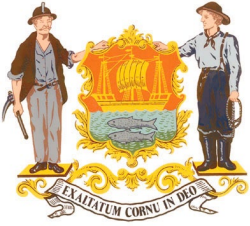


# TRURO CITY COUNCIL



CITY OF TRURO

Town Clerk's Department  
Municipal Buildings  
Boscawen Street  
Truro TR1 2NE  
Tel. (01872) 274766  
www.truro.gov.uk  
email: [info@truro.gov.uk](mailto:info@truro.gov.uk)

5th February 2025

To: The Mayor (Councillor C Swain)  
Deputy Mayor (Councillor S Rabey)  
Chairman and members of the **FINANCE & GENERAL PURPOSES COMMITTEE**:  
Councillors Biscoe, Mrs Carlyon, Nolan, Rich, Southcombe, Stokes, Sunderhauf, Webb, Wells  
and Chairman of Parks and Amenities Committee Councillor Eathorne-Gibbons  
and all other Members of **TRURO CITY COUNCIL** *for information*.

Dear Councillor,

NOTICE IS HEREBY GIVEN that the meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** will be held at **THE LARGE COMMUNITY ROOM, TRURO COMMUNITY LIBRARY (SECOND FLOOR), UNION PLACE** on **MONDAY 10 FEBRUARY 2025** at **7.00 pm** for the transaction of the under mentioned business: -

## AGENDA

- 1 **COUNCILLORS IN ATTENDANCE AND APOLOGIES**  
To **note** apologies.
- 2 **DECLARATIONS OF INTEREST**  
To **receive** and **resolve** on any dispensation requests.
- 3 **OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA VERBAL QUESTIONS** (5 minutes only)
- 4 **MINUTES** (Appendix A)  
To **resolve** to approve and sign the minutes of the Finance and General Purposes Committee meeting held on 13 January 2025.
- 5 **OFFICER REPORTS**
  - a. **Responsible Finance Officer**  
To **receive** a verbal report.
  - b. **Facilities Manager**  
To **receive** a verbal report.
- 6 **CHAIRMAN'S REPORT**  
To **receive** a verbal report.
- 7 **CORRESPONDENCE**  
To **consider** a request to fly a flag from the Municipal Buildings by the Royal Observer Corps. (Appendix B)
- 8 **AGENDA ITEMS**
  - a. To **recommend** to Full Council a response to the Government Consultation on Strengthening the Standards and Conduct Framework for Local Authorities in England. (Appendix C)

- b. To **consider** the Eliot Exhibition Foundation's request that Truro City Council deliver administration for the charity as an interim measure.
- c. To **note** updated seniority list. (Appendix D)
- d. To **note** Q3 expenditure budget report. (Appendix E)
- e. To **recommend** to Full Council that it approves the Asbestos Management Policy. (Appendix F)
- f. To **recommend** to Full Council that it approves the Radon Management Policy. (Appendix G)
- g. To **recommend** to Full Council that it approves the policies & procedures necessary for creating an approved register of preferred contractors. (Appendix H)
- h. To **note** the renewal of the Health and Safety contract. (Appendix I)
- i. Grant Applications.  
To date Grants totalling £7,957.00 have been agreed leaving a balance of £4,938.00 available.
  - i. To **consider** a grant application by Nourish Hub for £1,500.00. (Appendix J)
  - ii. To **consider** a grant application by Volunteers Day for £250.00. (Appendix K)

9 To **note** the **SCHEDULE OF PAYMENTS** and **BANK BALANCES** as at 31<sup>st</sup> January 2025. (Appendix L)

Current Account	£1,050,410.73
Public Sector Deposit	£1,600,000.00
Money Market	£547,219.10
=====	
Total	£3,197,629.83

10 **EXCLUSION OF THE PRESS AND PUBLIC**

In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public will be excluded from the meeting during consideration of the following items by reason of their confidential or special nature: contracts.

- a. Lemon Quay Waste Services (Appendix M)
  - i. To **note** the report.
  - ii. To **resolve** to renew the contract for the waste collection on Lemon Quay with Cornwall Council for a further 12 months.

11 **READMITTANCE OF THE PRESS AND PUBLIC**

Press and public will be permitted to rejoin the meeting following the conclusion of the confidential items.

12 **DATE OF NEXT MEETING**

10th March 2025; the deadline for items for the next agenda is noon Tuesday 4 March 2025.

13 **ITEMS FOR FUTURE MEETINGS**



David Rodda MBE  
TOWN CLERK

# TRURO CITY COUNCIL



CITY OF TRURO

Town Clerks Department  
Municipal Buildings  
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## MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD 13 JANUARY 2025 AT 1900

**PRESENT:** Councillors Wells (Vice-Chairman), Swain (Mayor), Rabey (Deputy Mayor), Biscoe, Mrs Carlyon, Eathorne-Gibbons, Nolan, Rich, and Southcombe.

**APOLOGIES:** Councillors Webb, Stokes, and Sunderhauf. [Personal]

**ALSO IN ATTENDANCE:** David Rodda MBE (Town Clerk), Esther Greig (Deputy Town Clerk & RFO), Mark Wright (Facilities Manager) and Councillor Roden.

### 1 COUNCILLORS IN ATTENDANCE AND APOLOGIES

The apologies were **noted**.

F/24/1025

### 2 DECLARATIONS OF INTEREST

Councillor Roden declared an interest in item 8 a, non-pecuniary, to leave the room. Dispensation to speak was granted by the Town Clerk.

F/24/1026

Councillor Wells declared an interest in item 8 a, non-pecuniary, to leave the room. Dispensation to speak was granted by the Town Clerk.

Councillor Biscoe declared an interest in item 8 b, non-pecuniary, to leave the room. Dispensation to speak was granted by the Town Clerk.

### 3 OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA VERBAL QUESTIONS

None.

F/24/1027

### 4 MINUTES

It was proposed by Councillor Rabey, seconded by Councillor Swain, and **RESOLVED** that the minutes were considered a correct record and signed.

F/24/1028

### 5 a. RESPONSIBLE FINANCE OFFICER (RFO) REPORT

The RFO gave a verbal report to the Committee on:

The requirement of the Councillors, as employers, to attend harassment training prompted by the introduction of new laws in October 2024. It was reported to the committee that most staff had completed this and that officers would make contact with them to arrange appropriate times for this training.

The £1 million in the current account includes £777,000.00 being held there for the New Life for City Buildings scheme while in negotiations regarding a property purchase - the funds may be required at any time. In addition to this

members were told of £500,000.00 that had matured that day from the money markets. It was to be assessed where this should be kept against the upcoming demands of the Boscawen Park Sports Hub Project.

[Councillor Rich entered the meeting at 1907.]

Councillors Southcombe and Sunderhauf were informed of their commitment to conduct the Q3 internal control checks in February.

Following an enquiry from a member, the meeting was advised that interest earned from funds held in TCC accounts was not ringfenced for projects but allocated to general revenue expenditure or reserves.

The verbal report was **noted**.

F/24/1029

#### **b. FACILITIES MANAGER REPORT**

The Facilities Manager, being new to role, introduced himself to the committee. He gave an overview of matters he is working on in order to deliver a full report in February.

- o Building Condition surveys of the entire estate starting with Hendra Hall, Zebs, and the Moresk Centre as these are the highest priority.
- o Assets within facilities, and statutory inspections.
- o Planned maintenance.
- o Capital projects, currently Boscawen Park Sports Hub.
- o Refurbishment works.
- o Health and Safety Strategy.
- o Key Performance Indicators and scheduled reports to committee.
- o Risk Assessments, safe systems of work and reporting procedures.
- o Procurement and contractor safety.

The verbal report was **noted**.

F/24/1030

#### **6 CHAIRMANS REPORT**

None.

F/24/1031

#### **7 CORRESPONDENCE**

- a.** Email from Jayne Kirkham MP re; GWR Customer & community Improvement Fund.

The Chairman asked members to share their ideas.

It was suggested that the Council resubmit an application seeking support towards the costs of a project to promote walking routes around Truro that start and finish at the station that was done some years ago but due to Covid failed to get response. The importance of the Black Bridge as part of these walking routes linking the town to the station was cited as justification.

Members shared caution that this was a Network Rail asset already part of their schedule of works. If its repair was highlighted it was likely to be shut.

A feasibility study was also suggested as an idea for application as exemplified in the letter. This was to be for the installation of halts at the Pydar development and Hugus. It was reported that previously a quote of £150,000.00 had been given to conduct the feasibility study for a halt at the Pydar development.

It was suggested to talk to the developers at Hugus to secure the shortfall in funds from the GWR grant given the benefit to them.

It was proposed by Councillor Rich, seconded by Councillor Mrs Carlyon and **RESOLVED** that it be explored if the walking routes project and a feasibility study for halts at the Pydar and Langarth developments could be used as projects for the grant application and further funding sources be identified.

F/24/1032

- b. The two messages received via the website were **noted**.

F/24/1033

## 8 AGENDA ITEMS

F/24/1034

### a. Malabar Community Centre

Having declared an interest in this item, Councillor Wells relinquished Chairmanship of this item to the Mayor.

The Town Clerk gave a précis of the report, the aspiration being to build a community centre in Malabar – the largest housing estate in Truro being one of the most deprived areas in Cornwall. The New Beginning Community Association is positioning itself to lead the project with Cornwall Council helping to facilitate. The land for the development would be devolved to Truro City Council. Long term land ownership and final funding arrangements were yet to be clarified.

Councillors then started discussion firstly by stating the urgency as a result of both the lack of a current facility in the area and the future increased competition for funding once the new developments in the surrounding area are completed. Commentary was added that it was sad to see the old building could not be refurbished for this use but rather viability could only be found for an education facility, especially given how well designed it was for this purpose.

Secondly, members accounted for the reputational damage to the council if it were to withhold its support when it was the council that established the group some twenty years ago.

Discussions ended noting the history of difficulty faced by the community group with deterioration of the site and Historic England Listing stalling the previous plan for a new community centre to replace the school.

The Town Clerk ended reiterating the short window of opportunity if applying for the shared prosperity fund having a deadline of March 2026.

[Councillors Wells and Roden left the room at 1949.]

It was proposed by Councillor Biscoe, seconded by Councillor Rabey and

- i. **Recommended** to Full Council that in order to facilitate further progress on the creation of a new Community Centre in Malabar, subject to a satisfactory business case being developed, it agrees to accept the devolution of the land on which the Malabar Community Centre will be based from Cornwall Council. This land would then be leased to the New Beginning Community Association (NBCA) so that they can build and operate a new community centre from the site. F/24/1035
- ii. **Recommended** to Full Council that in order to deliver the new Community Centre at Malabar, it works in partnership with NBCA to submit the F/24/1036

necessary funding applications to secure the necessary funding to cover 100% of the capital costs of the new facility.

- iii. **Recommended** to Full Council that, subject to a satisfactory business case being developed and successful grant applications, it supports NBCA to identify cashflow facilities that will enable them to build the new Malabar Community Centre. F/24/1037
- iv. **Recommended** to Full Council that in order to deliver the new Community Centre at Malabar the Town Clerk has delegated authority to progress this project with the NBCA. F/24/1038

[Councillors Wells and Roden entered the room at 1950.]

Councillor Wells resumed Chairmanship of the meeting.

#### b. **Moresk Devolution**

The Town Clerk explained that Cornwall Council was ready to start legal proceedings for the stopping up order for the road in front of the building and didn't wish to have to conduct these twice so needed confirmation of TCC's intent to receive the devolved building.

[Councillor Biscoe left the room at 1955.]

The contents of the report was **noted**. F/24/1039

It was proposed by Councillor Swain, seconded by Councillor Southcombe and it was:

- i. **RECOMMENDED** to Council that it agrees to pursue the full devolution of the Moresk Centre from Cornwall Council. F/24/1040
- ii. **RECOMMENDED** to Council that negotiations regarding the terms of the devolution are delegated to the Town Clerk. F/24/1041

[Councillor Biscoe entered the room at 1955.]

#### c. **Procurement Strategy for Duck Pond**

The committee heard from the Town Clerk; it was stated that during the procurement process in 2024, five contractors had attended an open day but none had submitted tenders due to timescale, budget, and complexity.

The ask of members was that the Council's procurement policy be amended for this item only and authority to direct award be given allowing constructive discussion with contractors.

The contents of the report was **noted**. F/24/1042

It was proposed by Councillor Mrs Carlyon, seconded by Councillor Eathorne-Gibbons and it was **RECOMMENDED** that for the purposes of facilitating the drainage of the Duck Pond at Boscawen Park a direct award to a contractor to undertake the works is utilised rather than standard procurement processes as codified in financial regulations. F/24/1043

#### d. **Estimates Report & Budget Discussion**

The RFO informed members that the budget as laid out in the report had been informed by the Budget Workshop and gone through the Parks and Amenities Committee, it was for this committee to make its final comment prior to being heard at Full Council.

The Chairman stated thanks to the RFO for producing the report given the time and for patience with the councillors.

A short discussion ensued on the inclusion of the Leats system, associated pump, pond and fountain in the budget. The committee requested the matter be tabled for discussion on the agenda of the next Parks and Amenities Committee meeting. The RFO agreed to add this consideration to the budget forecasts.

The report was **noted**.

F/24/1044

It was proposed by Councillor Swain, seconded by Councillor Eathorne-Gibbons and **RECOMMENDED** the budget to Full Council.

F/24/1045

**e. Scheme of delegation**

The Town Clerk gave the reason for the issuance of credit and debit cards as to aid productivity, saving time in having operational day-to-day spending that fell within agreed budgets conducted by the relevant officers rather than the Town Clerk.

It was proposed by Councillor Biscoe, seconded by Councillor Swain and **RESOLVED** that the General Foreman and Buildings and Facilities Supervisor each be issued with a City Council Credit Card with a limit of £1,000.00.

F/24/1046

It was proposed by Councillor Biscoe, seconded by Councillor Swain and **RESOLVED** that the Facilities Manager be included in the scheme of delegation (equivalent authority to Parks and Amenities Officer) and issued with a City Council Debit Card.

F/24/1047

**f. Grant application by Home Start for £287.00**

It was proposed by Councillor Biscoe, seconded by Councillor Rabey and **RESOLVED** that the grant be awarded.

F/24/1048

**9 BANK BALANCES AND SCHEDULE OF PAYMENTS**

At 31<sup>st</sup> December as follows:

Current Account	£1,023,639.12
Public Sector Deposit	£547,219.10
Money Market	£2,100,000.00
=====	
Total	£3,670,858.22

The schedule of payments and bank balances were **noted**.

F/24/1049

**10 EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor Rabey, seconded by Councillor Biscoe and **RESOLVED** to excluded the press and public from the meeting.

F/24/1050

**CCTV supplier decision**

Following discussions the Town Clerk had had exploring the options available to the Council he confirmed the matter was coming to a head.

Members compared the options recommended weighing up the cost, service provision, longevity, and commitment level against the budget and advice from Devon and Cornwall Police and Anti-Social Behaviour officer.

The contents of the report was **noted**.

F/24/1051

It was proposed by Councillor Biscoe, seconded by Councillor Eathorne-Gibbons and

- i. This recommendation to Full Council is contained within the confidential minutes.
- ii. **RECOMMEND** to Full Council to delegate the final negotiations regarding the terms of the contract with the chosen supplier to the Town Clerk noting the need for the contract to be affordable within the agreed budget envelope. F/24/1052
- iii. **RECOMMEND** to Full Council that from April 1st 2025 the provision of additional CCTV live monitoring, over and above that supplied by the Council, that may be deemed necessary for the safe delivery of events held in Truro is charged at cost to the event organiser and that this condition is included in the terms for booking Lemon Quay and other event spaces as necessary. F/24/1053
- iv. **RESOLVED** to instruct the Town Clerk to explore whether there are any additional funding opportunities that can be secured to fund CCTV provision as this will either reduce the cost to Council or expand the live monitoring provision. **F/24/1054**

#### **11 READMITTANCE OF THE PRESS AND PUBLIC**

It was proposed by Councillor Wells, seconded by Councillor Eathorne-Gibbons and **RESOLVED** to readmit the press and public to the meeting.

**F/24/1055**

#### **12 DATE OF NEXT MEETING**

The date of the next meeting is 10th February 2025.

F/24/1056

#### **13 ITEMS FOR FUTURE MEETINGS**

None.

F/24/1057

The meeting closed at 2054.

-----  
Chairman

**From:****Date:** 4 January 2025 at 12:17:13 GMT**To:** Councillor Carol Swain <[carol@truro.gov.uk](mailto:carol@truro.gov.uk)>, Info <[info@truro.gov.uk](mailto:info@truro.gov.uk)>**Cc:** Mayor <[mayor@truro.gov.uk](mailto:mayor@truro.gov.uk)>**Subject:** Royal Observer Corps Centenary Events in 2025

Dear Mrs Swain,

In October I e-mailed you regarding the Events which may be included in the 'Centenary of the Royal Observer Corps 2025'. In case you did not receive my e-mail I repeat it below.

Now that 2025 is upon us I have several meetings when this topic will be raised. I would be grateful if you could give my requests below consideration and let me know if any of them are possible at least in principle. If the events are possible then we can agree details in the coming months say Feb to April.

Please come back to me if you require any further details.

I do hope you can help in my request. Remembering is so important to our organisation.

Best Wishes

Lawrence Holmes

Chairman Truro Branch ROCA

.....

**Madam Mayor,**

**It was good to chat with you at the Service in August for the Truro Raid victims. As we all agreed it will be good if this becomes an annual event.**

**When we were talking I mentioned to you that it was the Centenary of the Royal Observer Corps in 2025. The OC was inaugurated on 25/10/1925. In 2025 all parts of the ROC Association will be celebrating the Centenary from probably May to November. The Truro Branch ROCA will be unveiling a plaque on the side of the Veryan (Nare Head) Nuclear Bunker in July 2025. We have two other centenary projects which we have discussed and we need the help of Truro City Council.**

**The first is the 'ROC Badge in colour and in flowers' in Victoria Gardens, Truro. The Gardens Dept has done this sort of thing before depicting the badges of other military organisations with different coloured flowers. I now formerly ask if Truro City Council would be willing to do this for the ROC Centenary in 2025 ? I send you a colour image of the ROC Badge for guidance..**

**The other idea is indeed a suggestion made by yourself. Would it be possible for the City Council to fly the ROC Flag on their flag Pole on City Hall. I hold a**

**suitable ROC Flag. The flag could be flown actually on 25/10/25 or at any other time which is convenient. I do hope this is possible. The Truro Branch belong to a national ROC Organisation which has branches all over the UK. We have a newsletter network so any Centenary celebrations we do in Truro/Cornwall may well be read all over the UK. The Truro Branch is already well known in Dundee and Northern Ireland !!.**

**I hope you will give my requests your consideration and look forward to your reply.**

**If you require any background information please come back to me.**

**Best Wishes  
Lawrence Holmes**





Report to:	<b>Finance and General Purposes Committee</b>	
Date:	<b>13<sup>th</sup> February 2025</b>	
Title:	<b>Government Consultation - Strengthening the Standards and Conduct Framework for Local Authorities in England</b>	
Authors, Roles and Contact Details:	<b>William Thorpe-Stanley, Administrator Committee Clerk</b>	
Approval and clearance obtained from chair of committee:	<b>Y / N</b>	
Urgency Procedure(s) used? If yes include rationale.	<b>N</b>	

**Recommendation(s):**

1. Note the contents of the report.
2. That the committee recommend a response, if any, to Full Council.

**1 Executive Summary**

- 1.1 On 18<sup>th</sup> December 2024 the government published an open consultation - Strengthening the standards and conduct framework for local authorities in England - seeking views on introducing a mandatory minimum code of conduct for all local authorities and Town and Parish Councils in England, and measures to strengthen the standards and conduct regime to ensure consistency of approach for investigating serious breaches of their member codes of conduct, including the introduction of the power of suspension.

**2 Purpose of Report and key information**

- 2.1 These proposals, if adopted, will impact all 'relevant authorities' in England as defined in Section 27(6) of the Localism Act 2011. This includes Truro City Council.
- 2.2 The consultation will end at 2359 on the 26<sup>th</sup> February 2025 having been open for comment for ten weeks. All individual officers and councillors are encouraged to comment as well as Council as a whole. There is opportunity for Parish Councils to have their say diminished and the focus be on Unitary authority if the response rate from Town and Parish Councils is low, it is strongly recommended therefore that Truro City Council expresses its views.
- 2.3 This report serves as an outline to the items within the consultation so that if they choose, members may make a response in full or to the question(s) they find pertinent.
- 2.4 Code of Conduct (Qs 2-4)  
The current standards and framework was established by the [Localism Act 2011](#). This requires all local authorities to adopt a code of conduct that encompasses the seven 'Nolan' principles (selflessness, integrity, objectivity, accountability, openness, honesty and leadership) and register interests. Although the Local Government Association publish a model code there is currently no national set minimum.  
The government seeks to implement this by introduction of a mandatory minimum prescribed code of conduct for local authorities and Town and

Parish Councils in England. This could ensure basic equality of expected standards among members, provide clarity to the electorate as well as aid officers in giving advice where case law will have the same basis nationally.

2.5 Standards Committees (Q 5-10)

This portion of the consultation affects how the principal authority investigates and makes decisions on misconduct allegations. The legislation currently requires that arrangements be in place but does not specify what they must be. Cornwall Council currently achieves this by way of monitoring officer as well as a standards committee.

The Standards Committee's role is to promote and maintain ethical standards in public life. It is a committee of Cornwall Council but half of its 18 members are not part of the Council. It appoints three independent people to give their views on code of conduct complaints. The total membership is Eight Cornwall Councillors, Five Town or Parish Councillors, One Town or Parish Clerk, and Four independent lay members.

2.6 Investigation Outcomes (Q 11)

It is asked if outcomes of investigations should be required to be published. Whilst this is done by Cornwall Council at present the potential implications of how much information is in the public domain should be kept in mind.

2.7 Completion of Investigations (Q 12)

This question asks if in the event a member under investigation resigns before the conclusion of the investigation should it be completed and result published.

2.8 Empowering Individuals to Come Forward (Q13 - 17)

Given the toll certain misconduct may have on recipient individuals, this section attempts to collect information, from the Local Authority, on the number of complaints and where they originated e.g. Officer, member of the public or other elected member. There is also an open question to gather the view on what measures would ensure victims are comfortable raising a complaint.

2.9 Allowances (Q 23 - 25)

The City Council pays no allowances so this question has little impact, but it asks whether local authorities should have the power to withhold these in addition to banning suspended members from entering or using council facilities. It is proposed that the ability to ban suspended members from Council facilities will be in place for Town and Parish Councils.

2.10 Sanctions (Q 18 - 22, 31 - 32)

Lost by the introduction of the Localism Act 2011 in favour of using the ballot box as a method of accountability. The consultation asks whether to re-introduce suspension (maximum length of six months – effectively resulting in the loss of council membership) and in escalated cases where there have been multiple breaches of code of conduct disqualification up to five years. The criteria and thresholds for these sanctions should be carefully considered, the consultation only says that serious breaches would lead to suspension and

suggests two suspension in any five-year period should result in disqualification for five years. A serious breach is not explicitly defined, nor is any threshold identified.

2.11 Interim Suspension (Q 26 - 30)

There is also introduced the idea of an interim suspension during complex investigations into serious code of conduct breaches, these would be for three months initially with the potential for extension if deemed necessary. This should be carefully considered as where an investigation finds no breach the subject of such would have been excluded from council business during this time.

2.12 Appeals (Q 33 - 37)

It is proposed that the right of appeal of a suspension decision be introduced, and that this be allowed to be used once for any given decision to suspend and must be invoked within five working days of the suspension notification. This timeframe may be thought of as too short. The right to appeal would also be given to those making a complaint if it is not investigated.

2.13 National Appeals Body (Q 38 - 39)

What is proposed here is an external national body that would hear appeals rather than being dealt with at a local level, benefits may be increased transparency and impartiality, but crucially it will establish precedents.

### 3 **Benefits for Customers/Residents**

- 3.1 The introduction of a common set of standards and conduct will provide residents with a clear understanding of the conduct they should expect from their elected members in dealings on their behalf.

### 4 **Relevant Previous Decisions**

- 4.1 (December Council 2022) Minute 249

#### *CIVILITY & RESPECT PLEDGE*

*Considering the recent equality, diversity and inclusion workshops offered by the City Council to staff and Councillors, Members considered whether the City Council should sign up to the Civility & Respect Pledge that the National Association of Local Councils (NALC) was promoting.*

*Following brief discussion, it was proposed by Councillor Green, seconded by Councillor La Borde and unanimously **RESOLVED** that the Town Clerk signs the City Council up to NALC's Civility & Respect Pledge.*

The above decision commits the council to “support the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate”; this consultation is the most direct way of doing so and failure to engage in this consultation will be a breach of this commitment.

### 5 **Consultation and Engagement**

- 5.1 .

**6 Financial Implications of the proposed course of action/decision**

6.1 None.

**7 Legal/Governance Implications of the proposed course of action/decision**

7.1 As a consultation there are no legal or governance issues but when implemented Councils code of conduct and standing order processes may need to be revised.

**8 Risk Implications of the proposed course of action/decision**

8.1 Failure to provide a response risks the voice of Town and Parish Councils not being heard in the consultation with the resulting framework only being informed by upper tier local authorities.

**9 Options available**

9.1 **Option 1 – Make no response to the consultation.**

9.2 **Option 2 – Only make response to some questions in the consultation.**

9.3 **Option 3 – Respond in full to the consultation.**

**10 Supporting Information (Appendices)**

10.1 [Strengthening the standards and conduct framework for local authorities in England - GOV.UK](#)

10.2 [Civility and Respect Pledge](#) (Appendix A)

10.3 All Consultation Questions (Appendix B)

**11 Approval and clearance**

**All reports:**

<b>Final report sign offs</b>	<b>This report has been cleared by (or mark not required if appropriate)</b>	<b>Date</b>
Town Clerk (Required for <b>all</b> reports)		
Deputy Town Clerk (Finance and HR) (Required for <b>all</b> reports)		



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

**This is to certify that  
Truro City Council  
has signed up to the Civility & Respect Pledge**

Truro City Council believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector.

Certificate number: 758.

**Truro City Council will:**

- Treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
- Put in place a training programme for councillors and staff.
- Sign up to Code of Conduct for councillors.
- Have in place good governance arrangements in place including, staff contracts, and Dignity at Work Policy.
- Commit to seek professional help at early stages should civility and respect issues arise.
- Commit to calling out bullying and harassment when it happens.
- Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
- Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

**Signed on behalf of the council by:**

Chairperson/Mayor: S. Webb Date: 07/12/2022

### Question 1

Please tick all that apply - are you responding to this consultation as:

a) an elected member – if so please indicate which local authority type(s) you serve on

- Town or Parish Council
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

b) a council officer – if so please indicate which local authority type

- Town or Parish Council
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

c) a council body – if so please indicate which local authority type

- Town or Parish Council
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

d) a member of the public

e) a local government sector body – please state

### Question 2

Do you think the government should prescribe a mandatory minimum code of conduct for local authorities in England?

- Yes
- No
- If no, why not? [Free text box]

### Question 3

If yes, do you agree there should be scope for local authorities to add to a mandatory minimum code of conduct to reflect specific local challenges?

- Yes – it is important that local authorities have flexibility to add to a prescribed code
- No – a prescribed code should be uniform across the country
- Unsure

### Question 4

Do you think the government should set out a code of conduct requirement for members to cooperate with investigations into code breaches?

- Yes

- No
- Unsure

#### **Question 5**

Does your local authority currently maintain a standards committee?

- Yes
- No
- Any further comments [free text box]

#### **Question 6**

Should all principal authorities be required to form a standards committee?

- Yes
- No
- Any further comments [free text box]

#### **Question 7**

In most principal authorities, code of conduct complaints are typically submitted in the first instance to the local authority Monitoring Officer to triage, before referring a case for full investigation. Should all alleged code of conduct breaches which are referred for investigation be heard by the relevant principal authority's standards committee?

- Yes, decisions should only be heard by standards committees
- No, local authorities should have discretion to allow decisions to be taken by full council
- Unsure

#### **Question 8**

Do you agree that the Independent Person and co-opted members should be given voting rights?

- Yes – this is important for ensuring objectivity
- No – only elected members of the council in question should have voting rights
- Unsure

#### **Question 9**

Should standards committees be chaired by the Independent Person?

- Yes
- No
- Unsure

#### **Question 10**

If you have further views on ensuring fairness and objectivity and reducing incidences of vexatious complaints, please use the free text box below.

[Free text box]

**Question 11**

Should local authorities be required to publish annually a list of allegations of code of conduct breaches, and any investigation outcomes?

- Yes - the public should have full access to all allegations and investigation outcomes
- No - only cases in which a member is found guilty of wrongdoing should be published
- Other views – text box

**Question 12**

Should investigations into the conduct of members who stand down before a decision continue to their conclusion, and the findings be published?

- Yes
- No
- Unsure

**Question 13**

If responding as a local authority, what is the average number of complaints against elected members that you receive over a 12-month period?

[Number box]

**Question 13a**

For the above, where possible, please provide a breakdown for complaints made by officers, other elected members, the public, or any other source:

- Complaints made by officers [Number box]
- Complaints made by other elected members [Number box]
- Complaints made by the public [Number box]
- Complaints made by any other source [Number box]

**Question 14**

If you currently work, or have worked, within a local authority, have you ever been the victim of (or witnessed) an instance of misconduct by an elected member and felt that you could not come forward? Please give reasons if you feel comfortable doing so.

- Yes
- No
- [Free text box]

**Question 15**

If you are an elected member, have you ever been subject to a code of conduct complaint? If so, did you feel you received appropriate support to engage with the investigation?

