








FINANCE & GENERAL PURPOSES COMMITTEE – 17 FEBRUARY 2025

REPORT FOR DECISION

REVISED GRANTS POLICY

Our Culture	Our Decision Making	Our Environment	Our Money	Our People	Our Places	Our Resilience & Wellbeing
						
	✓		✓			

Recommendation to Penzance Council:

The revised Grants Policy, set out using tracked changes at Appendix 1 to this report, be approved and adopted.

Background:

At the meeting of Penzance Council held on 15 July 2024, it was resolved to review the Grants Policy following the near exhaustion of the grants budgets so early into the financial year. At the Finance and General Purposes meeting of 19 August 2024, an officer recommended revised grants policy was presented for consideration, but the decision of the Committee at that time was to defer and investigate it in more detail by forming a Working Group. Following the Finance and General Purposes Committee meeting of 2nd October 2024, the grant budget was fully allocated and no available funding for the rest of financial year was available from that point onwards.

The Grants Policy Working Group’s primary aim was not to completely rework the policy, but to suggest changes that could help to prevent the budget from being fully allocated so early into the financial year and to make small refinements. The Working Group originally comprised Cllrs. Beveridge, Broadhurst, Reynolds and Tonner. Cllr. Broadhurst later stood down from the Working Group before this recommendation was made.

The tracked changes shown in the revised policy, set out at Appendix 1 to this report, build on the revised grants policy document that was presented to the meeting held on 19 August 2024 and include the Working Group’s recommendations to make the policy clearer and more robust.

It is intended that the policy is clearer for all parties involved, including potential applicants when they are thinking of applying for a grant, officers when they are reviewing grants and Councillors when considering grants.

Some of the main changes to the policy include, defining specific windows through the financial year when applicants can submit applications and when they will be considered for a decision, where previously an application could be submitted at any point and would then be presented to the next available meeting, but for many this meant they submitted applications in between meetings and would miss their project start date.

To help reduce the risk of the grants budget being exhausted it is proposed that the annual budget is split equally between the available meetings of the financial year, and if there is any unspent amount, then this be allocated to the following meetings. In addition to this, the upper limit a single application can request would now be £7,500. This is to allow ability to award to more organisations through the year and encourage organisations to seek other match funding and not solely rely on the Council's grant scheme.

Once this new policy comes into effect following Penzance Council approval, the new policy will be clearly announced to all stakeholders, including Councillors, staff, and members of the public through all communication channels to clearly explain the changes and the available grant windows in the upcoming financial year during which community groups can apply.

Appendix 1 - Penzance Council Grants Policy

Cameron Sil
Responsible Finance Officer



PENZANCE COUNCIL

Grants Policy

CURRENT POLICY STATUS

Version:	1	Approving Body:	Penzance Full Council
Date:	September 2021 March 2025 July 2024	Date of Approval:	6 September 2021
Responsible Officer:	Responsible Finance Officer	Minute Reference:	71(a)
Overview Committee:	Finance & General Purposes	Review Date:	

VERSION HISTORY

DATE	VERSION	AUTHOR/EDITOR	COMMENTS
September 2021	1	HWP/HH	Task & Finish Group comments 11 August 2021

REVIEW RECORD

DATE	TYPE OF REVIEW	COMPLETED BY
05.09.22	Minor Update	CS
22.05.23	Minor Update	CS
<u>01.01.25</u>	<u>Update</u>	<u>CS/EARWORKING GROUP</u>

~~This is a Policy or Procedure document of Penzance Council and as such must be fully adhered to by both Councillors and employees.~~

Adopted by Council: ~~6 September 2021 (Updated 22 May 2023)~~

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1.0 Policy/Procedure Background

This document sets out a clear and structured procedure for grant applications being submitted to Penzance Council.

~~This procedure is prepared in accordance with Penzance Council's policy on grants and introduces a new procedure for Officers to conduct initial filtering of applications against a set of criteria.~~

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Penzance Council is empowered and committed to support a range of causes each year within a limited budget. It is therefore imperative that the Council has in place an established method of scrutinising grant applications to ensure it uses its budget to the best possible effect.

Throughout the document, where financial year is mentioned, for the Council this period is 1st April to 31st March.

1.1 Policy Statement

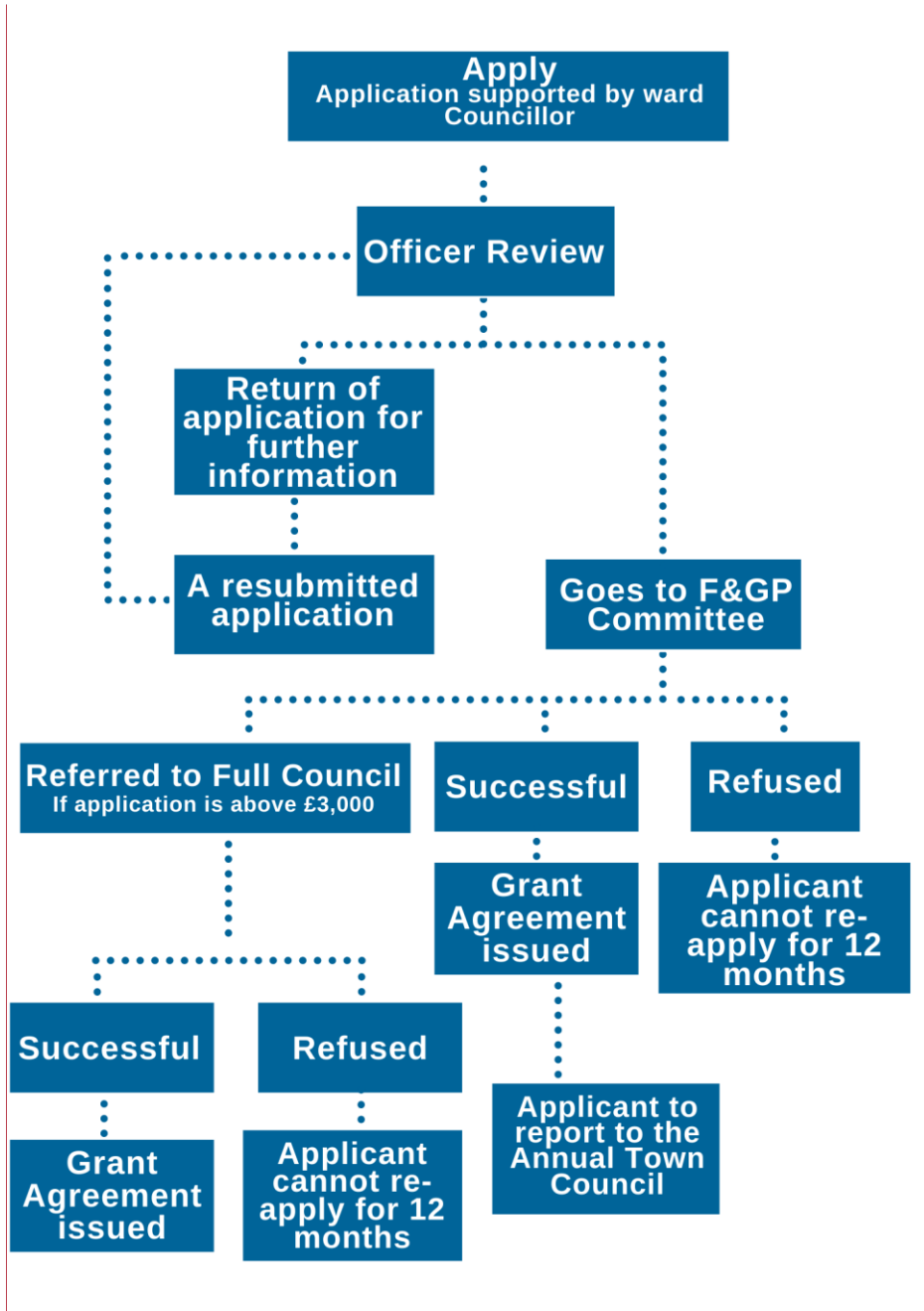
A grant ~~or subsidy~~ is any payment made by Penzance Council to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the community, either generally, or for a specific purpose, and which is not directly controlled or administered by Penzance Council. The purpose of any grant ~~or subsidy~~ given by Penzance Council is to support initiatives in the local community and to help create opportunities for the residents of ~~the~~ Parish that are not, as a matter of course, funded by Penzance Council ~~or~~ Cornwall Council and ~~do not~~ replaces a statutory function.

2.0 General Principles

Grant applications must be fully completed in full and assessed against ~~the~~ set of criteria ~~approved by~~ ~~aid down by members of~~ Penzance Council as detailed within this document.

If a grant application is returned by an officer, applicants will be advised that the application should be re-submitted with the required information or, if this cannot be supplied, withdrawn.

3.0 Application Process



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3.0 Application Process

Key:

A. Apply

An application is made using the Grant Application Form (Appendix 1).

An application can only be submitted within one of the defined grant windows. These are published on the Council's website on the grant page (www.penzance-tc.gov.uk/grants) at the beginning of the financial year. Applications will not be received outside these windows.

There will be five grant windows per financial year that coincide with the scheduled Finance and General Purposes Committee meetings, excluding the meeting where the annual budget is considered (usually December). Grant windows will be open for one month and close six weeks before the scheduled meeting where it will be considered.

B. Councillor Support

All applications must have the confirmation of the support of a local ward councillor to indicate their support before submission. Where applications are for a project which is specific to a particular ward, it must be supported by a Councillor who represents that ward.

C. Officer Review

An officer reviews the application against a set of criteria, which can be found in the Normal Eligibility Criteria section of this document and either issues a Return Notice requesting further information from the applicant or presents it to the next a meeting of the Finance and General Purposes Committee, following the closure of the grant window, for consideration. ~~progresses it to a Committee meeting (usually Finance and General Purposes or the Social Action Fund, Climate Emergency sub-committee as appropriate, based on the nature of the application).~~

D. Officer Return

If a Return Notice is issued, the items included within it must ~~should~~ be addressed prior to the application being re-submitted. A deadline will be provided with a return notice and, if the requested information is not received by this deadline, the application will not be considered and will require a new application to be made during the next available grant window.

E. Consideration at Committee

Adopted by Council: ~~6 September 2021 (Updated 22 May 2023)~~

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The Committee will deliberate over the application. ~~This may require the~~ All applicants ~~are required~~ to join the public participation item on the agenda to present ~~on~~ the application submitted. Applicants will be given ~~five~~ 5 minutes to talk in support of their application which ~~may~~ will be followed by questions from ~~M~~ members.

~~Applications of more than £1,000 will be require the applicant to present at the appropriate meeting of the Finance and General Purposes Committee or Council Committee.~~

Applicants are invited to the meeting at least ~~five~~ 5 working days ~~prior before the meeting~~. If an applicant ~~or their representative~~ confirms they cannot attend the ~~meeting at date and time~~, then the application will ~~not be presented deferred to a future meeting be considered and will require the applicant to re-submit during and the next available grant window~~.

Applications ~~for~~ more than ~~£3,000~~ £5,000, that are supported by the ~~Finance and General Purposes appropriate~~ Committee, will be referred to ~~Penzance Full~~ Council for a final decision.

