

FINANCE & GENERAL PURPOSES COMMITTEE – 20 OCTOBER 2025**REPORT FOR DECISION****EXPENDITURE FROM ELECTIONS EARMARKED RESERVE FOR ELECTIONS
AND BY-ELECTION**

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

Recommendation:

1. A payment of £859.28 be made from the Elections earmarked reserve to Cornwall Council to meet the costs associated with the 2025 uncontested elections in Heamoor and Gulval, Newlyn and Mousehole and Penzance Promenade wards.
2. Upon request by Cornwall Council, a payment of £7,865.67 be made from the Elections earmarked reserve to meet the costs associated with the election held in Penzance East ward on 1 May 2025.
3. Upon request by Cornwall Council, the payment for the upcoming Penzance Promenade by-election be approved and met from the Elections earmarked reserve, subject to sufficient funds being available.
4. Subject to sufficient funds being available, payment for any future elections or by-elections be met from the Elections earmarked reserve upon request.

Background:

Cornwall Council has recently invoiced Penzance Council for payment for the uncontested elections which took place earlier this year in Heamoor and Gulval, Newlyn and Mousehole and Penzance Promenade wards, the costs for which are £859.28.

In addition, Cornwall Council have set out the costs associated with the election which took place in Penzance East ward on 1 May 2025, with the total being £7,865.67.

Finally, a by-election has also been requested to fill the vacancy in Penzance Promenade ward and this will take place on 6 November 2025. It is expected that the costs associated with this will be in the region of £10,000.

It is therefore recommended that payment be made from the Elections earmarked reserve for the costs of these elections and by-election. Further, and subject to funds being available, approval is also sought to utilise this reserve to meet the costs of all future elections and by-elections without the need to present individual reports to this Committee.

The Elections earmarked reserve currently stands at £38,453.

Elliot Ridington
Democratic Services and Governance Officer

FINANCE AND GENERAL PURPOSES COMMITTEE – 20 OCTOBER 2025**REPORT FOR DECISION****OPTIONS FOR CORPORATE SERVICES VACANCY AND POTENTIAL WORK EXPERIENCE**

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

Recommendation:

1. It be noted that Penzance Council is currently operating with an unfilled Corporate Services Officer post.
2. The principle of working with the Job Centre Plus to offer adult work experience placement(s) in the Corporate Services team be approved.
3. A report be presented to a future meeting of this Committee to report on the success of, and/or the experiences associated with, the work experience placements

Background:**Current vacancy**

The role of Corporate Service Officer (22.5 hours) has been vacant since 31 August 2025 and this post has not been filled for the following reasons:-

- The Corporate Services team has limited accommodation due to the removal of the reception from Penlee Centre to accommodate the Coach House Café works.
- The plan to locate the team in the Market house may increase demand for public facing services. Any recruitment needs to be future proofed by ensuring that there is the correct skill set across the team. Helpdesk services are being developed and delaying recruitment allows for further fine tuning to consider if this post is still appropriate and to guide future recruitment decisions.

- The Corporate Services team can absorb the additional work at present supported by the use of limited overtime hours (around 28 hours per month).

Options for the vacant post are therefore being considered and, if changes are deemed necessary, will be the subject of a future report.

Work Experience

While the Corporate Services team can absorb the crucial tasks during this period, there are several lower priority tasks which are deprioritised. It has been identified that this would provide an excellent opportunity to provide the benefits of a work experience placement to a member(s) of the community.

The benefits of such an offer are set out in Appendix 1 to this report – the Guidance from Job Centre Plus.

Set out at Appendix 2 is a reduced “Job Description” type document for the person on work experience and a sample task list to show where the role could add benefit to our operation by keeping lower priority work up to date.

While there would be no change to the staffing structure of Penzance Council and any work experience would result in no increase in costs, the view of this Committee is sought in order to ensure that it is in favour of the principle of adult work experience placements.

Appendix 1 – Work Experience Employer Guide

Appendix 2 – Work Experience Placement Job Description Document

Cal Bagshaw
Corporate Services Manager



Department
for Work &
Pensions

Guidance

Work experience: employer guide

Updated 9 October 2025

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This publication is available at <https://www.gov.uk/government/publications/employers-could-you-offer-work-experience/work-experience-employer-guide>

Introduction

If you are a business and interested in supporting people who are looking for work, you can offer work experience through Jobcentre Plus.

Work experience organised by Jobcentre Plus is suitable for people who have little or no work history in a particular sector, regardless of if they have worked before.

For people with no work history, such as young people leaving education, a lack of understanding of the working world is a significant barrier to finding and sustaining employment. Jobcentre Plus wants to work with you to offer jobseekers the opportunity to overcome this barrier through work experience placements. The chance to undertake real work and adjust to the routines and habits of working life can significantly improve their employment prospects.

Offering work experience to people who have no work history in a particular sector can also be highly effective in supporting people to find employment, especially if they have been away from work for some time. It can develop or refresh their skills and help them gain confidence, supporting them to move closer to employment. They may also bring a range of skills that can positively contribute to your business.

Suitable people will:

- have little or no relevant work history or not have specific skills in a sector
- be motivated and demonstrate a willingness to work
- be motivated to get work experience in a sector that is new to them

Offering work experience to people of all ages can develop or refresh their skills and help them gain confidence, supporting them to move closer to employment.

Why you should get involved

By helping people to gain work experience, your business can reap real benefits, such as:

- developing the supervisory and management skills of your current workforce
- enhancing your public profile by supporting your local community

- accessing a pool of hidden talent – people who offer enthusiasm and a fresh perspective to your business
- promoting workforce diversity

How it works

Work experience through Jobcentre Plus will enable unemployed people to volunteer for placements lasting between 2 and 8 weeks. Volunteers will be matched with suitable host employers and complete a light touch selection process.

We'll continue to pay participants' benefits and will also cover the costs of travel and childcare if necessary. Hosts do not pay participants and doing so might affect their benefit entitlement.

Participants who have spent up to 8 weeks in a work experience opportunity can have their placement extended by up to 4 weeks where an employer makes an offer to take them on to an apprenticeship.

Become a work experience host through Jobcentre Plus

If you are interested in offering work experience, please complete the online enquiry form. Find it in the contact section on [Jobcentre Plus help for recruiters: Recruitment advice and support. \(https://www.gov.uk/jobcentre-plus-help-for-recruiters/recruitment-advice-and-support\)](https://www.gov.uk/jobcentre-plus-help-for-recruiters/recruitment-advice-and-support)

Alternatively, contact the Employer Services Line on 0800 169 0178. They will arrange a meeting to discuss how you can work with us.

We want you to be innovative and offer placements that provide a real insight into a working environment. Employers of all sizes in any sector can offer work experience as long as they meet the terms and conditions set out in the agreement with Jobcentre Plus.

We are also happy to work with employers who can offer more than one placement and large employers with multiple branches. We will enter into an agreement on a national level, covering all branches, which avoids signing multiple agreements.

We won't be prescriptive about the structure of placements or make you fill out unnecessary forms and paperwork. However, we'll ask you to:

- comply with all relevant legislation
- provide work experience placements which are suitable for people with little or no work history
- guarantee that placements are in addition to existing or planned vacancies and that no-one has been dismissed or made redundant so the placement can be offered
- allow participants to carry out reasonable job search activity and attend interviews with prospective employers
- share information on participants with Jobcentre Plus
- provide participants with a reference and feedback at the end of the placement

These requirements will be agreed between yourselves and Jobcentre Plus and recorded in a written agreement.

This agreement will also explain what you can expect from Jobcentre Plus. We'll provide you with a single point of contact, support and advice as needed.

Once you're a work experience host with Jobcentre Plus

Planning placements

We'll ask you to plan placements which provide opportunities for skills development and expose participants to the routines of the working environment.

You will also need to consider who in your business will be responsible for supervising participants. [Read more on managing placements and supporting participants.](#)

To help us match suitable people to your placements, we'll ask you for some information on:

- the number of placements you can offer

- the length of the placement (which can be between 2 and 8 weeks or up to 12 weeks when linked to an apprenticeship for up to 30 hours per week)
- what the work experience person will be doing
- how you want us to refer people to your placement

Selecting participants

You will need to decide on what role you want to play in the selection process. There are 2 options:

We can manage selection on your behalf

This makes it hassle-free for you. We'll only refer suitable, motivated participants who have demonstrated an interest in the placement you're offering.

You can interview a small number of suitable candidates that we select

We recommend using more informal approaches to gauge the enthusiasm and commitment of candidates instead of looking at their academic credentials or past achievements. We'd ask you to provide feedback on unsuccessful candidates.

Managing placements

Jobcentre Plus will prepare participants for placements before they begin. Participants will know what they can expect from you, their duties and responsibilities.

We will inform them of arrangements for claiming travel, disability support and childcare costs. Nevertheless, we suggest you provide an induction to help them settle in – at a minimum, you'll need to talk to them about health and safety in your workplace. [Get more tips on inductions.](#)

A strong relationship between participants and their supervisors is vital to ensuring they get the most out of the placement. You can foster such a relationship by assigning each participant a supervisor who has sufficient time in their schedule to coach them, provide regular feedback and be a point of contact for any concerns.

In cases of unexplained absences and misconduct you can get in touch with your Jobcentre Plus contact. Your contact will be available throughout the placement to offer support and guidance.

Participants will continue to look for work during their placement. This means that you will need to release participants to attend job search reviews at Jobcentre Plus and interviews with prospective employers.

If you have any concerns about this, you can talk to your Jobcentre Plus contact.

Supporting participants

The key principle for supporting participants during the placement should be to treat them as regular employees as far as possible, but recognise that, given their lack of work experience, they might need some additional coaching and supervision.

Below you'll find some suggestions about things you may want to consider when planning the placement to help both you and the participant get the most from the experience.

