

## 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 24<sup>th</sup> February 2025 at 7.00 pm.

Present: D E Clegg (Vice-chair in the Chair), L D Coley, S D Eva, D V Evans BEM, A J Jewell CC, and T M Pearce.

Councillors J M Spargo and Z Young also attended.

In Attendance: A M Williams (Town Clerk)  
R N Thomas (Responsible Finance Officer)

### **F7013** APOLOGIES

An apology for absence was received from Councillor Robinson (ill), Councillor Clegg took the Chair.

### **F7014** INTERESTS AND DISPENSATIONS

Councillor Eva declared a non-registerable interest in Falmouth Events Christmas Grotto grant request, as he helped organise and participated in the event, and left the meeting during the consideration thereof having updated the Committee on the request.

### **F7015** MINUTES

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

**RESOLVED** that the Part I Minutes of the meeting held on 20<sup>th</sup> January 2025 be confirmed as a correct record of the proceedings and signed by the Chair.

### **F7016** GRANT APPLICATIONS

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

**RESOLVED** that pursuant to section 144 of the Local Government Act 1972, the Friends of Boscawen Fields be awarded a grant of £750 towards an information plaque that was to be sited close to the coastal footpath.

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

**RESOLVED** that pursuant to section 145 of the Local Government Act 1972, Circo Kernow be awarded £900 towards the provision of community sessions at Bosvale Community Hall.

Councillor Eva reported upon the Christmas Grotto aspect of the annual Town Festive event.

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

**RESOLVED** that pursuant to section 145 of the Local Government Act 1972,

- (i) £300 be granted to the Falmouth Festival Committee for the provision of presents at the Children's Grotto in 2025;
- (ii) that this provision be included within the Town Events budget for 2026/27 and thereafter.

The 2024/25 grants schedule and Community Grants schedule was duly noted. The Town Clerk advised members that allocations should be confirmed prior to the commencement of the pre-election period on 14<sup>th</sup> March 2025.

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

**RESOLVED** that the unspent balance of the 2025/26 community grant budget (£500) be committed as an earmarked reserve for 2026/27 grants budget. .

#### **F7017 PROJECTS**

The Committee noted the following project updates:

##### **Resource**

Works currently progressing to programme and to budget, Grantium funding request had been declined. Arts Council Funding application for technical fit out equipment currently in progress. Project completion date 31st March 2025. Leases being created for Source FM occupation and for Café provider, the franchise to be tendered.

##### **Princess Pavilion**

Community Ownership Fund works were in progress or complete and site was reopened from a temporary closure in January 2025 to facilitate works. Completion deadline was 22<sup>nd</sup> March 2025. Seating and containerisation, along with some sound works to complete. The heat pump had needed some amendments.

##### **Municipal Buildings**

The works to the landing office to prevent damp penetration and mould were in progress. Otherwise, internal improvements were limited until exterior works undertaken. A Community Levelling Up Fund application would be made to meet the latest funding window. Further applications would be made for external funding as opportunities become available, using the earmarked reserve as match.

#### **F7018 RISK ASSESSMENTS**

The Responsible Financial Officer reported the current risk assessments.

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

**RESOLVED** that the attached corporate and supporting service risk assessments 2025/26 be approved:

- Operation and Financial
- Review of Effectiveness of Internal Control
- Grounds and Facilities
- Princess Pavilion
- Town Management
- Cultural Services

#### **F7019 INVESTMENT STRATEGY**

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

**RESOLVED** that the attached Annual Investment Strategy 2024-25 be approved.

**F7020 FINANCIAL REGULATIONS 2025-2027**

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

**RESOLVED** that the Council be recommended to approve and operate the attached Financial Regulations.

**F7021 FEES AND CHARGES 2025/26**

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

**RESOLVED** that the attached Schedule of Fees and Charges 2025/26 be approved and operated.

**F7022 FORECAST 2024/25**

The Responsible Financial Officer reported upon the attached Forecast as at 31<sup>st</sup> January 2025 and responded to Members questions thereon. The Forecast was duly noted.

**F7023 LLOYDS BANK NOTIFICATION**

The interest rate notification was noted.

**F7024 EXPENDITURE AND PETTY CASH**

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

**RESOLVED** that the expenditure and petty cash schedules for January 2025 be approved. (attached)

**F7025 BT TELEPHONE KIOSK REMOVAL**

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

**RESOLVED** that

- (i) The Council agrees to British Telecomm's proposal to remove the underused kiosk in Trevethan Road, and
- (ii) The Council removes the underutilised and poor condition adopted kiosk on Cliff Road, if permissible to British Telecomm.

**F7026 EXCLUSION OF THE PRESS AND PUBLIC**

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

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



# Falmouth Town Council

## FINANCIAL REGULATIONS 2025

**APPROVED:**  
Council:

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These Financial Regulations were originally adopted by the Council at its Meeting held on 5<sup>th</sup> March 2018 (from a recommendation by the Finance and General Purposes Committee dated 19<sup>th</sup> February 2018). They were further amended to reflect the activities and structure of the Council and ratified 19<sup>th</sup> April 2021. Further reviews were undertaken in 2023, 2024 and now in 2025.

## 1. GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for Councillors and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2 The Council is responsible in law for ensuring that its financial management is adequate and effective, and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3 The Council's accounting control systems must include measures:
- for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4 These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5 At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6 A breach of these Regulations by an employee may entail action under the Council's Disciplinary Procedures.
- 1.7 **Councillors** of the Council are expected to abide by the code of conduct and to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8 The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council.
- 1.9 The RFO;
- acts under the policy direction of the Council;
  - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;

- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- that the accounting records of the Council are up to date in accordance with proper practices;
- seeks economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10 The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11 The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12 The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification and documentation of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13 The Council is NOT empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, which shall be a matter for the Finance and General Purposes Committee only.

1.14 In addition, the RFO shall:

- determine and keep under regular review the bank mandate for all Council bank accounts;

The Council shall:

- approve a grant of any value; and any payments for unbudgeted expenditure in excess of the limits within the scheme of delegation.
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the Staffing Committee in accordance with its terms of reference.

1.15 In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in Governance and Accountability for Local Councils – a Practitioners’ Guide (England) issued by the Joint Practitioners Advisory Group (JPAG) Edition 2024, available from the websites of NALC and the Society for Local Council Clerks (SLCC)

## 2. ACCOUNTS AND AUDIT (INTERNAL AND EXTERNAL)

2.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2 The accounting records determined by the RFO must be sufficient to explain the Council’s transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain;

- Day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate;
- A record of the assets and liabilities of the Council.

2.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts the RFO shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4 The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or Councillor of the Council shall make available such documents and records as appear to the Council to be necessary for the Purposes of the audit and shall, as directed by the Council,



supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that Purposes.

- 2.5 Any officer or Councillor of the Council must make available such documents and records as the internal or external auditor considers necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary.
- 2.6 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.7 The internal auditor shall:
- be competent and independent of the financial operations of the Council;
  - report to the Finance and General Purposes Committee in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the Council.
- 2.8 Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
  - initiate or approve accounting transactions; or
  - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.9 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.10 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by **Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.**
- 2.11 The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

### **3. BUDGET AND PRECEPT**

- 3.1 **Before setting a precept, the Council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 3.2 Each service manager in consultation with the RFO shall review forecasts of revenue and capital receipts and payments for their service. Having regard to the forecast and to committee (appendix

1 sets out the committee responsible for each service) and Council recommendations, they shall thereafter formulate and submit proposals for the following financial year to the Council before the 30<sup>th</sup> November each year.

3.3 Budgets for salaries and wages, including employer contributions shall be reviewed by the staffing committee at least annually and in time for consideration alongside the proposals mentioned in 3.2

3.4 The RFO must each year, by no later than 31<sup>st</sup> January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and General Purposes Committee and then confirmed by the Council to set its precept (see 3.5)

3.5 The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than the last day of January. The RFO shall issue the precept to the billing authority by no later than the end of February.

3.6 Any Councillor with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.

3.7 The approved annual budget shall form the basis of financial control for the ensuing year.

3.8 Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Finance and General Purposes Committee.

## 4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1 Expenditure on revenue items may be incurred up to the amount shown under each approved Committee and Service schedule (appendix 1). Sub delegation by Service Heads is permitted to defray day to day small expenditure up to £100 per individual item.

4.2 All Councillors are authorised to sign payments as set out below:

- approval by two authorised signatories for net items exceeding £10,000 (excluding statutory payments associated with payroll); or
- approval by one authorised signatory for net items up to but not exceeding £10,000.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.3 Service Heads shall monitor revenue expenditure and report projected year end forecast to their respective committees.

4.3 During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

- 4.4 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.5 The salary budgets are to be reviewed at least annually, usually in October, for the following financial year and such review shall be evidenced by a hard copy schedule signed by Chairman of the Staffing Committee and the Clerk as the Proper Officer.
- 4.6 In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £20,000. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.7 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted on capital projects unless the Council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.
- 4.8 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.9 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each heading of the budget, showing actual expenditure and projected forecast to the end of the financial year. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this Purposes, "material" shall be any amount in excess of 15% of the budget.
- 4.10 Changes in earmarked reserves shall be approved by the Finance and General Purposes Committee as part of the budgetary control process.

## 5. BANKING AND PAYMENTS

- 5.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The RFO shall prepare a schedule of authorised payments forming part of the agenda for the meeting to the Finance and General Purposes Committee for approval. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3 All invoices for payment shall be examined, verified and certified by the RFO Officer to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

5.4 The RFO shall arrange for all invoices to be examined for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to arrange for payment of all invoices submitted to be made in a timely manner and in accordance with 4.1.

5.5 A scheme of delegation regarding the authorisation of payments is attached at appendix 1.

In addition, the Clerk, RFO and Deputy Clerk shall have delegated authority to authorise the payment of items in the following circumstances:

- a) A revenue expenditure item authorised under 4.1 above and under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance and General Purposes Committee; or
- b) fund transfers within the Councils banking arrangements.

5.6 For each financial year the RFO can draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which the Finance and General Purposes Committee, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance and General Purposes Committee.

5.7 Should procedure 5.6 above be followed, a record of regular payments made shall be drawn up and be signed by two authorised signatories on each and every occasion when payment is authorised – thus controlling the risk of duplicated payments being authorised and/or made.

5.8 In respect of grants the following applies:

- (i) General Grants - Finance and General Purposes Committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council.
- (ii) Educational Reserve Grants – Shall be approved by the Chair of Finance and General Purposes and any two ward Councillors. Payment shall be reported to the following Finance and General Purposes meeting.

5.9 Councillors are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10 The Council will aim to rotate the duties of Councillors in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11 Changes to account details for suppliers, to whom digital payments are made, must be verified both in writing and verbally, and authorised by the RFO.

## 6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

6.1 The Council will make safe and efficient arrangements for the making of its payments.

- 6.2 Following authorisation under Financial Regulation 5 above, the Finance and General Purposes Committee, Council or, if so delegated, the RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be effected by BACS / cheque or other instruction to the Council's bankers, or otherwise, in accordance with a resolution of the Finance and General Purposes Committee.
- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed in accordance with the bank mandate, in line with 4.1 above.
- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation.
- 6.6 Details of cheques or orders for payment shall be presented in a month by month format to the Finance and General Purposes Committee at the next meeting following the end of the preceding calendar month.
- 6.7 If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by at least one Councillor.
- 6.8 The Council has approved the use of internet banking. The use of a Bankers Standing Order provided that the instructions are signed by one Councillor and any payments are reported to the Finance and General Purposes Committee as made, shall be renewed by resolution of the Finance and General Purposes Committee annually.
- 6.9 If thought appropriate by the Council, payment for certain items may be made by BACS or similar banking method provided that the instructions for each payment are signed, or otherwise evidenced, by one authorised bank signatory and are retained.
- 6.10 No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.11 Officers and Councillors using computers for the Council's financial business, shall operate from Council managed devices only.
- 6.13 Where internet banking arrangements are made with any bank, the Clerk, Deputy Clerk and the RFO shall be appointed as the Service Administrators. The Bank Mandate approved by the Council shall identify the persons authorised to approve transactions on those accounts. All transaction made by this method must be witnessed and signed by the duly authorised persons and witnesses.
- 6.14 Access to any internet banking accounts will be directly through the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved

passwords facilities must not be used on any computer use for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

- 6.15 Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1,000 unless authorised by Council or Finance and General Purposes Committee in writing before any order is placed.
- 6.16 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance and General Purposes Committee. Transactions and purchases made will be reported to the Finance and General Purposes Committee and reconciled monthly.
- 6.17 Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by approved and authorised employees and contractors and shall be subject to automatic payment in full at each month-end.
- 6.18 The RFO via delegated officers shall maintain varying petty cash floats depending on the cost centre involved (threshold per transaction £40.00) for the Purposes of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept substantiating the payment and the petty cash accounts are to be reconciled on a monthly basis.
  - a) Income received must not be paid into the petty cash floats but must be separately banked, as provided for elsewhere in these regulations.
  - b) Payments to maintain the petty cash floats shall be clearly identified on the schedule of payments presented to Council under 5.2 above.

