3411	1,163.33	1,163.33	-	1,163.33
BACS FFC - Cost of social eating space PP Jan 23	22/23PO3412	1,275.50	1,275.50	212.58	1,062.92
BACS FFC - Gabrielle outstanding hols pay December	22/23PO3413	41.54	41.54	6.92	34.62
Total BACS - FFC		1,317.04	1,317.04	219.51	1,097.53
BACS Mainstone Press - AG 'The Snail that climbed the Eiffel Tower x5	22/23PO3414	105.00	105.00	-	105.00
BACS Nisbets - PP Emergency first aid burn gel	22/23PO3415	20.11	20.11	3.35	16.76
BACS PEL - AG gloves,window trap,storage box,halffmask,filters,tags	22/23PO3416	414.59	414.59	69.10	345.49
BACS Roskillys - PP ice cream clotted/choc/s'berry/salt caramel	22/23PO3417	188.71	188.71	31.46	157.25
BACS Paul Rowan - Lighting Mugo's HiFi 11/2/23	22/23PO3418	150.00	150.00	-	150.00
BACS Sam Pascoe - Exhibits deinstall/pack Unfamiliar Territory	22/23PO3419	1,738.13	1,738.13	-	1,738.13
BACS SWWA - Library/Gallery 6/1-1/2/23	22/23PO3420	67.03	67.03	-	67.03
BACS SWWA Webber St Toilets 28/10-27/1	22/23PO3421	364.19	364.19	-	364.19
BACS Stones Bakery - x40 rolls PP	22/23PO3422	17.00	17.00	-	17.00
BACS Trewithen - Milk w/e 12/2/23 PP	22/23PO3423	63.90	63.90	-	63.90
BACS Verdant - Lightbulb extra pale ale PP	22/23PO3424	318.00	318.00	53.00	265.00
DDR Total Elec Moor bench 1-31/1/23	22/23PO3425	27.15	27.15	1.29	25.86
DDR Total elec non conformist chapel 1-31/1/23	22/23PO3426	287.61	287.61	13.69	273.92
DDR Total - Elec Feeder pillar opo 1-31/1/23	22/23PO3427	16.41	16.41	0.78	15.63
DDR Total - Elec Park Lodge KP 1-31/1/23	22/23PO3428	35.68	35.68	1.70	33.98
DDR Total - CofE Cemetery Chapel 1-31/1/23	22/23PO3429	78.66	78.66	3.75	74.91
DDR Total - MB Elec 1-31/1/23	22/23PO3430	160.18	160.18	7.63	152.55
DDR Total - MB site 2 1-31/1/23 elec	22/23PO3431	550.28	550.28	26.20	524.08
BACS R Pascoe - refund Murphy memorial fees - paid twice	22/23PO3432	160.00	160.00	-	160.00
BACS Morwenna Lewis - Expenses Taxi Truro-Perranwell aft last train	22/23PO3433	25.80	25.80	-	25.80
BACS Select - x2 MacBooks for PP - SAJ and MPW	22/23PO3434	2,515.61	2,515.61	419.27	2,096.34
Contra INV 1769-Clr Young - Community Chest - PP hire	22/23PO3435	36.00	36.00	6.00	30.00
Direct Credit Artists Sales - November 2022 - Shelagh Spears	22/23PO3436	140.40	140.40	-	140.40
Direct Credit Artists Sales - November 2022 - Debbie Prosser	22/23PO3437	188.50	188.50	-	188.50
Direct Credit Artists Sales - November 2022 - Alisa Poll	22/23PO3438	62.40	62.40	-	62.40
Direct Credit Artists Sales - November 2022 - Demelza Whitley	22/23PO3439	91.00	91.00	-	91.00
Direct Credit Artists Sales - November 2022 - Julia Crimmen	22/23PO3440	120.90	120.90	-	120.90
Total Artist Sales Payments		603.20	603.20	-	603.20
BACS Artist Sales Lesley Ross - November 22	22/23PO3441	74.75	74.75	-	74.75
19453 Falmouth Tyres - contribution to xmas lights elec costs	22/23PO3442	100.00	100.00	-	100.00
19454 Sessions Surf Shop - Contributions to xmas lights elec costs	22/23PO3443	150.00	150.00	-	150.00
BACS Chloe-Mai's Wildlife rescue - Community chest	22/23PO3444	60.00	60.00	-	60.00
BACS Falmouth Memory cafe - Community chest	22/23PO3445	150.00	150.00	-	150.00
BACS Ann's Pasties - PP - 60 large sausage rolls, 20 steak pasties & 20 vegan pasties	22/23PO3446	193.00	193.00	-	193.00
BACS BCP Council - AG - Arthur - Loan fee for items to The Legend of King Arthur	22/23PO3447	600.00	600.00	100.00	500.00
BACS BG Electrical - OPO - Supply & fit 1 kw panel heater & supply and fit switch fuse	22/23PO3448	613.20	613.20	102.20	511.00
BACS Eva Bourrat - AG - Family workshop	22/23PO3449	90.00	90.00	-	90.00
BACS CCC - TM - Open Space CCTV February 2023	22/23PO3450	1,062.22	1,062.22	177.04	885.18
BACS Gould - PP - Install repeater. Alloy pole, 122T & K brackets & sundries	22/23PO3451	487.20	487.20	81.20	406.00
BACS Kurt & Caroline Jackson - AG - Shop stok - books, catalogues & postcards	22/23PO3452	335.00	335.00	-	335.00
BACS Lancashire CC - AG - Tullie House art work check & travel	22/23PO3453	368.28	368.28	61.38	306.90
BACS Martyn's Maintenance - Chapel/KP/PP - painting, prepping floor, pressure wash	22/23PO3454	3,450.00	3,450.00	-	3,450.00
BACS Pennyn Plastics - Chapel - 70mm round siffit vent, faithful 70mm holesaw & faifit	22/23PO3455	26.54	26.54	4.42	22.12
BACS Piran Sounds - PP - Soft Machine Ticket sales	22/23PO3456	638.00	638.00	-	638.00
BACS Space Engineering - PP - Investigate issues with hot water function	22/23PO3457	249.41	249.41	41.57	207.84
BACS Stones Bakery -PP - 40 Rolls	22/23PO3458	17.00	17.00	-	17.00
BACS Eve Swanson - AG - Splanna - Coordingnating workshos Nov & Dec 22, Jan & Feb	22/23PO3459	1,401.03	1,401.03	-	1,401.03
BACS SWW - Toilets at POW pier water rates 27/07/22-26/01/23	22/23PO3460	2,884.74	2,884.74	-	2,884.74
BACS SSW - Toilets Maenporth Beach water rates 15/11/22-01/02/23	22/23PO3461	515.90	515.90	-	515.90
BACS Travis - PP - Rawl nuts & washers, throughbolt, multitoool blade, polyester resin	22/23PO3462	54.97	54.97	9.15	45.82
BACS Travis - Facilities - WD 40 smart	22/23PO3463	7.45	7.45	1.24	6.21
Total BACS - Travis		62.42	62.42	10.39	52.03
CC Beads Direct - AG - beads for workshop	22/23PO3464	19.18	19.18	3.17	16.01
CC Easyspace - Domain Transfer falmouthtowncouncil.com	22/23PO3465	8.77	8.77	1.46	7.31
		194,188.90	194,188.90	22,529.88	171,659.02

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Cheque No	Inv No:	Inv Total	Gross	VAT	NET
CC Easyspace - Domain imagedelivery.co.uk	22/23PO3466	12.23	12.23	2.04	10.19
CC Easyspace - Domain transfer in falmouthartgallery.com & falmouthseashanty.co.uk	22/23PO3467	17.54	17.54	2.92	14.62
CC Easyspace Domian Yearly billing - Falmouthseashanty.co.uk	22/23PO3468	12.23	12.23	2.04	10.19
CC Ionos - Basic fee 16/02/22-16/03/23 & Website builder support 12/02/23-12/03/23	22/23PO3469	37.08	37.08	6.18	30.90
CC Lidl - Grounds - Coffee, milk & oatly Barista	22/23PO3470	21.58	21.58	-	21.58
CC Museum Jobs.com - Advert for Collections Manager	22/23PO3471	178.80	178.80	29.80	149.00
CC Planning Portal - Ponsharden - Non material amendment application	22/23PO3472	266.20	266.20	-	266.20
CC Trainline - Arthur - Train Carlisle to Penmere	22/23PO3473	134.29	134.29	-	134.29
CC Trainline - Arthur - Train Carlisle to Penmere Refund	22/23PO3474	134.29	134.29	-	134.29
CC Trainline - Arthur - Kendal to Carlisle	22/23PO3475	20.88	20.88	-	20.88
BACS Imagine Falmouth Artist sales - L Shankland	22/23PO3476	13.00	13.00	-	13.00
BACS Imagine Falmouth Artist sales - A Johnson	22/23PO3477	162.50	162.50	-	162.50
BACS Imagine Falmouth Artist sales - R Braham	22/23PO3478	162.50	162.50	-	162.50
BACS Imagine Falmouth Artist sales - S Sullivan	22/23PO3479	364.00	364.00	-	364.00
BACS Imagine Falmouth Artist sales - J Dunn	22/23PO3480	97.50	97.50	-	97.50
BACS Imagine Falmouth Artist sales - N Jelbert	22/23PO3481	438.75	438.75	-	438.75
BACS Imagine Falmouth Artist sales - M Pingelova	22/23PO3482	19.50	19.50	-	19.50
BACS Imagine Falmouth Artist sales - F Fisk	22/23PO3483	455.00	455.00	-	455.00
BACS Imagine Falmouth Artist sales - A Musgrave	22/23PO3484	97.50	97.50	-	97.50
BACS Imagine Falmouth Artist sales - T Sherwood	22/23PO3485	74.75	74.75	-	74.75
BACS J Cole - Arthurs Club - Community chest	22/23PO3486	125.00	125.00	-	125.00
BACS Food & Diary - PP - Whole & semi skimmed milk w/e 19/02/23	22/23PO3487	73.84	73.84	-	73.84
BACS Daniel Gaze - AG - Work on changing exhibits & redecorating	22/23PO3488	740.00	740.00	-	740.00
BACS SLCC - M Williams Membership Fee	22/23PO3489	610.00	610.00	-	610.00
CN SLCC - M Williams Membership Fee Credit	22/23PO3490	55.00	55.00	-	55.00
Total BACS -SLCC		555.00	555.00	-	555.00
BACS Verdant - PP - Lightbulb extra Pale Ale	22/23PO3491	190.80	190.80	31.80	159.00
DDR CitrusHR - Membership 15/02/23-14/03/23 x81 employees	22/23PO3492	243.00	243.00	40.50	202.50
CC Apple Icloud Storage Feb & March 23	22/23PO3493	4.98	4.98	0.82	4.16
CC Dash Drive - hire car for M Williams - Conference in Kenilworth	22/23PO3494	216.00	216.00	36.00	180.00
BACS Castle Sports & Uniform - Trainers, shorts & nike sports bra - Mayors charity	22/23PO3495	86.40	86.40	9.00	77.40
BACS Georgia Gendall - PP - Banking 23/01/23, 30/01/23, 06/02/23 & 20/02/23	22/23PO3496	351.00	351.00	-	351.00
BACS Swift - PP - Bio straws, galv steel scourers, 2 ply blue rolls, dishwash liquid	22/23PO3497	114.95	114.95	19.16	95.79
BACS CC - Joshua Hendy-Bar/café manager DBS check & admin fee Jan 23	22/23PO3498	36.00	36.00	3.00	33.00
BACS Corona - MB Gas Jan 23	22/23PO3499	2,098.97	2,098.97	349.83	1,749.14
BACS Majestic - AG wine for 'Unfamiliar Territory' exhibition	22/23PO3500	85.14	85.14	14.19	70.95
BACS Moor News - Library newspapers 26/11-11/2/23	22/23PO3501	37.10	37.10	-	37.10
BACS PEL - Sponge dry cleaning x2	22/23PO3502	7.08	7.08	1.18	5.90
BACS SWWA - KP Water 6/10/22-31/1/23	22/23PO3503	61.69	61.69	-	61.69
BACS SWWA - 2nd flr OPO water 6/10/22-31/1/23	22/23PO3504	198.01	198.01	14.73	183.28
BACS Travis Perkins - torbeck valve,elbow,tap connector Toilets	22/23PO3505	39.44	39.44	6.57	32.87
BACS Travis Perkins - dia washer, valve,evo stick,caulking gun Toilets	22/23PO3506	65.21	65.21	10.87	54.34
BACS Travis Perkins - rawl nuts - PP	22/23PO3507	7.58	7.58	1.26	6.32
BACS Travis Perkins - anchor bolt hexagon PP bollard	22/23PO3508	13.16	13.16	2.19	10.97
Total BACS - Travis Perkins		125.39	125.39	20.90	104.49
DDR BOI - fees for 5/1-3/2/23	22/23PO3509	21.38	21.38	-	21.38
DDR Brit Gas - webber st toilets 27/11/22-4/1/23	22/23PO3510	52.81	52.81	1.79	51.02
DDR B&Q - Compost, waterproof sealant - Cemetery	22/23PO3511	88.76	88.76	14.80	73.96
DDR B&Q - Valsper trade paint - Art Gallery	22/23PO3512	94.52	94.52	15.76	78.76
DDR B&Q - Boots - KS, tap connector,drill bit,tin hss bit Facilities	22/23PO3513	61.56	61.56	3.46	58.10
DDR B&Q - Masonry bit,drill bits - facilities	22/23PO3514	41.67	41.67	6.94	34.73
DDR B&Q - compost,carcassing,corrugated sheets,sheet nails - facilities	22/23PO3515	278.13	278.13	46.37	231.76
DDR WCFruits - Milk semi & full fat PP	22/23PO3516	16.65	16.65	-	16.65
DDR WCFruits - salad,bakers,b'nut squash,veg,bacon,cheese,spices	22/23PO3517	232.81	232.81	-	232.81
DDR WCFruits - salad,lettuce,wrapmaster baking parchment,cling film	22/23PO3518	127.50	127.50	19.95	107.55
DDR WCFruits - beetroot,flour,bacon,cheese,coconut,sugar	22/23PO3519	90.40	90.40	-	90.40
DDR WCFruits - Pears,rhubarb,eggs,butter	22/23PO3520	138.02	138.02	-	138.02
DDR WCFruits - salad,flour,mustard,oil	22/23PO3521	63.15	63.15	-	63.15
DDR WCFruits - Lemon,sugar demerara/granulated	22/23PO3522	22.85	22.85	-	22.85
DDR WCFruits - Barista Oat Milk	22/23PO3523	35.85	35.85	-	35.85
DDR WCFruits - Herbs,cucumber,feta,lemon juice,yeast	22/23PO3524	24.48	24.48	-	24.48
DDR WCFruits - carrots,leeks,herbs,feta,mustard,vinegar,yeast	22/23PO3525	213.32	213.32	-	213.32
DDR WCFruits - Salad,Vinegar	22/23PO3526	18.05	18.05	-	18.05
DDR WCFruits - S&V crisps, Milk whole fat	22/23PO3527	22.08	22.08	1.83	20.25
CN WCFruits - Eggs - broken in transit	22/23PO3528	0.85	0.85	-	0.85
CC Trago Mills - 25kg daffodil mixed - grounds	22/23PO3529	14.99	14.99	2.50	12.49
CC Crownfund - The Food Bank Canteen cnlr Z Young-comm chest	22/23PO3530	25.00	25.00	-	25.00
CC Microsoft - microsoft 365 bus basic 15/2-14/3/23	22/23PO3531	9.00	9.00	-	9.00
BACS Charterwood - Valuations PP cottage,Cemetery Lodge, OPO, Stable bl	22/23PO3532	960.00	960.00	160.00	800.00
19455 Cornwall Council - AEO - SS Feb 23	22/23PO3533	12.00	12.00	-	12.00
BACS Greenham - Toilets - Thin bleach & shears lopping by-pass Spartan pro	22/23PO3534	45.50	45.50	7.59	37.91
BACS Greenham - Toilets - Thin bleach, mini jumbo toilet rolls & fold away blade buld	22/23PO3535	510.45	510.45	85.07	425.38
Total BACS - Greenham		555.95	555.95	92.66	463.29
		205,209.92	205,209.92	23,387.37	181,822.55