Induction

A good induction will help participants to settle into the working environment and your business. We recommend that participants' inductions closely mirror those of new permanent employees so they get a sense of what it would be like to be a real new starter. However, since most participants will be completely new to the world of work, you may have to provide some additional coaching.

A model induction would cover:

- management reporting arrangements
- an introduction to colleagues
- an overview of your business and its values
- a tour around the workplace
- guidance on using any specialist equipment
- standard workplace practices such as health and safety issues, security procedures, dress code, sick leave and absence arrangements, and break times

Regular feedback and exit interviews

Constructive, honest and supportive feedback will encourage participants to reflect on their performance, value their achievements and identify areas for improvement.

It may be appropriate to ask participants to keep a record of their progress to help them consolidate their learning. A discussion at the end of the

placement would provide a more formal opportunity to provide final feedback and also give you the opportunity to ask participants how future placements could be improved.

At the end of the work experience we encourage you to complete [the work experience skills sheet \(https://www.gov.uk/government/publications/employers-could-you-offer-work-experience\)](https://www.gov.uk/government/publications/employers-could-you-offer-work-experience). This can be used by the participant when considering their training needs.

We'll ask you to provide participants with a reference at the end of the placement that they can use in their future job applications. The [work experience reference template \(https://www.gov.uk/government/publications/employers-could-you-offer-work-experience\)](https://www.gov.uk/government/publications/employers-could-you-offer-work-experience) can be used if you wish.

If a well-suited person needs workplace adjustments because of their health or disability the [Access to Work \(https://www.gov.uk/access-to-work\)](https://www.gov.uk/access-to-work) scheme can fund participants' additional costs.

Job search support

During their placement, participants will continue to look for permanent jobs and we know that they would really value any advice you could offer. This support could take many forms including:

- discussing their career aspirations and plans to realise their goals
- providing an insight into the careers of people in your business and the routes into your profession
- offering advice on completing application forms, cover letters and CVs
- helping them to prepare for interviews

Mentoring and buddying

Many organisations who offer work experience assign participants mentors or buddies who act as a role model and 'first friend' in the organisation.

This is a particularly effective way of easing young people's transition into the working world. Mentors and buddies should be good listeners and able to relate to young people.

Shadowing

It may be useful for a participant to shadow different members of staff to gain an insight into the variety of roles within your business. Shadowing should not be the only activity participants undertake during the placement – in order to gain an insight into realistic work, it is vital that you give participants a chance to get involved in real on-the-job activities.

What the work experience participant gains from the placement

All work experience participants will be volunteers who have demonstrated a genuine interest in gaining work experience with your business. Although

they will have little or no work experience or may have limited skills in your sector, they will be motivated and willing to learn. They will use this opportunity to demonstrate what they can already achieve and some of the benefits for them will include the following:

- gaining experience of going into a work environment and learning about the demands and etiquette involved in day-to-day work
- learning new skills or updating current skills to meet the needs of a fast-moving modern workplace
- building overall confidence, motivation and well-being
- populating their CV with what they have learnt and therefore demonstrate their commitment to finding work to potential employers
- a better understanding of the job market so that they can make informed decisions when finding work
- demonstrating a willingness to learn new skills
- moving closer to training, apprenticeships or employment

Participants will continue to receive their benefits, such as Universal Credit or Jobseeker's Allowance and will continue to be subject to the benefit conditions.

We know that regular contact with Jobcentre Plus work coaches is very important to encourage jobseekers to take reasonable action to find work. Maintaining the attendance requirement will help keep participants focused on looking for and finding work.

Further information

More information on being a work experience host can be found on the [Health and Safety Executive website \(https://www.hse.gov.uk/young-workers/employer/work-experience.htm\)](https://www.hse.gov.uk/young-workers/employer/work-experience.htm). It gives more information on employers' requirements around the health and welfare of young people.

The CIPD '[Making work experience work: Guide for employers](https://www.cipd.org/uk/knowledge/guides/work-experience-guide/)' (<https://www.cipd.org/uk/knowledge/guides/work-experience-guide/>) gives more information on how to make the most of a work experience opportunity.

If you are interested in offering work experience, or would like further information about the services available to support your recruitment needs, please contact the Employer Services Line. They can offer advice and will be able to connect you with a local Jobcentre Plus specialist.

You can contact the Employer Services Line using the [online enquiry form](https://secure.dwp.gov.uk/contact-employer-services/contact-form) (<https://secure.dwp.gov.uk/contact-employer-services/contact-form>) or by phone.

Employer Services Line

Telephone: 0800 169 0178

[Relay UK](https://www.relayuk.bt.com/) (<https://www.relayuk.bt.com/>) (if you cannot hear or speak on the phone): 18001 then 0800 169 0178

British Sign Language (BSL) [video relay service](https://connect.interpreterslive.co.uk/vrs?ilc=DWP)

(<https://connect.interpreterslive.co.uk/vrs?ilc=DWP>) if you're on a computer - find out how to [use the service on mobile or tablet](https://pubhtml5.com/zrtv/drhv)

(<https://pubhtml5.com/zrtv/drhv>)

Monday to Friday, 9am to 5pm

[Find out about call charges](https://www.gov.uk/call-charges) (<https://www.gov.uk/call-charges>)



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Could you offer work experience?

Work experience is open to people who are aged 18 and over who do not have any recent work history or are interested in gaining skills in a new sector.

Offering work experience to people of all ages can develop or refresh their skills and help them gain confidence, supporting them to move closer to employment.

What is work experience?

Work experience will enable unemployed people to volunteer for placements lasting between 2 and 8 weeks. These volunteers will be matched with suitable host employers and complete a light touch selection process. We'll continue to pay participants' benefits and also cover the costs of travel and childcare.

Why you should get involved

By helping people to gain work experience, your business can reap real benefits, such as:

- developing the supervisory and management skills of your current workforce
- enhancing your public profile by supporting your local community
- accessing a pool of hidden talent – people who offer enthusiasm and a fresh perspective to your business
- promoting workforce diversity

Supporting Participants

The key principle: treat participants as regular employees as far as possible, but recognise that, given their lack of work experience, they might need some additional coaching and supervision.

Suggestions how to do this:

Induction:

A good induction will help participants to settle into the working environment and your business. We recommend that participants' inductions closely mirror those of new permanent employees so they get a sense of what it would be like to be a real new-starter. However, since most participants will be completely new to the world of work, you may have to provide some additional coaching e.g. how to use a photocopier, how to address customers.

A model induction would cover:

- **management/reporting arrangements**
- an introduction to colleagues
- an overview of your business and its values
- a tour around the workplace
- guidance on using any specialist equipment
- standard workplace practices such as health and safety issues, security procedures, dress code, sick leave/absence arrangements, lunch and break times.

Regular Feedback & Exit Interviews

Constructive, honest and supportive feedback will encourage participants to improve their performance, value their achievements and identify areas for improvement. It may be appropriate to ask participants to keep a record of their progress to help them consolidate their learning. A discussion at the end of the placement would provide a more formal opportunity to provide final feedback and also give you the opportunity to ask participants how future placements could be improved. We'll ask you to provide participants with a reference at the end of the placement that they can use in their future job applications.

Job Search Support

During their placement, participants will continue to look for permanent jobs - we know that they would really value any advice you could offer, if your time allows. This support could take many forms including:

- discussing their career aspirations and plans to realise their goals
- providing an insight into the careers of people in your business and the routes into your profession
- offering advice on completing application forms, cover letters and CVs
- helping them to prepare for interviews.

Mentoring and Buddying

Many organisations who offer work experience assign participants mentors or buddies who act as a role model and 'first friend' in the organisation. This is a particularly effective way of easing young people's transition into the working world. Mentors and buddies should be good listeners and able to relate to young people.

Shadowing

It may be useful for a participant to shadow different members of staff to gain an insight into the variety of roles within your business. Shadowing should not be the only activity participants undertake during the placement - in order to gain an insight into real work, it is vital that you give participants a chance to get involved in real on-the-job activities.

What the work experience participant gains from the placement

All work experience participants will be volunteers who have demonstrated a genuine interest in gaining work experience with your business. Although they will have little or no work experience or may have limited skills in your sector, they will be motivated and willing to learn. They will use this opportunity to demonstrate what they can already achieve and some of the benefits for them will include the following:

- gaining experience of going into a work environment and learning about the demands and etiquette involved in day-to-day work
- learning new skills or updating current skills to meet the needs of a fast-moving modern workplace
- building overall confidence, motivation and well-being
- populating their CV with what they have learnt and therefore demonstrate their commitment to finding work to potential employers
- a better understanding of the job market so that they can make informed decisions when finding work
- demonstrating a willingness to learn new skills
- moving closer to training, apprenticeships or employment

Frequently asked Questions

Will we have to pay participants?

No. We'll continue to pay participants' benefits and if required also cover the costs of travel and childcare. Hosts are not expected to pay participants and doing so might affect their benefit entitlement.

Do we have to offer a job or guaranteed interview?

No, but you can if you want to! **Work experience** isn't intended to be a recruitment tool - it's about helping people to prepare for work by providing an insight into a real working environment.

Are there any restrictions on who can offer work experience?

No. Employers of all sizes in any sector can offer work experience or work trials so long as they can meet the terms and conditions set out in the agreement with Jobcentre Plus.

We are a large employer with multiple branches. Will we need to sign multiple agreements?

No. You can enter into an agreement on a national basis, covering all your branches.

Can we offer more than one placement?

Yes please. We are happy to work with employers who can offer multiple placements.

Will the people have the right attitude?

All work experience or work trial participants will be volunteers who have demonstrated a genuine interest in gaining experience with your business. Although they may have little or no experience and may have low skills, you can expect them to be motivated and willing to learn.

Why do participants need to visit Jobcentre Plus during their placement?

Since participants will continue to receive their Universal Credit or Jobseekers Allowance (JSA), they will continue to be subject to the relevant benefit conditions. We know that regular contact with Jobcentre Plus advisers is very important to encourage jobseekers to take reasonable action to find work. Maintaining the fortnightly attendance requirement will help keep participants focused on finding work.