- Yes
- No
- [Free text box]

### Question 16

If you did come forward as a victim or witness, what support did you receive, and from whom? Is there additional support you would have liked to receive?

[Free text box]

### Question 17

In your view, what measures would help to ensure that people who are victims of, or witness, serious councillor misconduct feel comfortable coming forward and raising a complaint?

[Free text box]

### Question 18

Do you think local authorities should be given the power to suspend elected members for serious code of conduct breaches?

- Yes – authorities should be given the power to suspend members
- No – authorities should not be given the power to suspend members
- Unsure

### Question 19

Do you think that it is appropriate for a standards committee to have the power to suspend members, or should this be the role of an independent body?

- Yes - the decision to suspend for serious code of conduct breaches should be for the standards committee
- No - a decision to suspend should be referred to an independent body
- Unsure
- [Free text box]

### Question 20

Where it is deemed that suspension is an appropriate response to a code of conduct breach, should local authorities be required to nominate an alternative point of contact for constituents during their absence?

- Yes – councils should be required to ensure that constituents have an alternative point of contact during a councillor's suspension
- No – it should be for individual councils to determine their own arrangements for managing constituents' representation during a period of councillor suspension
- Unsure

### Question 21

If the government reintroduced the power of suspension do you think there should be a maximum length of suspension?

- Yes – the government should set a maximum length of suspension of 6 months
- Yes – however the government should set a different maximum length (in months) [Number box]

- No – I do not think the government should set a maximum length of suspension
- Unsure

### Question 22

If yes, how frequently do you consider councils would be likely to make use of the maximum length of suspension?

- Infrequently – likely to be applied only to the most egregious code of conduct breaches
- Frequently – likely to be applied in most cases, with some exceptions for less serious breaches
- Almost always – likely to be the default length of suspension for code of conduct breaches
- Unsure

### Question 23

Should local authorities have the power to withhold allowances from suspended councillors in cases where they deem it appropriate?

- Yes – councils should have the option to withhold allowances from suspended councillors
- No – suspended councillors should continue to receive allowances
- Unsure

### Question 24

Do you think it should be put beyond doubt that local authorities have the power to ban suspended councillors from council premises and to withdraw the use of council facilities in cases where they deem it appropriate?

- Yes – premises and facilities bans are an important tool in tackling serious conduct issues
- No – suspended councillors should still be able to use council premises and facilities
- Unsure

### Question 25

Do you agree that the power to withhold members' allowances and to implement premises and facilities bans should also be standalone sanctions in their own right?

- Yes
- No
- Unsure

### Question 26

Do you think the power to suspend councillors on an interim basis pending the outcome of an investigation would be an appropriate measure?

- Yes, powers to suspend on an interim basis would be necessary
- No, interim suspension would not be necessary
- Any further comments [free text box]

### Question 27

Do you agree that local authorities should have the power to impose premises and facilities bans on councillors who are suspended on an interim basis?

- Yes - the option to institute premises and facilities bans whilst serious misconduct cases are investigated is important
- No - members whose investigations are ongoing should retain access to council premises and facilities
- Unsure

### Question 28

Do you think councils should be able to impose an interim suspension for any period of time they deem fit?

- Yes
- No
- Any further comments [free text box]

### Question 29

Do you agree that an interim suspension should initially be for up to a maximum of 3 months, and then subject to review?

- Yes
- No
- Any further comments [free text box]

### Question 30

If following a 3-month review of an interim suspension, a standards committee decided to extend, do you think there should be safeguards to ensure a period of interim extension is not allowed to run on unchecked?

- Yes – there should be safeguards
- No – councils will know the details of individual cases and should be trusted to act responsibly

### Question 30a

If you answered yes to above question, what safeguards do you think might be needed to ensure that unlimited suspension is not misused?

[Free text box]

### Question 31

Do you think councillors should be disqualified if subject to suspension more than once?

- Yes – twice within a 5-year period should result in disqualification for 5 years
- Yes – but for a different length of time and/or within a different timeframe (in years) [Number boxes]
- No - the power to suspend members whenever they breach codes of conduct is sufficient
- Any other comments [free text box]

**Question 32**

Is there a case for immediate disqualification for gross misconduct, for example in instances of theft or physical violence impacting the safety of other members and/or officers, provided there has been an investigation of the incident and the member has had a chance to respond before a decision is made?

- Yes
- No
- Unsure
- [Free text box]

**Question 33**

Should members have the right to appeal a decision to suspend them?

- Yes - it is right that any member issued with a sanction of suspension can appeal the decision
- No – a council's decision following consideration of an investigation should be final
- Unsure

**Question 34**

Should suspended members have to make their appeal within a set timeframe?

- Yes – within 5 days of the decision is appropriate to ensure an efficient process
- Yes – but within a different length of time (in days) [Number box]
- No – there should be no time limit for appealing a decision

**Question 35**

Do you consider that a complainant should have a right of appeal when a decision is taken not to investigate their complaint?

- Yes
- No
- Unsure

**Question 36**

Do you consider that a complainant should have a right of appeal when an allegation of misconduct is not upheld?

- Yes
- No
- Unsure

**Question 37**

If you answered yes to either of the previous two questions, please use the free text box below to share views on what you think is the most suitable route of appeal for either or both situations.

[Free text box]

**Question 38**

Do you think there is a need for an external national body to hear appeals?

- Yes – an external appeals body would help to uphold impartiality
- No – appeals cases should be heard by an internal panel
- Any further comments [free text box]

### Question 39

If you think there is a need for an external national appeals body, do you think it should:

- Be limited to hearing elected member appeals
- Be limited to hearing claimant appeals
- Both of the above should be in scope
- Please explain your answer [free text box]

### Question 40

In your view, would the proposed reforms to the local government standards and conduct framework particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

- it would benefit individuals with protected characteristics
- it would disadvantage individuals with protected characteristics
- neither

Please use the text box below to make any further comment on this question.

[Free text box]

## TRURO CITY COUNCIL PROCEDURAL GUIDANCE

### 1 **Co-option of Councillors**

(i) Prior to the agenda being distributed for the co-option meeting, candidates shall be invited to submit a personal statement setting out their experience, skills and why they want to join the council. These shall be circulated to members of the council together with the notice and agenda. Each candidate shall be asked to address the meeting for no longer than five minutes (the order to be decided by lot).

(ii) The Mayor (or in his absence the chairman of the meeting) shall ask all the candidates randomly the same questions, selected from those submitted by members to the Town Clerk prior to the meeting.

(iii) The Mayor (or in his absence the chairman of the meeting) shall request a show of hands in favour of a secret ballot. In accordance with standing order part B 9(b), if at least one-third of members present vote in favour, the council will proceed to a secret ballot, without discussion. Otherwise, the vote shall be by show of hands.

(iv) In accordance with standing order 9(a), where there are more than two candidates for one vacancy, a person must get a majority of votes over all the other candidates. Thus, where candidate A receives four votes, and candidates B and C each receive two, A is not elected because he has the same number of votes as B and C put together and does not have a majority over their combined votes. Where there are more than two candidates the candidate with the least number of votes is eliminated, so the final vote is between two candidates only. An abstention is not a vote and not part of the count.

### 2 **Order of Seniority**

Following the election or co-option of new members of the council, a list of members in order of seniority shall be drawn up. Members shall appear on the list according to their length of continuous service. This list shall determine the order of seating at council meetings.

Where, following an election, two or more members are elected to the council for the first time or return after a break of service, they shall be placed on the council's order of seniority list according to the number of votes cast, expressed as a percentage of the total ward electorate eligible to vote on the day of poll, with the new member achieving the highest percentage point across the city placed at the head of the list of new members and the other new members following in percentage point order.

Where new members have been returned unopposed or are co-opted to the council, they shall not have precedence over members, with the same length of continuous service, from contested elections and their positions shall be decided by drawing lots.

## TRURO CITY COUNCIL PROCEDURAL GUIDANCE

### 3 **Selection of Mayor and Deputy Mayor in a Non-Election Year and Election of Mayor/Deputy Mayor in an Election Year**

(i) Prior to February/March, or in an election year, at the annual meeting held in May at the first meeting of council, at which the selection of the Mayor and Deputy Mayor shall take place, members of the council shall be circulated with a list of members in their respective groups together with an order of seniority. The groups shall comprise of the following:-

- Group A      Members who have served continuously for at least three years and have not previously held the office of Mayor;  
*Councillors Wells, Mrs Nolan, Stokes, Pascoe, Green, Unwin, Roby, Rabey, Sealy, and La Borde.*
- Group B      Members who have not served continuously for at least three years in their current term, but have at least three years interrupted service and have previously not held the office of Mayor;
- Group C      Members who have at least three years continuous or interrupted service and have previously held the office of Mayor more than four years previous to the forthcoming Mayoral year;  
*Councillors Mrs Carlyon, Roden, Nolan, Rich, Southcombe, and Eathorne-Gibbons.*
- Group D      Members who have at least three years continuous or interrupted service and have previously held the office of Mayor fewer than five years previous to the forthcoming Mayoral year;  
*Councillors Biscoe, Webb, and Swain.*
- Group E      Members who have served less than three years, either continuously or interrupted, and have not previously held the office of Mayor.  
*Councillors Sunderhauf, Wetherill, and Griffiths.*
- Group F      Members who have served less than three years, either continuously or interrupted, and have previously held the office of Mayor.
- Note:              Groups E and F are particularly applicable in the event of a completely new council being elected.

**The duration of service shall be calculated, as at the date the new Mayoral year will commence.**

#### (ii) **Eligibility for Nomination**

Members who are not prepared to allow their name to go forward for nomination shall notify the Town Clerk in writing, prior to the meeting at which the selection is undertaken. Otherwise, a proposer shall be sought to nominate the member, in order of seniority, in the first group, as defined in part 2(i), who has not indicated his unwillingness to serve. Should no one in this group wish to serve then the nomination shall pass to the member, in order of seniority, in the second group who has not indicated his unwillingness to serve and so on.

## **TRURO CITY COUNCIL PROCEDURAL GUIDANCE**

### **(iii) Selection of Mayor in a Non-Election Year and Election of Mayor in an Election Year**

At the February/March meeting of the council, or in an election year, at the annual meeting held in May, the Town Clerk shall remind the members of the policy of the council that, in normal circumstances the office of Mayor of the city for the ensuing year shall be offered to the current Mayor unless he has served two consecutive years. If the Mayor has served two consecutive years, the office shall be offered to the Deputy Mayor for the current year.

If the current Mayor is eligible to serve for a further year, unless the present holder of the office indicates he is unwilling or unable to accept, the Mayor (or in his absence the chairman of the meeting) shall, without discussion, call for a proposer and seconder in respect of the nomination for Mayor, after which the Mayor (or in his absence the chairman of the meeting) shall request a show of hands in favour of a secret ballot. In accordance with standing order part B 9(b), if at least one-third of members present vote in favour, the council will proceed to a secret ballot. Otherwise, the vote shall be by show of hands, to determine whether or not the nomination is successful.

In the event that the office of Mayor is to be offered to the current Deputy Mayor, unless the present holder of the office indicates that he is unwilling or unable to accept, the Mayor (or in his absence the chairman of the meeting) shall, without discussion, call for a proposer and seconder in respect of the nomination for Mayor, after which the Mayor (or in his absence the chairman of the meeting) shall request a show of hands in favour of a secret ballot. In accordance with standing order part B 9(b), if at least one-third of members present vote in favour, the council will proceed to a secret ballot. Otherwise, the vote shall be by show of hands, to determine whether or not the nomination is successful.

In the event of the previously nominated candidate not receiving the majority support of the council the Town Clerk shall advise the council of the name of the next member who meets the criteria set out in part 3(ii). The Mayor (or in his absence the chairman of the meeting) shall then call for nominations from the council. Without discussion, the Mayor (or in his absence the chairman of the meeting) shall next request a show of hands in favour of a secret ballot. In accordance with standing order part B 9(b), if at least one-third of members present vote in favour, the council will proceed to a secret ballot. Otherwise, the vote shall be by show of hands.

### **(iv) Selection of Deputy Mayor in a Non-Election Year and Election of Deputy Mayor in an Election Year**

In the circumstances that the council has resolved that the current Mayor should serve for one further year, unless the present holder of the office of Deputy Mayor indicates that he is unwilling or unable to accept, the Mayor (or in his absence the chairman of the meeting) shall call for a proposer and seconder in respect of the nomination for Deputy Mayor, after which, without discussion, the Mayor (or in his absence the chairman of the meeting) shall request a show of hands in favour of a secret ballot. In accordance with standing order part B 9(b), if at least one-third of members present vote in favour, the council will proceed to a secret ballot. Otherwise, the vote shall be by show of hands to determine whether or not the nomination is successful.

Alternatively, immediately after the selection of the Mayor or election of the

## **TRURO CITY COUNCIL PROCEDURAL GUIDANCE**

Mayor (or in his absence the chairman of the meeting) in an election year, for the ensuing year the Town Clerk shall advise the council of the name of the next member who meets the criteria set out in part 2(ii).

The Mayor (or in his absence the chairman of the meeting) shall then call for a proposer and seconder in respect of the nomination for Deputy Mayor, after which, without discussion, the Mayor (or in his absence the chairman of the meeting) shall request a show of hands in favour of a secret ballot. In accordance with standing order part B 9(b), if at least one-third of members present vote in favour, the council will proceed to a secret ballot. Otherwise, the vote shall be by show of hands to determine whether or not the nomination is successful.

In the event of a previously nominated candidate not receiving the majority support of the council, the Town Clerk shall advise the council of the next member who meets the criteria set out in part 2(ii) and the procedure shall be repeated, until a nominee has been chosen by the council.

#### **4 Selection of Committees**

A Committee Selection Committee, comprising the Mayor and Deputy Mayor for the time being, together with five other Members of the council, shall be elected by ballot of the whole council at the ordinary meeting of the council held in March/April. The Mayor (or in his absence the chairman of the meeting) shall request a show of hands in favour of a secret ballot. In accordance with standing order part B 9(b), if at least one-third of members present vote in favour, the council will proceed to a secret ballot, without discussion. Otherwise, the vote shall be by show of hands.

Provided that, in the year of the ordinary election of councillors, the Committee Selection Committee shall be elected at the annual meeting of the council, in accordance with standing order part B 6(j)(vii).

The Mayor and Deputy Mayor for the time being, shall be Chairman and Vice Chairman respectively of the Committee Selection Committee or, in the absence of both, the committee shall be chaired by a member appointed at the meeting.

Immediately following the election of the Committee Selection Committee, or in the year of the ordinary election of councillors immediately following such election, the Town Clerk shall circularise all members of the council requesting details of their preference for membership of the standing committees for the time being of the council, and shall submit details of the replies received to the meeting of the Committee Selection Committee to enable the committee to make its nominations to the council. Each member to be informed that they must indicate their first, second and third choices, but that they can also indicate the committee(s) on which they do not wish to serve.

At a meeting of the Committee Selection Committee held between the adjournments (i.e. after the Mayor Making Ceremony in a non-election year) of the council's Annual Meeting it shall consider the preferences expressed by members and nominate members to serve on the standing committees of the council, such nominations to be reported to the Annual Meeting of the council each year, for approval.

**TRURO CITY COUNCIL  
PROCEDURAL GUIDANCE**

**5 Composition of Committees**

(i) Except where otherwise provided by statute or a scheme made under statutory authority, the Mayor and Deputy Mayor shall be a member of every committee, sub-committee or working party appointed by the council or its committees.

(ii) The membership of each standing committee shall be:

(a) **Finance and General Purposes**

Mayor, Deputy Mayor and nine members elected in accordance with standing order part B 5 together with the Chairman of the Parks and Amenities Committee. In the absence of the Chairman of the Parks and Amenities Committee the vice-chairman is permitted to attend and to vote.

(b) **Parks and Amenities**

Mayor, Deputy Mayor and nine members elected in accordance with standing order part B 5 together with the chairman of the Finance and General Purposes Committee. In the absence of the Chairman of the Finance and General Purposes Committee, the Vice-Chairman is permitted to attend and to vote.

(c) **Planning**

Mayor, Deputy Mayor, and ten members elected in accordance with standing order part B 5.

(d) **Staffing**

Five members elected in accordance with standing order part B 5.



Report to:	<b>Finance and General Purposes Committee</b>	
Date:	<b>10<sup>th</sup> February 2025</b>	
Title:	<b>Q3 Expenditure to Budget Summary 2024-25</b>	
Authors, Roles	<b>Esther Greig</b> <b>Deputy Town Clerk/Responsible Financial Officer,</b>	
Approval and clearance obtained from chair of committee:	<b>Y</b>	
Urgency Procedure(s) used? If yes include rationale.	<b>N</b>	
<b>Recommendations:</b>		
1. To note the contents of the report.		

## **1 Executive Summary**

1.1 Quarterly expenditure to budget reports will be presented to F&GP committee in the month following the completion of the previous quarters' accounting process.

## **2 Purpose of Report and key information**

2.1 To give a brief overview of TCC finances as at 31.12.24

2.2 2024-25 budget is 'tight' and needs close monitoring.

2.3 Inflation figures are currently lower than TCC budgeted for, so expenditure will not be pressurised by external forces for the moment.

2.4 The 2024-25 pay award was announced in November and paid out to all staff in December. The National agreement was £1290 (minimum) for all spinal column points and 2.5% for higher salaries as appropriate.

2.5 To note that a Q3 VAT reclaim has been submitted and payment received of £46,997.87

## **3 Benefits for Staff/Councillors**

3.1 This report will give an overview of TCC's Q3 financial position.

## **4 Relevant Previous Decisions**

4.1 In January 2024, TCC set its budget and precept for the 2024-25 financial year to reflect the expected financial position and operating requirements.

4.2 In June 2024, TCC revised its reserves position to reflect actual funds available and set budgets for capital expenditure in year.

4.3 In September 2024, TCC reviewed its budget estimates for 2024-25 and vired budget as required between cost centres.

4.4 In October 2024, TCC resolved that £47,188.71 CIL Monies received be split equally between projects for three buildings: Zebs (exterior wall). Hendra

(roof), and the Library (fire escape and interior flooring in the children's library and children's furniture).

## 5 Consultation and Engagement

5.1 N/A

## 6 Legal/Governance Implications of the proposed course of action/decision

6.1 It is essential that TCC maintains its liquidity in year and monitors budgets closely.

## 7 Q3 Balances and Treasury Management:

The second tranche of precept was received at the beginning of September. A second payment of CIL has been received and allocated to spend at Hendra, Zebs and the Library

7.1 Balance per bank statements as at 31/12/24

Current Account	£1,023,639.12
Public Sector Deposit	£547,219.10
Money Market	£2,100,000.00
=====	
Total	£3,670,858.22

The precept has been received in full for this year - £3,005,618.00.

The public sector deposit account has the total of the S106 monies held. This balance as of 31<sup>st</sup> December is £547,219.10. Interest is currently reinvested – in order to allocate 'income' to parks (budgeted at £25,000) from this fund; this has been withdrawn into the current account. If interest rates remain unchanged, TCC will receive approx. £26k in interest on this account this year. If required capital can be withdrawn from this fund to cover maintenance costs.

7.2 Balances - Partnership Accounts, Town Deal & Ear-Marked Reserves

	1.4.24	30.6.24	30.9.24	31.12.24
Partnership Funds	31,433	27,776	20,630	20,630
Boscawen Park Project -Town Deal	206,126	247,489	370,986	380,431
New Life City Buildings - Town Deal	423,338	781,851	773,152	762,006
S.106 Funds	554,810	558,694	565,268	540,268
EMRs	10,000	10,000	10,000	10,000
	1,225,707	1,625,809	1,740,036	1,713,335

Of the funds held by Truro City Council, £1.713m are allocated for projects and reserves, or held separately for partner organisations and charities. Funds have been paid out that were raised by previous mayors for charities and warm welcome monies have been allocated appropriately. Café business rates and lodge maintenance make up the EMRs.

7.3 Treasury Management

<b>Money Market accounts</b>			
£ invested	% interest	£ interest	Maturity Date
250,000	4.18	1,755.07	19/08/2024
500,000	4.65	7,771.23	18/10/2024
750,000	4.58	10,409.00	11/11/2024
600,000	4.36	8,743.89	23/12/2024
750,000	3.91	4,900.89	13/11/2024
500,000	4.27	7,136.16	13/01/2025
500,000	4.23	7,127.26	11/02/2025
350,000	4.14	4,882.93	25/02/2025
750,000	4.13	10,353.28	24/03/2025
	Total	<u>63,079.71</u>	

Bank interest is budgeted at £11,000 within the Administration budget line but is on course to significantly exceed this by year end. It is unlikely further money market accounts will be considered for Q4 as cash-flow is required for the Town Deal projects.

Due to the low level of TCC's general reserves in the period 2024-2027, it would be unwise to lock TCC's funds in long term bonds or make investments into stocks/shares/unit trusts with even a moderate risk to capital.

## 8 Summary Position of Cost Centres

8.1 Budgets are expected to be at or around the 75% of total at the end of the third quarter. Being slightly under on expenditure and slightly over on income, shows a good position for the year.

<b>Cost Centre Expenditure</b>	<b>2024-25 Budget</b>	<b>2024-25 Q3 Actual</b>	<b>% spent</b>	Remaining Budget
	£	£		
Administration & Democratic	1,053,239	667,925	<b>63.4%</b>	385,314
Visitor Information Centre	267,495	194,202	<b>72.6%</b>	73,293
Allotments	24,760	1,204	<b>4.9%</b>	23,556
Public Cemetery	11,789	6,194	<b>52.5%</b>	5,595
Community	265,923	117,667	<b>44.2%</b>	148,256
Parks & Open Spaces	1,238,763	839,660	<b>67.8%</b>	399,103
Public Conveniences	246,212	189,531	<b>77.0%</b>	56,681
Café in the Park	232,960	210,726	<b>90.5%</b>	22,234
Truro Library	326,903	210,269	<b>64.3%</b>	116,634
Marketing (LQ & VT)	205,114	100,887	<b>49.2%</b>	104,227
<b>Total Expenditure</b>	<b>3,873,158</b>	<b>2,538,265</b>	<b>65.5%</b>	<b>1,334,893</b>
<b>Cost Centre Income</b>	<b>2024-25 Budget</b>	<b>2024-25 Q3 Actual</b>	<b>% received</b>	Remaining Budget
	£	£		
Administration & Democratic	80,131	155,924	<b>194.6%</b>	-75,793
Tourist Information Centre	128,760	102,863	<b>79.9%</b>	25,897
Allotments	3,700	4,165	<b>112.6%</b>	-465
Public Cemetery	25,626	23,625	<b>92.2%</b>	2,001
Community	24,151	25,438	<b>105.3%</b>	-1,287
Parks & Open Spaces	154,316	109,484	<b>70.9%</b>	44,832
Public Conveniences	1,800	1,950	<b>108.3%</b>	-150
Café in the Park	234,688	218,923	<b>93.3%</b>	15,765
Truro Library	53,998	41,316	<b>76.5%</b>	12,682
Lemon Quay	61,904	66,398	<b>107.3%</b>	-4,494
<b>Total Income</b>	<b>769,074</b>	<b>750,086</b>	<b>97.5%</b>	<b>18,988</b>

### 8.2 Administration and Democratic Services

Travelling expenses are slightly over from Town Clerk's interviews. Following the completion of appraisals – the training budget will be allocated over the winter period as required.

Municipal Buildings initial works to ensure the statutory requirements are in place for hiring certain spaces have been completed. Cornwall Council has started to hand back the building so as we have a licence to operate expenses are being incurred, and rooms are being rented. Some furniture has been bought – evacuation chairs, and some storage costs were incurred; hence exceeding the furniture budget. These were unavoidable but overall the expenditure budget is well with expected levels.

Description	2024-25 Budget £	2024-25 Actuals £	Q3 %	remaining budget
<b>Employees</b>				
Salary & Wage Costs	686,593	497,781	<b>72.5%</b>	188,812
Training/Conferences	8,803	4,713	<b>53.5%</b>	4,090
Travelling Expenses	150	360	<b>240.0%</b>	-210
Payroll & Personnel costs	25,327	21,185	<b>83.6%</b>	4,142
<b>Municipal Building</b>				0
Repairs & Maintenance	46,250	6,538	<b>14.1%</b>	39,712
Local Authority Rates	20,600	0	<b>0.0%</b>	20,600
Cleaning	1,000	169	<b>16.9%</b>	831
Furniture & Equipment	3,979	6,145	<b>154.4%</b>	-2,166
<b>Supplies &amp; Services</b>				0
Gas & Electricity	13,818	604	<b>4.4%</b>	13,214
Water	2,125	400	<b>18.8%</b>	1,725
Health & Safety	4,162	6,434	<b>154.6%</b>	-2,272
Insurance	26,136	25,448	<b>97.4%</b>	688
Audit Fees	4,900	5,860	<b>119.6%</b>	-960
Legal Fees	30,000	27,346	<b>91.2%</b>	2,654
Planning Advice	686	330	<b>48.1%</b>	356
Loan costs (Municipal Bldg)	80,000	0	<b>0.0%</b>	80,000
<b>Office Costs</b>				0
Stationery	1,888	1,546	<b>81.9%</b>	342
Printing	2,778	1,920	<b>69.1%</b>	858
Postages	2,105	1,026	<b>48.7%</b>	1,079
Telephones	1,733	2,239	<b>129.2%</b>	-506
Publications	100	435	<b>435.0%</b>	-335
Computer software	28,229	31,961	<b>113.2%</b>	-3,732
Tech - hardware	25,000	6,775	<b>27.1%</b>	18,225
Bank Charges	3,412	2,477	<b>72.6%</b>	935
<b>Democratic</b>				0
Mayoral Allowance	9,142	4,947	<b>54.1%</b>	4,195
Town Crier & Macebearers	1,292	965	<b>74.7%</b>	327
Members Expenses	1,363	366	<b>26.9%</b>	997
Civic Functions	3,843	1,995	<b>51.9%</b>	1,848
Subscriptions	5,530	4,530	<b>81.9%</b>	1,000
Elections	12,000	0	<b>0.0%</b>	12,000
Miscellaneous	295	3,430	<b>1162.7%</b>	-3,135
<b>Gross Expenditure</b>	<b>1,053,239</b>	<b>667,925</b>	<b>63.4%</b>	<b>385,314</b>

Insurance, Health and Safety and other subscriptions are mainly paid in Q1. Stationery costs is higher than expected due to 6 years of minutes having to be printed on a particular grade and style of paper. Replacement textbooks have been required to ensure up to date legislative requirement can be referenced. Two Health and Safety software packages have been paid for by

TCC and it has been identified that only one is required and only one was budgeted for. All the information on the defunct system will be transferred over this administrative year by the admin team. Computer hardware will be purchased over the coming months to replace outdated laptops and equipment that has failed; including the office photocopier.

Mayors allowance is under budget but it may be worthwhile to have the civic regalia revalued for insurance purposes. The elections are due May 2025 and no ad-hoc elections will be held within the 6 months prior – this budget will be ear-marked for future by-elections.

<b>Description</b>	2024-25 Budget	2024-25 Actuals	<b>Q3</b>	remaining budget
<b>Income</b>	£	£	%	
Use of Rooms	12,000	3,375	<b>28.1%</b>	8,625
Interest	11,000	35,026	<b>318.4%</b>	-24,026
S106	29,573	32,515	<b>109.9%</b>	-2,942
CIL	27,558	74,746	<b>271.2%</b>	-47,188
Miscellaneous	0	10,262	<b>0.0%</b>	-10,262
<b>Gross Income</b>	<b>80,131</b>	<b>155,924</b>	<b>194.6%</b>	<b>-75,793</b>

Miscellaneous income is staff time recompensed from the Town Deal Projects.

### 8.3 Visitor Information Centre

Although rent from buildings shows on target, due to accounting practices, monies have not been received on time from the tenant. The arrears are being chased – the Town Clerk is in discussions with the tenant.

<b>Income</b>			<b>Q3</b>	
Sales	102,866	69,854	<b>67.9%</b>	33,012
Tickets*	8,553	20,174	<b>235.9%</b>	-11,621
Contract Work - VC	7,500	5,625	<b>75.0%</b>	1,875
Registration/ Misc Fees	241	10	<b>4.1%</b>	231
Truro Guide Income	0	0	<b>0.0%</b>	0
Rents	9,600	7,200	<b>75.0%</b>	2,400
<b>Gross Income</b>	<b>128,760</b>	<b>102,863</b>	<b>79.9%</b>	<b>25,897</b>

Description	2024-25 Budget £	2024-25 Actuals £	Q3 %	remaining budget £
<b>Employees</b>				
Salary Costs	103,390	78,653	<b>76.1%</b>	24,737
Training	344	0	<b>0.0%</b>	344
<b>Premises Costs</b>				0
Repairs & Maintenance	21,832	2,346	<b>10.7%</b>	19,486
Rent	36,600	36,414	<b>99.5%</b>	186
Rates	18,367	12,375	<b>67.4%</b>	5,992
Cleaning	400	277	<b>69.3%</b>	123
Furniture & Equipment	255	0	<b>0.0%</b>	255
Contract Cleaners	4,902	3,555	<b>72.5%</b>	1,347
Power & Water	2,998	2,009	<b>67.0%</b>	989
<b>Office Costs</b>				0
Stationery	1,763	606	<b>34.4%</b>	1,157
Printing	1,073	663	<b>61.8%</b>	410
Postage	306	5	<b>1.6%</b>	301
Telephone	3,202	2,408	<b>75.2%</b>	794
Computer Costs	2,279	953	<b>41.8%</b>	1,326
Card Charges	3,353	2,016	<b>60.1%</b>	1,337
<b>Purchase of Sale Items</b>				
Tickets*	7,353	9,233	<b>108.0%</b>	-1,880
General Sale Goods	58,758	42,652	<b>72.6%</b>	16,106
Miscellaneous	320	37	<b>11.6%</b>	283
<b>Gross Expenditure</b>	<b>267,495</b>	<b>194,202</b>	<b>72.6%</b>	<b>73,293</b>

The rent for the Visitor Information Centre is paid quarterly in advance hence showing nearly all of the budget spent. Others all as expected – with the ticket sales to be paid out the event organisers. It may be useful to show tickets sales as net expenditure in future to provide clarity on the actual commission taken. It is expected that the replacement windows will be fitted before the end of the financial year and within the £20k budget.

