



Dear Councillor

You are hereby summoned to a meeting of Penryn Town Council to be held **virtually via Zoom** on **Monday 14 September 2020** at **7.00 p.m.** For the transaction of the undermentioned business. *Members will receive a link by email to join the meeting.*

Members of the public who wish to speak during public participation regarding items on the agenda are asked to contact the Clerk at Penryn Town Council by 12pm on Monday 14 September to obtain a link to the meeting. Email helen.perry@penryntowncouncil.co.uk Tel: 01326 373086.

Town Clerk
7 September 2020

Members of the public wishing to view the livestream of the meeting can use the link below to gain public access to the Town Council's YouTube Channel. Live streaming will commence at 7pm <https://www.youtube.com/channel/UCS0-rbnw-rxlxOwG5RuvLTw>

COUNCIL AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

To receive declarations of interest in respect of any items on the agenda

3. DISPENSATIONS

4. PUBLIC PARTICIPATION

An opportunity for members of the public to address the Town Council concerning matters on the agenda. Members of public who wish to speak should contact the Town Council by 12.00p.m. on Monday 14 September 2020 to register. For full details of procedures for public speaking at Council meetings, please visit the Town Council's website, www.penryntowncouncil.co.uk, click on the link below, or visit the Town Council offices and request a copy: [Protocol for Public Speaking at Council Meetings](#)

PLEASE NOTE: This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

5. COUNCIL MINUTES

To approve as a correct record minutes 1 to 31 of the virtual meeting of the Council held on 27 July 2020 [Pages 4 to 10]

- 6. COMMITTEE AND WORKING GROUP MINUTES**
 To note the minutes of the virtual meeting of the Planning Committee held on 28 July 2020 [Pages 11 to 12]

To note the minutes of the virtual meeting of the Planning Committee held on 17 August 2020 [Pages 13 to 14]
- 7. CORRESPONDENCE**
 To receive items of correspondence relevant to the Council
- 8. MAYOR'S ANNOUNCEMENTS AND ENGAGEMENTS**
 To receive a verbal update from the Town Mayor on engagements and to make any announcements [Verbal Town Mayor]
- 9. REPRESENTATIONS BY CORNWALL COUNCIL MEMBERS AND REPORTS BY COUNCILLORS ATTENDING EXTERNAL MEETINGS**
- 10. TOWN CLERK REPORT**
 To receive an update report from the Town Clerk [Page 15]
- 11. ACCOUNTS – 1 JUNE TO 30 JUNE 2020**
 To approve a list of accounts paid and the monthly statement for the period 1 June to 30 June 2020 [Pages 16 to 27]
- 12. ACCOUNTS – 1 JULY TO 31 JULY 2020**
 To approve a list of accounts paid and the monthly statement for the period 1 July to 31 July 2020 [Pages 28 to 40]
- 13. COMMUNITY GRANTS**
 To consider requests for community grants [Pages 41 to 42]
- 14. COUNCIL PROJECTS UPDATE**
 To receive an update on the current projects being undertaken by the Council [Page 43]
- 15. COUNCILLOR ATTENDANCE RECORDS FOR THE 2019/2020 CIVIC YEAR**
 To note the Councillor attendance at meetings for the 2019/20 civic year [Pages 44 to 45]
- 16. FACE TO FACE MEETINGS OF THE COUNCIL**
 To consider if the Council should resume face to face meetings [Verbal Town Clerk]
- 17. RE-OPENING OF COUNCIL SERVICES**
 To receive an update on Council Services following lockdown during the Covid-19 pandemic [Verbal Town Clerk]
- 18. GLEBE CEMETERY – LEVELLING OF GRAVES**
 To agree the number of graves to be levelled and the preferred method to be used [Page 46]
- 19. TOWN COUNCIL WEBSITES**
 To discuss the websites operated by the Town Council [Verbal Town Clerk]
- 20. EXCLUSION OF PRESS AND PUBLIC**
 To resolve that in accordance with Section 1 of the Public Bodies Admission to Meetings Act 1960 the public be excluded from the meeting during consideration of the following items by reason of the confidential nature of the items. Proceedings, apart from any resolutions passed, shall remain confidential.

21. TOWN HALL FLOORING – MAIN ENTRANCE

To appoint a contractor to replace the Town Hall flooring directly below the clock tower.

22. LIBRARY FLOORING

To approve the virement of funds to enable the library flooring to be replaced and appoint a contractor

Membership:

Councillor Wenmoth (Town Mayor)
Councillor Tucker (Deputy Town Mayor)
Councillor Bennett
Councillor Edwards
Councillor Garrett
Councillor Langan
Councillor H May

Councillor M May
Councillor McSorley
Councillor Peters
Councillor Rickard
Councillor Ruby
Councillor Snowdon
Councillor Widdon

MINUTES OF THE MEETING OF THE COUNCIL OF PENRYN HELD ON MONDAY 27 JULY 2020 AT 7:00PM REMOTELY VIA ZOOM

Councillors

Wenmoth (Mayor), Tucker (Deputy Mayor), Bennett, Edwards, Garrett, Langan, M May, McSorley, Peters and Widdon

In Attendance

Helen Perry (Town Clerk)

Linda Body (Administration Officer)

1. APOLOGIES

Apologies for absence were received from Councillors Snowdon (work) and Rickard.

Councillors H May and Ruby were absent, no apology given.

Cornwall Councillor John Symons also sent his apologies (other council business)

2. TO ADOPT THE SUPPLEMENTARY STANDING ORDERS FOR REMOTE MEETINGS

RESOLVED to adopt the supplementary Standing Orders, to meet the statutory requirements for the holding of remote/virtual meetings, and that this lasts until 7 May 2021, or the repeal of the legislation, whichever is sooner.

Proposed by Councillor Wenmoth and seconded by Councillor Peters

3. DECLARATIONS OF INTEREST

Councillor M May declared a non-disclosable interest in Agenda Item 13 – Accounts (March 2020) – payment to Richard Herring, he is a close associate.

4. DISPENSATIONS

There were no requests for dispensations.

5. PUBLIC PARTICIPATION

No requests had been received from members of the public wishing to speak at the meeting

6. MINUTES

RESOLVED that minute numbers 196 to 215 of the meeting of the Council held on 2 March 2020 were approved and signed as a correct record

Proposed by Councillor M May and seconded by Councillor Garrett

RESOLVED that minute numbers 216 to 230 of the extra ordinary meeting of the Council held on 23 March 2020 were approved and signed as a correct record

Proposed by Councillor Tucker and seconded by Councillor Edwards

7. COMMITTEE MINUTES

The minutes of the meeting of the Planning Committee held on 16 March 2020 were noted

The minutes of the meeting of the Staffing Committee held on 11 March 2020 were noted

The minutes of the meeting of the Penryn Week Group held on 10 March 2020 were noted

The minutes of the meeting of the Penryn Town Fair Group held on 10 March 2020 were noted

The minutes of the meeting of the Neighbourhood Plan Group held on 3 March 2020 were noted

8. CORRESPONDENCE

The Town Mayor reported;

- A letter had been received from a resident of West Street, with regards to the notice displayed in Permarin car park by the residents of 21 St Gluvias Street, stating that a parking space was in their ownership.

The Town Clerk reported - through the devolution process we have requested the issue with that area of the car park be investigated, the area is owned by Cornwall Council and does not form part of the area leased by the Town Council.

9. MAYOR'S ANNOUNCEMENTS AND ENGAGEMENTS

The Town Mayor reported;

- Businesses – he has been visiting businesses throughout the parish as they begin to re-open.
- Penryn.net – he met (socially distanced) with the members of the Penryn.net group to thank them for the support they had given to residents during the lockdown
- St Gluvias Church – attended the rededication of St Gluvias Church
- V.J. Day – a small socially distanced ceremony is scheduled to take place in the Memorial Garden on 15 August to commemorate Victory in Japan

10. REPRESENTATIONS BY CORNWALL COUNCIL MEMBERS AND REPORTS BY COUNCILLORS ATTENDING EXTERNAL MEETINGS

Councillor M May reported;

- Cornwall Council reports – the office have been circulating various reports from Cornwall Council during the pandemic, which included the number of deaths from Covid.
- Small Business Relief – Cornwall Council has paid out approximately 250 million in grants, lobbying of Government has taken place, but unfortunately Cornwall Council will need to return 190 million of unspent funds.
- Governance Review – four months have been lost and discussions are taking place with regards to proceeding with areas that have mutually agreed and putting the process on hold until 2022 for areas that are disputing the possible changes.

11. TOWN CLERK'S REPORT

The Town Clerk's report was noted.

The Town Clerk confirmed that the works to the windows had been delayed slightly and were finished today (27 July), the painters were hoping to finish the remaining decorating by the end of the week.

12. ACCOUNTS – 1 FEBRUARY to 29 FEBRUARY 2020

RESOLVED that the list of accounts paid and the monthly statement for the period 1 to 29 February 2020 be approved.

Proposed by Councillor Langan and seconded by Councillor Peters

13. ACCOUNTS – 1 MARCH to 31 MARCH 2020

Having earlier in the meeting declared an interest Councillor M May left the meeting for the duration of the item and did not take part in the debate or the vote.

RESOLVED that the list of accounts paid and the monthly statement for the period 1 to 31 March 2020 be approved.

Proposed by Councillor Tucker and seconded by Councillor Peters

Following the above resolution Councillor M May returned to the meeting.

14. INTERNAL AUDIT REPORT

The final internal audit carried out by Hudson Accounting for the financial year ending 31 March 2020 was noted.

15. ANNUAL GOVERNANCE STATEMENT

It was **RESOLVED** that the Annual Governance Statement for the financial year ended 31 March 2020 be approved

Proposed by Councillor Langan and seconded by Councillor Peters

16. ANNUAL STATEMENT OF ACCOUNTS

RESOLVED that the annual accounts and the Annual Statement of Accounts for the Financial year ended 31 March 2020 be approved.