What if a well-suited person needs workplace adjustments because of their health or disability?

The Access to Work scheme can fund participants' additional costs.

For more info, please contact:

Sarah Taylor | Employer Adviser | Devon and Cornwall District | Universal Credit Operations | Department for Work and Pensions | Penzance Jobcentre | Branwell House, Clarence Street, Penzance TR18 2NP | 07747 564636 | <http://www.gov.uk/> |

Sarah.c.taylor@dwp.gov.uk

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**PENZANCE
COUNCIL**

WORK EXPERIENCE JOB DESCRIPTION

Responsible to: Corporate Services Manager

Responsible for: N/A

Overall Purpose of the Role:

The purpose of the role is to provide Corporate Services on which the wider organisation relies including administration, reception, community engagement, customer service and information Security/data handling.

Compliance

Health and Safety - Maintain a safe working environment and a safe and inclusive space for visitors.

Fire Safety – weekly fire alarm testing and equipment inspections.

First Aid – manage and monitor first Aid supplies

Data Security – Understand and comply with GDPR legislation and ensure Penzance Council remains compliant.

Reception and Customer Service

Help desk – Provide a Service to members of the public to help them navigate the complexity of public service providers and support them to navigate the route to the service they need.

Reception – Provide a warm welcome for visitors and callers to the Penzance Council Office, manage visitor sign in process, maintain an accessible front office space. Deal with a variety of queries in person, by phone and email with a problem solving and solution focussed approach.

Meeting Room – Manage bookings and visitors to St Piran's Meeting Room including diary management, taking bookings, associated paperwork.

Administration

Financial – Process payments for allotment rent and car park permits, Assist with banking procedures from car parking machines, Penlee house shop takings and oversee secure pickup of finances through our integrated service provider. Handle process for supplying change to the shop

Data – Maintain paper and electronic filing systems ensuring organised use of folders and completing regular data cleansing

Post – Open, sort, scan and distribute incoming post. Ensure outgoing post is taken to sorting office daily.

Email – Provide a timely email service by responding or distributing incoming emails promptly and keeping the shared inbox clear.

Additional Duties

Support all Penzance Council Officers with relevant tasks which have value to the organisation and or useful experience or learning for the post holder.

Actively participate in Continuing Personal Development on an on-going basis to keep professional knowledge up to date.

Attend events and meetings outside of office hours

To undertake any other duties, which are required in support of the work of Penzance Council

Sample to do list

Scanning

Finance till rolls

Invoices

Incoming post

L&A log sheets

New allotment agreements

Data Cleansing

Allotments – waiting list applications, out of date agreements

Car parking permits

Z drive – delete files which are outside of retention policy guidelines

Noticeboards

Creating and putting up the agendas for the noticeboards

Laminating for L&A

Help Desk & Communications

Data entry eg public survey

FAQs – producing an index from what is in the z drive

Answering the phone and inputting into helpdesk log

Stationary Orders

Weekly fire alarm testing and checking first aid stock

Events

Send invitations

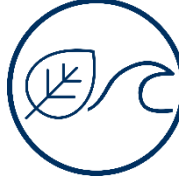
Log RSVPs

Prepare items needed

Book caterers etc

Attend occasional events as part of delivery team (often at evenings or weekends)

FINANCE & GENERAL PURPOSES COMMITTEE – 20 OCTOBER 2025**REPORT FOR DECISION****EXPENDITURE FROM IT REPLACEMENT RESERVE FOR IT UPGRADES**

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

Recommendation:

Expenditure of up to £3,000 from the IT Replacement reserve be approved in order to carry out the necessary upgrade works to the Council's IT network.

Background:

The Council's IT provider had recommended works to upgrade some of the existing network infrastructure to benefit from improved security, performance and supportability.

It will also provide the foundation steps to moving from an on-premises system to cloud based, which is planned for the future.

The current balance of the IT replacement reserve is £24,067; this recommendation will reduce the balance to £21,067.

Cameron Sil
Finance Manager

Paid Transactions List August - September 2025

Supplier	Payment	Net	Vat	Gross	Description
Arts and Culture					
Amazon Business	BACS	£122.49	£24.50	£146.99	Coat storage for Penlee House
Amazon Business	BACS	£92.15	£18.45	£110.60	Materials for learning activities
Amazon Business	BACS	£20.91	£4.17	£25.08	Self-adhesive magnets pk of 50 x 3
Amazon Business	BACS	£12.92	£2.58	£15.50	200 medium duty Bin Bags Clear
Amazon Business	BACS	£10.82	£2.16	£12.98	E27 LED Corn Bulbs
Amazon Business	BACS	£12.95	£0.00	£12.95	Clipper Tea Bags - 440 box
Amazon Business	BACS	£7.08	£1.42	£8.50	6m WHITE CAT6 Network Cable
Amazon Business Total		£279.32	£53.28	£332.60	
Artway Ltd	BACS	£788.95	£157.80	£946.75	Art materials for retail
Artway Ltd	BACS	£440.14	£88.04	£528.18	Art materials for retail
Artway Ltd Total		£1,229.09	£245.84	£1,474.93	
Banner Business Solutions	BACS	£52.48	£10.50	£62.98	Supplies for retail
Banner Business Solutions	BACS	£30.89	£6.18	£37.07	Office supplies
Banner Business Solutions	BACS	£26.94	£0.00	£26.94	1 x 500 g Gold Blend coffee
Banner Business Solutions Total		£110.31	£16.68	£126.99	
Canva Pty Ltd	CC September	£99.99	£0.00	£99.99	Annual Subscription to Canva Pro
Carefree Cornwall	BACS	£2,250.00	£0.00	£2,250.00	Funding for contribution to Carefree staff time for project
Carefree Cornwall	BACS	£1,000.00	£0.00	£1,000.00	Funding for travel for project participants
Carefree Cornwall	BACS	£500.00	£0.00	£500.00	Funding for refreshments for project participants
Carefree Cornwall Total		£3,750.00	£0.00	£3,750.00	
Commotion Limited	CC August	£53.30	£10.65	£63.95	materials for under 5s sessions
Concept Cooling Ltd	BACS	£212.85	£42.57	£255.42	Dishwasher machine repair - 50% Recharge to Tarksum
Concept Cooling Ltd	BACS	£68.75	£13.75	£82.50	Dishwasher machine repair - 50% Recharge to Tarksum
Concept Cooling Ltd Total		£281.60	£56.32	£337.92	
Cornerstone Merchant	DD	£29.95	£5.99	£35.94	Monthly Subscription
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	
Creamore Mill Limited	BACS	£152.60	£30.52	£183.12	Poster hangers for retail detailed below
Crystal Clear Cleaning	BACS	£1,712.02	£342.40	£2,054.42	General cleaning service at Penlee House - August 25
Crystal Clear Cleaning	BACS	£1,653.18	£330.64	£1,983.82	General cleaning service at Penlee House - July 25
Crystal Clear Cleaning Total		£3,365.20	£673.04	£4,038.24	
David Mynne	BACS	£500.00	£0.00	£500.00	Designing of 25-26 Penlee House Gallery Exhibition Brochure
De Lage Landen Leasing	DD	£1,697.61	£339.52	£2,037.13	Quarterly Rental for Laptops, Sept-Nov 25
De Lage Landen Leasing	DD	£166.65	£33.33	£199.98	Rental for Laptops, September 25
De Lage Landen Leasing Total		£1,864.26	£372.85	£2,237.11	
Ecclesiastical	DD	£2,098.79	£0.00	£2,098.79	Penlee House Insurance
Ecclesiastical	DD	£2,098.79	£0.00	£2,098.79	Penlee House Insurance
Ecclesiastical Total		£4,197.58	£0.00	£4,197.58	
Eco-Craft Ltd	BACS	£104.51	£20.90	£125.41	Packaging for retail use as detailed below
Einiona Jane Savage Rowe	BACS	£150.00	£0.00	£150.00	Biddy Piccard Cards: Total 150 cards
Elizabeth Howell	BACS	£1,125.00	£0.00	£1,125.00	4.5days management Going Places community project
Elizabeth Howell	BACS	£600.00	£0.00	£600.00	4xGoing Places sessions with Carefree Cornwall
Elizabeth Howell	BACS	£450.00	£0.00	£450.00	3xGoing Places sessions with Carefree Cornwall