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BACS Artjobsonline - AG - Advert for Collections Manager	22/23PO3536	330.00	330.00	55.00	275.00
BACS SLCC - 2nd copy of Clerks manual 2023 for MW	22/23PO3537	51.10	51.10	0.60	50.50
BACS Dormakaba - AG fault on door Mezzine 18.5.22	22/23PO3538	732.00	732.00	122.00	610.00
BACS Jessica Voke - Grant aid for 'New Mums Sewing Event' 22/23GRA015	22/23PO3539	600.00	600.00	-	600.00
BACS Stockwell Ceramics - Set up fee for design transfer for shop AG	22/23PO3540	60.00	60.00	10.00	50.00
DDR Brit Gas - Gylly Toilets 11/11-23/12/22 Elec	22/23PO3541	81.38	81.38	3.87	77.51
DDR Brit Gas - Gylly Toilets 24/12/22-23/1/23 Elec	22/23PO3542	62.32	62.32	2.97	59.35
DDR Brit Gas - Library 7/1-1/2/23 Elec	22/23PO3543	612.22	612.22	102.04	510.18
DDR Brit Gas - Moor Piazza 23/1-22/2/23 Elec	22/23PO3544	52.13	52.13	2.48	49.65
DDR Brit Gas - Grove Place Toilets 2/1-2/2/23 Elec	22/23PO3545	407.27	407.27	67.88	339.39
DDR Brit Gas - Maenporth Toilets 11/11-14/11/22 Elec	22/23PO3546	7.46	7.46	0.35	7.11
DDR Brit Gas - Maenporth Toilets 15/11-14/12/22 Elec	22/23PO3547	67.15	67.15	3.19	63.96
CN Brit Gas - Maenporth Toilets 15/11-14/12/22 Elec	22/23PO3548	- 67.15	- 67.15	- 3.19	- 63.96
DDR Brit Gas - Maenporth Toilets 15/11-14/12/22 Elec	22/23PO3549	30.38	30.38	1.45	28.93
DDR Brit Gas - Maenporth Toilets 15/12/22-14/1/23 Elec	22/23PO3550	62.98	62.98	3.00	59.98
CN Brit Gas - Maenporth Toilets 15/12/22-14/1/23 Elec	22/23PO3551	- 62.98	- 62.98	- 3.00	- 59.98
DDR Brit Gas - Maenporth Toilets 15/12/22-14/1/23 Elec	22/23PO3552	29.97	29.97	1.42	28.55
DDR Brit Gas - Maenporth Toilets 15/1-15/2/23 Elec	22/23PO3553	32.68	32.68	1.56	31.12
DDR WCFruits - Frozen Peas PP	22/23PO3554	5.30	5.30	-	5.30
DDR WCFruits - Mushrooms,eggs,chorizo,bacon	22/23PO3555	129.10	129.10	-	129.10
DDR WCFruits - Sugar granulated/light brown, soft cheese	22/23PO3556	71.45	71.45	-	71.45
DDR WCFruits - Bakers,eggs,chorizo	22/23PO3557	99.00	99.00	-	99.00
DDR WCFruits - Garlic Puree, oil, salt flakes	22/23PO3558	41.20	41.20	-	41.20
DDR WCFruits - Lemon, Lime, clotted cream, Strawberry jam	22/23PO3559	38.82	38.82	-	38.82
DDR WCFruits - Biodeg Container	22/23PO3560	60.00	60.00	10.00	50.00
DDR WCFruits - Barista Oat Milk	22/23PO3561	23.90	23.90	-	23.90
DDR WCFruits - Frozen Peas PP	22/23PO3562	10.60	10.60	-	10.60
DDR WCFruits - Flour, Bacon	22/23PO3563	49.25	49.25	-	49.25
DDR WCFruits - Salad, tomato,parsley,cucumber,seeds,yoghurt	22/23PO3564	42.79	42.79	-	42.79
DDR WCFruits - Semi Skimmed Milk	22/23PO3565	11.10	11.10	-	11.10
DDR WCFruits - Barista Oat Milk	22/23PO3566	23.90	23.90	-	23.90
DDR WCFruits - Beetroot,apple,peppers,ricotta cheese,greek yoghurt	22/23PO3567	46.45	46.45	-	46.45
DDR WCFruits - Herbs,salad,bakers,chick peas,brown sauce	22/23PO3568	101.27	101.27	-	101.27
DDR WCFruits - Recycled Napkins	22/23PO3569	37.80	37.80	6.30	31.50
DDR WCFruits - Mushrooms,tomato,kale,parsley,eggs,bacon	22/23PO3570	130.32	130.32	-	130.32
BACS Castle Sports - Mayors charity - adidas trainers/tshirt/shorts St Marys	22/23PO3571	185.04	185.04	9.54	175.50
BACS Western Flat Roofing - Roof repairs at PP above kitchen	22/23PO3572	3,288.00	3,288.00	548.00	2,740.00
BACS Stainless Fabs - PP - Mobile bar	22/23PO3573	8,016.00	8,016.00	1,336.00	6,680.00
BACS Souls of Mischief - PP - Gound transport buyout	22/23PO3574	322.00	322.00	-	322.00
BACS M Lewis - AG - Repayment of expenses - Milk, parking, train and travel	22/23PO3575	95.60	95.60	-	95.60
BACS BG Electrical - PP - Make safe damaged bollard & 2 x recessed lights	22/23PO3576	330.00	330.00	55.00	275.00
BACS Sam Bradbury - AG - Falmouth Primary Year 2 Workshop	22/23PO3577	60.00	60.00	-	60.00
BACS Corona Energy - Library - Gas 01/01/23-01/02/23	22/23PO3578	2,098.97	2,098.97	349.83	1,749.14
BACS Crown Fine Art - AG - CMP - Additional loan to Tuille House, inc collections, pack	22/23PO3579	12,538.80	12,538.80	2,089.80	10,449.00
BACS Datasharp - AG, OPO & PP - Photocopying to 01/02/23	22/23PO3580	162.28	162.28	27.05	135.23
BACS Denmans - PP - Philips 35W Coolwhite	22/23PO3581	25.20	25.20	4.20	21.00
BACS Mairead Dunne - AG - Shop Stock Maudie & the Magnificent Sky books	22/23PO3582	21.36	21.36	-	21.36
BACS Exco - Carry out full service of security system	22/23PO3583	90.00	90.00	15.00	75.00
BACS FFC - PP PavilionCafe Salaries Dec 22	22/23PO3584	41.54	41.54	6.92	34.62
BACS Penryn Plastics - PP - Troidur PCV White, Which Polytop st/st nail & screws	22/23PO3585	95.81	95.81	15.97	79.84
BACS Pizza Jockeys - AG - Splanna food for workshop	22/23PO3586	225.00	225.00	37.50	187.50
BACS Rabart - PP Prodec Advance microfibre roller kit	22/23PO3587	8.08	8.08	1.35	6.73
BACS Rabart - PP - Dulux trade brilliant white, pint brissh & black plastic scuttle	22/23PO3588	54.73	54.73	9.12	45.61
Total BACS - Rabart		62.81	62.81	10.47	52.34
BACS Smith & Reed Temp LK W/E 19/02/2023	22/23PO3589	555.98	555.98	92.66	463.32
BACS Space - PP - Carry our repairs to Hamworthy Milborne boiler	22/23PO3590	1,702.80	1,702.80	283.80	1,419.00
BACS Stones - PP - 40 rolls	22/23PO3591	17.00	17.00	-	17.00
BACS Viviane Vaux - AG - Stroke Association Terry Frost Outreach workshop 17/02/23	22/23PO3592	90.00	90.00	-	90.00
BACS Viviane Vaux - AG - Discover Art February Drawing Workshop 14/02/23	22/23PO3593	150.00	150.00	-	150.00
BACS Viviane Vaux - AG - WILD Trruo Printmaking Workshops 01/02/23 & 07/02/23	22/23PO3594	300.00	300.00	-	300.00
BACS Viviane Vaux - AG -Family half term Trace Exhibition workshop 15/02/23	22/23PO3595	90.00	90.00	-	90.00
Total BACS - Viviane Vaux		630.00	630.00	-	630.00
BACS Peter Ward - AG - Splanna Earth workshops 12/01/23,19/01/23 & 02/02/23. Ma	22/23PO3596	515.00	515.00	-	515.00
BACS Withey - Cemetery - Repair shoring pump and shoring board cylinder	22/23PO3597	78.00	78.00	13.00	65.00
BACS Withey - Dracaena - Repair gym equipment and strengthen support bracket	22/23PO3598	244.80	244.80	40.80	204.00
BACS Withey - Cemetery - Service strimmer, check over and carry out vibration test	22/23PO3599	95.15	95.15	15.86	79.29
BACS Withey - Cemetery - Repair recoil assembly and spring	22/23PO3600	72.00	72.00	12.00	60.00
Total BACS - Withey		489.95	489.95	81.66	408.29
BACS YPO - AG - 13 x Masking tape 48mm x 50m	22/23PO3601	30.58	30.58	5.10	25.48
DDR BT - Phone, Broadband & mobile charges 01/02/23-28/02/23	22/23PO3602	1,018.72	1,018.72	169.79	848.93
DDR BT - Fixed charges Line rental package price 01/11/22-30/11/22	22/23PO3603	726.00	726.00	121.00	605.00
DDR BT - Fixed charges Line rental package price 01/12/22 - 31/12/22	22/23PO3604	726.00	726.00	121.00	605.00
DDR Datasharp - Business Line Rental 01/02/23-28/02/23	22/23PO3605	21.29	21.29	3.55	17.74
DDR Deputy - PP - Rota Scheduling 01/01/23-31/01/23	22/23PO3606	153.60	153.60	25.60	128.00
		243,466.41	243,466.41	29,184.71	214,281.70

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BACS

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DDR Deputy - PP - Rota Scheduling 01/12/22 - 31/12/2022	22/23PO3607	147.06	147.06	24.51	122.55
DDR Paymentsense - PP - Terminal rental 01/11/22-30/11/22 & Additional terminal re	22/23PO3608	209.10	209.10	34.85	174.25
DDR Paymentsense - PP - Terminal rental 01/12/22-31/12/22 & Additional terminal re	22/23PO3609	230.64	230.64	38.44	192.20
DDR Paymentsense - PP - Terminal rental 01/01/23-31/01/23 & Additional terminal re	22/23PO3610	140.82	140.82	23.47	117.35
DDR Paymentsense -PP - Processing charges & fees 01/11/22-30/11/22	22/23PO3611	328.94	328.94	-	328.94
DDR Paymentsense -PP - Processing charges & fees 01/12/22-31/12/22	22/23PO3612	469.73	469.73	-	469.73
DDR Paymentsense -PP - Processing charges & fees 01/01/23-31/01/23	22/23PO3613	332.32	332.32	-	332.32
DDR Sage - payroll 01/02/23-28/02/23	22/23PO3614	571.08	571.08	95.18	475.90
DDR Ram Tracking- Tracking service & maintenance 28/02/23-27/03/23	22/23PO3615	45.00	45.00	7.50	37.50
DDR St Austell Brewery - PP - Korev, coca-cola, cawston press, smirnoff & rum	22/23PO3616	357.54	357.54	59.59	297.95
DDR RHS - Affiliated society membership Falmouth Spring Flower Show	22/23PO3617	45.00	45.00	-	45.00
CC Amazon - Power adapter charger for K Hall	22/23PO3618	30.53	30.53	5.09	25.44
CC Amazon - Draceana - Dog poo bags	22/23PO3619	10.99	10.99	1.83	9.16
CC Amazon - Draceana - Leashboss wall mounted dog poop bag dispenser	22/23PO3620	13.99	13.99	2.33	11.66
CC Cornwall Council - The Moor Piazza Annual licence	22/23PO3621	70.00	70.00	-	70.00
CC Easyspace - Secure Domain forwarding Yearly - falmouthtowncouncil.com	22/23PO3622	12.00	12.00	2.00	10.00
CC Microsoft - Enterprise mobility + Securiry 5 24/01/23-23/02/23	22/23PO3623	628.80	628.80	-	628.80
CC Microsoft - 365 Business Basic 21/02/23-20/03/23	22/23PO3624	85.50	85.50	-	85.50
CC Safetsigns4Less - Trelawney - Prohibition Dog sign	22/23PO3625	37.54	37.54	6.25	31.29
CC Zoom - AG - One Pro Annual charge 25/02/23-24/02/24	22/23PO3626	119.00	119.00	19.83	99.17
BACS K Hall - Expenses - Coffee for flood volunteer	22/23PO3627	6.90	6.90	-	6.90
BACS R Thomas - Expenses - Car parking for meeting attendance	22/23PO3628	7.80	7.80	-	7.80
BACS Ann's Pasties - PP - 20 steak pasties & 20 vegan pasties	22/23PO3629	193.00	193.00	-	193.00
BACS Greenham- toilets - Mini jumbo 2 ply toilet rools & oil for two stroke engine	22/23PO3630	684.12	684.12	114.02	570.10
BACS Greenham- toilets - Oil for two stroke engine	22/23PO3631	118.32	118.32	19.72	98.60
Total BACS - Greenham		802.44	802.44	133.74	668.70
BACS Roscoe Communications - AG - Arthur project Marketing campaign 2 days per m	22/23PO3632	720.00	720.00	120.00	600.00
CC Microsoft - Office 365 E3 09/02/23-08/03/23	22/23PO3633	60.60	60.60	-	60.60
19456 Petty Cash request for Art Gallery / Library	22/23PO3634	237.82	237.82	-	237.82
BACS Stabilo - AG - Shop stock - wallets, pastels and pencils	22/23PO3635	416.72	416.72	69.45	347.27
CC Microsoft - 365 Business premium 01/02/23--28/02/23	22/23PO3636	132.80	132.80	-	132.80
HMRC - PAYE FEB 2023	22/23PO3637	11,492.47	11,492.47	-	11,492.47
HMRC - NI FEB 2023	22/23PO3638	16,935.83	16,935.83	-	16,935.83
Student Loans - FEB 2023	22/23PO3639	795.00	795.00	-	795.00
Total BACS		29,223.30	29,223.30	-	29,223.30
CC - Pensions - FEB 2023	22/23PO3640	26,109.06	26,109.06	-	26,109.06
CC - Pensions additional pyt 9 of 12	22/23PO3641	900.00	900.00	-	900.00
Total BACS		27,009.06	27,009.06	-	27,009.06
BACS Standard Life - MJC - AVC	22/23PO3642	65.00	65.00	-	65.00
BACS Unison - Falmouth Subscriptions	22/23PO3643	62.45	62.45	-	62.45
BACS Kernow MAT - KC - EM Childcare Tax Payment	22/23PO3644	81.00	81.00	-	81.00
Direct Pay Net Salary Payments	22/23PO3645	100,444.77	100,444.77	-	100,444.77
		406,815.65	406,815.65	29,828.78	376,986.87