F. Referred to ~~Penzance Full~~ Council

Sometimes the Finance & General Purposes Committee does not have the authority or the ability to spend over certain amounts or from certain reserves. This results in a referral (or recommendation) to a ~~Full~~ Council meeting for a final decision. ~~over a grant the Finance & General Purposes Committee wishes to support either in full or in part.~~

~~However, if the Finance and General Purposes Committee refuses a grant application then that decision shall be final and there will be no further consideration by Penzance Council.~~

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~~Penzance Full~~ Council will either support the grant recommendation ~~(in part or in full), refuse it turn it down~~ or seek further information. If ~~Penzance Full~~ Council refuses the grant, that decision is final.

G. Successful

If a grant ~~application has gone through a committee (and Full Council where relevant) and~~ is successful, then the applicant will be advised that they have ~~twelve~~ 12 months to apply for the funding to be released.

The applicant will be required to accept terms and conditions relating to the award which may include conditions placed on the funding and; some conditions may have to be met before any funds are released.

If an applicant does not meet the terms and conditions associated with their grant award then they will be ineligible for any further grants from Penzance Council and any future applications will not be considered.

The twelve12 months can be extended for larger, capital projects (subject to Council approval) but are not usually extended for smaller or event-type projects; unless the event is happening post the twelve12-month period, and this was stated within the original grant request form.

H. Refused

If a grant ~~has gone through a committee or Full Council and~~ has been refused, then the applicant cannot re-apply or submit a further grant request for the same or a similar project for a period of twelve12 months.

4.0 Normal Eligibility Criteria

This section outlines the Normal Eligibility Criteria for grants from Penzance Council. The list is not fully exhaustive, but gives the key areas grant applications should focus on.

4.1 Mandatory Requirements

Grant applications must fulfil all of the below mandatory requirements set out below or must provide clear and strong justification as to why they# does not meet the requirement(s):

- Applications must be made on the Council’s application form
- Applications must contain a current/most recent bank statement
- Applications must contain a copy of most recent audited accounts or most recent financial statements if ~~available~~audited accounts are not available
- Public Liability Insurance Certificates are required for any events or projects
- Employee re Liability Insurance Certificates are required if staff or volunteers are involved
- Buildings insurance (if request relates to funding towards this purpose)
- An applicant’s home address and personal contact details are required, as well as any registered address for the organisation (if appropriate)
- The Application must contain a current copy of the organisation’s constitution and, where relevant, Articles of Association

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- Applicants must confirm that they/their organisation have not been awarded a grant from Penzance Council during the ~~preceding twelve months~~ current financial year and/or that they do not have any on-going previously Penzance Council granted projects still still in progress which were funded by Penzance Council.
- ~~For grants over £1000, there is a requirement for a presentation at the Finance & General Purposes Committee or Council~~ meeting where the application is being considered.
- All successful applications must provide receipts and supporting documents after the grant has been spent. Information must be submitted to the Council's Responsible Finance Officer within 1 month of the event/project completion. Failure to do so may result in clawback of the grant and will result in the/er automatic refusal of future grant applications.
- All successful applications must acknowledge the funding provided by Penzance Council in all promotional materials, media coverage & interviews, and on their websites/social media channels (if applicable). Failure to do so may result in clawback of the grant and will result in the/er automatic refusal of future grant applications.
- All successful applicants will be asked to report at the Annual Town Meeting to demonstrate ~~showing~~ how the grant has been spent and the benefits the grant has provided. (The information provided by the applicants may be used by Penzance Council to advertise its grant scheme online and /or included in the Annual Report).
- If the grant is towards a capital project, then it is a condition that a plaque or vinyl is affixed to the granted item with ~~at~~ the 'Grant Funded by Penzance Council' graphic; this will be provided by the Council. Instances where this is not possible, potentially due to a building's listing or the nature/size of the item, will be reviewed on a case-by-case basis.

4.2 Key Strategic Areas of Penzance Council

Grant applications should support one or more of the Council's current strategic priorities:*

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- ~~Our Culture~~
- ~~Our Decision Making~~
- ~~Our Environment~~
- ~~Our Money~~
- ~~Our People~~
- ~~Our Places~~
- ~~Our Resilience & Wellbeing~~

The current Strategic Plan ~~2022-26~~ can be viewed online at: <https://www.penzance-tc.gov.uk/strategic-plan/>

4.3 Applications which are not usually eligible

Penzance Council will not consider applications for or from the following:

Value

- Requests for amounts greater than £7,500.

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Organisations

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- Non-constituted or unincorporated organisations
- National Charities
- 'Upward funders', i.e. local groups whose fund-raising is sent to their central HQ for redistribution
- Private organisations operated as a business to generate a profit or surplus
- Projects with party political links
- Organisations intending to support or oppose any particular political party
- Organisations that discriminate against groups with protected characteristics as outlined in the Equality Act 2010
- To 'branches' that could be funded by their main organisation
- ~~Applications from~~ organisations with substantial unallocated resources ~~will not be considered a priority for funding and will usually be unsuccessful~~
- ~~Applications will not normally be considered from~~ National organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project
- ~~Applications from~~ organisations which intend to use the funding to provide grants to other organisations
- Organisations which intend to use the funding to stage events for profit or for fundraising purposes

Services

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- Statutory services
- Replacement for statutory funding
- Salaries or routine administration costs
 - ~~Costs of routine maintenance and repair of equipment (unless in exceptional circumstances)~~

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Activities

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- ~~Applications requesting a~~ retrospective grant award (a project cannot start until it has been considered by a date after consideration by the Finance and General

Purposes Committee and, if necessary, Penzance Council- (see schedule on the Council's grant page on the website).

- Expeditions or trips
- Bursaries or scholarships
- Projects outside of the Parish that do not provide a significant ~~benefit~~strategic advantage to the Parish
- Individuals
- Hospitality
- ~~Grants in excess of £3,000 which are not significant community capital projects within the Penzance Parish~~
- Projects which do not benefit ~~the~~our Parish ~~c~~Community at large
- For buildings ~~which~~that are uninsured
- ~~A~~The project ~~which~~competes or conflicts with any service, project or event being supported, organised or funded by Penzance Council
- ~~Applications applying for animal welfare grants~~

4.4 Guidelines for Grant Applications and Further Information

- In most cases, if a grant has been successful in the past, then there will be a limit to the number of times the same or similar grant can be requested again.
- If an organisation is successful in obtaining a grant ~~then it will not be eligible to receive in one financial year, it is unlikely it will receive~~ another grant within the ~~same financial year at 12-month period.~~
- It is a condition of any grant application that the group or project must bring direct benefit to the residents of the Parish. All applications must clearly demonstrate how this will be achieved.
- Grant application forms are available ~~on from the Responsible Financial Officer or from~~ the Council's website. Application forms must be submitted along with the required information stipulated in section 4.1. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided at the time of submission.
- Grant applications cannot be made retrospectively, ~~a project cannot start until it has been considered by the Finance and General Purposes Committee and, if necessary, Penzance Council. the project start must not be until after the date of scheduled committee meeting where the application will be considered.~~
- Applications from religious groups etc. will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
- Penzance Council will only grant aid to churches for parish clocks and possibly for environmental purposes. Church Halls can also be grant aided if they are used by the community.

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- Schools will only be grant aided for environmental purposes or if, in the opinion of Penzance Council, their application is for the benefit of the wider community. The project must also be in addition to statutory services.
- Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish. The project must also be in addition to statutory services.
- Grant applications will be considered against the following criteria:

- (i) *meeting the strategic aims of the Council*
- (ii) *meeting an identified need*
- (iii) *viability of the project*
- (iv) *majority of those to benefit should be residents of the Parish of Penzance*

- Penzance Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.
- Grants will only be awarded for forthcoming projects – not retrospectively.
- It must be understood that any grant must only be used for the purpose for which it was awarded unless the written approval of Penzance Council has been obtained in advance for a change in use of the grant monies, and that any unspent portion of the grant must be returned to Penzance Council within 12 months of when the grant was awarded to the applicant.
- ~~Although Penzance Council will give as much help as possible,~~ the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.
- Penzance Council reserves the right to request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
- In the case of grants awarded for projects for which additional grant funding is to be sought to enable the project to proceed, the funds approved will be only be made available to the organisation when all other funding is in place/secured and for a period of ~~twelve~~12 months from the date Penzance Council approves the request (unless otherwise determined by the Council when approving the grant). Should the funds continue to be required for the project after the ~~twelve~~12-month period, a Grant Renewal request must be submitted in writing to the Responsible Finance~~ial~~ Officer outlining a full update, reasons for any delays and details of the short, medium and long-term project plan. This request will be administered by the Responsible Finance~~ial~~ Officer and ~~usually~~ considered by- the body which made the award, both the Finance and General Purposes Committee and Full Council.
- Organisations seeking funds for buildings must demonstrate a reasonable security of tenure in the relevant property. The Council may seek a first-4st charge to be placed on any land which may need to be purchased under the project to protect against any significant project risks.

- On-going commitments to award grants ~~or subsidies~~ in future years will not be made. A fresh application will be required each year.
- The size of any grant awarded is at the sole discretion of Penzance Council.
- Penzance Council may make the award of any grant ~~or subsidy~~ subject to such additional conditions and requirements, as it considers appropriate.
- ~~At its discretion,~~ Penzance Council reserves the right to refuse any grant application, ~~which is considered to be inappropriate or against the objectives of Penzance Council.~~
- The Council requires, as a condition of approval, that the support of the Council is acknowledged in all media activity and that recipients work proactively with the Council's Communications Officer to promote the award and activities of the recipient.
- Penzance Council has committed to adopt a 'Plastic Free Event Charter' for all events it organises and supports. Grant recipients are required to adopt the principles of this charter.
- ~~A full report must be given to the Council on the use of the monies awarded.~~
- The annual grants budget is agreed as part of the budget setting for the forthcoming year which determines how much is available to award. The annual budget will be split equally between the available grant windows and, if there is any underspend from during one window one meeting, it will be carried forward to and split between the the remaining windows remaining meetings during the financial year, if applicable. of the if applicable.

4.5 Banking Arrangements

The organisation should have a bank account in its own name with at least two authorised representatives required to sign each cheque and make payment instructions. Grant awards cannot be paid to individuals.

5.0 Some Examples of Reasons for Officer/Automatic Return

This section provides details of possible reasons for an officer returning an application. It is not an exhaustive list and attempts to provide clarity over some of the topics which are considered:

5.1 Officer Return

- Application does not meet the eligibility criteria
- Application is not complete
- Application exceeds grant request limit.
- Further information requested on an application has not been received in good time by the deadline and no-communication has been achieved with the applicant
- Standard mandatory requirements are not in place/being met

- Application does not fit with the Council's Strategy Aims
- Similar applications have been rejected
- Following an established precedent
- Such an application would set an unfair or unsustainable precedent for future applications of a similar nature
- The project is considered too high risk for public funds to be contributed to it
- The business case is considered flawed or unsustainable (if appropriate)
- The Council does not hold any more funding for grants ~~and there are no suitable reserves that could be utilised~~
- Any other relevant reason(s) which are considered important enough to warrant refusal to safeguard Penzance Council and the local public funds.