Paid Transactions List August - September 2025

<u>Supplier</u>	<u>Payment</u>	<u>Net</u>	<u>Vat</u>	<u>Gross</u>	<u>Description</u>
<i>Elizabeth Howell Total</i>		<i>£2,175.00</i>	<i>£0.00</i>	<i>£2,175.00</i>	
Falmouth Town Council	BACS	£1,850.00	£370.00	£2,220.00	2024-25 Q4 services of Digital Officer (MC7 funded)
Falmouth Town Council	BACS	£1,850.00	£370.00	£2,220.00	2025-26 Q1 services of Digital Officer (MC7 funded)
Falmouth Town Council	BACS	£1,850.00	£370.00	£2,220.00	2025-26 Q2 services of Digital Officer (MC7 funded)
<i>Falmouth Town Council Total</i>		<i>£5,550.00</i>	<i>£1,110.00</i>	<i>£6,660.00</i>	
Fire Safety Cornwall Ltd	BACS	£210.00	£42.00	£252.00	Fire risk assessment for Coach House
Forward Space Ltd	BACS	£250.00	£50.00	£300.00	venue hire for Going Places workshops
Friends of PZ Jewish Cemetery	BACS	£67.35	£0.00	£67.35	PZ Jewish Cemetery book
G4S Cash Solutions	BACS	£250.20	£50.04	£300.24	Cash Collection - For July 25
G4S Cash Solutions	BACS	£250.20	£50.04	£300.24	Cash Collection - For August 25
<i>G4S Cash Solutions Total</i>		<i>£500.40</i>	<i>£100.08</i>	<i>£600.48</i>	
Golowan Festival CIC	BACS	£4,000.00	£0.00	£4,000.00	Fifth Payment of Main Section of SLA
Hall For Cornwall Trust	BACS	£700.00	£0.00	£700.00	Venue Hire: Get Creative Building 10 sessions
Headland Printers Ltd	BACS	£2,294.00	£0.00	£2,294.00	Printing of 2025-26 Penlee House Gallery Exhibition Brochure
Headland Printers Ltd	BACS	£350.00	£70.00	£420.00	Print of 6 postcard designs for retail.
Headland Printers Ltd	BACS	£158.00	£31.60	£189.60	PZ posters reprint for retail
Headland Printers Ltd	BACS	£98.00	£19.60	£117.60	PZ posters reprint for retail
Headland Printers Ltd	BACS	£89.00	£17.80	£106.80	Reprint of Penzance Pass
<i>Headland Printers Ltd Total</i>		<i>£2,989.00</i>	<i>£139.00</i>	<i>£3,128.00</i>	
Helen Hesselbo	BACS	£450.00	£0.00	£450.00	3xBaby Sensory sessions
Hewlett Packard	Refund	£38.71	£0.00	£38.71	Refund, 6.1 Monthly IT Lease Payment - Penlee House June 25
ITEC Connect Ltd	BACS	£328.78	£65.76	£394.54	Photoshop x two licences for Penlee House.
ITEC Connect Ltd	BACS	£111.00	£22.20	£133.20	Penlee House Services - July
ITEC Connect Ltd	BACS	£111.00	£22.20	£133.20	Penlee House Services - August
ITEC Connect Ltd	BACS	£111.00	£22.20	£133.20	Penlee House Services - September
<i>ITEC Connect Ltd Total</i>		<i>£661.78</i>	<i>£132.36</i>	<i>£794.14</i>	
James Kitto	BACS	£150.00	£0.00	£150.00	guided tour of local prehistoric sites for Festival of Archaeology
JDS Properties	BACS	£390.16	£78.03	£468.19	Supply and fit a new Thermostatic basin Mixer.
JDS Properties	BACS	£134.74	£26.95	£161.69	Repair of ladies toilet flush and repair of leaking urinal
JDS Properties	BACS	£72.50	£14.50	£87.00	repair of ladies toilet flush
<i>JDS Properties Total</i>		<i>£597.40</i>	<i>£119.48</i>	<i>£716.88</i>	
Jewell Construction	BACS	£61,930.80	£12,386.16	£74,316.96	Refurbishment to form new café, Works confirm by "Valuation 3 - Certificate for Payment" provided by MJ Associates
Jewell Construction	BACS	£56,176.08	£11,235.22	£67,411.30	Refurbishment to form new café, Works confirm by "Valuation 4 - Certificate for Payment" provided by MJ Associates
<i>Jewell Construction Total</i>		<i>£118,106.88</i>	<i>£23,621.38</i>	<i>£141,728.26</i>	
Jo Lumber	BACS	£450.00	£0.00	£450.00	3 x Welcome to the Museum sessions (Brambles St Just)
Jo Lumber	BACS	£300.00	£0.00	£300.00	2 x Welcome to the Museum sessions (St Mary's CE)
<i>Jo Lumber Total</i>		<i>£750.00</i>	<i>£0.00</i>	<i>£750.00</i>	
Kathryn Navratil	BACS	£150.00	£0.00	£150.00	1 x Baby Sensory sessions @ £150 per session (Aug)
Keith Pearce	BACS	£17.50	£0.00	£17.50	Lemon Hart of Penzance books
Kernow Confectionery	BACS	£378.00	£75.60	£453.60	Chocolate order for retail
Kingfisher Media Ltd	BACS	£185.00	£37.00	£222.00	advert 'Welcome to Cornwall' guide 2025. Digital representation + a digital pin on the map.
Later.com	CC September	£192.26	£0.00	£192.26	Annual subscription for Penlee House, social media scheduling software
Liam Cottrell	BACS	£500.00	£0.00	£500.00	Biennial Legionella Risk Assessment Review & Water Schematic
Liam Cottrell	BACS	£350.00	£0.00	£350.00	open air theatre and toilets
<i>Liam Cottrell Total</i>		<i>£850.00</i>	<i>£0.00</i>	<i>£850.00</i>	

Paid Transactions List August - September 2025

<u>Supplier</u>	<u>Payment</u>	<u>Net</u>	<u>Vat</u>	<u>Gross</u>	<u>Description</u>
Linda Margaret Camidge	BACS	£36.00	£0.00	£36.00	3 x Histories of Penzance book
MacWhirter Western Ltd	BACS	£3,072.00	£614.40	£3,686.40	Repair of Chilled Water System
MacWhirter Western Ltd	BACS	£688.00	£137.60	£825.60	Callout for SSE to undertake checks to ascertain why heat not being called for
MacWhirter Western Ltd	BACS	£350.00	£70.00	£420.00	Replacement MK6816 isolator for AHU 1
MacWhirter Western Ltd	BACS	£177.24	£35.45	£212.69	Call out to AHU Chiller 1 fault
<i>MacWhirter Western Ltd Total</i>		<i>£4,287.24</i>	<i>£857.45</i>	<i>£5,144.69</i>	
Matthew Johnson	BACS	£900.00	£0.00	£900.00	Greeting cards and calendars for retail as detailed below
Matthew Johnson	BACS	£700.00	£0.00	£700.00	Penlee House Illustration - Merchandise commission for retail
<i>Matthew Johnson Total</i>		<i>£1,600.00</i>	<i>£0.00</i>	<i>£1,600.00</i>	
Melanie Young	BACS	£550.00	£0.00	£550.00	1 day x Arts and Health course prep, 2 x Arts and Health sessions
National Grid	BACS	£14,766.58	£2,953.32	£17,719.90	Installation of a 3 phase electrical supply to the Coach House.
Officer Payment	BACS	£97.38	£4.25	£101.63	Work Expenses, Travel and Materials
Officer Payment	BACS	£31.10	£0.00	£31.10	Work Expenses and Travel
<i>Officer Payment Total</i>		<i>£128.48</i>	<i>£4.25</i>	<i>£132.73</i>	
Origin Coffee (Holdings) Ltd	BACS	£207.83	£41.57	£249.40	Coffee machine repair - 50% Recharge to Tarksum
Orwell Press Art Publishing	BACS	£415.80	£83.16	£498.96	Greeting Cards for Retail
Paymentsense Limited TA Dojo	DD	£233.28	£15.62	£248.90	Dojo terminal charges 21st July- 20th August 25
Peter Fox	BACS	£45.00	£0.00	£45.00	Contemporary Art books for retail
Petty Cash - Penlee House	Petty Cash	£36.89	£1.17	£38.06	July Petty Cash
Petty Cash - Penlee House	Petty Cash	£18.59	£1.44	£20.03	August Petty Cash
<i>Petty Cash - Penlee House Total</i>		<i>£55.48</i>	<i>£2.61</i>	<i>£58.09</i>	
Print.Work T/A Project 53	BACS	£61.28	£12.26	£73.54	Penlee Magpies' Matt Johnson Greeting Cards for retail
Rex International Limited	BACS	£656.07	£131.21	£787.28	Rex gift items for retail detailed below
Ryman Limited	BACS	£72.22	£14.44	£86.66	Storage for art materials
Sally Corbet	BACS	£180.00	£0.00	£180.00	Notelets for retail as detailed below
Seedball Ltd	BACS	£435.20	£63.52	£498.72	Garden items for retail
South West Water	BACS	£3,099.81	£0.00	£3,099.81	Penlee House Water usage
South West Water	BACS	£56.55	£0.00	£56.55	The Coach House Water
<i>South West Water Total</i>		<i>£3,156.36</i>	<i>£0.00</i>	<i>£3,156.36</i>	
Specialist Crafts Ltd	BACS	£103.93	£20.79	£124.72	Materials for schools and learning activities
Specialist Crafts Ltd	BACS	£70.97	£14.19	£85.16	Materials for learning activities
Specialist Crafts Ltd	BACS	£61.56	£12.31	£73.87	Materials for learning activities
<i>Specialist Crafts Ltd Total</i>		<i>£236.46</i>	<i>£47.29</i>	<i>£283.75</i>	
Star Editions	BACS	£556.80	£111.36	£668.16	Magnets for Retail detailed below
Stripe Payments UK Ltd	Transaction Charge	£0.28	£0.00	£0.28	PSP Fee
Tarksum Limited	BACS	£397.85	£79.57	£477.42	Volunteers' Refreshments for July 2025
Tarksum Limited	BACS	£377.20	£75.44	£452.64	Volunteers' Refreshments for August 2025
<i>Tarksum Limited Total</i>		<i>£775.05</i>	<i>£155.01</i>	<i>£930.06</i>	
TClarke PLC	BACS	£167.00	£33.40	£200.40	Multiple site visits due to alarm panel and contact point issues at Penlee house
TClarke PLC	BACS	£162.00	£32.40	£194.40	Replace door contact magnet, labour and materials
<i>TClarke PLC Total</i>		<i>£329.00</i>	<i>£65.80</i>	<i>£394.80</i>	
The Edge of The World Bookshop	BACS	£54.19	£0.00	£54.19	Books for Going Places project - discount applied
The Gardeners' House	BACS	£3,375.00	£0.00	£3,375.00	Rental of the Lab space on Wednesdays and Fridays from 9.00am to 3.30pm, 15 weeks
The Rocket Science Group	CC August	£20.06	£0.00	£20.06	sending out marketing newsletters and correspondence
The Rocket Science Group	CC September	£19.84	£0.00	£19.84	sending out marketing newsletters and correspondence