## 7. PAYMENT OF SALARIES

- 7.1 As an employer, the Council **must** make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, as recommended by the Staffing Committee.
- 7.2 All time sheets shall be certified as to accuracy by the employees and their line manager and verified by the RFO prior to authorisation of payment.
- 7.3 Travel expenses:
  - a) All employees should use Council vehicles subject to authorisation of driver whenever possible when travelling on Council business. Where this is not possible business mileage will be paid for local authorised travel (usually Cornwall and West to Mid Devon only) at the appropriate NJC agreed rate. Outside of local area in the interests of best value a standard rate rail fare would be paid. All claims for travel and other expenses should be authorised by the relevant line manager before being submitted for RFO approval or in the case of the Town Clerk/RFO, expenses to be authorised by a Councillor.

- b) Employees of the Council and Councillors using their own vehicles for local travel must have in place the appropriate level of 'business use' insurance with the appropriate documentation provided to the RFO before travel expenses can be authorised for payment.
- 7.4 As approved by line managers, time in lieu must be taken in accordance with the Council's approved policy and subject to the operational requirements of Council business.
- 7.5 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- 7.6 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Staffing Committee.
- 7.7 The Council shall via the RFO maintain records of each and every payment to employees of net salary and other payments and to the appropriate credit of the statutory and discretionary deductions. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.8 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.9 An effective system of personal performance management should be maintained for the senior officers in accordance with the Council's staff Appraisal System.
- 7.10 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.11 The Clerk and the RFO are delegated to make arrangements to engage such replacement staff as to ensure that the Council's operational functions are maintained.

## 8. LOANS AND INVESTMENTS

- 8.1 All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purposes. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full Council.
- 8.2 Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3 Bank statements are available at all times through the Council's online banking portal and in addition the Council will maintain the monthly delivery of hard copy statements from Banks and Investment providers.
- 8.4 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5 The Council has an Investment Strategy and Policy in accordance with relevant regulations, proper practices and guidance. This shall be reviewed by the Council at least annually.
- 8.6 All investments of money under the control of the Council shall be held in the name of the Council.
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8 Payments in respect of short term or long term investments, including transactions between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## 9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable, and any bad debts shall be reported to the Finance and General Purposes Committee and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.



- 9.6 A record of the origin of each receipt shall be entered on an electronic spreadsheet, cross referenced to the relevant paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claims due in accordance with VAT Act 1994 section 33, shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

## 10. PROCUREMENT

- 10.1 All Councillors and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to the de minimus provision in Regulation 11 (h) below.
- 10.2 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority be applicable before it is reported to the meeting at which the order is approved, notwithstanding that the Council holds the General Power of Competence.
- 10.3 Every contract shall comply with the Council's Standing Orders and these Financial Regulations, with the exception of emergency expenditure.
- 10.4 For a contract for the supply of goods, services or works where the estimates value will exceed the thresholds set by Parliament, the full requirements of the Public Contract Regulations 2015 or any superseding legislation (the Legislation), must be followed in respect of the tendering, award and notification of that contract.
- 10.5 Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed in para 10.7) obtain prices as follows:
- Where it is intended to enter into a contract exceeding £100,000 (net) in value for the supply of goods or materials or for the execution of works or specialist services other than such goods,

materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms.

- For contract estimated to be over £30,000 including vat, the Council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.
- For contracts greater than £3,000 excluding VAT the service head or manager shall seek at least 3 fixed price quotes.
- Where the value is between £1,000 and £3,000 excluding VAT the service head or manager shall try to obtain 3 estimates (this may include evidence of costs obtained from online portals).
- For smaller purchases services heads or managers shall seek to achieve value for money.

10.6 Contract must not be split into smaller lots to avoid compliance with these requirements.

10.7 The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
- ii for work to be executed or goods or materials to be supplied which consists of repairs to or parts for existing machinery or equipment or plant;
- iii for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
- iv for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

Further the following existing services shall be awarded in accordance with the scheme of delegation without recourse to competition, notwithstanding that the service head shall annually review the effectiveness of the service being delivered to ensure that it remains value for money:

- i Town Dressing and Festive Lighting
- ii Information Technology and Network Management
- iii Building and Toilet Cleansing
- iv Insurance
- v Electrical

10.8 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Finance and General Purposes Committee.

10.9 The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

10.10 Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- The Clerk, RFO or Service Head as set out in the scheme of delegation
- The Council for all items over the threshold set out in the scheme of delegation

10.11 Such authorisation must be supported by an audit trail or, in the case of Council, a minute.

- 10.12 No individual Councillor, or informal group of Councillors may issue an official order or make an contract on behalf of the Council unless instructed to do so in advance by a resolution of the Council
- 10.13 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless, the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

## 11. CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

- a) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- b) Where the estimated contract value exceed £100,000 such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- c) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one Councillor of Council.
- d) If less than three tenders are received for contracts above £100,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- e) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- f) Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender estimate or quote who was present when the original decision making process was being undertaken.
- g) The Procurement Regulations 2024 or its successor in title shall apply and the terms of the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2016 including thresholds shall be followed.

- h) The Council's assets register shall be adjusted accordingly where procurement is in excess of the Council de-minimus level of £500.
- i) All procurement must be undertaken in line with the Councils Responsible Procurement Policy.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

## **13. STORES AND EQUIPMENT**

- 13.1 The Service Manager in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The Service Managers shall be responsible for periodic annual checks of stocks and stores and inventory and report to their relevant committees, the RFO and subsequently the Finance and General Purposes Committee annually.

## **14. ASSETS, PROPERTIES AND ESTATES**

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and Purposes for which held in accordance with Accounts and Audit Regulations.

- 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £3,000, in which case the Clerk/RFO may make the decision to acquire or dispose.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council with a full business case.
- 14.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## 15. INSURANCE

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall affect all insurances and negotiate all claims on the Council's insurers in consultation with the Clerk.
- 15.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and review this annually.
- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5 All appropriate Councillors and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Finance and General Purposes Committee.
- 15.6 Each employee is responsible for maintaining proper security at all times for all buildings, stocks, share, vehicles, furniture, equipment, cash and all property belonging to the Council under their control. Keys to safes and similar receptacles are to be carried on the person of those responsible at all times and any loss of keys must be reported to the Clerk immediately.

## 16. CHARITIES

- 16.1 Where the Council is sole managing trustee of a charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

## 17. RISK MANAGEMENT AND INTERNAL CONTROL

- 17.1 The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management. The Clerk and RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council annually.
- 17.2 When considering any new activity, the Service Manager shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.
- 17.3 Each Service Manager will undertake a documented assessment of the risks and management arrangements for their service which will be updated annually.
- 17.4 At least once a year, the Council must review the effectiveness of its systems of internal control, before approving the Annual Governance Statement.
- 17.5 The accounting control systems determined by the RFO must include measures to:
- Ensure that risk is appropriately managed;
  - Ensure the prompt, accurate recording of financial transactions;
  - Prevent and detect inaccuracy or fraud; and
  - Allow the reconstitution of any lost records;
  - Identify the duties of officers dealing with transactions and
  - Ensure division of responsibilities.
- 17.6 On a regular basis, at least once in each quarter, and at each financial year end, at least one Councillor other than the Chairman (the Mayor) shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The Councillor shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and General Purposes Committee.
- 17.7 Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The Council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

## 18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1 It shall be the duty of the Finance and General Purposes Committee to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 18.2 The Finance and General Purposes Committee may, by resolution of the Committee duly notified prior to the relevant meeting of the Committee, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Councillors of the Committee.

DRAFT

**Budget Heading**

**Officer Role**

2024/25	Threshold	Town Clerk	RFO	Deputy Proper Officer/ Town	Cultural Services Director	Princess Pavilion General Manager	Grounds Manager	Facilities Manager	Mayors Secretary
<b>Corporate - F&amp;GP Committee **</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planed project works within budget (see (i))	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes	Yes					
Commission works within budget	≤ £3k	Yes	Yes	Yes					Yes
Approve commissioned invoices for Payment	NA	Yes	Yes	Yes					Yes
<b>General Council - F&amp;GP Committee **</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planed project works within budget (i)	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes	Yes					
Commission works within budget	≤ £3k	Yes	Yes	Yes					Yes *
Approve commissioned invoices for Payment	NA	Yes	Yes	Yes					Yes *
<b>Town Management - Cultural Services and Leisure Committee</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planed project works within budget (i)	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes	Yes					
Commission works within budget	≤ £3k	Yes	Yes	Yes					
Approve commissioned invoices for Payment	NA	Yes	Yes	Yes					
<b>Cultural Services - Cultural Services and Leisure Committee</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planed project works within budget (i)	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes		Yes				
Commission works within budget	≤ £3k	Yes	Yes		Yes				
Approve commissioned invoices for Payment	NA	Yes	Yes		Yes				
<b>Princess Pavilion - Cultural Services and Leisure Committee</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planed project works within budget (i)	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes			Yes			
Commission works within budget	≤ £3k	Yes	Yes			Yes			
Approve commissioned invoices for Payment	NA	Yes	Yes			Yes			
<b>Cemetery Services - Grounds and Facilities Committee</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planed project works within budget (i)	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes				Yes		
Commission works within budget	≤ £3k	Yes	Yes				Yes		
Approve commissioned invoices for Payment	NA	Yes	Yes				Yes		
<b>Facilities - Grounds and Facilities Committee</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planed project works within budget (i)	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes					Yes	
Commission works within budget	≤ £3k	Yes	Yes					Yes	
Approve commissioned invoices for Payment	NA	Yes	Yes					Yes	
<b>Parks and Gardens - Grounds and Facilities Committee</b>									
Commission emergency works	≤ £20k	Yes	Yes	Yes					
Commission planed project works within budget (i)	≤ £30k	Yes							
Commission works within budget	≤ £20k	Yes	Yes				Yes		
Commission works within budget	≤ £3k	Yes	Yes				Yes		
Approve commissioned invoices for Payment	NA	Yes	Yes				Yes		

\* Civic and Mayoral Expenditure only

\*\* F&GP - Finance and General Purposes Committee

(i) Inclusive of VAT PPN 09/21 from 1.1.22





## FALMOUTH TOWN COUNCIL

### TOWN OF FALMOUTH TABLE OF BURIAL FEES, PAYMENTS AND SUMS FOR 2025/26

The fees, payments and sums set out below apply where the person to be interred or in respect of whom the right is granted, is or immediately before his/her death was an inhabitant or parishioner of the Town and Parish of Falmouth or, in the case of a stillborn child, where the parents (or one of them) are, or at the time of interment were, such inhabitants or parishioners.

**IN ALL OTHER CASES** the fees, payments and sums will be **TRIPLED**, except those set out in Parts 1 and 3 where the exclusive right of burial in the grave in question was acquired at the single fee as set out in Part 2.

#### **PART 1.** **INTERMENTS**

The fees indicated below include the digging of the grave.

All new graves will be dug to a double depth (or deeper if requested)

For the interment in a grave:-

	For the first interment	For any intrement after the first
of the body of a <b>resident</b> stillborn child, or the body of a child whose age at the time of death <b>DID NOT EXCEED</b> 16 years	Free of Charge	Free of charge
of the body of a <b>non resident</b> stillborn child, or the body of a child whose age at the time of death <b>DID NOT EXCEED</b> 16 years	£170	£170
of the body of a person whose age at the time of death <b>EXCEEDED</b> 16 years	£525	£440
of cremated remains in an existing grave	£140	£140
<b>Additional Fees:</b>		
Brick Grave - Double depth	POA	
Triple Depth Grave	£280	

## **PART 2. EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES**

For the exclusive right of burial in an earthen grave for a period not exceeding 100 years:-

1	In an earthen grave <b>8 feet by 4 feet</b>	
(a)	Selected <b>IN ROTATION</b> or in a grave in which interment has previously been made	£310
2	In an earthen grave <b>6 feet by 3 feet</b>	
(a) ☒	In the Children's Section or otherwise and under 16 years	Residents free of charge
(b)	In the Children's Section ( <b>non resident</b> )	£140

The fees indicated above include the Deed of Grant and all the expenses thereof.

## **PART 3. MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS**

For the right to erect or place on a grave or vault in respect of which the exclusive right of burial has been purchased. The detail and drawings in duplicate of the proposed memorial to be attached to the application in order that the appropriate fees may be advised. (NOTE: Items 1 and 2 would incur a fee of £50 as fees must be combined).

1	A headstone or cross not exceeding 5 feet in height	£195
2	Kerbstone	£100
3	A flatstone not exceeding 3 feet in length 1 foot in width and 9 inches in height	£80
4	A wooden cross not exceeding 3 feet in height	£75
5	A monument in the form of a stone vase not exceeding 1 foot 6 inches in height	£80
6	Any other monument	£260
7	For each additional inscription after the first	£90

Part of the above Section is applicable only to the Upper and Lower Sections of the Old Cemetery. The relevant details of the Lawn Cemetery monuments forms a separate Section of the Regulations. Though fees above may be applicable throughout all parts of the Cemetery.

#### **PART 4 MEMORIAL GARDEN AND GARDEN OF REMEMBRANCE PHASE I**

This Section for the interment of cremated remains is now closed, but the retention of Exclusive Rights for a second and final interment of cremated remains together with retainment of the plaque remains available on payment of the prescribed fee.