A returned application will be accompanied with an explanation and advice on next steps required by the applicant (if appropriate).

5.2 Automatic Refusal

An application will ~~automatically~~ be refused automatically with ~~no appeal~~ right of appeals if it is ~~an application~~ for the same or is similar to a previously refused application and has been submitted within the twelve~~42~~ months following the refusal (same applicant/organisation/family).

An application from an organisation which has not met the terms and conditions of a previous grant award will be refused automatically with no right of appeal.

No requests will be considered from organisations or individuals who have outstanding obligations, commitments, or disputes with Penzance Council until such time as these are resolved to the satisfaction of the Council.

6.0 Deadlines

Application Submission Deadlines

Grant applications can only be received within one of the defined windows, these windows are open for a period of one month in advance of a meeting the Finance and General Purposes Committee.

The schedule of grant windows over the year are published on the Council's grant webpage (www.penzance-tc.gov.uk/grants) at the beginning of the financial year and list when each window opens and closes.

To avoid doubt, the date listed when a window closes is inclusive and applications must be received before midnight (23:59) by email submission; for physical printed submissions, this must be ~~personally~~ received personally by a member of staff during

Adopted by Council: ~~6 September 2021 (Updated 22 May 2023)~~

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~~office opening hours before the deadline, a physical copy will be date stamped. No applications will can be received outside of these windows.~~

~~The time between a grant window closing and the next Finance and General Purposes Committee meeting is six weeks. This allows time for officers to check and review applications through the officer review stage and to receive additional information if requested.~~

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Officer Return Notice Issued

~~The revised application should be re-submitted 1 month prior to the next Finance & General Purposes Committee by the deadline provided by the officer. If the deadline has passed and the information is not received, a new application will be required to be submitted in the next grant window, it will not automatically be carried forward.~~

Refused by Committee/Full Council

~~Applicants cannot reapply for twelve42 months from the date of the Committee /Full Council Refusal Notice.~~

Successful Grants

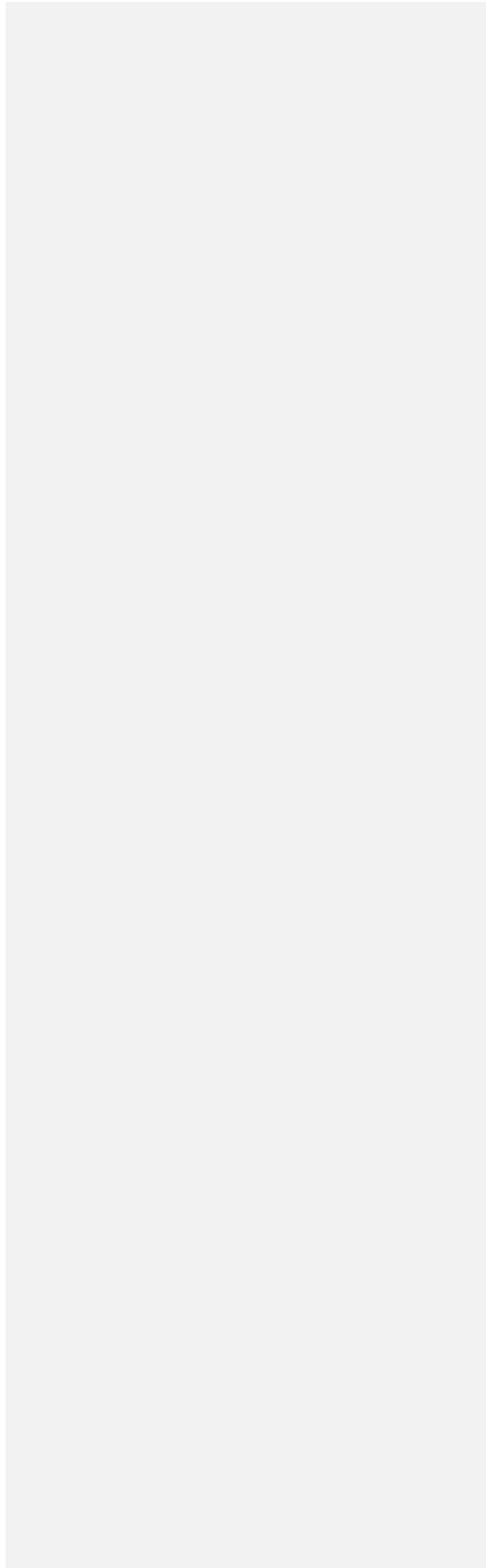
~~Subject to relevant conditions being in place, successful applicants have twelve42 months to request the release of the funds before they are it is automatically re-allocated.~~

~~An extension can be requested, but this is usually only granted for larger, capital projects (applicants will need to contact the Finance Team at info@penzance-tc.gov.uk to arrange payment). If the funds are automatically re-allocated after twelve42 months, then the applicant would need to re-apply for the grant as well as submitting reasons for not drawing down the funds within the twelve42 months/extended time. There is no guarantee that such applications will be successful.~~

~~Application submission deadlines~~

~~Penzance Council's Committees have a set calendar of meetings. This can be found on the Council website <https://www.penzance-tc.gov.uk/meetings/>~~








~~Grant Applications must be received at least one1 calendar month before the next meeting of the Finance & General Purposes Committee or other appropriate Committee eg. Social Action Fund or Climate Emergency Sub-Committee, for review and submission to that Committee. This allows time for Officers to check and review applications prior to submission (if successful following through the Officer Review stage).~~



FINANCE AND GENERAL PURPOSES COMMITTEE – 17 FEBRUARY 2025

REPORT FOR DECISION

ENHANCED EMPLOYEE BENEFITS POLICY AND INTRODUCTION OF SALARY SACRIFICE SCHEMES

Our Culture	Our Decision Making	Our Environment	Our Money	Our People	Our Places	Our Resilience & Wellbeing
						
			✓			✓

Recommendation

1. The feasibility and benefits of incorporating salary sacrifice schemes into the Enhanced Employee Benefits Policy be investigated.
2. The results of the investigation be reported to a future meeting of this Committee for consideration.

Background

Salary sacrifice schemes allow employees to give up part of their salary in exchange for non-cash benefits such as additional annual leave, dental/medical insurance or sustainable transport options like bicycles or electric vehicle leases.

The schemes can lead to saving on National Insurance contributions for both the employer and the employees, improve employee satisfaction and have a positive environmental impact. Were such schemes introduced, they would be incorporated into the ‘Enhanced Employee Benefits Policy’.

The proposed implementation steps would be:-

1. Research – Research will be conducted to ensure the feasibility of schemes within Penzance Council.

2. Consultation will be undertaken to gather feedback and buy-in from employees.
3. Policy development.
4. Training for staff involved in the implementation and administration.
5. Implementation and staff training on how to access the benefits of the scheme.

Cal Bagshaw
Corporate Services Manager

Paid Transactions List December 2024 - January 2025

Supplier	Payment	Net	VAT	Gross	Description
Arts and Culture					
A.R. Newport	BACS	£400.00	£80.00	£480.00	To collect and deliver Christmas Tree from Santa's Trees
Aardvark Art Services Ltd	BACS	£120.00	£24.00	£144.00	Collection of painting from Bonhams, London
Alison Bevan - Alison Bevan Art Talks	BACS	£1,800.00	£0.00	£1,800.00	Freelance research for the prospective 2026 Going Places exhibition
Amazon	BACS	£34.07	£6.81	£40.88	Digital equipment for climate exhibition
Amazon	BACS	£20.89	£0.00	£20.89	Office Supplies
Amazon	BACS	£8.32	£1.66	£9.98	TobeBright 2W MR11 GU4 LED Light Bulbs, for use in shop
Amazon	BACS	£9.95	£0.00	£9.95	Book for Under 5s sessions - The Touch Book by Nicola Edwards
Amazon	BACS	£5.73	£1.15	£6.88	DC Jack Charging Port Cable - replacement for shop laptop
Amazon	BACS	£3.32	£0.66	£3.98	A4 diary for shop desk
Amazon Total		£82.28	£10.28	£92.56	
Ariane Butcher - St Ives PAT Testing	BACS	£379.75	£0.00	£379.75	PAT testing of electricals at Penlee House and Coach house
Arrow Lifts Ltd	BACS	£382.00	£76.40	£458.40	Callout to step lift 27/12/24
Arrow Lifts Ltd	BACS	£235.00	£47.00	£282.00	Call out for broken down main lift
Arrow Lifts Ltd Total		£617.00	£123.40	£740.40	
Art Works Exhibition Services	BACS	£1,582.00	£316.40	£1,898.40	Return of loans for Harold Harvey exhibition / delivery of loans for Flora exhibition
Artway Ltd	BACS	£769.70	£153.92	£923.62	Goods for retail
Banner Business Solutions	BACS	£45.63	£4.65	£50.28	Office supplies
Banner Business Solutions	BACS	£39.98	£8.00	£47.98	2 x 20 rolls of Prestige Thermal Rolls
Banner Business Solutions	BACS	£39.96	£7.99	£47.95	4 x Recycled Toilet Rolls - pack of 36
Banner Business Solutions	BACS	£39.96	£7.99	£47.95	4 x Recycled Toilet Rolls - pack of 36
Banner Business Solutions	BACS	£25.57	£5.11	£30.68	Washroom and Office supplies
Banner Business Solutions Total		£191.10	£33.74	£224.84	
Benedict Cook - Surf Art	BACS	£600.00	£0.00	£600.00	4xclimate sessions with Humphry Davy School @ £150 per session
Benedict Cook - Surf Art	BACS	£150.00	£0.00	£150.00	1xclimate workshop half day
Benedict Cook - Surf Art Total		£750.00	£0.00	£750.00	
Blachere Illumination UK Ltd	BACS	£187.50	£37.50	£225.00	Replacement Light Frame.
CareCo UK Ltd	BACS	£129.99	£26.00	£155.99	WC01010019 Optima Self-Propelled Wheelchair
Chapel Street Methodist Church	BACS	£25.76	£0.00	£25.76	24-25 Christmas Lights Energy Reimbursement
Charmaine Warrior - Restless Native	BACS	£43.42	£0.00	£43.42	24-25 Christmas Lights Energy Reimbursement
Chloe Tales Ltd	BACS	£77.90	£0.00	£77.90	10 copies of 'Chloe and the Bright Idea' book for retail
Concept Cooling Ltd	BACS	£220.57	£44.11	£264.68	Repair broken hotplate on hob
Concept Cooling Ltd	BACS	£127.05	£25.41	£152.46	To repair leaking dishwasher
Concept Cooling Ltd Total		£347.62	£69.52	£417.14	
Cornerstone Merchant Services	DD	£29.95	£5.99	£35.94	Tap to pay donate monthly subscription service
Cornerstone Merchant Services	DD	£29.95	£5.99	£35.94	Tap to pay donate monthly subscription service
Cornerstone Merchant Services	DD	£29.95	£5.99	£35.94	Tap to pay donate monthly subscription service
Cornerstone Merchant Services Total		£89.85	£17.97	£107.82	
Cornish Locksmiths	BACS	£43.42	£0.00	£43.42	24-25 Christmas Lights Energy Reimbursement
Cornwall Council	DD	£80.00	£0.00	£80.00	Non-Domestic Rates: Coach House
Cornwall Council	DD	£80.00	£0.00	£80.00	Non-Domestic Rates: Coach House
Cornwall Council Total		£160.00	£0.00	£160.00	
DAA Halsgrove LTD	BACS	£302.77	£0.00	£302.77	Books for retail
De Lage Landen Leasing Ltd	DD	£166.65	£33.33	£199.98	Rental for Laptops, December 24
De Lage Landen Leasing Ltd	DD	£166.65	£33.33	£199.98	Rental for Laptops, February 25
De Lage Landen Leasing Ltd	DD	£166.65	£33.33	£199.98	Rental for Laptops, January 25
De Lage Landen Leasing Ltd Total		£499.95	£99.99	£599.94	
Ecclesiastical	DD	£2,098.93	£0.00	£2,098.93	Penlee House Insurance
Ecclesiastical	DD	£2,098.79	£0.00	£2,098.79	Penlee House Insurance
Ecclesiastical Total		£4,197.72	£0.00	£4,197.72	
Emma Wilson	BACS	£600.00	£0.00	£600.00	3xsessions Trelya family art club (Oct/Nov/Dec) plus half day artwork collation for exhibition