Paid Transactions List August - September 2025

<u>Supplier</u>	<u>Payment</u>	<u>Net</u>	<u>Vat</u>	<u>Gross</u>	<u>Description</u>
<i>The Rocket Science Group Total</i>		<i>£39.90</i>	<i>£0.00</i>	<i>£39.90</i>	
Tiahna Williams	BACS	£142.50	£0.00	£142.50	Greetings cards for retail
Tiahna Williams	BACS	£75.00	£0.00	£75.00	Greetings cards for retail
<i>Tiahna Williams Total</i>		<i>£217.50</i>	<i>£0.00</i>	<i>£217.50</i>	
TotalEnergies	DD	£5,226.50	£1,045.30	£6,271.80	3005066372 - Penlee House Electricity - August 2025
TotalEnergies	DD	£4,063.85	£812.78	£4,876.63	3005066372 - Penlee House Electricity - July 2025
TotalEnergies	DD	£1,102.66	£220.54	£1,323.20	3004281203 - Penlee House Gas
TotalEnergies	DD	£950.05	£190.01	£1,140.06	3004281203 - Penlee House Gas
TotalEnergies	DD	£211.24	£10.56	£221.80	3003913440 - Coach House Electric - May- July 25
<i>TotalEnergies Total</i>		<i>£11,554.30</i>	<i>£2,279.19</i>	<i>£13,833.49</i>	
uCheck Limited	BACS	£78.50	£15.70	£94.20	10x DBS checks for education volunteers to enable outreach work to school
Visit England	BACS	£449.70	£89.94	£539.64	2025-26 Annual Accreditation Membership renewal
Westcountry Books	BACS	£195.50	£0.00	£195.50	Books for retail as detailed below
Westcountry Books	BACS	£194.96	£0.00	£194.96	Books for retail detailed below
Westcountry Books	BACS	£149.91	£0.00	£149.91	Books For retail detailed below
Westcountry Books	BACS	£43.76	£0.00	£43.76	Books for retail as detailed below
<i>Westcountry Books Total</i>		<i>£584.13</i>	<i>£0.00</i>	<i>£584.13</i>	
Worknest Limited	BACS	£702.00	£140.40	£842.40	Part Pay on works completed, Job evaluations
Xerox Finance Ltd	DD	£583.99	£116.80	£700.79	Quarterly printer lease
Yorkshire Purchasing Org	BACS	£74.33	£14.87	£89.20	Materials for learning activities
Yorkshire Purchasing Org	BACS	£53.26	£10.65	£63.91	Materials and boxes for storage
Yorkshire Purchasing Org	BACS	£38.48	£7.70	£46.18	Materials for learning activities
<i>Yorkshire Purchasing Org Total</i>		<i>£166.07</i>	<i>£33.22</i>	<i>£199.29</i>	
Arts and Culture Total		£201,809.26	£34,147.09	£235,956.35	

Paid Transactions List August - September 2025

Supplier	Payment	Net	Vat	Gross	Description
Finance and General Purposes					
Access UK Ltd	BACS	£160.00	£32.00	£192.00	July Payroll Processing
Access UK Ltd	BACS	£160.00	£32.00	£192.00	August Payroll Processing
Access UK Ltd Total		£320.00	£64.00	£384.00	
Amazon Business	BACS	£80.74	£16.14	£96.88	Office supplies/equipment for relocation
Amazon Business	BACS	£66.59	£13.31	£79.90	Calendar for 2026
Amazon Business	BACS	£29.64	£5.93	£35.57	Supplies for temporary office container
Amazon Business	BACS	£20.49	£4.10	£24.59	Retractable wall mounted belt barrier for cabin reception
Amazon Business	Refund	-£61.67	£0.00	-£61.67	Refund, Office Bike safety equipment
Amazon Business Total		£135.79	£39.48	£175.27	
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	£47.89	£9.58	£57.47	Office Supplies for Penlee Centre
Banner Business Solutions	BACS	£39.72	£7.94	£47.66	Stationery for Penlee Centre
Banner Business Solutions	BACS	£34.79	£0.35	£35.14	Office Supplies for Penlee Centre
Banner Business Solutions Total		£122.40	£17.87	£140.27	
BDO LLP	BACS	£2,940.00	£588.00	£3,528.00	External Audit Fees ye 31.03.25
British Gas	DD	£296.90	£59.38	£356.28	602920290 - Penlee Centre Electric - July 2025
British Gas	DD	£256.76	£12.83	£269.59	602920290 - Penlee Centre Electric - August 2025
British Gas Total		£553.66	£72.21	£625.87	
Chubb Fire & Security Ltd	BACS	£287.46	£57.49	£344.95	Call out, power cut to fire panel, reset and repair.
Chubb Fire & Security Ltd	BACS	£216.18	£43.24	£259.42	Emergency Lighting System Service Agreement
Chubb Fire & Security Ltd	BACS	£190.00	£38.00	£228.00	Fire call point removal, disconnection of sensors
Chubb Fire & Security Ltd	BACS	£104.58	£20.92	£125.50	Disconnected CCTV camera from old reception area
Chubb Fire & Security Ltd Total		£798.22	£159.65	£957.87	
Cornwall ALC Limited	BACS	£461.25	£92.25	£553.50	Councillor Skills Training
Cornwall ALC Limited	BACS	£461.25	£92.25	£553.50	Code of Conduct Training
Cornwall ALC Limited	BACS	£175.00	£35.00	£210.00	Finance for Councillors training
Cornwall ALC Limited	BACS	£112.50	£22.50	£135.00	Chairing Skills/Chairmanship Training.
Cornwall ALC Limited	BACS	£35.00	£7.00	£42.00	Finance for Councillors training
Cornwall ALC Limited	BACS	£35.00	£7.00	£42.00	Chairing Council/Public Meetings Training
Cornwall ALC Limited Total		£1,280.00	£256.00	£1,536.00	
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	BACS	£195.00	£39.00	£234.00	E-Learning accounts
Cornwall Council	BACS	£144.24	£0.00	£144.24	St Johns Hall Room Hires April-June 2025
Cornwall Council Total		£1,227.24	£39.00	£1,266.24	
Duchy Cleaners	BACS	£334.34	£66.87	£401.21	Penlee Centre Cleaning Contract - August 2025
Duchy Cleaners	BACS	£311.84	£62.37	£374.21	Penlee Centre Cleaning Contract - July 2025
Duchy Cleaners Total		£646.18	£129.24	£775.42	
Edge IT Systems Ltd	BACS	£126.50	£25.30	£151.80	Additional user account for AdvantEdge (pro-rata)
First Aid South West	BACS	£300.00	£60.00	£360.00	Refresher first aid course 2nd October for 6 people
Friends of PZ Burial Ground	BACS	£2,327.24	£0.00	£2,327.24	Grant awarded by F&GP committee, 07.07.25
Good Old Furniture Available	BACS	£50.00	£0.00	£50.00	Donation, collection and delivery of donated painting.

Paid Transactions List August - September 2025

<u>Supplier</u>	<u>Payment</u>	<u>Net</u>	<u>Vat</u>	<u>Gross</u>	<u>Description</u>
Group For Education In Museums	BACS	£130.00	£0.00	£130.00	Attendance by Officer, Fundraising for Museum Learning training.
Health Assured	BACS	£845.56	£169.11	£1,014.67	12 months employee assistance provision
Hewlett Packard	BACS	£265.90	£53.18	£319.08	7 Monthly IT Lease Payment - Laptop Buyout
Hewlett Packard	DD	£204.86	£0.00	£204.86	7 - Monthly IT Lease Payment (Councillor Laptops) - August 25
Hewlett Packard	DD	£204.86	£0.00	£204.86	7 - Monthly IT Lease Payment (Councillor Laptops) - September 25
Hewlett Packard	Refund	-£12.81	£0.00	-£12.81	Refund, Laptop buyout correction
Hewlett Packard	Refund	-£25.60	£0.00	-£25.60	Refund, Laptop buyout correction
Hewlett Packard	Refund	-£90.45	£0.00	-£90.45	Refund, 8.3 IT Lease for equipment June
<i>Hewlett Packard Total</i>		£546.76	£53.18	£599.94	
High Speed Training	BACS	£62.00	£12.40	£74.40	Training for Officer
IdEA	BACS	£234.00	£46.80	£280.80	Employer link subscription from LGA
ITEC Connect Ltd	BACS	£1,840.71	£368.14	£2,208.85	Penlee Centre Services - June
ITEC Connect Ltd	BACS	£1,840.64	£368.13	£2,208.77	Penlee Centre Services - July
ITEC Connect Ltd	BACS	£1,818.88	£363.78	£2,182.66	Penlee Centre Services - September
ITEC Connect Ltd	BACS	£1,806.87	£361.37	£2,168.24	Penlee Centre Services - August
ITEC Connect Ltd	BACS	£596.96	£119.39	£716.35	Office supplies/equipment for relocation,
ITEC Connect Ltd	BACS	£94.62	£18.92	£113.54	Monthly photocopier use
ITEC Connect Ltd	BACS	£82.10	£16.42	£98.52	Monthly photocopier use
ITEC Connect Ltd	BACS	£73.46	£14.69	£88.15	Monthly photocopier use
<i>ITEC Connect Ltd Total</i>		£8,154.24	£1,630.84	£9,785.08	
Liam Cottrell	BACS	£500.00	£0.00	£500.00	Penlee centre legionella risk assessments and water schematic diagram
Montol Festival CIC	BACS	£7,500.00	£0.00	£7,500.00	Grant Award agreed by Full Council 15.09.25
NALC	BACS	£35.00	£7.00	£42.00	Beyond the Precept: Exploring alternative income sources - Training for Town Clerk
NALC	BACS	£35.00	£7.00	£42.00	Beyond the Precept: Exploring alternative income sources - Training for Councillor
<i>NALC Total</i>		£70.00	£14.00	£84.00	
Nanc Provisions CIC	BACS	£2,298.15	£0.00	£2,298.15	Grant Award agreed by F&GP committee 07.07.25
National Grid	BACS	£3,272.51	£654.50	£3,927.01	Electrical works to re configure electrical supply in the Penlee Centre due to relocation of reception.
Officer Payment	BACS	£134.95	£0.00	£134.95	Work Expenses
Officer Payment	BACS	£69.39	£0.00	£69.39	Work Expenses, Travel
<i>Officer Payment Total</i>		£204.34	£0.00	£204.34	
Pengarth Day Centre	BACS	£12,100.00	£0.00	£12,100.00	1/2 of 2025/26 SLA (April to September 2025)
Penzance Community Flora	BACS	£3,168.00	£0.00	£3,168.00	Grant awarded by F&GP committee, 01.09.25
Petty Cash - Penlee Centre	Petty Cash	£19.04	£1.45	£20.49	July Petty Cash
Petty Cash - Penlee Centre	Petty Cash	£0.00	£0.00	£0.00	August Petty Cash
<i>Petty Cash - Penlee Centre Total</i>		£19.04	£1.45	£20.49	
Pitney Bowes Ltd	BACS	£17.06	£3.41	£20.47	Service contract for franking machine
Premier Electrical Cornwall	BACS	£1,340.35	£268.07	£1,608.42	Associated electrical works to remove installations in the Penlee Centre Office to support coach house project
PZN Youth CIC	BACS	£10,000.00	£0.00	£10,000.00	24/25 Second payment SLA
Reach Publishing Services	BACS	£524.85	£104.97	£629.82	advert, The Cornishman (24/07/25) and online, Neighbourhood Plan referendum.
Reach Publishing Services	BACS	£108.95	£21.79	£130.74	advert, The Cornishman (24/07/25) and online, Neighbourhood Plan referendum.
<i>Reach Publishing Services Total</i>		£633.80	£126.76	£760.56	
South West Water	BACS	£235.20	£0.00	£235.20	Penlee Centre Water
St Ives Council	BACS	£7,478.18	£1,483.38	£8,961.56	Recharge for CCTV costs - April to June 2025
St Ives Council	BACS	£1,268.83	£253.76	£1,522.59	Recharge for CCTV costs - March 2025
<i>St Ives Council Total</i>		£8,747.01	£1,737.14	£10,484.15	