1	Second and final interment of cremated remains	£140
2	For a permit whereby a plaque may be retained in situ following the initial period of ten years and for a further period of five years	£70
3	For the scattering of cremated remains in the Memorial Garden	£70

Failure to obtain a permit for the retention of a plaque within twenty eight days from the date of renewal will terminate the agreement of exclusive rights and permit the earthen grave to be utilised for further cremated remains.

#### **PART 5 GARDEN OF REMEMBRANCE PHASE V**

It is the Council's policy to only permit interment of remains at Falmouth Cemetery in receptacles of proven bio-degradable materials, as a first preference wood, but always to the satisfaction of the Council.

1	Interment of cremated remains in a new plot permitted in this section as nominated by the Council	£140
2	For the right to place a flat memorial head stone including the first inscription	£170
3	For the second and final interment of cremated remains	£140
4	For the second and final inscription	£90

#### **PART 6 CREMATED REMAINS NOT IN GARDEN OF REMEMBRANCE PHASE I OR PHASE II OR IN AN EXISTING GRAVE- CR PORTION OF LAWN CEMETERY**

1	Interment of cremated remains in a new plot in this section as nominated by the Council. Fees include purchase of grave of a limited size and depth suitable for cremated remains.	£140
2	For each additional interment of cremated remains	£140
3	Erection of a headstone or cross including the first inscription, to be in accordance with the following: (Details and drawings in duplicate of Memorial with application form).	£170

Base: 3" x 1'6" x 10                      Head: 1'8" x 1'4" x 3"

Plinth - Not to be included in the above measurements but form part of the Headstone or cross but to be below ground level.

4	For each additional inscription	£90
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**PART 7    ADDITIONAL FEES**

1	For the exhumation of a coffin from any grave or vault	POA
2	For the exhumation of a casket of cremated remains from any grave or vault.	POA
3	For the use of the Chapel in connection with an interment which takes place at the Cemetery or an approved religious ceremony.	£140
4	Family Research Fee	£37 (+VAT)
5	Transfer of Exclusive Rights of Burial	£45

**PART 8    INTERMENTS**

**SURCHARGES**

1	Surcharge to be levied on <b>any</b> working day to apply to any funeral <b>not having vacated</b> the Cemetery or Chapel by <b>2.15 p.m</b>	£175
2	Saturday interments (available from 10am to 1pm only)	
	Full Interment	£350
	Cremated Remains	£210

The foregoing Table of Fees, Payments and Sums was made and adopted by Falmouth Town Council as the Burial Authority for the said Town at a Meeting of the Council held on 10th March 2025 and shall come into operation on the 1st April, 2025.

**FALMOUTH TOWN COUNCIL**

Month Jan-25  
Meeting Date 24/02/2025

**Finance & General Purpose Meeting**

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

Cheque No	Details	Inv No:	Inv Total	Gross	VAT	NET
DD	Cornwall Council - Business rates January 2025 - PO Building	24/25PO4269	1,518.00	1,518.00	-	1,518.00
DD	Cornwall Council - Business rates January 2025 - PO Building 1st Floor	24/25PO4270	873.00	873.00	-	873.00
DD	Cornwall Council - Business rates January 2025 - Municipal Building	24/25PO4271	707.00	707.00	-	707.00
DD	Cornwall Council - Business rates January 2025 - PO Building 2nd Floor	24/25PO4272	561.00	561.00	-	561.00
DD	Cornwall Council - Business rates-January 2025-Cemetery Pennance Rd	24/25PO4273	593.00	593.00	-	593.00
DD	Cornwall Council - Business rates January 2025-Cemetery Swanpool Rd	24/25PO4274	307.00	307.00	-	307.00
DD	Cornwall Council - Business Rates January 2025 - Mortuary	24/25PO4275	327.00	327.00	-	327.00
DD	Cornwall Council - Business rates January 2025 - Quarry Car Park	24/25PO4276	134.00	134.00	-	134.00
DD	Cornwall Council - Municipal Building January 2025 - Library	24/25PO4277	1,206.00	1,206.00	-	1,206.00
DD	Cornwall Council-Business rates January 2025- Princess Pavilion	24/25PO4278	852.00	852.00	-	852.00
DD	Cornwall Council - Business Rates January - Pendennis Point Car Park	24/25PO4279	100.00	100.00	-	100.00
CN	BritGas - 22/11-8/12/24 PP Gas - Cancels 811537103	24/25PO4280	346.74	346.74	57.79	288.95
DDR	BritGas - 22/11-19/12/24 Revised Bill-PP Gas	24/25PO4281	579.31	579.31	96.55	482.76
DDR	BritGas - 25/11-24/12/24 Castle Beach Toilets Electric	24/25PO4282	53.66	53.66	2.55	51.11
DDR	BritGas - 25/11-24/12/24 KP Stage Electric	24/25PO4283	33.26	33.26	1.58	31.68
DDR	BritGas - 2/12/24-1/1/25 KP Electric	24/25PO4284	36.04	36.04	1.71	34.33
DDR	BritGas - 2/12/24-1/1/25 Swanpool Toilets Electric	24/25PO4285	54.69	54.69	2.60	52.09
DDR	BritGas - 2/12/24-1/1/25 Library Electric	24/25PO4286	734.40	734.40	122.40	612.00
BACS	Dynamic - Wooden toy,sensory toys, cloth books,mini tape recorder AG	24/25PO4287	265.84	265.84	36.81	229.03
BACS	Nick Ferris - Xmas Trees green waste 0.320 tonne	24/25PO4288	30.72	30.72	5.12	25.60
BACS	Nick Ferris - Xmas Trees green waste 0.340 tonne	24/25PO4289	32.64	32.64	5.44	27.20
	<b>Total BACS - Nick Ferris</b>		<b>63.36</b>	<b>63.36</b>	<b>10.56</b>	<b>52.80</b>
BACS	Infinitus - Monthly key holding MB & OPO	24/25PO4290	66.00	66.00	11.00	55.00
BACS	Infinitus - Key Holding PP	24/25PO4291	33.00	33.00	5.50	27.50
BACS	Infinitus - Guards to 13-14/12, Fire Station grotto,xmas,choir	24/25PO4292	1,242.12	1,242.12	207.02	1,035.10
BACS	Infinitus - CCTV x84.75 hrs, Helston x56.50hrs	24/25PO4293	3,227.28	3,227.28	537.88	2,689.40
BACS	Infinitus - Street Rangers x120hrs Dec '24	24/25PO4294	2,563.20	2,563.20	427.20	2,136.00
BACS	Infinitus - Alarm Responses 20/12, 25/12 PP	24/25PO4295	91.50	91.50	15.25	76.25
	<b>Total BACS - Nick Ferris</b>		<b>7,223.10</b>	<b>7,223.10</b>	<b>1,203.85</b>	<b>6,019.25</b>
BACS	PPL PRS - 1/2/25-31/1/26 Licence for PP Restaurant/café	24/25PO4296	979.00	979.00	163.17	815.83
BACS	SWW - 3/12/24-2/1/25 PP External use meter	24/25PO4297	5.26	5.26	-	5.26
BACS	SWW - 3/12/24-2/1/25 Library/Gallery	24/25PO4298	72.70	72.70	-	72.70
DDR	BritGas - 24/11/24-23/12/24 Non conform cemetery Electric	24/25PO4299	95.70	95.70	4.55	91.15
DDR	BritGas - 4/12/24-1/1/25 Webber st toilets	24/25PO4300	33.96	33.96	1.61	32.35
DDR	BritGas - 2/12/24-1/1/25 POW Toilets	24/25PO4301	189.90	189.90	9.04	180.86
DDR	BritGas - 3/12/24-2/1/25 Maenporth Toilets	24/25PO4302	49.04	49.04	2.33	46.71
DDR	BritGas - 1-31/12/24 CSCP	24/25PO4303	422.36	422.36	20.11	402.25
DDR	BritGas - 1-31/12/24 Library Electric	24/25PO4304	230.48	230.48	10.97	219.51
BACS	iBabs - 1st Quarter 2025 - 30 users & Quarter 4 2024 adjustment	24/25PO4305	903.70	903.70	-	903.70
BACS	Biffa - OPO Standard general waste collection Dec 24	24/25PO4306	486.32	486.32	81.05	405.27
BACS	Biffa - OPO Recycling dry mixed waste collection Dec 24	24/25PO4307	318.91	318.91	53.15	265.76
BACS	Biffa - OPO Glass waste collection Dec 24	24/25PO4308	180.95	180.95	30.16	150.79
BACS	Biffa - PP Standard/recycling waste collection Dec 24	24/25PO4309	564.90	564.90	94.15	470.75
BACS	Biffa - PP Glass waste collection Dec 24	24/25PO4310	104.28	104.28	17.38	86.90
BACS	Biffa - PP Food waste collection Dec 24	24/25PO4311	43.39	43.39	7.23	36.16
BACS	Biffa - Confidential waste collection OPO Dec 24	24/25PO4312	20.70	20.70	3.45	17.25
	<b>Total BACS - Biffa</b>		<b>1,719.45</b>	<b>1,719.45</b>	<b>286.58</b>	<b>1,432.88</b>
BACS	Carey Davies - PP - Tech Support Dec 24	24/25PO4313	1,278.00	1,278.00	-	1,278.00
BACS	Citron Hygiene - MB - Medical waste service & Sanitary Dispsal Oct -Dec 24	24/25PO4314	354.89	354.89	59.15	295.74
BACS	Clear Brew - PP - Full dispense system check & regular line clean	24/25PO4315	150.00	150.00	25.00	125.00
BACS	Connect - Year 1 of 5 Website hosting	24/25PO4316	2,518.80	2,518.80	419.80	2,099.00
BACS	CC - Non attendance fee for M Lewis -Courageous Conversations 04.12.24	24/25PO4317	50.00	50.00	-	50.00
BACS	CS Agency - PP - Sous chef M Hunking w.c 23.12.24	24/25PO4318	397.50	397.50	66.25	331.25
BACS	CSE - PP - ICR Touch Software x 3 terminals	24/25PO4319	90.00	90.00	15.00	75.00
BACS	EE - Phone Charges to 08.12.2024	24/25PO4320	643.73	643.73	107.29	536.44
BACS	Greenham - OPO - Glove nitrile powedr free	24/25PO4321	23.16	23.16	3.86	19.30
BACS	J Gas - PP - Refill 60/40 MixGas & 10 Ltr CO2 Cylinder	24/25PO4322	198.00	198.00	33.00	165.00
BACS	ObjectiveIT Services- FTC x89 Offsite support	24/25PO4323	7,320.00	7,320.00	1,220.00	6,100.00
BACS	ObjectiveIT Services-PP x32 Offsite Support & system monitoring	24/25PO4324	2,268.00	2,268.00	378.00	1,890.00
BACS	ObjectiveIT Services- FTCM x18 Offsite Support & system monitoring	24/25PO4325	2,268.00	2,268.00	378.00	1,890.00
	<b>Total BACS -ObjectiveIT</b>		<b>11,856.00</b>	<b>11,856.00</b>	<b>1,976.00</b>	<b>9,880.00</b>
BACS	Pennyn Plastics - Cemetery - 112mm Half round union bracket & Fascia Brack	24/25PO4326	-	-	-	-
BACS	Reach Access - Hanging baskets, BID Bunting & Christmas Lights 2025	24/25PO4327	7,980.00	7,980.00	1,330.00	6,650.00
BACS	Roskilly's - PP - Assorted 120ml ice cream tubs	24/25PO4328	413.46	413.46	68.90	344.56
BACS	RTP - MB - Monitoring dampness, including 5 No.site visits, analysis of readi	24/25PO4329	1,484.28	1,484.28	247.38	1,236.90
BACS	RTP - MB - Part agreed fee for RIBS Stages 2 & 3	24/25PO4330	1,440.00	1,440.00	240.00	1,200.00
	<b>Total BACS -RTP</b>		<b>2,924.28</b>	<b>2,924.28</b>	<b>487.38</b>	<b>2,436.90</b>
BACS	Steve Tanner Photographics - AG - Photographic fee & post production	24/25PO4331	955.00	955.00	-	955.00
BACS	The Roasting Room - PP - 1kg Brazil Single Estates, 250g Brazil Single Estate	24/25PO4332	606.09	606.09	-	606.09
BACS	Travis Perkins - Skatepark - Kronospan structural OSB, BSW Sawn Green Tre	24/25PO4333	201.45	201.45	33.57	167.88
BACS	Travis Perkins - PP - Kiln dried regularised timber treated, 4Trade Bolt & nut	24/25PO4334	11.34	11.34	1.90	9.44
	<b>Total BACS -Travis Perkins</b>		<b>212.79</b>	<b>212.79</b>	<b>35.47</b>	<b>177.32</b>
BACS	Trevarthen - PP - Turkey Crown & Lincolnshire Sausages	24/25PO4335	109.15	109.15	-	109.15
BACS	Trevarthen - PP - Lincolnshire Sausages & Smoked streaky bacon	24/25PO4336	54.57	54.57	-	54.57
	<b>Total BACS -Trevarthen</b>		<b>163.72</b>	<b>163.72</b>	<b>-</b>	<b>163.72</b>
BACS	Tyrefinders - Grounds - FD69 LFX 235/65R16 121T tyre	24/25PO4337	106.20	106.20	17.70	88.50
			<b>51,498.09</b>	<b>51,498.09</b>	<b>6,563.97</b>	<b>44,934.12</b>