Proposed by Councillor Langan and seconded by Councillor Tucker

Councillor M May gave a brief update on the Broad Street Pavement Fund and an estimate for the works has been requested

17. ACCOUNTS – 1 APRIL to 30 APRIL 2020

RESOLVED that the list of accounts paid and the monthly statement for the period 1 to 30 April 2020 be approved.

Proposed by Councillor Widdon and seconded by Councillor M May

18. ACCOUNTS – 1 MAY to 31 MAY 2020

RESOLVED that the list of accounts paid and the monthly statement for the period 1 to 31 May 2020 be approved.

Proposed by Councillor McSorley and seconded by Councillor Peters

19. APPOINTMENT OF COUNCILLOR INTERNAL AUDITORS FOR THE 2020/21 FINANCIAL YEAR

RESOLVED that Councillors Langan and Widdon be appointed the Councillor internal auditors for the 2020/21 financial year

Proposed by Councillor McSorley and seconded by Councillor Tucker

20. CONFIRMATION OF BANK SIGNATORIES

Councillors Bennett, M May and Peters confirmed that they are happy to remain as signatories on the bank account.

It was therefore **RESOLVED** that signatories on the account be approved as: -

- Councillor Wenmoth – Town Mayor
- Councillor Tucker – Deputy Mayor
- Councillor Bennett
- Councillor M May
- Councillor Peters

Proposed by Councillor Langan and seconded by Councillor McSorley

21. APPROVAL TO MAKE ONLINE PAYMENTS

RESOLVED that the Council approves the continued use of BACS/Online and CHAPS, as the preferred method of payment for the settlement of invoices

Proposed by Councillor Garrett and seconded by Councillor Bennett

22. CONFIRMATION OF SUPPLIERS WHO ARE PAID BY DIRECT DEBIT

RESOLVED that the following suppliers continue to be paid by direct debit

- Cornwall Council – Non-Domestic Rates
- South West Water/Pennon
- British Telecom – Telephone and Broadband
- Bulb Energy – Electricity and Gas
- Barclaycard Commercial – Procurement Card Settlement
- Worldpay- Fees for payments taken by debit/credit card
- Iris – Payslips and Auto-enrolment
- Pitney Bowes – Franking Machine Rental and Postage top-up

Proposed by Councillor Widdon and seconded by Councillor Peters

23. MEETING DATES

It was **RESOLVED** that the meeting dates for the remainder of the 2020/21 civic year be approved.

Proposed by Councillor Widdon and seconded by Councillor Langan

24. BEE PLANTING BUS SHELTERS

RESOLVED that the Climate Emergency Group researches on behalf of the Council, the feasibility of bee planting on the bus shelters within the parish and reports back to Council at a later date

Proposed by Councillor Widdon and seconded by Councillor Garrett

25. TOWN EVENTS UPDATE

A brief discussion took place regarding the current advice from the Government on social distancing and whether the Christmas Lights event can proceed.

Councillor M May informed Councillors that

RESOLVED that;

- a) the road closure for the Christmas Lights switch-on scheduled for Saturday 28 November be applied for by the Customer Service Officer
- b) a discussion on whether the switch-on event is discussed at either the September or October Council meeting, when more information is published by the government regarding larger social gatherings.

Proposed by Councillor M May and seconded by Councillor Peters

26. DEVOLUTION

Councillor M May gave members an update on the history of the football pitch at Trevance along with information regarding the licence that has been issued by Cornwall Council to the contractor during building works. The licence includes making the area 'good' once the building works have been completed.

A lengthy discussion then took place regarding the pros and cons of the devolution of assets to the Town Council.

RESOLVED that;

- a) The Town Council requests the addition of the football pitch between Trevance and Kernick Industrial Estate to the devolution package
- b) Delegated powers are given to the Town Clerk in conjunction with the Town Mayor, Deputy Mayor and Councillor M May to progress the devolution package with Cornwall Council, including adding additional areas that may arise during discussions
- c) The predicted costs are presented to full council as soon as they have been calculated.

Proposed by Councillor M May and seconded by Councillor Garrett

27. PERMARIN CAR PARK

Councillor McSorley updated Councillors on various issues with the car park these included:

- Fading White Lines on the Parking Bays
- Faded Arrows – traffic not following the one-way system
- Parking Outside of Bays

- Access for emergency vehicles/refuse collection is almost impossible due to inconsiderate parking
- Resident of 21 St Gluvias Street claiming he owned land within the car park
- Owners of a garage that 7accesses on to the car park, park numerous vehicles by the garage making it difficult for vehicles to get by.

Councillor M May confirmed that the white lining had been scheduled, but due to sickness and then the pandemic the white lining had to be delayed.

Under our devolution package the Town Council has requested the transfer of the car park, including the strip of land behind 21 St Gluvias Street, which is shown on the title deeds as being owned by Cornwall Council.

RESOLVED that;

- a) the Town Clerk looks at the costs for a parking order
- b) a leaflet/letter is placed on vehicles requesting considerate parking and informing them that vehicles causing an obstruction will be reported to the police.
- c) Update the existing signage

Proposed by Councillor Widdon and seconded by Councillor McSorley

28. SPECIAL AWARD FOR COVID

Councillor McSorley requested that the Mayor considers issuing an award for exceptional service to the Town and its residents during the lockdown period of the pandemic.

A discussion then followed; it was **RESOLVED** that;

- a) Three awards be granted for exceptional service during the covid-19 pandemic lockdown, there will be one award for each of the following categories business, individual and group.
- b) Requests for nominations are advertised on our social media pages, website and in the local press.
- c) the recipients of the award will be decided at the November Council meeting scheduled for Monday 3rd.
- d) subject to the lifting of some social distancing rules, the awards are presented at the switch-on of the Christmas Lights scheduled for Saturday 28 November 2020

Proposed by Councillor McSorley and seconded by Councillor Wenmoth

Councillor Edwards volunteered to make the three awards using recycled materials from the ocean.

29. LAND AT COLLEGE VALLEY, PENRYN

RESOLVED that the Council approve taking ownership of the land at College Valley subject to, Cornwall Council agreeing the "deed of modification" to the current S106 agreement.

Proposed by Councillor Langan and seconded by Councillor M May

30. CASUAL VACANCIES

The Town Clerk confirmed that the two casual vacancies that have arisen following the resignations of Michael Cant and Christopher Mullins will go to by-election, due to the covid-19 pandemic, the elections will not take place until May 2021.

The Town Mayor confirmed that he had written to the two past Councillors thanking them for their contributions whilst being members of the Town Council.

Additional thanks were expressed to Mr Mullins who whilst on the Council had been actively involved in the Councillor Internal Audit process and had achieved match funding for the Mayor's charity in the financial year ending in March 2019.

Councillor Garrett also reported that Miss Morris, a resident of Penryn had requested that we pass on her thanks to Mr Mullins for all his assistance whilst he was a Councillor.

31. EXPRESSIONS OF INTEREST – HIGHWAY SCHEMES

RESOLVED that the following places are added to the Expressions of Interest Form – Highway Schemes for consideration at the Community Network Panel meeting scheduled for November 2020;

- a) Love Lane
- b) The Terrace – missing signage
- c) Little Oaks/Woodland Avenue
- d) Bohelland Rise
- e) Glasney Terrace/College Hill/College Ope
- f) Poltair Road

Proposed by Councillor Peters and seconded by Councillor Bennett

There being no further business to transact the meeting was closed at 8:37pm

CHAIRMAN

MINUTES OF THE MEETING OF THE **VIRTUAL PLANNING COMMITTEE** OF PENRYN TOWN COUNCIL HELD ON **TUESDAY 28 JULY 2020 AT 7.00PM**

Councillors

Langan (Chairman), McSorley (Vice Chairman), Bennett, Garrett, M May, Tucker, Wenmoth and Widdon

In Attendance

L Body – Administration Officer

J Symons, Cornwall Councillor for Penryn East & Mylor

1. APOLOGIES

Apologies for absence were received from Councillors Edwards (working), Rickard (away), Ruby (working).

Councillors H May, Peters and Snowdon were absent, no apology given

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. DISPENSATIONS

There were no requests for dispensations.

4. PUBLIC PARTICIPATION

No requests had been received from members of the public wishing to speak at the meeting.

5. MINUTES

RESOLVED that minutes 103 to 111 of the meeting of the Planning committee held on the 16 March 2020 be approved and signed as a correct record.

Proposed by Councillor McSorley and seconded by Councillor Tucker

6. CORRESPONDENCE

There were no items of correspondence relevant to the committee.

7. PLANNING APPLICATIONS

PA20/00003/NDP – Plan proposal for Budock Neighbourhood Plan

RESOLVED that the Town Council fully supports the Budock Neighbourhood Plan proposal and wished to congratulate Budock Parish Council for reaching this point and for the hard work by all those involved.

Proposed by Councillor Garrett and seconded by Councillor Widdon

PA20/04951 – The Coach House, St Thomas Street, Penryn

RESOLVED that the Council objects to the application of installing UPVC windows within a property in the town's conservation area.

*Proposed by Councillor McSorley and seconded by Councillor Tucker.
Councillor Garrett wished it to be recorded as that she voted against this decision.*

The meeting discussed at length the issues that they frequently encounter in regard to these applications and the problems they cause i.e. installation of UPVC in listed buildings and in conservation areas within the town. There needs to be a balance for sustainability but also the needs of the heritage impact of the town needs to be considered. This is something that should be discussed at a Full Council meeting and also with the Council's Climate Emergency group so that an informed decision can be made on the most suitable way forward for all concerned.

PA20/04766 & PA20/04767 - Islington Wharf, Church Hill, Penryn

RESOLVED that the Town Council agrees in principle to the application but would object to the use of aluminium or plastic windows being used in this conservation area.

Proposed by Councillor M May and seconded by Councillor Bennett

Councillor Wenmoth left the meeting and did not return

8. PRIOR PLANNING APPLICATIONS AND DECISION NOTICES

The planning application responses made during the Covid-19 lockdown were **APPROVED**.