<u>Supplier</u>	<u>Payment</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>	<u>Description</u>
Emma Wilson	BACS	£45.00	£0.00	£45.00	Materials reimbursement for climate exhibition workshops with Trelva
Emma Wilson Total		£645.00	£0.00	£645.00	
Evelyn Noel	BACS	£49.00	£0.00	£49.00	Cards for retail
Falmouth Town Council	BACS	£1,850.00	£370.00	£2,220.00	Q3 services of Falmouth Digital Officer
Fernbank Advertising Ltd	BACS	£286.00	£57.20	£343.20	Bus shelter advertising for Flora exhibition
FestiveLights	CC December	£94.97	£18.99	£113.96	Christmas lights and power transformer
Friends of PZ Jewish Cemetery	BACS	£53.88	£0.00	£53.88	12 x copies of Penzance Jewish Cemetery for retail
G4S Cash Solutions	BACS	£204.00	£40.80	£244.80	Cash Collection - For November 24
G4S Cash Solutions	BACS	£204.00	£40.80	£244.80	Cash Collection - For December 24
G4S Cash Solutions Total		£408.00	£81.60	£489.60	
Golowan Festival CIC	BACS	£6,000.00	£0.00	£6,000.00	First Payment SLA for Golowan Festival 2025
Golowan Festival CIC	BACS	£1,800.00	£0.00	£1,800.00	Prepayment on 2025 SLA January Fireworks payment
Golowan Festival CIC Total		£7,800.00	£0.00	£7,800.00	
Green Image Limited - Saiflags	BACS	£39.99	£8.00	£47.99	Printing of painting image on fabric for community climate exhibition
GS Catering Equipment Ltd	BACS	£500.00	£100.00	£600.00	Kitchen design scheme and catering brief for Coach House redevelopment
Handprinted Ltd	CC January	£58.55	£11.75	£70.30	Materials for Arts and Health
Headland Printers Ltd	BACS	£339.00	£67.80	£406.80	Reprint of 8 postcards for retail. Quantity 500 per design.
Headland Printers Ltd	BACS	£138.00	£27.60	£165.60	500 x A4 Print with white border. Penzance, Gateway to the West
Headland Printers Ltd	BACS	£115.00	£23.00	£138.00	Printing of 8 postcard designs by young people for climate exhibition
Headland Printers Ltd	BACS	£85.00	£17.00	£102.00	Christmas cards for volunteers
Headland Printers Ltd	BACS	£70.00	£14.00	£84.00	Posters for The Shape of Things exhibition
Headland Printers Ltd	BACS	£10.00	£2.00	£12.00	Printing of 6 x A3 posters for climate exhibition
Headland Printers Ltd Total		£757.00	£151.40	£908.40	
Helen Hesselbo	BACS	£300.00	£0.00	£300.00	2 x Baby Sensory sessions (November/December)
Henrietta Boex	BACS	£2,500.00	£0.00	£2,500.00	Learning Centre feasibility study 1st Payment
Henrietta Boex	BACS	£2,500.00	£0.00	£2,500.00	Learning Centre feasibility study Midway
Henrietta Boex Total		£5,000.00	£0.00	£5,000.00	
Hewlett Packard	DD	£158.71	£0.00	£158.71	6.1 Monthly IT Lease Payment - Penlee House Dec 24
Hewlett Packard	DD	£158.71	£0.00	£158.71	6.1 Monthly IT Lease Payment - Penlee House January 24
Hewlett Packard Total		£317.42	£0.00	£317.42	
High Maintenance South West	BACS	£6,300.00	£0.00	£6,300.00	For the delivery of rigging and derigging of the Town Christmas lights
High Maintenance South West	BACS	£300.00	£0.00	£300.00	Cleaning and clearing of Penlee House and Coach House gutters
High Maintenance South West Total		£6,600.00	£0.00	£6,600.00	
ITEC Connect Ltd	BACS	£209.88	£41.98	£251.86	Penlee House IT Services - November
ITEC Connect Ltd	BACS	£209.88	£41.98	£251.86	Penlee House IT Services - December
ITEC Connect Ltd	BACS	£209.88	£41.98	£251.86	Penlee House IT Services - January
ITEC Connect Ltd Total		£629.64	£125.94	£755.58	
James Hallam Limited	BACS	£35.00	£0.00	£35.00	Admin Fee for Arrangement of Museum Policy
Jamie Cree Electrical Services	BACS	£2,069.18	£0.00	£2,069.18	For elements of the delivery Town Christmas lights
JDS Properties & Developments Ltd	BACS	£1,740.00	£348.00	£2,088.00	Wall removal and plumbing work to resolve issue with chiller pipe
JDS Properties & Developments Ltd	BACS	£397.63	£79.53	£477.16	To replace all taps in ladies and gents toilets with auto shut off taps to save water.
JDS Properties & Developments Ltd	BACS	£152.77	£30.55	£183.32	Balance due, tn 17901 - Wall removal and plumbing work to resolve issue with chiller/pipe
JDS Properties & Developments Ltd Total		£2,290.40	£458.08	£2,748.48	
Jo Lumber	BACS	£450.00	£0.00	£450.00	3 x Little Penlee Explorer sessions (October/November/December)
Johnstones Decorating Centre	BACS	£30.48	£6.10	£36.58	2.5 litre Flat Matt Grey No. NTB242 standard vinyl matt for gallery touch ups.
Kurt and Caroline Jackson Ltd	BACS	£500.00	£100.00	£600.00	6 x designs of 200 Kurt Jackson postcards of works from Flora Show
Kurt and Caroline Jackson Ltd	BACS	£250.00	£50.00	£300.00	6 x designs of 100 Kurt Jackson postcards of works from Flora Show
Kurt and Caroline Jackson Ltd Total		£750.00	£150.00	£900.00	
Lamorna Society	BACS	£150.00	£0.00	£150.00	50 x 'The Artists Trail in Lamorna'
Lamorna Society	BACS	£18.00	£0.00	£18.00	Annual membership
Lamorna Society Total		£168.00	£0.00	£168.00	
Lion Picture Framing Supplies Ltd	BACS	£62.22	£12.44	£74.66	Mountboard for climate exhibition
Lion Picture Framing Supplies Ltd	BACS	£59.45	£11.89	£71.34	Mountboard for climate exhibition

<u>Supplier</u>	<u>Payment</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>	<u>Description</u>
Lion Picture Framing Supplies Ltd Total		£121.67	£24.33	£146.00	
Logical Cleaning Solutions	BACS	£937.52	£187.50	£1,125.02	Cleaning at Penlee House, November 2024
Logical Cleaning Solutions	BACS	£905.56	£181.11	£1,086.67	Cleaning at Penlee House, October 2024
Logical Cleaning Solutions	BACS	£905.56	£181.11	£1,086.67	Cleaning at Penlee House, September 2024
Logical Cleaning Solutions	BACS	£905.56	£181.11	£1,086.67	Cleaning at Penlee House, December 2024
Logical Cleaning Solutions Total		£3,654.20	£730.83	£4,385.03	
MacWhirter Western Ltd	BACS	£1,133.00	£226.60	£1,359.60	Chiller unit pressure relief safety valve replacement
MacWhirter Western Ltd	BACS	£567.75	£113.55	£681.30	Re-commissioning of system following leak investigation
MacWhirter Western Ltd	BACS	£285.63	£57.13	£342.76	Callout to assess chiller fault.
MacWhirter Western Ltd Total		£1,986.38	£397.28	£2,383.66	
Matthews Johns Associates Ltd	BACS	£8,000.00	£1,600.00	£9,600.00	Design work for the Coach House redevelopment project
Matthews Johns Associates Ltd	BACS	£2,156.25	£431.25	£2,587.50	Detailed roof specification work
Matthews Johns Associates Ltd	BACS	£300.00	£0.00	£300.00	Payment for further landscape work undertaken for the Coach House redevelopment.
Matthews Johns Associates Ltd Total		£10,456.25	£2,031.25	£12,487.50	
Melanie Young - BACS	BACS	£250.00	£0.00	£250.00	1 day Arts and Health course preparation @ £250 per day
Museums & Galleries Ltd	BACS	£428.87	£85.77	£514.64	Products for retail as detailed below
O P T (9% PZ) LTD - Farmers Arms	BACS	£29.44	£0.00	£29.44	24-25 Christmas Lights Energy Reimbursement
Officer Payment	BACS	£109.46	£10.20	£119.66	Expenses claim, Travel and work expenses
Officer Payment	BACS	£91.78	£0.00	£91.78	Work Expenses, Travel and Materials
Officer Payment	BACS	£7.11	£0.00	£7.11	Travel expenses
Officer Payment Total		£208.35	£10.20	£218.55	
Origin Coffee Ltd	BACS	£250.00	£50.00	£300.00	Coffee machine service
Origin Coffee Ltd	BACS	£182.12	£36.42	£218.54	Replacement temp probe for coffee machine
Origin Coffee Ltd	BACS	£101.60	£20.32	£121.92	Replacement group head gasket on coffee machine
Origin Coffee Ltd Total		£533.72	£106.74	£640.46	
Orwell Press Art Publishing	BACS	£264.60	£52.92	£317.52	Products for retail as detailed below
Paymentsense Limited	DD	£401.48	£19.90	£421.38	Dojo terminal charges 21st Oct - 20st Nov 24
Paymentsense Limited	DD	£288.25	£16.16	£304.41	Dojo terminal charges 21st Dec - 20st Jan 25
Paymentsense Limited	DD	£253.26	£13.36	£266.62	Dojo terminal charges 21st Nov - 20st Dec 24
Paymentsense Limited Total		£942.99	£49.42	£992.41	
Petty Cash - Penlee House	Petty Cash	£81.93	£2.25	£84.18	November Petty Cash
Petty Cash - Penlee House	Petty Cash	£45.10	£0.33	£45.43	October Petty Cash
Petty Cash - Penlee House Total		£127.03	£2.58	£129.61	
Rentokil Initial UK Ltd	BACS	£73.08	£14.62	£87.70	Penlee House sanitary bin collection service 01/10-31/12
Rex International Limited	BACS	£264.74	£52.95	£317.69	Products for retail as detailed below
Sally Corbet	BACS	£300.00	£0.00	£300.00	Notelets for retail as detailed below
Santa Trees	BACS	£450.00	£0.00	£450.00	To supply a 25ft> Christmas tree
Sarah Hicks - Burley Consultants	BACS	£420.00	£0.00	£420.00	Asbestos Refurbishment and Demolition Survey for Coach House
Seawhite of Brighton Ltd	BACS	£182.84	£36.57	£219.41	Materials for Arts and Health course
South West Water Bus	BACS	£1,660.38	£0.00	£1,660.38	Water usage
South West Water Bus	BACS	£178.64	£0.00	£178.64	The Coach House Water
South West Water Bus Total		£1,839.02	£0.00	£1,839.02	
Specialist Crafts - Dryad Education	BACS	£182.24	£36.45	£218.69	Materials for Arts and Health and Schools
Stroma Building Control Ltd	BACS	£560.00	£112.00	£672.00	Building Control support for Penlee House roof work.
Suddy Nora	BACS	£300.55	£60.11	£360.66	Guest soaps and candles for retail as detailed below
Tarksum Limited - The Orangery	BACS	£335.50	£67.10	£402.60	Volunteers' Refreshments for November 2024
Tarksum Limited - The Orangery	BACS	£309.00	£61.80	£370.80	Volunteers' Refreshments for October 2024
Tarksum Limited - The Orangery	BACS	£294.95	£58.99	£353.94	Volunteers' Refreshments for December 2024
Tarksum Limited - The Orangery Total		£939.45	£187.89	£1,127.34	
TClarke PLC - Waldon Security	BACS	£560.00	£112.00	£672.00	Annual contract Jan-Dec 2025
The Cartridge People Ltd	BACS	£23.13	£4.62	£27.75	Inks for printing as detailed below
The Cornish Oven	BACS	£29.44	£0.00	£29.44	24-25 Christmas Lights Energy Reimbursement
The Edge of The World Bookshop Ltd	BACS	£36.00	£0.00	£36.00	Books for under 5s sessions