#### 8.4 Community

Capital repairs for community buildings are now within this budget heading. The ground source heating system has been fixed at Malpas, Zebs roof has been repaired, but more maintenance work has been identified, and the asbestos and leaking roof at Hendra will be address during February. It is noted that repairs to the Moresk Centre were allocated £20k but will likely cost more than this which will be covered from the £20k that Cornwall Council will transfer as part of the devolution agreement and from income derived from renting the ground floor office. Devolution discussions have been restarted with Cornwall Council to include access to some capital funding to alleviate the ongoing cost burden. There has been a large, unexpected, back-dated electricity bill for the Moresk centre - £4k. The finance department has chased invoices from Cornwall Council for the CCTV

balance (which has now been received) and the ASB Officer contribution to ensure payment by year end.

Description	2024-25 Budget	2024-25 Actuals	Q3	remaining budget
	£	£	%	£
<b>Employees</b>				
Salary & Wage Costs	50,631	38,107	<b>75.3%</b>	12,524
Training/Conferences	70	120	<b>171.4%</b>	-50
Travelling	119	0	<b>0.0%</b>	119
<b>Office Costs</b>				
Car park rates - hendra	6,052	5,446	<b>90.0%</b>	606
Grant Advice	1,420	0	<b>0.0%</b>	1,420
Computer Costs	622	0	<b>0.0%</b>	622
Community Buildings	79,134	16,525	<b>20.9%</b>	62,609
<b>Grants &amp; Donation</b>				
Xmas Tree	127	60	<b>47.2%</b>	67
Public Space CCTV	40,174	11,350	<b>28.3%</b>	28,824
CAB	5,477	5,477	<b>100.0%</b>	0
Twinning Associations	1,028	382	<b>37.2%</b>	646
Street Pastors	4,800	4,800	<b>100.0%</b>	0
Music Festival	2,120	1,000	<b>47.2%</b>	1,120
Young People Cornwa	25,000	18,750	<b>75.0%</b>	6,250
Community Events	11,000	8,166	<b>74.2%</b>	2,834
Community Grants	12,895	7,470	<b>57.9%</b>	5,425
ASB Officer contribution	25,000	0	<b>0.0%</b>	25,000
Miscellaneous	254	14	<b>5.5%</b>	240
<b>Gross Expenditure</b>	<b>265,923</b>	<b>117,667</b>	<b>44.2%</b>	<b>148,256</b>
<b>Income</b>				
Rents from Buildings	10,784	8,087	<b>75.0%</b>	2,697
Community Grants/bo	11,000	13,965	<b>127.0%</b>	-2,965
Car Park Income	2,367	3,386	<b>143.1%</b>	-1,019
<b>Gross Income</b>	<b>24,151</b>	<b>25,438</b>	<b>105.3%</b>	<b>-1,287</b>

## 8.5 Allotments

Allotment rents are paid at the beginning of the financial year. Repair and maintenance expenditure is allocated at year end. Expenditure on allotment development at Treffry has not commenced

Description	2024-25 Budget	2024-25 Actuals	Q3	remaining budget
	£	£	%	£
<b>Premises</b>				-
Repair & Maintenance	1,035	-	0.0%	1,035
Allotment development	23,000	-	0.0%	23,000
Water	725	1,204	166.1%	- 479
<b>Gross Expenditure</b>	<b>24,760</b>	<b>1,204</b>	<b>4.9%</b>	23,556
				-
<b>Income</b>				-
Allotments	3,700	4,165	112.6%	- 465
<b>Gross Income</b>	<b>3,700</b>	<b>4,165</b>	<b>112.6%</b>	- 465

### 8.6 Public Cemetery

Repair and maintenance expenditure is allocated at year end. A balancing figure will not be transferred from the parks cost centre. Interments have been more numerous than predicted.

Description	2024-25 Budget	2024-25 Actuals	Q3	remaining budget
	£	£	%	£
<b>Premises</b>				
Repair & maintenar	2,070	561	27.1%	1,509
Rates	5,907	4,604	77.9%	1,303
<b>Transport</b>				
Hired Plant	1,568	-	0.0%	1,568
<b>Supplies &amp; Services</b>				
Gas & Electricity	80	60	75.0%	20
Water	320	297	92.8%	23
Equipment & Mater	1,544	474	30.7%	1,070
<b>Establishment Expenses</b>				
Telephones	300	198	66.0%	102
<b>Gross Expenditure</b>	<b>11,789</b>	<b>6,194</b>	<b>52.5%</b>	5,595
<b>Income</b>				
Burial fees	25,626	23,625	92.2%	2,001
<b>Gross Income</b>	<b>25,626</b>	<b>23,625</b>	<b>92.2%</b>	2,001

## 8.7 Marketing

Communications include outside contractors (covering external communications whilst vacancies were running) and a Truro together article; neither of which were budgeted for. The Town Deal Events Consultant is being costed through this centre – a budget will be allocated as appropriate (£50k) on receipt of the project monies.

<b>Description</b>	2024-25 Budget £	2024-25 Actuals £	<b>Q3</b> %	remaining budget £
<b>Employees</b>				
Wages Costs	110607	54,515	<b>49.3%</b>	56,092
<b>Premises</b>				
Repair & Maintenance	1169	781	<b>66.8%</b>	388
Cleaning and Waste ma	33568	16,779	<b>50.0%</b>	16,789
Gas and Electric	730	516	<b>70.7%</b>	214
Water	382	134	<b>35.1%</b>	248
Computer Costs	0	-	<b>0.0%</b>	-
Fireworks Event Costs	5936	5,737	<b>96.6%</b>	199
Summer activities	6511	5,132	<b>78.8%</b>	1,379
Community Events	11015	433	<b>3.9%</b>	10,582
Public art	19611	5,199	<b>26.5%</b>	14,412
Miscellaneous	300	485	<b>161.7%</b>	- 185
Advertising	285	459	<b>161.1%</b>	- 174
Communications	15000	10,717	<b>71.4%</b>	4,283
<b>Gross Expenditure</b>	<b>205,114</b>	<b>100,887</b>	<b>49.2%</b>	<b>104,227</b>
<b>Income</b>				
Visit truro - website	4,000	3,000	<b>75.0%</b>	1,000
Event rentals	57,904	62,665	<b>108.2%</b>	- 4,761
Rental from Leases	-	-	<b>0.0%</b>	-
Public art grants	0	733	<b>0.0%</b>	- 733
Towns Fund Income				
<b>Gross Income</b>	<b>61,904</b>	<b>66,398</b>	<b>2</b>	<b>- 4,494</b>

Event rentals are invoiced in arrears and the income includes Christmas market receipts.

## 8.8 Parks and Open Spaces

Parks training mainly takes place in the autumn/winter. The replacement of plant and machinery will take place in Q4 in preparation for 2025-26 – 2 x vans. The decision about which models has yet to be taken. Again, tree removal and resurfacing will be undertaken in Q3/4.

<b>Description</b>	2024-25	2024-25	<b>Q3</b>	remaining
	Budget	Actuals		budget
	£	£	%	£
<b>Employees</b>				
Wages Costs	813,312	606,681	<b>74.6%</b>	206,631
Training	18,874	3,090	<b>16.4%</b>	15,784
Travel Expenses	179	74	<b>41.3%</b>	105
Protective Clothing	7,761	6,363	<b>82.0%</b>	1,398
<b>Premises</b>				
Repair & Maintenance	80,644	57,686	<b>71.5%</b>	22,958
Rent - parking space	1,479	1,594	<b>107.8%</b>	-115
Rates - Kenwyn/cricket	1,140	976	<b>85.6%</b>	164
Capital Projects	97,800	35053	<b>35.8%</b>	62,747
Play Equipment Repairs	3,424	169	<b>4.9%</b>	3,255
Seats, Gates ,Fencing	1,405	2,989	<b>212.7%</b>	-1,584
Gritting	0	-	<b>0.0%</b>	0
Idless Nursery PWLB	15,166	7,583	<b>50.0%</b>	7,583
<b>Transport</b>				
Petrol & Oil	22,771	16,087	<b>70.6%</b>	6,684
Repair & Maintenance	18,161	17,225	<b>94.8%</b>	936
Hired Plant & Equipment	1,568	562	<b>35.8%</b>	1,006
Licences	2,604	1,683	<b>64.6%</b>	921
Capital plant (renewals)	36,250	1,410	<b>3.9%</b>	34,840
<b>Supplies &amp; Services</b>				
Gas & Electricity	16,790	9,178	<b>54.7%</b>	7,612
Water	5,792	2,122	<b>36.6%</b>	3,670
Plants & Seeds	17,165	13,592	<b>79.2%</b>	3,573
Equipment & Materials	31,302	25,847	<b>82.6%</b>	5,455
Health & Safety	9,094	4,412	<b>48.5%</b>	4,682
<b>Establishment Expenses</b>				
Telephones	738	661	<b>89.6%</b>	77
Computer Costs	1,987	1,067	<b>53.7%</b>	920
Commision Charges - Tenn	580	-	<b>0.0%</b>	580
<b>Miscellaneous</b>				
Loan Repayment - Tennis	25,441	22,441	<b>88.2%</b>	3,000
Gardens Competition	753	686	<b>91.1%</b>	67
Britain in Bloom	6,469	429	<b>6.6%</b>	6,040
Miscellaneous	114	-	<b>0.0%</b>	114
<b>Gross Expenditure</b>	<b>1,238,763</b>	<b>839,660</b>	<b>67.8%</b>	<b>399,103</b>

Work to Victoria Park Shelter is nearly finished and the bandstand refurbishment has been completed. Much of the protective clothing is purchased at the beginning of the year. Transport costs are over 50% but it is expected that this will balance out over Q3/4. Britain in Bloom will underspend this year as TCC did not host any significant functions.

Trading rights - this is for ice-cream salesperson at Boscawen Park; in addition to the café offer. The Local Maintenance Partnership for definitive rights of way cutting has been completed and fee received. CCLA interest from the s106 funds will need to be transferred from the reserve at year end; although interest has been noted in the actuals below.

Description	2024-25 Budget	2024-25 Actuals	Q3 %	remaining budget
	£	£		£
<b>Income</b>				
Parks grants (s106)	32,201	32,201	<b>100.0%</b>	0
Floral Displays	20,977	20,611	<b>98.3%</b>	366
Contract Work	32,202	20,820	<b>64.7%</b>	11,382
Grass Cutting Agreement	7,577	7,859	<b>103.7%</b>	-282
Sponsorship roundabout	2,000	1,100	<b>55.0%</b>	900
Use of Pitches	4,829	3,582	<b>74.2%</b>	1,247
Tennis	22,059	20,845	<b>94.5%</b>	1,214
Trading Rights	3,000	9,600	<b>320.0%</b>	-6,600
Site Rentals	4,308	3,526	<b>81.8%</b>	782
CCLA interest (s106)	25,000	17,409	<b>69.6%</b>	7,591
Miscellaneous	163	4,132	<b>2535.0%</b>	-3,969
<b>Gross Income</b>	<b>154,316</b>	<b>109,484</b>	<b>70.9%</b>	<b>44,832</b>

## 8.9 Café in the Park

Wages and sale items are up on expected and this is balanced by an increase in income – turnover in greater than expected. A positive balance at end Q3 ensures that Q4 can be covered successfully. A new front door for the café was thought to have been required in Q3 but the Facilities Manager is working on an alternative solution – this potential expenditure is not shown in the budget figures.

	2024-25	2024-25	<b>Q3</b>	Variation
<b>Description</b>	Budget	Actuals		from
				Budget
	£	£		£
Wages	138,902	123,746	<b>89.1%</b>	-15,156
Purchase of Sale Items	70,693	67,798	<b>95.9%</b>	-2,895
Repair & maintenance	5,000	3,255	<b>65.1%</b>	-1,745
Local Authority Rates	7,115	2,697	<b>37.9%</b>	-4,418
Cleaning materials	2,607	2,278	<b>87.4%</b>	-329
Electricity	3,113	3,875	<b>124.5%</b>	762
Water	1,343	1,319	<b>98.2%</b>	-24
Equipment and material	1,281	3,521	<b>274.9%</b>	2,240
Computer costs	1,256	652	<b>51.9%</b>	-604
Card Machine Charges	1,650	1,585	<b>96.1%</b>	-65
<b>Gross Expenditure</b>	<b>232,960</b>	<b>210,726</b>	<b>90.5%</b>	<b>-22,234</b>
<b>Income</b>				
Sales	234,688	218,923	<b>93.3%</b>	-15,765
<b>Gross Income</b>	<b>234,688</b>	<b>218,923</b>	<b>93.3%</b>	<b>15,765</b>
<b>Net Expenditure</b>	<b>-1,728</b>	<b>-8,197</b>		<b>-6,469</b>

### 8.10 Public Conveniences

The expenditure on protective clothing is allocated at year end as they are paid for at the same time as parks.

The Toilets have used more water and electricity than anticipated. Through investigation there is no leak and footfall counters indicate that the volume is proportionate to the cistern size for the number of flushes. The footfall in the city centre over the Christmas period supports use. Slight underspend on cleaning materials and contractors, but staff have yet to take the majority of their holiday. Loan charges are for the Boscawen Park sewerage system debited in October Q3 and March Q4 – hence showing at 50%.

Description	2024-25 Budget £	2024-25 Actuals £	Q3	remaining budget £
<b>Employees</b>				
Salary & Wage Costs	101,151	72,891	<b>72.1%</b>	28,260
Training/Conferences	262	0	<b>0.0%</b>	262
Clothing	620	38	<b>6.1%</b>	582
<b>Premises</b>				
Repair & Maintenance	22,445	11,868	<b>52.9%</b>	10,577
Cleaning	12,919	7,649	<b>59.2%</b>	5,270
Capital project	48,000	43,455	<b>90.5%</b>	4,545
Contract Cleaners	17,000	11,265	<b>66.3%</b>	5,735
<b>Supplies &amp; Services</b>				
Gas & Electricity	4,479	5,350	<b>119.4%</b>	-871
Water	21,359	27,521	<b>128.8%</b>	-6,162
Health & Safety	9,446	4,628	<b>49.0%</b>	4,818
<b>Office Costs</b>				
Telephones	212	69	<b>32.5%</b>	143
<b>Vehicle Costs</b>				
Fuel	1,100	865	<b>78.6%</b>	235
Repair & Maintenance	697	564	<b>80.9%</b>	133
Licences	346	338	<b>97.7%</b>	8
<b>Miscellaneous</b>				
Loan Charges PWLB	6,060	3,030	<b>50.0%</b>	3,030
Miscellaneous	116	0	<b>0.0%</b>	116
<b>Gross Expenditure</b>	<b>246,212</b>	<b>189,531</b>	<b>77.0%</b>	<b>56,681</b>
<b>Income</b>				
Contract Work	1,800	1,950	<b>108.3%</b>	-150
<b>Gross Income</b>	<b>1,800</b>	<b>1,950</b>	<b>108.3%</b>	<b>-150</b>

## 9 Supporting Information (Appendices)

none

## 10 Approval and clearance

- 10.1 All necessary approvals for this report to be presented to Finance and General Purposes Committee have been obtained.

### All reports:

Final report sign offs	This report has been cleared by (or mark not required if appropriate)	Date
Town Clerk (Required for <b>all</b> reports)		
Deputy Town Clerk (Finance and HR) (Required for <b>all</b> reports)	Yes	29/1/25



Report to:	Financial & General-Purpose Committee	
Date:	<b>10<sup>th</sup> February 2025</b>	
Title:	<b>Asbestos Management Policy</b>	
Authors, Roles and Contact Details:	<b>Mark Wright, Facilities Manager</b>	
Approval and clearance obtained from chair of committee:	<b>Y / N</b>	
Urgency Procedure(s) used? If yes include rationale.	<b>N</b>	

### Recommendation(s):

1. To **resolve** to recommend to Council that it adopts the attached Asbestos Management Policy

## 1 Executive Summary

- 1.1 Asbestos remains a significant public health and legal concern for local authorities across the UK. Given its historical construction use and potential to cause serious health issues, Truro City Council must implement a comprehensive Asbestos Management Policy to protect public safety, ensure regulatory compliance, and mitigate financial and legal risks.
- 1.2 The council's current approach to asbestos management needs revision and is unsuitable. Inadequate or incorrect asbestos surveys, poor audit trails, lack of regular re-inspections, and failure to implement recommendations can make it difficult to identify and manage asbestos-containing materials (ACMs) effectively.
- 1.3 If the asbestos register is not maintained or made accessible to those working on the premises, there is a heightened risk of accidental disturbance and exposure.
- 1.4 Insufficient training for duty holders and workers can also undermine the system, leaving individuals unaware of their legal responsibilities and safe working procedures.
- 1.5 Without a proactive approach, including regular audits, risk assessments, and communication, the system can quickly become ineffective, putting occupants and workers at serious risk.

## 2 Purpose of Report and key information

This report outlines the importance of a robust asbestos management policy and its role within Council Facilities and proposes a policy for general

adoption.

## **2.1 Legal Compliance and Duty of Care**

UK legislation, including the Control of Asbestos Regulations 2012, requires the council to manage asbestos risks in public buildings. Failure to comply can result in legal action, fines, and reputational damage. A formal policy ensures adherence to these regulations and demonstrates the council's commitment to health and safety.

## **2.2 Effective Risk Management**

A well-structured policy enables proactive identification, monitoring, and safe management of asbestos-containing materials (ACMs). This reduces emergency response costs and prevents disruptions caused by unexpected asbestos-related incidents.

## **2.3 Financial and Liability Considerations**

The absence of a management policy can lead to costly legal claims, fines, and unplanned remediation expenses. Proactive asbestos management minimises liabilities and ensures the council can budget for inspections, maintenance, and safe removal where necessary.

## **3 Benefits for Customers/Residents**

### **3.1 Public Confidence and Transparency**

Residents expect the council to prioritise their safety. A clear asbestos management policy enhances public trust by ensuring risk assessment, mitigation, and communication transparency.

### **3.2 Public and Employee Health Protection**

Asbestos exposure can lead to severe health conditions, including mesothelioma, asbestosis, and lung cancer. The council is responsible for safeguarding employees, residents, and visitors from these risks, particularly in council buildings and public spaces where asbestos remains.

## **4 Relevant Previous Decisions**

4.1 N/A

## **5 Consultation and Engagement**

5.1 We have engaged Scientific Services Ltd to provide Management and Refurbishment surveys.

## **6 Financial Implications of the proposed course of action/decision**

6.1 Costs will be associated with Asbestos Management Surveys and Asbestos Refurbishment Surveys. These are based on the size of the building or the

extent of the work being done. Typical costs would be in the region of £350 - £550 per building.

- 6.2 Specialist asbestos contractors will provide costs associated with removal or encapsulation based on the survey information.

## **7 Legal/Governance Implications of the proposed course of action/decision**

- 7.1 An Asbestos Management Policy is a critical requirement for Truro City Council to meet legal obligations, protect public health, and effectively manage financial and reputational risks. By adopting a structured approach to asbestos management, the council can create a safer environment for employees, residents, and visitors while maintaining compliance with UK regulations.

## **8 Risk Implications of the proposed course of action/decision**

- 8.1 Without an Asbestos Management Policy, the council is exposed to severe legal, financial, health, reputational, and operational risks. A robust policy ensures compliance with UK regulations, protects public and employee health, minimises liability, and maintains public trust. Proactive asbestos management is not just a regulatory requirement. It is a critical responsibility for safeguarding the community and ensuring the smooth operation of council services.

### **8.2 Legal and Regulatory Risks**

- **Breach of UK Legislation:** The Control of Asbestos Regulations 2012 requires councils to manage asbestos-containing materials (ACMs) in public buildings. Without a policy, the council risks non-compliance, which can lead to enforcement actions by the Health and Safety Executive (HSE).
- **Fines and Legal Penalties:** Councils that fail to comply with asbestos regulations can face substantial fines, prosecution, and even imprisonment for responsible officers.
- **Compensation Claims:** Employees, contractors, or the public exposed to asbestos due to council negligence can file legal claims for damages, leading to costly settlements.

### **8.3 Health and Safety Risks**

- **Serious Health Consequences:** Inhalation of asbestos fibres can cause lung diseases, including mesothelioma, asbestosis, and lung cancer. Without an asbestos management policy, the council risks exposing staff, visitors, and contractors to these dangers.
- **Increased Liability for Occupational Health Issues:** The council has a duty of care to protect employees and members of the public. Failure to do so could increase illness-related claims and long-term health impacts.

#### 8.4 Financial Risks

- Higher Long-Term Costs: Without a proactive policy, the council may face emergency asbestos removals, building closures, and lawsuits, leading to significant financial strain.
- Insurance Premium Increases or Invalid Claims: Insurers may raise premiums or refuse coverage if the council cannot demonstrate effective asbestos management procedures.
- Loss of Grant Funding: Public sector bodies failing to comply with health and safety laws may be ineligible for government grants or funding opportunities.

#### 8.5 Reputational Damage

- Loss of Public Trust: Failure to manage asbestos properly could result in public outcry, media scrutiny, and damage to the council's credibility.
- Negative Media Coverage: Exposure incidents could attract negative press attention, harming the council's reputation and causing political backlash.
- Impact on Staff Morale and Recruitment: Employees may feel unsafe working in council buildings, leading to dissatisfaction, high turnover, and recruitment difficulties.

#### 8.6 Operational Risks

- Building Closures and Service Disruptions: If asbestos is found and improperly managed, essential council buildings may need to close unexpectedly, disrupting public services.
- Delays in Development and Maintenance Projects: Construction, renovation, and maintenance work could be halted if asbestos risks are identified too late, leading to increased project costs and delays.
- Failure to Protect Contractors and Third Parties: Without clear procedures, contractors working on council properties may unknowingly disturb asbestos, putting themselves and others at risk.

### 9 Options available

9.1 **Option 1 – Recommended option** – to adopt the policy as outlined in the appendix to this report

9.2 **Option 2** – to not adopt the policy outlined in this report's appendix and continue with a less robust approach to asbestos management. This option has been discounted as it does not deliver the level of management deemed necessary to ensure regulatory compliance.

**10 Supporting Information (Appendices)**

10.1 A Draft Asbestos Management Policy for Approval

**11 Approval and clearance**

**All reports:**

<b>Final report sign offs</b>	<b>This report has been cleared by (or mark not required if appropriate)</b>	<b>Date</b>
Town Clerk (Required for <b>all</b> reports)	David Rodda	04/02/25
Deputy Town Clerk (Finance and HR) (Required for <b>all</b> reports)		

# Asbestos Management Policy

## 1. Introduction

This policy outlines Truro City Council's approach to managing asbestos-containing materials (ACMs) in compliance with the Control of Asbestos Regulations 2012. It effectively manages asbestos risks in council-owned and managed properties, ensuring the safety of council employees, contractors, residents, and visitors.

## 2. Scope

This policy applies to all buildings owned, leased, or managed by Truro City Council. It includes responsibilities for council employees, contractors, and other stakeholders in maintaining, repairing, or demolishing buildings containing ACMs.

## 3. Objectives

- Protect the health and safety of all individuals potentially exposed to asbestos.
- Ensure compliance with all relevant legislation and guidance.
- Establish and maintain an asbestos register and management plan for council properties.
- Promote awareness and training regarding asbestos risks.

## 4. Legal Framework

The council will adhere to the following:

- Control of Asbestos Regulations 2012
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2015
- Approved Codes of Practice and guidance issued by the Health and Safety Executive (HSE).

## 5. Responsibilities

### 5.1 Town Clerk

The Town Clerk is accountable for ensuring compliance with this policy and providing the necessary resources to manage asbestos effectively.

### 5.2 Managers and Supervisors

Managers and Supervisors are responsible for implementing this policy within their control areas and ensuring their teams comply with asbestos management procedures.

### **5.3 Asbestos Coordinator**

The Facilities Manager will be the designated Asbestos Coordinator for the council responsible for:

- Maintaining the asbestos register.
- Ensuring asbestos surveys are carried out as required.
- Coordinating asbestos-related training.
- Overseeing the safe removal or management of ACMs.

The Asbestos Coordinator must hold relevant qualifications, such as the BOHS P405 (Management of Asbestos in Buildings) or equivalent certification, and have demonstrable experience in asbestos management.

### **5.4 Employees**

All council employees must:

- Report suspected ACMs promptly.
- Follow asbestos management procedures and instructions.
- Attend training sessions as required.

### **5.5 Contractors**

All contractors engaged by the council must:

- Provide evidence of asbestos awareness training, such as certification from UKATA or a similar accredited body.
- Adhere to the council's asbestos management procedures.
- Must report any suspected ACMs encountered during their work.

## **6. Asbestos Management Procedures**

### **6.1 Asbestos Surveys**

- Qualified professionals will conduct asbestos surveys to identify and assess the condition of ACMs.
- A management survey will be undertaken for all council properties.
- Refurbishment and demolition surveys will be conducted before significant works, in compliance with Regulation 5 of the Control of Asbestos Regulations 2012, which mandates such surveys before refurbishment or demolition activities. Professionals holding UKAS accreditation must carry out these surveys to ensure thoroughness and regulatory compliance.

### **6.2 Asbestos Register**

- The council will maintain an up-to-date asbestos register detailing the location, type, and condition of ACMs in all properties. The register will be made accessible to relevant parties, including employees, contractors, and others who

may be affected, as required under Regulation 4 of the Control of Asbestos Regulations 2012.

- The register will be reviewed annually and updated following inspections or works, with the Asbestos Coordinator responsible for overseeing this process to ensure accountability.

### **6.3 Risk Assessment and Management Plan**

- Risk assessments will be conducted for identified ACMs.
- An asbestos management plan will outline risk control measures, including maintenance schedules and emergency procedures.

### **6.4 Training and Awareness**

- Employees involved in building maintenance will receive asbestos awareness training.
- Refresher training will be provided annually, in line with HSE guidance, or more frequently if required for high-risk roles. High-risk roles involve frequent or direct interaction with ACMs, such as maintenance staff, surveyors, and demolition workers.

### **6.5 Incident Reporting**

- Any accidental disturbance of ACMs must be reported immediately to the Asbestos Coordinator.
- The affected area will be sealed, and a licensed contractor will be engaged for cleanup and remediation.

## **7. Monitoring and Review**

The council will:

- Conduct regular audits to ensure compliance with this policy.
- Review the policy annually or following legislative changes.
- Update procedures and training to reflect best practices and lessons learned.

## **8. Policy Review**

This policy will be reviewed annually or as required to reflect changes in legislation, best practices, or operational requirements. The review will include consultation with relevant stakeholders to ensure the policy reflects diverse needs and perspectives.

## **9. Non-Compliance**

Failure to comply with this policy may result in employee disciplinary action and potential contract termination for contractors or vendors.

## **10. Contact Information**

For further information or to report concerns about radon, please contact:

Mark Wright BSc (Hons), MIET

**Health & Safety Manager**

Truro City Council

Truro Community Library

Union Place

Truro

TR1 1EP

Mob: 07904 762 053

## **11. Approval and Communication**

Truro City Council approves this policy, effective from [Published Date]. It must be communicated to all relevant staff, contractors and stakeholders and incorporated into the City Council's operational practices.



Report to:	Financial & General-Purpose Committee	
Date:	<b>10<sup>th</sup> February 2025</b>	
Title:	<b>Radon Management Policy</b>	
Authors, Roles and Contact Details:	<b>Mark Wright, Facilities Manager</b>	
Approval and clearance obtained from chair of committee:	<b>Y / N</b>	
Urgency Procedure(s) used? If yes include rationale.	<b>N</b>	

### Recommendation(s):

1. To **resolve** to recommend to Council that it adopts the attached Radon Management Policy

## 1 Executive Summary

- 1.1 Radon is a naturally occurring radioactive gas that poses significant health risks, particularly in areas with high geological concentrations. Truro and the surrounding areas are classified as radon-affected zones, with many properties exceeding the UK Health Security Agency (UKHSA) recommended action level of 200 Bq/m<sup>3</sup>.
- 1.2 Radon exposure is the leading cause of lung cancer among non-smokers and contributes to over 1,100 lung cancer deaths in the UK annually. Despite these risks, awareness and mitigation efforts remain inconsistent. Implementing a Radon Management Policy at the Truro City Council level will help protect public health and improve building safety.
- 1.3 No Radon Management Policy or testing regime is currently in place.

## 2 Purpose of Report and key information

This report outlines the importance of a robust Radon management policy and its role within Council Facilities and proposes a policy for general adoption.

### 2.1 Public Health and Safety

- Cornwall has many areas with elevated radon levels.
- Radon is invisible, odourless, and tasteless, meaning many residents are unaware of the risks.
- Radon exposure is the leading cause of lung cancer among non-smokers. And is the second leading cause of lung cancer in the UK (after smoking).

## 2.2 Legal Compliance and Duty of Care

The Management of Health and Safety at Work Regulations 1999 require the assessment of health and safety risks, and this should include radon in the vast majority of above-ground workplaces. Risk assessments should consist of radon measurements in appropriate ground floor rooms where the building is located in an Affected Area.