The list of decision notices made by Cornwall Council were noted.

The committee requested an update from Cornwall Councillor, John Symons, regarding application PA20/01424 – 5 Broad Street, Penryn.

After a lengthy discussion it was requested that the decision sheet and the Councillor vote from Cornwall Council be requested to fully understand their reasoning on approving this application.

9. FALMOUTH & PENRYN CONSERVATION AREAS ADVISORY COMMITTEE

The minutes of the Falmouth & Penryn Conservation Areas Advisory Committee meeting dated the 2 March 2020 and the planning application comments dated 6 April, 11 May and 1 June 2020 were noted

There being no further business to transact the meeting was closed at 8.15pm

CHAIRMAN

MINUTES OF THE MEETING OF THE **PLANNING COMMITTEE** OF PENRYN TOWN COUNCIL
HELD ON **MONDAY 17 AUGUST 2020 AT 7.00PM REMOTELY VIA ZOOM**

Councillors

Bennett, Edwards, Garrett, H May, M May

In Attendance

L Body – Administration Officer

J Symons, Cornwall Councillor for Penryn East & Mylor

10. APOLOGIES

Apologies for absence were received from Councillors Langan (funeral), McSorley (family commitment), Peters (family commitment), Rickard (medical), Snowdon (working) Tucker (family commitment), Wenmoth (sickness)

Councillors Ruby and Widdon absent, no apology given

11. DECLARATIONS OF INTEREST

Councillor Garrett declared a non-pecuniary interest in application PA20/05404 – Micho 1020 Ltd

12. DISPENSATIONS

There were no requests for dispensations.

13. PUBLIC PARTICIPATION

No requests had been received from members of the public wishing to speak at the meeting.

14. MINUTES

RESOLVED that minutes 1 to 9 of the meeting of the Planning committee held on 17 July 2020 be approved and signed as a correct record.

Proposed by Councillor Edwards and seconded by Councillor Garrett

15. CORRESPONDENCE

There were no items of correspondence relevant to the committee.

16. PLANNING APPLICATIONS

PA20/04644 – Asda Stores Ltd., Access Road at Asda, Penryn

RESOLVED that the Town Council has no objections to the application.

Proposed by Councillor Garrett and seconded by Councillor Edwards

PA20/05404 – Micho 1020 Ltd., 30 Parkengue, Penryn

Having earlier declared a non-pecuniary interest in the application, Councillor Garrett left the meeting for the duration of the item and did not take part in the discussion.

Due to Councillor Garrett leaving the meeting the meeting became inquorate.

The members briefly discussed the application concerns were raised about a possible toxic spillage and whether there were any flammable items stored within the site.

Due to the meeting being inquorate no decision/vote or vote was taken on the application.

Following the above discussion Councillor Garrett returned to the meeting

PA20/05758 – 69 and 69a West Street, Penryn

RESOLVED that the Town Council has no objections to the application.

Proposed by Councillor Garrett and seconded by Councillor Bennett

17. DECISION NOTICES

The decision notices were noted.

18. PA20/01424 – 5 BROAD STREET, PENRYN

As requested at the previous meeting the committee had been sent the decision sheet and Officer comments from Cornwall Council. Whilst the committee were not happy with the results it did accept that the final decision on this application has now been made.

Councillor Symons reported that Mylor Parish Council has made a Freedom of Information request to Cornwall Council for further detailed information.

19. CLIMATE EMERGENCY DPD – CONSULTATION ON DRAFT PLANNING POLICY

The meeting discussed the consultation on the Climate Emergency DPD and supported the plan.

Councillor Garrett will circulate her comments to the committee members in regard to the section on town centre development principles.

20. FALMOUTH & PENRYN CONSERVATION AREAS ADVISORY COMMITTEE

The comments of the Falmouth & Penryn Conservation Areas Advisory Committee meeting dated the 6 July 2020 were noted

There being no further business to transact the meeting was closed at 7.30pm

CHAIRMAN

COUNCIL

14 SEPTEMBER 2020

Report from the Town Clerk



Author: Helen Perry, Town Clerk

1. Background

The Town Clerk's report is a regular update on progress with Council decisions and projects and the work of the Council staff.

2. Discussion

Staff

All staff are back to work, the part-time Customer Support Officer has returned her new working days are Monday and Thursday.

Covid Award/Newsletter

Requests for nominations for the covid awards was included on the recent newsletter, a press release is being prepared to advertise the awards in the local newspapers. We have received a couple of nominations.

Library Payments

A decision has been taken by Cornwall Council to stop taking payments at the Library Information Service for Cornwall Council services e.g. Council Tax, Cornwall Housing Rent etc. The Town Council has expressed its dissatisfaction that we were not consulted before the decision was made, Cornwall Council has confirmed the decision will NOT be reversed.

Devolution

A meeting has been requested with the devolution team at Cornwall Council, we are still waiting to be notified of the date.

3. Recommendation

That the report be noted.

4. Appendices

None.

COUNCIL

14 SEPTEMBER 2020

Accounts – 1 to 30 JUNE 2020

Author: Robert Oliver, Finance Officer



1. Background

The accounts of the Town Council are presented for approval at each meeting of full Council. A budget monitoring report and bank reconciliation are also attached as appendices to the report.

2. Discussion

The accounts show the total assets of the Council are £366,412.90 as at 30 June 2020. Items of expenditure over £500 (excluding salaries) are as follows:

1 June to 30 June 2020

• Cornwall Council	749.00	Non-Domestic Rates- Library
• Cornwall Council	724.00	Non-Domestic Rates – Town Hall
• Atlantic Arc Planning	2000.00	NHP Consultancy
• G J Medlin Painters	5150.00	Temperance Hall Interior Decorating
• Cornwall Council	5986.97	CCTV Monitoring – 1 Year
• Barclaycard	566.69	Barclaycard Repayment
• BT	701.64	Phone Services – 01326 373086
• HMRC	2358.06	Tax/NI – June 2020
• Cornwall Council	2785.81	Pensions – June 2020

The following are items of note on the budget monitor report not previously reported:

- **Interest Received (1090 170)** – £85,000 invested with both Lloyds (42 days) and Triodos (3 months).
- **High Street Reopening Fund (4130 100)** – New code created for expenditure associated with reopening Penryn High Street, to be re-claimed from Cornwall Council up to a maximum of £4,570.64
- **Interior Decoration – Temperance Hall (4617 220)** – G.J Medlin Painters & Decorators have completed and been paid for the interior painting of the Temperance Hall.

3. Recommendations

That the list of accounts paid from 1 June to 30 June 2020 be approved.

4. Appendices

1. Balance Sheet – June 2020
2. Accounts Paid – June 2020
3. Bank Reconciliation – All Accounts June 2020
4. Budget Monitor Report as at 30 June 2020

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	1,068	
105	VAT Control Account	4,372	
110	Prepayments	5,883	
200	Lloyds - Treasurer Account	160,973	
210	Lloyds - Instant Access	31,822	
220	Investment Holding Account	85,000	
250	Petty Cash	250	
260	Procurement Card	(315)	
270	Triodos Investment	85,000	
	Total Current Assets		374,053
<u>Current Liabilities</u>			
500	Creditors	11,563	
510	Accruals	5,412	
560	Receipts in Advance	1,142	
	Total Current Liabilities		18,116
	Net Current Assets		355,937
	Total Assets less Current Liabilities		355,937
<u>Represented by :-</u>			
300	Current Year Fund	61,058	
310	General Reserves	175,242	
322	EMR - Glasney Field	3,950	
326	EMR - Broad St Pavement Fund	35,000	
335	EMR - Rent - Permarin	1,604	
360	EMR - Temperance Hall Decorati	3,053	
361	EMR - Permarin P. Park Grant	9,839	
362	EMR - Neighbourhood Plan	3,914	
363	EMR - Int. Dec Temp Hall	4,850	
364	EMR - Library Toilet	15,385	
365	EMR - Library Wall Repair	3,940	
368	EMR - Library Professional Fee	1,500	
370	EMR - Int. Dec. Library	7,000	
371	EMR - Library Transition Fund	10,000	
372	EMR - Devolution Package	5,000	
373	EMR - Town Hall Roof	21,029	
	Total Equity		362,365