FALMOUTH TOWN COUNCIL PETTY CASH SCHEDULE

Period: Feb-23

Date	Total Amount			Rec'pt	Code	Cashed Cheque	Meeting Exp	Parking	Post	Civic	Toilet	Cemetery R/R	Cemetery Misc	MB	Stat	PO Building	Events	Sundry Items	Running Balance
Code	OB	VAT	Net				ME	CP	P	C	T	CR	CM	MB	S	PB	E	SI	196.81
01/02/2023	1.75		1.75	862	me		1.75	-	-	-	-	-	-	-	-	-	-	-	195.06
03/02/2023	17.15		17.15	853	si		-	-	-	-	-	-	-	-	-	-	-	-	177.91
10/02/2023	10.20		10.20	854	me		10.20	-	-	-	-	-	-	-	-	-	-	-	167.71
15/02/2023	1.40		1.40	855	me		1.40	-	-	-	-	-	-	-	-	-	-	-	166.31
16/02/2023	4.00		4.00	856	CP		-	4.00	-	-	-	-	-	-	-	-	-	-	162.31
16/02/2023	28.78		28.78	857	SI		-	-	-	-	-	-	-	-	-	-	-	-	133.53
16/02/2023	1.40		1.40	858	ME		1.40	-	-	-	-	-	-	-	-	-	-	-	132.13
17/02/2023	4.00		4.00	859	CP		-	4.00	-	-	-	-	-	-	-	-	-	-	128.13
20/02/2023	3.50		3.50	860	me		3.50	-	-	-	-	-	-	-	-	-	-	-	124.63
27/02/2023	3.50		3.50	861	me		3.50	-	-	-	-	-	-	-	-	-	-	-	121.13
CLOSED			-				-	-	-	-	-	-	-	-	-	-	-	-	121.13
75.68		0.00	75.68			75.68	21.75	8.00	-	-	-	-	-	-	-	-	-	-	45.93

Nominal Codes

5030 5017 5010 5408 5303 5610 5695 5220 5012 5352 5457 5030

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals

	DR	CR
2201 - vat	£ -	
Various		£ -

NB add additional NL's depending on monthly expenditure

FALMOUTH ART GALLERY PETTY CASH SCHEDULE

300 24.93 275.07

Period: February 23

Date	Total Amount	VAT	NET	Voucher	Code	Cheque Rec'd/Opening Bal	Parking	Exhibition	Consumables	Workshops	Stationery	Splanna	Postage	Library Equipment	Gallery Equipment	Running Balance
Code	Opening Bal						PAR	E	C	W	S	SE	Po	LE	GE	146.23
07/02/2023			-	1903		56.64	-	-	-	-	-	-	-	-	-	202.87
07/02/2023	18.53		18.53	1904	se		-	-	-	-	-	18.53	-	-	-	184.34
07/02/2023	14.99		14.99	1905	e		-	14.99	-	-	-	-	-	-	-	169.35
07/02/2023	7.05		7.05	1906	c		-	-	7.05	-	-	-	-	-	-	162.30
07/02/2023	2.15		2.15	1907	c		-	-	2.15	-	-	-	-	-	-	160.15
14/02/2023	30.10		30.10	1908	c		-	-	30.10	-	-	-	-	-	-	130.05
14/02/2023	9.40		9.40	1909	c		-	-	9.40	-	-	-	-	-	-	120.65
14/02/2023	8.30	1.38	6.92	1910	c		-	-	6.92	-	-	-	-	-	-	112.35
14/02/2023	1.75		1.75	1911	c		-	-	1.75	-	-	-	-	-	-	110.60
21/02/2023	8.95		8.95	1912	po		-	-	-	-	-	-	8.95	-	-	101.65
21/02/2023	9.80		9.80	1913	c		-	-	9.80	-	-	-	-	-	-	91.85
21/02/2023	2.80		2.80	1914	c		-	-	2.80	-	-	-	-	-	-	89.05
21/02/2023	1.95		1.95	1915	c		-	-	1.95	-	-	-	-	-	-	87.10
21/02/2023	1.75		1.75	1916	c		-	-	1.75	-	-	-	-	-	-	85.35
28/02/2023	6.84		6.84	1917	c		-	-	6.84	-	-	-	-	-	-	78.51
28/02/2023	7.18		7.18	1918	se		-	-	-	-	-	7.18	-	-	-	71.33
28/02/2023	4.90		4.90	1919	c		-	-	4.90	-	-	-	-	-	-	66.43
28/02/2023	4.25		4.25	1920	c		-	-	4.25	-	-	-	-	-	-	62.18
CLOSED				19456		237.82	-	-	-	-	-	-	-	-	-	300.00
	140.69	1.38	139.31			139.31	-	14.99	89.66	-	-	25.71	8.95	-	-	

Nominal Codes

5816 5815 5808 5818 5805 5818 5804 5825 5819

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals

	DR		CR
2201 - vat	£	1.38	
5819			£
5805			
	£	1.38	

NB add additional NL's depending on monthly expenditure

FALMOUTH TOWN COUNCIL

Month Mar-23

Finance & General Purpose Meeting

Meeting Date 17/04/2023

Schedule of payments made for approval at above meeting

Cheque No	Details	Inv No:	Inv Total	Gross	VAT	NET
DD	Cornwall Council - Business rates March 2023- PO Building	22/23PO3646	2,240.00	2,240.00	-	2,240.00
DD	Cornwall Council - Business rates March 2023 - Art Gallery	22/23PO3647	1,393.00	1,393.00	-	1,393.00
DD	Cornwall Council - Municipal Building March 2023 - Library	22/23PO3648	1,175.00	1,175.00	-	1,175.00
DD	Cornwall Council-Business reates March 2023- Princess Pavilion	22/23PO3649	956.00	956.00	-	956.00
DD	Cornwall Council - Business rates March 2023 - PO Building 1st Floor	22/23PO3650	949.00	949.00	-	949.00
DD	Cornwall Council - Business rates March 2023 - Municipal Building	22/23PO3651	707.00	707.00	-	707.00
DD	Cornwall Council - Business rates March 2023 - Kimberley park Lodge	22/23PO3652	694.00	694.00	-	694.00
DD	Cornwall Council - Business rates March 2023- PO Building 2nd Floor	22/23PO3653	619.00	619.00	-	619.00
DD	Cornwall Council - Business rates-March 2023-Cemetery Pennance Rd	22/23PO3654	541.00	541.00	-	541.00
DD	Cornwall Council - Business Rates March 2023- Mortuary	22/23PO3655	290.00	290.00	-	290.00
DD	Cornwall Council - Business rates March 2023-Cemetery Swanpool Rd	22/23PO3656	266.00	266.00	-	266.00
DD	Cornwall Council - Business rates March 2023 - Quarry Car Park	22/23PO3657	116.00	116.00	-	116.00
BACS	CSE - PP - ICR software for terminals	22/23PO3658	90.00	90.00	15.00	75.00
BACS	Objective IT - x89 Offsite support & systems monitoring Feb 23	22/23PO3659	7,020.00	7,020.00	1,170.00	5,850.00
BACS	Objective IT x15Pavilion Support Feb 23	22/23PO3660	1,260.00	1,260.00	210.00	1,050.00
BACS	Objective IT x13 (FTCM) support Jan 23	22/23PO3661	1,092.00	1,092.00	182.00	910.00
	Total BACS - Objective IT		9,372.00	9,372.00	1,562.00	7,810.00
BACS	Paul Rowan - PP - Stage lighting services St Michael's 26.02.203	22/23PO3662	150.00	150.00	-	150.00
BACS	TFH Gazebos - Gazebos for Markets on The Moor	22/23PO3663	3,797.98	3,797.98	633.00	3,164.98
BACS	Barnaby Attwell - AG shop stock x10 books	22/23PO3664	80.00	80.00	-	80.00
BACS	Blue Flame - AG call out-geminow boiler lockout light on	22/23PO3665	106.87	106.87	17.81	89.06
BACS	Dormakaba - Maintenance contract 26/1/22-25/1/23	22/23PO3666	282.60	282.60	47.10	235.50
BACS	Greenhams - Toilets-cleaner,eco toilet roll,hand towels,soap	22/23PO3667	817.14	817.14	136.19	680.95
BACS	Reef - MB Scheduled work	22/23PO3668	129.60	129.60	21.60	108.00
BACS	Npower - Stable block elec 1/10/22-31/10/22	22/23PO3669	26.75	26.75	1.27	25.48
BACS	Npower - Stable block 1-30/11/22 elec	22/23PO3670	25.89	25.89	1.23	24.66
BACS	Npower - Stable block 1-31/12/22 elec	22/23PO3671	26.75	26.75	1.27	25.48
BACS	Npower - Stable block 1-31/1/23 elec	22/23PO3672	26.75	26.75	1.27	25.48
	Total BACS - Npower		106.14	106.14	5.04	101.10
BACS	Trevarthen - Pork Sausages	22/23PO3673	12.64	12.64	-	12.64
CC	Stones Bakery - AG tarts,mushroom puy rolls,doughnut,chip cookies	22/23PO3674	27.75	27.75	-	27.75
CC	Natural Store - Grain, slaw,bhajis AG CMP event	22/23PO3675	23.20	23.20	-	23.20
DDR	DVLA - Tax for CN17 CVF annual DDR	22/23PO3676	290.00	290.00	-	290.00
DDR	B&Q - PP white spirit,brush,sealant gun,paint kettle,gloss	22/23PO3677	126.73	126.73	21.13	105.60
CN	Brit Gas - Maenporth 11/11/22-14/11/22 cancels 961903115	22/23PO3678	7.47	7.47	0.36	7.11
DDR	Brit Gas - CSCP Elec 1-31/1/23	22/23PO3679	121.62	121.62	5.79	115.83
DDR	Brit Gas - KP stage 25/1/23-21/2/23 elec	22/23PO3680	29.86	29.86	1.42	28.44
DDR	Brit Gas - Gylly Toilets 24/1-23/2/23 elec	22/23PO3681	75.39	75.39	3.59	71.80
BACS	Travis Perkins - PP Tower bolts	22/23PO3682	10.30	10.30	1.72	8.58
BACS	Travis Perkins - KP Shed-door lining,wood screws,cls profile	22/23PO3683	320.71	320.71	53.45	267.26
	Total BACS - Travis Perkins		331.01	331.01	55.17	275.84
BACS	Dracaena Centre - Benefit advice Grant balance	22/23PO3684	3,875.00	3,875.00	-	3,875.00
BACS	Biffa - Standard General Waste- Feb 2023	22/23PO3685	744.96	744.96	124.16	620.80
BACS	Biffa - Standard Mixed Recycling Dry Mixed-Feb 2023	22/23PO3686	154.85	154.85	25.81	129.04
BACS	Biffa - Standard Glass Mixed- Feb 2023	22/23PO3687	176.40	176.40	29.40	147.00
BACS	Biffa - PP - Standard Glass Mixed - Feb 2023	22/23PO3688	87.70	87.70	14.62	73.08
BACS	Biffa - PP Standard General Waste & Mixed Recycling - Feb 2023	22/23PO3689	351.10	351.10	58.52	292.58
	Total BACS - Biffa		1,515.01	1,515.01	252.50	1,262.51
BACS	Sam Bradford - AG - Cats and Trace exhibition workshop	22/23PO3690	60.00	60.00	-	60.00
BACS	Linda Chambers - AG - Baby paiting session 24/02/23	22/23PO3691	60.00	60.00	-	60.00
BACS	Eagle Plant - Ponsharden - GP360 C/W Diesel generator	22/23PO3692	816.00	816.00	136.00	680.00
BACS	Exco - MB - Attedn CCTV system and diagnose fault	22/23PO3693	129.60	129.60	21.60	108.00
BACS	J Gas Supplies - PP - CO2 Cyclinder & mix gas cylinder	22/23PO3694	50.00	50.00	8.34	41.66
BACS	Passmore Cleaning - PO, MB, Library/Mayors chamber, Atherton Suite	22/23PO3695	4,156.64	4,156.64	692.77	3,463.87
BACS	Passmore Cleaning- Toilet cleaning, Holiday cover	22/23PO3696	1,458.00	1,458.00	243.00	1,215.00
BACS	Passmore Cleaning- PP - Feb 23 cleaning, windows, Hand towel, Green mop	22/23PO3697	3,678.95	3,678.95	613.16	3,065.79
	Total BACS - Passmore		9,293.59	9,293.59	1,548.93	7,744.66
BACS	Rosemoon - PP - Baking 06.02.23, 20.02.23 & 28.02.23	22/23PO3698	263.25	263.25	-	263.25
BACS	Smith & Reed - L Kapp Temp cover w/e 26.02.2023	22/23PO3699	555.98	555.98	92.66	463.32
BACS	Smith & Reed - L Kapp Temp cover w/e 12.02.2023	22/23PO3700	555.98	555.98	92.66	463.32
	Total BACS - Smith & Reed		1,111.96	1,111.96	185.33	926.63
BACS	SWW - Grove Place toilets - Water rates 06/10/22-21/02/23	22/23PO3701	2,708.97	2,708.97	-	2,708.97
BACS	3 Lanes Transport - AG - Collect 1 box Etienne Abrahams & deliver to gallery	22/23PO3702	126.00	126.00	21.00	105.00
BACS	T McBride - AG - Imagine Falmouth artist sales	22/23PO3703	224.25	224.25	-	224.25
DDR	Allstar - Fuel for Grounds, Facilities, KP, Toilets and network service fee	22/23PO3704	397.81	397.81	66.30	331.51
DDR	Allstar - Fuel for Grounds & Facilities	22/23PO3705	335.61	335.61	55.94	279.68
BACS	Abacus & Falmouth Taxi - Sophia- Budock Water to Library	22/23PO3706	20.39	20.39	3.40	16.99
BACS	Infinitus - key holding MB/OPO	22/23PO3707	60.00	60.00	10.00	50.00
BACS	Infinitus - Key holding PP	22/23PO3708	30.00	30.00	5.00	25.00
	Total BACS - Infinitus		90.00	90.00	15.00	75.00
BACS	Newsquest - The Packet 08/02/23 & 22/02/23 15x3 adverts	22/23PO3709	118.50	118.50	19.75	98.75
BACS	Newsquest - NQ Event Falmouth Dig 06/02/23 adverts	22/23PO3710	138.00	138.00	23.00	115.00
	Total BACS -Newsquest		256.50	256.50	42.75	213.75
DDR	Trade - PP - Parking signs	22/23PO3711	55.95	55.95	9.33	46.63
CC	Microsoft - Azure standard 01/12/2022-31/12/2022	22/23PO3712	125.45	125.45	20.91	104.54
CC	TsoHost - WordPress 30/01/23-01/03/23	22/23PO3713	5.99	5.99	1.00	4.99
BACS	Blue Flame - AG call out	22/23PO3714	89.56	89.56	14.93	74.63
BACS	CCC - TM - Open Space CCTV March 2023	22/23PO3715	1,062.22	1,062.22	177.04	885.18
BACS	Eight Wire - TM - Falmouth Sea Shanty & Falmouth Week	22/23PO3716	900.00	900.00	150.00	750.00
BACS	Food & Dairy - PP - Milk and Oatley Barista w/e 26/02/2023	22/23PO3717	127.06	127.06	-	127.06
			49,609.23	49,609.23	5,254.76	44,354.47