Paid Transactions List August - September 2025

<u>Supplier</u>	<u>Payment</u>	<u>Net</u>	<u>Vat</u>	<u>Gross</u>	<u>Description</u>
Suez Recycling and Recovery	BACS	£18.48	£3.70	£22.18	120L Confidential bin - July
Suez Recycling and Recovery	BACS	£18.48	£3.70	£22.18	120L Confidential bin - August
<i>Suez Recycling and Recovery Total</i>		£36.96	£7.40	£44.36	
Sustainable Penzance CIC	BACS	£5,000.00	£0.00	£5,000.00	SLA 25/26 2nd Payment
Trade UK Account	BACS	-£95.82	-£19.17	-£114.99	Refund, 1 x door guard
Unity Trust Bank Plc	DD	£42.84	£0.00	£42.84	Bank Charges July
Unity Trust Bank Plc	DD	£34.71	£0.00	£34.71	Bank Charges August
Unity Trust Bank Plc	DD	£26.17	£0.00	£26.17	Bullion Charge July 25
Unity Trust Bank Plc	DD	£23.25	£0.00	£23.25	Bullion Charge August 25
Unity Trust Bank Plc	DD	£20.90	£0.00	£20.90	Bacs Charges July
Unity Trust Bank Plc	DD	£20.90	£0.00	£20.90	Bacs Charges August
<i>Unity Trust Bank Plc Total</i>		£168.77	£0.00	£168.77	
Worksmarter Ltd	CC August	£35.00	£7.00	£42.00	Time Tracking
Worksmarter Ltd	CC September	£35.00	£7.00	£42.00	Time Tracking
<i>Worksmarter Ltd Total</i>		£70.00	£14.00	£84.00	
Finance and General Purposes Total		£81,514.18	£6,170.64	£87,684.82	

Paid Transactions List August - September 2025

<u>Supplier</u>	<u>Payment</u>	<u>Net</u>	<u>Vat</u>	<u>Gross</u>	<u>Description</u>
Leisure and Amenities					
All Points West Embroidery	BACS	£279.50	£55.90	£335.40	PPE, clothing
Amazon Business	BACS	£112.23	£22.45	£134.68	PPE, equipment
Asda Stores Ltd	CC August	£36.89	£7.38	£44.27	Fuel
Asda Stores Ltd	CC August	£29.66	£5.93	£35.59	Fuel
Asda Stores Ltd	CC September	£20.68	£4.14	£24.82	Fuel
Asda Stores Ltd Total		£87.23	£17.45	£104.68	
Austen Group	BACS	£150.25	£30.05	£180.30	Sacks for waste bins
BemroseBooth Paragon	BACS	£606.60	£121.32	£727.92	metric aura tickets for car park machines
Biffa Waste Services	DD	£428.00	£85.60	£513.60	General, Recycling and Food Waste Collection - July 25
Biffa Waste Services	DD	£268.00	£53.60	£321.60	General, Recycling and Food Waste Collection - August 25
Biffa Waste Services Total		£696.00	£139.20	£835.20	
Bolt World Fasteners	CC August	£26.65	£5.33	£31.98	M8 Tri-Head Key Wrench x3 including delivery
Bradfords Building Supplies	BACS	£289.64	£57.93	£347.57	Postcrete, Plywood, Tarmac, Treated Rail, Timber.
Bradfords Building Supplies	BACS	£48.01	£9.60	£57.61	fence posts, foot plates, post crete
Bradfords Building Supplies	BACS	£8.67	£1.73	£10.40	Fence Posts, Bolt down shoe, Concrete screw, Fixing Band
Bradfords Building Supplies Total		£346.32	£69.26	£415.58	
British Gas	DD	£41.45	£2.07	£43.52	602934213 - Wherrytown Toilets Electric August
British Gas	DD	£34.96	£1.74	£36.70	602934213 - Wherrytown Toilets Electric July
British Gas	DD	£27.96	£1.39	£29.35	603529939 - Alexandra Road - August 25
British Gas	DD	£26.92	£1.34	£28.26	603529939 - Alexandra Road - July 25
British Gas Total		£131.29	£6.54	£137.83	
Car Hire Ltd	BACS	£695.90	£139.18	£835.08	August rental for 2x E Berlingo M
Car Hire Ltd	BACS	£695.90	£139.18	£835.08	September rental for 2x E Berlingo M
Car Hire Ltd Total		£1,391.80	£278.36	£1,670.16	
Castle Water	DD	£83.79	£0.00	£83.79	Water Supply for Gardeners Hut
Castle Water	DD	£29.41	£0.00	£29.41	Water Supply for Gardeners Hut
Castle Water Total		£113.20	£0.00	£113.20	
Commercial Washrooms	BACS	£415.00	£83.00	£498.00	parts for public toilets
Cormac Solutions Ltd	BACS	£1,328.64	£265.73	£1,594.37	Grass Cutting Contract Princess May Rec - July
Cormac Solutions Ltd	BACS	£1,328.64	£265.73	£1,594.37	Grass Cutting Contract Princess May Rec - August
Cormac Solutions Ltd Total		£2,657.28	£531.46	£3,188.74	
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	£492.75	£0.00	£492.75	Wellfields Car Park Enforcement SLA - July 2025
Cornwall Council	BACS	£467.25	£0.00	£467.25	Wellfields Car Park Enforcement SLA - August 2025
Cornwall Council	BACS	£22.50	£0.00	£22.50	Skateboard Park, Wherrytown rent June/July/August 25
Cornwall Council Total		£4,524.50	£0.00	£4,524.50	
Crystal Clear Cleaning	BACS	£7,033.33	£1,406.67	£8,440.00	General Cleaning Services to Public Toilets - August
Crystal Clear Cleaning	BACS	£7,033.33	£1,406.67	£8,440.00	General Cleaning Services to Public Toilets - September
Crystal Clear Cleaning	BACS	£1,520.83	£304.17	£1,825.00	Daily toilet cleaning - Newlyn July 25
Crystal Clear Cleaning	BACS	£1,520.83	£304.17	£1,825.00	Daily toilet cleaning - Newlyn August 25
Crystal Clear Cleaning	BACS	£429.83	£85.97	£515.80	Supply of Sharps & Sanitary Services - July 25
Crystal Clear Cleaning	BACS	£429.83	£85.97	£515.80	Supply of Sharps & Sanitary Services - August 25
Crystal Clear Cleaning	BACS	£374.00	£74.80	£448.80	Cleaning of the statues and monuments