List of Payments made between 01/06/2020 and 30/06/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2020	Cornwall Council	Std Ord	724.00		NDR - Town Hall
01/06/2020	Cornwall Council	Std Ord	349.00		NDR - Permarin Car Park
01/06/2020	Cornwall Council	Std Ord	749.00		NDR - Library
01/06/2020	Cornwall Council	Std Ord	98.00		NDR - Glebe Cemetery
01/06/2020	Cornwall Council	Std Ord	362.00		NDR - Temp Hall
01/06/2020	Cornwall Council	Std Ord	67.00		NDR - Permarin Toilet
01/06/2020	South West Water - Town Hall	DD 1/6	24.00		Purchase Ledger Payment
01/06/2020	South West Water - Temp Hall	D.D 1/6	34.00		Purchase Ledger Payment
01/06/2020	South West Water	DD 1.6	57.00		Purchase Ledger Payment
08/06/2020	Bulb - Public Conveniences	DD 8/6	11.48		Purchase Ledger Payment
08/06/2020	Bulb - Town Hall	D.D 8/6	156.65		Purchase Ledger Payment
08/06/2020	Bulb - Temperance Hall	DD 8/6	253.46		Purchase Ledger Payment
11/06/2020	Atlantic Arc Planning	DD00926	2,000.00		NHP Consultancy, Nov - June
11/06/2020	Churchill Contract Services	DD00933	462.61		Cleaning Contract - May 2020
11/06/2020	Mike Hewett Design	DD00931	383.48		NHP - Final Doc. & Website
11/06/2020	Biffa Waste Services Ltd	DD00929	56.52		Waste Services, 23/5 - 26/6
11/06/2020	British Gas	DD00930	159.70		Gas, 1/4/20 - 30/4/2020
11/06/2020	B E White	DD00932	375.00		2019/20 Year End Support
11/06/2020	G J Medlin Painting & Decorati	DD00927	5,150.00		Int. Painting - Temp Hall
11/06/2020	Cornwall Council	DD00936	5,986.97		CCTV Monitoring, 1/4-31/3/21
11/06/2020	Amazon.co.uk	DD00935	74.84		Disposable Latex Gloves
11/06/2020	Piran Technologies Ltd	DD00934	126.48		Antivirus x 4, May 2020
11/06/2020	Pitney Bowes	DD 11/6	15.54		Franking Machine Rental
11/06/2020	Bulb - Old Gents Hut	DD 11/6	191.00		Purchase Ledger Payment
12/06/2020	Bulb Energy Ltd	DD 12/6	64.77		Purchase Ledger Payment
16/06/2020	British Gas	DD 16/6	20.70		Electric, 29/4 - 26/5
16/06/2020	Procurement Card	DD 16/6	566.69		Barclaycard Repayment - June
18/06/2020	British Telecommunications	DD 18/6	701.64		Phone Services - 373086
18/06/2020	British Telecommunications	D.D 18/6	486.05		Phone Services,372158 & 377280
19/06/2020	Abel Alarm Company Ltd	DD00928	426.36		Intruder Alarm Support-24/6/21
19/06/2020	Amazon.co.uk	DD00939	70.95		Antibac Wipes
19/06/2020	Ricoh UK Ltd	DD00937	444.64		Photocopier Charges
19/06/2020	Ellis Whittam	DD00938	143.70		Insurance, April 2019-2020
19/06/2020	Piran Technologies Ltd	DD00936.	16.32		IT Support - May
19/06/2020	British Gas	DD 19/6	94.85		Electric, 2/4 - 1/6
19/06/2020	British Gas	D.D 19/6	93.77		Electric, 1/5 - 1/6
19/06/2020	Investment Holding Account	Bank 19/6	85,000.00		Fixed Term Investment
19/06/2020	Triodos Investment	Bank 19/6	85,000.00		Fixed Term Investment-3 Months
22/06/2020	British Gas	DD 22/6	154.61		Gas, 1/5 - 31/5
22/06/2020	IRIS Business Software Ltd	D.D 22/6	5.79		Payslips - May 2020
22/06/2020	IRIS Business Software Ltd	DD 22.6	12.86		Auto Enrolment Fee - May 20
25/06/2020	British Gas	DD 25/6	19.46		Gas, 1/6 - 5/6
26/06/2020	Bulb Energy Ltd	DD 26/6	243.69		Gas Library, 12/6 - 11/7

Continued on Page 2

Lloyds - Treasurer Account

List of Payments made between 01/06/2020 and 30/06/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/06/2020	Trophy Textiles	DD00944	298.02		Staff Clothing - Various
30/06/2020	B & Q (Trade UK)	DD00943	67.38		Various - Library Toilet
30/06/2020	Amazon.co.uk	DD00942	43.16		Toilet Brushes
30/06/2020	The Sign Shop Penryn Ltd	DD00941	420.00		New Sign, Penryn Bowl. Club
30/06/2020	Salaries - June 2020	DD00940	14,104.33		Salaries - June 2020
		Total Payments	206,367.47		

Procurement Card

List of Payments made between 01/06/2020 and 30/06/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/06/2020	Create Internet Ltd	Card 12/6	69.84		Penryn TC Website, Annual Fee
18/06/2020	1&1 Internet Ltd	Card 18/6	9.94		Instant Mail, 14/6/20 -14/6/21
29/06/2020	Cornwall Glass	Card 29/6	235.20		Old G. Hut-Replacement Glass
		Total Payments	314.98		

Penryn Town Council

Bank - Cash and Investment Reconciliation as at 30 June 2020

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	30/06/2020	Lloyds - Treasurer Accounts	164,656.26
2	30/06/2020	Lloyds - 30 Day Account	31,821.62
3	30/06/2020	Investment Holding Account	85,000.00
4	30/06/2020	Petty Cash	250.00
5	30/06/2020	Procurement Card	-314.98
6	30/06/2020	Triodos Investment Account	85,000.00
			366,412.90
<u>Unpresented Payments</u>			
1	31/12/2019	000881	219.01
1	31/03/2020	000886	3,464.06
			3,683.07
			362,729.83
<u>All Cash & Bank Accounts</u>			
1		Lloyds - Treasurer Account	160,973.19
2		Lloyds - Instant Access	31,821.62
3		Investment Holding Account	85,000.00
4		Petty Cash	250.00
5		Procurement Card	-314.98
6		Triodos Investment	85,000.00
		Other Cash & Bank Balances	0.00
Total Cash & Bank Balances			362,729.83

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Budget Report

	Actual Transfer Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR
100 Administration							
4000 Gross Salaries - Administration	8,855	26,604	109,307	82,703		82,703	24.3%
4001 Gross Salaries - Caretakers	2,213	6,639	27,579	20,940		20,940	24.1%
4002 Gross Salaries - Civic	0	0	375	375		375	0.0%
4020 Pensions - Employees	611	1,834	8,542	6,708		6,708	21.5%
4021 Pensions - Employers	1,915	5,770	26,817	21,047		21,047	21.5%
4022 Pensions - ADC	260	860	3,200	2,340		2,340	26.9%
4030 Mileage	0	0	900	900		900	0.0%
4031 Travel	0	0	75	75		75	0.0%
4035 Staff Clothing	0	0	650	650	175	475	26.9%
4050 Training	100	100	5,000	4,900	90	4,810	3.8%
4055 Bank Charges	2	2	500	498		498	0.4%
4060 Postage	13	39	1,100	1,061		1,061	3.5%
4065 Photocopier Lease	266	266	1,170	904		904	22.7%
4070 Printing	105	105	1,200	1,095		1,095	8.7%
4075 Advertising	0	0	200	200		200	0.0%
4080 Stationery	0	0	1,000	1,000	23	977	2.3%
4085 Telephone/Fax/Internet	990	990	4,000	3,010		3,010	24.7%
4090 Consultancy & Audit	0	675	2,300	1,625		1,625	29.3%
4091 Professional Fees	0	4,562	4,600	38		38	99.2%
4095 Election Expenses	0	0	5,500	5,500		5,500	0.0%
4100 Office - Other	170	338	1,350	1,012	37	975	27.8%
4105 Computer Related	198	2,720	4,000	1,280	1,119	161	96.0%
4110 Subscriptions	0	2,145	2,200	55		55	97.5%
4115 Insurance	0	0	5,000	5,000		5,000	0.0%
4120 Canteen	0	0	1,000	1,000		1,000	0.0%
4125 Disclosure and Barring Service	0	0	110	110		110	0.0%
4130 High Street Reopening Fund	200	200	0	(200)		(200)	0.0%
4135 Museum Reopening - Covid	0	0	0	0	37	(37)	0.0%
Administration :- Indirect Expenditure	15,898	53,848	217,675	163,827	1,482	162,344	25.4% 0
Net Expenditure	(15,898)	(53,848)	(217,675)	(163,827)			
110 Amenities							
1000 Footpath Maintenance Income	0	278	278	0			100.0%
Amenities :- Income	0	278	278	0			100.0% 0
4181 Refilling Grit Bins	0	0	1,200	1,200		1,200	0.0%
4185 Footpath Maint	0	0	1,350	1,350		1,350	0.0%
4190 Seats Maint.	0	0	750	750		750	0.0%
4195 Treluswell Verge	193	249	950	701	611	90	90.5%

Continued over page

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Budget Report

	Actual Transfer Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR
4200 Packsaddle Verge	133	169	730	561	517	44	94.0%
4205 Other General Maint.	0	0	1,000	1,000		1,000	0.0%
4210 Quay Hill Shelter	196	196	500	304		304	39.2%
4215 Doorstep Green/Glasney	295	365	3,000	2,635	2,020	615	79.5%
4230 Floral Displays/Penryn Pride	0	0	6,163	6,163	0	6,163	0.0%
4240 Weed Clearing	0	0	1,960	1,960		1,960	0.0%
Amenities :- Indirect Expenditure	817	979	17,603	16,624	3,148	13,476	23.4% 0
Net Income over Expenditure	(817)	(701)	(17,325)	(16,624)			
<u>120 Cemetery</u>							
1050 Burial Income	0	0	600	600			0.0%
1055 Exclusive Right Burial Income	0	0	400	400			0.0%
1060 Memorials Income	0	0	130	130			0.0%
1070 Plot Reservations	50	50	0	(50)			0.0%
Cemetery :- Income	50	50	1,130	1,080			4.4% 0
4250 Non-Domestic Rates	98	295	924	629		629	31.9%
4255 Burial Ground Maint.	1,078	1,543	10,000	8,457	4,902	3,555	64.5%
4260 Other Burial Ground Costs	0	0	100	100		100	0.0%
Cemetery :- Indirect Expenditure	1,176	1,838	11,024	9,186	4,902	4,284	61.1% 0
Net Income over Expenditure	(1,126)	(1,788)	(9,894)	(8,106)			
<u>130 Capital Expenditure</u>							
4300 Office Equipment	0	449	1,500	1,051	0	1,051	29.9%
4305 Furniture & Fittings	0	0	1,500	1,500		1,500	0.0%
4307 Equipment for Halls	0	0	500	500	0	500	0.0%
4308 Grit Bins	0	0	700	700		700	0.0%
4340 Christmas Light Displays	0	0	4,000	4,000		4,000	0.0%
Capital Expenditure :- Indirect Expenditure	0	449	8,200	7,751	0	7,751	5.5% 0
Net Expenditure	0	(449)	(8,200)	(7,751)			
<u>140 Car Parks</u>							
4250 Non-Domestic Rates	349	1,050	3,553	2,503		2,503	29.6%
4380 Permarin - Lease/Rent	0	0	7,500	7,500		7,500	0.0%
4390 Permarin - Maint.	80	80	1,500	1,420	375	1,045	30.3%
4395 Shute Meadow Maint.	35	35	250	215	175	40	84.0%
Car Parks :- Indirect Expenditure	464	1,165	12,803	11,638	550	11,088	13.4% 0
Net Expenditure	(464)	(1,165)	(12,803)	(11,638)			