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No		Inv No:	Inv Total	Gross	VAT	NET
BACS	Pips - PP - 32 x Vegan pasties & 6 x Veggie pasties	22/23PO3718	148.20	148.20	-	148.20
BACS	Pips - PP - 50x pasties	22/23PO3719	145.00	145.00	-	145.00
	Total BACS - Pips		293.20	293.20	-	293.20
BACS	Rabart - PP - Prodec brushes, precision brushes, plastic scuttle & Zinsser Alcolac	22/23PO3720	70.19	70.19	11.70	58.49
BACS	Soul Street Productions - PP - The History of Rock 26/01/23	22/23PO3721	4,369.99	4,369.99	728.33	3,641.66
BACS	Trevarthen - PP - Cooked sliced beef, Chorizo sausage & dry cured smoked back sliced	22/23PO3722	56.34	56.34	-	56.34
BACS	Trevarthen - PP - Chorizo sausage & dry cured smoked back sliced	22/23PO3723	57.27	57.27	-	57.27
	Total BACS - Trevarthen		113.61	113.61	-	113.61
BACS	Truro Portable Buildings - Cemetery - Replacement shed	22/23PO3724	960.00	960.00	160.00	800.00
BACS	Verdant - PP - Lightbulb extra pale ale	22/23PO3725	127.20	127.20	21.20	106.00
DDR	Sage - payroll 01/03/23-31/03/23	22/23PO3726	581.88	581.88	96.98	484.90
DDR	St Austell Brewery - PP - Guinness & Prosecco Botter	22/23PO3727	374.98	374.98	62.49	312.49
DDR	St Austell Brewery - PP - Korev, Rattler, Ginger Ale, Cawston Press	22/23PO3728	415.64	415.64	69.29	346.35
DDR	St Austell Brewery - PP - Proper job, Korev, Rattler, Guinness, Heineken	22/23PO3729	2,692.90	2,692.90	448.81	2,244.09
DDR	Trade - B&Q - Gardens - Verne Mpc brown, Magnusson hand forky staplriver	22/23PO3730	92.12	92.12	15.36	76.76
	ionos - Credit basic fee & website builder 26/02/23-16/03/23	22/23PO3731	20.12	20.12	3.35	16.77
DDR	Trade - B&Q - PP - Opp Paint kettle, Sandtex, Pro decking stain & flat brush	22/23PO3732	99.75	99.75	16.63	83.13
DDR	WCFruits - Edamame beans	22/23PO3733	3.80	3.80	-	3.80
DDR	WCFruits - Peppers, cheese	22/23PO3734	48.95	48.95	-	48.95
DDR	WCFruits - Herbs, salad,beetroot,celeriac,leeks,lettuce,nuts	22/23PO3735	276.33	276.33	-	276.33
DDR	WCFruits - salad,soft cheese, icing sugar	22/23PO3736	24.60	24.60	-	24.60
DDR	WCFruits - rocket, cucumber, cheese, cocoa, chutney	22/23PO3737	71.27	71.27	-	71.27
DDR	WCFruits - Mushrooms, tomato, parsley,eggs,butter,bacon	22/23PO3738	155.90	155.90	-	155.90
DDR	WCFruits - salad,kale,parsnip,carrot,chilli,cabbage,eggs	22/23PO3739	132.69	132.69	-	132.69
DDR	WCFruits - Cocoa powder	22/23PO3740	24.50	24.50	-	24.50
DDR	WCFruits - Lemon, butter, flour,cheese, feta, mustard	22/23PO3741	179.85	179.85	-	179.85
DDR	WCFruits - Courgette, orange,rhubarb,lime,orange,eggs, salt	22/23PO3742	172.27	172.27	-	172.27
DDR	WCFruits - salad, cabbage, parsley, vinegar	22/23PO3743	30.33	30.33	-	30.33
DDR	WCFruits - Rocket, leeks,criss, bacon,feta	22/23PO3744	54.70	54.70	-	54.70
DDR	WCFruits - Crisps cheddar/onion, salt/vinegar, salted, sweet chilli	22/23PO3745	43.92	43.92	7.32	36.60
DDR	WCFruits - Lemon, Lime	22/23PO3746	12.80	12.80	-	12.80
DDR	WCFruits - chick peas, cheese, yeast, chutney	22/23PO3747	63.25	63.25	-	63.25
DDR	WCFruits - Courgette, lemon, eggs, butter	22/23PO3748	111.75	111.75	-	111.75
DDR	WCFruits - Carrots, cabbage, cheese, paprika, turmeric	22/23PO3749	63.01	63.01	-	63.01
DDR	WCFruits - Herbs, leek,aubergine,pepper,squash,eggs,cocoa	22/23PO3750	161.24	161.24	-	161.24
BP	Morwenna Lewis - coffee,teabags, milk	22/23PO3751	9.40	9.40	-	9.40
BACS	Npower - PP Café/Lodge/gardens elec 1/2-28/2/23	22/23PO3752	4,669.67	4,669.67	778.28	3,891.39
CC	Bloom & Wild - flowers for Steve & Anne Burrows re M Davies	22/23PO3753	29.00	29.00	4.83	24.17
DDR	DVA - Tax for CN17 CVF annual dr Duplicated	22/23PO3754	-	-	-	-
DDR	Total - CofE Chapel elec 1-28/2/23	22/23PO3755	25.20	25.20	1.20	24.00
DDR	Total - Bench feeder pillar 1-28/2/23 elec	22/23PO3756	32.94	32.94	1.57	31.37
DDR	Total - Chapel non com 1-28/2/23 elec	22/23PO3757	220.01	220.01	10.48	209.53
DDR	Total - MB 1-22/2/23 elec	22/23PO3758	120.19	120.19	5.72	114.47
DDR	Total - MB site 2 1-22/2/23 elec	22/23PO3759	216.75	216.75	10.32	206.43
DDR	Total - Feeder pillar 1-28/2/23 elec	22/23PO3760	14.83	14.83	0.71	14.12
DDR	Total - Park Lodge 1-28/2/23 elec	22/23PO3761	29.79	29.79	1.42	28.37
BACS	Smith & Reed - Temp LE Kapp w/e 5/3/23 FIS	22/23PO3762	555.98	555.98	92.66	463.32
BACS	Reach Maintenance - Xmas lights,hang baskets,bunting	22/23PO3763	7,792.50	7,792.50	1,298.75	6,493.75
BACS	SWWA - OPO 1st Floor 6/10/22-31/1/23	22/23PO3764	170.67	170.67	12.74	157.93
BACS	Trident - Plumbing/heating OPO	22/23PO3765	624.00	624.00	104.00	520.00
BACS	YPO - Drawing Cartridge recycled A3 paper AG	22/23PO3766	39.64	39.64	6.61	33.03
DDR	Brit Gas - Castle Beach - 25/1-24/2/23 elec	22/23PO3767	49.11	49.11	2.34	46.77
DDR	Brit Gas - Grove Place Toilets - 3/2-1/3/23 elec	22/23PO3768	335.88	335.88	55.98	279.90
DDR	Brit Gas - Swanpool Toilets - 2/2-1/3/23 elec	22/23PO3769	42.70	42.70	2.03	40.67
DDR	Brit Gas - KP 2/2-1/3/23 elec	22/23PO3770	379.74	379.74	63.29	316.45
DDR	Brit Gas - POW 2/2-1/3/23 elec	22/23PO3771	72.40	72.40	3.45	68.95
DDR	Brit Gas - Webber st Toilets - 3/2-1/3/23 elec	22/23PO3772	24.95	24.95	1.19	23.76
DDR	Brit Gas - CSCP 1/2-28/2/23 elec	22/23PO3773	114.38	114.38	5.45	108.93
DDR	Brit Gas - Library 2/2-1/3/23 elec	22/23PO3774	627.44	627.44	104.58	522.86
BACS	S Scott - AG - Expenses Subsistence	22/23PO3775	81.60	81.60	-	81.60
BACS	Ann's Pasties - PP - 20 Steak & 20 Vegan pasties	22/23PO3776	193.00	193.00	-	193.00
BACS	Artstat - AG - shop stock - charcoal pencils	22/23PO3777	26.50	26.50	4.42	22.08
BACS	Artstat - AG - shop stock - flat brish wallet, pencil tins, Paint pen palettes	22/23PO3778	300.96	300.96	50.16	250.80
BACS	Artstat - AG - shop stock - sketching pencils	22/23PO3779	29.40	29.40	4.90	24.50
	Total BACS - Artstat		356.86	356.86	59.48	297.38
BACS	Eve Bourrat - AG - Prep for digital art CPC with King Charles Primary School	22/23PO3780	200.00	200.00	-	200.00
BACS	Eve Bourrat - AG - Family workshop for Benow event	22/23PO3781	90.00	90.00	-	90.00
	Total BACS - Eve Bourrat		290.00	290.00	-	290.00
BACS	Paul Buzza - PP - Site visit for projector diagnostics. Strip & rebuild NEC NP14	22/23PO3782	245.00	245.00	-	245.00
BACS	Mark Claxton - PP - Sound engineering for Good Old Lover Boys	22/23PO3783	150.00	150.00	-	150.00
BACS	Clear Brew - PP - Full dispense system check and line clean	22/23PO3784	144.00	144.00	24.00	120.00
BACS	Mary Godwin - AG - Collection Management Support Feb 2023	22/23PO3785	612.00	612.00	-	612.00
BACS	Greenbank Hotel - Tallships - Room Hire deposit	22/23PO3786	200.00	200.00	33.33	166.67
			79,881.36	79,881.36	9,573.92	70,307.44