<u>Supplier</u>	<u>Payment</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>	<u>Description</u>
Theo Carter-Weber	BACS	£300.00	£0.00	£300.00	climate sessions with Penwith College LSA @ £150 per session
Theo Carter-Weber	BACS	£250.00	£0.00	£250.00	full day for collation of artwork for climate exhibition
Theo Carter-Weber	BACS	£250.00	£0.00	£250.00	climate sessions with schools
Theo Carter-Weber	BACS	£250.00	£0.00	£250.00	climate sessions with schools
Theo Carter-Weber Total		£1,050.00	£0.00	£1,050.00	
Tiahna Williams	BACS	£154.99	£0.00	£154.99	Greetings cards for retail as detailed below
Tiahna Williams	BACS	£63.07	£0.00	£63.07	Products for retail as detailed below
Tiahna Williams Total		£218.06	£0.00	£218.06	
TIMOTHY J CLEMOW - PYROCHECK FDP	BACS	£2,951.26	£590.25	£3,541.51	Fire door works
Tor Mark Press	BACS	£366.50	£0.00	£366.50	Books for retail as detailed below
TotalEnergies Gas & Power Limited	DD	£3,611.13	£722.23	£4,333.36	Penlee House Electricity
TotalEnergies Gas & Power Limited	DD	£3,034.55	£606.92	£3,641.47	Penlee House Electricity
TotalEnergies Gas & Power Limited	DD	£913.78	£182.76	£1,096.54	Penlee House Gas
TotalEnergies Gas & Power Limited	DD	£521.44	£104.29	£625.73	Penlee House Gas
TotalEnergies Gas & Power Limited	DD	£130.74	£6.55	£137.29	Coach House Electric - November 24
TotalEnergies Gas & Power Limited Total		£8,211.64	£1,622.75	£9,834.39	
Trade UK Account	BACS	£122.80	£24.56	£147.36	Supplies, Christmas lights and PPE
Victoria Harrison	BACS	£300.00	£0.00	£300.00	workshops for climate exhibition community engagement
Westcountry Books & Stationery Ltd	BACS	£469.52	£0.00	£469.52	Books for retail as detailed below
Westcountry Books & Stationery Ltd Total		£469.52	£0.00	£469.52	
Yorkshire Purchasing Organisation	BACS	£28.98	£5.80	£34.78	Materials for educational activities
Yorkshire Purchasing Organisation	BACS	£27.66	£5.53	£33.19	Materials for Arts and Health
Yorkshire Purchasing Organisation Total		£56.64	£11.33	£67.97	
Arts and Culture Total		£82,890.65	£8,889.20	£91,779.85	
Finance and General Purposes					
Amazon	BACS	£50.80	£10.53	£61.33	Stationary for the office
Amazon	BACS	£34.03	£2.16	£36.19	Offices supplies for Penlee Centre
Amazon	BACS	£2.79	£0.56	£3.35	Wooden forks (pack of 100) for Mayor's Christmas Celebration
Amazon Total		£87.62	£13.25	£100.87	
Aviva Insurance Limited	DD	£2,714.51	£0.00	£2,714.51	Council combined insurance
Aviva Insurance Limited	DD	£2,714.51	£0.00	£2,714.51	Council combined insurance
Aviva Insurance Limited Total		£5,429.02	£0.00	£5,429.02	
Banner Business Solutions	BACS	£188.95	£37.79	£226.74	New laminator and pouches for Penlee Centre
Banner Business Solutions	BACS	£86.07	£17.21	£103.28	Office Supplies for Penlee Centre
Banner Business Solutions Total		£275.02	£55.00	£330.02	
British Gas	DD	£991.79	£198.35	£1,190.14	Penlee Centre Electric - 2 November 21 December
Cornwall ALC Limited	BACS	£40.00	£8.00	£48.00	Code of conduct training for 1 existing and 1 new councillor
Cornwall ALC Limited	BACS	£30.00	£6.00	£36.00	Councillor training
Cornwall ALC Limited	BACS	£30.00	£6.00	£36.00	Finance for Councillors training Nov and Dec 2024
Cornwall ALC Limited	BACS	£30.00	£6.00	£36.00	Finance for Councillors training Nov and Dec 2024
Cornwall ALC Limited Total		£130.00	£26.00	£156.00	
Cornwall Council	BACS	£14,610.42	£2,922.08	£17,532.50	CCTV 18 Camera monitoring. Q1-3 24-25
Cornwall Council	BACS	£12,097.17	£0.00	£12,097.17	Cornwall Council election recharge for Newlyn and Mousehole ward 22nd August 24
Cornwall Council	BACS	£787.50	£157.50	£945.00	OSCCTV BT Circuit Costs for the Period Quarter 1, 2 & 3
Cornwall Council	DD	£444.00	£0.00	£444.00	Non-Domestic Rates: Penlee Centre
Cornwall Council	DD	£444.00	£0.00	£444.00	Non-Domestic Rates: Penlee Centre
Cornwall Council Total		£28,383.09	£3,079.58	£31,462.67	
Crystal Clear Cleaning	BACS	£520.00	£104.00	£624.00	to gutter clear and biocide gutters at Penlee centre
Duchy Cleaners	BACS	£297.00	£59.40	£356.40	Penlee Centre Cleaning Contract
Duchy Cleaners	BACS	£297.00	£59.40	£356.40	Penlee Centre Cleaning Contract
Duchy Cleaners	BACS	£222.75	£44.55	£267.30	Penlee Centre Cleaning Contract
Duchy Cleaners Total		£816.75	£163.35	£980.10	

<u>Supplier</u>	<u>Payment</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>	<u>Description</u>
Enerveo Limited	BACS	£13,075.09	£2,615.02	£15,690.11	Supply of materials and works related into installation of Penzance CCTV "St Ives control room"
Eventbrite	CC December	£22.00	£0.00	£22.00	Penzance Business Breakfast Meeting Tickets x 2
Eventbrite	CC December	£11.00	£0.00	£11.00	Penzance Business Breakfast Meeting Tickets x 1
Eventbrite Total		£33.00	£0.00	£33.00	
Glasdon UK	BACS	£23.00	£4.60	£27.60	Bin lid for Penlee Centre
GPJ Consulting Engineers Ltd	BACS	£1,500.00	£300.00	£1,800.00	Update and review of the Alexandra Play Park
GSD Security Limited	BACS	£270.00	£54.00	£324.00	Annual Key holding charge for the Secure housing
Hewlett Packard	DD	£271.36	£0.00	£271.36	8.3 IT Lease for equipment December- February
Hewlett Packard	DD	£243.28	£0.00	£243.28	7 Monthly IT Lease Payment (Councillor Laptops) - Dec 24
Hewlett Packard	DD	£243.28	£0.00	£243.28	7 Monthly IT Lease Payment (Councillor Laptops) - Jan 24
Hewlett Packard Total		£757.92	£0.00	£757.92	
HM Land Registry	CC January	£7.00	£0.00	£7.00	Title register documents for SBH due to National Lottery Funding obligations
Hudson Accounting Ltd	BACS	£1,250.00	£0.00	£1,250.00	2024/25 Interim Internal Audit
ITEC Connect Ltd	BACS	£1,769.34	£353.87	£2,123.21	Penlee Centre Services - November including applied credit note CW1163740
ITEC Connect Ltd	BACS	£1,742.01	£348.40	£2,090.41	Penlee Centre Services - January
ITEC Connect Ltd	BACS	£1,741.79	£348.36	£2,090.15	Penlee Centre Services - December
ITEC Connect Ltd	BACS	£1,080.06	£216.01	£1,296.07	IT for Penlee Centre, including tablet for public engagement and laptop for reception
ITEC Connect Ltd	BACS	£715.44	£143.09	£858.53	Renewal of Adobe Acrobat Pro licences for staff
ITEC Connect Ltd	BACS	£260.45	£52.09	£312.54	Dell monitor replacement for older unfit unit
ITEC Connect Ltd	BACS	£105.78	£21.16	£126.94	Monthly photocopier use
ITEC Connect Ltd	BACS	£99.58	£19.92	£119.50	Monthly photocopier use
ITEC Connect Ltd Total		£7,514.45	£1,502.90	£9,017.35	
James Hallam Limited	BACS	£2,616.60	£0.00	£2,616.60	Cyber Insurance - 05/12/24 to 04/12/25
James Hallam Limited	BACS	£1,435.00	£0.00	£1,435.00	Excess Public Liability Cover - 01/12/24- 30/11/25
James Hallam Limited	BACS	£653.87	£0.00	£653.87	Personal Accident and Business Travel Insurance : 01/12/24-30/11/25
James Hallam Limited	BACS	£35.00	£0.00	£35.00	Admin Fee for Arrangement of Commercial Combined Policy
James Hallam Limited Total		£4,740.47	£0.00	£4,740.47	
JS Roofing & Building Ltd	BACS	£390.00	£78.00	£468.00	To build scaffold tower and replace broken tiles on the rear of Penlee centre roof
Kids In Museums	BACS	£30.00	£0.00	£30.00	Online training for the Learning Team - Babies in museums
Lay's Auctioneers Ltd	BACS	£120.00	£24.00	£144.00	Insurance valuation of civic regalia
Mike O'Dwyer Limited	BACS	£404.00	£80.80	£484.80	Purchase of office chair for Penlee Centre
Mole Valley Farmers	BACS	£19.16	£3.83	£22.99	Christmas tree for Mayors
Montol Festival CIC	BACS	£5,000.00	£0.00	£5,000.00	Grant Award, as agreed by council 11.11.24
Mr P Northcott	BACS	£110.00	£0.00	£110.00	Town Crier remunerations
Neo People Management Ltd	BACS	£164.30	£32.86	£197.16	November Payroll Processing
Neo People Management Ltd	BACS	£164.30	£32.86	£197.16	December Payroll Processing
Neo People Management Ltd Total		£328.60	£65.72	£394.32	
Officer Payment	BACS	£115.00	£0.00	£115.00	Expenses claim, work expenses
Officer Payment	BACS	£42.95	£0.00	£42.95	Expenses claim, Travel and work expenses
Officer Payment	BACS	£37.50	£0.00	£37.50	Travel Expenses
Officer Payment	BACS	£37.00	£0.00	£37.00	Work Expenses.
Officer Payment	BACS	£24.50	£0.00	£24.50	Work Expenses.
Officer Payment	BACS	£23.40	£0.00	£23.40	Work Expenses, Travel and Materials
Officer Payment Total		£280.35	£0.00	£280.35	
Pengarth Day Centre	BACS	£5,500.00	£0.00	£5,500.00	24/25 Strategic Grant, 4th Quarter
Penzance Tennis Club	BACS	£180.00	£0.00	£180.00	Clubhouse hire for Mayor's Christmas celebration.
Petty Cash - Penlee Centre	Petty Cash	£47.00	£0.00	£47.00	October Petty Cash
Petty Cash - Penlee Centre	Petty Cash	£25.00	£0.00	£25.00	November Petty Cash
Petty Cash - Penlee Centre Total		£72.00	£0.00	£72.00	
Pitney Bowes Ltd	BACS	£16.25	£3.25	£19.50	Service Contract for Franking Machine
Quiet Connections CIC	BACS	£254.00	£0.00	£254.00	Grant Award 24.25, agreed at F&GP meeting on the 21st of October
Rebecca Farrington - Indulgence Catering	BACS	£877.50	£0.00	£877.50	Finger food buffet for Mayor's Christmas celebration
Rentokil Initial UK Ltd	BACS	£12.54	£2.51	£15.05	Penlee Centre sanitary bin collection 01/10- 31/12