Continued over page

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Budget Report

	Actual Transfer Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR	
<u>150 Civic</u>								
4430 Civic - General	0	0	920	920		920	0.0%	
4431 Mayor Making Reception	0	0	450	450		450	0.0%	
4435 Mayor's Allowance	250	750	3,000	2,250		2,250	25.0%	
4436 Deputy Mayor's Allowance	0	0	500	500		500	0.0%	
4440 Civic Insignia/Regalia	0	0	1,000	1,000		1,000	0.0%	
Civic :- Indirect Expenditure	250	750	5,870	5,120	0	5,120	12.8%	0
Net Expenditure	(250)	(750)	(5,870)	(5,120)				
<u>160 Grants</u>								
4480 Grants - Community	200	475	6,000	5,525		5,525	7.9%	
Grants :- Indirect Expenditure	200	475	6,000	5,525	0	5,525	7.9%	0
Net Expenditure	(200)	(475)	(6,000)	(5,525)				
<u>170 Income</u>								
1076 Precept Received	0	140,224	280,448	140,224			50.0%	
1090 Interest Received	1	4	350	346			1.1%	
1110 Council Tax Support	0	5,286	10,573	5,286			50.0%	
1150 Other Income	0	0	1,494	1,494			0.0%	
Income :- Income	1	145,514	292,865	147,350			49.7%	0
Net Income	1	145,514	292,865	147,350				
<u>180 Other Services</u>								
4520 C.C.T.V.	0	4,989	8,000	3,011	1,497	1,514	81.1%	
Other Services :- Indirect Expenditure	0	4,989	8,000	3,011	1,497	1,514	81.1%	0
Net Expenditure	0	(4,989)	(8,000)	(3,011)				
<u>190 Projects & Events</u>								
1200 Events Income	75	75	0	(75)			0.0%	
1201 Penryn Town Fair Income	0	0	1,250	1,250			0.0%	
1352 Penryn Week Income	0	0	500	500			0.0%	
Projects & Events :- Income	75	75	1,750	1,675			4.3%	0
4560 Penryn Week Expenditure	0	0	4,000	4,000		4,000	0.0%	
4561 Penryn Town Fair	0	0	3,600	3,600		3,600	0.0%	
4563 Penryn Christmas Lights	0	0	1,000	1,000		1,000	0.0%	
4566 Neighbourhood Plan	2,383	2,383	0	(2,383)		(2,383)	0.0%	

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Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Budget Report

	Actual Transfer Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR
4571 Bee Friendly Planting & Project	0	0	1,000	1,000		1,000	0.0%
4576 Public Toilet - Library	71	127	0	(127)	6,384	(6,511)	0.0%
4579 Library Heating Project	0	0	5,500	5,500		5,500	0.0%
4584 Wall Repair	0	0	0	0	3,940	(3,940)	0.0%
4585 Floodlighting - Clock Tower	0	0	10,000	10,000		10,000	0.0%
4586 VE/VJ Celebration	80	80	1,500	1,420		1,420	5.3%
4587 Climate Emergency	0	0	1,500	1,500		1,500	0.0%
Projects & Events :- Indirect Expenditure	2,534	2,591	28,100	25,509	10,324	15,185	46.0% 0
Net Income over Expenditure	(2,459)	(2,516)	(26,350)	(23,834)			
6000 plus Transfer from EMR	0	565					
6001 less Transfer to EMR	0	8,940					
Movement to/(from) Gen Reserve	(2,459)	(10,891)					
<u>200 Public Conveniences</u>							
4250 Non-Domestic Rates	67	205	0	(205)		(205)	0.0%
4600 Water	0	101	700	599		599	14.4%
4610 Electricity	15	73	170	97		97	42.7%
4615 Repairs & Maintenance	0	0	400	400		400	0.0%
4620 Annual Contracts	741	1,512	5,000	3,488	3,470	19	99.6%
4650 Consumables	0	0	110	110		110	0.0%
Public Conveniences :- Indirect Expenditure	823	1,890	6,380	4,490	3,470	1,021	84.0% 0
Net Expenditure	(823)	(1,890)	(6,380)	(4,490)			
<u>220 Temperance Hall</u>							
1150 Other Income	0	253	0	(253)			0.0%
1300 Temperance Hall Hire Income	0	0	5,000	5,000			0.0%
Temperance Hall :- Income	0	253	5,000	4,747			5.1% 0
4085 Telephone/Fax/Internet	0	0	750	750		750	0.0%
4250 Non-Domestic Rates	362	1,088	3,411	2,323		2,323	31.9%
4600 Water	0	175	650	475		475	26.9%
4605 Gas	166	1,235	3,360	2,125		2,125	36.8%
4610 Electricity	97	230	1,600	1,370		1,370	14.4%
4615 Repairs & Maintenance	0	0	1,300	1,300		1,300	0.0%
4616 Exterior Decoration	0	0	0	0	2,050	(2,050)	0.0%
4617 Interior Decoration	0	5,150	0	(5,150)		(5,150)	0.0%
5,150							
4620 Annual Contracts	0	0	250	250		250	0.0%
Temperance Hall :- Indirect Expenditure	625	7,878	11,321	3,443	2,050	1,393	87.7%
Net Income over Expenditure	(625)	(7,625)	(6,321)	1,304			
6000 plus Transfer from EMR	0	7,097					
Movement to/(from) Gen Reserve	(625)	(528)					

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Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Budget Report

	Actual Transfer Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR	
<u>230 Town Hall</u>								
1350 Town Hall Hire Income	0	0	3,700	3,700			0.0%	
1360 Museum Donations	0	0	200	200			0.0%	
Town Hall :- Income	0	0	3,900	3,900			0.0%	0
4250 Non-Domestic Rates	724	2,168	7,832	5,665		5,665	27.7%	
4600 Water	0	136	375	239		239	36.4%	
4605 Gas	0	1,182	1,500	318		318	78.8%	
4610 Electricity	134	303	1,100	797		797	27.6%	
4615 Repairs & Maintenance	0	0	3,300	3,300	5	3,295	0.2%	
4620 Annual Contracts	0	0	900	900		900	0.0%	
4700 Museum Expenditure	0	0	1,200	1,200		1,200	0.0%	
Town Hall :- Indirect Expenditure	858	3,789	16,207	12,418	5	12,413	23.4%	0
Net Income over Expenditure	(858)	(3,789)	(12,307)	(8,518)				
<u>240 Penryn Library</u>								
1400 Library Income	0	72	1,400	1,328			5.2%	
Penryn Library :- Income	0	72	1,400	1,328			5.2%	0
4250 Non-Domestic Rates	749	2,242	8,102	5,860		5,860	27.7%	
4600 Water	50	50	600	550		550	8.3%	
4605 Gas	51	236	2,200	1,964		1,964	10.7%	
4610 Electricity	179	1,436	3,300	1,864		1,864	43.5%	
4615 Repairs & Maintenance	0	0	3,800	3,800		3,800	0.0%	
4617 Interior Decoration	0	0	0	0	9,690	(9,690)	0.0%	
4620 Annual Contracts	0	92	2,000	1,908		1,908	4.6%	
4900 Miscellaneous Expenditure	0	0	200	200		200	0.0%	
Penryn Library :- Indirect Expenditure	1,029	4,056	20,202	16,146	9,690	6,456	68.0%	0
Net Income over Expenditure	(1,029)	(3,983)	(18,802)	(14,819)				
<u>250 Health & Safety</u>								
4620 Annual Contracts	0	0	1,500	1,500		1,500	0.0%	
4625 Annual Inspections	0	137	775	638		638	17.7%	
4630 5 Year Electrical Inspections	0	0	1,500	1,500		1,500	0.0%	
Health & Safety :- Indirect Expenditure	0	137	3,775	3,638	0	3,638	3.6%	0
Net Expenditure	0	(137)	(3,775)	(3,638)				

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Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Budget Report

	Actual Transfer Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR	
<u>260 Memorial Garden</u>								
4610 Electricity	0	0	350	350		350	0.0%	
4615 Repairs & Maintenance	350	350	1,500	1,150		1,150	23.3%	
Memorial Garden :- Indirect Expenditure	350	350	1,850	1,500	0	1,500	18.9%	0
Net Expenditure	(350)	(350)	(1,850)	(1,500)				
Grand Totals:- Income	126	146,243	306,322	160,080			47.7%	
Expenditure	25,024	85,184	375,010	289,826	37,118	252,708	32.6%	
Net Income over Expenditure	(24,898)	61,058	(68,688)	(129,746)				
plus Transfer from EMR	0	7,662						
less Transfer to EMR	0	8,940						
Movement to/(from) Gen Reserve	(24,898)	59,780						

COUNCIL

14 SEPTEMBER 2020

Accounts – 1 to 31 JULY 2020

Author: Robert Oliver, Finance Officer



1. Background

The accounts of the Town Council are presented for approval at each meeting of full Council. A budget monitoring report and bank reconciliation are also attached as appendices to the report.

2. Discussion

The accounts show the total assets of the Council are £331,833.26 as at 31 July 2020. Items of expenditure over £500 (excluding salaries) are as follows:

1 July to 31 July 2020

• Cornwall Council	749.00	Non-Domestic Rates- Library
• Cornwall Council	724.00	Non-Domestic Rates – Town Hall
• Robbie’s Garden Services	1733.00	Gardening Services – May 2020
• Genatique	1806.44	Sanitiser Stations & Refills
• Cornwall Council	3895.60	Permarin Car Park Lease – 6 months
• Sussex Sign Company	1044.02	Social Distancing Signage
• Cornwall Building Restoration	3000.00	Library Wall – Repair & repoint
• Falmouth Builders	6304.00	Library Toilet Installation
• HMRC	2358.26	Tax/NI – July 2020
• Cornwall Council	2785.81	Pensions – July 2020

The following are items of note on the budget monitor report not previously reported:

- **Public Toilet - Library (4576 190)** – New disabled public toilet installed at the Library at a total cost of £6,627, currently £15,385 in EMR’s.
- **Wall Repair (4584 190)** – £3,000 paid for the repair and repointing of the wall completed so far, committed expenditure and balance of £940 to be paid once capped.
- **High Street Reopening Fund (4130 100)** – £3,141 spend to date against the new high street reopening fund. A further £1,430 to be spent before funds are reclaimed from Cornwall Council.