FALMOUTH TOWN COUNCIL

Month Mar-23
Meeting 17/04/2023

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

Cheque No	Inv No:	Inv Total	Gross	VAT	NET
BACS Greenham -Toilets - Disinfectant & 2 ply toilet rolls	22/23PO3787	501.72	501.72	83.62	418.10
BACS Greenham - PP - First Aid plasters	22/23PO3788	15.26	15.26	2.54	12.72
BACS Greenham - PP - Workwear	22/23PO3789	632.92	632.92	105.49	527.43
Total BACS - Greenham		1,149.90	1,149.90	191.65	958.25
BACS Rhiannon Jandrell - AG - Baby Jam sessions & Rhyme Time sessions Nov & De	22/23PO3790	390.00	390.00	-	390.00
BACS Rhiannon Jandrell - AG - Baby Jam sessions & Rhyme Time sessions Jan 2023	22/23PO3791	180.00	180.00	-	180.00
BACS Rhiannon Jandrell - AG - Baby Jam sessions & Rhyme Time sessions Feb 23	22/23PO3792	180.00	180.00	-	180.00
Total BACS - Jandrell		750.00	750.00	-	750.00
BACS Carys Wilson - AG - Benow Worskhop 07/03/23 & materials	22/23PO3793	200.98	200.98	-	200.98
BACS Continental Sports - Dracaena - Multi Boot wiper, Brushes kit & delivery	22/23PO3794	884.26	884.26	147.38	736.88
BACS Cornwall Climate Care - AG - Benow - Screening & Director presentation & m	22/23PO3795	140.30	140.30	-	140.30
BACS Kernow Training - Lantra Strimmer training	22/23PO3796	850.00	850.00	-	850.00
BACS Long Dog - AG - Shop stock - Arashi Shibori neckwrap & Repro cards	22/23PO3797	25.03	25.03	-	25.03
BACS Office Smart - PP - Laptop stand, wireless keyboard & mouse, shorthand not	22/23PO3798	392.41	392.41	65.40	327.01
BACS Reef Water Solutions - PP - C&D of inline strainers, Legionella sampling & De	22/23PO3799	416.40	416.40	69.40	347.00
BACS SKB Sails - KP - Wash x 2 Awning Sails and repair awning sails	22/23PO3800	342.84	342.84	57.14	285.70
BACS SWW - Castle Beach Toilets water rates 01/12/22-24/02/23	22/23PO3801	342.05	342.05	-	342.05
BACS Speak You - Benow festival 04/03/2023	22/23PO3802	150.00	150.00	-	150.00
BACS Stones Bakery - PP - 40 x Rolls	22/23PO3803	17.00	17.00	-	17.00
BACS Stones Bakery - PP - 40 x Rolls	22/23PO3804	17.00	17.00	-	17.00
Total BACS - Stones Bakery		34.00	34.00	-	34.00
BACS Swift Catering - PP - Bio straws, Galvanised steel scourers, Duplicated	22/23PO3805	-	-	-	-
BACS Tall Ships Races International - Tallships - Port planning visit mileage	22/23PO3806	379.80	379.80	-	379.80
BACS Travis Perkins- KP - CLS profile, Treated timber, Wood screws & deep hole pe	22/23PO3807	146.13	146.13	24.35	121.78
BACS Travis Perkins- KP - FFP3 Face masks cups with valve 2pcs	22/23PO3808	10.13	10.13	1.69	8.44
BACS Travis Perkins- KP - Drywall screws, Knauf plasterboard, Strustural OSB & loft	22/23PO3809	284.98	284.98	47.50	237.48
Total BACS - Travis Perkins		441.24	441.24	73.54	367.71
BACS Trewithen Dairy - PP Milk & Oatley Barista w/e 05/03/2023	22/23PO3810	138.42	138.42	-	138.42
BACS Waterplus - Mortuary wate rates 07/02/23 - 07/03/23	22/23PO3811	7.30	7.30	1.22	6.08
BACS Westcountry Group- OPO - A4 copier paper	22/23PO3812	510.00	510.00	85.00	425.00
DDR G4S - Cash collections x 4 - 01/02/23-28/02/23	22/23PO3813	135.12	135.12	22.52	112.60
DDR Trade - B&Q - PP Utility knife blaeds, Blooma Door Brenton Bolt back & Mac	22/23PO3814	19.34	19.34	3.23	16.11
DDR St Austell Brewery - PP - Proper job, Korev, Rattler, Ginger Ale, Gin, Vodka, R	22/23PO3815	1,875.40	1,875.40	312.57	1,562.83
CC Crown and Mitre Hotel - Arthur - M Lewis accommdation 30/01/23 & 31/01/	22/23PO3816	175.00	175.00	29.17	145.83
CC The Museums Association - AG - Institutional membership 01/01/23-31/01/2	22/23PO3817	205.00	205.00	8.58	196.42
CC Trainline - train from Truro to Leeds AG	22/23PO3818	152.64	152.64	-	152.64
BACS King Charles CofE Primary School - Educational Reserve Grant-EMR001	22/23PO3819	500.00	500.00	-	500.00
BACS King Charles CofE Primary School - Educational Reserve Grant-EMR002	22/23PO3820	500.00	500.00	-	500.00
BACS M Lewis - AG - Expenses coffee for chambers	22/23PO3821	3.15	3.15	-	3.15
BACS Pauline Blanchet - AG - Benow project Video editing	22/23PO3822	150.00	150.00	-	150.00
BACS Roskillys - PP - Mint choc chip, Salter caramel, Chocolate and Vanilla ice crea	22/23PO3823	190.83	190.83	31.80	159.03
BACS Verdant Brewing - PP - Lightbulb extra pale Ale	22/23PO3824	254.40	254.40	42.40	212.00
BACS Circles & Cycles - AG - Benow project-Yoga class, Women's circle & materials	22/23PO3825	250.00	250.00	-	250.00
BACS Jewson - Dracaena - GS7 panel 3.5m x 2.0m inc Block/Coupler	22/23PO3826	138.24	138.24	23.04	115.20
BACS Npower - Gyllyngdune stable block 1-28/2/23 elec	22/23PO3827	24.16	24.16	1.15	23.01
BACS Opus - Mortuary elec 31/1-7/3/23	22/23PO3828	800.03	800.03	133.34	666.69
DDR BritGas - Maenporth toilets 16/2-27/2/23	22/23PO3829	27.70	27.70	1.32	26.38
DDR BritGas - Maenporth toilets 18/11-14/12/20	22/23PO3830	54.28	54.28	2.58	51.70
DDR Britgas - Library 1-28/2/23	22/23PO3831	275.19	275.19	13.11	262.08
DDR WCFruits - Lime, lemon	22/23PO3832	29.80	29.80	-	29.80
DDR WCFruits - Biodeg cups, crisps C&O, S&V, Sweet chilli, stirrers	22/23PO3833	109.20	109.20	18.20	91.00
DDR WCFruits - Herbs, veg, salad, grapes,eggs,butter,cheese,olives	22/23PO3834	317.51	317.51	-	317.51
DDR WCFruits - Soft Cream Cheese	22/23PO3835	13.80	13.80	-	13.80
DDR WCFruits - Lemon,orange,eggs,almonds,butter,caramel milk	22/23PO3836	146.43	146.43	-	146.43
DDR WCFruits - Barista Oat Milk	22/23PO3837	11.95	11.95	-	11.95
DDR WCFruits - Onion,parsley,almonds,flour,bacon,oil,icing sugar	22/23PO3838	163.10	163.10	-	163.10
DDR WCFruits - Mushrooms,parsley,cabbage,eggs,bacon,cheese	22/23PO3839	126.41	126.41	-	126.41
BACS Karl Owen - AG - Splanna - Two clay sesions for After school club & material	22/23PO3840	130.00	130.00	-	130.00
BACS Heartfelt Herbs - AG - Benow - Drawing Rose workshop & materials	22/23PO3841	215.00	215.00	-	215.00
BACS S Patterson - AG - Splanna - A cabinet of folklore and magic - visit, tour & talk	22/23PO3842	100.00	100.00	-	100.00
19455 Petty cash - OPO	22/23PO3843	252.65	252.65	-	252.65
19458 Petty cash - PP	22/23PO3844	235.07	235.07	-	235.07
BACS Ann's pasties - PP - 20 x Cheese & 20 x Vegan pasties	22/23PO3845	193.00	193.00	-	193.00
BACS Autograffiti - TM - Road signs for St Nazaire	22/23PO3846	12.48	12.48	2.08	10.40
BACS Barriers Direct - Ships & Castles - Manual swing gate, sliding latch lock shrou	22/23PO3847	2,775.16	2,775.16	462.53	2,312.63
BACS Bartlett - PP - 1 x mains lead & plug. 1 x fan motor	22/23PO3848	175.46	175.46	29.24	146.22
BACS H Bravo -AG - shop stock - 6 earrings drop	22/23PO3849	43.20	43.20	-	43.20
BACS Carey Davies - PP - Tech support 01/02/23-28/02/23	22/23PO3850	771.00	771.00	-	771.00
BACS Castle Sports - St Francis school - long sleeved top, leggings, shorts, socks & s	22/23PO3851	54.18	54.18	1.98	52.20
BACS Castle Sports -Marlborough school - Shorts, socks & shin pads	22/23PO3852	53.64	53.64	1.44	52.20
Total BACS -Castle Sports		107.82	107.82	3.42	104.40
BACS Mark Claxton - PP - Production services Orange Fest & Souls of Mischief	22/23PO3853	345.00	345.00	-	345.00
BACS Coast 2 Coast Security- PP - Door supervisors 04/03/2023	22/23PO3854	267.30	267.30	44.55	222.75
BACS Coast 2 Coast Security- PP - Door supervisors 12/03/2023	22/23PO3855	545.40	545.40	90.90	454.50
Total BACS -Coast 2 Coast		812.70	812.70	135.45	677.25
BACS CCC - DBS Admin fee A Jackson	22/23PO3856	54.00	54.00	9.00	45.00
BACS Cornwall Scrapstore - AG - Membership 2023	22/23PO3857	50.00	50.00	-	50.00
		100,516.21	100,516.21	11,430.81	88,831.40

FALMOUTH TOWN COUNCIL

Month Mar-23
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Finance & General Purpose Meeting
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BACS Ann's Pasties - PP - 20 x steak pasties & 60 Sage & apricotm sausage rolls	22/23PO3858	146.00	146.00	-	146.00
BACS Asone Hub - PP - Songfest sales 28.02.2023	22/23PO3859	2,012.00	2,012.00	-	2,012.00
BACS T Basilio - AG - Benow project - Audio visual assistant	22/23PO3860	55.90	55.90	-	55.90
BACS Classic Fire - Fire Alarm annual service fee	22/23PO3861	864.00	864.00	144.00	720.00
BACS Classic Fire - Fire Alarm call out. Service & mileage	22/23PO3862	184.80	184.80	30.80	154.00
Total BACS -Classic Fire		1,048.80	1,048.80	174.80	874.00
BACS Danfo - Grove Place - 40% deposit - Supply & install modular charging places	22/23PO3863	26,840.16	26,840.16	4,473.36	22,366.80
BACS Dougfield - Gylly Beach toilets - Dudley dual push button	22/23PO3864	109.62	109.62	18.27	91.35
BACS Eight Wire - Hosting of website Drupal extensions until 01/11/23	22/23PO3865	180.00	180.00	30.00	150.00
BACS Exco - MB - Replace faulty hard drive & supply hard drive	22/23PO3866	165.60	165.60	27.60	138.00
BACS Nick Foulkes - PP - remove blown & flaky renders, apply 1st coat, apply top c	22/23PO3867	900.00	900.00	-	900.00
BACS Freq Audio Systems - PP - Hire of radios for events 11/03/23	22/23PO3868	144.00	144.00	24.00	120.00
BACS The Good Old Fashioned Lover Boys - PP - Performance	22/23PO3869	3,836.19	3,836.19	-	3,836.19
BACS Sam Green - PP - Box office Frank Turner, The Brian Jonestown Massacre & M	22/23PO3870	306.25	306.25	-	306.25
BACS Greenham - PP - Medium workplace first aid kit	22/23PO3871	43.08	43.08	7.18	35.90
BACS Greenham - Toilets - Disinfectant, mophead & 2 ply toilet rolls	22/23PO3872	600.05	600.05	100.01	500.04
Total BACS -Greenham		643.13	643.13	107.19	535.94
BACS Rhiannon Jandrell - AG - Baby Jam & Rhyme time sessions	22/23PO3873	90.00	90.00	-	90.00
BACS Nick Jennings - PP - Audion engineer - Brian Jonestow Massacre 28.01.23	22/23PO3874	150.00	150.00	-	150.00
BACS Jo Lumber - AG Learning & Engagement sessions Jan - March 2023	22/23PO3875	1,200.00	1,200.00	-	1,200.00
BACS Martyn's Maintenance - PP, KP, Chapel, Toilets & Ponsharden - Pressure was	22/23PO3876	3,414.86	3,414.86	-	3,414.86
BACS Lily McConkey - PP - Box office Frank Turner, The Brian Jonestown Massacre	22/23PO3877	137.50	137.50	-	137.50
BACS Nisbets - PP - Polystrene shot glasses & 1/2 pint tumblers, whites heavy duty	22/23PO3878	203.26	203.26	33.87	169.39
BACS Office Smart - OPO - Red gel pens, red pens. Sticky notes & page markers	22/23PO3879	74.47	74.47	12.41	62.06
BACS Office Smart - Facilities/ Pavilions - Notebooks & Laptop stand	22/23PO3880	176.20	176.20	29.37	146.83
BACS Office Smart - OPO/ TM - Notebook, Mouse mat & wired mouse	22/23PO3881	70.49	70.49	11.75	58.74
Total BACS -Office Smart		321.16	321.16	53.53	267.63
BACS Pips - Reimburse from Mayors Account - 2 x Steak, 2 x Veggie, 1 x Gluten free	22/23PO3882	89.70	89.70	-	89.70
BACS Pips -PP - 27 x Vegan pasties	22/23PO3883	102.60	102.60	-	102.60
Total BACS -Pips		192.30	192.30	-	192.30
BACS City bus Plymouth - Provision of service 67 for 20 days -Feb 23 & 23 days Mar	22/23PO3884	3,136.85	3,136.85	-	3,136.85
BACS Paul Rowan - PP - Stage lighting Orange SOM 11 & 12th March 23	22/23PO3885	300.00	300.00	-	300.00
BACS Smith & Reed - L Kapp Temp w.e 12.03.23	22/23PO3886	555.98	555.98	92.66	463.32
BACS SWW - MB - Water rates 02/02/22-01/03/23	22/23PO3887	67.41	67.41	-	67.41
BACS Stones - PP - 40 x Rolls	22/23PO3888	17.00	17.00	-	17.00
BACS Swift - PP - Natural napkins	22/23PO3889	41.99	41.99	7.00	34.99
BACS Tarq's Arq - Mayor Making - Children's entertainment	22/23PO3890	160.00	160.00	-	160.00
BACS Timberkits - AG - Shop stock - 5 x Automata for beginners books & postage	22/23PO3891	57.95	57.95	9.66	48.29
CN Timberkits - AG - Shop stock - VAT Refund	22/23PO3892	9.00	-	9.00	-
Total BACS -Timberkits		48.95	57.95	0.66	48.29
BACS Trevarthen - PP - Beef mince & dry cured smoked back bacon	22/23PO3893	63.80	63.80	-	63.80
BACS Trewithen Dairy - PP - Milk & Oatley Barista w.e 12/03/23	22/23PO3894	139.12	139.12	-	139.12
BACS Trewithen Dairy - PP - Milk & Oatley Barista w.e 19/03/23	22/23PO3895	141.96	141.96	-	141.96
Total BACS -Trewithen		281.08	281.08	-	281.08
BACS Travis - KP & Chapel - Structural OSB, Soudal frame silicone & Roof & Gutter	22/23PO3896	194.31	194.31	32.38	161.93
BACS Travis - PP - Kiln dried timber	22/23PO3897	28.80	28.80	4.80	24.00
BACS Travis - KP - Knauf loft roll, wood screws & hand held foam	22/23PO3898	90.00	90.00	15.00	75.00
BACS Travis - KP - Structural OSB	22/23PO3899	26.23	26.23	4.37	21.86
BACS Travis - PP - Geocel Painters mate & nitrile gloves	22/23PO3900	47.69	47.69	7.95	39.74
Total BACS -Travis		387.03	387.03	64.50	322.53
BACS Verdant - PP - Lightbulb Extra pale ale	22/23PO3901	381.60	381.60	63.60	318.00
BACS Luc Wallace - PP - Chef cover 23.02.23-05.03.23	22/23PO3902	910.00	910.00	-	910.00
BACS Wildbrown - PP - Design promotional graphics for Punkadelic	22/23PO3903	75.00	75.00	-	75.00
BACS Withey - Grounds - CN17 CVF MOT & Service	22/23PO3904	446.62	446.62	-	446.62
BACS TEAM - DEC and RR for PP & MB	22/23PO3905	1,022.40	1,022.40	170.40	852.00
BACS Corona - MB 1/2-23-27/2/23 Gas	22/23PO3906	1,913.57	1,913.57	318.93	1,594.64
DDR Total Elec MB Site 2 1-22/2/23	22/23PO3907	216.75	216.75	10.32	206.43
DDR Total - Gas PP/gylngdune gardens 31/1-28/2/23	22/23PO3908	693.87	693.87	115.66	578.21
DDR WCFruits - Kale,Leek,Mush,eggs,bacon,cheese,tomatoes,yeast	22/23PO3909	144.85	144.85	-	144.85
DDR WCFruits - Bakers,carrot,onion,parsnip,garlic,flour,mayo,oil	22/23PO3910	158.59	158.59	-	158.59
DDR WCFruits - slices bakewell,traybakes- brownie,carrot,lemon	22/23PO3911	96.46	96.46	-	96.46
DDR WCFruits - Raspberries	22/23PO3912	24.40	24.40	-	24.40
DDR WCFruits - Rhubarb,lemon,lime,orange,eggs,soft cheese	22/23PO3913	53.30	53.30	-	53.30
DDR WCFruits - Cress, lettuce	22/23PO3914	18.80	18.80	-	18.80
DDR WCFruits - Cabbage,Parsley,bacon,cheese	22/23PO3915	68.82	68.82	-	68.82
DDR WCFruits - Lime	22/23PO3916	8.80	8.80	-	8.80
DDR WCFruits - Bakers,Beetroot,leek,onion,parsnip,lettuce,eggs	22/23PO3917	148.80	148.80	-	148.80
DDR WCFruits - Sugar Sachets Demerara/granulated	22/23PO3918	12.75	12.75	-	12.75
DDR WCFruits - Crisps c&o,S&V,Sweet Chilli	22/23PO3919	43.92	43.92	7.32	36.60
DDR WCFruits - Mini Clotted Cream Portions	22/23PO3920	9.96	9.96	-	9.96
DDR WCFruits - Barista Oat Milk	22/23PO3921	11.95	11.95	-	11.95
DDR WCFruits - Plain Scones	22/23PO3922	10.50	10.50	-	10.50
DDR Allstar - Fuel cemetery/toilets/facilities 1/3-13/3/23	22/23PO3923	423.88	423.88	70.64	353.24
DDR Citrus HR - Membership 15/3-14/4/23 x80 staff	22/23PO3924	240.00	240.00	40.00	200.00
DDR Deputy - PP 1/2-28/2/23 Timesheets	22/23PO3925	125.04	125.04	20.84	104.20
DDR St Austell Brewery - Korev,rattler,guinness,heineken	22/23PO3926	2,883.60	2,883.60	480.61	2,402.99
DDR B&Q - Mlock excell weather ,short link chain - Ships&Castle	22/23PO3927	18.84	18.84	3.14	15.70
DDR B&Q - Brush set, sandtex masonry black & cornish Cream	22/23PO3928	102.60	102.60	17.10	85.50
		157,938.70	157,947.70	17,856.81	139,827.90