**FALMOUTH TOWN COUNCIL**

Month Jan-25  
Meeting Date 24/02/2025

**Finance & General Purpose Meeting**

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

Cheque No	Inv No:	Inv Total	Gross	VAT	NET
BACS Ann's - PP - 50 Small pasties & 40 Large Sausage rolls	24/25PO4338	185.00	185.00	-	185.00
BACS Nick Ferris - TM - Christmas Tree disposal	24/25PO4339	71.04	71.04	11.84	59.20
BACS Plymouth Citybus - The Provision of bus 67 Nov & Dec 24	24/25PO4340	4,144.50	4,144.50	-	4,144.50
BACS Roskilly's - PP - Assorted 120ml ice cream tubs	24/25PO4341	190.83	190.83	31.80	159.03
BACS The Joe Wilkinson Company -PP - Work In Progress Show 10/4/24	24/25PO4342	3,847.50	3,847.50	641.25	3,206.25
BACS The Roasting Room - PP - 1kg Brazil Single Estates, 250g Brazil Single Estate	24/25PO4343	328.95	328.95	-	328.95
BACS Trident Plumbing - PP - Call out & reset valve and boiler	24/25PO4344	82.00	82.00	13.67	68.33
BACS Truro College - Grounds - ILM L3 Award in Leadership and Management	24/25PO4345	835.00	835.00	-	835.00
BACS YPO - AG - Wooden MDF Clipboard A4 PK12	24/25PO4346	15.59	15.59	2.60	12.99
BACS Devon and Cornwall 4x4- TM - Milegae and expense for Harmony Choir	24/25PO4347	320.00	320.00	-	320.00
BACS Greenham - Toilets - Toilet cleaner, disinfectant & toilet rolls	24/25PO4348	281.04	281.04	46.84	234.20
BACS Greenham - Thin bleach, soap, toilet lceaner, disinfectant & toilet rolls	24/25PO4349	971.16	971.16	161.86	809.30
<b>Total BACS -Greenham</b>		<b>1,252.20</b>	<b>1,252.20</b>	<b>208.70</b>	<b>1,043.50</b>
BACS Trago Mills - Mortuary - Tele rod, Uno Universal plug clips, shower curtain	24/25PO4350	77.47	77.47	12.91	64.56
BACS TruCru - COF - PP - Supply & fit new stage curtains.	24/25PO4351	6,213.00	6,213.00	1,035.50	5,177.50
BACS YPO - AG - Tray Runners silver pk6	24/25PO4352	165.53	165.53	27.59	137.94
19539 AG - Petty Cash Top up	24/25PO4353	283.29	283.29	-	283.29
19540 PP - Petty Cash Top up	24/25PO4354	271.35	271.35	-	271.35
BACS CSA - w/c 30/12/24 M Winterbottom-Hawke, M Hunking Chef/Sous chef	24/25PO4355	415.79	415.79	69.30	346.49
BACS Fire Safety - PP 1/10-31/12/24 Weekly Fire Safety visits	24/25PO4356	504.00	504.00	84.00	420.00
BACS Fire Safety - OPO 1/10-31/12/24 Weekly Fire Safety visits	24/25PO4357	792.00	792.00	132.00	660.00
<b>Total BACS -Fire Safety</b>		<b>1,296.00</b>	<b>1,296.00</b>	<b>216.00</b>	<b>1,080.00</b>
BACS SWW - PP Meter 1 & 2 3/12/24-2/1/25	24/25PO4358	913.94	913.94	-	913.94
CN BritGas - 1-30/11/24 PP Electric-Theatre cancels 809956396	24/25PO4359	1,110.18	1,110.18	185.03	925.15
DDR BritGas - 1-30/11/24 Revised Bill PP Theatre Electric	24/25PO4360	1,152.14	1,152.14	192.02	960.12
DDR BritGas - 25/11-24/12/24 KP Workshop Electric	24/25PO4361	367.33	367.33	61.22	306.11
DDR BritGas - 26/11-26/12/24 CofE chapel Electric	24/25PO4362	35.29	35.29	1.68	33.61
DDR BritGas - 1-31/12/24 PP Theatre Electric	24/25PO4363	1,385.02	1,385.02	230.83	1,154.19
DDR BritGas - 1-31/12/24 PP Café/Gardens Electric	24/25PO4364	3,709.12	3,709.12	618.18	3,090.94
DDR BritGas - 4/12/24-1/1/25 Grove Place Toilets	24/25PO4365	181.51	181.51	8.64	172.87
19541 OPO - Petty Cash Top Up	24/25PO4366	161.86	161.86	-	161.86
BACS Falmouth Citizens Advice Grant - 24/25GRA015	24/25PO4367	1,000.00	1,000.00	-	1,000.00
BACS RBL Poppy Appeal - 5 x Poppy Wreaths	24/25PO4368	125.00	125.00	-	125.00
BACS Ask Asbestos Services - PP -Asbestos removal & reassurance air tests	24/25PO4369	2,328.00	2,328.00	388.00	1,940.00
BACS ATCM - R Gates - 2025 Small Town Membership	24/25PO4370	390.00	390.00	65.00	325.00
BACS BG Electrical - PP -COF- Supply, wire & install 25.0mm 4 core HO7 flex from n	24/25PO4371	2,022.00	2,022.00	337.00	1,685.00
BACS BG Electrical - PP - Supply and fit 2 x 35 watt 4ft T5 flourescent tubes	24/25PO4372	60.00	60.00	10.00	50.00
<b>Total BACS -BG Electrical</b>		<b>2,082.00</b>	<b>2,082.00</b>	<b>347.00</b>	<b>1,735.00</b>
BACS Bookers - PP - Haribo sweets, Maltesers and Red & Green cater crackers	24/25PO4373	387.71	387.71	64.62	323.09
BACS Dash Drive - Hire car for M Williams & R Gates to attend conference	24/25PO4374	210.70	210.70	35.11	175.59
BACS EE - Monthly mobile charges	24/25PO4375	643.73	643.73	107.29	536.44
BACS Fal Carpet Cleaners - MB - Professional carpet cleaning Nov 24 & Jan 25	24/25PO4376	300.00	300.00	-	300.00
CN Fernbank - Printing of 10 Posters (xmas)-outdoor advertising Fal	24/25PO4377	396.00	396.00	66.00	330.00
BACS Fernbank - Printing of 8 Posters (xmas)-outdoor advertising Fal	24/25PO4378	316.80	316.80	52.80	264.00
<b>Total BACS -Fernbank</b>		<b>79.20</b>	<b>79.20</b>	<b>13.20</b>	<b>66.00</b>
BACS FFC - PP - Mixed Salad (Loose-Kg)	24/25PO4379	14.00	14.00	-	14.00
BACS Nick Ferris - KP - Green Waste	24/25PO4380	42.24	42.24	7.04	35.20
BACS Robert Jones - AG - Shop Stock - 2 x Alfred Wallis Artist and Mariner	24/25PO4381	46.00	46.00	-	46.00
BACS Passmore - Toilets cleaning Dec 2024	24/25PO4382	7,538.03	7,538.03	1,256.34	6,281.69
BACS Passmore - OPO/MB/Atherton cleaning Dec 2024	24/25PO4383	4,914.32	4,914.32	819.05	4,095.27
BACS Passmore - PP Cleaning Dec 2024	24/25PO4384	3,831.12	3,831.12	638.52	3,192.60
BACS Passmore - MB - Consumables- Essential Slimroll Hand Towles	24/25PO4385	398.74	398.74	66.46	332.28
<b>Total BACS -Passmore</b>		<b>16,682.21</b>	<b>16,682.21</b>	<b>2,780.37</b>	<b>13,901.84</b>
BACS Reef - MB - Schedules services - Water testing	24/25PO4386	161.10	161.10	26.85	134.25
BACS Speedy Asset - KP - Fence panel anti-clumb hire 20.12.24-31.12.24	24/25PO4387	38.40	38.40	6.40	32.00
BACS Stones - PP - 5 Large Sourdough	24/25PO4388	18.49	18.49	-	18.49
BACS Universeal - PP - Numbered Button Seals for secure bags	24/25PO4389	54.00	54.00	9.00	45.00
BACS P Bond - AG - Making base for and motorising "Ark" automata	24/25PO4390	367.50	367.50	-	367.50
BACS Rhiannon Jandrell - AG - specialist SEN Art Workshop - 28.11.24 & 05.12.24	24/25PO4391	180.00	180.00	-	180.00
BACS Rhiannon Jandrell - AG - Baby Jam sessions 17.12.24 & Rhyme Time sessions	24/25PO4392	200.00	200.00	-	200.00
<b>Total BACS -Rhiannon Jandrell</b>		<b>380.00</b>	<b>380.00</b>	<b>-</b>	<b>380.00</b>
BACS Coast 2 Coast - 4/1 Duffy & Stiltskin staff x5hrs PP	24/25PO4393	105.00	105.00	17.50	87.50
BACS Nick Ferris -0.620 wood waste 7/1 Facilities	24/25PO4394	111.60	111.60	18.60	93.00
DDR BritGas - 2/12/24-2/1/25 Mortuary Electric	24/25PO4395	208.16	208.16	9.91	198.25
CC AWS - Service charges 01.11.24-30.11.24 & bank charges	24/25PO4396	31.14	31.14	5.04	26.10
CC Amazon - TM - Artoid Mode gifts cushion covers set of 4	24/25PO4397	15.99	15.99	2.67	13.33
CC Amazon - TM -10 Pcs Nylon Spring clamps 4 inch, Heavy Duty spring clips	24/25PO4398	9.99	9.99	1.67	8.33
CC Amazon - TM - 10pcs Santa Hat Christmas Wooden Craft Shape MDF	24/25PO4399	5.35	5.35	-	5.35
CC Amazon - TM -10 Pcs Nylon Spring clamps 4 inch, Heavy Duty spring clips	24/25PO4400	9.99	9.99	1.67	8.33
CC Amazon - TM - Craftplay Compressed Paper Balls pack of 50	24/25PO4401	12.90	12.90	2.15	10.75
CC Amazon - TM - Rohi set of 4 Hypoallergic cushion pads 45cm x 45cm	24/25PO4402	10.99	10.99	1.83	9.16
CC Apple Icloud Storage December 24	24/25PO4403	2.99	2.99	0.50	2.49
CC Apple Icloud Storage January 25	24/25PO4404	2.99	2.99	0.50	2.49
CC Celtic Sustainables - Grounds - 10 x Home Strip Graffiti Go Trigger Spray	24/25PO4405	119.68	119.68	19.95	99.73
		<b>104,127.81</b>	<b>104,127.81</b>	<b>13,668.11</b>	<b>90,459.70</b>