3. Recommendations

That the list of accounts paid from 1 July to 31 July 2020 be approved.

4. Appendices

1. Balance Sheet – July 2020
2. Accounts Paid – July 2020
3. Bank Reconciliation – All Accounts July 2020
4. Budget Monitor Report as at 31 July 2020

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 31/07/2020

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	1,068	
105	VAT Control Account	1,552	
110	Prepayments	5,883	
200	Lloyds - Treasurer Account	211,077	
210	Lloyds - Instant Access	31,823	
250	Petty Cash	250	
270	Triodos Investment	85,000	
	Total Current Assets		336,653
<u>Current Liabilities</u>			
500	Creditors	9,552	
510	Accruals	5,412	
560	Receipts in Advance	1,142	
	Total Current Liabilities		16,106
	Net Current Assets		320,547
	Total Assets less Current Liabilities		320,547
<u>Represented by :-</u>			
300	Current Year Fund	25,669	
310	General Reserves	175,242	
322	EMR - Glasney Field	3,950	
326	EMR - Broad St Pavement Fund	35,000	
335	EMR - Rent - Permarin	1,604	
360	EMR - Temperance Hall Decorati	3,053	
361	EMR - Permarin P. Park Grant	9,839	
362	EMR - Neighbourhood Plan	3,914	
363	EMR - Int. Dec Temp Hall	4,850	
364	EMR - Library Toilet	15,385	
365	EMR - Library Wall Repair	3,940	
368	EMR - Library Professional Fee	1,500	
370	EMR - Int. Dec. Library	7,000	
371	EMR - Library Transition Fund	10,000	
372	EMR - Devolution Package	5,000	
373	EMR - Town Hall Roof	21,029	
	Total Equity		326,975

List of Payments made between 01/07/2020 and 31/07/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2020	Cornwall Council	Std Ord	724.00		NDR - Town Hall
01/07/2020	Cornwall Council	Std Ord	349.00		NDR - Permarin Car Park
01/07/2020	Cornwall Council	Std Ord	749.00		NDR - Library
01/07/2020	Cornwall Council	Std Ord	98.00		NDR - Glebe Cemetery
01/07/2020	Cornwall Council	Std Ord	362.00		NDR - Temp Hall
01/07/2020	Cornwall Council	Std Ord	67.00		NDR - Permarin Toilet
01/07/2020	South West Water	DD 1/7	57.00		Water Library, 2/7 - 5/8
01/07/2020	South West Water - Town Hall	DD 1.7	24.00		Purchase Ledger Payment
01/07/2020	South West Water - Temp Hall	D.D 1/7	34.00		Purchase Ledger Payment
06/07/2020	Bulb - Town Hall	DD 6/7	156.65		Purchase Ledger Payment
07/07/2020	Bulb - Temperance Hall	DD 7/7	253.46		Purchase Ledger Payment
07/07/2020	Bulb - Public Conveniences	D.D 7/7	11.48		Purchase Ledger Payment
08/07/2020	B & Q (Trade UK)	DD00952	28.48		Dust Sheets - Library Toilet
08/07/2020	Custom Print Cornwall	DD00947	80.00		20 x VE Day Mugs
08/07/2020	Cornwall Council	DD00948	100.00		Fixed Penalty Training, DH
08/07/2020	Biffa Waste Services Ltd	DD00946	96.82		Waste Services, 27/6 - 24/7
08/07/2020	Churchill Contract Services	DD00951	462.61		Cleaning Contract - June 20
08/07/2020	Piran Technologies Ltd	DD00953	123.24		Antivirus Monthly Cost x 4
08/07/2020	Robbie's Garden Services Ltd	DD00945	1,733.00		Gardening Services - May 20
08/07/2020	Amazon.co.uk	DD00954	185.86		Wall Mounted Soap Dispenser
08/07/2020	Booths Print	DD00949	200.00		High Street Open Leaflets
08/07/2020	The Printing Chambers	DD00950	100.00		Outdoor Banners x3 - Reopening
09/07/2020	British Gas	DD 9/7	2.35		Final Electric, 2/6 - 5/6
09/07/2020	British Gas	D.D 9/7	2.35		Credit Electric, 2/6 - 5/6
10/07/2020	British Gas	DD 10/7	8.15		Final Bill Elec. 27/5 - 5/6
13/07/2020	Bulb - Old Gents Hut	DD 13/7	191.00		Purchase Ledger Payment
13/07/2020	Bulb Energy Ltd	D.D 13/7	64.77		Purchase Ledger Payment
14/07/2020	Pitney Bowes	DD 14/7	15.54		Franking Machine Rental
16/07/2020	Procurement Card	DD 16/7	314.98		Barclaycard Repayment
17/07/2020	MODES Users Association	DD00963	87.60		Modes M'Ship Fee 1/7 - 30/6/21
17/07/2020	The Printing Chambers	DD00959	157.50		Mayor's Newsletter - Town Open
17/07/2020	Teamwork Leaflet Distribution	DD00957	135.00		Distribution-Town Open Leaflet
17/07/2020	Piran Technologies Ltd	DD00964	81.00		IT Support - June 2020
17/07/2020	Genatique	DD00966	1,806.44		Sanitisers & Refills
17/07/2020	Cormac Solutions Ltd	DD00967	461.12		Supply Install Hanging Basket
17/07/2020	Amazon.co.uk	DD00956	15.00		Multi Purpose Spray x 10
17/07/2020	Cornish Coffee Ltd	DD00958	52.76		Box of Coffee - Canteen
17/07/2020	Richard Herring	DD00960	320.00		Replace Broken Window-Museum
17/07/2020	Cornwall Council	DD00955	3,895.60		Permarin Lease, 1/7 - 31/12
17/07/2020	Exco Fire & Safety Control Ltd	DD00961	168.00		Fire & Security Alarm Service
17/07/2020	EDF Energy	DD00962	87.89		Electric, 19/3/20 - 29/6/20
17/07/2020	The Sussex Sign Company	DD00965	1,044.02		Social Distancing Signage
21/07/2020	Worldpay	DD 21/7	2.03		Card Fees - June 2020
21/07/2020	IRIS Business Software Ltd	DD 21.7	5.79		Payslips - June 2020
21/07/2020	IRIS Business Software Ltd	D.D 21/7	12.86		Auto Enrolment Fee - June 20
27/07/2020	Bulb Energy Ltd	DD 27/7	243.69		Electric, 27/6 - 26/7
28/07/2020	Amazon.co.uk	DD00971	191.03		Multi Purpose Spray x 10

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List of Payments made between 01/07/2020 and 31/07/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/07/2020	The Printing Chambers	DD00968	155.00		Museum Open Sign
28/07/2020	The Sussex Sign Company	DD00969	124.44		Acrylic Sneeze Screen - Museum
28/07/2020	Genatique	DD00970	211.49		Hand Sanitiser Station & Refill
28/07/2020	Cornwall Building Restoration	DD00972	3,000.00		Library Wall- Repair & Repoint
28/07/2020	Falmouth Builders - Brian Boul	DD00973	6,304.00		Installation - Toilet Library
28/07/2020	Pitney Bowes	DD 28/7	100.00		Reset Postage Meter
31/07/2020	Salaries - July 2020	DD00974	14,104.33		Salaries - July 2020
31/07/2020	Petty Cash	000889	77.97		Petty Cash Replenish - July 20
31/07/2020	Penryn Stores Ltd	000890	219.01	Replace 000881	Spar - Replacing Chq. 000881
		Total Payments	39,658.31		

Investment Holding Account

List of Payments made between 01/07/2020 and 31/07/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/07/2020	Lloyds - Treasurer Account	Bank 31/7	85,000.00		Return of Investment - Lloyds
		Total Payments	85,000.00		

Petty Cash

List of Payments made between 01/07/2020 and 31/07/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/07/2020	B & Q - Fence life, Cemetery	PC497	24.00		B & Q - Fence life, Cemetery
08/07/2020	Library - Kiosk Float	PC496	40.00		Library - Kiosk Float
16/07/2020	Asda - USB Port	PC498	5.00		Asda - USB Port
28/07/2020	The Range - Cleaning Items	PC499	8.97		The Range - Cleaning Items
		Total Payments	77.97		

Penryn Town Council

Bank - Cash and Investment Reconciliation as at 31 July 2020

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	31/07/2020	Lloyds - Treasurer Accounts	214,838.30	
2	31/07/2020	Lloyds - 30 Day Account	31,822.93	
3	31/07/2020	Investment Holding Account	0.00	
4	31/07/2020	Petty Cash	172.03	
5	31/07/2020	Procurement Card	0.00	
6	31/07/2020	Triodos Investment Account	85,000.00	
				331,833.26
<u>Unpresented Payments</u>				
1	31/03/2020	000886	3,464.06	
1	31/07/2020	000889	77.97	
1	31/07/2020	000890	219.01	
				3,761.04
				328,072.22
<u>Receipts not on Bank Statement</u>				
4	31/07/2020	000889	77.97	
				77.97
				328,150.19
<u>Closing Balance</u>				
<u>All Cash & Bank Accounts</u>				
1		Lloyds - Treasurer Account		211,077.26
2		Lloyds - Instant Access		31,822.93
3		Investment Holding Account		0.00
4		Petty Cash		250.00
5		Procurement Card		0.00
6		Triodos Investment		85,000.00
		Other Cash & Bank Balances		0.00
		Total Cash & Bank Balances		328,150.19