The risk assessment should include radon measurements for occupied below-ground workplaces or those containing an open water source. This applies to all below-ground workplaces (basements, cellars, mines, caves, tunnels, etc.), irrespective of the status of the above-ground Affected Areas.

The Ionising Radiations Regulations 2017 (IRR17) come into effect when radon is present above the defined level of 300 Bq/m<sup>3</sup> (as an annual average), and employers must take action to restrict exposure. (Radon in the workplace - HSE, no date) Employers have a legal duty under the Health and Safety at Work Act 1974 to protect workers from radon exposure.

*(Radon in the workplace - HSE)*

## 2.3 Community Well-Being and Environmental Factors

- Truro's granite-based geology makes it more vulnerable to radon accumulation than other UK areas.
- Public buildings and workplaces should be prioritised for testing and mitigation.

## 3 Benefits for Customers/Residents

### 3.1 Public and Employee Health Protection

- Lower risk of lung cancer: Identifying and mitigating high radon levels will help prevent unnecessary illnesses and save lives.
- Safer buildings and workplaces: Testing and mitigation efforts will ensure that buildings and workplaces meet safe radon levels, reducing long-term health risks.
- Protection for vulnerable individuals: Children, the elderly, and people with pre-existing respiratory conditions are particularly at risk from radon exposure.

## 4 Relevant Previous Decisions

4.1 N/A

## 5 Consultation and Engagement

5.1 This paper has been prepared in line with HSE guidelines.

## **6 Financial Implications of the proposed course of action/decision**

- 6.1 Radon testing must be commissioned and completed in all of The Council's public buildings and workspaces. A test pack currently costs £22, and several will be required depending on the size and use of the building. I would anticipate a cost of £250-£300 per building. There may be discounts available for public authorities.
- 6.2 Each test disk will be analysed, and a measure with recommendations will be supplied. Mitigation works will vary depending on the levels.
- 6.3 The testing will be repeated regularly depending on the reported level. For low levels, testing will be less frequent.

## **7 Legal/Governance Implications of the proposed course of action/decision**

- 7.1 A Radon Management Policy is a critical requirement for Truro City Council to meet legal obligations, protect public health, and effectively manage financial and reputational risks. By adopting a structured approach to Radon management, the council can create a safer environment for employees, residents, and visitors while maintaining compliance with UK regulations.

- 7.2 A proactive radon policy will reduce liability and improve compliance with UK laws.

### **7.3 Non-Compliance with UK Health & Safety Laws**

#### **7.3.1 Health and Safety at Work Act 1974**

- Employers have a legal duty to ensure a safe working environment.
- If radon levels exceed the UK Health and Safety Executive (HSE) recommended action level of 300 Bq/m<sup>3</sup>, businesses and public sector employers must take action to reduce exposure.
- Failure to do so could result in enforcement action, fines, or even legal liability if employees develop radon-related health conditions (e.g., lung cancer).

#### **7.4 The Housing Act 2004 (Landlord Responsibilities)**

- Radon is classified as a health hazard under the Housing Health and Safety Rating System (HHSRS).
- Landlords could face fines and legal claims or be forced to conduct costly retroactive mitigation.

#### **7.5 The Management of Health and Safety at Work Regulations 1999**

- Requires risk assessments in workplaces, including radon exposure where relevant.
- Employers in high-radon areas must assess and control radon risks.
- Failure to comply could lead to fines from the HSE or legal claims from employees.

## **8 Risk Implications of the proposed course of action/decision**

8.1 Without a Radon Management Policy, the council is exposed to severe legal, financial, health, reputational, and operational risks. A robust policy ensures compliance with UK regulations, protects public and employee health, minimises liability, and maintains public trust. Proactive radon management is not just a regulatory requirement. It is a critical responsibility for safeguarding the community and ensuring the smooth operation of council services.

### **8.2 Legal & Regulatory Risks**

- Failure to Comply with Health & Safety Laws: The Health and Safety at Work Act 1974 requires employers to protect workers from harmful environments, including radon exposure.
- The Housing Act 2004 classifies high radon levels as a health hazard in rental properties.
- Landlords and businesses that fail to mitigate high radon levels could face legal action, fines, or criminal liability.
- If a council-owned building is found to have dangerously high radon levels, the council may be held responsible.
- Employees or residents exposed to unsafe levels could take legal action, leading to compensation claims and reputational damage.

### **8.3 Health and Safety Risks**

- Increased Lung Cancer Cases:
  - Long-term radon exposure leads to higher cancer rates, affecting public building residents, workers, and students.
  - Without intervention, people may be unknowingly exposed to dangerous levels for years or even decades.
- Higher Risks for Vulnerable Groups:
  - Children (in schools and nurseries), the elderly (in care homes), and people with existing health conditions face more significant risks from radon exposure.
  - Public buildings such as libraries, council offices, and community centres could become hazardous over time.

### **8.4 Financial Risks**

- Costly Future Mitigation Measures: Without a policy, The Council risks delaying action until radon levels become severe, leading to higher remediation costs.

### **8.5 Reputational Damage**

- Risk to Public Services: Without proper testing and mitigation, public buildings could be deemed unsafe, affecting residents' education and well-being.

### **8.6 Operational Risks**

- Workplaces with high radon levels may be forced to close temporarily for mitigation, resulting in lost revenue and operational disruption.
- Employers could face compensation claims if employees suffer health consequences from radon exposure.

**9 Options available**

- 9.1 **Option 1 – Recommended option** – to adopt the policy as outlined in the appendix to this report
- 9.2 **Option 2** – to not adopt the policy outlined in this report's appendix and continue with a less robust approach to radon management. This option has been discounted as it does not deliver the level of management deemed necessary to ensure regulatory compliance.

**10 Supporting Information (Appendices)**

10.1 A Draft Radon Management Policy

**11 Approval and clearance**

**All reports:**

<b>Final report sign offs</b>	<b>This report has been cleared by (or mark not required if appropriate)</b>	<b>Date</b>
Town Clerk (Required for <b>all</b> reports)		
Deputy Town Clerk (Finance and HR) (Required for <b>all</b> reports)		

# Radon Management Policy

## 1. Introduction

Truro City Council is committed to ensuring the health, safety, and well-being of its employees, residents, and visitors. As part of this commitment, the Council recognises the potential health risks of radon gas. It adopts this Radon Management Policy to effectively manage and mitigate radon exposure in properties and land under its control.

Radon is a naturally occurring radioactive gas at varying levels across the UK. Prolonged exposure to high radon levels increases the risk of lung cancer. This policy outlines the Council's responsibilities, procedures, and actions for managing radon to comply with health and safety regulations and best practices.

## 2. Scope

This policy applies to:

- All properties owned, leased, or managed by the Council.
- Employees working on Council premises.
- Contractors and visitors accessing Council properties.
- Residential and public properties where the Council has a statutory duty to act or provide advice.

## 3. Objectives

The objectives of this policy are to:

1. Identify properties and areas within the Council's jurisdiction at risk of elevated radon levels.
2. Conduct radon assessments and testing following statutory guidelines.
3. Implement effective control measures to reduce radon exposure.
4. Raise awareness and guide stakeholders on radon risks.
5. Ensure compliance with the Health and Safety at Work Act 1974 by implementing robust workplace safety measures, the Management of Health and Safety at Work Regulations 1999 through comprehensive risk assessments and staff training, and the Ionising Radiations Regulations 2017 (IRR17) by monitoring radon levels and employing mitigation measures in line with regulatory standards.

## 4. Legal and Regulatory Framework

This policy is informed by:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Ionising Radiations Regulations 2017 (IRR17)
- Building Regulations (Approved Document C)
- Public Health England (PHE) guidance on radon management

## **5. Roles and Responsibilities**

### **5.1 The Council**

The Council is responsible for ensuring compliance with this policy, allocating resources for radon management, and promoting awareness of radon risks.

### **5.2 Senior Management**

- Ensure radon assessments are conducted for all properties under the Council's control.
- Approve and monitor action plans to mitigate radon risks.
- Review and update the Radon Management Policy as needed.

### **5.3 Health and Safety Manager**

- Coordinate radon testing and risk assessments.
- Provide training and guidance on radon-related issues.
- Monitor and review radon management measures.

### **5.4 Facilities Supervisor**

- Ensure radon testing is conducted for Council-owned or managed properties, particularly in areas identified as radon-affected.
- Implement radon mitigation measures where necessary.

### **5.5 Employees**

- Report any concerns regarding radon exposure to their line manager or the Health and Safety Officer.
- Follow procedures and guidance on radon risk management.

## **6. Radon Risk Management Process**

### **6.1 Identification of Risk Areas**

The Council will use data from Public Health England's Radon Map and other sources to identify radon-affected areas within Truro. Properties within these areas will be prioritised for testing.

## 6.2 Radon Testing

- Radon testing will follow Public Health England's (PHE) guidelines on radon monitoring and the Health and Safety Executive's (HSE) Approved Code of Practice for the Ionising Radiations Regulations 2017.
- Testing will include using passive radon detectors placed in appropriate locations for a minimum of three months.
- Testing will be repeated every 5 years or sooner if significant changes occur to the building or its use. This frequency will be reviewed to ensure alignment with current UK legislation and guidance, particularly for high-risk areas requiring more frequent testing.

## 6.3 Action Thresholds

- The Council will take action to reduce radon levels in properties where radon concentrations exceed 200 Bq/m<sup>3</sup> (the UK Action Level). It will aim to achieve the 'target level' of 100 Bq/m<sup>3</sup> as Public Health England recommends wherever reasonably practicable.
- Measures may include improved ventilation, sealing floors and walls, or installing radon sumps.

## 6.4 Mitigation and Remediation

Where elevated radon levels are identified:

1. A detailed risk assessment will be undertaken.
2. Control measures will be implemented based on the assessment.
3. Follow-up testing will be conducted to verify the effectiveness of mitigation measures.

## 6.5 Monitoring and Maintenance

The Council will:

- Maintain records of radon testing and mitigation measures.
- Periodically review and update testing schedules and mitigation plans.

## 7. Communication and Training

- Employees, contractors, and residents will receive information on radon risks and the importance of mitigation.
- Relevant staff, including property managers and maintenance teams, will receive training on identifying and managing radon risks. All training programs will be aligned with the Health and Safety Executive's (HSE) competency requirements and include regular updates to reflect legislative changes.

## **8. Policy Review**

This policy will be reviewed annually or as required to reflect changes in legislation, best practices, or operational requirements. The review will include consultation with relevant stakeholders to ensure the policy reflects diverse needs and perspectives.

## **9. Non-Compliance**

Failure to comply with this policy may result in employee disciplinary action and potential contract termination for contractors or vendors.

## **10. Contact Information**

For further information or to report concerns about radon, please contact:

Mark Wright BSc (Hons), MIET

**Health & Safety Manager**

Truro City Council  
Truro Community Library  
Union Place  
Truro

TR1 1EP

Mob: 07904 762 053

## **11. Approval and Communication**

Truro City Council approves this policy, effective from [Published Date]. It must be communicated to all relevant stakeholders and incorporated into the City Council's operational practices.



Report to:	Financial & General-Purpose Committee	
Date:	<b>10<sup>th</sup> February 2025</b>	
Title:	<b>Approved Contractors Register</b>	
Authors, Roles and Contact Details:	<b>Mark Wright, Facilities Manager</b>	
Approval and clearance obtained from chair of committee:	<b>Y / N</b>	
Urgency Procedure(s) used? If yes include rationale.	<b>N</b>	

### Recommendation(s):

1. To **resolve** to recommend to Council that they adopt the policies & procedures necessary for creating an approved register of preferred contractors.

## 1 Executive Summary

An Approved Contractors Register ensures procurement efficiency, accountability, and quality. By vetting contractors in advance, it is possible to streamline tendering, reduce risks, and provide compliance with safety and environmental standards. This promotes fairness, transparency, and value for money while safeguarding public funds from substandard work or financial mismanagement. Additionally, prioritising local businesses supports circular economic growth and job creation. Ultimately, the register enhances public confidence in council projects through reliable, high-quality service delivery.

## 2 Purpose of Report and key information

This report outlines the importance of an Approved Contractor Register and its role within Council Facilities. It proposes a policy, procedures, and forms for general adoption which will be applied to every contract for works

### 2.1 Quality Assurance

It ensures that only contractors with a proven track record of delivering high-quality work are engaged. Pre-approval requires meeting strict criteria on experience, skills, and industry best practices, reducing the likelihood of poor workmanship.

### 2.2 Efficiency in Procurement

It speeds up the procurement process by eliminating the need for extensive vetting each time a contractor is needed. This reduces administrative

burdens, improves productivity and allows projects to commence more quickly and efficiently.

### 2.3 **Risk Mitigation**

It reduces risks associated with unreliable contractors, including substandard work, project delays, cost overruns, and financial instability. Pre-approved contractors must demonstrate financial viability, insurance coverage, and compliance with legal requirements.

### 2.4 **Regulatory Compliance & Standards**

Ensures all engaged contractors adhere to critical legal and regulatory standards, including health and safety laws (e.g., CDM Regulations 2015), environmental policies, and data protection laws where relevant. This protects both the council and the public.

### 2.5 **Cost-Effectiveness & Value for Money**

It reduces long-term costs by ensuring contracts are awarded to reputable providers who deliver work correctly the first time, avoiding expensive remedial actions. Competitive pricing frameworks within the list further ensure fair costs.

### 2.6 **Transparency & Fairness**

It establishes a structured and fair selection process where all approved contractors meet the same baseline requirements. This reduces the risk of bias, corruption, or favouritism in contract awarding.

### 2.7 **Accountability & Performance Management**

It holds contractors to agreed standards, with performance reviews and ongoing monitoring, ensuring they meet expectations. Contractors who fail to meet standards can be removed, maintaining a high level of service.

## 3 **Benefits for Customers/Residents**

### 3.1 **Public Confidence and Reputation**

It ensures residents and stakeholders trust council projects, knowing they are managed professionally with reputable contractors. This helps maintain public support for council spending and development initiatives.

### 3.2 **Support for Local Businesses & SMEs**

It encourages economic development by providing local businesses and SMEs with opportunities to secure council contracts. This fosters job creation, skill development, and reinvestment within the local community.

### 3.3 **Sustainability & Ethical Procurement**

It enables councils to prioritise contractors committed to sustainable practices, ethical employment conditions, and corporate social responsibility, aligning with local environmental and social policies.

#### **4 Relevant Previous Decisions**

4.1 N/A

#### **5 Consultation and Engagement**

5.1 Guidance has been taken from the recent Procurement workshop provided by Cornwall Council.

#### **6 Financial Implications of the proposed course of action/decision**

##### **6.1 Ongoing Operational Costs**

Monitoring & Audits – Regular contractor performance reviews, compliance checks, and financial stability assessments involve administrative costs.

Training & Support – Staff may need training to manage the list effectively, and contractors may require guidance on meeting council requirements.

Periodic Updates—The register needs to be updated to reflect changes in contractor status, industry regulations, or new council procurement strategies.

##### **6.2 Cost Savings & Financial Benefits**

Reduced Procurement Costs – Pre-approving contractors speeds up tendering, reducing time spent on lengthy bid evaluations and reviews.

Lower Project Costs – Engaging reliable contractors reduces the risk of poor-quality work, delays, and disputes, which can otherwise lead to expensive corrective measures.

Mitigation of Financial Risks – Vetting contractors for financial stability minimises the risk of supplier insolvency, avoiding costly project disruptions.

Competitive Pricing – The framework allows councils to negotiate better rates, ensuring cost-effective procurement while maintaining quality standards.

#### **7 Legal/Governance Implications of the proposed course of action/decision**

##### **7.1 Compliance with Public Procurement Laws**

UK Public Contracts Regulations 2015 – Council must ensure the register complies with procurement rules, including non-discrimination, equal treatment, and transparency in contractor selection.

Threshold Considerations – Depending on the value of contracts, Council may need to follow open competition procedures rather than solely relying on a pre-approved list. Therefore, the preferred register of approved contractors will be operated in conjunction with the scheme of delegation.

Challenge & Appeals Process—Contractors not selected must have a mechanism to challenge decisions in accordance with legal transparency requirements.

**Governance Action:** Maintain clear criteria for contractor approval and provide an open appeals process.

## 7.2 Transparency & Fair Competition

Equal Access for Suppliers – The process must ensure that SMEs and local businesses have fair opportunities to join the register.

Regular Review & Updates – The register should not be static; it must allow periodic applications and reviews to prevent favouritism or market distortion.

**Governance Action:** Publish clear approval criteria, allow new contractor applications, and review the register regularly.

## 7.3 Governance & Accountability

Conflict of Interest Prevention – Decision-makers must declare any personal or financial interests in approved contractors to prevent corruption or favouritism.

Contractor Performance Monitoring – Governance frameworks should define performance standards and set consequences for poor service delivery.

Audit & Oversight – Regular internal and external audits should be conducted to ensure compliance with governance standards.

**Governance Action:** Implement a Code of Conduct, mandatory conflict of interest declarations, and independent performance audits.

## 7.4 Data Protection & GDPR Compliance

Handling Contractor Data – Councils collect and store sensitive business information, which must be protected under the UK GDPR (General Data Protection Regulation).

Right to Information Requests – Some contractor information may be subject to Freedom of Information Act 2000 (FOIA) requests, requiring councils to manage disclosure while protecting confidential business details.

**Governance Action:** Ensure robust data security measures and establish a clear policy on FOIA disclosures.

## 7.5 Legal Risks & Dispute Resolution

Liability for Poor Contractor Performance – Councils must have contractual safeguards to address non-performance, delays, or breaches.

Legal Challenges from Excluded Contractors – If a contractor feels unfairly excluded, they may challenge the decision legally, leading to disputes.

Termination Clauses & Remedies – Contracts should define grounds for removal from the register and legal remedies for breaches.

**Governance Action:** Develop clear terms of engagement, define dispute resolution procedures, and ensure compliance with procurement laws.

## 7.6 Ethical & Social Responsibilities

Sustainable & Ethical Procurement – Councils should ensure that approved contractors comply with environmental regulations, fair wages, and modern slavery laws.

Community Benefits – The register should prioritise local businesses where possible, per the Social Value Act 2012.

**Governance Action:** Require contractors to meet ethical procurement standards and promote social value initiatives.

## 8 Risk Implications of the proposed course of action/decision

While an Approved Contractors Register offers significant benefits, it also presents various risks that must be managed effectively. These risks can impact financial stability, service quality, compliance, and procurement integrity. Below are the key risks and potential mitigation strategies:

### 8.1 Limited Competition & Higher Costs

**Risk:** Restricting work to a predefined list of contractors may reduce competition, leading to higher prices or complacency among suppliers.

**Mitigation:** Regularly review and update the register, ensuring a diverse mix of contractors and allowing new entrants to apply. Conduct periodic price benchmarking.

### 8.2 Administrative & Compliance Burden

**Risk:** Maintaining the register requires ongoing monitoring, auditing, and compliance checks, which can be resource-intensive.

**Mitigation:** Implement efficient digital systems for contractor management, allocate dedicated staff, and streamline processes to minimise administrative burdens.

### 8.3 Fraud & Corruption Risks

**Risk:** Without strict oversight, contractor selection can be fraught with favouritism, bribery, or conflicts of interest.

**Mitigation:** Adopt an anti-bribery policy, maintain transparent procurement procedures, require declarations of interest, and implement independent audits.

### 8.4 Lack of Supplier Diversity

**Risk:** The register may favour large, established firms, making it difficult for SMEs and local businesses to compete.

**Mitigation:** Encourage SME participation and offer guidance on meeting approval criteria.

#### 8.5 **Resistance from Contractors**

**Risk:** Some businesses may view the approval process as bureaucratic or too costly, reducing supplier engagement.

**Mitigation:** Simplify application processes, provide clear guidance, and offer support to help businesses meet required standards.

#### 8.6 **Data Security & GDPR Compliance**

**Risk:** Storing contractor data presents risks related to cybersecurity, unauthorised access, or data breaches.

**Mitigation:** Ensure data protection measures comply with UK GDPR, implement secure storage systems, and conduct regular cybersecurity audits.

#### 8.7 **Reputational Risks**

**Risk:** If a contractor on the list is involved in unethical practices, poor service delivery, or legal disputes, it may reflect poorly on the council.

**Mitigation:** Conduct thorough due diligence, enforce ethical procurement policies, and act swiftly to remove non-compliant contractors.

### 9 **Options available**

9.1 **Option 1 – Recommended Option** – adopt the Approved Contractor List approach noting the requirements that they will need to meet as outlined in the appendices and that the scheme of delegation will be used to guide the selection of contractors for different values of work.

9.2 Option 2 – do not adopt the Approved Contractor List approach and revert to having to undertake separate procurement processes for all work.

### 10 **Supporting Information (Appendices)**

10.1 Draft Policy – Contractor & Vendor Management

10.2 Draft Policy – Anti-Bribery & Corruption

10.3 Draft Policy – Permit to Work

10.4 Draft Form – Contractors PQQ

10.5 Draft Appendix – Contractors Code of Conduct

### 11 **Approval and clearance**

**All reports:**

Final report sign offs	This report has been cleared by (or mark not required if appropriate)	Date
Town Clerk (Required for <b>all</b> reports)	David Rodda	04/02/25
Deputy Town Clerk (Finance and HR) (Required for <b>all</b> reports)		

# Contractor and Vendor Management Policy

## 1. Purpose

This Contractor and Vendor Management Policy establishes a framework for effectively managing relationships with contractors and vendors engaged by the City Council. It aims to ensure compliance with applicable laws and regulations, promote value for money, and maintain high standards of safety, quality, and ethical conduct.

## 2. Scope

This policy applies to all contractors and vendors engaged by the City Council, including those providing goods, services, or works. It applies to all departments and employees involved in procuring, managing, and monitoring contractor and vendor activities.

## 3. Definitions

- **Contractor:** An individual or organisation engaged to provide services or perform specific tasks on behalf of the City Council.
- **Vendor:** A supplier of goods or products to the City Council.
- **Contract Manager:** A designated council employee or authorised project manager/consultant responsible for overseeing contractors' or vendors' performance and compliance.

## 4. Policy Objectives

- Ensure all contractors and vendors meet the Council's standards for quality, safety, and ethical behaviour.
- Promote transparency, fairness, and value for money in procurement and contract management processes.
- Mitigate risks associated with contractor and vendor relationships.
- Foster positive, productive, and professional relationships with contractors and vendors.

## 5. Selection and Engagement

### 5.1 Procurement Process

To ensure that public services contribute to economic, social, and environmental well-being, all contractors and vendors must be selected following the City Council's Procurement Policy and relevant UK legislation, such as the Public Contracts Regulations 2015 and the Social Value Act 2012.

## **5.2 Due Diligence**

Before engagement, the following checks must be conducted:

- Financial stability and capacity.
- Relevant qualifications, licenses, and accreditations.
- Health and safety policies and track records.
- Insurance coverage appropriate to the scope of work.
- References from previous clients.
- Compliance with the Modern Slavery Act 2015 to ensure adherence to anti-slavery and human trafficking obligations.

## **5.3 Contract Documentation**

All engagements must be formalised through a written contract specifying the scope of work, performance standards, timelines, pricing, and compliance requirements. Contracts must also include provisions to ensure data protection compliance with the UK GDPR and termination, dispute resolution, and confidentiality provisions.

## **6. Management and Monitoring**

### **6.1 Contract Manager Responsibilities**

Each contractor or vendor engagement will have an assigned Contract Manager responsible for the following:

- Monitoring performance against agreed standards and timelines.
- Ensuring compliance with health and safety requirements.
- Addressing issues or disputes promptly and effectively.
- Keeping accurate records of communications, performance reviews, and incidents.

### **6.2 Performance Reviews**

Regular performance reviews must be conducted, considering:

- Adherence to contractual obligations.
- Quality of goods or services provided.
- Responsiveness and communication.
- Compliance with health and safety and legal requirements.

### **6.3 Feedback and Reporting**

Contractors and vendors should be encouraged to provide feedback on their working relationship with the City Council. Contractor and vendor performance reports should be submitted to relevant stakeholders as required.

## **7. Health, Safety, and Environmental Standards**

All contractors and vendors must comply with the City Council's health, safety, and environmental policies and relevant UK regulations, including specific environmental standards such as Net Zero targets. Non-compliance may result in contract termination. Contractors and vendors who fail to meet the terms of their agreement will be issued a formal notice specifying the breach and a reasonable timeframe to rectify the issue. If compliance is not achieved within the notice period, the City Council reserves the right to terminate the contract. Repeated or severe breaches may result in immediate termination without notice, subject to contractual terms.

## **8. Ethical Conduct**

Contractors and vendors are expected to:

- Adhere to the City Council's Code of Conduct and Anti-Bribery and Corruption Policy.
- Maintain integrity, transparency, and fairness in all dealings.
- Avoid conflicts of interest and disclose any potential conflicts to the City Council.

## **9. Training and Awareness**

City Council employees involved in contractor and vendor management must receive appropriate training to ensure compliance with this policy and relevant laws and regulations.

## **10. Policy Review**

This policy will be reviewed annually or as required to reflect changes in legislation, best practices, or operational requirements. The review will include consultation with relevant stakeholders to ensure the policy reflects diverse needs and perspectives.

## **11. Non-Compliance**

Failure to comply with this policy may result in employee disciplinary action and potential contract termination for contractors or vendors.

## **12. Approval and Implementation**

Truro City Council approves this policy, effective from [insert date]. It must be communicated to all relevant stakeholders and incorporated into the City Council's operational practices.

## **13. Appendix**

- Procurement Policy
- Code of Conduct
- Health and Safety Policy
- Anti-Bribery and Corruption Policy



# Anti-Bribery and Corruption Policy

## 1. Introduction

This Anti-Bribery and Corruption Policy ("Policy") outlines Truro City Council's commitment to conducting its activities ethically and transparently. As a UK local government entity, Truro City Council is subject to the Bribery Act 2010 and other relevant legislation. This Policy applies to all members, employees, contractors, and any individuals acting on behalf of the Council ("Council Representatives").

## 2. Policy Statement

The Town Council operates a zero-tolerance approach to bribery and corruption. Any form of bribery or corruption is prohibited, and all Council Representatives must act honestly, with integrity, and in compliance with all relevant laws and regulations, including but not limited to Sections 1, 2, and 6 of the Bribery Act 2010.

## 3. Scope

This Policy applies to:

- All members of the Town Council, including elected officials and employees.
- Contractors, consultants, suppliers, and other third parties acting on behalf of the Council must acknowledge and agree to comply with this Policy as part of their contracts.
- All activities undertaken during Council operations, whether within or outside the UK.

## 4. Definitions

- **Bribery:** Offering, promising, giving, requesting, or accepting an advantage (financial or otherwise) as an inducement to act improperly.
- **Corruption:** Abuse of power for personal gain or to benefit others inappropriately.
- **Facilitation Payments:** Small, unofficial payments to expedite routine government actions.

## 5. Prohibited Conduct

Council Representatives must not:

- Offer, give, or promise any bribe or corrupt payment.
- Solicit or accept any bribe or corrupt payment.
- Engage in any activity that could be perceived as corrupt or improper.
- Make or accept facilitation payments.
- Fail to report suspected bribery or corruption.

## **6. Gifts and Hospitality**

Council Representatives must not offer or accept gifts or hospitality that could influence or be perceived to influence decision-making.

Examples of acceptable gifts or hospitality include low-value items such as promotional pens or modest refreshments at a meeting. Unacceptable gifts or hospitality include cash, lavish meals, or expensive event tickets connected with a decision-making process.

Any gift or hospitality offered or received must:

- Be proportionate and reasonable.
- Be recorded in the Council's Gifts and Hospitality Register.
- Be approved by the appropriate authority, as outlined in the Council's governance procedures.

## **7. Reporting and Whistleblowing**

All Council Representatives have a duty to report any suspected bribery or corruption. Reports should be made to the Monitoring Officer or the designated anti-corruption lead. The Council will treat all reports confidentially and protect whistleblowers from retaliation in line with its Whistleblowing Policy.

## **8. Consequences of Non-Compliance**

Failure to comply with this Policy may result in disciplinary action, up to and including dismissal, and may also result in criminal prosecution. Contractors or third parties found in breach may have their contracts terminated and may be reported to law enforcement authorities.

## **9. Responsibilities**

- The Town Council is responsible for ensuring that adequate anti-bribery and corruption controls are in place.
- The Town Clerk and/or Deputy Town Clerk oversee the implementation and enforcement of this Policy.
- All Council Representatives must:
  - Understand and comply with this Policy.
  - Complete any required training on anti-bribery and corruption.
  - Report any concerns or breaches promptly.

## **10. Policy Review**

This policy will be reviewed annually or as required to reflect changes in legislation, best practices, or operational requirements. The review will include consultation with relevant stakeholders to ensure the policy reflects diverse needs and perspectives.

## 11. Approval and Communication

Truro City Council approves this policy, effective from [insert date]. It must be communicated to all relevant stakeholders and incorporated into the City Council's operational practices.

# Permit to Work Policy

## 1. Purpose

This Permit to Work (PTW) Policy establishes a standardised approach to ensuring safe working practices and minimising risks to health, safety, and the environment for tasks involving hazardous or high-risk activities within Truro City Council's jurisdiction. It also integrates seamlessly with other safety policies and regulatory frameworks within the Council, ensuring a comprehensive and unified approach to managing workplace safety.

## 2. Scope

This policy applies to all employees, contractors, and third-party personnel engaged in activities within Truro City Council properties or under its responsibility that involve high-risk tasks, including but not limited to:

- Hot works (e.g., welding, cutting, grinding)
- Confined space entry
- Electrical work
- Work at height
- Excavation
- Hazardous substance handling
- Work impacting public utilities or infrastructure
- Safeguarding

This policy is designed to align with other operational policies of Truro City Council, ensuring consistency in managing risks and avoiding overlaps or gaps in safety protocols.