**Finance & General Purpose Meeting**

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

Cheque No	Inv No:	Inv Total	Gross	VAT	NET
CN Celtic Sustainables - Grounds - 3x Home Strip Graffiti Go Trigger Spray	24/25PO4406	32.90	32.90	5.48	27.42
CC Easyspace - Domain falmouthartgallery.com	24/25PO4407	21.62	21.62	3.60	18.02
CC Flightcase -PP - COF - Mixer flight case with dog box & castors, Spider 8u Rack	24/25PO4408	860.28	860.28	143.38	716.90
CC Meta - PP - Instagram post -Fun Palace is Back!	24/25PO4409	9.89	9.89	-	9.89
CC Microsoft 365 Business Premium 01.12.24-31.12.24	24/25PO4410	144.80	144.80	-	144.80
CC Microsoft Mobility + Security E5 24.12.24-23.01.25	24/25PO4411	877.50	877.50	-	877.50
CC Microsoft 365 Business Basics 21.12.24-20.01.25	24/25PO4412	93.10	93.10	-	93.10
CC Microsoft Plan 1 08.12.24-07.01.25	24/25PO4413	8.20	8.20	-	8.20
CC Microsoft 365 E5 09.12.24-08.01.25	24/25PO4414	66.00	66.00	-	66.00
CC The Packet Fencing Company -TM - Freestanding panel & feet	24/25PO4415	809.55	809.55	134.93	674.63
CC The Trainline - AG - D Westlake Train travel	24/25PO4416	80.80	80.80	-	80.80
DDR Allstar - Cemetery, Facilities & KP - Fuel Dec 2024	24/25PO4417	350.41	350.41	58.41	292.00
DDR BT - Cemetery - Regular internet charges	24/25PO4418	471.60	471.60	78.60	393.00
DDR BT - PP - Regular internet charges	24/25PO4419	726.00	726.00	121.00	605.00
DDR BT - OPO - Regular internet charges	24/25PO4420	726.00	726.00	121.00	605.00
DDR BT -Phone, Cloud Voice, Broadband & mobile charges 22.11.24-31.12.24	24/25PO4421	751.84	751.84	125.31	626.53
DDR CitrusHR/Safe HR - Memberships fee for 86 employees 15.12.24-14.01.25	24/25PO4422	309.60	309.60	51.60	258.00
DDR Deputy - PP - Rota Sheduling 01.12.2024-31.12.2024	24/25PO4423	202.32	202.32	33.72	168.60
DDR Paymentsense - PP - Additional terminal rental 01.11.24-30.11.24	24/25PO4424	521.10	521.10	86.85	434.25
DDR St Austell Brewery - PP - Tribute, Healeys Gold, Frobisher Apple, Frobisher Or	24/25PO4425	905.36	905.36	150.90	754.46
DDR St Austell Brewery - PP - Proper Job, Korev, Rattler, Guinness, Corona, Heinek	24/25PO4426	1,753.52	1,753.52	292.29	1,461.23
DDR Ram Tracking - Grounds & Facilities - Tracking Service & Maintenance 18.12.2	24/25PO4427	72.00	72.00	12.00	60.00
DDR Trade - B&Q - Seafront - Cup square bilt, Lock nut steel zinc plate, S/S Flat wa	24/25PO4428	16.39	16.39	2.73	13.66
DDR Trade - B&Q - Facilities - Magnusson Pipe shears, WS08 WH 40MM ABS Sol/W	24/25PO4429	28.95	28.95	4.83	24.13
DDR Trade - Screwfix - Chapel - Rodent Pasta Bait & Bait Station	24/25PO4430	28.97	28.97	4.83	24.14
DDR WC Fruit - PP - Limes, lemons, juicing oranges, chestnut mushrooms, buttern	24/25PO4431	185.45	185.45	-	185.45
DDR WC Fruit - PP - Butternut squash, eggs,apples, Milk, Red cooking wine, musta	24/25PO4432	333.18	333.18	-	333.18
DDR WC Fuit - PP - Milk and Milk Barista Oat	24/25PO4433	17.68	17.68	-	17.68
DDR WC Fruit - PP - Eggs, parsley, Mixed spice, Lazy lemon juice, Self raising flour	24/25PO4434	62.15	62.15	-	62.15
DDR WC Fruit - PP - Pigs in Blankets	24/25PO4435	18.72	18.72	-	18.72
DDR WC Fruit - PP - Milk, Milk Barista Oat, Kit Kats, Twix, Aerosol Cream	24/25PO4436	83.77	83.77	8.06	75.71
DDR WC Fruit - PP - Radicchio, fennel, butternut squash, Plain flour, fresh Yeast	24/25PO4437	229.96	229.96	-	229.96
DDR WC Fruit - PP - Milk and Milk Barista Oat	24/25PO4438	17.68	17.68	-	17.68
DDR WC Fruit - PP - Butternut squash, Gourmet salad, Pigs in Blankets	24/25PO4439	27.22	27.22	-	27.22
DDR WC Fruit - PP - Eggs, Potatoes, Red cabbage, Milk, Milk Barista Oat	24/25PO4440	54.86	54.86	-	54.86
DDR WC Fruit - PP - Lemons and limes	24/25PO4441	8.10	8.10	-	8.10
DDR WC Fruit - PP - Milk and Milk Barista Oat	24/25PO4442	17.68	17.68	-	17.68
DDR WC Fruit - PP - Milk and Milk Barista Oat	24/25PO4443	15.45	15.45	-	15.45
DDR WC Fruit - PP - Parsnips, eggs, carrots, Red cabbage, celeriac, limes	24/25PO4444	212.73	212.73	-	212.73
DDR WC Fruit - PP - Chestnut mushrooms, Little gem lettuce, radicchio, potatoes	24/25PO4445	72.69	72.69	-	72.69
DDR WC Fruit -PP - Milk	24/25PO4446	4.70	4.70	-	4.70
DDR WC Fruit - PP - Milk and Milk Barista Oat	24/25PO4447	17.68	17.68	-	17.68
DDR WC Fruit - PP - Milk and Milk Barista Oat	24/25PO4448	17.68	17.68	-	17.68
DDR WC Fruit - PP - Limes, lemons, juicing oranges, Milk, milk Barista oat	24/25PO4449	32.23	32.23	-	32.23
DDR WC Fruit - PP - Milk and Milk Barista Oat	24/25PO4450	24.86	24.86	-	24.86
DDR WC Fruit - PP - Carrots, Parsnips, Thyme, Coriander, butternut squash	24/25PO4451	226.54	226.54	-	226.54
DDR WC Fruit - PP - Potatoes, Juicing oranges, lemons & limes	24/25PO4452	21.74	21.74	-	21.74
DDR WC Fruit - PP - Eggs, Strong white flour, KTC Veg oil, Milk, Crisps	24/25PO4453	142.31	142.31	7.63	134.68
DDR WC Fruit - PP - Milk and Milk Barista Oat	24/25PO4454	15.45	15.45	-	15.45
DDR WC Fruit - PP - Gourmet salad, Fennel, milk, Milk Barista Oat, Twix, Aero	24/25PO4455	153.35	153.35	6.30	147.05
DDR WC Fruit - PP - Aero milk	24/25PO4456	17.56	17.56	2.93	14.63
DDR WC Fruit - PP - Les Pommes Frites Moyennes 14mm Koffmans	24/25PO4457	42.85	42.85	-	42.85
DDR WC Fruit - PP - Milk and Milk Barista Oat	24/25PO4458	17.68	17.68	-	17.68
DDR WC Fruit - PP - Butternut squash, Red cooking wine, Brie,Burt Crisps	24/25PO4459	76.76	76.76	1.80	74.96
Lloyds CC Mountain Warehouse - OPO - First aid Chunky blankets	24/25PO4460	60.16	60.16	10.03	50.13
Lloyds CC 1 x Day Ticket for Visit Cornwall Tourism Summit on 15.01.25	24/25PO4461	55.00	55.00	-	55.00
Lloyds CC 2 x Day Ticket for Visit Cornwall Tourism Summit on 16.01.25	24/25PO4462	110.00	110.00	-	110.00
BACS 24/25TDF001A -David Crooks - TDF for Blueprint - Exterior Decoration for ne	24/25PO4463	878.00	878.00	-	878.00
BACS Ask - Asbestos samples below main stage PP	24/25PO4464	288.00	288.00	48.00	240.00
BACS Big Dug - Mobile Pedestal x2 drawers for HA in main office	24/25PO4465	212.84	212.84	35.47	177.37
BACS Big Dug - Air Lumber Office Chair JS in AG	24/25PO4466	695.94	695.94	115.99	579.95
<b>Total BACS -Big Dug</b>		<b>908.78</b>	<b>908.78</b>	<b>151.46</b>	<b>757.32</b>
BACS Cornwall Council - Learning Hub for Roo Pescod	24/25PO4467	44.40	44.40	7.40	37.00
BACS Roasting Room - Brazil single estate, single origin coffee PP	24/25PO4468	443.08	443.08	-	443.08
BACS SWW - 4/10/24-9/1/25 2nd floor OPO water	24/25PO4469	203.48	203.48	15.48	188.00
BACS SWW - 4/10/24-9/1/25 1st Floor OPO Water	24/25PO4470	258.01	258.01	19.06	238.95
BACS Timberplay - Wooden body with seats for sml see-saw + spare Gdune	24/25PO4471	1,335.84	1,335.84	222.64	1,113.20
BACS Travis Perkins - Concrete reinforcement steel fabric-skate park	24/25PO4472	49.79	49.79	8.30	41.49
BACS Travis Perkins - HG BSW CLS x5, Plywood x2 AG	24/25PO4473	84.70	84.70	14.12	70.58
<b>Total BACS -Travis Perkins</b>		<b>134.49</b>	<b>134.49</b>	<b>22.42</b>	<b>112.08</b>
		<b>120,818.66</b>	<b>120,818.66</b>	<b>15,611.80</b>	<b>105,206.86</b>

**FALMOUTH TOWN COUNCIL**

Month Jan-25  
Meeting Date 24/02/2025

**Finance & General Purpose Meeting**

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

Cheque No	Inv No:	Inv Total	Gross	VAT	NET
BACS Western Flat Roofing - OPO-office flat roof	24/25PO4474	1,620.00	1,620.00	270.00	1,350.00
BACS Withey - 8/1 replace chain breaking spring for Asset 15-Grounds	24/25PO4475	157.00	157.00	26.17	130.83
BACS 24/25TDF014- R Morgan -TDF for Roma Surfshop - Glass for shop front	24/25PO4476	461.28	461.28	-	461.28
CN BritGas - 1-30/11/24 PP Gas Cancels 724028930	24/25PO4477	- 14.93	- 14.93	- 0.71	- 14.22
CN BritGas - 1-31/10/24 PP Gas Cancels 724028929	24/25PO4478	- 15.42	- 15.42	- 0.73	- 14.69
CN BritGas - 22/9-30/9/24 PP Gas Cancels 724028928	24/25PO4479	- 4.48	- 4.48	- 0.21	- 4.27
CN BritGas - 22/9-21/9/24 PP Gas Cancels 724028927	24/25PO4480	- 29.35	- 29.35	- 2.81	- 26.54
CN BritGas - 21/7-21/8/24 PP Gas Cancels 724028926	24/25PO4481	- 60.01	- 60.01	- 2.85	- 57.16
CN BritGas - 22/6-20/7/24 PP Gas Cancels 724028925	24/25PO4482	- 57.07	- 57.07	- 2.71	- 54.36
CN BritGas - 15/5-21/6/24 Pp Gas Cancels 724028924	24/25PO4483	- 74.79	- 74.79	- 3.56	- 71.23
DDR BritGas - 27/11-30/12/24 MB Electric	24/25PO4484	336.24	336.24	56.04	280.20
DDR BritGas - 2/12/24-1/1/25 PP Stable Block Electric	24/25PO4485	21.80	21.80	1.03	20.77
DDR BritGas - 7/12/24-6/1/25 Feeder Pillar Adj Bench	24/25PO4486	33.54	33.54	1.59	31.95
DDR BritGas - 4/12/24-1/1/25 Gyllyndune Cottage	24/25PO4487	230.17	230.17	10.96	219.21
BACS Nigel Rees - JCB Telehandler & driver hire 11/12/24 KP 5.5hrs	24/25PO4488	247.50	247.50	-	247.50
BACS Steve Lovelock - Protecting/covering landing carpet + clearing MB	24/25PO4489	1,868.40	1,868.40	311.40	1,557.00
BACS Seawhite - Graphite Leads, Pencil set, Art Leads, Charcoal, clay AG	24/25PO4490	126.12	126.12	21.02	105.10
BACS Waterplus - 14/12/24-14/1/25 Mortuary Water	24/25PO4491	15.28	15.28	2.55	12.73
BACS Dormakaba -x2 Engineers x5hrs,materials-repair roller shutter at AG	24/25PO4492	3,900.36	3,900.36	650.06	3,250.30
DDR BOI - 5/12/24-31/1/25 Fees DDR/Credis/Maintenance Fees	24/25PO4493	32.69	32.69	-	32.69
DDR BOI - EFT's Oct-Dec '24 x223	24/25PO4494	26.76	26.76	-	26.76
DDR BritGas - 6/12/24-5/1/25 OPO Feeder Pillar Electric	24/25PO4495	30.53	30.53	1.45	29.08
BACS Cornwall Council - Headland - CEO Provision for SLA Patrols Dec 2024	24/25PO4496	201.40	201.40	-	201.40
BACS Huck Nets (UK) - KP - Complete Rope Assembly for Climbing Whirl	24/25PO4497	5,802.00	5,802.00	967.00	4,835.00
BACS EC Jones - AG - Display Plinth lid & delivery	24/25PO4498	252.00	252.00	42.00	210.00
BACS Swift - PP - All purpose wipes, kitchen Degrease, Mult purpose cleaner	24/25PO4499	40.75	40.75	6.79	33.96
BACS Travis Perkins - PP - Treated decking timber, Stanley Tylon 8M, tape measure	24/25PO4500	30.34	30.34	5.06	25.28
19542 Carnon Carers - Grant 24/25GRA004	24/25PO4501	250.00	250.00	-	250.00
BACS Cllr L Coley Expenses - Train tickets for Cllr L Coley & K Edwards to NALC Awa	24/25PO4502	321.00	321.00	-	321.00
BACS FFC - Payment of donations received at Pavilions	24/25PO4503	296.10	296.10	-	296.10
CC AWS - Service charges 01.12.24-30.12.24 & bank charges	24/25PO4504	31.54	31.54	5.11	26.43
CC Meta - PP -New Traffic Campaign 01.12.24-31.12.24	24/25PO4505	214.06	214.06	-	214.06
DDR Lloyds Bank charges 01.12.24-31.12.24	24/25PO4506	50.00	50.00	-	50.00
DDR Lloyds Bank charges 01.12.24-31.12.24	24/25PO4507	50.00	50.00	-	50.00
BACS Star & Garter - 24/25TDF007 - TDF Grant	24/25PO4508	1,000.00	1,000.00	-	1,000.00
BACS Falmouth Age Concern - 24/25GRA002 Annual Grant	24/25PO4509	1,000.00	1,000.00	-	1,000.00
BACS Bigdug - AG - Deluxe Air Lumbar fully loaded Office charge	24/25PO4510	239.94	239.94	39.99	199.95
BACS Eve Bourrat - AG - Design work and Collection display poster	24/25PO4511	120.00	120.00	-	120.00
BACS Datashap - PP, OPO & MB photocopying Jan 2025	24/25PO4512	130.86	130.86	21.81	109.05
BACS Exco - MB - Call out, produce site layout plan & mark locations of emergency	24/25PO4513	316.80	316.80	52.80	264.00
BACS Naomi Hart - AG - Shopstock - Cards sold with SeaBed exhibition x 12	24/25PO4514	30.00	30.00	-	30.00
BACS Charles Heykoop - AG - Shopstock - 30 Greetings cards	24/25PO4515	42.00	42.00	-	42.00
BACS Paul Joines - PP - Lighting Technician for Cardinal Black 29/09/2024	24/25PO4516	150.00	150.00	-	150.00
BACS Office Smart - PP - Desk Diary DDP A4 Blue 2025	24/25PO4517	4.73	4.73	0.79	3.94
BACS Penryn Plastics - Facilities - Cut to Size clear 3mm Acylic Sheet /m2	24/25PO4518	7.99	7.99	1.33	6.66
BACS Reef Water Solutions - PP - Pipework removal.	24/25PO4519	270.00	270.00	45.00	225.00
BACS Space Engineering Services - PP - Investigate heat control feeding gren room	24/25PO4520	2,764.90	2,764.90	460.82	2,304.08
BACS Wildbrown - PP - Marketing support services Dec 24	24/25PO4521	645.00	645.00	-	645.00
BACS Baileys Country Store - Parcel string	24/25PO4522	2.99	2.99	0.50	2.49
BACS BG Electrical - Assess & fault find heater The Chapel Repair	24/25PO4523	116.40	116.40	19.40	97.00
BACS Eve Bourrat - Imagine w'shop, Discover Arts w'shop, Well being AG	24/25PO4524	600.00	600.00	-	600.00
BACS Cartridge Save- Black & tri-colour ink x2 of each	24/25PO4525	38.84	38.84	6.48	32.36
BACS Key Machine - Cylinder keys x9, Mortice keys x6 for Cemetery	24/25PO4526	66.00	66.00	11.00	55.00
BACS Cabin Coffee - Hot Choc, coffees, tea- First Poppy laying 26/10/24	24/25PO4527	47.80	47.80	-	47.80
BACS Landscape - Stihl chain, micro chain, waterproof trousers	24/25PO4528	227.46	227.46	37.91	189.55
BACS Moor News - Newspapers 5/10/24-18/1/25 OPO	24/25PO4529	39.10	39.10	-	39.10
BACS Sam Pascoe - Deinstall 'The Surrealists' prep wall/painting 'Coll Display'	24/25PO4530	600.00	600.00	-	600.00
BACS Pith - Shop Stock AG Sketchbooks	24/25PO4531	391.20	391.20	65.20	326.00
BACS SWW - 1/11/24-14/1/25 POW Toilets	24/25PO4532	2,122.48	2,122.48	-	2,122.48
BACS SWW - 4/10/24-17/1/25 Grove Place Toilets	24/25PO4533	4,162.24	4,162.24	-	4,162.24
BACS Travis Perkins - Armour thermal rubber gloves, Grounds Team	24/25PO4534	15.77	15.77	2.63	13.14
DDR BritGas - 23/11-22/12/24 The Moor Piazza Electric	24/25PO4535	57.87	57.87	2.75	55.12
DDR BritGas - 15/5/24 PP Gas-Final Bill	24/25PO4536	1.96	1.96	0.09	1.87
DDR BritGas - 3/12/24-7/1/25 MB Electric	24/25PO4537	621.38	621.38	103.56	517.82
DDR BritGas - 15/12/24-14/1/25 OPO Electric	24/25PO4538	1,766.16	1,766.16	294.36	1,471.80
BACS Freq Audio - PP - Equinox TRC100B Aluminium 100kg clamp, Seetronic owert	24/25PO4539	1,926.14	1,926.14	321.02	1,605.12
BACS AEG Presents (UK) Limited - PP - Will Young sales 21.11.24	24/25PO4540	7,625.99	7,625.99	1,270.99	6,355.00
BACS Gloweasy Promotions - EEO Budget - 250 Bamboo Curvy pens	24/25PO4541	449.00	449.00	-	449.00
BACS BG Electrical -Mortuary - Supply, wire & fit 6 x 2 gang sockets in kitchenette	24/25PO4542	636.00	636.00	106.00	530.00
BACS BG Electrical - PP - Utilise working spare lights above dressing rooms, supply	24/25PO4543	1,519.20	1,519.20	253.20	1,266.00
<b>Total BACS - BG Electrical</b>		<b>2,155.20</b>	<b>2,155.20</b>	<b>359.20</b>	<b>1,796.00</b>
Lloyds CC M Lewis - AG - Natural Store - Café Direct Mayan Gold & Clipper Earl Grey	24/25PO4544	9.94	9.94	-	9.94
		<b>166,975.61</b>	<b>166,975.61</b>	<b>21,094.07</b>	<b>145,881.54</b>