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Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

Budget Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100 Administration</u>							
4000 Gross Salaries - Administration	8,855	35,460	109,307	73,847		73,847	32.4%
4001 Gross Salaries - Caretakers	2,213	8,852	27,579	18,727		18,727	32.1%
4002 Gross Salaries - Civic	0	0	375	375		375	0.0%
4020 Pensions - Employees	611	2,444	8,542	6,098		6,098	28.6%
4021 Pensions - Employers	2,175	7,946	26,817	18,871		18,871	29.6%
4022 Pensions - ADC	0	860	3,200	2,340		2,340	26.9%
4030 Mileage	0	0	900	900		900	0.0%
4031 Travel	0	0	75	75		75	0.0%
4035 Staff Clothing	0	0	650	650	175	475	26.9%
4050 Training	0	100	5,000	4,900	90	4,810	3.8%
4055 Bank Charges	0	2	500	498		498	0.4%
4060 Postage	113	152	1,100	948		948	13.8%
4065 Photocopier Lease	0	266	1,170	904		904	22.7%
4070 Printing	0	105	1,200	1,095		1,095	8.7%
4075 Advertising	0	0	200	200		200	0.0%
4080 Stationery	23	23	1,000	977		977	2.3%
4085 Telephone/Fax/Internet	0	990	4,000	3,010		3,010	24.7%
4090 Consultancy & Audit	0	675	2,300	1,625		1,625	29.3%
4091 Professional Fees	0	4,562	4,600	38		38	99.2%
4095 Election Expenses	0	0	5,500	5,500		5,500	0.0%
4100 Office - Other	272	610	1,350	740		740	45.2%
4105 Computer Related	619	3,339	4,000	661	910	(248)	106.2%
4110 Subscriptions	0	2,145	2,200	55		55	97.5%
4115 Insurance	0	0	5,000	5,000		5,000	0.0%
4120 Canteen	93	93	1,000	907		907	9.3%
4125 Disclosure and Barring Service	0	0	110	110		110	0.0%
4130 High Street Reopening Fund	2,941	3,141	0	(3,141)		(3,141)	0.0%
4135 Museum Reopening - Covid	424	424	0	(424)		(424)	0.0%
Administration :- Indirect Expenditure	18,340	72,188	217,675	145,487	1,175	144,312	33.7%
Net Expenditure	(18,340)	(72,188)	(217,675)	(145,487)			
<u>110 Amenities</u>							
1000 Footpath Maintenance Income	0	278	278	0			100.0%
Amenities :- Income	0	278	278	0			100.0%
4181 Refilling Grit Bins	0	0	1,200	1,200		1,200	0.0%
4185 Footpath Maint	0	0	1,350	1,350		1,350	0.0%
4190 Seats Maint.	0	0	750	750		750	0.0%
4195 Treluswell Verge	0	249	950	701	611	90	90.5%

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Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

Budget Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4200 Packsaddle Verge	0	169	730	561	495	66	91.0%
4205 Other General Maint.	0	0	1,000	1,000		1,000	0.0%
4210 Quay Hill Shelter	0	196	500	304		304	39.2%
4215 Doorstep Green/Glasney	0	365	3,000	2,635	1,650	985	67.2%
4230 Floral Displays/Penryn Pride	395	395	6,163	5,768		5,768	6.4%
4240 Weed Clearing	0	0	1,960	1,960		1,960	0.0%
Amenities :- Indirect Expenditure	395	1,374	17,603	16,229	2,756	13,473	23.5%
Net Income over Expenditure	(395)	(1,097)	(17,325)	(16,229)			
<u>120 Cemetery</u>							
1050 Burial Income	0	0	600	600			0.0%
1055 Exclusive Right Burial Income	0	0	400	400			0.0%
1060 Memorials Income	0	0	130	130			0.0%
1070 Plot Reservations	0	50	0	(50)			0.0%
Cemetery :- Income	0	50	1,130	1,080			4.4%
4250 Non-Domestic Rates	98	393	924	531		531	42.5%
4255 Burial Ground Maint.	62	1,605	10,000	8,395	4,864	3,531	64.7%
4260 Other Burial Ground Costs	0	0	100	100		100	0.0%
Cemetery :- Indirect Expenditure	160	1,998	11,024	9,026	4,864	4,162	62.2%
Net Income over Expenditure	(160)	(1,948)	(9,894)	(7,946)			
<u>130 Capital Expenditure</u>							
4300 Office Equipment	0	449	1,500	1,051		1,051	29.9%
4305 Furniture & Fittings	0	0	1,500	1,500		1,500	0.0%
4307 Equipment for Halls	0	0	500	500		500	0.0%
4308 Grit Bins	0	0	700	700		700	0.0%
4340 Christmas Light Displays	0	0	4,000	4,000		4,000	0.0%
Capital Expenditure :- Indirect Expenditure	0	449	8,200	7,751	0	7,751	5.5%
Net Expenditure	0	(449)	(8,200)	(7,751)			
<u>140 Car Parks</u>							
4250 Non-Domestic Rates	349	1,399	3,553	2,154		2,154	39.4%
4380 Permarin - Lease/Rent	3,246	3,246	7,500	4,254		4,254	43.3%
4390 Permarin - Maint.	0	80	1,500	1,420	320	1,100	26.7%
4395 Shute Meadow Maint.	0	35	250	215	140	75	70.0%
Car Parks :- Indirect Expenditure	3,595	4,760	12,803	8,043	460	7,583	40.8%
Net Expenditure	(3,595)	(4,760)	(12,803)	(8,043)			

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Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

Budget Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>150 Civic</u>							
4430 Civic - General	0	0	920	920		920	0.0%
4431 Mayor Making Reception	0	0	450	450		450	0.0%
4435 Mayor's Allowance	250	1,000	3,000	2,000		2,000	33.3%
4436 Deputy Mayor's Allowance	0	0	500	500		500	0.0%
4440 Civic Insignia/Regalia	0	0	1,000	1,000		1,000	0.0%
Civic :- Indirect Expenditure	250	1,000	5,870	4,870	0	4,870	17.0%
Net Expenditure	(250)	(1,000)	(5,870)	(4,870)			
<u>160 Grants</u>							
4480 Grants - Community	0	475	6,000	5,525		5,525	7.9%
Grants :- Indirect Expenditure	0	475	6,000	5,525	0	5,525	7.9%
Net Expenditure	0	(475)	(6,000)	(5,525)			
<u>170 Income</u>							
1076 Precept Received	0	140,224	280,448	140,224			50.0%
1090 Interest Received	2	6	350	344			1.8%
1110 Council Tax Support	0	5,286	10,573	5,286			50.0%
1150 Other Income	0	0	1,494	1,494			0.0%
Income :- Income	2	145,517	292,865	147,348			49.7%
Net Income	2	145,517	292,865	147,348			
<u>180 Other Services</u>							
4520 C.C.T.V.	0	4,989	8,000	3,011	1,497	1,514	81.1%
Other Services :- Indirect Expenditure	0	4,989	8,000	3,011	1,497	1,514	81.1%
Net Expenditure	0	(4,989)	(8,000)	(3,011)			
<u>190 Projects & Events</u>							
1200 Events Income	10	85	0	(85)			0.0%
1201 Penryn Town Fair Income	0	0	1,250	1,250			0.0%
1352 Penryn Week Income	0	0	500	500			0.0%
Projects & Events :- Income	10	85	1,750	1,665			4.9%
4560 Penryn Week Expenditure	0	0	4,000	4,000		4,000	0.0%
4561 Penryn Town Fair	0	0	3,600	3,600		3,600	0.0%
4563 Penryn Christmas Lights	0	0	1,000	1,000		1,000	0.0%
4566 Neighbourhood Plan	0	2,383	0	(2,383)		(2,383)	0.0%

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Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

Budget Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4571 Bee Friendly Planting & Project	0	0	1,000	1,000		1,000	0.0%
4576 Public Toilet - Library	6,500	6,627	0	(6,627)		(6,627)	0.0%
4579 Library Heating Project	0	0	5,500	5,500		5,500	0.0%
4584 Wall Repair	3,000	3,000	0	(3,000)	940	(3,940)	0.0%
4585 Floodlighting - Clock Tower	0	0	10,000	10,000		10,000	0.0%
4586 VE/VJ Celebration	0	80	1,500	1,420		1,420	5.3%
4587 Climate Emergency	0	0	1,500	1,500		1,500	0.0%
Projects & Events :- Indirect Expenditure	9,500	12,091	28,100	16,009	940	15,069	46.4%
Net Income over Expenditure	(9,490)	(12,006)	(26,350)	(14,344)			
6000 plus Transfer from EMR	0	565					
6001 less Transfer to EMR	0	8,940					
Movement to/(from) Gen Reserve	(9,490)	(20,381)					
<u>200 Public Conveniences</u>							
4250 Non-Domestic Rates	67	272	0	(272)		(272)	0.0%
4600 Water	0	101	700	599		599	14.4%
4610 Electricity	10	83	170	87		87	48.7%
4615 Repairs & Maintenance	0	0	400	400		400	0.0%
4620 Annual Contracts	386	1,897	5,000	3,103	3,084	19	99.6%
4650 Consumables	0	0	110	110		110	0.0%
Public Conveniences :- Indirect Expenditure	463	2,353	6,380	4,027	3,084	943	85.2%
Net Expenditure	(463)	(2,353)	(6,380)	(4,027)			
<u>220 Temperance Hall</u>							
1150 Other Income	0	253	0	(253)			0.0%
1300 Temperance Hall Hire Income	0	0	5,000	5,000			0.0%
Temperance Hall :- Income	0	253	5,000	4,747			5.1%
4085 Telephone/Fax/Internet	0	0	750	750		750	0.0%
4250 Non-Domestic Rates	362	1,450	3,411	1,961		1,961	42.5%
4600 Water	0	175	650	475		475	26.9%
4605 Gas	69	1,304	3,360	2,056		2,056	38.8%
4610 Electricity	58	288	1,600	1,312		1,312	18.0%
4615 Repairs & Maintenance	0	0	1,300	1,300		1,300	0.0%
4616 Exterior Decoration	0	0	0	0	1,350	(1,350)	0.0%
4617 Interior Decoration	0	5,150	0	(5,150)		(5,150)	0.0%
4620 Annual Contracts	70	70	250	180		180	28.0%
Temperance Hall :- Indirect Expenditure	559	8,437	11,321	2,884	1,350	1,534	86.4%
Net Income over Expenditure	(559)	(8,184)	(6,321)	1,863			
6000 plus Transfer from EMR	0	7,097					
Movement to/(from) Gen Reserve	(559)	(1,087)					