Paid Transactions List August - September 2025

<u>Supplier</u>	<u>Payment</u>	<u>Net</u>	<u>Vat</u>	<u>Gross</u>	<u>Description</u>
Crystal Clear Cleaning	BACS	£322.82	£64.56	£387.38	pressure wash floor and surrounding at Foxes lane playpark
Crystal Clear Cleaning	BACS	£151.67	£30.33	£182.00	Cleaning of Wherrytown Water Fountain July
Crystal Clear Cleaning	BACS	£151.67	£30.33	£182.00	Cleaning of Wherrytown Water Fountain August
Crystal Clear Cleaning	BACS	£38.00	£7.60	£45.60	Cleaning of newlyn monument
<i>Crystal Clear Cleaning Total</i>		<i>£19,006.14</i>	<i>£3,801.24</i>	<i>£22,807.38</i>	
Downs Farm Ltd	BACS	£86.86	£17.37	£104.23	July Waste Collections
Downs Farm Ltd	BACS	£67.41	£13.49	£80.90	August Waste Collections
<i>Downs Farm Ltd Total</i>		<i>£154.27</i>	<i>£30.86</i>	<i>£185.13</i>	
EE Limited	DD	£244.94	£47.63	£292.57	Mobile phone contract
EE Limited	DD	£238.82	£47.76	£286.58	Mobile phone contract
<i>EE Limited Total</i>		<i>£483.76</i>	<i>£95.39</i>	<i>£579.15</i>	
Fenland Leisure Products	BACS	£285.17	£57.03	£342.20	parts for princess May
Fenland Leisure Products	BACS	£252.57	£50.51	£303.08	parts for Penlee park playground handles for springer/shackles
Fenland Leisure Products	BACS	£226.50	£45.30	£271.80	springer replacement spring and base plate
<i>Fenland Leisure Products Total</i>		<i>£764.24</i>	<i>£152.84</i>	<i>£917.08</i>	
GSD Security Limited	BACS	£464.20	£92.84	£557.04	Park Security - August 2025
GSD Security Limited	BACS	£411.45	£82.29	£493.74	Park Security - July 2025
<i>GSD Security Limited Total</i>		<i>£875.65</i>	<i>£175.13</i>	<i>£1,050.78</i>	
Henton & Chattell Ltd	BACS	£371.22	£74.24	£445.46	Weeding Equipment
J Parker Dutch Bulbs	CC August	£44.02	£8.81	£52.83	Winter and spring bedding
Jati Limited	BACS	£500.00	£100.00	£600.00	Order for a plaque, bench and delivery
JDS Properties	BACS	£309.66	£61.93	£371.59	supply and fit under sink 10 litre water heater at princess may
Kennall Consulting Ltd	BACS	£1,820.00	£364.00	£2,184.00	Procurement Support
Liam Cottrell	BACS	£1,750.00	£0.00	£1,750.00	site specific legionnaires risk assessments and water schematics
Liam Cottrell	BACS	£500.00	£0.00	£500.00	water schematic and legionnaires risk assessment for the football club
Liam Cottrell	BACS	£350.00	£0.00	£350.00	Penlee lodge water schematic and legionnaire risk assessment
Liam Cottrell	BACS	£350.00	£0.00	£350.00	Penalverne toilets legionnaire risk assessment and water schematic
Liam Cottrell	BACS	£350.00	£0.00	£350.00	Tourist Information Centre Legionnaires risk assessment and water schematic
<i>Liam Cottrell Total</i>		<i>£3,300.00</i>	<i>£0.00</i>	<i>£3,300.00</i>	
M&M Plumbing	BACS	£233.10	£46.62	£279.72	To refix associated plumbing works and piping of the Penzance dolphin water fountain at wherrytown toilets.
Mark Nankervis	BACS	£6,300.00	£1,260.00	£7,560.00	To undertake a QTRA tree risk assessment
Matthews Johns Associates	BACS	£550.00	£110.00	£660.00	Yearly flat roof survey on the Football club roof and the grand stand roof
Metro Rod Limited	BACS	£65.00	£13.00	£78.00	flush through urinal at the tourist information centre bus station toilets
Metro Rod Limited	BACS	£65.00	£13.00	£78.00	1 X unblock of wherrytown urinal drain and pipe. Location Wheerytown Toilets at Penzance skate park
<i>Metro Rod Limited Total</i>		<i>£130.00</i>	<i>£26.00</i>	<i>£156.00</i>	
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
<i>Mitsubishi HC Capital Total</i>		<i>£1,881.86</i>	<i>£376.38</i>	<i>£2,258.24</i>	
Monty's Machinery LTD	BACS	£216.59	£43.32	£259.91	Repair - Iseki SXG326
Monty's Machinery LTD	BACS	£212.07	£0.00	£212.07	Westermann drive belt replacement and supply of locking pins, including delivery and fitting
Monty's Machinery LTD	BACS	£110.00	£0.00	£110.00	Iseki fuel line issue, Price includes travel, labour and parts
Monty's Machinery LTD	BACS	£90.00	£0.00	£90.00	Additional works to the Westermann removal and replacement of worn belt
<i>Monty's Machinery LTD Total</i>		<i>£628.66</i>	<i>£43.32</i>	<i>£671.98</i>	
Newlyn Art Gallery	BACS	£600.00	£0.00	£600.00	Q2 Community Toilet Scheme
Nimaja Ltd	BACS	£330.00	£0.00	£330.00	Q1 Community Toilet Scheme

Paid Transactions List August - September 2025

<u>Supplier</u>	<u>Payment</u>	<u>Net</u>	<u>Vat</u>	<u>Gross</u>	<u>Description</u>
Nimaja Ltd	BACS	£330.00	£0.00	£330.00	Q2 Community Toilet Scheme
<i>Nimaja Ltd Total</i>		£660.00	£0.00	£660.00	
Penwith Respite Care	BACS	£330.00	£0.00	£330.00	Q2 Community Toilet Scheme
Relyon Guarding & Security	BACS	£928.00	£185.60	£1,113.60	Security Services Provided During August 2025
Relyon Guarding & Security	BACS	£870.00	£174.00	£1,044.00	Security Services Provided During July 2025
<i>Relyon Guarding & Security Total</i>		£1,798.00	£359.60	£2,157.60	
RGB Builders	BACS	£451.88	£90.38	£542.26	Heras fencing 12 x 3.5m x 2m This includes feet and clips for the 12 sections
Schoolscapes UK Ltd	BACS	£4,906.75	£981.35	£5,888.10	deposit, remove existing equipment, install new
Schoolscapes UK Ltd	BACS	£4,906.75	£981.35	£5,888.10	Second payment, remove existing equipment, install new
<i>Schoolscapes UK Ltd Total</i>		£9,813.50	£1,962.70	£11,776.20	
Soloman Rama Evans	BACS	£1,875.00	£375.00	£2,250.00	To fit replacement polytunnel cover
South West Water	BACS	£2,088.84	£0.00	£2,088.84	South Pier Toilet Water and Sewage
South West Water	BACS	£1,057.91	£0.00	£1,057.91	Water Services for Public Toilets at Tourist Info Centre.
South West Water	BACS	£961.41	£0.00	£961.41	Water Services for Public Toilets at Tourist Info Centre.
South West Water	BACS	£508.82	£0.00	£508.82	Wherrytown Toilets Water
South West Water	BACS	£439.17	£0.00	£439.17	Trannack Allotments Water
South West Water	BACS	£277.61	£0.00	£277.61	Penlee Park Greenhouse Water
South West Water	BACS	£200.95	£0.00	£200.95	Crankan Allotments Water
South West Water	BACS	£149.88	£0.00	£149.88	Penalverne Toilets Water
South West Water	BACS	£110.13	£22.03	£132.16	Alexandra Gardens Water
South West Water	BACS	£107.94	£21.59	£129.53	Alexandra Gardens Water
<i>South West Water Total</i>		£5,902.66	£43.62	£5,946.28	
Squareup UK Ltd	Transaction Charge	£29.62	£0.00	£29.62	PSP Fee
Stephen Ashurst	BACS	£250.00	£0.00	£250.00	Plot 31 Lescudjake to remove waste from previous tenant
Stripe Payments UK Ltd	Transaction Charge	£20.59	£0.00	£20.59	PSP Fee
The Dolphin Tavern	BACS	£432.00	£0.00	£432.00	Q2 Community Toilet Scheme
TotalEnergies	DD	£287.59	£14.38	£301.97	3006731684 - Princess May Toilets : May- July 25
TotalEnergies	DD	£166.61	£8.33	£174.94	3004027840 - Gardeners Hut Electric - May-July 25
TotalEnergies	DD	£117.33	£5.87	£123.20	3006731673 - South Pier Toilets Electric: May-July 25
TotalEnergies	DD	£107.82	£5.39	£113.21	3006731695 - Penalverne Toilets Electric: May-July 25
<i>TotalEnergies Total</i>		£679.35	£33.97	£713.32	
Trade UK Account	BACS	£370.58	£74.11	£444.69	10 x litter pickers @ £22.49
Trade UK Account	BACS	£96.97	£19.40	£116.37	maintenance and health and safety supplys
Trade UK Account	BACS	£84.25	£16.88	£101.13	1x stainless steal self tapping screws
Trade UK Account	BACS	£42.65	£8.53	£51.18	PPE and parts for Penlee park.
Trade UK Account	BACS	£37.56	£7.51	£45.07	parts for the cycle hub
Trade UK Account	BACS	£44.99	£0.00	£44.99	1 Pair of size 10 boots PPE
Trade UK Account	BACS	£33.98	£6.80	£40.78	2 x thomas dudley side entry adjustable
Trade UK Account	BACS	£33.03	£6.61	£39.64	suki threaded m6 socket
Trade UK Account	BACS	£30.68	£6.14	£36.82	maintenance parts for various sites.
Trade UK Account	BACS	£18.14	£3.64	£21.78	door handle and parts for tic door
<i>Trade UK Account Total</i>		£792.83	£149.62	£942.45	
UK Health Security Agency	BACS	£231.00	£46.20	£277.20	radon meters for all sites
Victorian Moon Ltd (Subway)	BACS	£390.00	£78.00	£468.00	Q1 Community Toilet Scheme
Waves Café Bar	BACS	£297.00	£0.00	£297.00	Q2 Community Toilet Scheme

Paid Transactions List August - September 2025

<u>Supplier</u>	<u>Payment</u>	<u>Net</u>	<u>Vat</u>	<u>Gross</u>	<u>Description</u>
Wicksteed Leisure	BACS	£1,861.68	£372.34	£2,234.02	to fully refurbish wicksteead swing
Leisure and Amenities Total		£75,305.54	£11,598.51	£86,904.05	
Employee Payroll					
HM Revenue & Customs	BACS	£19,744.27	£0.00	£19,744.27	HMRC Liability, Payroll July 2025
Cornwall Pension Fund	BACS	£19,653.53	£0.00	£19,653.53	Pension Contributions, Payroll July 2025
Employee Payroll	BACS	£58,768.94	£0.00	£58,768.94	Net Pay August 2025
HM Revenue & Customs	BACS	£20,372.55	£0.00	£20,372.55	PAYE Liability, Payroll August 2025
Cornwall Pension Fund	BACS	£18,726.47	£0.00	£18,726.47	Pension Contributions, Payroll August 2025
Employee Payroll	BACS	£67,525.66	£0.00	£67,525.66	Net Pay September 2025
Employee Payroll Total		£204,791.42	£0.00	£204,791.42	
Total Expenditure August-September		£563,420.40	£51,916.24	£615,336.64	