FALMOUTH TOWN COUNCIL

Month Mar-23
Meeting 17/04/2023

Finance & General Purpose Meeting
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Cheque No	Inv No:	Inv Total	Gross	VAT	NET
DDR Screwfix - Fire door keep shut sign	22/23PO3929	13.64	13.64	2.27	11.37
CC Amazon - 50 sheets A4 white card	22/23PO3930	12.98	12.98	2.16	10.82
CC Amazon - Distance measuring wheel TT	22/23PO3931	28.99	28.99	4.83	24.16
CC AbeBooks - books for trainee curator training	22/23PO3932	170.27	170.27	-	170.27
CC CC -Annual Premises Licencing fee	22/23PO3933	70.00	70.00	-	70.00
CC Dash Drive booking 21/3-25/3/23 MW	22/23PO3934	294.80	294.80	49.13	245.67
CC Jacksons - brush, oil paint, painting panel Trainee curator training	22/23PO3935	162.60	162.60	27.10	135.50
CC Training Wed 22/3 VAT briefing CG	22/23PO3936	10.00	10.00	-	10.00
CC Microsoft - Azure Standard 1/2-28/2/23	22/23PO3937	124.86	124.86	20.81	104.05
CC Microsoft - 365 Bus Basic 15/3-14/4/23	22/23PO3938	9.00	9.00	-	9.00
CC Stage Depot - theatre lamps PP Theatre	22/23PO3939	100.56	100.56	16.76	83.80
14960 Cornwall Council - AEO - SS March 2023	22/23PO3940	12.00	12.00	-	12.00
BACS Ask Asbestos - MB Asbestos sample	22/23PO3941	354.00	354.00	59.00	295.00
BACS Anns Pasties - sausage rolls x60	22/23PO3942	99.00	99.00	-	99.00
BACS Anns Pasties - sausage rolls x60, pasties x40	22/23PO3943	193.00	193.00	-	193.00
Total BACS -Anns Pasties		292.00	292.00	-	292.00
BACS Artstat - Inktense blocks 12 tins, line maker black wallet AG	22/23PO3944	113.21	113.21	18.87	94.34
BACS BG Electrical - KP fluorescent lights in workshop	22/23PO3945	830.40	830.40	138.40	692.00
BACS Sam Bradbury - King Charles Primary-sea workshop	22/23PO3946	60.00	60.00	-	60.00
BACS Castle Sports - St Marys trainers,tshirt,swim cap,swim shorts	22/23PO3947	67.68	67.68	1.08	66.60
BACS Castle Sports - Marlborough - tshirt,fball socks,swim shorts	22/23PO3948	36.90	36.90	-	36.90
BACS Castle Sports - Mayor charity Marlborough, shinpads,leggings	22/23PO3949	29.16	29.16	2.16	27.00
Total BACS -Castle Sports		133.74	133.74	3.24	130.50
BACS St Nazaire HMS Seahawk Volunteer Band	22/23PO3950	130.00	130.00	-	130.00
BACS Mark Claxton - PP Sound Engineer for Pharcyde	22/23PO3951	150.00	150.00	-	150.00
BACS Clear Brew - PP System check and line clean	22/23PO3952	144.00	144.00	24.00	120.00
BACS Cwll ALC - Planning refresher course Alan Rowe 6.2.23	22/23PO3953	36.00	36.00	6.00	30.00
BACS Dougfield - x8 Dual push button - gylly toilets	22/23PO3954	562.08	562.08	93.68	468.40
BACS Exco - Art Gallery-intruder alarm 21.2.23	22/23PO3955	81.60	81.60	13.60	68.00
BACS Eve Swanson - AG Creative Workshop 16/2/23	22/23PO3956	90.00	90.00	-	90.00
BACS Fuse Right - OPO/MB Portable appliance,ex lead,transport app	22/23PO3957	898.67	898.67	149.78	748.89
BACS Hine Downing - Legal Fees re tenancy agreement Cemtery Lodge	22/23PO3958	148.80	148.80	24.80	124.00
BACS Howdens - KP Chrome plated sashlock, oak foil internal flush dr	22/23PO3959	37.86	37.86	6.31	31.55
BACS Kennall Consulting - Procurement advisory support	22/23PO3960	3,591.78	3,591.78	598.63	2,993.15
BACS Kernow Training - Level 2 working at height DE,JW,PG,LB,ES,DW,NR	22/23PO3961	550.00	550.00	-	550.00
BACS Lauren Webb, King Arthur, marketing planning	22/23PO3962	720.00	720.00	120.00	600.00
BACS Little Birdie Guides - PP Inclusion on Fal Map 2023	22/23PO3963	249.00	249.00	-	249.00
BACS Mary Godwin - AG collections support March '23 x41 hrs	22/23PO3964	738.00	738.00	-	738.00
BACS Nisbets - PP wine glass,beverage tub,wine cooler,water bottle	22/23PO3965	320.18	320.18	53.36	266.82
BACS RTP - property valuations for all sites	22/23PO3966	12,000.00	12,000.00	2,000.00	10,000.00
BACS Newsquest - The Packet adverts 8/3,22/3	22/23PO3967	118.50	118.50	19.75	98.75
BACS Smith & Reed - Lorraine Kapp w/e 19/3/23 Temp FIS	22/23PO3968	555.98	555.98	92.66	463.32
BACS Penryn Plastics - Prislou sign	22/23PO3969	10.54	10.54	1.76	8.78
BACS Penryn Plastics - Facilities - Holesaw	22/23PO3970	11.93	11.93	1.99	9.94
Total BACS -Penryn Plastics		22.47	22.47	3.75	18.73
BACS Stones Bakery - AG CMP - Staff meal/meeting	22/23PO3971	24.78	24.78	-	24.78
BACS Stones Bakery - PP Rolls, sourdough	22/23PO3972	32.30	32.30	-	32.30
Total BACS - Stones Bakery		57.08	57.08	-	57.08
BACS Swift - PP Wonder sponges, scourers	22/23PO3973	42.31	42.31	7.05	35.26
BACS Swift - Pink Pearl Soap,napkins PP	22/23PO3974	55.60	55.60	9.27	46.33
BACS Swift - Bloomer bags, hots cups PP	22/23PO3975	89.98	89.98	15.00	74.98
BACS Swift - PP Heavy duty sacks	22/23PO3976	40.78	40.78	6.80	33.98
Total BACS - Swift		228.67	228.67	38.11	190.56
BACS Trevarthen - PP whole chickens x6	22/23PO3977	51.69	51.69	-	51.69
BACS Trewithen - Milk orders PP	22/23PO3978	138.42	138.42	-	138.42
BACS V& A Museum King Arthur, Preparation costs for loans	22/23PO3979	1,814.40	1,814.40	302.40	1,512.00
BACS Verdant - Lightbulb extra pale ale PP	22/23PO3980	254.40	254.40	42.40	212.00
BACS Withey - WK15 SZV - starter motor, collect/return	22/23PO3981	322.80	322.80	53.80	269.00
BACS Withey - Stiga Mower - collect/return spark plug,filter,parts oil	22/23PO3982	300.30	300.30	50.05	250.25
BACS Withey - Shoring Pump repairs - ball bearing,shut off valve	22/23PO3983	140.22	140.22	23.37	116.85
BACS Withey - Asset no 26 Repair Drive issue	22/23PO3984	36.00	36.00	6.00	30.00
Total BACS - Withey		799.32	799.32	133.22	666.10
BACS ZOHO - MB Ann Subs manageEngine 21/3/23-19/3/24	22/23PO3985	489.60	489.60	81.60	408.00
19461 The Falmouth Society of Railway Modellers- Grant 22/23GRA018	22/23PO3986	150.00	150.00	-	150.00
BACS POLARaudio - PP HK Eminence driver for loudspeaker & delivery	22/23PO3987	214.25	214.25	35.71	178.54
BACS Penryn & Falmouth Funeral Directors - Refund PA B 25 (E J Rowe)	22/23PO3988	70.00	70.00	-	70.00
BACS Penryn & Falmouth Funeral Directors - Refund Gresson Interment	22/23PO3989	50.00	50.00	-	50.00
BACS Ann's Pasties - PP - 20 x Steak & 20 x Vegan pasties	22/23PO3990	193.00	193.00	-	193.00
BACS Sam Bradbury - AG - Matisse collage flowers workshop 28.03.2023	22/23PO3991	60.00	60.00	-	60.00
BACS Sam Bradbury - AG - Source to sea collage workshop 27.03.2023	22/23PO3992	60.00	60.00	-	60.00
Total BACS - Sam Bradbury		120.00	120.00	-	120.00
BACS J Brodie Luke Ltd - Cemeteries - Digger Hire Jan 2023	22/23PO3993	516.00	516.00	86.00	430.00
BACS J Brodie Luke Ltd - Cemeteries - Digger Hire Feb 20023	22/23PO3994	438.00	438.00	73.00	365.00
BACS J Brodie Luke Ltd - Cemeteries - Survey at Ships & Castle	22/23PO3995	120.00	120.00	20.00	100.00
Total BACS - J Brodie Luke Ltd		1,074.00	1,074.00	179.00	895.00
BACS Castle Sports - Infant trainers, swimming costumes, Swim mask, swimming sf	22/23PO3996	92.70	92.70	-	92.70
BACS Coast 2 Coast - PP - Mungo Hi Fi security 11.02.23	22/23PO3997	565.20	565.20	94.20	471.00
BACS Coast 2 Coast - PP - Mungo Hi Fi security 20.03.23	22/23PO3998	545.40	545.40	90.90	454.50
Total BACS - Coast 2 Coast		1,110.60	1,110.60	185.10	925.50
BACS Dell - Premium Support 28.03.23.03.24. 2 Yr Onsite service 26.02.23-25.2.25	22/23PO3999	673.68	673.68	112.28	561.40