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Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

Budget Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>230 Town Hall</u>							
1350 Town Hall Hire Income	125	125	3,700	3,575			3.4%
1360 Museum Donations	0	0	200	200			0.0%
Town Hall :- Income	125	125	3,900	3,775			3.2%
4250 Non-Domestic Rates	724	2,892	7,832	4,941		4,941	36.9%
4600 Water	0	136	375	239		239	36.4%
4605 Gas	62	1,244	1,500	256		256	82.9%
4610 Electricity	(11)	292	1,100	808		808	26.5%
4615 Repairs & Maintenance	320	320	3,300	2,980		2,980	9.7%
4620 Annual Contracts	0	0	900	900		900	0.0%
4700 Museum Expenditure	73	73	1,200	1,127		1,127	6.1%
Town Hall :- Indirect Expenditure	1,168	4,957	16,207	11,250	0	11,250	30.6%
Net Income over Expenditure	(1,043)	(4,832)	(12,307)	(7,475)			
<u>240 Penryn Library</u>							
1400 Library Income	9	81	1,400	1,319			5.8%
Penryn Library :- Income	9	81	1,400	1,319			5.8%
4250 Non-Domestic Rates	749	2,991	8,102	5,111		5,111	36.9%
4600 Water	35	85	600	515		515	14.2%
4605 Gas	35	271	2,200	1,929		1,929	12.3%
4610 Electricity	133	1,569	3,300	1,731		1,731	47.5%
4615 Repairs & Maintenance	0	0	3,800	3,800		3,800	0.0%
4617 Interior Decoration	0	0	0	0	9,690	(9,690)	0.0%
4620 Annual Contracts	70	162	2,000	1,838		1,838	8.1%
4900 Miscellaneous Expenditure	0	0	200	200		200	0.0%
Penryn Library :- Indirect Expenditure	1,022	5,078	20,202	15,124	9,690	5,434	73.1%
Net Income over Expenditure	(1,014)	(4,997)	(18,802)	(13,805)			
<u>250 Health & Safety</u>							
4620 Annual Contracts	0	0	1,500	1,500		1,500	0.0%
4625 Annual Inspections	0	137	775	638		638	17.7%
4630 5 Year Electrical Inspections	0	0	1,500	1,500		1,500	0.0%
Health & Safety :- Indirect Expenditure	0	137	3,775	3,638	0	3,638	3.6%
Net Expenditure	0	(137)	(3,775)	(3,638)			

Continued over page

Detailed Income & Expenditure by Budget Heading 31/07/2020

Month No: 4

Budget Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>260 Memorial Garden</u>							
4610 Electricity	84	84	350	266		266	23.9%
4615 Repairs & Maintenance	0	350	1,500	1,150		1,150	23.3%
Memorial Garden :- Indirect Expenditure	84	434	1,850	1,416	0	1,416	23.4%
Net Expenditure	(84)	(434)	(1,850)	(1,416)			
Grand Totals:- Income	146	146,389	306,322	159,934			47.8%
Expenditure	35,536	120,720	375,010	254,290	25,816	228,474	39.1%
Net Income over Expenditure	(35,390)	25,669	(68,688)	(94,356)			
plus Transfer from EMR	0	7,662					
less Transfer to EMR	0	8,940					
Movement to/(from) Gen Reserve	(35,390)	24,391					

COUNCIL

14 SEPTEMBER 2020

Community Grants



Author: Helen Perry, Town Clerk

1. Background

For the year ended 31 March 2021, Council has allocated a total fund for community grants of £6,000, of which £6,000 currently remains unallocated. All community grants are considered in accordance with the Town Council's Community Grants Policy.

2. Discussion

Community Grant requests has been received from:-

- Carnon Carers

Copies of the application form are attached as an Appendix to the report.

3. Recommendation

That the Council considers each request for a Community Grant

4. Appendices

- a. Carnon Carers

Penryn Town Council



GRANT APPLICATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS

Name of Organisation	CARNON CARERS		
Registered Charity No. (if applicable)			
Purpose of Organisation	TO HELP CARERS HAVE "SWITCH OFF TIME" AND ENJOY "TIME OUT" AND MEET UP WITH OTHER CARERS TO ENJOY A MEAL		
Total No. of Members (if applicable)	27		
Total No. of Members in the Parish of Penryn (if applicable)	7		
Contact Name	SANDRA TREGIDGO		
Amount Applied For			
Purpose of Grant	TO HELP FUND A NEW YEAR'S LUNCH AT THE FALMOUTH HOTEL IN JANUARY 2021		
Have you received a grant from Penryn Town Council in the last 3 years? If yes, please give date(s) and amount received	YES - 26/06/2019		
Details of Other Bodies Approached	Organisation	Amount Applied For	Awarded Yes/No/Pending
TOWN COUNCIL	FALMOUTH T C	£250	YES
CO-OP	CO-OP FUND	?	PENDING

COUNCIL

14 SEPTEMBER 2020



Projects Update

Author: Robert Oliver, Finance Officer

1. Background

Due to the number of on-going projects within the Council it was agreed that a small projects group be created with the aim of pushing these projects forward. Given the current circumstances the group have not met however, several of the projects have progressed.

2. Discussion

There are several projects ongoing, an update is as follows:

- **Library Internal Decoration** – The painting of the Library has commenced and was expected to finish mid-September. Unfortunately, the woodwork requires four coats and not three, the painters have agreed to cover the extra cost due to the delays. Completion is now estimated at the end of September.
- **Permarin Car Park – White Lining** – Monday 14 September - confirmed with the line markers as the date to proceed. Car park closure has been advertised and the first leaflet drop completed, an additional leaflet drop will take place w/c 7 September.
- **Town Hall Roof** – Councillor Edwards has inspected the roof and provided a verbal estimate. Awaiting written details of the work so quotes can be put to Council.
- **Clock Tower Floodlighting** – A floodlighting specialist has attended the Town Hall with an electrician to look at the existing system and any potential upgrade. One quote obtained; further prices required.
- **Temperance Hall Wi-Fi** – Confirmation sent to BT to proceed, waiting for an installation date.

Below is a list of projects that have recently been completed.

- **Library Wall** – The fallen wall behind the library has now been repaired
- **Public Toilet, Library** – The new public toilet has been installed
- **Temperance Hall** – Window repairs completed, and the hall has been painted inside and out
- **Railings** – Railings now painted
- **Shute Meadow Car Park** – Car Park fence painted
- **Display Cabinet CCTV** – CCTV Installed in the Library
- **Red Phone Box** – Now painted and defib installed
- **Library Guttering** – New guttering in place
- **Benches** – Three Benches in the town have been removed, repaired and painted.
- **Town Hall Floor** – Quotes obtained, council to decide on 14th September.

3. Recommendation

That the report is noted.

4. Appendices

None

COUNCIL

14 SEPTEMBER 2020

Councillor Attendance Civic Year 2019-20



Author: Helen Perry, Town Clerk

1. Background

Councillors are required to attend meetings of full Council and the committees of which they are a member.

Councillor attendance is recorded at meetings along with apologies and the reason for the apology, the information is then included in the minutes of the meeting.

2. Discussion

The attendance records only include meetings of the following:

- Full Council
- Planning Committee
- Staffing Committee

It does not include external meetings, membership on outside bodies or events that Councillors may attend to fulfil their roles as a member of the Council.

Attendance figures can also be affected by factors such as long-term ill health or work commitments.

3. Recommendation

That the Councillor attendance for the civic year 2019-20 be noted.

4. Appendices

Councillor attendance summary for the civic year 2019–20.

Councillor Attendance – Civic Year 2019-20

Current Councillors	Meetings	Attendance	Apologies	Absent	Percentage
Bennett	25	18	6	1	67%
Cant	22	9	9	4	41%
Edwards	22	13	6	3	59%
Garrett	22	19	3	0	86%
Langan	25	21	2	2	84%
H May	22	8	11	3	36%
M May	25	24	1	0	96%
McSorley	22	22	0	0	100%
Mullins	22	21	1	0	95%
Peters	25	9	7	9	36%
Rickard	22	3	16	3	14%
Ruby	22	14	5	3	64%
Snowdon	22	14	8	0	64%
Tucker	25	21	4	0	84%
Wenmoth	25	21	4	0	84%
Widdon	22	14	7	1	64%

Attendance statistics refer to formally convened meetings of the Council and its Committees.

Councillors also attend many other meetings and functions during a typical month, over and above the time they put in on regular, scheduled, meetings.

Absent – a Councillor is counted as absent if apologies have not been received prior to the meeting or at the meeting.

COUNCIL

14 SEPTEMBER 2020

Grave Levelling



Author: Helen Perry, Town Clerk

1. Background

Approximately £1,000 has been allocated within the Glebe Cemetery contract with Robbie's Garden Services for the 'topping-up' of graves.

Graves require topping-up periodically.

2. Discussion

At the present time it is estimated that 22 graves require attention, there are two options on how the work can be carried out:

Option 1 – Add additional topsoil to the graves and re-seed - £20 per grave

Option 2 – Dig up the existing lawned area over the grave, add additional topsoil, replace the lawned area and re-seed as required - £32 per grave

Cost option 1 - £440

Cost option 2 - £704

3. Recommendation

That the Council considers which method should be used to 'top-up' the graves.

4. Appendices

None