<u>Supplier</u>	<u>Payment</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>	<u>Description</u>
South West Water Bus	BACS	£229.66	£0.00	£229.66	Penlee Centre Water September-November
Stuart Todd Associates Ltd	BACS	£2,425.10	£485.02	£2,910.12	Neighbourhood Plan changes, including purchase of mapping licence.
Suez Recycling and Recovery Ltd	BACS	£35.62	£7.12	£42.74	120L Confidential bin - November
Suez Recycling and Recovery Ltd	BACS	£35.62	£7.12	£42.74	120L Confidential bin - December
Suez Recycling and Recovery Ltd Total		£71.24	£14.24	£85.48	
Sustainable Penzance CIC	BACS	£5,000.00	£0.00	£5,000.00	SLA 24/25 2nd Payment
The Cartridge People Ltd	BACS	£16.61	£3.32	£19.93	2x Franking machine cartridges for postage
The Penzance Regeneration Company	BACS	£5,945.00	£0.00	£5,945.00	S106 Funds:Pz Regen Partnership match funding, AHF grant for Market House project
Unity Trust Bank Plc	DD	£39.68	£0.00	£39.68	Bank Charges December
Unity Trust Bank Plc	DD	£36.78	£0.00	£36.78	Bank Charges November
Unity Trust Bank Plc	DD	£30.22	£0.00	£30.22	Bullion Charge December 24
Unity Trust Bank Plc	DD	£27.01	£0.00	£27.01	Bullion Charge December 24
Unity Trust Bank Plc	DD	£20.90	£0.00	£20.90	Bacs Charges November
Unity Trust Bank Plc	DD	£20.90	£0.00	£20.90	Bacs Charges December
Unity Trust Bank Plc Total		£175.49	£0.00	£175.49	
Worknest Limited	BACS	£155.00	£31.00	£186.00	Job/salary evaluations for 8 roles
Worknest Limited	BACS	£139.50	£27.90	£167.40	Job/salary evaluations for 8 roles
Worknest Limited Total		£294.50	£58.90	£353.40	
Worksmarter Ltd	CC January	£31.00	£6.20	£37.20	Time Tracking
Worksmarter Ltd	CC December	£31.00	£6.20	£37.20	Time Tracking
Worksmarter Ltd Total		£62.00	£12.40	£74.40	
Finance and General Purposes Total		£93,618.22	£8,948.04	£102,566.26	
Leisure and Amenities					
Adam Hicks - Monty's Machinery	BACS	£140.00	£0.00	£140.00	Call out charge to look at the electric issue with the trailer.
Amazon	BACS	£27.49	£5.50	£32.99	UK security supplies garage locks
Amazon	BACS	£8.77	£1.76	£10.53	Bleach 9 x bottles
Amazon Total		£36.26	£7.26	£43.52	
Andrew Symons Ltd	BACS	£614.04	£122.81	£736.85	Service and replacement brakes for the ET Lander
Asda Stores Ltd	CC January	£12.83	£2.57	£15.40	Fuel for vehicles
Austen Group	BACS	£120.50	£24.10	£144.60	Bin bags for Penlee and Princess May
Austen Group	BACS	£48.00	£9.60	£57.60	4xBoxes of Bin Bags
Austen Group Total		£168.50	£33.70	£202.20	
Bateson Trailers	CC December	£48.00	£9.60	£57.60	Two rear lights
BHGS Limited	BACS	£50.76	£10.15	£60.91	Growmore x 2 bags 25Kkg each
Biffa Waste Services Ltd	DD	£542.71	£108.54	£651.25	General Waste Collection - December 24
Biffa Waste Services Ltd	DD	£479.36	£95.87	£575.23	General Waste Collection - November 24
Biffa Waste Services Ltd	DD	£121.30	£24.26	£145.56	Mixed Recycling Collection - December 24
Biffa Waste Services Ltd	DD	£107.20	£21.44	£128.64	Mixed Recycling Collection - November 24
Biffa Waste Services Ltd Total		£1,250.57	£250.11	£1,500.68	
British Gas	DD	£79.09	£3.95	£83.04	Wherrytown Toilets Electric November
British Gas	DD	£68.61	£3.43	£72.04	Wherrytown Toilets Electric December
British Gas	DD	£37.93	£1.90	£39.83	Alexandra Road - November 24
British Gas	DD	£34.10	£1.70	£35.80	Alexandra Road - December 24
British Gas Total		£219.73	£10.98	£230.71	
Bu-Mar Skips Ltd	BACS	£500.00	£100.00	£600.00	lockable skip hire to delivered to Penlee Park
Car Hire Ltd - Day's Feet	BACS	£695.90	£139.18	£835.08	December rental invoice 2x E-Berlingo M
Car Hire Ltd - Day's Feet	BACS	£695.90	£139.18	£835.08	January rental invoice 2x E-Berlingo M
Car Hire Ltd - Day's Feet Total		£1,391.80	£278.36	£1,670.16	
Commercial Washrooms	BACS	£761.00	£152.20	£913.20	re stock of items from stock.
Commercial Washrooms	BACS	£123.00	£24.60	£147.60	additional to commercial washroom order
Commercial Washrooms Total		£884.00	£176.80	£1,060.80	
Cormac Solutions Ltd	BACS	£664.32	£132.86	£797.18	Princess May Grass cutting contract

<u>Supplier</u>	<u>Payment</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>	<u>Description</u>
Cormac Solutions Ltd	BACS	£664.32	£132.86	£797.18	Princess May Grass cutting contract
Cormac Solutions Ltd	BACS	£294.76	£58.95	£353.71	Princess May Bank Cutting
Cormac Solutions Ltd Total		£1,623.40	£324.67	£1,948.07	
Cornwall Council	DD	£1,771.00	£0.00	£1,771.00	Non-Domestic Rates: Wellfields Car Park
Cornwall Council	DD	£1,771.00	£0.00	£1,771.00	Non-Domestic Rates: Wellfields Car Park
Cornwall Council	BACS	£400.68	£0.00	£400.68	Wellfields Car Park Enforcement SLA - November 2024
Cornwall Council	BACS	£325.57	£0.00	£325.57	Wellfields Car Park Enforcement SLA - December 2024
Cornwall Council	CC January	£36.00	£0.00	£36.00	Bulky waste collection
Cornwall Council	BACS	£22.50	£0.00	£22.50	Skateboard Park, Wherrytown rent September/October/November 24
Cornwall Council Total		£4,326.75	£0.00	£4,326.75	
Crystal Clear Cleaning	BACS	£7,033.33	£1,406.67	£8,440.00	General Cleaning Services to Public Toilets - December 24
Crystal Clear Cleaning	BACS	£7,033.33	£1,406.67	£8,440.00	General Cleaning Services to Public Toilets - January 24
Crystal Clear Cleaning	BACS	£1,520.83	£304.17	£1,825.00	Daily toilet cleaning - Newlyn November 24
Crystal Clear Cleaning	BACS	£1,520.83	£304.17	£1,825.00	Daily toilet cleaning - Newlyn December 24
Crystal Clear Cleaning	BACS	£429.83	£85.97	£515.80	Supply of Sharps & Sanitary Services - November 24
Crystal Clear Cleaning	BACS	£429.83	£85.97	£515.80	Supply of Sharps & Sanitary Services - December 24
Crystal Clear Cleaning	BACS	£151.67	£30.33	£182.00	Cleaning of Wherrytown Water Fountain November
Crystal Clear Cleaning	BACS	£151.67	£30.33	£182.00	Cleaning of Wherrytown Water Fountain December
Crystal Clear Cleaning	BACS	£50.00	£10.00	£60.00	lock up Newlyn toilets at 10pm and then do an additional late night clean
Crystal Clear Cleaning Total		£18,321.32	£3,664.28	£21,985.60	
D.A. Giles LTD	BACS	£2,226.27	£445.25	£2,671.52	Retention amount @2.5% to be paid from retaining wall works
Downs Farm - Green Waste Company	BACS	£298.04	£59.61	£357.65	December Waste Collections
Downs Farm - Green Waste Company	BACS	£218.92	£43.78	£262.70	November Waste Collections
Downs Farm - Green Waste Company Total		£516.96	£103.39	£620.35	
Duke Street Café	BACS	£300.00	£0.00	£300.00	Q1 Community Toilet Scheme
Duke Street Café	BACS	£300.00	£0.00	£300.00	Q2 Community Toilet Scheme
Duke Street Café	BACS	£300.00	£0.00	£300.00	Q3 Community Toilet Scheme
Duke Street Café Total		£900.00	£0.00	£900.00	
EE Limited	DD	£245.63	£49.13	£294.76	Mobile phone contract
EE Limited	DD	£245.00	£49.00	£294.00	Mobile phone contract
EE Limited Total		£490.63	£98.13	£588.76	
GSD Security Limited	BACS	£495.85	£99.17	£595.02	Park Security - December 2024
GSD Security Limited	BACS	£411.45	£82.29	£493.74	Park Security - November 2024
GSD Security Limited Total		£907.30	£181.46	£1,088.76	
J T Fabrication & Engineering Ltd	BACS	£610.00	£122.00	£732.00	safety welding at Princess May and making heamoor gate dog proof
Jack Ninnis - Lafrowda Tree Services	BACS	£495.00	£0.00	£495.00	Dismantle and remove two willows from the Treneere side of Princess May Rec
Jack Ninnis - Lafrowda Tree Services	BACS	£325.00	£0.00	£325.00	Works to remove storm damaged trees from Penlee Park
Jack Ninnis - Lafrowda Tree Services	BACS	£175.00	£0.00	£175.00	To fell damaged Myrtle in play park
Jack Ninnis - Lafrowda Tree Services Total		£995.00	£0.00	£995.00	
James Hallam Limited	BACS	£2,163.00	£0.00	£2,163.00	Fleet Motor Insurance: 01/12/24-30/11/25
James Hallam Limited	BACS	£244.39	£0.00	£244.39	RAC Breakdown Cover: 01/12/24-30/11/25
James Hallam Limited Total		£2,407.39	£0.00	£2,407.39	
Kestrel Guards Limited	BACS	£1,113.52	£222.71	£1,336.23	Security contract for Alexandra Playpark - up to WE 05.01.25
Kestrel Guards Limited	BACS	£201.16	£1,005.76	£1,206.92	Security contract for Alexandra Playpark - up to WE 08.12.24
Kestrel Guards Limited Total		£2,119.28	£423.87	£2,543.15	
Longboat Inn	BACS	£360.00	£0.00	£360.00	Q3 Community Toilet Scheme
Matthews Johns Associates Ltd	BACS	£1,200.00	£240.00	£1,440.00	To carry out flat roof surveys across 5 sites.
Metro Rod Limited	BACS	£130.00	£26.00	£156.00	Call out to look blocked pond
Metro Rod Limited	BACS	£65.00	£13.00	£78.00	1 x drain clearance at Newlyn toilets there is a blocked urinal in the males
Metro Rod Limited Total		£195.00	£39.00	£234.00	
Mitsubishi HC Capital	DD	£940.93	£188.19	£1,129.12	Lease Rental for ET Lander EV
Mitsubishi HC Capital	DD	£940.93	£188.19	£1,129.12	Lease Rental for ET Lander EV
Mitsubishi HC Capital Total		£1,881.86	£376.38	£2,258.24	