## 3. Responsibilities

### 3.1 Truro City Council

- Develop, implement, and maintain the PTW system.
- Provide training to employees and contractors on PTW procedures.
- Monitor compliance with the policy and associated procedures.

### 3.2 Supervisors/Managers

- Ensure that permits are issued and approved before work commences.
- Verify that appropriate risk assessments and method statements (RAMS) are completed.
- Monitor ongoing work to ensure compliance with the conditions of the permit.
- Escalate any compliance issues through the appropriate channels, including notifying senior management or the Health and Safety team for resolution.

### 3.3 Workers and Contractors

- Comply with all conditions outlined in the permit.
- Follow all applicable safety regulations and use required personal protective equipment (PPE).
- Immediately report unsafe conditions or incidents to the Council's representative.

## 4. Permit Types

The following permits are included in the PTW system:

<b>Hot Work Permit</b>	For activities involving open flames or heat-producing equipment.
<b>Confined Space Entry Permit</b>	For entry into enclosed or partially enclosed spaces with potential hazards.
<b>Electrical Work Permit</b>	For electrical installation, maintenance, or repair activities
<b>Working at Height Permit</b>	For work conducted at a height where falls could result in injury.
<b>Excavation Permit</b>	For digging or trenching activities.
<b>Safeguarding Permit</b>	For work that will involve being in proximity to children and vulnerable adults
<b>General Permit</b>	For other activities deemed high-risk by the Council.

Tasks qualify as high-risk based on criteria such as:

- Potential for significant injury or harm.
- Involvement of hazardous materials or conditions.
- Requirement for specialised safety controls or equipment.
- Possible impact on public safety, utilities, or infrastructure.

## 5. Permit Issuance Process

### 5.1 Pre-Work Requirements

1. Complete a risk assessment and RAMS for the proposed task.
2. Submit a permit request form, including all supporting documentation, to the designated Council representative.
3. Attend a pre-work briefing to review the permit conditions and safety measures.

### 5.2 Permit Approval

1. The Council's authorised personnel will review the permit request.

2. If approved, the permit will be issued with specific conditions, including:
  - Scope of work
  - Duration and validity
  - Required controls and PPE
3. The issuing authority and the responsible worker or contractor must sign the permit.

### **5.3 Permit Display and Compliance**

1. A copy of the approved permit must be displayed at the worksite.
2. Workers must adhere strictly to the conditions of the permit.
3. Unauthorised changes to the work scope or conditions invalidate the permit.

## **6. Monitoring and Audit**

- To ensure compliance, permitted worksites will be inspected regularly. The frequency of inspections will be determined by the risk associated with the activity, with high-risk tasks requiring more frequent checks.
- The Health and Safety team will oversee the auditing process and ensure corrective actions are implemented where necessary.
- Any non-compliance may result in work stoppage, revocation of the permit, or other actions deemed appropriate by the Council. Regular inspections of permitted worksites will be conducted to ensure compliance.
- Any non-compliance may result in work stoppage, revocation of the permit, or other actions deemed appropriate by the Council.

## **7. Emergency Procedures**

In the event of an emergency, all permitted work must cease immediately. Workers should follow the site-specific emergency response plan and report to the designated assembly point. Examples of emergencies include fire outbreaks, hazardous material spills, structural failures, or severe weather conditions. Workers must also know and adhere to evacuation procedures detailed in Truro City Council's overarching emergency management plans. Permits may be revalidated after the emergency is resolved and conditions are reassessed.

## **8. Training and Communication**

- All personnel involved in the PTW system must undergo training on this policy and its procedures. Training will be conducted annually or more frequently if significant changes to the policy occur.
- Contractors and employees are required to participate in mandatory training sessions to ensure consistent understanding and application of safety protocols.

- Updates to the PTW system will be communicated promptly to all stakeholders.
- All personnel involved in the PTW system must undergo training on this policy and its procedures.
- Updates to the PTW system will be communicated promptly to all stakeholders.

## **9. References**

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Confined Spaces Regulations 1997
- Work at Height Regulations 2005
- Construction (Design and Management) Regulations 2015

## **10. Policy Review**

This policy will be reviewed annually or as required to reflect changes in legislation, best practices, or operational requirements. The review will include consultation with relevant stakeholders to ensure the policy reflects diverse needs and perspectives.

## **11. Non-Compliance**

Failure to comply with this policy may result in employee disciplinary action and potential contract termination for contractors or vendors.

## **12. Approval and Communication**

Truro City Council approves this policy, effective from [Published Date]. It must be communicated to all relevant stakeholders and incorporated into the City Council's operational practices.

# Pre-Qualification Questionnaire (PQQ)

## 1. Introduction

Thank you for your interest in supplying goods or services to Truro City Council. This Pre-Qualification Questionnaire (PQQ) assesses your suitability as a potential supplier. It enables us to evaluate your financial stability, technical capability, legal compliance, and alignment with our ethical, environmental, and social value objectives.

Completing this form is the first step in our procurement process. Information provided will be treated in strict confidence and used solely for evaluation purposes. Submission of the PQQ does not guarantee inclusion in future tenders or contracts.

Please ensure all sections are completed accurately and attach the requested documentation. If you have any questions, contact:

**Mark Wright BSc (Hons), MIET**

Facilities Manager  
Truro City Council  
Truro Community Library  
Union Place  
Truro  
TR1 1EP

Mob: 07904 762 053

Website: [www.truro.gov.uk](http://www.truro.gov.uk)

## Section 1: General Information

Company Details		
Company Name:		
Registered Address:		
Contact Name:		
Contact Position:		
Email:		
Phone Number:		
Company Registration Number:		
VAT Registration Number:		
Business Structure		
Legal status of your business (e.g., sole trader, partnership, limited company, etc.):		
Year Established:		
Number of Full-Time Employees:		
Nature of Business		
Brief description of the goods or services you provide:		
Primary Industry Sector:		
Do you, or any individual involved in your organisation, have any personal, financial, or professional interests, relationships, or affiliations with any current or former employees, elected members, or contractors of Truro City Council that may result in a conflict of interest? If yes, please provide full details, including the nature of the relationship and any potential impact on this procurement process.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Further Details:	

## Section 2: Financial and Economic Standing

Financial Information			
What was your turnover for the last three financial years?	Year 1	Year 2	Year 3
Please submit copies of your audited accounts for the past three financial years with your application. Unaudited or management accounts will be accepted for evaluation if your business does not produce audited accounts.			
Insurance Coverage			
Public Liability Insurance (£): Minimum coverage of £5 million.			
Employers' Liability Insurance (£): Minimum coverage of £10 million.			

Professional Indemnity Insurance (£): Minimum coverage of £2 million.	
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Please submit copies of valid insurance certificates with your application.
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## Section 3: Technical and Professional Capability

Relevant Experience			
	Client 1	Client 2	Client 3
Client Name:			
Contract Value:			
Scope of Works:			
Duration of the Project:			
Client Contact Details:			
Resources & Capability			
Details of equipment, tools, or technology relevant to the services provided:			
Number and qualification of key personnel assigned to the contract:			
Subcontracting			
Will you use subcontractors?	Yes <input type="checkbox"/>		No <input type="checkbox"/>
If yes, please give details:			
Subcontractor Names:			
Scope of Works:			
How will you ensure contractor compliance?			

## Section 4: Legal & Regulatory Compliance

Legal & Regulatory Compliance		
Are you compliant with the Health and Safety at Work Act 1974?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a health and safety policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you compliant with the Equality Act 2010?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have an equality and diversity policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have an environmental policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you acknowledge receipt and agree to comply with the Truro City Council <b>Contractors Code of Conduct?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Where applicable, please submit copies of your policies with your application and a sample of a recent project's risk assessment and method statement.		
Please list any relevant accreditations or certifications (e.g., ISO 9001, ISO 14001, Constructionline, CHAS):		
Where applicable, please submit copies of your certifications with your application.		
Outline any sustainability initiatives or practices your company employs:		

## Section 5: Ethical Practices & Social Value

Ethical Practice & Social Value		
Confirm compliance with the Modern Slavery Act 2015:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you acknowledge receipt and agree to comply with the Truro City Council <b>Anti-Bribery and Corruption Policy?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you provide apprenticeship or training programs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How many apprentices do you currently employ?		
Where applicable, please submit copies of supporting documentation with your application.		
Describe any initiatives your company undertakes to contribute to the local community, providing specific examples or measurable outcomes where possible:		

## Section 6: Declaration

Declaration		
By signing this document, you declare that the information in this questionnaire is accurate and complete to the best of your knowledge. You understand that false information could result in disqualification from the procurement process.		
Name:		
Position:		
Signature:		
Date:		
Attachments:	Accounts:	<input type="checkbox"/>
	Insurance Certificates:	<input type="checkbox"/>
	Policies:	<input type="checkbox"/>
	Certifications & Accreditations:	<input type="checkbox"/>
	Sample RAMS:	<input type="checkbox"/>
	Supporting Documentation:	<input type="checkbox"/>

# Contractor's Code of Conduct

## Introduction

This Code of Conduct establishes the standards of behaviour and principles that all contractors must adhere to when providing services or goods to Truro City Council. It ensures transparency, accountability, and the highest standards of professionalism in alignment with public service values.

## 1. Compliance with Laws and Regulations

- Contractors must comply with all applicable laws, regulations, and council policies, including but not limited to the Equality Act 2010, Environmental Protection Act 1990, health and safety regulations, and data protection laws (e.g., GDPR).
- Contractors must maintain valid licenses, permits, and certifications relevant to their work.

## 2. Ethical Conduct

- Act with honesty, integrity, and transparency in all dealings with the council.
- Avoid any actions or decisions that may conflict with the council's interests, including conflicts of interest or accepting inappropriate gifts or hospitality.
- Report any fraud, corruption, or unethical practices immediately to the council.

## 3. Quality of Work

- Ensure that all services and goods meet the agreed-upon specifications, standards, and timelines the contract outlines.
- Perform duties with due diligence, skill, and professionalism.
- Rectify defects, errors, or non-conform promptly and at no additional cost to the council.

## 4. Health and Safety

- Prioritise the health, safety, and welfare of all individuals involved in or affected by the contractor's activities.
- Comply with the council's health and safety policies and relevant UK laws, such as the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Construction (Design and Management) Regulations 2015 (CDM 2015).
- Conduct risk assessments and provide necessary training for employees to ensure safe operations.

## **5. Environmental Responsibility**

- Minimise the environmental impact of operations and adopt sustainable practices wherever possible.
- Comply with environmental laws and regulations, such as the Environmental Protection Act 1990 and the Waste (England and Wales) Regulations 2011, covering waste management and emissions control.
- Work collaboratively with the council to promote environmental sustainability.

## **6. Data Protection and Confidentiality**

- Protect all sensitive and confidential information accessed during the contract.
- Comply with the Data Protection Act 2018 and General Data Protection Regulation (GDPR), including obligations to report data breaches to the relevant authorities without delay and establish data processing agreements where applicable.
- Ensure secure storage and handling of personal data and council information.

## **7. Equality, Diversity, and Inclusion**

- Adhere to the Equality Act 2010 and the Public Sector Equality Duty, promoting inclusivity, fairness, and equality in all interactions.
- Avoid discrimination, harassment, or victimisation on any grounds, including age, disability, gender, race, religion, or sexual orientation.
- Work in alignment with the council's commitment to diversity and inclusion.

## **8. Safeguarding**

- Ensure that safeguarding measures are in place to protect children, vulnerable adults, and any at-risk individuals who may be exposed to the contractor's activities.
- Comply with relevant safeguarding laws and council policies, including mandatory reporting of concerns or incidents related to abuse or neglect.
- Provide necessary training for employees to recognise and address safeguarding issues appropriately.

## **9. Communication and Reporting**

- Maintain transparent, open, and timely communication with the Council regarding progress, challenges, or changes.
- Report any accidents, incidents, or breaches of this Code of Conduct promptly to the council.
- Provide accurate and truthful information in all communications, reports, and invoices.

**10. Use of Public Resources**

- Ensure that council resources (e.g., materials, equipment, or funds) are used responsibly and solely for the purposes outlined in the contract.
- Avoid misuse, waste, or unauthorised use of council assets.

**11. Breach of Code of Conduct**

- Any breach of this Code of Conduct may result in consequences, including contract termination, legal action, or removal from the council's approved supplier list.
- Contractors will be allowed to address and rectify breaches where appropriate, except in gross misconduct or unlawful activity cases.

**Acknowledgement:**

All contractors must acknowledge and agree to comply with this Code of Conduct. By signing below, you confirm that you have read, understood, and agree to uphold the principles outlined in this document.

**Contractor Details**

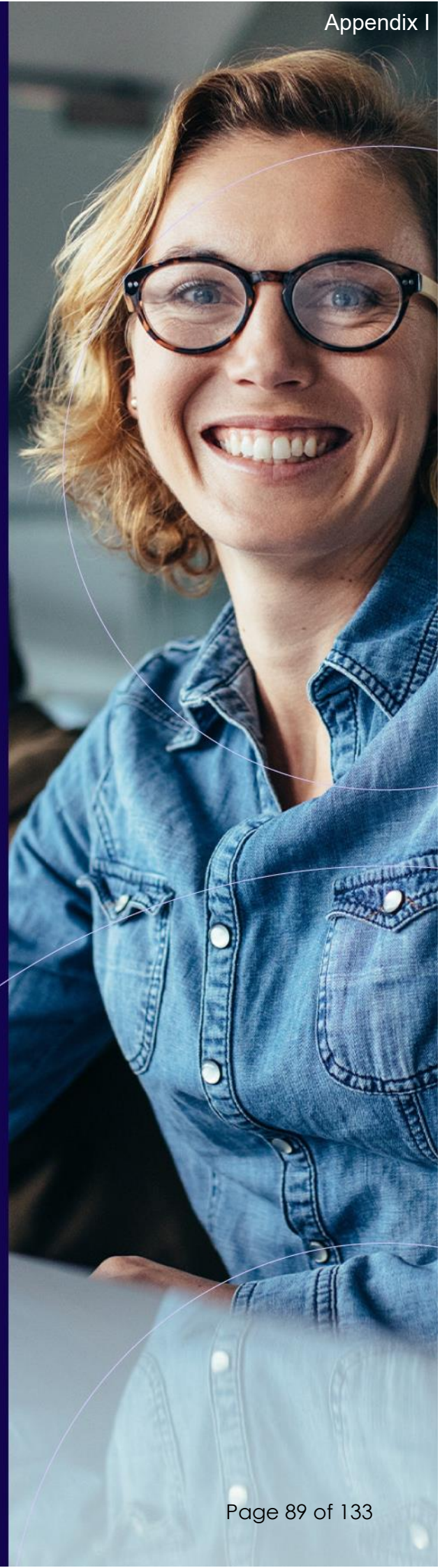
Name:	
Company Name:	
Position:	
Date:	
Signature:	

# Service proposal

Truro City Council

Date: 30/01/2025

worknest



# Your requirements

Dear David Rodda,

Firstly, thank you for your business throughout your time as a client of Worknest. We continue to value our relationship with you, and I hope that you too have found our support to be of real value, and that we have been able to assist Truro City Council in managing its challenges more effectively.

Knowing your organisation, I am confident that WorkNest can continue to provide you with the support your organisation needs.

The next few pages will detail our renewal proposal to you. Please take the time to read through the detail and to re-familiarise yourself with the key components of our service to you, some of which may have changed since you last contracted with us, including the many features of our continually evolving software platforms.

Once you have had the chance to read through, please let me know if you need anything clarifying or if you need any more information from me.

Otherwise, I'll be in touch soon to agree next steps. If you would prefer to schedule some time with me to discuss this proposal, all my contact details are below.

Kind regards,

Victoria Collins  
Client Manager  
Telephone: 01244 687631  
victoriacollins@worknest.com

# Our Health & Safety PROFESSIONAL service in more detail

No organisation is exempt from health and safety law. We understand that staying on top of your obligations may feel like an overwhelming task, and falling short can be costly.

That's where we come in. When you renew your agreement with WorkNest, we will share this responsibility with you by continuing to act as one of your Competent Persons and providing 24/7 support. You will continue to receive high-quality, professional advice from your dedicated consultant, who has a deep understanding of your organisation, your safety management system, and your preferred ways of working. This will be underpinned by a programme of on-site audits, our class-leading safety management software, and additional support from our office-based consulting team.

Our support package provides you with all the key components of a fully installed Health and Safety Management System, designed according to guidance from the Health and Safety Executive (known as HSG65). This gives you the peace of mind that your health and safety risks will continue to be managed successfully and compliantly.

Our expert Health & Safety Team will continue to offer you sensible, practical solutions to ensure the safety and wellbeing of your employees and to protect your organisation from the financial and reputational consequences of poor safety practices.

## Your complete Health & Safety Management System

As your existing supplier, we are already familiar with your organisation and its current risk profile. I am pleased to propose the following service, which is fully inclusive of the following components and which I believe will continue to meet your needs:



The following sections provide a detailed overview of the support you can continue to expect from us and how the different components work together to maintain a strong health and safety culture in your organisation. Our approach includes proactive and reactive support, comprehensive policies and audits, and innovative risk management software.

## Our Health & Safety service in more detail

### Acting as one of your legally required competent persons

You will continue to be supported by your highly qualified, DBS-checked, field-based Health & Safety Consultant, who will visit your premises and remain your main point of contact. This ongoing relationship enables WorkNest to continue acting as one of your competent persons, something all employers must appoint to help them meet the requirements of health and safety law.

### A tailored health and safety policy and handbook

As you may know, if you employ five or more people, you are legally required to prepare a written policy outlining your health and safety arrangements and share it with your employees, usually in the form of a health and safety handbook. We have already managed both of these requirements for you and will continue to review these documents to ensure they remain relevant and up to date, reflecting any regulatory or organisational changes.

### Health and safety audits, with flexibility as you evolve

When you renew your relationship with us, we'll build on the in-depth knowledge your consultant has of your organisation, sites, and specific risk profile. We will revisit your premises to conduct a General Risk Assessment (GRA) to identify any changes and address any areas of non-compliance. We will provide you with a written report and an updated prioritised action plan to help rectify issues and continue to provide ongoing support and advice.

In subsequent years, we will work with you to identify how to optimise the consultancy time included in your agreement. Towards the end of each contract year, we will reach out to review progress and discuss a plan for the next year. Our clients often tell us that they really value the flexibility to adjust their visit schedule and programme of work during the life of their contract and that it's sometimes more beneficial for our team to help you with a particular need. If this is your preference, we will work with you to develop the best plan for your requirements, and you can always add additional visits or consultancy time if needed.

### **Real-time Risk Management Software**

We will publish all the results of the GRA visit to our proprietary Health & Safety Management software, SafetyNest. This critically important part of your overall safety management system allows you to:

- View the status of all of your results and improvement actions
- See who is responsible for each action, which remain open, and which have been closed
- Have complete control and visibility of where you are up to in your health and safety journey
- Watch your overall safety score improve as you progress through the actions and use the software to proactively manage your day-to-day needs. (See in the next section for more detail about the SafetyNest software.)

### **Helpdesk support**

You will have access to a dedicated team of qualified, office-based Health & Safety Advisors who are on hand to provide unlimited telephone and email support during the working day. To ensure an immediate response to your query, we encourage you to contact them in the first instance, as there may be occasions when your dedicated Consultant is temporarily unavailable (e.g., client facing or driving.) Besides their reactive duties, the Helpdesk Team also offers proactive support and will check with you periodically to ensure you have everything you need.

### **Incident support and out of hours emergency assistance**

Our proactive support aims to prevent health and safety incidents before they arise. However, in the unfortunate event of a serious accident or emergency, we will support your investigation and assist you in dealing effectively with any attention from enforcing authorities. We will be there to help mitigate damage, guide you and support you. Additionally, we offer an out-of-hours emergency helpline available 24/7 for urgent assistance, should you need it.

## Upskilling as you go

We run webinars throughout the year to help you and your team tackle common health and safety challenges confidently and continue to meet your commitments. We also share updates and advice through regular email bulletins, keeping you up to date with any regulatory changes that could affect your operations. If you opt for our eLearning package, LearningNest, you will have access to a vast array of courses to help you further drive high health and safety standards in your organisation and among your employees.

Together, this combination of professional advice and powerful technology creates a unique Health and Safety Management System that will:

- ✓ Provide assurance to you and your stakeholders that you are operating safely and compliantly
- ✓ Save valuable time and resources, enabling you to focus on your core activities
- ✓ Help you take a more proactive approach to your health and safety obligations

## SafetyNest Risk Management Software

To streamline your daily health and safety responsibilities, you will have continued access to our market-leading software, SafetyNest. Designed to meet your inspection requirements and provide a clear view of your risk status, it is accessible through one easy-to-use dashboard on any device.

Here's a reminder of the key features of the software:

<b>Audits module</b>	View all your WorkNest General Risk Assessments, Workplace Inspections, and Fire Risk Assessments (where applicable) in one place.
<b>Compliance module</b>	Avoid the hassle of searching for lost certificates by storing and monitoring key certifications in an easily accessible online filing cabinet. Simply enter the date when each item was last renewed and how often it needs renewing, and the system will send you a reminder one month before it's due.
<b>Monitoring module</b>	Build your own periodic health and safety checks and view them all in one convenient location.
<b>Incidents module</b>	Maintain an electronic accident/incident book. Each incident you record will be reviewed by your consultant, who will offer additional support and guidance where deemed necessary. You can also investigate incidents and generate reports to track your performance.
<b>Risk assessment module</b>	Generate and manage specific risk assessments, ensuring they are in place, reviewed, and that actions are closed out.
<b>Reporting module</b>	Produce high-quality reports based on the information from the above modules. Use these reports to gain better insights into your health and safety performance,

	report your overall safety score to your leadership teams, and track improvements as you use the software to continually enhance your performance.
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For added protection against the financial implications of a serious safety incident or identified health and safety breach, we also offer optional, independent, FCA-regulated Legal Expenses Insurance to provide an extra layer of security and peace of mind. We cover this off in more detail later in the proposal.

# Assured advice you can trust



WorkNest has formed a direct Primary Authority partnership with The Council of the City of Wakefield to benefit our clients through the provision of 'assured advice'.

Other independent Regulatory bodies, such as the HSE, may well take account of Primary Authority Assurance when engaging with a client.

This means that all our outputs - including policies, handbooks, audits and inspection templates, and our SafetyNest software platform - have been approved by the Primary Authority as 'assured advice', helping to keep you compliant.

## What is a Primary Authority?

The Primary Authority (PA) initiative enables a business to form a legal partnership with a local authority, which then provides assured advice on health and safety regulations. Other local authorities must respect this advice, even if they interpret the regulations differently. This ensures a consistent approach to regulation and enforcement in England.

## How does this benefit you?

When you become a WorkNest Health & Safety client, you automatically receive advice from WorkNest that has been assured by our Primary Authority. This means that whether you operate from a single site (within or outside of the Council of the City of Wakefield) or have premises that span multiple local authorities, our Primary Authority partnership provides you with an extra layer of confidence and support.

Should you be visited by the regulator from your local authority, you should inform them of WorkNest's direct Primary Authority partnership - especially if they have different views on what you should be doing to achieve compliance.

Other independent regulatory bodies, such as the HSE, may also consider Primary Authority assurance when engaging with your business.

# Our Health & Safety promise to you



## Local consultants

With genuine sector experience



## Sensible, proportionate advice

A common-sense approach that isn't overly cautious



## Tailored solutions

Wherever you are at on your health and safety journey



## To take on the risk with you

As one of your competent persons



## Real-time health and safety software

Designed by health and safety experts to make your life easier

“Had our HSE spot inspection this morning. Passed with flying colours, he was really impressed. Thank you for your help and support, we couldn't have got this response without you.”

**Elizabeth Smith Veterinary Practice**

“We were able to satisfy the HSE that we were compliant with all requirements within 48 hours. We could not have asked for a better outcome.”

**GFM**

# Legal Expenses Insurance explained

We provide optional Legal Expenses Insurance (LEI) alongside our services to give you complete peace of mind that your legal costs will be covered in the event of either an Employment claim, or a Health and Safety investigation or prosecution.

We have chosen not to own or operate our own insurance services, as we believe that would compromise our ability to act in your best interests. We concentrate solely on giving you the best advice and support possible which in turn provides for the best possible chance of your claim being covered.

At the same time, we want to offer our clients a high quality FCA regulated insurance product and so we work with ARAG one of the world's largest specialist providers of Legal Expenses Insurance. We are authorised and regulated by the Financial Conduct Authority (FCA) to make the LEI products available to you.

**There is a separate charge for LEI in addition to any services that you may take from us.** It will be included as a distinct line in the breakdown of your quote.

## For Employment Tribunals

Employment Tribunal claims are every employer's worst nightmare. As well as tarnishing your reputation and draining your time and resources, they can potentially cost your organisation thousands in legal representation, administrative expenses, and compensation payouts.

In the UK, the average award for unfair dismissal stands at £11,914, and that is before you factor in litigation support costs and Barristers fees. Other types of claims, such as those related to discrimination and whistleblowing, can cost significantly more, as there is no limit on the compensation that can be awarded. With fees abolished in 2017, it now costs nothing for employees to bring a claim, leaving employers exposed to potentially significant liabilities.

Our optional, independent, FCA-regulated Legal Expenses Insurance (LEI) provides financial protection against all types of Tribunal claims.

Importantly, we place our LEI with a reputable and entirely independent FCA-regulated insurer, which allows us to provide advice that isn't overly restrictive, and which has only your best interests in mind.

The insurance also includes litigation support throughout the claims process. This can help to take the stress out of a difficult situation and improve your chances of successfully defending a claim, ultimately preserving your reputation and your pocket.

## For health and safety prosecutions

Following legislation introduced in 2015, fines for breaches of health and safety law are no longer capped. This means employers can be fined whatever the court believes is adequate in relation to the offence that has been committed, which could expose you to potentially significant liabilities.

Non-compliance can be costly. According to latest figures, the average fine for health and safety breaches in the UK now sits at £145,000.

Our optional, independent, FCA-regulated Legal Expenses Insurance (LEI) provides protection against the commercial ramifications of a serious safety incident or material breach of health and safety law. It covers the cost of:

- Legal representation in the event of health and safety prosecutions
- Appealing improvement or prohibition notices served upon you by the regulator
- Fee for Intervention (FFI) charges of £166 per hour, plus initial representation

Naturally, our priority is to help you proactively prevent issues before they arise. However, if an incident does occur, LEI can provide another level of support in challenging times.

"The insurance protection gives us total peace of mind."

**Deafness Support Network**

# Our recommendations

I believe that WorkNest is well positioned to continue to help you through our personalised, professional support and powerful software solutions.

I would like to recommend the following service(s) that I feel best align with your needs:

Fee Summary		
60-month Support Agreement		
<b>Health &amp; Safety Support</b>		
<b>H&amp;S - 5 visits over 5 years</b>	£2,350 per annum	
exclusive of VAT		
Other		
<b>Legal Expenses Insurance Administration Fee</b> Based on 75 employees, exclusive of VAT	£115.00 per annum	
<b>Legal Expenses Insurance (Health and Safety prosecution) optional</b> inclusive of Insurance Premium Tax	£3.50 per person per annum	
<b>Legal Expenses Insurance (employment claims) optional</b> inclusive of Insurance Premium Tax Excess: Nil per claim	£16.25 per person per annum (min. charge £100 per annum)	

<p><b>LearningNest Essentials - 75 Users</b>  exclusive of VAT  FREE for the first 12 months. If you love it and want to keep it after the free period, then it will be charged from year two. If you don't want to retain the service at the end of the free period, simply email us at <a href="mailto:elarning@worknest.com">elarning@worknest.com</a> no later than 1 month before the first anniversary of your service agreement and we will cancel it with no fuss and no charge.</p>		<p>FREE for the first 12 months then £2,454 per annum</p>
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As you know our pricing is clear, fair and transparent. There are no hidden charges or nasty surprises.

If you have any questions or would like any further information on any of the services contained within this proposal, please don't hesitate to contact me at any time.

Victoria Collins  
Client Manager  
Telephone: 01244 687631  
Email: [victoriacollins@worknest.com](mailto:victoriacollins@worknest.com)

# Terms and Conditions

We are open and transparent in the way we do business.

All the information that you need to read and understand can be found in this section.

Click [here](#) for Terms and Conditions

This is an important document and forms part of the agreement between us. It explains WorkNest's terms of business, the terms that apply in relation to Legal Expenses Insurance, and the key features and suitability of the insurance cover offered. Please take time to read it as it may have changed since you last took our services.

Our Legal Expenses Insurance (including the payment of representation costs and compensation / settlement monies) is provided subject to the insurer's terms of insurance cover. You can access a full copy of our insurance terms [here](#). LEI is not included free of charge with any of the products or services supplied by WorkNest. It is offered by a third party and additional fees are chargeable.

WorkNest is authorised and regulated by the Financial Conduct Authority, registration number 310779

# Some of the things that set us apart

Our personalised service blends speedy, pragmatic advice with innovative technology. Delivered with integrity as standard.

We believe in doing things a bit differently at WorkNest. We see ourselves as an extension of your team, and we're proud to have that trust.

We speak to thousands of organisation every week like you, all of whom need our support right there and then. So that's exactly what we provide. We support over 40,000 organisations across 45 sectors.

We won't pass you from pillar to post, so you won't waste your time repeating yourself. Instead, we will help you achieve the best outcome for your organisation in the shortest time possible. We will ensure that you do things correctly and be by your side every step of the way.

We won't dumb things down. We will be clear, and we won't use jargon.

One size certainly does not fit all, so we will give you options and work with you to decide on the next best step.