FALMOUTH TOWN COUNCIL

Month Mar-23
Meeting 17/04/2023

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Inv No:	Inv Total	Gross	VAT	NET
BACS M Ford - AG - Shop Stock - Postcards	22/23PO4000	11.50	11.50	-	11.50
BACS Sam Green - PP - Box Office Souls of Mischief & The Pharcyde	22/23PO4001	75.00	75.00	-	75.00
BACS Helston Town Council - RoSPA Operational Playground Inspection course & E	22/23PO4002	1,112.00	1,112.00	112.00	1,000.00
BACS J Gas - PP - Refil Mix gas cylinder & Co2 cylinder	22/23PO4003	124.98	124.98	20.83	104.15
BACS Intent Solutions - Markets - Set up & take down of stalls March 2023	22/23PO4004	700.00	700.00	-	700.00
BACS Kinglsey - 10 Kg No. 2 White sheeting	22/23PO4005	118.80	118.80	19.80	99.00
BACS Lily McConkey - PP - Box Office Souls of Mischief & The Pharcyde	22/23PO4006	75.00	75.00	-	75.00
BACS Passmore - PP - March 2023 Cleaning, window cleaning and dustpan & brush	22/23PO4007	3,641.28	3,641.28	606.87	3,034.41
BACS Passmore Cleaning - Toilets - Holiday and sickness cover. Emergency call out	22/23PO4008	2,694.00	2,694.00	449.00	2,245.00
BACS Passmore Cleaning - Cleaning of OPO, MB, Library, Mayors Chambers & Athe	22/23PO4009	4,162.00	4,162.00	693.66	3,468.34
Total BACS - Passmore		10,497.28	10,497.28	1,749.53	8,747.75
BACS Postermaps - PP - 12 month licence to reproduce maps for display, website &	22/23PO4010	100.00	100.00	-	100.00
BACS Postermaps - PP - 12 month licence to reproduce maps for display, website &	22/23PO4011	100.00	100.00	-	100.00
BACS Postermaps - PP Update the Princess Pavilion and Gyllyngdune Garden maps	22/23PO4012	480.00	480.00	-	480.00
Total BACS - Postermaps		680.00	680.00	-	680.00
BACS Paul Rowan - PP - Stage Lighting services 21.03.23 Pharcyde	22/23PO4013	150.00	150.00	-	150.00
BACS Paul Rowan - PP - Aztri heavy fog fluid 5ltr	22/23PO4014	140.00	140.00	-	140.00
Total BACS - Paul Rowan		290.00	290.00	-	290.00
BACS Smith & Reed - L Kapp temp w.e 24.03.23	22/23PO4015	555.98	555.98	92.66	463.32
BACS E Swanson - AG - Splanna Workshops Feb & Mar 2023	22/23PO4016	1,155.00	1,155.00	-	1,155.00
CC Amazon - AG - Mac book air charger 45w	22/23PO4017	19.99	19.99	3.33	16.66
CC Amazon - AG - USB C to lightning cable	22/23PO4018	13.99	13.99	2.33	11.66
CC Amazon - AG - USB C Plug fast charge	22/23PO4019	9.49	9.49	1.58	7.91
CC Amazon - AG - iPad Pro 12.9 case	22/23PO4020	29.99	29.99	5.00	24.99
CC Amazon - Facilites - Fire Warden emergency grab bag	22/23PO4021	41.66	41.66	6.96	34.70
CC Generation Hire - Webber St toilets - Round top ped gate	22/23PO4022	95.53	95.53	15.92	79.61
CC Apple iCloud storage - April 2023	22/23PO4023	2.49	2.49	0.41	2.08
CC Airtable - PP - Pro subscription 07.03.23-07.03.24	22/23PO4024	205.65	205.65	-	205.65
CC ASDA - KP - Microwave	22/23PO4025	49.00	49.00	-	49.00
CC Accommdation - reimburse from Mayor's account- visit to Westminster	22/23PO4026	402.00	402.00	-	402.00
CC Microsoft - Enterprise Mobility & security E5 24.03.23-23.04.23	22/23PO4027	620.00	620.00	-	620.00
CC Microsoft -Office 365 E3 09.03.23-08.04.23	22/23PO4028	60.60	60.60	-	60.60
CC Microsoft- 365 Business Basic 21.03.23-20.04.23	22/23PO4029	85.80	85.80	-	85.80
CC Microsoft- 365 Business Premium 01.03.23-31.03.23	22/23PO4030	132.80	132.80	-	132.80
CC Microsoft- 365 Business Standard 27.03.23-26.03.24	22/23PO4031	6,091.20	6,091.20	-	6,091.20
CC Modular Safety Systems - PP - Ezi Klamp Self closing gate kit	22/23PO4032	354.00	354.00	59.00	295.00
CC Speedy Asset Services - MB - Large dehumidifer hire 24.03.23-30.03.23	22/23PO4033	72.60	72.60	12.10	60.50
CC Trago - KP - Table top fridge	22/23PO4034	97.69	97.69	16.28	81.41
CC Trainline - reimburse from Mayor's account- - Train London & return	22/23PO4035	369.68	369.68	-	369.68
CC 2Tech - AG - 24 x My Li'l Da vinci Expandable picture frame A3	22/23PO4036	954.76	954.76	159.13	795.63
DDR BT - Regular charges 01.03.23-31.03.23. Usage charges 01.02.23-01.03.23	22/23PO4037	1,026.66	1,026.66	171.11	855.55
DDR BT - Broadband & Internet March 2023	22/23PO4038	726.00	726.00	121.00	605.00
DDR BT - Broadband & Internet March 2023	22/23PO4039	726.00	726.00	121.00	605.00
DDR Paymensense - Service chares & fees 01/02/23-28/02/23	22/23PO4040	353.61	353.61	-	353.61
DDR Paymentsense - Terminal rental 01.02.23-28.02.23	22/23PO4041	183.90	183.90	30.65	153.25
DDR St Austell Brewery - PP - Proper job, Korev, Rattler, Guinness, Tonic water	22/23PO4042	3,162.45	3,162.45	527.07	2,635.38
DDR St Austell Brewery - PP - Proper job, Korev, Rattler, Guinness, Heineken, J2O.	22/23PO4043	2,510.86	2,510.86	418.48	2,092.38
DDR Ram Tracking- Tracking service & maintenance 28/3/23-27/04/23	22/23PO4044	45.00	45.00	7.50	37.50
DDR Trade - B&Q - Spring flower show - No name masking tape, wood screw steel	22/23PO4045	21.01	21.01	3.50	17.51
DDR Trade - B&Q - KP - Dulux smooth Masonry 10l	22/23PO4046	36.10	36.10	6.02	30.08
DDR Trade - B&Q - Cemetery - Hozelock threaded tap connector, Blue circle Mast	22/23PO4047	134.62	134.62	22.44	112.18
DDR Trade - B&Q - KP - Roller tray liner, Aluminium single hook. Metal bracket, Ro	22/23PO4048	46.79	46.79	7.80	38.99
BACS BT - Asset Replacement	22/23PO4049	1,920.00	1,920.00	320.00	1,600.00
BACS Carters - AG Brown recycled paper, kraft twisted handle	22/23PO4050	45.00	45.00	7.50	37.50
BACS Carey Davies - PP Tech Support 1-31/3/23	22/23PO4051	1,086.00	1,086.00	-	1,086.00
BACS Citron - MB Medical/sanitary disposal unit	22/23PO4052	69.08	69.08	11.51	57.57
BACS Duchy - Ships & Castle swing barrier	22/23PO4053	1,962.00	1,962.00	327.00	1,635.00
BACS Eagle Plant - Diesel generator-Ponsharden	22/23PO4054	938.40	938.40	156.40	782.00
BACS Heart of Woods - Team Building AG Carbis Bay	22/23PO4055	600.00	600.00	-	600.00
BACS Inner Circle - Agreed project extension 50% TVF	22/23PO4056	2,990.34	2,990.34	498.39	2,491.95
BACS Kernow Training - Food safety 30/3 AH,JJ,LH,CC,JH Pavilion	22/23PO4057	425.00	425.00	-	425.00
BACS Nisbets - PP Mini Milk,cups,saucer	22/23PO4058	232.02	232.02	38.67	193.35
Nisbets - PP Food processor	22/23PO4059	389.98	389.98	64.99	324.99
Nisbets - PP Polystyrene pint tumbler	22/23PO4060	230.00	230.00	38.33	191.67
Nisbets - Beaumont Timble Measure PP	22/23PO4061	16.14	16.14	2.69	13.45
Nisbets - Flute Champayne, hiball tumbler	22/23PO4062	135.57	135.57	22.59	112.98
Total BACS - Nisbets		1,003.71	1,003.71	167.27	836.44
BACS Percomm - PP CCTV supplied & installed	22/23PO4063	21,170.65	21,170.65	3,528.44	17,642.21
BACS Newsquest - NQ Event - Falmouth Dig 6/3	22/23PO4064	138.00	138.00	23.00	115.00
BACS Objective IT Services - x12 offsite support & monitoring	22/23PO4065	1,008.00	1,008.00	168.00	840.00
Objective IT Services - x22 support & Monitoring PP	22/23PO4066	1,848.00	1,848.00	308.00	1,540.00
Objective IT Services - x89 Support & Monitoring FTC	22/23PO4067	7,020.00	7,020.00	1,170.00	5,850.00
Total BACS - Objective		9,876.00	9,876.00	1,646.00	8,230.00
BACS Percomm - PP Supply/install camera garden rm-bandstand	22/23PO4068	715.96	715.96	119.33	596.63
BACS Pips Pasties - x25 Medium x3 cheese/veg Ganges reception	22/23PO4069	109.20	109.20	-	109.20
		266,813.95	266,822.95	33,071.91	233,488.04

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

Cheque No	Inv No:	Inv Total	Gross	VAT	NET
BACS Paul Rowan - PP Diagnostics & repair power distribution	22/23PO4070	96.63	96.63	-	96.63
BACS Paul Rowan - Stage lighting maintenance & repairs PP	22/23PO4071	325.42	325.42	-	325.42
BACS Paul Rowan - Stage lighting 31/3 Tom Allan PP	22/23PO4072	150.00	150.00	-	150.00
Total BACS - Paul Rowan		572.05	572.05	-	572.05
BACS Percomm - PP Supply iso cards	22/23PO4073	175.20	175.20	29.20	146.00
BACS Reef - Cemetery Chapel scheduled water works	22/23PO4074	79.20	79.20	13.20	66.00
BACS Reef - OPO - scheduled water works	22/23PO4075	363.84	363.84	60.64	303.20
BACS Reef - PP scheduled water works	22/23PO4076	154.80	154.80	25.80	129.00
BACS Reef - Grove Place Toilets - scheduled water works	22/23PO4077	103.20	103.20	17.20	86.00
BACS Reef - PPRemedial Legionella risk assess	22/23PO4078	474.00	474.00	79.00	395.00
Total BACS -Reef		1,175.04	1,175.04	195.84	979.20
BACS SWW - Display Fountain 1/2-4/4/23	22/23PO4079	20.02	20.02	-	20.02
BACS SWW - OPO 1st floor 1/2-4/4/23	22/23PO4080	93.04	93.04	6.95	86.09
BACS SWW - Old Cemetery 1/1-28/3/23	22/23PO4081	23.62	23.62	-	23.62
BACS SWW - Old Lower Cemetery 1/1-28/3/23	22/23PO4082	13.65	13.65	-	13.65
BACS SWW - New Cemetery 1/1-28/3/23	22/23PO4083	34.07	34.07	-	34.07
BACS SWW - Old Lower Cemetery 1/1-28/3/23	22/23PO4084	13.65	13.65	-	13.65
BACS SW Councils - JE pay & grading review + travel x264 miles	22/23PO4085	4,702.56	4,702.56	783.76	3,918.80
BACS BG Electrical - OPO - Supply,wire & fot a Midipillar light fitting	22/23PO4086	986.40	986.40	164.40	822.00
BACS Biffa - OPO - Standard General Waste- March 23	22/23PO4087	776.35	776.35	129.39	646.96
BACS Biffa - OPO - Standard Mixed Recycling Dry Mixed-March 23	22/23PO4088	142.97	142.97	23.83	119.14
BACS Biffa - OPO - Standard Glass Mixed-March 23	22/23PO4089	248.54	248.54	41.42	207.12
BACS Biffa - PP - Standard Glass Mixed - March 23	22/23PO4090	97.44	97.44	16.24	81.20
BACS Biffa - PP Standard General Waste & Mixed Recycling- March 23	22/23PO4091	381.62	381.62	63.60	318.02
Total BACS -Biffa		1,646.92	1,646.92	274.49	1,372.43
BACS Bytes - Acrobat Pro DC for Teams & Creative Cloud for Teams	22/23PO4092	3,362.66	3,362.66	560.44	2,802.22
BACS CCC - AG - N Heald DBS Admin Fee	22/23PO4093	36.00	36.00	3.00	33.00
BACS Eilish Calnan - AG - Benow project - The Earth We Wish to See	22/23PO4094	150.00	150.00	-	150.00
BACS Coast 2 Cost - Door supervisors Wedding 18.03.2023	22/23PO4095	99.00	99.00	16.50	82.50
BACS FFC - PP - Donations 10/02/23-31/03/23	22/23PO4096	52.60	52.60	-	52.60
BACS Mary Godwin - Collections support Feb & March 2023 168 hrs	22/23PO4097	3,024.00	3,024.00	-	3,024.00
BACS Infinitus - MB / OPO - key holding March 23	22/23PO4098	60.00	60.00	10.00	50.00
BACS Infinitus -PP Key holding March 23 & Alarm response 02.03.23 & 27.03.23	22/23PO4099	97.20	97.20	16.20	81.00
Total BACS -Infinitus		157.20	157.20	26.20	131.00
BACS Jewson - Dracaena - GS7 panel 3.5m x 2.0m inc Block/Coupler	22/23PO4100	138.24	138.24	23.04	115.20
BACS PGA Plumbing and heating - PP - Help to move/install sound equipment	22/23PO4101	60.00	60.00	-	60.00
BACS Souls of Mischief - PP - 70% Walkout Bonus & Hotel Buyout 31.03.23	22/23PO4102	3,379.71	3,379.71	-	3,379.71
BACS Rosemoon - PP - Baking March 2023	22/23PO4103	411.75	411.75	-	411.75
BACS Smith & Reed - AG - H Bennett Temp w.e 18.12.22	22/23PO4104	432.90	432.90	72.15	360.75
BACS Swift - PP - Laundry powder & wooden stirrers	22/23PO4105	21.10	21.10	3.52	17.58
BACS Trewithen Dairy - PP - Milk and Oatley Barista w.e 31.03.23	22/23PO4106	138.42	138.42	-	138.42
BACS Tate Images AG - Arthur project - licensing for headline image	22/23PO4107	1,200.00	1,200.00	200.00	1,000.00
BACS Travis - AG - 4Trade Dust sheet	22/23PO4108	27.31	27.31	4.55	22.76
BACS Travis - KP - Structural hardwood plywood	22/23PO4109	61.73	61.73	10.29	51.44
Total BACS -Travis		89.04	89.04	14.84	74.20
DDR BOI - Transaxtion fees 06.02.23-03.03.23	22/23PO4110	19.39	19.39	-	19.39
CC Microsoft Azure standard 01.03.23-31.03.23	22/23PO4111	136.12	136.12	22.69	113.43
BACS Castle Sports - Mayor's Charity Football boots, Shin pads & football	22/23PO4112	81.00	81.00	13.50	67.50
CC Radmore & Tucker - Grounds - Face shield	22/23PO4113	22.25	22.25	3.71	18.54
BACS Cornwall Pride Grant 22/23GRA009	22/23PO4114	2,000.00	2,000.00	-	2,000.00
BACS Npower - PP Stable Block Electricity 01.03.23-31.03.23	22/23PO4115	26.75	26.75	1.27	25.48
BACS Npower - PP - Café, lodge & gardens electric 01.03.23-31.03.23	22/23PO4116	6,099.96	6,099.96	1,016.66	5,083.30
BACS FFC - Ann's pasties bill 60 x sausage rolls	22/23PO4117	118.80	118.80	19.80	99.00
BACS Fire Safety Cornwall - PP - Weekly fire safety visits - 01.01.23-31.03.23	22/23PO4118	504.00	504.00	84.00	420.00
BACS Fire Safety Cornwall -OPO & MB - Weekly fire safety visits - 01.01.23 - 31.03.23	22/23PO4119	792.00	792.00	132.00	660.00
Total BACS -Fire Safety Cornwall		1,296.00	1,296.00	216.00	1,080.00
BACS Travis - PP - Sugar soap solution	22/23PO4120	9.70	9.70	1.62	8.08
BACS Waterplus - Mortuary - 07.03.23-07.04.23	22/23PO4121	7.60	7.60	1.27	6.33
DDR Allstar - Fuel for Facilities & Toilets & Grounds vans	22/23PO4122	311.57	311.57	51.93	259.64
DDR British Gas - Library 01.03.23-31.03.23	22/23PO4123	298.27	298.27	14.20	284.07
DDR British Gas - POW Toilets 02.03.23-22.03.23	22/23PO4124	51.74	51.74	2.46	49.28
DDR British Gas - Webber St Toilets 02.03.23-22.03.23	22/23PO4125	18.74	18.74	0.90	17.84
DDR British Gas - Grove Place toilets 02.03.23 - 22.03.23	22/23PO4126	252.96	252.96	42.16	210.80
DDR British Gas - The Moor piazza 23.02.23-22.03.23	22/23PO4127	25.58	25.58	1.22	24.36
DDR G4S -01.03.23-31.03.23 Front desk cash collection x4	22/23PO4128	168.90	168.90	28.15	140.75
DDR Pozitive - Park Lodge KP Gas 01.01.23-31.01.23	22/23PO4129	49.01	49.01	2.33	46.68
DDR Pozitive - Park Lodge KP Gas 01.02.23-24.02.23	22/23PO4130	37.95	37.95	1.81	36.14
DDR Pozitive - Park Lodge KP Gas 25.02.23-28.02.23	22/23PO4131	6.32	6.32	0.30	6.02
DDR Total - Elec Park Lodge 01.03.23-31.23	22/23PO4132	30.10	30.10	1.43	28.67
DDR Total - Elec Feeder Pillar opo 01.03.23-31.03.23	22/23PO4133	16.41	16.41	0.78	15.63
DDR Total - Elec Moor Bench 01.03.23-31.03.23	22/23PO4134	44.75	44.75	2.13	42.62
DDR Total - Cemetery c of E 01.03.23-31.03.23	22/23PO4135	28.00	28.00	1.34	26.66
DDR Total - Chapel non conform 01.03.23- 31.03.23	22/23PO4136	130.68	130.68	6.22	124.46
DDR WCFruits - PP - Cornish clotted cream mini portions	22/23PO4137	19.92	19.92	-	19.92
DDR WCFruits - PP -Scones	22/23PO4138	21.00	21.00	-	21.00
DDR WCFruits - PP -Mushrooms, Tomatoes and canned butter beans	22/23PO4139	60.00	60.00	-	60.00
DDR WCFruits - PP - Limes	22/23PO4140	8.80	8.80	-	8.80
		300,421.06	300,430.06	36,900.10	263,266.96