**FALMOUTH TOWN COUNCIL**

Month Jan-25  
Meeting Date 24/02/2025

**Finance & General Purpose Meeting**

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

Cheque No	Inv No:	Inv Total	Gross	VAT	NET
Lloyds CC M Lewis - AG - Milk & Oatly The Original Barista	24/25PO4545	3.70	3.70	-	3.70
Lloyds CC M Lewis - AG - Browns Leeds - Dinner during MA conference	24/25PO4546	40.00	40.00	-	40.00
Lloyds CC M Lewis - AG - Ma-He Coastal Indian - Breakfast during MA Conference	24/25PO4547	9.99	9.99	-	9.99
Lloyds CC M Lewis - AG - North Star - Breakfast during MA Conference	24/25PO4548	10.05	10.05	1.68	8.38
Lloyds CC M Lewis - AG - Morrisons - Breakfast/lunch for return train journey	24/25PO4549	8.39	8.39	-	8.39
Lloyds CC M Lewis - AG - Ma-He Coastal Indian	24/25PO4550	8.50	8.50	-	8.50
Lloyds CC M Lewis - AG - Crosscountry Train - Tea on return train journey	24/25PO4551	2.30	2.30	-	2.30
BACS Bartlett - PP Supply/fit and test pre rinse	24/25PO4552	531.60	531.60	88.60	443.00
BACS Booths - A2,A3 & A4 Posters AG	24/25PO4553	103.20	103.20	17.20	86.00
BACS Rhiannon Jandrell-Baby Jam Sessions 7&16/1/25 AG	24/25PO4554	150.00	150.00	-	150.00
BACS Landscape Supply - Planting fork, strimmer cord, rake, digging fork Groun	24/25PO4555	193.86	193.86	32.31	161.55
BACS Amy Lawrence - Folklore & Song W'shop Splanna AG	24/25PO4556	200.00	200.00	-	200.00
BACS RGB - Standard Dual flushplate for cisterns x3 Toilets	24/25PO4557	174.60	174.60	29.10	145.50
BACS RGB - Revivers Metal heads x1pr Lodge	24/25PO4558	25.00	25.00	4.17	20.83
<b>Total BACS - RGB</b>		<b>199.60</b>	<b>199.60</b>	<b>33.27</b>	<b>166.33</b>
BACS SWW - 4/10/24-9/1/25 OPO Water	24/25PO4559	246.21	246.21	18.52	227.69
BACS Tickbox - VM License 1/3/25-28/2/26	24/25PO4560	960.00	960.00	160.00	800.00
DDR BritGas 23/12/24-22/1/25 The Moor Piazza Electric	24/25PO4561	37.52	37.52	1.78	35.74
BACS 24/25TDF001 - Beacon Coffee TDF Grant- Exterior Shop Front	24/25PO4562	900.00	900.00	-	900.00
BACS 24/25TDF014- R Morgan - TDF for Roma Surfshop - Balance refund to Ruma	24/25PO4563	538.72	538.72	-	538.72
BACS N Burgess - Expenses - ReSource - Coursera platform project management	24/25PO4564	38.00	38.00	-	38.00
BACS T Marie - Expenses -Grounds -Sainsburys- A5 WTV diary	24/25PO4565	3.75	3.75	-	3.75
BACS T Marie - Expenses - Grounds - Coffee pods	24/25PO4565A	12.00	12.00	-	12.00
<b>Total BACS - T Marie</b>		<b>15.75</b>	<b>15.75</b>	<b>-</b>	<b>15.75</b>
BACS E Murphy - Expenses - Grounds - B&Q - Torch	24/25PO4566	14.99	14.99	-	14.99
BACS S Scott - Expenses - AG - Arts Council - Refreshments for learning group mee	24/25PO4567	10.50	10.50	-	10.50
BACS D Westlake - Expenses - AG - Travel to Salisbury Museum	24/25PO4568	48.73	48.73	-	48.73
BACS M Williams - Expenses - train fair to CALC & SLCC meeting	24/25PO4569	6.50	6.50	-	6.50
BACS Band of Brothers - Cllr D Clegg Community Chest	24/25PO4570	150.00	150.00	-	150.00
BACS Dracaena Kitchen - Cllr G F Evans - Community Chest	24/25PO4571	250.00	250.00	-	250.00
BACS Falmouth Town AFC - Cllrs Saunby/Coley/Konik/Jewell/Robinson - Commun	24/25PO4572	440.00	440.00	-	440.00
BACS Pendennis Leisure - Cllrs D Evans & E Sieiler - Community Chest	24/25PO4573	270.00	270.00	-	270.00
BACS Falmouth United Youth FC - Cllr D Evans - Community Chest	24/25PO4574	50.00	50.00	-	50.00
BACS Penwerris Tenants - Cllrs Konik/Pearce - Community Chest	24/25PO4575	100.00	100.00	-	100.00
BACS Source FM -ReSource- Cllrs Saunby/Coley/Konik/Edwards/Robinson- Comm	24/25PO4576	375.00	375.00	-	375.00
BACS Charterwood - KP Lodge - Lease valuation	24/25PO4577	690.00	690.00	115.00	575.00
BACS Cornwall Ferries - AG - Falriver Membership 2025/2026	24/25PO4578	1,134.00	1,134.00	189.00	945.00
BACS Denmans - MB - FT436SPW Crompton T8 Triphosphor fluorescent tube	24/25PO4579	12.17	12.17	2.03	10.14
BACS FFC - PP - Mixed Salad	24/25PO4580	14.00	14.00	-	14.00
BACS Greenham-PP- Eyewash, Sterile Dressing, Eye Pads & Bandage. Toilets-Bleac	24/25PO4581	742.09	742.09	123.68	618.41
BACS Des Hannigan - AG - Shop stock - Books	24/25PO4582	26.00	26.00	-	26.00
BACS Nick Jennings - PP - Audio engineer for Falmouth Reggae Festival	24/25PO4583	430.00	430.00	-	430.00
BACS Martyn's Maintenance-Seafront/Toilets/PP/MB/Town/Cemetery/OPO -Pain	24/25PO4584	3,720.00	3,720.00	-	3,720.00
BACS Nick Ferris - Grounds - Geen Waste from Dracaena	24/25PO4585	88.32	88.32	14.72	73.60
BACS Nisbets - PP - Essential electronic scales & high density chopping board	24/25PO4586	47.49	47.49	7.91	39.58
BACS R O'Connor - PP - DJ Session 06.12.2024	24/25PO4587	125.00	125.00	-	125.00
BACS Office Smart - AG - A4 300Gm2 paper & Foldback clips	24/25PO4588	18.59	18.59	3.10	15.49
BACS Celia Pike - AG - Shop stock - Greetings cards	24/25PO4589	66.00	66.00	-	66.00
BACS Pristine Clean - Cemetery Lodge - Gutter cleared, cleaned & washed down	24/25PO4590	260.00	260.00	-	260.00
BACS Kirsten Shanks - PP - Baking for Dec 24 -62 hours	24/25PO4591	961.00	961.00	-	961.00
BACS Trevarthen - PP - Cooked ham sliced & Smoked streaky bacon	24/25PO4592	37.99	37.99	-	37.99
BACS Speedy Asset - MB - Phase 1 works - Fence panel hire 01.01.25-13.01.25	24/25PO4593	43.20	43.20	7.20	36.00
BACS Swift - PP - Sign "This sink for handwash only"	24/25PO4594	10.22	10.22	1.70	8.52
BACS Swift - PP - Galv steel scoures, sponge backed scourers, cream cleanser	24/25PO4595	59.78	59.78	9.96	49.82
<b>Total BACS - Swift</b>		<b>70.00</b>	<b>70.00</b>	<b>11.67</b>	<b>58.33</b>
BACS Zac Henshall - AG - Youth Prize	24/25PO4596	100.00	100.00	-	100.00
BACS Tamsin Woodford - AG - Judges Prize	24/25PO4597	400.00	400.00	-	400.00
BACS Georgie Harrison - AG - Public Choice	24/25PO4598	400.00	400.00	-	400.00
BACS Falmouth Tyres - Town- Electricity for Xmas lights 2024	24/25PO4599	60.00	60.00	-	60.00
BACS Love Skatepark - Town - Electricity for Xmas lights 2024	24/25PO4600	150.00	150.00	-	150.00
BACS Session Surf Shop - Town - Electricity for Xmas lights 2024	24/25PO4601	250.00	250.00	-	250.00
BACS Artstat - Air Hardening clay AG	24/25PO4602	3.18	3.18	0.53	2.65
BACS Artstat - Soft graphite with eraser, Table Easel AG	24/25PO4603	57.54	57.54	9.59	47.95
<b>Total BACS - Artstat</b>		<b>60.72</b>	<b>60.72</b>	<b>10.12</b>	<b>50.60</b>
BACS Dynamite - Viaduct keg cornish pale ale PP	24/25PO4604	54.00	54.00	9.00	45.00
BACS House of Marbles - Paper kits, craft sets, toot flutes, handbells AG	24/25PO4605	245.24	245.24	37.28	207.96
BACS Rabart - Santex, plastic scuttle, stain, brushes-Tunnel Beach	24/25PO4606	104.83	104.83	17.47	87.36
BACS SWW - 4/10/24-28/1/25 KP Glasshouses water	24/25PO4607	39.03	39.03	-	39.03
BACS SWW - 4/10/24-28/1/25 Display fountain Fixed charges	24/25PO4608	62.01	62.01	-	62.01
BACS Baileys - x5 multi purpose compost-Gyllgndune/PP	24/25PO4609	25.00	25.00	4.17	20.83
DDR BritGas - 28/11/24-14/1/25 MB Gas Bill	24/25PO4610	1,552.17	1,552.17	258.69	1,293.48
DDR BritGas - 17/12/24-23/1/25 Gyllynvase Toilets	24/25PO4611	116.38	116.38	5.54	110.84
DDR BritGas - 25/12/24-24/1/25 KP Stage	24/25PO4612	34.36	34.36	1.63	32.73
DDR BritGas - 25/12/24-24/1/25 Castle Beach Toilets	24/25PO4613	52.30	52.30	2.49	49.81
BACS Engage - Nat Ass for Gallery Education-Annual subscription AG	24/25PO4614	140.00	140.00	-	140.00
DDR BritGas - 24/12/24-23/1/25 Non Conform cemetery w'shop	24/25PO4615	113.09	113.09	5.38	107.71
		<b>185,333.70</b>	<b>185,333.70</b>	<b>22,273.50</b>	<b>162,952.49</b>