Crucially, we hold ourselves accountable to our values, outlined below, which run through everything we do. You will recognise them through our work together.

## integrity

Everyone across the business is empowered and trusted to do the right thing. If something doesn't feel right, it probably isn't, and we call it out. Operating with integrity is our standard.

We provide professional and pragmatic support every day; it's just what we do. We are all committed to learning and developing and strive to be our best, which is great news for you.

## excellence

## teamwork

We hope you'll come to see us as part of your team, a role we take very seriously. You'll find we are natural collaborators; it's how we run our own business #strongertogether

There is strength in diversity, and we work really hard to make sure everyone across our business recognises this. We call it the "Be yourself, everyone else is taken" approach.

## inclusion

# Part of something greater

WorkNest is proud to be part of The Governance, Risk and Compliance Group owned by Inflexion, a leading mid-market private equity firm.

Why does this matter? Well, when you become a WorkNest client, you become part of a wider extended family which can provide you additional services you might require offered at highly competitive rates.

Here are just some of the trusted experts who might be able to help you:

## Occupational Health

Delivered by MediGold, a leading provider of innovative Occupational Health solutions in the UK, they can advise managers regarding an employee's health issues, including any reasonable adjustments that could be considered to ensure a safe/healthy working environment, and help to assess an employee's fitness for work. This helps support your decision making, save you money, and help get your staff back to work quickly – supporting a happier and healthier workforce.

## ISO certification

Delivered by IMSM, a leading provider of ISO certification services and standards, this service supports organisations throughout the entire process of ISO certification, from internal audits, system analysis and pre-audit visits through to ongoing system maintenance. From Quality Management (ISO 9001) and Health and Safety (ISO 45001) to Data Security (27001) and Business Continuity (ISO 22301), IMSM's tailored approach ensures it understands customers' unique needs, enabling you to gain accreditation across various frameworks so that you can remain compliant, drive excellence, and build trust.

## Regulatory compliance information, guidance and tools

Delivered by Barbour, a trusted and comprehensive provider of regulatory information, guidance, standards and resources, this service gives you access to straightforward guidance and legislation summaries provided by in-house experts, enabling you to filter down to what applies to your business and understand easily and quickly what's required of you. The service also includes a self-serve legal register facility with pre-populated templates, comprehensive how-to guides, ISO gap analysis tools, training tools, and editable template documents that you can use to train your teams. No other service provides both the legislation and guidance library along with communication tools, making it truly unique.

## Testing and inspections

Delivered by William Martin and other groups across the division we offer various testing and inspection services to help you ensure compliance with legal requirements, mitigate risks, and maintain a safe environment for your employees, customers, and visitors. These include rigorous asbestos surveys to help you manage and address asbestos-related hazards, Legionella, and water

testing to ensure the safety and quality of your water systems, and electrical testing to proactively prevent electrical incidents and protect people from harm.

# Don't just take our word for it...

Here's what some of our customers had to say about the exceptional support we provide employers.

"Pineapple have worked with the team at WorkNest (formerly Law At Work) since 2003, and we have built a trusted partnership together. We particularly like WorkNest's concise and practical advice concerning employment law/HR issues and also appreciate their totally supportive approach in all areas of health and safety."

**Pineapple Dance Studios**

"I've taken WorkNest with every organisation that I've gone with. I've introduced them to many teams and many colleagues and referred them with absolute pleasure because I genuinely trust in the service that we get."

**The Works**

"We get a great deal of comfort and satisfaction knowing that we have support as and when we need it, in a decisive and responsive way."

**Culina Group**

"WorkNest are very professional, easy to deal with and extremely efficient in handling any issues."

**Esschem Europe**

"The support they provide is practical and efficient, with the needs of our business in mind. The professionalism that my dedicated Employment Law Adviser provides has been second to none and having a Client Manager that keeps in touch with us demonstrates that service is paramount to them."

**GMG Contractors**



**TRURO CITY COUNCIL  
GRANT APPLICATION FOR COMMUNITY GROUPS AND ORGANISATIONS**

<b>Applicant details</b>			
All information requested below <b>MUST</b> be carefully and clearly set out in block letters. Responsibility for any error or omission rests with the person signing this form.			
Name of the organisation	Truro Nourish Hub CIC		
Name of organisation's representative (applicant)	Clinton Cameron Sealy Jnr		
Role within the organisation	Director		
The organisation's address (please include postcode)	20 Comprigney Close TR1 3DT		
Email address	info@truronourishhub.co.uk		
Contact telephone number			
Is the organisation a registered charity? Yes/No		Charity No.:	
Total cost of the project?	£ 2500	How much are you applying to Truro City Council for?	£1500
Have you previously received a grant from Truro City Council?	Yes/No	25/07/2024	
If you answered yes to the above question, please provide details (amount received, purpose of the grant and date the grant was awarded)			
Truro Nourish Hub received 500 pounds from Loic Rich Community Chest. Grant was awarded to enable TNH CIC, to continue its project aims to enable people to cook healthy and affordable meals.			
Please give the details of other sources of funding			
We have applied for funding from Cornwall Community Foundation to fund a family fun day and other community led projects in Cornwall.			
Please state in approximately 200 words how this project will benefit the residents of Truro			
Truro Nourish Hub have stepped in and saved a group that was previously run by Choas Group who no longer wanted to continue to offer a group of Socially Prescribed individuals a place where they could meet and interact.			
TNH CIC, had to make a quick decision as this group could relied on this service to meet their Wellbeing and Mental Health requirements. Social prescribing links people with non-medical support services, such as community groups, wellness programs. By taking over this initiative, TNH CIC can provide valuable resources to those facing mental health challenges or social isolation improving overall well-being.			
TNH CIC, involvement in this project is vital as we can create a central point where residents can easily access a variety of services from our healthy food program to working with groups who can provide fitness and social engagement activities all aimed at improving physical and mental health.			
Social prescribing often benefits individuals who are vulnerable including elderly people, as a hub we can provide and tailor our resources and activities to contribute to their quality of life.			

TNH CIC, by our intervention in saving this group, can help reduce the pressure on our local healthcare services, such as GP visits. We can also align our services with the local Council by helping the Council meet its broader public health objectives.



## Truro Nourish Hub CIC.



### **The Friendship Group**

06/01/2025

Clinton Cameron Sealy Jnr  
Truro Nourish Hub CIC  
Moresk Centre, Truro

## Introduction:

Truro Nourish Hub CIC,

Truro Nourish Hub CIC (TNH), is a non for profit community interest company based in Truro, Cornwall. We see ourselves as beacons of Community and Sustainability TNH stands as a testament to the power of community and the importance of sustainability. As a Community Interest Company (CIC), this vibrant hub is dedicated to addressing food insecurity, promoting healthy eating habits, and fostering a sense of community among the residents of Truro and its surrounding areas.

We aim to offer activities such as workshops, events and initiatives to help individuals access healthy food, learn about nutrition, and build connections in the community.

## **Vision & Mission:**

TNH CIC operates with a clear and compelling vision: to create a community where everyone has access to nutritious and sustainable food. Our mission is multifaceted, aiming to combat food waste, support local communities and provide educational opportunities related to food and nutrition.

## **Combating Food Insecurity**

Food insecurity remains a pressing issue in many communities, and Truro is no exception. TNH tackles this problem head-on by redistributing surplus food from local businesses, Truro Foodbank, supermarkets, and farms to those in need. Through partnerships with various organizations, the hub aims to ensure that no one in the community goes hungry.

## **Promoting Healthy Eating**

At the core of TNH, its mission is the promotion of healthy eating habits. The hub organizes workshops, cooking classes, and nutritional seminars to educate the community about the benefits of a balanced diet. These initiatives are designed to empower individuals with the knowledge and skills they need to make healthier food choices,

## Community:

### Community Engagement and Involvement

Community involvement is at the heart of TNH operations. The hub encourages residents to participate in its various programs and initiatives, fostering a sense of ownership and pride in the community.

TNH plays an important role for individuals who are socially prescribed to its services, as it provides a safe, supportive environment for people facing social isolation, mental health challenges, and other barriers to well-being. Social prescribing is a growing approach where healthcare professionals refer individuals to non-medical services like community groups and activities that can help improve their health and quality of life.

TNH, by offering a range of services such as food, social interaction, wellbeing support, and educational activities, addresses several aspects of people's lives that may be neglected in traditional healthcare settings. It empowers individuals by giving them access to resources that promote mental health, build a sense of community, and help them develop skills for personal growth.

For individuals who may be struggling with loneliness, financial hardship, or poor mental health, the Hub acts as a bridge to access support, reducing isolation and fostering connections. By tackling both immediate needs (like food) and longer-term goals (such as building relationships and gaining confidence), it creates a more holistic and sustainable approach to improving health outcomes.

Additionally, the fact that it's a community interest company means that the focus is likely on social impact rather than profit, making it more centered on the welfare of the people it serves. It's a crucial resource for those who may have few other options for support, ultimately helping to strengthen the community as a whole.

- Holistic Support for well-being:
- Reducing Isolation
- Access to Healthy Food
- Educational Resources, including Financial Inclusion Training

### **Benefits to NHS and Users:**

TNH has been a valuable resource for both the NHS and its users by addressing various social and health-related needs in the community. The Hub provides food, support, and essential services to individuals who are vulnerable or struggling, including those experiencing food insecurity, financial difficulties, or mental health challenges.

For the NHS, the Nourish Hub plays a crucial role in preventing health issues that might arise from poor nutrition or social isolation. By providing accessible food and support services, the Hub helps reduce pressure on healthcare services, as it can address some of the root causes of illness, like malnutrition and mental health struggles. This helps in reducing hospital visits or the need for emergency care by focusing on prevention and early intervention.

For users, the Hub offers a sense of community and a safety net. It provides a space for people to access nutritious food and guidance on how to manage their health, and also connects them with other social services. This support can improve physical and mental wellbeing, reduce stress, and help individuals feel more connected, which is especially important in times of crisis or uncertainty.

In summary, TNH benefits both the NHS and its users by providing critical community support, improving public health outcomes, and easing pressures on the healthcare system.

### **Key Factors:**

- Prevention of Health Issues
- Support for Mental Health
- Better Health Choices
- Access to Healthy Food
- Mental and Social Well-being
- Addressing Social Prescribing.
- Sustained Lifestyle Changes
- Trackable and Measurable Outcomes.
- Creating Long-Term Relationships and Community.
- Reduce Food Waste.

## **Addressing Social Prescribing:**

TNH, is playing a vital role in addressing social prescribing by adopting the Friendship Club at Moresk Hall every Monday in Truro. Social prescribing focuses on improving people's well-being by connecting them to community services and activities, and this initiative is a great example of that approach.

By hosting the Friendship Club, TNH, is providing a supportive, welcoming environment for individuals who may be experiencing isolation, loneliness, or mental health challenges. The club allows people to engage in social activities, form friendships, and access support networks. It's a place where individuals can connect with others and participate in a variety of activities that promote social engagement and well-being.

This initiative aligns with the social prescribing's core goal: addressing social determinants of health and encouraging holistic well-being through community support and activities. By having such a space, the Nourish Hub helps to reduce social isolation and gives individuals access to resources that can improve their mental and emotional health, all while fostering a sense of belonging and connection.

## **Educational Initiatives**

Education is a cornerstone of TNH approach. The hub believes that knowledge is power, and it strives to equip the community with the information needed to make informed decisions about food and nutrition.

### **Workshops and Classes**

The hub offers a variety of workshops and classes designed to educate the community about different aspects of food and nutrition. From cooking demonstrations to gardening tips, these sessions are both informative and engaging, catering to individuals of all skill levels.

## **Volunteering Opportunities**

Volunteers are the lifeblood of TNH, from helping with food distribution to assisting in workshops and events, volunteers play a crucial role in the hub's success. The hub provides a welcoming environment for individuals of all ages and backgrounds to contribute their time and skills.

## **Collaborative Projects:**

The collaboration between TNH, and these various organizations is clearly having a significant impact on the local community, especially in addressing social isolation, food insecurity, and mental health challenges. By working together, these initiatives are not just meeting immediate needs, but also fostering long-term positive changes for residents in Truro. Here are some ways these projects have benefitted the residents, including, Hendra Community Group:

### **1. Addressing Food Insecurity:**

- Truro Foodbank: By partnering with the Foodbank, the Nourish Hub is able to ensure that families and individuals in crisis have access to vital food supplies. This has been crucial for those facing financial hardship, especially during challenging times like the winter months.
- The International Food Festival: This partnership raises awareness and promotes a diverse range of cuisines, offering both a cultural exchange and a chance for the community to come together while supporting local food providers. It was a fantastic event that not only gave people the opportunity to taste great cuisines from around the World. We also raised over £800.00 which was donated back to local charities such as Street Pastors, and St Petros.

### **2. Reducing Social Isolation:**

- Community Centres (St Erme, Chacewater, Hendra): By working with community hubs such as these, the Nourish Hub have created opportunities for residents to gather, share experiences, and engage with each other. This is especially important for people who may otherwise feel isolated, such as older residents or those living with mental health challenges.
- Mental Health Support via ManDown and Healthy Cornwall: These organizations are helping to normalize conversations about mental health and provide crucial resources. Activities, support groups, and outreach efforts have helped break down barriers and create a more inclusive environment where residents feel safe seeking help.

### **3. Mental Health and Well-being:**

- **ManDown and Healthy Cornwall:** These organizations are providing critical support for men and people facing mental health struggles. By offering counseling, peer support, and stress-relief activities, these groups are helping residents manage mental health issues in a supportive, stigma-free environment.
- **Counseling Services & Peer Support:** Working alongside organizations like Healthy Cornwall, these efforts help address mental health through practical solutions such as workshops, one-on-one support, and safe spaces where people can talk openly about their mental health without fear of judgment.

### **4. Collaboration with Local Authorities and Public Engagement:**

- **Cornwall Council and Truro City Council:** These partnerships are vital in shaping community policies and responding to the needs of Truro residents. With support from local government, the Nourish Hub can advocate for change and ensure that the necessary resources are allocated to the most vulnerable groups.
- **Newquay BID:** This partnership is likely strengthening the connection between business owners and community initiatives. By engaging local businesses, the Hub can receive donations, sponsorships, and increased visibility, which further boosts their ability to support those in need.

### **5. Practical Support & Resource Sharing:**

- **St Erme & Chacewater Community Centres:** These centers are central in bringing people together for events, classes, and social services, which build community ties and provide a vital safety net. These spaces also host food distribution events, workshops on budgeting, or resilience-building activities for families.
- **Hendra Community Group:** This group plays a key role in reaching out to isolated individuals, offering a support network, and helping residents navigate local resources. Whether it's through social events, outreach, or connecting people with professional services, the group is crucial in strengthening community bonds in a more localized setting.

## **6. Raising Awareness & Promoting Well-being:**

- Through community events and partnerships, TNH, helps raise awareness about the importance of food security, mental health, and social connectivity. This has likely reduced stigma around these issues and empowered residents to seek help when needed.

### **Overall Impact on Truro Residents:**

These partnerships are creating a ripple effect in Truro, where local residents are benefiting from better access to food, mental health support, and social services. The combination of resources, outreach, and community-building activities creates a more resilient and supportive environment. By working with groups like Hendra Community Group, the Hub ensures that even those in more rural or underserved areas are included in these critical efforts.

As a result, residents feel more connected to their community, more supported in times of need, and empowered to take better care of their health, both physically and mentally. The collaboration strengthens the sense of unity in Truro and ensures that no one is left behind

### **.Looking to the Future**

**As TNH continues to grow and evolve, its commitment to the community remains unwavering. The hub is constantly looking for new ways to expand its reach and impact, ensuring that its vision of a nourished, sustainable community becomes a reality.**

### **Expansion Plans**

**Future plans for the hub include expanding its facilities, increasing the number of educational programs, and forging new partnerships with local organizations. These efforts will enable TNH to serve even more residents and continue its mission of promoting food security and healthy living.**

### **Community Involvement**

**The hub's future success relies heavily on continued community involvement. Residents are encouraged to participate, volunteer, and support the hub in any**



way they can, ensuring that TNH can continue to thrive and make a positive impact.

In conclusion, TNH is more than just a community organization; it is a beacon of hope, sustainability, and unity. Through its dedicated efforts, the hub has transformed the lives of many and will undoubtedly continue to do so for years to come.

**Budget Costs: Please note this is not a one off Event.**

## Truro Nourish Hub Budget Proposal Breakdown

Submitted to Truro City Council

### Introduction

The TNH project is designed to create a community space that fosters learning, collaboration, and wellbeing. This proposal outlines the budget required to deliver the project, ensuring transparency and clarity in our financial planning.

### Project Costs.

The total cost to deliver the Truro Nourish Hub project is £2,500 Below is a detailed breakdown of the expected expenses.

### Hall Hire

The hall hire is a significant part of our budget, ensuring a dedicated space for our activities. The cost for hall hire is £84.00 per month. Over a period of one year, this amounts to:

- Monthly Hall Hire: £84.00
- Annual Hall Hire: £84.00 × 12 = £1,008.00 (6 months before we expect to receive funding from Volunteer Cornwall as part of the Hub network)  
£84.00 x 6 months = £504.00

**TOTAL =504.00**



### **Volunteers/Chefs.**

Our project relies heavily on the dedication and support of volunteers. While most of our volunteers offer their time freely, we have allocated a modest budget to cover essential expenses, including travel and meals. The projected annual cost for volunteers is:

- **Volunteer Expenses: Including costs for Chef and Food Expenses.**  
£50 per session x 12 sessions £600.00

**TOTAL=£600.00**

### **Workshops**

Workshops will be a core component of the Truro Nourish Hub, providing educational and skill-building opportunities for the community. The costs associated with workshops include materials, equipment, and facilitation fees. Our budget for workshops is:

- Workshop Materials and Equipment: £300.00**

**TOTAL= £300.00**

### **Guest Artists**

To enrich our program offerings, we plan to invite guest speakers who are experts in various fields. These speakers will provide valuable insights and knowledge to our participants. The budget for guest speakers includes honorariums and travel expenses:

**Guest Speaker Fees and Travel: £100 per session x 12 sessions = £1200**

**TOTAL= £1200**

## Visit to EDEN

As part of our experiential learning approach, we intend to organize a visit to the EDEN Project. This excursion will offer participants a chance to explore sustainable practices and environmental stewardship. The cost for this visit includes transportation, entry fees, and other related expenses:

**EDEN Project Visit: £420.00**

**TOTAL £420.00**

## Budget Summary

To summarize, the breakdown of the Truro Nourish Hub budget is as follows:

- Hall Hire: £504.00
- Volunteer Expenses: £600.00
- Workshop Materials and Equipment: £300.00
- Guest Speaker Fees and Travel: £1200.00
- EDEN Project Visit: £420.00 Additional request from Group

**Total Project Cost £3024.00**

**The Total cost requested from Truro City Council £1500.00**

**£3024.00**

## Conclusion

We believe that The Friendship Group and its continuation will be a valuable addition to the community, providing a space for learning, connection, and growth. We kindly request the Truro City Council to approve this budget proposal, allowing us to bring this vision to life.

Thank you for your consideration.

**Cllr Clinton Cameron Sealy Jnr**

**Director Truro Nourish Hub**



**TRURO CITY COUNCIL  
GRANT APPLICATION FOR COMMUNITY GROUPS AND ORGANISATIONS**

<b>Applicant details</b>			
All information requested below <b>MUST</b> be carefully and clearly set out in block letters. Responsibility for any error or omission rests with the person signing this form.			
Name of the organisation	TRURO VOLUNTEERS DAY 2025		
Name of organisation's representative(applicant)	Paul Caruana		
Role within the organisation	Chairman		
The organisation's address (please include postcode)	13 Murdoch Close, Truro TR1 1RR		
E mail address:	truovols@gmail.com		
Contact telephone number	[REDACTED]		
Is the organization a registered charity? No	Charity No.:		
Total cost of the project?	£1000	How much are you applying to Truro City Council for?	£250
Have you previously received a grant from Truro City Council?	Yes in 2024 to pay for 2024 invoices		
If you answered yes to the above question, please provide details(amount received, purpose of the grant and date the grant was awarded) £250 to help pay for the running costs of the event and was paid on the 15 <sup>th</sup> April 2024			
Please give the details of other sources of funding. Some funding carried over from the 2024 event. Truro Property Trust fund granted us £180 to purchase advertising banners for the event.			
Please state in approximately 200 words how this project will benefit the residents of Truro.  Being an active volunteer in Truro, I have contact with numerous other groups and organizations. They all have one thing in common and that is the lack of new volunteers. This event is planned to attract those groups to attend the day for free, promote what they do and to recruit new members. Getting them all together for a single event is the best and easiest way to achieve that.  As a group, we need to source and pay for advertising banners and polo tops to give us some identity, hence our budget needs have increased since the 2024 occurred.			

**Nominal Transactions all values**

Date 04/02/2025

Time 13:17:14

<u>Tran Type</u>	<u>Tran Date</u>	<u>Nominal Name</u>	<u>Cost Centre</u>	<u>Description</u>	<u>Narrative</u>	<u>2nd Ref</u>	<u>Value</u>
Cash Book	01/01/2025	Local Authority Rates	Boscawen Park cafe	Payment	NNDR-22032539050900		300.00
Cash Book	01/01/2025	Local Authority Rates	Parks & Open Spaces	Payment	NNDR-22032539050800		54.00
Cash Book	01/01/2025	Local Authority Rates	Visit Cornwall	Payment	NNDR-22031995003000		1320.00
Cash Book	01/01/2025	Local Authority Rates	Library	Payment	NNDR-22033131050510		1850.00
Cash Book	01/01/2025	Local Authority Rates	Public Cemetery	Payment	NNDR-22032831050500		511.00
Cash Book	01/01/2025	Local Authority Rates	Parks & Open Spaces	Payment	NNDR-22032435050600		55.00
Cash Book	01/01/2025	Hendra NNDR	Community Work	Payment	NNDR-22032847050300		605.00
Cash Book	01/01/2025	Miscellaneous	Lemon Quay	Payment	Visit Truro 07946854859		30.00
Purchase Ledger	01/01/2025	New Life City Buildings	New Life City Buildings	Len Smith Consulting	19407 Support for NLCB	19407 Support for NLCB	1500.00
Cash Book	01/01/2025	Miscellaneous	Lemon Quay	Payment	EE Events-07523911009		11.00
Purchase Ledger	01/01/2025	Computer Costs	Visit Cornwall	Cornwall Scale & Equipment	20112 Monthly Subs	20112 Monthly Subs	75.00
Purchase Ledger	01/01/2025	Paytek/Elavon Charges	Boscawen Park cafe	Paytek		card charges	37.99
Purchase Ledger	01/01/2025	Community Buildings	Community Work	Dublicheck Cleaning Services	Malpas CC Cleaning 02/12/24-29/12/24	Malpas CC Cleaning 02/12/2	63.53
Purchase Ledger	01/01/2025	Contract Cleaners	Library	Dublicheck Cleaning Services	Library Cleaning 23/12/24-29/12/24	Library Cleaning 23/12/24-2	145.20
Purchase Ledger	01/01/2025	Contract Cleaners	Library	Dublicheck Cleaning Services	Library Cleaning 02/12/24-22/12/24	Library Cleaning 02/12/24-2	1089.00
Purchase Ledger	01/01/2025	Contract Cleaners	Public Conveniences	Dublicheck Cleaning Services	WCs Cleaning W/E 29/12/24	WCs Cleaning W/E 29/12/2	145.20
Purchase Ledger	01/01/2025	Computer Costs	Parks & Open Spaces	Croft Communications Limited	Network Parks BOS VIC	Network Parks BOS VG	56.12
Purchase Ledger	01/01/2025	Computer Software	Administration & Democratic	Croft Communications Limited	Network Admin	Network Admin	74.79
Purchase Ledger	01/01/2025	Computer Costs	Visit Cornwall	Croft Communications Limited	Network TIC	Network TIC	31.00
Purchase Ledger	01/01/2025	Computer Software	Administration & Democratic	Croft Communications Limited	Computer Admin	Computer Admin	2344.09
Purchase Ledger	01/01/2025	Telephones	Visit Cornwall	Croft Communications Limited	Telephone TIC	Telephone TIC	15.00
Purchase Ledger	01/01/2025	Telephones	Parks & Open Spaces	Croft Communications Limited	Telephone Parks BOS VG	Telephne Parks BOS VG	34.00
Purchase Ledger	01/01/2025	Telephones	Administration & Democratic	Croft Communications Limited	Telephone Admin	Telephone ADM	193.00
Cash Book	02/01/2025	Local Authority Rates	Administration & Democratic	Payment	NNDR- 22031995003800		2378.28
Nominal Ledger	02/01/2025	Fees and Charges	Library	Payment	SumUp Dec24		368.89
Nominal Ledger	02/01/2025	Rent ZEBS-YPC	Community Work	Reciept	YPC-ZEBS		-294.50
Nominal Ledger	02/01/2025	Rent Carrick Sports Hall	Community Work	Reciept	Carrick rent		-125.00
Cash Book	02/01/2025	Company Credit Card			Credit card Dec 24		193.98
Purchase Ledger	02/01/2025	Gas & Electricity	Parks & Open Spaces	EDF Energy	Tea Hut VG	Tea Hut VG	35.90
Nominal Ledger	02/01/2025	Room Lettings	Library	Reciept	Correction		-307.41
Nominal Ledger	02/01/2025	Room Lettings	Library	Reciept	Sum Up Dec 24		-307.41
Nominal Ledger	02/01/2025	Room Lettings	Library	Payment	Correction		307.41
Nominal Ledger	02/01/2025	Room Lettings	Library	Payment	Correction		307.41
Nominal Ledger	02/01/2025	Fees and Charges	Library	Reciept	Correction		-307.41
Nominal Ledger	02/01/2025	Fees and Charges	Library	Reciept	Correction-SumUp		-307.41
Nominal Ledger	02/01/2025	Fees and Charges	Library	Reciept	Correction-SumUp		-368.89
Nominal Ledger	02/01/2025	Fees and Charges	Library	Payment	Correction-SumUp		307.41
Purchase Ledger	02/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20027 Food Supplies	20027 Food Supplies	115.68

<u>Tran Type</u>	<u>Tran Date</u>	<u>Nominal Name</u>	<u>Cost Centre</u>	<u>Description</u>	<u>Narrative</u>	<u>2nd Ref</u>	<u>Value</u>
Nominal Ledger	02/01/2025	Gas & Electricity	Public Cemetery	Payment	Electric Cemetery Lodge		20.00
Cash Book	03/01/2025	Telephones	Administration & Democratic	Payment	EE HR 07932 627851		18.01
Purchase Ledger	03/01/2025	Stationery	Administration & Democratic	Banner Business Solutions Ltd	19642 Clip Board	19642 Clip Board	1.33
Purchase Ledger	03/01/2025	Furniture & Equipment	Administration & Democratic	Clive Mitchell Cycles	20158 Bike Lock	20158 Bike Lock	20.83
Nominal Ledger	03/01/2025	Coffee Bar Takings	Boscawen Park cafe	Reciept	Takings w/e 3.1.25		-1041.90
Nominal Ledger	03/01/2025	Coffee Bar Takings	Boscawen Park cafe	Reciept	Takings w/e 3.1.25		-2237.25
Nominal Ledger	03/01/2025	Sales of Tickets	Visit Cornwall	Reciept	Stripe w/e 3.1.25		-2246.82
Nominal Ledger	03/01/2025	Computer Costs	Lemon Quay	Payment	GR8 Festive City		166.47
Purchase Ledger	03/01/2025	Gas & Electricity	Administration & Democratic	YU Energy	Gas Municipal	Gas Municipal	406.23
Cash Book	03/01/2025	Telephones	Visit Cornwall	Payment	EE Mobile TIC 07947511945		10.78
Cash Book	03/01/2025	Telephones	Library	Payment	EE Mobile LIB 07973497121		16.17
Cash Book	03/01/2025	Telephones	Parks & Open Spaces	Payment	EE PKS 07840507401 Rangers		16.17
Cash Book	03/01/2025	Computer Costs	Parks & Open Spaces	Payment	EE Parks SIM		18.51
Cash Book	03/01/2025	Telephones	Administration & Democratic	Payment	EE 07572314977 Clerk		18.00
Cash Book	03/01/2025	Telephones	Administration & Democratic	Payment	EE 07946477049 Deputy Clerk		26.00
Cash Book	03/01/2025	Telephones	Administration & Democratic	Payment	EE 07399366489 Tom		11.00
Cash Book	03/01/2025	Telephones	Administration & Democratic	Payment	EE MW 07904 762053		19.43
Purchase Ledger	03/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20027 Food Supplies	20027 Food Supplies	132.70
Purchase Ledger	03/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20027 Food Supplies	20027 Food Supplies	12.05
Nominal Ledger	03/01/2025	Coffee Bar Takings	Boscawen Park cafe	Reciept	Takings w/e 3.1.25		-2410.69
Nominal Ledger	03/01/2025	Coffee Bar Takings	Boscawen Park cafe	Reciept	Takings w/e 3.1.25		-274.05
Nominal Ledger	03/01/2025	Cost of Sales	Boscawen Park cafe	Payment	Bread		4.28
Purchase Ledger	04/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20027 Food Supplies	20027 Food Supplies	165.25
Purchase Ledger	04/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20027 Food Supplies	20027 Food Supplies	9.70
Purchase Ledger	04/01/2025	Cost of Sales	Boscawen Park cafe	Mounts Bay Dairy	20024 Food Supplies	20024 Food Supplies	147.85
Purchase Ledger	04/01/2025	Water charges	Boscawen Park cafe	Everflow Ltd	Cafe	Cafe	168.85
Purchase Ledger	04/01/2025	Water charges	Visit Cornwall	Everflow Ltd	30 Boscawen St	30 Boscawen St	36.31
Purchase Ledger	04/01/2025	Water	Public Conveniences	Everflow Ltd	Grn St WC	Grn St WC	369.87
Purchase Ledger	04/01/2025	Water	Public Conveniences	Everflow Ltd	The Leats WC	The Leats WC	933.31
Purchase Ledger	04/01/2025	Water charges	Lemon Quay	Everflow Ltd	Lemon Quay	Lemon Quay	12.26
Purchase Ledger	04/01/2025	Water	Public Conveniences	Everflow Ltd	Lemon St WC	Lemon St WC	477.71
Purchase Ledger	04/01/2025	Water charges	Parks & Open Spaces	Everflow Ltd	Cricket Pavilion	Cricket Pavilion	11.41
Purchase Ledger	04/01/2025	Water	Public Conveniences	Everflow Ltd	Malpas Rd WC	Malpas Rd WC	145.96
Purchase Ledger	04/01/2025	Water	Public Conveniences	Everflow Ltd	Bridge St WC	Bridge St WC	343.02
Purchase Ledger	04/01/2025	Water	Community Work	Everflow Ltd	Malpas Stores	Malpas Stores	20.05
Purchase Ledger	04/01/2025	Water charges	Library	Everflow Ltd	Library	library	147.98
Purchase Ledger	04/01/2025	Water charges	Public Cemetery	Everflow Ltd	Cemetery	Cemetery	27.22
Purchase Ledger	04/01/2025	Water	Public Conveniences	Everflow Ltd	Hendra Park WC	Hendra Park wc	20.05
Purchase Ledger	04/01/2025	Water	Allotments	Everflow Ltd	Barrack Lane Allotment	Barrack Lane Allotment	106.70
Purchase Ledger	04/01/2025	Water	Allotments	Everflow Ltd	Redannick Allotment	redannick Allotment	23.84
Purchase Ledger	04/01/2025	Water charges	Parks & Open Spaces	Everflow Ltd	VG Standpipe	VG Standpipe	46.63