<u>Supplier</u>	<u>Payment</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>	<u>Description</u>
Newlyn Art Gallery	BACS	£500.00	£0.00	£500.00	Q3 Community Toilet Scheme
Newlyn Tyre Services	CC January	£278.00	£55.60	£333.60	2 x michelin tyres 215 x 65 x r16
Newlyn Tyre Services	CC December	£21.95	£4.39	£26.34	Replacement tyre for Blingo Van
Newlyn Tyre Services Total		£299.95	£59.99	£359.94	
Nigel Rafferty Groundcare	BACS	£908.07	£181.60	£1,089.67	Service of equipment
Nigel Rafferty Groundcare	BACS	£658.96	£131.79	£790.75	Weeding Spares
Nigel Rafferty Groundcare	BACS	£395.00	£79.00	£474.00	Replacement equipment
Nigel Rafferty Groundcare	BACS	£203.40	£40.68	£244.08	Parts required from service.
Nigel Rafferty Groundcare	BACS	£122.11	£24.42	£146.53	To replace the cable in the Ego Battery pack
Nigel Rafferty Groundcare	BACS	£80.93	£16.19	£97.12	EGO wiring for backpack
Nigel Rafferty Groundcare	BACS	£25.00	£5.00	£30.00	Dummy battery and charger for backpacks
Nigel Rafferty Groundcare Total		£2,393.47	£478.68	£2,872.15	
Nimaja Ltd - The Swordfish	BACS	£330.00	£0.00	£330.00	Q1 Community Toilet Scheme
Nimaja Ltd - The Swordfish	BACS	£330.00	£0.00	£330.00	Q2 Community Toilet Scheme
Nimaja Ltd - The Swordfish	BACS	£330.00	£0.00	£330.00	Q3 Community Toilet Scheme
Nimaja Ltd - The Swordfish Total		£990.00	£0.00	£990.00	
Officer Payment	BACS	£30.60	£6.12	£36.72	Expenses claim, travel expenses
Outdoor Play People	BACS	£4,519.80	£903.96	£5,423.76	Penlee Park Fencing
Outdoor Play People	BACS	£240.00	£48.00	£288.00	Investigation to the roundabout and repair to bearings.
Outdoor Play People Total		£4,759.80	£951.96	£5,711.76	
Penwith Respite Care	BACS	£275.00	£0.00	£275.00	Q3 Community Toilet Scheme
Premier Electrical Cornwall Ltd	BACS	£673.12	£134.62	£807.74	works to external electrical supply
Premier Electrical Cornwall Ltd	BACS	£270.00	£54.00	£324.00	additional fixed electricals for CCTV and externals
Premier Electrical Cornwall Ltd	BACS	£265.00	£53.00	£318.00	yearly fixed electrical at princess may toilets.
Premier Electrical Cornwall Ltd	BACS	£140.00	£28.00	£168.00	1 x fixed electrical
Premier Electrical Cornwall Ltd Total		£1,348.12	£269.62	£1,617.74	
RGB Builders	BACS	£612.50	£122.50	£735.00	wood with bevelled edge to replace rotten wood at Alexandar Park
RGB Builders	BACS	£31.78	£6.36	£38.14	supplies to re build Mennaye wall
RGB Builders	BACS	£148.36	£29.67	£178.03	building supplies for projects across sites
RGB Builders Total		£792.64	£158.53	£951.17	
South West Water Bus	BACS	£1,046.14	£0.00	£1,046.14	South Pier Toilet Water and Sewage September-November
South West Water Bus	BACS	£868.40	£0.00	£868.40	Princess May Rec October- December 24
South West Water Bus	BACS	£482.87	£0.00	£482.87	Water Services for Public Toilets at Tourist Info Centre.
South West Water Bus	BACS	£467.01	£0.00	£467.01	Water Services for Public Toilets at Tourist Info Centre.
South West Water Bus	BACS	£349.16	£0.00	£349.16	Penalverne Toilets Water September- November
South West Water Bus	BACS	£50.49	£10.11	£60.60	Alexandra Gardens Water November 24
South West Water Bus	BACS	£38.27	£7.66	£45.93	Alexandra Gardens Water December 24
South West Water Bus	BACS	£34.03	£0.00	£34.03	Penlee Park Greenhouse Water
South West Water Bus Total		£3,336.37	£17.77	£3,354.14	
Sportsmans Arms	BACS	£240.00	£48.00	£288.00	Q2 Community Toilet Scheme
Sportsmans Arms	BACS	£240.00	£48.00	£288.00	Q3 Community Toilet Scheme
Sportsmans Arms Total		£480.00	£96.00	£576.00	
The Dolphin Tavern	BACS	£360.00	£0.00	£360.00	Q2 Community Toilet Scheme
The Dolphin Tavern	BACS	£360.00	£0.00	£360.00	Q3 Community Toilet Scheme
The Dolphin Tavern Total		£720.00	£0.00	£720.00	
The Edward Bolitho Children's Settlement	BACS	£13.00	£0.00	£13.00	Rent for Trannack Allotments
The Luggar Inn Ltd	BACS	£390.00	£0.00	£390.00	Q3 community toilet scheme
TotalEnergies Gas & Power Limited	DD	£244.04	£12.21	£256.25	Princess May Toilets : November 24
TotalEnergies Gas & Power Limited	DD	£213.30	£13.13	£226.43	Gardeners Hut Electric - November 24
TotalEnergies Gas & Power Limited	DD	£28.41	£1.42	£29.83	Penalverne Toilets Electric: November 24
TotalEnergies Gas & Power Limited	DD	£26.76	£1.34	£28.10	South Pier Toilets Electric: November 24
TotalEnergies Gas & Power Limited	DD	£1.01	£0.05	£1.06	Penalverne Toilets Electric: November 24
TotalEnergies Gas & Power Limited	DD	£1.01	£0.05	£1.06	South Pier Toilets Electric: November 24

<u>Supplier</u>	<u>Payment</u>	<u>Net</u>	<u>VAT</u>	<u>Gross</u>	<u>Description</u>
TotalEnergies Gas & Power Limited Total		£514.53	£28.20	£542.73	
Trade UK Account	BACS	£237.60	£47.54	£285.14	Parts and spares
Trade UK Account	BACS	£148.27	£29.67	£177.94	replacement tools
Trade UK Account	BACS	£146.53	£29.34	£175.87	re stock items for maintenance store
Trade UK Account	BACS	£146.28	£29.29	£175.57	Parts for all sites
Trade UK Account	BACS	£132.46	£18.50	£150.96	PPE
Trade UK Account	BACS	£124.96	£24.99	£149.95	Pack of 5 x anti vandal toilet seats
Trade UK Account	BACS	£76.58	£15.34	£91.92	Cleaning products
Trade UK Account	BACS	£39.98	£8.00	£47.98	Supplies for toilet decoration
Trade UK Account	BACS	£12.49	£2.50	£14.99	1 x pack of Kew PATTS stickers
Trade UK Account Total		£1,065.15	£205.17	£1,270.32	
Walker Fire UK LTD	BACS	£75.95	£15.19	£91.14	Annual service and inspection of Gardeners accommodation
Waves Café Bar	BACS	£247.50	£0.00	£247.50	Q3 Community Toilet Scheme
Leisure and Amenities Total		£62,629.73	£9,308.00	£71,937.73	
Employee Payroll					
Employee Payroll	PENSION	£24,289.97	£0.00	£24,289.97	Pension Contributions, Payroll November 2024
Employee Payroll	HMRC	£25,418.88	£0.00	£25,418.88	HMRC Liability, Payroll November 2024
Employee Payroll	NET PAY	£58,212.60	£0.00	£58,212.60	Net pay, Payroll December 2024
Employee Payroll	PENSION	£19,402.66	£0.00	£19,402.66	Pension Contributions, Payroll December 2024
Employee Payroll	HMRC	£16,536.83	£0.00	£16,536.83	HMRC Liability, Payroll December 2024
Employee Payroll	NET PAY	£58,545.48	£0.00	£58,545.48	Net pay, Payroll January 2025
Employee Payroll Total		£202,406.42	£0.00	£202,406.42	
Total Expenditure December 2024 - January 2025		£441,545.02	£27,145.24	£468,690.26	