**FALMOUTH TOWN COUNCIL**

Month Jan-25  
Meeting Date 24/02/2025

**Finance & General Purpose Meeting**

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

Cheque No		Inv No:	Inv Total	Gross	VAT	NET
DD	Allstar - Diesel Unleaded - Fac - Grounds -	24/25PO4616	442.95	442.95	73.82	369.13
DD	RAM Tracking - Grounds & Facilities - Tracking service & maintenance 18.01.24	24/25PO4617	72.00	72.00	12.00	60.00
DD	BT - Internet Services 01.01.25-31.01.25- Corp	24/25PO4618	471.60	471.60	78.60	393.00
DD	BT -Phone & Cloud phone 01.11.24-31.03.25 - Corp	24/25PO4619	1,668.88	1,668.88	278.14	1,390.74
DD	BT - Internet line rental 01/01/25 - 31/01/25 - PP	24/25PO4620	726.00	726.00	121.00	605.00
DD	BT - Internet line rental-Corp	24/25PO4621	726.00	726.00	121.00	605.00
DD	BT -Phone, Cloud voice, Broadband & mobile 01/01/25 - 31/01/25 - Corp	24/25PO4622	750.04	750.04	125.01	625.03
DD	Citrus HR - Membership fee for 86 employees -15/01/25 - 14/02/25 - Corp	24/25PO4623	309.60	309.60	51.60	258.00
DD	DVLA - Vehicle tax- FD69LFX - Grounds	24/25PO4624	335.00	335.00	-	335.00
DD	Paymentsense - Terminal Rental 01.12.24-31.12.24- PP	24/25PO4625	185.10	185.10	30.85	154.25
DD	Clover - Service Charges & Fees 01.11.24-30.11.24 - PP	24/25PO4626	837.33	837.33	-	837.33
DD	Clover - Service Charges & Fees 01.12.24-31.12.24 - PP	24/25PO4627	676.81	676.81	-	676.81
DD	Sage - Accounts & Payroll - 01.01.25-31.01.25 - Corp	24/25PO4628	890.45	890.45	148.41	742.04
DD	B&Q - Nut Kit Key Folding Black Silicone - Unibond Grab - Cemetry	24/25PO4629	29.46	29.46	4.91	24.55
DD	B&Q - Dec Stone Bag - Plant Mover - Gro Sure - PP	24/25PO4630	325.37	325.37	54.22	271.15
DD	B&Q - Dewalt Driver & Battery Bit Holder - PP	24/25PO4631	192.14	192.14	32.02	160.12
DD	B&Q - Cellusse Sponge - Green Mask - Roller Frame - PP	24/25PO4632	176.66	176.66	29.44	147.22
DD	B&Q - Dust Pan & Brush - Flower Fork - PP	24/25PO4633	69.50	69.50	11.58	57.92
DD	B&Q - D Tye Scackle Butt Joint Connector - Cemetry	24/25PO4634	82.02	82.02	13.70	68.32
DD	B&Q - Squire Combi Schackle - PP	24/25PO4635	16.15	16.15	2.69	13.46
DD	B&Q - Combi Padlock - Scruffs Switchback - Parks	24/25PO4636	103.55	103.55	6.95	96.60
DD	B&Q - Thermal Glove Large - Grounds	24/25PO4637	12.00	12.00	2.00	10.00
DD	Screwfix - Fire Assembly Point Sign - PP	24/25PO4638	9.99	9.99	1.67	8.33
DD	Screwfix - Nylon Lock Nuts - PP	24/25PO4639	32.16	32.16	5.36	26.80
DD	Screwfix - Dewalt Newark Boots - Grounds	24/25PO4640	68.99	68.99	-	68.99
DD	Screwfix - Podium Tag Kit - Safety Helmet - Fac	24/25PO4641	53.98	53.98	6.67	47.31
DD	Screwfix - CCTV Operation Sign - Keep Out Sign - Fac	24/25PO4642	22.96	22.96	3.83	19.13
DD	W C Fruit - Eggs Parsley Milk - PP	24/25PO4643	74.58	74.58	-	74.58
DD	W C Fruit - Celeriac - Milk - Bacon - PP	24/25PO4644	57.01	57.01	-	57.01
DD	W C Fruit - Salad Gourmet Milk Olive Oil - PP	24/25PO4645	122.38	122.38	-	122.38
DD	W C Fruit - Lemon Limes Milk - PP	24/25PO4646	17.57	17.57	-	17.57
DD	W C Fruit - Chocolate Brownie - PP	24/25PO4647	39.98	39.98	-	39.98
DD	W C Fruit - Milk - PP	24/25PO4648	10.59	10.59	-	10.59
DD	W C Fruit - Parsley Carrot Milk - PP	24/25PO4649	82.27	82.27	4.50	77.77
DD	W C Fruit - Milk - Oat Skimmed & Full - PP	24/25PO4650	15.45	15.45	-	15.45
DD	W C Fruit - Milk - Oat Skimmed & Full - PP	24/25PO4651	17.68	17.68	-	17.68
DD	W C Fruit - Lemon Limes Milk - PP	24/25PO4652	20.03	20.03	-	20.03
DD	W C Fruit - Fennel Celery Parsley - PP	24/25PO4653	79.17	79.17	-	79.17
DD	W C Fruit - Milk Oat - PP	24/25PO4654	5.30	5.30	-	5.30
DD	W C Fruit - Milk Oat - PP	24/25PO4655	5.30	5.30	-	5.30
DD	W C Fruit - Eggs Coriander Milk - PP	24/25PO4656	62.93	62.93	-	62.93
DD	W C Fruit - Milk - Vej Oil - PP	24/25PO4657	83.92	83.92	-	83.92
DD	W C Fruit - Eggs Potato Fries Tomatoes - PP	24/25PO4658	64.50	64.50	-	64.50
DD	W C Fruit - Pastry Puff - PP	24/25PO4659	38.86	38.86	-	38.86
DD	W C Fruit - Milk - Flapjacks - Chocolate Brownies - PP	24/25PO4660	179.52	179.52	-	179.52
DD	W C Fruit - Lemon Limes - PP	24/25PO4661	4.05	4.05	-	4.05
DD	W C Fruit - Eggs Sage Parsley - PP	24/25PO4662	86.31	86.31	-	86.31
DD	W C Fruit - Basil Celery Carrot - PP	24/25PO4663	241.13	241.13	-	241.13
CC	Argos - Backgammon & Pop the Pig Games - Cultural	24/25PO4664	93.00	93.00	15.50	77.50
CC	Agg Industries - Skate Park Benches - Parks	24/25PO4665	73.99	73.99	-	73.99
CC	Airtable - Sterling & Bank Fees - PP	24/25PO4666	41.92	41.92	-	41.92
CC	Amazon - Trodant Replaement Ink Pads - Corp	24/25PO4667	15.18	15.18	2.54	12.64
CC	Amazon - Tecknet Keyboard Wrist Rest - Wireless Keyboard - Corp	24/25PO4668	41.72	41.72	7.45	34.27
CC	Amazon - Library Games - Cultural	24/25PO4669	39.90	39.90	6.65	33.25
CC	Amazon - London Coffee Cups - PP	24/25PO4670	7.99	7.99	1.33	6.66
CC	Easyspace - Domain - Corp	24/25PO4671	17.48	17.48	2.91	14.57
CC	Easyspace - Domain - Corp	24/25PO4672	26.94	26.94	4.49	22.45
CC	Easyspace - Domain Yearly Billing Fee falmouthseashanty.co.uk- Corp	24/25PO4673	17.48	17.48	2.91	14.57
CC	Greenbank Hotel - Cllr G F Evans - 4 Lunches - Civic	24/25PO4674	106.10	106.10	17.68	88.42
CC	Impact - Postage - Spring Flower Show - Corp	24/25PO4675	4.50	4.50	-	4.50
CC	Impact Trophies - Tulip Handmade Metal Trophy - Spring Flower Show	24/25PO4676	114.47	114.47	19.08	95.39
CC	Mailchimp - Standard Plan - Additional Contact Blocks January 25 - PP	24/25PO4677	59.53	59.53	-	59.53
CC	Mailchimp - Standard Plan - Additional Contact Blocks December 24 - PP	24/25PO4678	57.16	57.16	-	57.16
CC	Mitre - 25 Essential Occasions Tableclothes - PP	24/25PO4679	1,127.40	1,127.40	187.90	939.50
CC	Microsoft - 365 Business Basic - 15/01/25 - 14/02/25	24/25PO4680	9.80	9.80	-	9.80
CC	Microsoft - 365 Business Basi - 21/01/25 - 20/02/25	24/25PO4681	93.10	93.10	-	93.10
CC	Microsoft - Planner Plan 1 - 08/01/25 - 07/02/25	24/25PO4682	8.20	8.20	-	8.20
CC	Microsoft - Enterprise Mobility & Security E5 - 24/01/24 - 23/02/25	24/25PO4683	877.50	877.50	-	877.50
CC	Microsoft - 365 Business Premium - 01/01/25 - 31/01/25	24/25PO4684	144.80	144.80	-	144.80
CC	Microsoft - Azure Standard - 01/12/24-31/12/24 Corp	24/25PO4685	733.90	733.90	122.31	611.59
CC	Team Gantt - Lite Manager - 30/12/24 - 30/01/25 & bank charges	24/25PO4686	23.04	23.04	3.82	19.22
			<b>199,664.02</b>	<b>199,664.02</b>	<b>23,888.05</b>	<b>175,668.27</b>