<u>Tran Type</u>	<u>Tran Date</u>	<u>Nominal Name</u>	<u>Cost Centre</u>	<u>Description</u>	<u>Narrative</u>	<u>2nd Ref</u>	<u>Value</u>
Purchase Ledger	04/01/2025	Water	Allotments	Everflow Ltd	Tregurra allotment	tregurra allotment	17.63
Purchase Ledger	04/01/2025	Water charges	Parks & Open Spaces	Everflow Ltd	Boscawen Park	Boscawen Pk	72.73
Purchase Ledger	04/01/2025	Water	Allotments	Everflow Ltd	Nancemere Allot	Nancemere Allot	23.84
Purchase Ledger	04/01/2025	Water charges	Parks & Open Spaces	Everflow Ltd	Hendra Skate Pk	Hendra Skate Pk	13.48
Purchase Ledger	04/01/2025	Fireworks Events Costs	Lemon Quay	RedHawk Events Management	PC / RED005 / Reversal of URN 54456	LQY Towns deal	-1500.00
Purchase Ledger	04/01/2025	Communications	Lemon Quay	RedHawk Events Management	LQY Towns Deal red hawk	LQY Towns deal	1500.00
Nominal Ledger	04/01/2025	Cost of Sales	Boscawen Park cafe	Payment	Milk		11.40
Purchase Ledger	05/01/2025	Cost of Sales	Boscawen Park cafe	Baker Tom Ltd	Bakery Items	Bakery Items	201.70
Purchase Ledger	05/01/2025	Cost of Sales	Boscawen Park cafe	Westcountry Fruit Sales Ltd	20026 Food Supplies	20026 Food Supplies	141.44
Purchase Ledger	05/01/2025	Repair & Maintenance	Parks & Open Spaces	Energieo Ltd	PC / ENE002 / Reversal of URN 54473	19198 Squash Club Light	-2600.00
Purchase Ledger	05/01/2025	Bank charges	Administration & Democratic	HSBC Bank			106.98
Purchase Ledger	06/01/2025	Community Events	Community Work	New Beginnings Comm Assoc	20161 November/December	20161 November/Decembe	350.00
Purchase Ledger	06/01/2025	Health & Safety	Administration & Democratic	Budge Richard	Reimbursement for Glasses RB	Reimbursement Glasses RB	333.53
Purchase Ledger	06/01/2025	Community Events	Community Work	Damien Richards	Dec Sunshine Cafe DR	Dec Sunshine Cafe DR	51.43
Purchase Ledger	06/01/2025	Gas & Electricity	Visit Cornwall	Opus Energy	Elec TIC 05/12-05/01	Elec TIC 05/12-05/01	367.82
Purchase Ledger	06/01/2025	Gas & Electricity	Public Conveniences	EDF Energy	Lemon St WCs	Lemon St WCs	230.45
Purchase Ledger	06/01/2025	Gas & Electricity	Public Conveniences	EDF Energy	Malpas Rd WCs	Malpas Rd WCs	68.79
Purchase Ledger	06/01/2025	Gas & Electricity	Community Work	EDF Energy	Malpas Com Centre	Malpas Com Centre	80.97
Purchase Ledger	06/01/2025	Gas & Electricity	Administration & Democratic	EDF Energy	Feeding Pillar Rowes	Feeding Pillar rowes	32.56
Purchase Ledger	06/01/2025	Gas & Electricity	Parks & Open Spaces	EDF Energy	Boscawen Pk	Boscawen Pk	269.37
Purchase Ledger	06/01/2025	Electricity	Boscawen Park cafe	EDF Energy	Tennis Pavilion/cafe	Tennis Pavilion/Cafe	708.57
Purchase Ledger	06/01/2025	Gas & Electricity	Parks & Open Spaces	EDF Energy	Staff Accom VG	Staff Accom VG	60.71
Purchase Ledger	06/01/2025	Gas & Electricity	Parks & Open Spaces	EDF Energy	Hockey Club	Hockey Club	33.68
Purchase Ledger	06/01/2025	Gas & Electricity	Public Conveniences	EDF Energy	Hendra Rd WC	Hendra Rd WC	46.78
Purchase Ledger	06/01/2025	Electricity	Lemon Quay	EDF Energy	HFC LQY	HFC LQY	98.26
Purchase Ledger	06/01/2025	Gas & Electricity	Public Conveniences	EDF Energy	The Leats WC	The Leats WC	109.01
Purchase Ledger	06/01/2025	Gas & Electricity	Public Conveniences	EDF Energy	Bridge St WC	Bridge St WC	150.33
Purchase Ledger	06/01/2025	Gas & Electricity	Parks & Open Spaces	EDF Energy	Hendra Skate Pk	Hendra Skate Park	32.56
Purchase Ledger	06/01/2025	Electricity	Lemon Quay	EDF Energy	MTR Box W/Spoons	MTR Box W/Spoons	225.65
Purchase Ledger	06/01/2025	Community Buildings	Community Work	EDF Energy	Moresk lower floor	Moresk lower floor	33.08
Purchase Ledger	06/01/2025	Gas & Electricity	Public Conveniences	EDF Energy	Green St WC	Green St WC	182.78
Purchase Ledger	06/01/2025	Gas & Electricity	Administration & Democratic	EDF Energy	Municipal electric	Municipal Building	259.55
Purchase Ledger	06/01/2025	Gas & Electricity	Administration & Democratic	EDF Energy	Vic Square	Vic Square	63.59
Purchase Ledger	06/01/2025	Gas & Electricity	Parks & Open Spaces	EDF Energy	Greenhouse BP	Greenhouse BP	15.50
Purchase Ledger	06/01/2025	Gas & Electricity	Parks & Open Spaces	Opus Energy	Nursery Idless	Nursery Idless	1330.46
Purchase Ledger	06/01/2025	Electricity	Library	Opus Energy	Library	Library	2012.16
Purchase Ledger	06/01/2025	Repair and Maintenance	Public Conveniences	FWB South West	16325 Toilet Repair Materials	16325 Toilet Repair Material	40.55
Purchase Ledger	06/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20027 Food Supplies	20027 Food Supplies	73.98
Purchase Ledger	06/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20027 Food Supplies	20027 Food Supplies	12.80
Purchase Ledger	06/01/2025	Cost of Sales	Boscawen Park cafe	Hunts Foodservice Ltd	20025 Food Supplies	20025 Food Supplies	138.05
Purchase Ledger	06/01/2025	Repair & Maintenance	Parks & Open Spaces	Energieo Ltd	19198 Squash Club Light	19198 Squash Club Light	2600.00

<u>Tran Type</u>	<u>Tran Date</u>	<u>Nominal Name</u>	<u>Cost Centre</u>	<u>Description</u>	<u>Narrative</u>	<u>2nd Ref</u>	<u>Value</u>
Nominal Ledger	06/01/2025	Burial Fees	Public Cemetery	Reciept	Interment Tregunna TD9		-1555.00
Purchase Ledger	07/01/2025	Computer hardware	Administration & Democratic	Amazon	20162 Dual HDMI adapter	A34DVS3BZODWHU 20162	33.29
Purchase Ledger	07/01/2025	Training /Conference Costs	Administration & Democratic	National Association of Local	20164 Green Responsibilities Training E	20164 Green Responsibilities	35.00
Purchase Ledger	07/01/2025	Computer hardware	Administration & Democratic	Amazon	20162 Monitors x 2 JW & CH	A34DVS3BZODWHU 20162	173.34
Invoicing	07/01/2025	Contract Work	Parks & Open Spaces	Newham Quay Mgmt Co Ltd	SI / NEW006 / 0000004202	0000004202	-55.00
Invoicing	07/01/2025	Contract Work	Parks & Open Spaces	RRL LLP	SI / ROB001 / 0000004203	0000004203	-13.75
Invoicing	07/01/2025	Pitches	Parks & Open Spaces	Truro City Youth FC	SI / TRU009 / 0000004204	0000004204	-28.00
Invoicing	07/01/2025	Pitches	Parks & Open Spaces	Threemilestone AFC	SI / THR003 / 0000004205	0000004205	-44.50
Invoicing	07/01/2025	Rental	Lemon Quay	First Bus (South West) Ltd	SI / FIR004 / 0000004206	0000004206	-253.00
Invoicing	07/01/2025	Miscellaneous	Community Work	New Beginnings Community	SI / NEW001 / 0000004207	0000004207	-81.04
Nominal Ledger	07/01/2025	Computer Software	Administration & Democratic	Payment	Adobe Subs		101.10
Nominal Ledger	07/01/2025	Repair and Maintenance	Public Conveniences	Reciept	changing places fob sale		-4.17
Purchase Ledger	08/01/2025	Public Space CCTV	Community Work	Cornwall Council	CCTV January 25	CCTV January 25	1088.49
Purchase Ledger	08/01/2025	Equipment & Materials	Library	Amazon	19959 Whiteboard Markers	A34DVS3BZODWHU 19959	19.98
Nominal Ledger	08/01/2025	Burial Fees	Public Cemetery	Reciept	Beswetherick RO15		-145.00
Nominal Ledger	08/01/2025	Suspense Account		Reciept	Emergency com grant		-2376.28
Purchase Ledger	08/01/2025	Protective Clothing	Parks & Open Spaces	FWB South West	19759 Aprons Cafe	19759 Aprons Cafe	41.35
Purchase Ledger	08/01/2025	Miscellaneous	Administration & Democratic	Hawke Fuels	Furniss Coal Grant expenditure	Furniss Coal Grant expendit	72.00
Purchase Ledger	08/01/2025	Miscellaneous	Administration & Democratic	Hawke Fuels	Furniss Coal Grant expenditure	Furniss Coal Grant expendit	72.00
Purchase Ledger	08/01/2025	Miscellaneous	Administration & Democratic	Hawke Fuels	Furniss Coal Grant expenditure	Furniss Coal Grant expendit	72.00
Purchase Ledger	09/01/2025	Cleaning	Library	Bunzl Cleaning & Hygiene	19957 Cleaning Products LIB	19957 Cleaning Products LI	64.96
Purchase Ledger	09/01/2025	Waste Management LQY	Lemon Quay	Cornwall Council	Oct 24 - MAR 25 Waste Cleansing Lem	20165 Waste Cleansing LQ	16068.91
Invoicing	09/01/2025	Room Lettings	Library	Safer Stronger	SI / SAF001 / 0000004208	0000004208	-74.00
Invoicing	09/01/2025	Room Lettings	Library	Lowender CIO	SI / LOW001 / 0000004209	0000004209	-150.00
Invoicing	09/01/2025	Room Lettings	Library	Cornwall Council	SI / CWL001 / 0000004210	0000004210	-90.00
Invoicing	09/01/2025	Room Lettings	Library	We are with you	SI / WEA003 / 0000004211	0000004211	-122.00
Invoicing	09/01/2025	Room Lettings	Library	BF Adventure	SI / BFA001 / 0000004212	0000004212	-90.00
Invoicing	09/01/2025	Room Lettings	Library	Jane Kirkham MP	SI / KIR002 / 0000004214	0000004214	-40.00
Invoicing	09/01/2025	Room Lettings	Library	Cornwall Council	SI / CWL001 / 0000004215	0000004215	-90.00
Invoicing	09/01/2025	Room Lettings	Library	RNID (The Royal National	SI / RNI001 / 0000004216	0000004216	-56.00
Invoicing	09/01/2025	Room Lettings	Library	Cornwall Council	SI / CWL001 / 0000004217	0000004217	-90.00
Purchase Ledger	09/01/2025	Repair & maintenance	Parks & Open Spaces	Truro Tyrefinders	19765 2 Tyres WK16CVE	19765 2 Tyres WK16CVE	191.90
Purchase Ledger	09/01/2025	Parks Materials	Parks & Open Spaces	Saunders Leisure Services Ltd	19854 Idless Toilet Rolls Black Bags To	19854 Idless T/Rolls B/Bags	155.83
Purchase Ledger	09/01/2025	Cleaning Materials	Boscawen Park cafe	Bunzl Cleaning & Hygiene	20030 Cleaning Materials Cafe	20030 Cleaning Materials C	196.14
Purchase Ledger	09/01/2025	Cost of Sales	Boscawen Park cafe	Westcountry Fruit Sales Ltd	20033 Food Supplies	20033 Food Supplies	10.90
Purchase Ledger	09/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20034 Food Supplies	20034 Food Supplies	47.90
Purchase Ledger	09/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20034 Food Supplies	20034 Food Supplies	142.67
Purchase Ledger	09/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20034 Food Supplies	20034 Food Supplies	9.49
Purchase Ledger	10/01/2025	Repair & Maintenance	Parks & Open Spaces	D May & Son Ltd	PC / DMA001 / Reversal of URN 54411	19533 chainsaw oil	-92.00
Nominal Ledger	10/01/2025	Bank charges	Administration & Democratic	Payment			0.45
Cash Book	10/01/2025	Petty Cash			Dec 24 Petty Cash		62.19

<u>Tran Type</u>	<u>Tran Date</u>	<u>Nominal Name</u>	<u>Cost Centre</u>	<u>Description</u>	<u>Narrative</u>	<u>2nd Ref</u>	<u>Value</u>
Nominal Ledger	10/01/2025	Sales of Tickets	Visit Cornwall	Reciept	Tickets w.e 10.1.25		-233.42
Purchase Ledger	10/01/2025	Telephones	Administration & Democratic	Croft Communications Limited	19646 2 SBC Phones	19646 2 SBC Phones	187.18
Purchase Ledger	10/01/2025	Parks Materials	Parks & Open Spaces	Truro Tractors	PC / TRU009 / Reversal of URN 54601	18340 Replace chain break	-33.12
Purchase Ledger	10/01/2025	Parks Materials	Parks & Open Spaces	Truro Tractors	PC / TRU009 / Reversal of URN 54601	18340 Replace chain break	-3.31
Purchase Ledger	10/01/2025	Parks Materials	Parks & Open Spaces	Truro Tractors	18340 Replace chain break Chainsaw	18340 Replace chain break	33.12
Purchase Ledger	10/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20034 Food Supplies	20034 Food Supplies	17.89
Purchase Ledger	10/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20034 Food Supplies	20034 Food Supplies	97.46
Purchase Ledger	10/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20034 Food Supplies	20034 Food Supplies	18.98
Nominal Ledger	10/01/2025	Coffee Bar Takings	Boscawen Park cafe	Reciept	Takings w.e 10.1.25		-2239.75
Nominal Ledger	10/01/2025	Coffee Bar Takings	Boscawen Park cafe	Reciept	Takings w.e 10.1.25		-1749.90
Nominal Ledger	10/01/2025	Stationery	Administration & Democratic	Payment	Sellotape, Markers Pencil		9.17
Purchase Ledger	11/01/2025	Cost of Sales	Boscawen Park cafe	Mounts Bay Dairy	20032 Food Supplies	20032 Food Supplies	193.32
Purchase Ledger	11/01/2025	Cost of Sales	Boscawen Park cafe	Westcountry Fruit Sales Ltd	20033 Food Supplies	20033 Food Supplies	14.95
Purchase Ledger	11/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20034 Food Supplies	20034 Food Supplies	79.59
Purchase Ledger	11/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20034 Food Supplies	20034 Food Supplies	3.23
Purchase Ledger	12/01/2025	Cost of Sales	Boscawen Park cafe	Westcountry Fruit Sales Ltd	20033 Food Supplies	20033 Food Supplies	27.00
Purchase Ledger	12/01/2025	Cost of Sales	Boscawen Park cafe	Westcountry Fruit Sales Ltd	20033 Food Supplies	20033 Food Supplies	89.53
Purchase Ledger	12/01/2025	Cost of Sales	Boscawen Park cafe	Baker Tom Ltd	Bakery Items	Bakery items	243.39
Purchase Ledger	13/01/2025	Hired Plant	Parks & Open Spaces	Acland Plant Hire Ltd	19766 Chipper hire	19766 Chipper hire	140.00
Purchase Ledger	13/01/2025	Purchases of Tickets	Visit Cornwall	Philleigh Folk	Jim Causley 01/10/2024-10/01/2025	Jim Causley 01/10/2024-10/	91.60
Purchase Ledger	13/01/2025	Repair & maintenance	Parks & Open Spaces	Truro Tyrefinders	18878 New Tyre WK66XAO	18878 New Tyre WK66XAO	81.50
Purchase Ledger	13/01/2025	Repair & maintenance	Parks & Open Spaces	Cornwall Farm Machinery Ltd	18840 strimmer parts	18840 strimmer parts	71.13
Invoicing	13/01/2025	Contract Work	Parks & Open Spaces	Parish of Kenwyn & St Allen	SI / PAR001 / 0000004218	0000004218	-1315.78
Invoicing	13/01/2025	Miscellaneous	Parks & Open Spaces	Fernbank Advertising Limited	SI / FER001 / 0000004219	0000004219	-540.00
Invoicing	13/01/2025	Contract Work	Public Conveniences	St Clement Parish Council	SI / STC001 / 0000004220	0000004220	-650.00
Invoicing	13/01/2025	Rent	Visit Cornwall	Visit Cornwall	SI / VIS001 / 0000004221	0000004221	-800.00
Invoicing	13/01/2025	Contract Work	Visit Cornwall	Visit Cornwall	SI / VIS001 / 0000004221	0000004221	-625.00
Invoicing	13/01/2025	Contract Work	Visit Cornwall	Totally Truro	SI / TOT001 / 0000004222	0000004222	-1000.00
Invoicing	13/01/2025	Rent	Library	Totally Truro	SI / TOT001 / 0000004222	0000004222	-381.00
Invoicing	13/01/2025	Rent	Library	Flying Aubergine	SI / FLY001 / 0000004223	0000004223	-833.33
Invoicing	13/01/2025	Waste Collection	Library	Flying Aubergine	SI / FLY001 / 0000004223	0000004223	-20.00
Invoicing	13/01/2025	Electricity	Library	Flying Aubergine	SI / FLY001 / 0000004223	0000004223	-107.53
Invoicing	13/01/2025	Rent	Library	Cornwall Council	SI / CWL001 / 0000004224	0000004224	-3650.00
Invoicing	13/01/2025	Rent	Library	Cornwall Council	SI / CWL001 / 0000004225	0000004225	-232.69
Invoicing	13/01/2025	Sponsorship/Grass Cutting	Parks & Open Spaces	Truro School	SI / TRU013 / 0000004226	0000004226	-1100.00
Invoicing	13/01/2025	Rental	Lemon Quay	P J & A Raymond Amusements	SI / PJ&001 / 0000004227	0000004227	-900.00
Invoicing	13/01/2025	Contract Work	Parks & Open Spaces	FirstPort Retirement Property	SI / FIR001 / 0000004230	0000004230	-177.67
Invoicing	13/01/2025	Contract Work	Parks & Open Spaces	Churchill Estates Management	SI / CHU001 / 0000004231	0000004231	-244.42
Invoicing	13/01/2025	Contract Work	Parks & Open Spaces	Swan Developments (Truro) Ltd	SI / SWA002 / 0000004232	0000004232	-197.91
Invoicing	13/01/2025	Community Events	Community Work	Gamblers Anonymous	SI / GAM001 / 0000004233	0000004233	-60.00
Invoicing	13/01/2025	Municipal Buidings Room	Administration & Democratic	Hall for Cornwall Trust Ltd	SI / HAL001 / 0000004234	0000004234	-1250.00

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Invoicing	13/01/2025	Municipal Buildings Room	Administration & Democratic	Kier Construction	SI / KIE001 / 0000004235	0000004235	-500.00
Invoicing	13/01/2025	Site Rentals	Parks & Open Spaces	18th Truro St Georges Scout	SI / TRU027 / 0000004236	0000004236	-10.00
Invoicing	13/01/2025	Water charges	Parks & Open Spaces	18th Truro St Georges Scout	SI / TRU027 / 0000004236	0000004236	-72.50
Cash Book	13/01/2025	Money Market Account			MM Maturity *3186		-500000.00
Nominal Ledger	13/01/2025	Interest	Administration & Democratic	Reciept	MM Maturity int		-7136.16
Nominal Ledger	13/01/2025	Sales of Tickets	Visit Cornwall	Reciept	Tickets w.e 17.01.25		-1368.65
Nominal Ledger	13/01/2025	Repairs & Maintenance	Administration & Democratic	Payment	Timpson Key Municipal		15.00
Nominal Ledger	13/01/2025	Repair and Maintenance	Public Conveniences	Payment	19288 west one keys		62.50
Purchase Ledger	13/01/2025	Cost of Sales	Boscawen Park cafe	Envior Ltd	20031 Packaging Cups/Lids CAF	20031 Packaging Cups/Lids	68.98
Purchase Ledger	14/01/2025	Repairs & Maintenance	Library	Truro Library Trustees	Oct, Nov, Dec 24 lease	Oct, Nov Dec 2024	250.00
Purchase Ledger	14/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	248724 Miscellaneous Credit	247922 Misc Credit	-9.00
Purchase Ledger	14/01/2025	Training /Conference Costs	Administration & Democratic	Society of Local Council Clerks	20169 ILCA Qualification CH	20169 ILCA Qualification CH	120.00
Purchase Ledger	14/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20034 Food Supplies	20034 Food Supplies	47.85
Purchase Ledger	14/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20034 Food Supplies	20034 Food Supplies	102.89
Purchase Ledger	14/01/2025	Repair & maintenance	Parks & Open Spaces	Vincent Tractors Ltd	PC / VIN001 / Reversal of URN 54625 /	18879 WK14CLF Wheel Be	-300.22
Purchase Ledger	14/01/2025	Parks Materials	Parks & Open Spaces	Screwfix	19536 Spotlight for BP	19536 Spotlight for BP	33.32
Nominal Ledger	14/01/2025	VAT Liability		Reciept	VAT Refund Period 3		-46997.87
Nominal Ledger	14/01/2025	Computer Costs	Visit Cornwall	Payment	Canva subscription		10.99
Nominal Ledger	14/01/2025	Bank charges	Administration & Democratic	Payment	Charges		0.90
Purchase Ledger	14/01/2025	Cost of Sales	Boscawen Park cafe	Cornico Coffee Co Ltd	20038 Coffee/Hot Chocolate	20038 Coffee/Hot Chocolate	272.00
Purchase Ledger	15/01/2025	New Life City Buildings	New Life City Buildings	Cornwall Consultants Limited	NLCB Concrete Screening 15-16 King	NLCB Concrete Screening K	1635.00
Purchase Ledger	15/01/2025	Committee Approved Grants	Community Work	Home-Start Kernow	Homestart Theatre Transpor	Homestart Theatre Transpor	287.00
Purchase Ledger	15/01/2025	Health & Safety	Public Conveniences	Dean Hancock Plumbing &	Legionnaires Dec 24	Legionnaires Dec 24	495.00
Purchase Ledger	15/01/2025	Purchases of Sale Items	Visit Cornwall	Westcountry Fruit Sales Ltd	20115 Food Items	20115 Food Items	115.11
Purchase Ledger	15/01/2025	Electricity	Library	SEFE Energy Ltd	Library Gas	library gas	1956.25
Purchase Ledger	15/01/2025	Repairs & Maintenance	Library	Amazon	19961 Door Release Switch	A34DVS3BZODWHU 19961	25.80
Purchase Ledger	15/01/2025	Miscellaneous	Administration & Democratic	Hawke Fuels	Furniss Coal Grant Expenditure	Furniss Coal Grant Expendit	72.00
Purchase Ledger	15/01/2025	Miscellaneous	Administration & Democratic	Hawke Fuels	Furniss Coal Grant Expenditure	Furniss Coal Grant Expendit	72.00
Purchase Ledger	15/01/2025	Protective Clothing	Parks & Open Spaces	FWB South West	19758 Workwear	19758 Workwear	230.64
Purchase Ledger	15/01/2025	Fuel & oil	Parks & Open Spaces	Mitchell & Webber	20061 Diesel	20061 Diesel	2274.32
Nominal Ledger	15/01/2025	Burial Fees	Public Cemetery	Reciept	Robinsons int kenwyn		-655.00
Nominal Ledger	15/01/2025	Cleaning Materials	Public Conveniences	Payment	19289 safety gloves pcs		41.40
Nominal Ledger	15/01/2025	Paytek/Elavon Charges	Boscawen Park cafe	Payment	DNA cafe charges Dec 24		122.52
Nominal Ledger	15/01/2025	Paytek/Elavon Charges	Boscawen Park cafe	Payment	DNA cafe charges Dec 24		40.00
Purchase Ledger	15/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20040 Food Supplies CAF	20040 Food Supplies CAF	61.68
Purchase Ledger	15/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20040 Food Supplies CAF	20040 Food Supplies CAF	79.37
Purchase Ledger	15/01/2025	Cost of Sales	Boscawen Park cafe	Hunts Foodservice Ltd	20041 Food Supplies CAF	20041 Food Supplies CAF	77.33
Purchase Ledger	15/01/2025	Cost of Sales	Boscawen Park cafe	Hunts Foodservice Ltd	20041 Food Supplies CAF	20041 Food Supplies CAF	23.98
Purchase Ledger	15/01/2025	Purchases of Sale Items	Visit Cornwall	A E Rodda & Sons Ltd	20114 Fudge	20114 Fudge/Shortbread	40.00
Purchase Ledger	15/01/2025	Purchases of Sale Items	Visit Cornwall	A E Rodda & Sons Ltd	20114 Shortbread	20114 Fudge/Shortbread	48.00
Nominal Ledger	15/01/2025	Cost of Sales	Boscawen Park cafe	Payment	Gluten Free Bread		3.50