Finance & General Purpose Meeting

Schedule of payments made for approval at above meeting

Cheque No	Inv No:	Inv Total	Gross	VAT	NET
DDR WCFruits - PP -Pears, oranges, Eggs and butter portions	22/23PO4141	106.04	106.04	-	106.04
DDR WCFruits - PP -caster sugar,feta cheese, vegan double cream & butter portio	22/23PO4142	115.65	115.65	-	115.65
DDR WCFruits - PP -Carrots, parnips, cabbages, parsley and mayonnaise	22/23PO4143	58.87	58.87	-	58.87
DDR WCFruits - PP -Salad leaves, lettuces and spiced paprika	22/23PO4144	17.10	17.10	-	17.10
DDR WCFruits - PP -Puff pastry jus rol	22/23PO4145	6.00	6.00	-	6.00
DDR WCFruits - PP -Cabbages, beetroots, feta cheese, grated cheddar, mustard ar	22/23PO4146	60.65	60.65	-	60.65
DDR WCFruits - PP - Tinned chick peas and Tahini paste	22/23PO4147	68.10	68.10	-	68.10
DDR WCFruits - PP - Puff pastry jus rol	22/23PO4148	24.00	24.00	-	24.00
DDR WCFruits - PP - Salad, Beuuternut squash, carrots, finebeans, potatoes,wild g	22/23PO4149	570.19	570.19	-	570.19
DDR WCFruits - PP - Crisps and biscuits for cheese	22/23PO4150	32.60	32.60	2.90	29.70
DDR WCFruits - PP - White sliced gluten free bread	22/23PO4151	30.00	30.00	-	30.00
DDR WCFruits - PP - Chives, tarragon, onions, letruces, parmesan cheese, anchovy	22/23PO4152	110.12	110.12	-	110.12
DDR WCFruits - PP - Bakewell slices and Traybakes	22/23PO4153	69.91	69.91	-	69.91
DDR WCFruits - PP - Traybakes vegan	22/23PO4154	26.05	26.05	-	26.05
DDR WCFruits - PP - Thyme, salad, cabbages, parsly, goats cheese, oil	22/23PO4155	56.50	56.50	-	56.50
DDR WCFruits - PP -Unsmoked back bacon	22/23PO4156	26.40	26.40	-	26.40
DDR WCFruits - PP - Lettuces, goats cheese, smoked back bacon & Halloumi	22/23PO4157	75.00	75.00	-	75.00
DDR WCFruits - PP - Salad, carrots and mayonnaise	22/23PO4158	45.60	45.60	-	45.60
DDR WCFruits - PP - Traybakes	22/23PO4159	135.50	135.50	-	135.50
DDR WCFruits - PP - Barista Oat milk	22/23PO4160	11.95	11.95	-	11.95
DDR WCFruits - PP - Traybakes	22/23PO4161	386.50	386.50	-	386.50
DDR WCFruits - PP -Crisps	22/23PO4162	54.90	54.90	9.15	45.75
DDR WCFruits - PP -Finebeans, leeks, cabbages, celeriac, parsley, wild garlic	22/23PO4163	100.11	100.11	-	100.11
CN WCFruits - PP -Smoked back bacon	22/23PO4164	29.00	29.00	-	29.00
BACS Artist Sales 27/10/22 - 31/3/23 - Shelagh Spears	22/23PO4165	167.05	167.05	-	167.05
BACS Artist Sales 27/10/22 - 31/3/23 - Demelza Whitely	22/23PO4166	43.87	43.87	-	43.87
BACS Artist Sales 27/10/22 - 31/3/23 - June Hicks	22/23PO4167	39.00	39.00	-	39.00
BACS Artist Sales 27/10/22 - 31/3/23 - Debbie Prosser	22/23PO4168	31.85	31.85	-	31.85
BACS Artist Sales 27/10/22 - 31/3/23 - Julia Crimmen	22/23PO4169	19.50	19.50	-	19.50
BACS Artist Sales 27/10/22 - 31/3/23 - Linda Styles	22/23PO4170	16.25	16.25	-	16.25
BACS Artist Sales 27/10/22 - 31/3/23 - Bonnie Steward	22/23PO4171	30.23	30.23	-	30.23
BACS Bryony Lane - AG - Imagine Falmouth prize winner	22/23PO4172	200.00	200.00	-	200.00
BACS Dacrylate - AG - Clear acrylic glaze and delivery	22/23PO4173	92.51	92.51	15.42	77.09
BACS IBABS - FTC quarter adj 22/23 & 2nd quarter 23/24	22/23PO4174	1,200.00	1,200.00	-	1,200.00
BACS PPL/PRS - PP - Royalties	22/23PO4175	5,351.30	5,351.30	891.88	4,459.42
BACS PPL/PRS - PP - Royalties	22/23PO4176	5,047.48	5,047.48	841.25	4,206.23
Total BACS -PPL /PRS		10,398.78	10,398.78	1,733.13	8,665.65
BACS Thomas Merritt - Production hrs worked 01.01.23-28.02.23	22/23PO4177	1,950.00	1,950.00	-	1,950.00
BACS Linda Chambers - AG - Baby Painting sessions 07.03.23 & 31.03.23	22/23PO4178	120.00	120.00	-	120.00
DDR BOI Amex Charges bank charges March 23	22/23PO4179	3.65	3.65	-	3.65
CC Amazon - AG - JETech case fir iPad Pro	22/23PO4180	9.99	9.99	1.67	8.32
CC Amazon - OPO - Desktop hub - Dell D3100 docking station	22/23PO4181	159.99	159.99	26.67	133.32
CC CCC - AG - S Scott CMP project Adult Education	22/23PO4182	100.50	100.50	-	100.50
CC Amazon - AG - Devoko Electric standing desks	22/23PO4183	569.97	569.97	95.01	474.96
CC Amazon - AG - Furinno 5-cube Reversible open shelf bookcase	22/23PO4184	34.78	34.78	5.80	28.98
CC Amazon - AG 60cm Storage Cabinets	22/23PO4185	91.16	91.16	15.20	75.96
CC Easyspace - Domain transfer planforfalmouth.info	22/23PO4186	13.63	13.63	2.27	11.36
CC IONOS Cloud - Website Builder support 12.02.23-16.03.23. Basic Fee 16.02.2	22/23PO4187	37.08	37.08	6.18	30.90
CC Tsohost - WordPress Basic 02.03.23-01.04.23	22/23PO4188	5.99	5.99	1.00	4.99
BACS Pizza Jockey - Splanna - Food for workshop	22/23PO4189	315.00	315.00	52.50	262.50
DDR British Gas - 603477332 - 10173 The Library - 2-31/3/23	22/23PO4190	686.47	686.47	114.41	572.06
DDR Total - 3003497321 - Park Lodge - 1/10-31/10	22/23PO4191	58.29	58.29	2.78	55.51
DDR Total - 3003497310 - Feeder Pillar OS OPO - 1/10-31/11	22/23PO4192	21.94	21.94	1.05	20.89
DDR Total - 3003497310 - Feeder Pillar OS OPO - 1/11-30/11	22/23PO4193	15.92	15.92	0.76	15.16
DDR Total - 3003497354 - Feeder Pillar Bench - 1/10-31/10	22/23PO4194	78.03	78.03	3.72	74.31
DDR Total - 3003497354 - Feeder Pillar Bench - 1/11-30/11	22/23PO4195	51.30	51.30	2.45	48.85
Credit Total - 3007238762 - Gas - PP 8/7/21 - 8/12/22 TOTAL	22/23PO4196	12,055.09	12,055.09	574.14	11,480.95
DDR Total - 3007238762 - Gas - renewed charged 5/21 - 12/22	22/23PO4197	2,295.98	2,295.98	109.36	2,186.62
DDR Total - 3007238762 - Gas - PP - 31/12/22 - 31/01/23	22/23PO4198	816.92	816.92	136.15	680.77
DDR Total - 3007238762 - Gas - PP - 31/1/23-23/3/23	22/23PO4199	6,210.41	6,210.41	1,035.07	5,175.34
DDR Total - 3007238762 - Gas - PP - 23/3/23 - 31/3/23	22/23PO4200	154.84	154.84	25.81	129.03
Balance of Credit on Account		- 2,576.94	- 2,576.94	732.25	- 3,309.19
BACS Opus - Mortuary - 8/3-9/4 - part prepayment	22/23PO4201	318.27	318.27	15.16	303.11
DDR Datasharp - Line rental - 01/03/23-31/03/23	22/23PO4202	21.72	21.72	3.62	18.10
BACS Eve Bouratt - workshop 23/03/2023	22/23PO4203	100.00	100.00	-	100.00
BACS Abacus - SPLANNA - transport 2-16/3/23	22/23PO4204	63.38	63.38	10.56	52.82
BACS HMRC - PAYE MARCH 23	22/23PO4205	11,802.47	11,802.47	-	11,802.47
BACS HMRC - NI March 23	22/23PO4206	17,301.74	17,301.74	-	17,301.74
BACS HMRC - Student Loans - March 23	22/23PO4207	480.00	480.00	-	480.00
Total BACS		29,584.21	29,584.21	-	29,584.21
BACS CC - Pension March 23	22/23PO4208	26,928.96	26,928.96	-	26,928.96
BACS CC - Pensions Add March pyt 12 of 12	22/23PO4209	900.00	900.00	-	900.00
Total BACS		27,828.96	27,828.96	-	27,828.96
BACS Standard Life - AVC - MJC	22/23PO4210	65.00	65.00	-	65.00
BACS Unison - Falmouth Subscriptions March 23	22/23PO4211	62.45	62.45	-	62.45
BACS Kernow MAT - JC EM Childcare Tax Payment	22/23PO4212	117.00	117.00	-	117.00
Direct Pay Net Salary Payments - March 23	22/23PO4213	103,197.52	103,197.52	-	103,197.52
BACS Meaco - MTXSH 85 x 2 - Transmitter	22/23PO4213	552.00	552.00	92.00	460.00
CC Canva - AG - Canva Pro	22/23PO4214	129.90	129.90	21.65	108.25
		478,606.00	478,615.00	39,867.40	438,484.59

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

Cheque No		Inv No:	Inv Total	Gross	VAT	NET
BACS	SWW - Glasshours KP 01.02.23-04.04.23	22/23PO4215	32.78	32.78	-	32.78
BACS	SWW - 2nd Fillor OPO 01.02.23-04.04.23	22/23PO4216	109.46	109.46	8.16	101.30
BACS	Community Chest Cllr A Rowe Reimbursement	22/23PO4217	39.01	39.01	-	39.01
BACS	Community Chest Cllr J Kirkham - Gleaning Cornwall - Donation	22/23PO4218	125.00	125.00	-	125.00
BACS	Community Chest Cllr Coley - True Butterflies - Donation	22/23PO4219	105.00	105.00	-	105.00
BACS	Community Chest Cllr Coley - Age Concern Befriending - Donation	22/23PO4220	105.00	105.00	-	105.00
CLOSED			-	-	-	-
			479,122.25	479,131.25	39,875.56	438,992.68

FALMOUTH TOWN COUNCIL PETTY CASH SCHEDULE

Period: Mar-23

Date	Total Amount			Rec'pt	Code	Cashed Cheque	Meeting Exp	Parking	Post	Civic	Toilet	Cemetery R/R	Cemetery Misc	MB	Stat	PO Building	Events	Sundry Items	Running Balance
Code	OB	VAT	Net				ME	CP	P	C	T	CR	CM	MB	S	PB	E	SI	121.13
03/03/2023	23.55		23.55	862	SI		-	-	-	-	-	-	-	-	-	-	-	23.55	97.58
07/03/2023	15.90		15.90	863	si		-	-	-	-	-	-	-	-	-	-	-	15.90	81.68
07/03/2023	3.50		3.50	864	si		-	-	-	-	-	-	-	-	-	-	-	3.50	78.18
07/03/2023	17.36	2.89	14.47	865	e		-	-	-	-	-	-	-	-	-	-	14.47	-	60.82
14/03/2023	1.75		1.75	866	me		1.75	-	-	-	-	-	-	-	-	-	-	-	59.07
15/03/2023	6.57		6.57	867	cm		-	-	-	-	-	-	6.57	-	-	-	-	-	52.50
15/03/2023	5.15		5.15	868	si		-	-	-	-	-	-	-	-	-	-	-	5.15	47.35
16/03/2023	14.95		14.95	869	si		-	-	-	-	-	-	-	-	-	-	-	14.95	32.40
16/03/2023			-		19455	£ 252.65	-	-	-	-	-	-	-	-	-	-	-	-	285.05
20/03/2023	1.75		1.75	870	me		1.75	-	-	-	-	-	-	-	-	-	-	-	283.30
21/03/2023	6.85		6.85	871	P		-	-	6.85	-	-	-	-	-	-	-	-	-	276.45
22/03/2023	12.05	2.01	10.04	872	si		-	-										10.04	264.40
23/03/2023	30.33	5.06	25.27	873	E		-	-									25.27	-	234.07
24/03/2023	0.95		0.95	874	me		0.95											-	233.12
27/03/2023	4.19		4.19	875	me		4.19											-	228.93
CLOSED							-											-	228.93
	144.85	9.96	134.89				134.89	8.64	-	6.85	-	-	6.57	-	-	-	39.74	73.09	

Nominal Codes

5030 5017 5010 5408 5303 5610 5695 5220 5012 5352 5457 5030

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals

	DR	CR
2201 - vat	£ 9.96	
Various		£ 9.96

NB add additional NL's depending on monthly expenditure