**FALMOUTH TOWN COUNCIL**

Month Jan-25  
Meeting Date 24/02/2025

**Finance & General Purpose Meeting**

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

Cheque No		Inv No:	Inv Total	Gross	VAT	NET
CC	Trainline - Camborne Paddington return - M Williams - Corp	24/25PO4687	160.98	160.98	-	160.98
CC	Vospers - Grounds FD69LFX - R&I timing belt & sump, oil, v -belt, bolt hex. He	24/25PO4688	1,600.00	1,600.00	266.67	1,333.33
Lloyd Cc	Agg Industries - Skatepark - GEN1 20mm Cem L s.1	24/25PO4689	129.49	129.49	21.58	107.91
Lloyd Cc	Agg Industries - Skatepark - GEN1 20mm Cem L s.1 for benth plynths	24/25PO4690	73.99	73.99	12.33	61.66
Lloyd Cc	ICON - Delegate Ticket Non Member J Moss - Cultural	24/25PO4691	15.00	15.00	-	15.00
Lloyd Cc	Collections Trust -Transfer of title forms, Objext exit forsm, P&P - Cultural	24/25PO4692	150.60	150.60	25.10	125.50
Lloyd Cc	TSSC - Puncture Gloves - Grounds	24/25PO4693	53.70	53.70	8.95	44.75
Lloyd Cc	Hedges Direct - Draceana Verge - Beech 40/60cm bare root x 50 & canes	24/25PO4694	132.98	132.98	22.16	110.82
Lloyd Cc	Spaldings - Bulldog 210mm Folding Pruning Saw - Grounds	24/25PO4695	97.54	97.54	16.26	81.28
CC	American Express - Bank Charges to 01.01.25- Corp	24/25PO4696	5.21	5.21	-	5.21
BACS	Smoking Longhorn (Russell Ferris)- PP -Refund of overpayment -Inv 3020	24/25PO4697	20.00	20.00	-	20.00
CC	Amazon - OPO - Wireless Vertical Ergonomic optical mouse	24/25PO4698	16.99	16.99	2.83	14.16
CN	Argos - Refund of returned Backgammon	24/25PO4699	- 12.00	- 12.00	- 2.00	- 10.00
CN	WC Fruit - PP - KTC Extended veg oil poly bottle	24/25PO4700	- 72.94	- 72.94	-	- 72.94
	HMRC-PAYE Jan 2025	24/25PO4701	13,476.32	13,476.32	-	13,476.32
	HMRC - NI Jan 2025	24/25PO4702	17,591.26	17,591.26	-	17,591.26
	Student Loans - Jan 2025	24/25PO4703	405.00	405.00	-	405.00
	<b>Total BACS - HMRC</b>		<b>31,472.58</b>	<b>31,472.58</b>	<b>-</b>	<b>31,472.58</b>
	CC-Pensions-Jan 2025	24/25PO4704	34,071.61	34,071.61	-	34,071.61
	CC- Pensions additional pyt 10 of 12	24/25PO4705	600.00	600.00	-	600.00
	<b>Total BACS - CC Pensions</b>		<b>34,671.61</b>	<b>34,671.61</b>	<b>-</b>	<b>34,671.61</b>
	Standard Life - MJC - AVC	24/25PO4706	90.00	90.00	-	90.00
	Unison Membership Fees	24/25PO4707	62.45	62.45	-	62.45
	Net Wages	24/25PO4708	115,943.34	115,943.34	-	115,943.34
CLOSED			-	-	-	-
			<b>384,275.54</b>	<b>384,275.54</b>	<b>24,261.93</b>	<b>359,905.91</b>

## FALMOUTH TOWN COUNCIL PETTY CASH SCHEDULE

Period: Jan-25

Date	Total Amount			Rec'pt	Code	Cashed Cheque	Meeting Exp	Parking	Post	Civic	Mayoral	Facilities	Pavilions Misc	Cemetery Misc	MB	Stat	PO Building	Events	Sundry Items	Running Balance
Code	OB	VAT	Net				ME	CP	P	C	M	F	PP	CM	MB	S	PB	E	SI	198.48
02.01.2025	22.09		22.09	1186	F		-	-	-	-	-	22.09	-	-	-	-	-	-	-	176.39
02.01.2025	1.20		1.20	1187	me		1.20	-	-	-	-	-	-	-	-	-	-	-	-	175.19
06.01.2025	2.90		2.90	1188	me		2.90	-	-	-	-	-	-	-	-	-	-	-	-	172.29
07.01.2025	20.45		20.45	1189	me		20.45	-	-	-	-	-	-	-	-	-	-	-	-	151.84
07.01.2025	13.70		13.70	1190	f		-	-	-	-	-	13.70	-	-	-	-	-	-	-	138.14
09.01.2025	1.45		1.45	1191	me		1.45	-	-	-	-	-	-	-	-	-	-	-	-	136.69
09.01.2025			-		19541	161.86	-	-	-	-	-	-	-	-	-	-	-	-	-	298.55
10.01.2025	8.95		8.95	1192	PP		-	-	-	-	-	-	8.95	-	-	-	-	-	-	289.60
13.01.2025	2.90		2.90	1193	me		2.90	-	-	-	-	-	-	-	-	-	-	-	-	286.70
16.01.2025	2.10		2.10	1194	si		-	-	-	-	-	-	-	-	-	-	-	-	2.10	284.60
17.01.2025	7.05		7.05	1195	ME		7.05	-	-	-	-	-	-	-	-	-	-	-	-	277.55
20.01.2025	2.90		2.90	1196	me		2.90	-	-	-	-	-	-	-	-	-	-	-	-	274.65
24.01.2025	1.45		1.45	1197	me		1.45	-	-	-	-	-	-	-	-	-	-	-	-	273.20
27.01.2025	2.90		2.90	1198	me		2.90	-	-	-	-	-	-	-	-	-	-	-	-	270.30
30.01.2025	13.35		13.35	1199	F		-	-	-	-	-	13.35	-	-	-	-	-	-	-	256.95
31.01.2025	11.55		11.55	1200	me		11.55	-	-	-	-	-	-	-	-	-	-	-	-	245.40
			-				-	-	-	-	-	-	-	-	-	-	-	-	-	245.40
			-				-	-	-	-	-	-	-	-	-	-	-	-	-	245.40
			-				-	-	-	-	-	-	-	-	-	-	-	-	-	245.40
	<b>114.94</b>	<b>0.00</b>	<b>114.94</b>				114.94	<b>54.75</b>	-	-	-	<b>49.14</b>	<b>8.95</b>	-	-	-	-	-	<b>2.10</b>	

Nominal Codes

5030      5017      5010      5408                      5705      6359      5695      5220      5012      5352      5457      5030

Town Clerk

Councillor

Councillor

Finance Use Only

VAT Journals

2201 - vat                      DR                      CR  
 Various                      £                      -                      £                      -

NB add additional NL's depending on monthly expenditure

**FALMOUTH ART GALLERY PETTY CASH SCHEDULE**

Period: December 2024

Date	Total Amount	VAT	NET	Voucher	Code	Cheque Cashed	MB - Repairs Renewals	MB - cleaning	CS - postage	CS - Stationary photocopy	CS - Consumables	CS - Storeroom Equipment	CS - Printing/Artwork	CS - conservation	CS - Publicity and Marketing	CS - Exhibition Costs	CS - parking	CS - Seminar Expenses	CS - Workshops	CS - Gallery and Misc	CS - Shop Items	CS - Education and Outreach	CS - Funded Projects	CS - Library and Misc	CS - Arts Council	Running Balance
<b>Code</b>	<b>Opening Bal</b>						<b>RR</b>	<b>CL</b>	<b>PO</b>	<b>S</b>	<b>C</b>	<b>SE</b>	<b>PA</b>	<b>CON</b>	<b>PM</b>	<b>EC</b>	<b>PAR</b>	<b>SEM</b>	<b>W</b>	<b>G</b>	<b>SH</b>	<b>EO</b>	<b>FU</b>	<b>L</b>	<b>ART</b>	<b>103.64</b>
07/01/2025	7.89	1.32	6.57	2408	g		-	-	-	-	-	-	-	-	-	-	-	-	-	6.57	-	-	-	-	-	95.75
07/01/2025	4.50		4.50	2409	c		-	-	-	-	4.50	-	-	-	-	-	-	-	-	-	-	-	-	-	-	91.25
07/01/2025	3.56	0.59	2.97	2410	ec		-	-	-	-	-	-	-	-	-	2.97	-	-	-	-	-	-	-	-	-	87.69
07/01/2025	0.85		0.85	2411	c		-	-	-	-	0.85	-	-	-	-	-	-	-	-	-	-	-	-	-	-	86.84
07/01/2025	22.20	3.70	18.50	2412	w		-	-	-	-	-	-	-	-	-	-	-	-	18.50	-	-	-	-	-	-	64.64
07/01/2025	1.65		1.65	2413	c		-	-	-	-	1.65	-	-	-	-	-	-	-	-	-	-	-	-	-	-	62.99
07/01/2025	7.35		7.35	2414	c		-	-	-	-	7.35	-	-	-	-	-	-	-	-	-	-	-	-	-	-	55.64
07/01/2025	13.34	2.22	11.12	2415	c		-	-	-	-	11.12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	42.30
07/01/2025	7.50		7.50	2415A	c		-	-	-	-	7.50	-	-	-	-	-	-	-	-	-	-	-	-	-	-	34.80
07/01/2025	9.15	1.53	7.62	2416	w		-	-	-	-	-	-	-	-	-	-	-	-	7.62	-	-	-	-	-	-	25.65
07/01/2024	8.94		8.94	2417	l		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8.94	-	16.71
09/01/2024						283.29	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	300.00
14/01/2025	21.00		21.00	2418	c		-	-	-	-	21.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	279.00
14/01/2025	3.00		3.00	2419	c		-	-	-	-	3.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	276.00
14/01/2024	1.20		1.20	2420	c		-	-	-	-	1.20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	274.80
14/01/2024	5.14		5.14	2421	c		-	-	-	-	5.14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	269.66
14/01/2025	8.66		8.66	2422	g		-	-	-	-	-	-	-	-	-	-	-	-	-	8.66	-	-	-	-	-	261.00
16/01/2025	2.70		2.70	2423	c		-	-	-	-	2.70	-	-	-	-	-	-	-	-	-	-	-	-	-	-	258.30
16/01/2025	23.21		23.21	2424	art		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	23.21	235.09
16/01/2025	12.65		12.65	2425	art		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12.65	222.44
21/01/2025	2.70		2.70	2426	c		-	-	-	-	2.70	-	-	-	-	-	-	-	-	-	-	-	-	-	-	219.74
21/01/2025	6.00		6.00	2427	c		-	-	-	-	6.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	213.74
21/01/2025	1.20		1.20	2428	c		-	-	-	-	1.20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	212.54
21/01/2025	6.49		6.49	2429	g		-	-	-	-	-	-	-	-	-	-	-	-	-	6.49	-	-	-	-	-	206.05
21/01/2025	1.20		1.20	2430	c		-	-	-	-	1.20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	204.85
21/01/2025	7.50		7.50	2431	ec		-	-	-	-	-	-	-	-	-	7.50	-	-	-	-	-	-	-	-	-	197.35
21/01/2025	8.60		8.60	2432	art		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8.60	-	188.75
28/01/2025	2.50		2.50	2433	c		-	-	-	-	2.50	-	-	-	-	-	-	-	-	-	-	-	-	-	-	186.25
28/01/2025	5.54		5.54	2434	c		-	-	-	-	5.54	-	-	-	-	-	-	-	-	-	-	-	-	-	-	180.71
28/01/2025	4.20		4.20	2435	c		-	-	-	-	4.20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	176.51
28/01/2025	2.70		2.70	2436	c		-	-	-	-	2.70	-	-	-	-	-	-	-	-	-	-	-	-	-	-	173.81
28/01/2025	4.00		4.00	2437	c		-	-	-	-	4.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	169.81
28/01/2025	16.28		16.28	2438	s		-	-	-	16.28	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	153.53
	<b>233.40</b>	<b>9.36</b>	<b>224.04</b>			<b>202.32</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16.28</b>	<b>96.05</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10.47</b>	<b>-</b>	<b>-</b>	<b>26.12</b>	<b>21.72</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8.94</b>	<b>44.46</b>

Nominal Codes

Non Vat	5220	5230	5804	5805	5808	5809	5811	5812	5813	5815	5816	5817	5818	5819	5821	5822	5823	5825	5827		
Vat	-	-	-	16.28	84.93	-	-	-	-	7.50	-	-	-	15.15	-	-	-	8.94	44.46		
					11.12					2.97			26.12	6.57							

Town Clerk

103.64

Councillor

Finance Use Only

VAT Journals

		CR
2201 - vat	9.36	
various		£ 9.36
		-
		9.36

NB add additional NL's depending on monthly expenditure

**PP - GG PETTY CASH SCHEDULE**

Period: Dec 24

Date	Total Amount	VAT	NET	Voucher	Code	Cheque Rec'd/Opening Bal	GG - GM	GG - Misc Grounds	PP - Events	PP - SFS	PP - Catering Supplies	PP - Cleaning	PP - Misc	Running Balance
							GM	MG	PE	SFS	CS	CL	MC	28.65
09/01/2025					Chq No:	271.35			-	-	-	-	-	300.00
03/01/2025	11.75		11.75	24/97	MC				-	-	-	-	11.75	288.25
13/01/2025	12.99		12.99	24/98	mc				-	-	-	-	12.99	275.26
14/01/2025	23.80		23.80	24/99	mc				-	-	-	-	23.80	251.46
17/01/2025	5.15	0.86	4.29	24/100	mc				-	-	-	-	4.29	246.31
24/01/2025	11.00		11.00	24/101	mc				-	-	-	-	11.00	235.31
25/01/2025	3.98		3.98	24/102	cs				-	-	3.98	-	-	231.33
27/01/2025	27.50		27.50	24/103	cs				-	-	27.50	-	-	203.83
28/01/2025	5.96		5.96	24/104	mc				-	-	-	-	5.96	197.87
30/01/2025	29.97	5.00	24.97	24/105	mc				-	-	-	-	24.97	167.90
30/01/2025	9.96		9.96	24/106	mc				-	-	-	-	9.96	157.94
30/01/2025	4.36		4.36	24/107	mc				-	-	-	-	4.36	153.58
31/01/2025	14.21		14.21	24/108	mc				-	-	-	-	14.21	139.37
							-	-	-	-	-	-	-	139.37
	<b>160.63</b>	<b>5.86</b>	<b>154.77</b>			154.77	-	-	-	-	<b>31.48</b>	-	<b>123.29</b>	
			160.63											

Nominal Codes

6300	6302	6362	6364	6356	6351	6359
		-				94.03
		-				29.26

non VAT  
VAT

Town Clerk

Councillor

Councillor