Bank Reconciliation Summary for the period 01.12.24-31.01.25

Penzance Town Council Combined Accounts

	£
Opening Balance 01.12.24	£3,599,915.16
Closing Balance 31.01.25	£3,233,793.36
Less: Uncleared and Unpresented payments	<hr/>
Adjusted Closing Balance	<u><u>£3,233,793.36</u></u>

Uncleared and unpresented effects

Date	Cheque No.	Debit (£)	Credit (£)	Balance (£)
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		0.00	0.00	
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Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mr James Hardy
Penzance Council
Penzance Town Council
Penlee Centre Penlee Park
Penzance
TR18 4HE

Date: 31/01/2025

Account Name: Penzance Council

Swift Code (BIC): [REDACTED]

IBAN Number: [REDACTED]

Sort Code: [REDACTED]

Account Number: [REDACTED]

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000

The credit interest rate is 2.60% AER as of your statement date.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Contact Us

- Call us: **0345 140 1000**
- Email us: **us@unity.co.uk**
- Visit us: **unity.co.uk**

Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/12/2024		Balance brought forward	[REDACTED]	[REDACTED]	£3,374,293.06
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	£0.00	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]
Statement number 014

**For Businesses.
For Communities.
For Good.**



Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
30/01/2025	Transfer	████████████████████	████████	██████	£3,175,000.00

████████████████████

Statement number 014

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
 Unity Trust Bank is entered in the Financial Services Register under number 204570.
 Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
 Registered in England and Wales no. 1713124.
 Calls may be monitored and recorded for training, quality and security purposes.
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Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mr James Hardy
Penzance Council
Penzance Town Council
Penlee Centre Penlee Park
Penzance
TR18 4HE

Date: 31/01/2025

Account Name: Penzance Council

Swift Code (BIC): [REDACTED]
IBAN Number: [REDACTED]

Sort Code: [REDACTED]
Account Number: [REDACTED]

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us

- Call us: **0345 140 1000**
- Email us: **us@unity.co.uk**
- Visit us: **unity.co.uk**

Your Current T3 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
31/12/2024		Balance brought forward	[REDACTED]	[REDACTED]	£45,530.01
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]
Statement number 014

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. **32** Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.



Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

	Revised	Reserve Movements	Actual Net	Balance	
INCOME					
Leisure & Amenities Committee					
100	Wellfields Car Park	£102,500.00	£0.00	£100,675.44	-£1,824.56
115	Allotment Rents	£4,900.00	£0.00	£4,789.43	-£110.57
130	The Lodge	£3,492.00	£0.00	£4,991.25	£1,499.25
131	Misc	£3,133.00	£762.50	£4,636.08	£740.58
135	Penzance AFC	£5,500.00	£0.00	£4,583.30	-£916.70
140	Open Spaces	£0.00	£0.00	£0.00	£0.00
Total Leisure & Amenities Committee		£119,525.00	£762.50	£119,675.50	-£612.00
Finance & GPs Committee					
300	Precept	£2,306,332.00	£0.00	£2,306,332.00	£0.00
310	Interest	£70,000.00	£0.00	£66,088.25	-£3,911.75
315	Rents	£6,027.00	£0.00	£6,026.50	-£0.50
320	Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
325	Section 106 Monies/CIL Payments	£0.00	£15,504.05	£15,504.05	£0.00
330	Grants	£2,500.00	£0.00	£0.00	-£2,500.00
380	Investments	£72.00	£0.00	£71.88	-£0.12
399	Miscellaneous	£0.00	£73,000.00	£73,042.93	£42.93
905	Bank Error Corrections	£0.00	£0.00	£0.00	£0.00
Total Finance & GPs Committee		£2,384,931.00	£88,504.05	£2,467,065.61	-£6,369.44
Arts & Culture Committee					
400	Penlee House Gallery & Museum	£424,838.00	£0.00	£408,995.07	-£15,842.93
495	Miscellaneous Arts & Culture	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

	Revised	Reserve Movements	Actual Net	Balance
Total Arts & Culture Committee Council	£424,838.00	£0.00	£408,995.07	-£15,842.93
999 Suspense	£0.00	£0.00	£10.00	£10.00
Total Council	£0.00	£0.00	£10.00	£10.00
Total Income	<u>£2,929,294.00</u>	<u>£89,266.55</u>	<u>£2,995,746.18</u>	<u>-£22,814.37</u>

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Leisure & Amenities Committee					
1000	L&A Team Salaries	£346,127.00	£0.00	£286,155.49	£59,971.51
1001	Travel Allowance	£100.00	£0.00	£30.60	£69.40
1015	Penlee Park	£70,909.00	£0.00	£51,341.23	£19,567.77
1030	Vehicles and Machinery	£30,142.00	£0.00	£24,507.69	£5,634.31
1040	Protective Clothing & Equipment	£5,000.00	£0.00	£3,009.92	£1,990.08
1045	Allotments	£10,582.00	£0.00	£5,755.91	£4,826.09
1055	Weed Control	£2,500.00	£0.00	£2,147.15	£352.85
1060	Wellfields Car Park	£53,785.00	£0.00	£27,940.40	£25,844.60
1064	Outdoor Gym	£250.00	£0.00	£90.81	£159.19
1071	Community Toilets	£20,560.00	£0.00	£12,192.50	£8,367.50
1111	Wherrytown Skate Park	£4,090.00	£0.00	£3,702.06	£387.94
1115	War Memorials	£1,500.00	£0.00	£786.00	£714.00
1120	Penzance Football Club	£500.00	£0.00	£436.25	£63.75
1130	Open Spaces	£5,250.00	£0.00	£2,454.19	£2,795.81
1140	Water Fountains	£3,130.00	£0.00	£1,740.77	£1,389.23
1165	Toilets	£150,248.00	£5,525.00	£132,147.05	£23,625.95
1211	The Lodge - Maintenance, Rates and Utilities	£5,000.00	£0.00	£399.00	£4,601.00
1260	DO NOT USE - Secure Banking Service	£0.00	£0.00	£0.00	£0.00
1270	Devolution - Surveys & Inspections	£0.00	£1,500.00	£1,500.00	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Reserve Movements	Actual Net	Balance
1280	Tree Management	£15,000.00	£0.00	£175.00	£14,825.00
1310	Alexandra Play Park & Tennis Courts	£24,451.00	£0.00	£16,188.89	£8,262.11
1320	Princess May Recreation Grounds	£11,199.00	£9,753.80	£24,268.10	-£3,315.30
1330	Foxes Lane Play Park	£1,701.00	£0.00	£702.89	£998.11
1995	Reserve Contributions	£218,000.00	£0.00	£0.00	£218,000.00
Total Leisure & Amenities Committee		£980,024.00	£16,778.80	£597,671.90	£399,130.90
Finance & GPs Committee					
3000	Salaries	£399,990.00	£0.00	£338,495.23	£61,494.77
3005	Council Office	£57,696.00	£0.00	£34,476.07	£23,219.93
3010	Website	£500.00	£0.00	£322.00	£178.00
3012	External Communications	£2,000.00	£0.00	£993.90	£1,006.10
3015	Training	£12,500.00	£0.00	£9,152.00	£3,348.00
3020	Staff Travelling Allowance	£550.00	£0.00	£427.40	£122.60
3026	Health & Safety	£11,000.00	£0.00	£6,276.41	£4,723.59
3030	Insurance	£35,000.00	£0.00	£28,889.48	£6,110.52
3035	Penlee Centre Building	£9,623.00	£0.00	£7,508.14	£2,114.86
3040	Legal Fees	£15,000.00	£0.00	£7,356.50	£7,643.50
3045	Penzance BID Levy	£943.00	£0.00	£943.00	£0.00
3050	Mayor's Allowance	£4,800.00	£0.00	£2,250.92	£2,549.08
3052	Councillors Travel Expenses	£250.00	£0.00	£0.00	£250.00
3055	Venue Hire	£800.00	£0.00	£261.66	£538.34
3061	Official Functions	£6,344.00	£0.00	£5,423.21	£920.79

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Reserve Movements	Actual Net	Balance
3070	Association Fees	£4,950.00	£0.00	£4,634.62	£315.38
3075	Councillor's Child Care	£0.00	£0.00	£0.00	£0.00
3080	Recruitment	£1,000.00	£0.00	£36.08	£963.92
3085	Audit Fee	£5,440.00	£0.00	£1,250.00	£4,190.00
3095	Bank Commission	£1,500.00	£0.00	£973.37	£526.63
3115	Neighbourhood Plan	£2,000.00	£1,066.70	£2,425.10	£641.60
3120	Section 106 Monies	£0.00	£5,945.00	£5,945.00	£0.00
3125	Grants	£63,000.00	£0.00	£62,957.97	£42.03
3140	Service Level Agreements	£118,632.00	£0.00	£77,000.00	£41,632.00
3150	HR Consultancy Services	£5,000.00	£412.50	£4,952.50	£460.00
3170	Election Costs	£0.00	£25,063.76	£25,063.76	£0.00
3180	Community Engagement	£5,000.00	£0.00	£2,140.06	£2,859.94
3220	Climate Emergency Support	£9,500.00	£0.00	£2,083.33	£7,416.67
3225	Youth Activities Support	£0.00	£18,500.00	£18,500.00	£0.00
3300	Community Purchase - Centenary Hall Chapel St	£0.00	£0.00	£0.00	£0.00
3400	CCTV Surveillance	£45,671.00	£0.00	£42,323.15	£3,347.85
3995	Earmarked Reserves Contributions	£111,000.00	£0.00	£0.00	£111,000.00
3999	Miscellaneous	£0.00	£0.00	£0.00	£0.00
Total Finance & GPs Committee		£929,689.00	£50,987.96	£693,060.86	£287,616.10
Arts & Culture Committee					
4000	Penlee House Salaries	£382,686.00	£0.00	£320,024.15	£62,661.85
4100	Penlee House Gallery & Museum	£350,733.00	£24,232.50	£312,404.95	£62,560.55

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/24

		Revised	Reserve Movements	Actual Net	Balance
4200	Town Flags and Promenade Banners	£32,160.00	£0.00	£23,575.18	£8,584.82
4300	Penlee Open Air Theatre	£1,000.00	£0.00	£817.50	£182.50
4400	Christmas Lights	£26,379.00	£0.00	£24,045.38	£2,333.62
4500	Events	£23,500.00	£2,600.00	£27,900.00	-£1,800.00
4600	Cultural Strategy	£0.00	£0.00	£0.00	£0.00
4995	Earmarked Reserves	£136,000.00	£12,553.79	£12,553.79	£136,000.00
Total Arts & Culture Committee		£952,458.00	£39,386.29	£721,320.95	£270,523.34
Council					
9999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Council		£0.00	£0.00	£0.00	£0.00
Total Expenditure		<u>£2,862,171.00</u>	<u>£107,153.05</u>	<u>£2,012,053.71</u>	<u>£1,054,246.72</u>
Total Income		£2,929,294.00	£89,266.55	£2,995,746.18	-£22,814.37
Total Expenditure		£2,862,171.00	£107,153.05	£2,012,053.71	£957,270.34
Total Net Balance		£67,123.00		£983,692.47	