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Purchase Ledger	16/01/2025	Cleaning Materials	Public Conveniences	Rentokil Initial UK Ltd	PCS Cleaning Fem Waste Etc	PCS Cleaning Fem Waste E	758.07
Purchase Ledger	16/01/2025	Repair & Maintenance	Parks & Open Spaces	Rentokil Initial UK Ltd	PKS MYard Cleaning Fem Waste Etc	PKS MYard Cleaning Fem	3.39
Purchase Ledger	16/01/2025	Cleaning Materials	Boscawen Park cafe	Rentokil Initial UK Ltd	CAF Cleaning Fem Waste Etc	CAF Cleaning Fem Waste E	56.08
Purchase Ledger	16/01/2025	Cleaning	Visit Cornwall	Rentokil Initial UK Ltd	TIC Cleaning Fem Waste Etc	TIC Cleaning Fem Waste Et	3.38
Purchase Ledger	16/01/2025	Repair & Maintenance	Parks & Open Spaces	Rentokil Initial UK Ltd	PKS Idless Cleaning Fem Waste Etc	PKS Idless Cleaning Fem W	7.21
Purchase Ledger	16/01/2025	Community Buildings	Community Work	Rentokil Initial UK Ltd	COM Malpas CC Cleaning Fem Waste	COM Malpas CC Cleaning F	3.55
Purchase Ledger	16/01/2025	Cleaning	Administration & Democratic	Rentokil Initial UK Ltd	ADM Municipal B Cleaning Fem Waste	ADM Municipal B Cleaning F	17.83
Purchase Ledger	16/01/2025	Telephones	Parks & Open Spaces	Datasharp UK Ltd	Call Charges PKS 128	Call Charges PKS 128	24.32
Purchase Ledger	16/01/2025	Telephones	Parks & Open Spaces	Datasharp UK Ltd	Tel Line Rental PKS 128	Line Rental PKS 128	45.08
Purchase Ledger	16/01/2025	Telephones	Visit Cornwall	Datasharp UK Ltd	Call Charges TIC 135	Call Charges TIC 135	3.48
Purchase Ledger	16/01/2025	Telephones	Visit Cornwall	Datasharp UK Ltd	Line Rental TIC 135	Line Rental TIC 135	178.42
Purchase Ledger	16/01/2025	Printing	Visit Cornwall	Datasharp UK Ltd	TIC Printing	TIC Printing	39.67
Purchase Ledger	16/01/2025	Printing	Administration & Democratic	Datasharp UK Ltd	ADM Printing	ADM Printing	132.96
Purchase Ledger	16/01/2025	Computer hardware	Administration & Democratic	Datasharp UK Ltd	New Photocopier ADM BP60C31FK 31	New Photocopier ADM BP6	3606.36
Purchase Ledger	16/01/2025	Equipment & Materials	Boscawen Park cafe	Bunzl Cleaning & Hygiene	20036 Burns Gel	20036 Burns Gel	6.55
Purchase Ledger	16/01/2025	Cost of Sales	Boscawen Park cafe	Hunts Foodservice Ltd	20037 Food Supplies Cafe	20037 Food Supplies Cafe	84.57
Purchase Ledger	16/01/2025	Cost of Sales	Boscawen Park cafe	Hunts Foodservice Ltd	20037 Food Supplies Cafe	20037 Food Supplies Cafe	19.81
Purchase Ledger	16/01/2025	Payroll/Personnel Costs	Administration & Democratic	Cornwall Council	Payroll Oct Nov Dec 24	Payroll Oct Nov Dec 24	943.95
Purchase Ledger	16/01/2025	Repair & Maintenance	Parks & Open Spaces	C Scoley Electrical	20062 Disconnection works BP Glassh	20062 Disconnection works	80.00
Purchase Ledger	17/01/2025	Purchases of Tickets	Visit Cornwall	Visit Cornwall CIC	15&16/01/25 Tourism Summit 25	15&16/01/25 Tourism Summ	10137.37
Invoicing	17/01/2025	Income from Towns Fund	Lemon Quay	Cornwall Council	SI / CWL001 / 0000004237	0000004237	-50000.00
Invoicing	17/01/2025	Rental	Lemon Quay	Truro Farmers Market	SI / TRU008 / 0000004238	0000004238	-3000.00
Invoicing	17/01/2025	Electricity	Lemon Quay	Truro Farmers Market	SI / TRU008 / 0000004238	0000004238	-130.57
Purchase Ledger	17/01/2025	Repair & maintenance	Parks & Open Spaces	Pryors Garage Ltd	19902 MOT WK13EJJ	19902 MOT WK13EJJ	217.60
Purchase Ledger	17/01/2025	Repair & maintenance	Parks & Open Spaces	Pryors Garage Ltd	19902 MOT WK13EJJ	19902 MOT WK13EJJ	54.00
Purchase Ledger	17/01/2025	New Life City Buildings	New Life City Buildings	Vickery Holman	15&16 King Street Second Stage paym	15&16 King Street Second S	1950.00
Nominal Ledger	17/01/2025	Coffee Bar Takings	Boscawen Park cafe	Reciept	Takings w.e 17.01.25		-2121.46
Nominal Ledger	17/01/2025	Coffee Bar Takings	Boscawen Park cafe	Reciept	Takings w.e 17.01.25		-222.26
Nominal Ledger	17/01/2025	Coffee Bar Takings	Boscawen Park cafe	Reciept	Takings w.e 17.01.25		-2369.00
Nominal Ledger	17/01/2025	Travelling & Subsistence	Administration & Democratic	Payment	TC parking Penzance		3.08
Purchase Ledger	17/01/2025	Equipment & Materials	Boscawen Park cafe	Saunders Leisure Services Ltd	20035 Till Roll/Freezer Bags	20035 Till Roll/Freezer Bags	31.21
Nominal Ledger	17/01/2025	Coffee Bar Takings	Boscawen Park cafe	Payment	cafe takings correction		2121.46
Nominal Ledger	17/01/2025	Coffee Bar Takings	Boscawen Park cafe	Reciept	cafe takings correction		-2121.45
Purchase Ledger	17/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20040 Food Supplies CAF	20040 Food Supplies CAF	128.76
Purchase Ledger	17/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20040 Food Supplies CAF	20040 Food Supplies CAF	105.00
Purchase Ledger	17/01/2025	Purchases of Sale Items	Visit Cornwall	Outstanding UK Ltd	Refund of Tide Times 2024	Refund Tide Times	-14.40
Purchase Ledger	17/01/2025	Purchases of Sale Items	Visit Cornwall	South West Coast Path Assoc	20118 SWCP Guide Books	20118 SWCP Guide Books	149.70
Purchase Ledger	17/01/2025	Purchases of Sale Items	Visit Cornwall	South West Coast Path Assoc	20118 SWCP Guide Books	20118 SWCP Guide Books	71.63
Purchase Ledger	17/01/2025	Public Space CCTV	Community Work	Cornwall Council	20174 CCTV BT Costs 24/25	20174 CCTV bt costs	1050.00
Purchase Ledger	17/01/2025	Public Space CCTV	Community Work	Cornwall Council	20174 CCTV annual 24/25	20174 CCTV annual	22582.56
Nominal Ledger	17/01/2025	Cost of Sales	Boscawen Park cafe	Payment	Bread		9.30

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Nominal Ledger	17/01/2025	Postages	Visit Cornwall	Payment	Postage		17.20
Nominal Ledger	17/01/2025	Computer Costs	Boscawen Park cafe	Payment	Music Caf Jan 25		9.95
Purchase Ledger	18/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20040 Food Supplies CAF	20040 Food Supplies CAF	77.45
Purchase Ledger	18/01/2025	Cost of Sales	Boscawen Park cafe	Mounts Bay Dairy	20042 Food Supplies CAF	20042 Food Supplies CAF	264.04
Purchase Ledger	18/01/2025	Purchases of Sale Items	Visit Cornwall	Jam First Store	20116 Mugs	20116 Mugs	111.00
Purchase Ledger	19/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	PI / J&R001 / Reversal of URN 54449 /	239965 Ice Cream	42.42
Purchase Ledger	19/01/2025	Cost of Sales	Boscawen Park cafe	Baker Tom Ltd	Bakery Items 14-18/01	Bakery Items 14-18/01	221.92
Purchase Ledger	19/01/2025	Cost of Sales	Boscawen Park cafe	Westcountry Fruit Sales Ltd	20039 Food Supplies CAF	20039 Food Supplies CAF	227.05
Purchase Ledger	19/01/2025	Purchases of Sale Items	Visit Cornwall	Diana Smith	20117 Walking Books	20117 Walking Books	62.50
Sales Ledger	20/01/2025	Seats, gates and fencing	Parks & Open Spaces	Ms Sarah Watson	Full credit for invoice 4126	4126	754.00
Invoicing	20/01/2025	Seats, gates and fencing	Parks & Open Spaces	Ms Sarah Watson	SI / WAT002 / 0000004239	0000004239	-754.20
Purchase Ledger	20/01/2025	Cleaning Materials	Boscawen Park cafe	Lee Hay Window Cleaning	19450 Windows Cafe	19450 Windows Cafe	80.00
Purchase Ledger	20/01/2025	Contract Cleaners	Visit Cornwall	Lee Hay Window Cleaning	19450 Windows TIC	19450 Windows TIC	160.00
Purchase Ledger	20/01/2025	Repair & Maintenance	Parks & Open Spaces	Corserv Solutions Ltd t/a	17168 JK Treatment Coosbean	17168 JK Treatment Coosb	125.00
Purchase Ledger	20/01/2025	Community Events	Community Work	Damien Richards	Nov sunshine caf CW	Nov sunshine caf CW	80.50
Purchase Ledger	20/01/2025	Community Events	Community Work	New Beginnings Comm Assoc	20171 August 24	20171 August 24	200.00
Purchase Ledger	20/01/2025	Purchases of Sale Items	Visit Cornwall	Gill Wild Art	20119 Cards	20119 Cards	50.00
Purchase Ledger	20/01/2025	Purchases of Sale Items	Visit Cornwall	Outstanding UK Ltd	20120 Books/Maps	20120 Books/Maps	196.14
Invoicing	20/01/2025	Electricity	Lemon Quay	Cornwall Event Cabins	SI / CWL041 / 0000004240	0000004240	-1098.22
Invoicing	20/01/2025	Electricity	Lemon Quay	Ms Maxine Rowland	SI / ROW002 / 0000004241	0000004241	-703.19
Purchase Ledger	20/01/2025	Repair & maintenance	Parks & Open Spaces	Pryors Garage Ltd	19767 WK16CVE Headlight repair	19767 WK16CVE Headlight	39.30
Purchase Ledger	20/01/2025	Gas & Electricity	Parks & Open Spaces	Calor Gas Ltd	18339 Propane Cooper	18339 Propane Cooper	94.21
Purchase Ledger	20/01/2025	Purchases of Sale Items	Visit Cornwall	The Sea Shed Ltd	20126 Soap/Candles TIC	20126 Soap/Candles TIC	103.00
Purchase Ledger	21/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20040 Food Supplies CAF	20040 Food Supplies CAF	184.12
Purchase Ledger	21/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20040 Food Supplies CAF	20040 Food Supplies CAF	68.68
Purchase Ledger	21/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20040 Food Supplies CAF	20040 Food Supplies CAF	16.80
Purchase Ledger	21/01/2025	Cost of Sales	Boscawen Park cafe	Hunts Foodservice Ltd	20041 Food Supplies CAF	20041 Food Supplies CAF	51.84
Purchase Ledger	21/01/2025	Cost of Sales	Boscawen Park cafe	Hunts Foodservice Ltd	20041 Food Supplies CAF	20041 Food Supplies CAF	104.35
Purchase Ledger	21/01/2025	Planning Advice	Administration & Democratic	Hibberd I	Hostgator Dec/Jan	Hostgator Dec/Jan	27.58
Purchase Ledger	21/01/2025	Repair & Maintenance	Parks & Open Spaces	Amos Pumps UK Ltd	20060 Service Water Treatment Pump	20060 Service Water Pump	186.75
Nominal Ledger	21/01/2025	Bank charges	Administration & Democratic	Payment	w/e 24.1.25		0.90
Nominal Ledger	21/01/2025	Burial Fees	Public Cemetery	Receipt	G Toy		-1055.00
Nominal Ledger	21/01/2025	Miscellaneous	Visit Cornwall	Payment	Cuttlery		4.17
Purchase Ledger	22/01/2025	New Life City Buildings	New Life City Buildings	Truro Development Company	Grant Claim 1 15 New Bridge Street Tr	15 New Bridge St Truro	43132.16
Purchase Ledger	22/01/2025	Repair & maintenance	Parks & Open Spaces	Swift Motors	19530 WK21LRA Final Payment Additi	19530 WK21LRA Final Pay	260.00
Invoicing	22/01/2025	Miscellaneous	Parks & Open Spaces	Cornwall Wildlife Trust (Truro)	SI / CWL043 / 0000004242	0000004242	-125.00
Purchase Ledger	22/01/2025	Repair & maintenance	Parks & Open Spaces	Truro Tractors	19855 Mower Height Adjuster	19855 Mower Height Adjust	10.56
Cash Book	22/01/2025	Payroll/Personnel Costs	Administration & Democratic	Payment	Tamar		1540.00
Purchase Ledger	22/01/2025	Repair & Maintenance	Parks & Open Spaces	Travis Perkins Co Ltd	18341 Pea Gravel VG	18341 Pea Gravel VG	26.70
Purchase Ledger	22/01/2025	Repair & Maintenance	Parks & Open Spaces	Travis Perkins Co Ltd	19768 Floplast D830 Lid	19768 Floplast D830 Lid	38.95
Purchase Ledger	23/01/2025	Miscellaneous	Parks & Open Spaces	Liskeard Town Council	Refund for Outdoors Assessible Course	Refund for Outdoors Assess	125.00

<u>Tran Type</u>	<u>Tran Date</u>	<u>Nominal Name</u>	<u>Cost Centre</u>	<u>Description</u>	<u>Narrative</u>	<u>2nd Ref</u>	<u>Value</u>
Purchase Ledger	23/01/2025	Stationery	Administration & Democratic	Banner Business Solutions Ltd	20167 Recycled Paper A4	20167 Recycled Paper A4	59.97
Purchase Ledger	23/01/2025	Computer hardware	Administration & Democratic	Croft Communications Limited	20160 Extra Memory for JW Laptop	20160 Extra Memory for JW	111.72
Invoicing	23/01/2025	Winter Planting	Parks & Open Spaces	Mrs L Eathorne-Gibbons	SC / EAT001 / 0000000174	0000000174	84.00
Purchase Ledger	23/01/2025	Repairs & Maintenance	Library	OMG IT Works	19963 Collection of Electrical Equipme	19963 Collection of Electrica	22.00
Purchase Ledger	23/01/2025	Cleaning Materials	Public Conveniences	Bunzl Cleaning & Hygiene	19290 Toilet Rolls/Bleach	19290 Toilet Rolls/Bleach	283.78
Purchase Ledger	23/01/2025	Cost of Sales	Boscawen Park cafe	Westcountry Rivers Ltd	PC / WES004 / Reversal of URN 54930	20044 Food Supplies	-28.19
Purchase Ledger	23/01/2025	Cost of Sales	Boscawen Park cafe	Westcountry Fruit Sales Ltd	20044 Food Supplies	20044 Food Supplies	28.19
Purchase Ledger	23/01/2025	Cleaning Materials	Boscawen Park cafe	Westcountry Rivers Ltd	PC / WES004 / Reversal of URN 54929	20044 Centre Feed Roll	-11.49
Purchase Ledger	23/01/2025	Cleaning Materials	Boscawen Park cafe	Westcountry Fruit Sales Ltd	20044 Centre Feed	20044 Centre Feed Roll	11.49
Purchase Ledger	23/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20045 Food Supplies	20045 Food Supplies	132.52
Purchase Ledger	23/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20045 Food Supplies	20045 Food Supplies	50.20
Purchase Ledger	23/01/2025	Purchases of Sale Items	Visit Cornwall	Art Age Publishers Ltd	20123 Cards	20123 Cards	126.00
Purchase Ledger	24/01/2025	Summer Activities	Parks & Open Spaces	PPL PRS Ltd	To balance account to clear SIN241250	Correction	-78.68
Nominal Ledger	24/01/2025	Net Wages		Payment	Payroll January 2025		108600.66
Purchase Ledger	24/01/2025	PAYE		H M Revenue & Customs		Payroll Jan 2025	13084.32
Purchase Ledger	24/01/2025	National Insurance		H M Revenue & Customs		Payroll Jan 2025	16925.98
Purchase Ledger	24/01/2025	Payroll other deductions		Standard Life Pension Fund		Payroll Jan 2025	152.00
Purchase Ledger	24/01/2025	Pension Fund		Cornwall County Council		Payroll Jan 2025	34222.03
Purchase Ledger	24/01/2025	Repairs & Maintenance	Library	MJ Kemp Electrical Ltd	19955 Electrical Works LIB	19955 Electrical Works LIB	75.00
Purchase Ledger	24/01/2025	Repairs & Maintenance	Library	MJ Kemp Electrical Ltd	19954 Electrical works Reception Desk	19954 Electrical Works LIB	280.00
Purchase Ledger	24/01/2025	Repairs & Maintenance	Library	MJ Kemp Electrical Ltd	19953 Replace Bulkhead light LIB	19953 Replace Bulkhead lig	95.00
Purchase Ledger	24/01/2025	Repairs & Maintenance	Administration & Democratic	MJ Kemp Electrical Ltd	18413 High level fans/light repair MB	18413 High level fans/light r	840.00
Purchase Ledger	24/01/2025	Repairs & Maintenance	Administration & Democratic	MJ Kemp Electrical Ltd	18412 MB Repair Electrical Defects fro	18412 Repair Electrical Defe	565.00
Purchase Ledger	24/01/2025	Repair & maintenance	Parks & Open Spaces	Truro Tractors	19657 Strimmer Bump Leads	19657 Strimmer Bump Lead	69.19
Purchase Ledger	24/01/2025	Repair and Maintenance	Public Conveniences	Pellows Waste Disposal	20063 Septic Tank VG	20063 Septic Tank VG	369.00
Nominal Ledger	24/01/2025	Sales of Tickets	Visit Cornwall	Reciept	Tickets - w/e 24.1.25		-2003.78
Nominal Ledger	24/01/2025	Coffee Bar Takings	Boscawen Park cafe	Reciept	Takings - w/e 24.1.25		-316.99
Nominal Ledger	24/01/2025	Coffee Bar Takings	Boscawen Park cafe	Reciept	Takings - w/e 24.1.25		-2997.80
Nominal Ledger	24/01/2025	Community Events	Lemon Quay	Payment	Refreshments		11.05
Nominal Ledger	24/01/2025	Training/conference costs	Parks & Open Spaces	Payment	Refreshments		10.34
Purchase Ledger	24/01/2025	Community Buildings	Community Work	Scientific Services Ltd	20166 Refurb Survey Hendra Hall	20166 Refurb Survey Hendr	150.00
Purchase Ledger	24/01/2025	Repair & Maintenance	Parks & Open Spaces	Biffa Waste Services Ltd	Waste Cafe Dec-Jan	Waste Cafe Dec-Jan	207.24
Purchase Ledger	24/01/2025	Repair & Maintenance	Parks & Open Spaces	Biffa Waste Services Ltd	Waste Idless Jan-Feb	Waste Idless Jan-Feb	194.32
Purchase Ledger	24/01/2025	Miscellaneous	Community Work	Biffa Waste Services Ltd	Waste Malabar Jan to Feb	Waste Malabar Jan to Feb	81.04
Purchase Ledger	24/01/2025	Cost of Sales	Boscawen Park cafe	Westcountry Rivers Ltd	PC / WES004 / Reversal of URN 54931	20044 Food Supplies	-11.80
Purchase Ledger	24/01/2025	Cost of Sales	Boscawen Park cafe	Westcountry Rivers Ltd	PC / WES004 / Reversal of URN 54931	20044 Food Supplies	-107.11
Purchase Ledger	24/01/2025	Cost of Sales	Boscawen Park cafe	Westcountry Fruit Sales Ltd	PC / WES002 / Reversal of URN 54933	20044 Food Supplies	-11.80
Purchase Ledger	24/01/2025	Cost of Sales	Boscawen Park cafe	Westcountry Fruit Sales Ltd	PC / WES002 / Reversal of URN 54933	20044 Food Supplies	-107.11
Nominal Ledger	24/01/2025	Coffee Bar Takings	Boscawen Park cafe	Reciept	Takings w.e 24.1.25		-2221.55
Nominal Ledger	24/01/2025	Coffee Bar Takings	Boscawen Park cafe	Reciept	Takings w.e 24.1.25		-29.29
Nominal Ledger	24/01/2025	Stationery	Administration & Democratic	Payment	String		1.67

<u>Tran Type</u>	<u>Tran Date</u>	<u>Nominal Name</u>	<u>Cost Centre</u>	<u>Description</u>	<u>Narrative</u>	<u>2nd Ref</u>	<u>Value</u>
Purchase Ledger	25/01/2025	Repairs & Maintenance	Public Conveniences	Luke Woods		19292 Fit Door Hinge GRN	174.68
Purchase Ledger	25/01/2025	Cost of Sales	Boscawen Park cafe	Mounts Bay Dairy	20046 Food Supplies CAF	20046 Food Supplies CAF	122.42
Purchase Ledger	25/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20045 Food Supplies	20045 Food Supplies	121.98
Purchase Ledger	25/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20045 Food Supplies	20045 Food Supplies	27.81
Purchase Ledger	25/01/2025	Training /Conference Costs	Administration & Democratic	Cornwall Association of Local	20156 Emma R training	20156 Em R training	60.00
Purchase Ledger	26/01/2025	Cost of Sales	Boscawen Park cafe	Westcountry Fruit Sales Ltd	20044 Food Supplies	20044 Food Supplies	11.80
Purchase Ledger	26/01/2025	Cost of Sales	Boscawen Park cafe	Westcountry Fruit Sales Ltd	20044 Food Supplies	20044 Food Supplies	107.11
Purchase Ledger	26/01/2025	Cost of Sales	Boscawen Park cafe	Baker Tom Ltd	Bakery Items 21-26/01/25 CAF	Bakery Items 21-26/01/25 C	221.92
Invoicing	27/01/2025	Training /Conference Costs	Administration & Democratic	Salt Projects Ltd	SI / SAL001 / 0000004244	0000004244	-0.17
Invoicing	27/01/2025	Gas & Electricity	Parks & Open Spaces	Barry Cooper	SI / BAR002 / 0000004245	0000004245	-94.21
Invoicing	27/01/2025	Summer Planting	Parks & Open Spaces	Sullivan Trust	SI / SUL002 / 0000004246	0000004246	-0.03
Purchase Ledger	27/01/2025	Community Events	Lemon Quay	Visit Cornwall CIC	20176 Xmas Destination Campaign	20176 Xmas Destination Ca	1250.00
Purchase Ledger	27/01/2025	Repair & Maintenance	Parks & Open Spaces	Rentokil Initial UK Ltd	Pest Control PKS Rats BOS VG HEND	Pest Control PKS Rats BOS	160.75
Purchase Ledger	27/01/2025	Repairs & Maintenance	Public Conveniences	Rentokil Initial UK Ltd	Pest Control PCS Fly Box LTS	Pest Control PCS Fly Box L	18.63
Purchase Ledger	27/01/2025	Repairs & Maintenance	Public Conveniences	Rentokil Initial UK Ltd	Pest Control PCS Fly Box LMN Ladies	Pest Control PCS Fly Box L	18.63
Purchase Ledger	27/01/2025	Repairs & Maintenance	Public Conveniences	Rentokil Initial UK Ltd	Pest Control PCS Fly Box LMN Gents	Pest Control PCS Fly Box L	18.63
Purchase Ledger	27/01/2025	Repair & Maintenance	Public Cemetery	Rentokil Initial UK Ltd	Pest Control PKS Rats CEM	Pest Control CEM Rats	61.94
Purchase Ledger	27/01/2025	Cost of Sales	Boscawen Park cafe	J&R Foodservice	20045 Food Supplies	20045 Food Supplies	126.43
Purchase Ledger	27/01/2025	Cleaning	Visit Cornwall	Bunzl Cleaning & Hygiene	20121 Hand Towels/T Rolls TIC	20127 Hand Towels/T Rolls T	58.42
Purchase Ledger	27/01/2025	Purchases of Sale Items	Visit Cornwall	Westcountry Fruit Sales Ltd	PC / WES002 / Reversal of URN 55005	20124 Food Items TIC	-121.49
Purchase Ledger	27/01/2025	Purchases of Sale Items	Visit Cornwall	Westcountry Fruit Sales Ltd	20124 Food Items TIC	20124 Food Items TIC	121.49
Invoicing	27/01/2025	Pitches	Parks & Open Spaces	Chacewater Football Club	SI / CHA007 / 0000004247	0000004247	-89.00
Invoicing	27/01/2025	Pitches	Parks & Open Spaces	Truro City Youth FC	SI / TRU009 / 0000004249	0000004249	-28.00
Purchase Ledger	27/01/2025	Repair & Maintenance	Parks & Open Spaces	Amazon	PC / AMA001 / Reversal of URN 55028	A34DVS3BZODWHU 19801	-47.50
Purchase Ledger	27/01/2025	Repair & maintenance	Parks & Open Spaces	Amazon	19801 Fuel/Exhaust Cleaner	A34DVS3BZODWHU 19801	47.50
Purchase Ledger	28/01/2025	Cleaning Materials	Boscawen Park cafe	Miss Kimberley A Chandler	Sainsburys Dishwasher Tablets	Sainsburys Dishwasher Tabl	6.50
Purchase Ledger	28/01/2025	Equipment & Materials	Boscawen Park cafe	Miss Kimberley A Chandler	Sports Direct Racket and Balls	Sports Direct Racket and Ba	13.98
Purchase Ledger	28/01/2025	Cost of Sales	Boscawen Park cafe	Miss Kimberley A Chandler	Tesco Bread	Tesco Bread	6.50
Purchase Ledger	28/01/2025	Equipment & Materials	Boscawen Park cafe	Miss Kimberley A Chandler	Amazon Dishwasher Parts	Amazon Dishwasher parts	11.78
Purchase Ledger	28/01/2025	Equipment & Materials	Boscawen Park cafe	Miss Kimberley A Chandler	Amazon Dishwasher Parts	Amazon Dishwasher parts	8.21
Purchase Ledger	28/01/2025	Cost of Sales	Boscawen Park cafe	Hunts Foodservice Ltd	refund s/bred inv 268080	shortbred re inv 268080	-44.44
Purchase Ledger	28/01/2025	Payroll/Personnel Costs	Administration & Democratic	Symbios Health	20179 OH Consultation AC	20179 OH Consultation AC	375.00
Nominal Ledger	28/01/2025	Cleaning	Visit Cornwall	Payment	Antibac wipes		1.67
Purchase Ledger	28/01/2025	Plants & Seeds	Parks & Open Spaces	The Cornish Rose Farm	PC / COR020 / Reversal of URN 54950	18342 Rose plants x 9	-151.87
Purchase Ledger	28/01/2025	Stationery	Visit Cornwall	Carters Packaging Ltd	20125 Bags	20125 Bags	62.94
Invoicing	28/01/2025	Miscellaneous	Community Work	New Beginnings Community	SI / NEW001 / 0000004250	0000004250	-81.04
Purchase Ledger	28/01/2025	Postages	Administration & Democratic	Pitney Bowes Ltd			100.00
Purchase Ledger	29/01/2025	Stationery	Administration & Democratic	Amazon	20177 safety scissors emerg com	A34DVS3BZ0DWHU	10.48
Purchase Ledger	29/01/2025	Equipment & Materials	Library	Banner Business Solutions Ltd	19964 LIB Stationery	19964 LIB Stationery	78.20
Purchase Ledger	29/01/2025	Stationery	Administration & Democratic	Banner Business Solutions Ltd	20064 Grip Clips/Pens	20064 Grip Clips/Pens	11.03
Purchase Ledger	29/01/2025	Community Events	Lemon Quay	Totally Truro Ltd	PC / TOT001 / Reversal of URN 54959	20178 Safe Environment Lic	-66.90

<u>Tran Type</u>	<u>Tran Date</u>	<u>Nominal Name</u>	<u>Cost Centre</u>	<u>Description</u>	<u>Narrative</u>	<u>2nd Ref</u>	<u>Value</u>
Purchase Ledger	29/01/2025	Public Space CCTV	Community Work	Totally Truro Ltd	20178 Safe Environment Licence	20178 Safe Environment Lic	66.90
Purchase Ledger	29/01/2025	Civic Functions Allowance	Administration & Democratic	PR4Photos ITD	20180 Mayors Photography	20180 Mayors Photography	130.00
Purchase Ledger	29/01/2025	Community Events	Lemon Quay	Gould Electronics Two Way	19540 5 ear pieces for events	19540 5 ear pieces for event	60.00
Purchase Ledger	29/01/2025	Miscellaneous	Administration & Democratic	Hawke Fuels	Furniss Coal Grant Expenditure	Furniss Coal Grant Expendit	72.00
Cash Book	29/01/2025	Company Credit Card			Credit card Jan 25		11.94
Nominal Ledger	29/01/2025	Miscellaneous	Public Conveniences	Payment	Magnetic plates		3.74
Nominal Ledger	29/01/2025	Company Credit Card		Payment	CC Jan 2025		-11.94
Nominal Ledger	30/01/2025	Stationery	Administration & Democratic	Payment	Diaries		23.31
Purchase Ledger	30/01/2025	Plants & Seeds	Parks & Open Spaces	The Cornish Rose Farm	18342 Rose plants x 9	18342 Rose plants x 9	151.87
Purchase Ledger	31/01/2025	New Life City Buildings	New Life City Buildings	Stephens Scown LLP	NLCB	Deposit	130000.00
Nominal Ledger	31/01/2025	Petty Cash		Payment	Petty Cash January 2025 Vatable		-47.97
Nominal Ledger	31/01/2025	Petty Cash		Payment	Petty Cash January 2025 Non Vatable		-65.68
Purchase Ledger	31/01/2025	Contract Cleaners	Visit Cornwall	Kartha Ltd	20128 Monthly Cleaning TIC	20128 Monthly Cleaning TIC	235.00
Invoicing	31/01/2025	Contract Work	Parks & Open Spaces	Newham Quay Mgmt Co Ltd	SI / NEW006 / 0000004251	0000004251	-55.00
Purchase Ledger	31/01/2025	Repair & Maintenance	Parks & Open Spaces	Biffa Waste Services Ltd	Waste Malpas Carboard	Waste Malpas Carboard	43.06
Purchase Ledger	31/01/2025	Repair & Maintenance	Parks & Open Spaces	Biffa Waste Services Ltd	Waste Malpas Wheelie Bin	Waste Malpas Wheelie Bin	46.40
Nominal Ledger	31/01/2025	Community Events	Lemon Quay	Reciept	Donation-St Pirans Day		-150.00
Nominal Ledger	31/01/2025	Printing	Administration & Democratic	Reciept	Printing		-10.54
Purchase Ledger	31/01/2025	Water charges	Administration & Democratic	Thirsty Work Ltd	PC / TH1001 / Reversal of URN 55056 /	Rental Library	-12.50
Purchase Ledger	31/01/2025	Water charges	Library	Thirsty Work Ltd	Rental Library	Rental Library	12.50
Nominal Ledger	31/01/2025	Coffee Bar Takings	Boscawen Park cafe	Reciept	Takings w/e 31.1.25		-2291.46
Purchase Ledger	31/01/2025	Water charges	Administration & Democratic	Thirsty Work Ltd	Rental Admin	Rental Admin	12.50
Nominal Ledger	31/01/2025	Sales of Tickets	Visit Cornwall	Reciept	Tickets w/e 31.1.25		-356.61

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**Period start date** All  
**Account** All  
**Account name** All  
**Cost centre** All  
**Department** All  
**Report type** All  
**Category** All  
**Transaction date** From '01/01/2025' to '31/01/2025'