Bank Account Reconciliations Summary

Start of year 01/04/25

Unity Trust Combined

Statement Number	Opening Balance	Statement Balance	True/ Cashbook	Opening	Closing Bank Date	Bank Number
405	£3,790,213.42	£3,629,747.18	£3,629,747.18	01/07/25	31/07/25	405
406	£3,629,747.18	£3,512,332.15	£3,512,332.15	01/08/25	31/08/25	406
407	£3,512,332.15	£4,388,210.40	£4,388,210.40	01/09/25	30/09/25	407

Statement 406 £3,629,747.18 is balanced against August Current Account Statement £112,332.15 + August Instant Account Statement £3,400,000.00

Statement 407 £4,388,210.40 is balanced against September Current Account Statement £66,790.72 + September Instant Account Statement £4,321,419.68

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: 31/08/2025

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** 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 Current T3 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/07/2025		Balance brought forward	£0.00	£0.00	£54,747.18
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Statement number 021

**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. © Unity Trust Bank. All Rights Reserved.

[illegible]

Statement number 021

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: 31/08/2025

Account Name: Penzance Council

Swift Code (BIC): [REDACTED]

IBAN Number: [REDACTED]

Sort Code: [REDACTED]

Account Number: [REDACTED]

The credit interest rate is 2.25% AER as of your statement date.

Contact Us



Call us: **0345 140 1000**



Email us: **us@unity.co.uk**



Visit us: **unity.co.uk**

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Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/07/2025		Balance brought forward	£0.00	£0.00	£3,575,000.00
1 [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
29/08/2025	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	£3,400,000.00

Statement number 021

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

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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: 30/09/2025

Account Name: Penzance Council

Swift Code (BIC): [REDACTED]

IBAN Number: [REDACTED]

Sort Code: [REDACTED]

Account Number: [REDACTED]

Your arranged overdraft limit is £0.00

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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
31/08/2025		Balance brought forward	£0.00	£0.00	£112,332.15
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Statement number 022

**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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INVESTORS IN PEOPLE
We invest in people Gold



Your Current T3 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
██████	████	██████████	████	████	██████
██████	████	██████████	████	████	██████
██████	████	██████████	████	████	██████
██████	████	██████████	████	████	██████
██████	████	██████████	████	████	██████
██████	████	██████████	████	████	██████
██████	████	██████████	████	████	██████
██████	████	██████████	████	████	██████
30/09/2025	████	██████████ ██████████	████	████	£66,790.72

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: 30/09/2025

Account Name: Penzance Council

Swift Code (BIC): [REDACTED]

IBAN Number: [REDACTED]

Sort Code: [REDACTED]

Account Number: [REDACTED]

The credit interest rate is 2.25% AER as of your statement date.

Contact Us



Call us: **0345 140 1000**

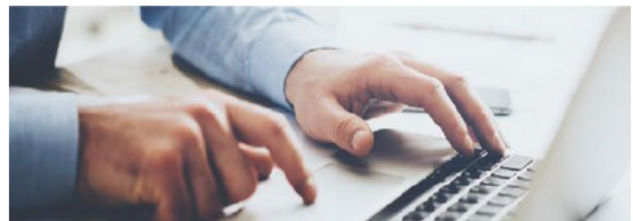


Email us: **us@unity.co.uk**



Visit us: **unity.co.uk**

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** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/08/2025		Balance brought forward	£0.00	£0.00	£3,400,000.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Statement number 022

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

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Registered in England and Wales no. 1713124.

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INVESTORS IN PEOPLE
We invest in people Gold



Your Instant Access account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
██████	██████	████████████████████	██████	██████	████████████████
██████	██████	████████████████████	██████	██████	████████████████
██████	██████	████████████████████	██████	██████	████████████████
██████	██████	████████████████████	██████	██████	████████████████
██████	██████	████████████████████	██████	██████	████████████████
30/09/2025	████████████████	████████████████	██████	██████	£4,321,419.68

Statement number 022

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
Arts & Culture Committee					
Income					
400	Penlee House Gallery & Museum				
400/1	Shop				
400/1/1	Admissions	£115,000.00	£0.00	£64,191.67	£-50,808.33
400/1/2	Sale of Merchandise	£110,000.00	£0.00	£43,468.12	£-66,531.88
400/1/3	Image Licensing Fees	£1,200.00	£0.00	£293.94	£-906.06
400/1/4	Education Workshops	£400.00	£0.00	£944.67	£544.67
400/1/5	Till Discrepancies	£0.00	£0.00	£23.81	£23.81
400/1	Total	£226,600.00	£0.00	£108,922.21	£-117,677.79
400/2	Grants and Funding				
400/2/2	Capital Build Grants	£0.00	£0.00	£0.00	£0.00
400/2/3	Friends of Penlee	£24,324.00	£0.00	£0.00	£-24,324.00
400/2/4	Arts Council	£80,000.00	£0.00	£40,000.00	£-40,000.00
400/2/5	Other Grant Funding	£0.00	£15,752.18	£15,752.18	£0.00
400/2/6	Building Projects Donations	£0.00	£0.00	£1,485.58	£1,485.58
400/2/7	Art Fund - Going Places	£0.00	£0.00	£32,900.00	£32,900.00
400/2	Total	£104,324.00	£0.00	£89,740.18	£-14,583.82
400/3	The Orangery Café				
400/3/1	Franchisee Payments	£48,000.00	£0.00	£12,162.98	£-35,837.02
400/3/2	Utility Re-Charge	£7,800.00	£0.00	£4,587.88	£-3,212.12
400/3	Total	£55,800.00	£0.00	£16,750.86	£-39,049.14
400/4	Community Toilet Scheme	£1,320.00	£0.00	£0.00	£-1,320.00

Q2 Takings not provided by report submission deadline, £12,162.98 relates to franchise payments of Q1 only.

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
400/5	Miscellaneous	£0.00	£0.00	£348.34	£348.34
400	Total	£388,044.00	£0.00	£216,159.17	-£171,884.83
495	Miscellaneous Arts & Culture	£0.00	£0.00	£0.00	£0.00
Total Income		£388,044.00	£15,752.18	£216,159.17	-£187,637.01
Expenditure					
4000	Penlee House Salaries	£431,315.00	£0.00	£203,602.24	£227,712.76
4100	Penlee House Gallery & Museum				
4100/1	Administration				
4100/1/1	Staff Travel	£750.00	£0.00	£283.75	£466.25
4100/1/3	IT Provision	£12,900.00	£0.00	£6,828.28	£6,071.72
4100/1/4	Office Postage	£400.00	£0.00	£118.26	£281.74
4100/1/5	Website	£350.00	£0.00	£150.00	£200.00
4100/1/6	Office Supplies & Equipment	£1,500.00	£0.00	£409.80	£1,090.20
4100/1/7	Subscription & Membership Fees	£1,800.00	£0.00	£1,450.52	£349.48
4100/1/8	Insurance	£26,000.00	£0.00	£12,592.74	£13,407.26
4100/1/9	Agency Support	£0.00	£0.00	£0.00	£0.00
4100/1	Total	£43,700.00	£0.00	£21,833.35	£21,866.65
4100/2	Penlee House Building				
4100/2/1	Non-Domestic Rates	£0.00	£0.00	£0.00	£0.00
4100/2/2	Gas	£16,000.00	£0.00	£5,321.42	£10,678.58
4100/2/3	Electric	£50,000.00	£0.00	£25,437.35	£24,562.65
4100/2/4	Water	£6,200.00	£0.00	£4,649.83	£1,550.17

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
4100/2/5	Cleaning Contract & Materials	£20,000.00	£0.00	£7,918.45	£12,081.55
4100/2/6	Maintenance & Repairs	£9,000.00	£0.00	£5,170.74	£3,829.26
4100/2/7	Fittings	£3,000.00	£0.00	£877.13	£2,122.87
4100/2/8	Contracts	£25,000.00	£0.00	£17,565.96	£7,434.04
4100/2/9	Capital Refurbishment	£25,000.00	£0.00	£1,120.00	£23,880.00
4100/2	Total	£154,200.00	£0.00	£68,060.88	£86,139.12
4100/4	Shop				
4100/4/1	Inventory Purchases				
4100/4/1/1	Merchandise for resale	£55,000.00	£0.00	£21,060.93	£33,939.07
4100/4/1/2	Carriage inwards	£200.00	£0.00	£83.17	£116.83
4100/4/2	Till & Consumables	£2,000.00	£0.00	£1,069.31	£930.69
4100/4/3	PDQ Charges	£4,600.00	£0.00	£1,958.79	£2,641.21
4100/4/4	Cash Collection	£1,470.00	£0.00	£708.90	£761.10
4100/4/5	Carriage outwards for orders	£450.00	£0.00	£122.35	£327.65
4100/4	Total	£63,720.00	£0.00	£25,003.45	£38,716.55
4100/5	Gallery Exhibitions & Museum				
4100/5/1	Exhibition Costs	£40,000.00	£0.00	£10,700.32	£29,299.68
4100/5/2	Marketing	£11,000.00	£0.00	£6,520.73	£4,479.27
4100/5/3	Art Conservation	£0.00	£0.00	£0.00	£0.00
4100/5/4	Consultancy Work	£0.00	£0.00	£0.00	£0.00
4100/5/5	Volunteer Refreshments	£4,500.00	£0.00	£1,679.65	£2,820.35
4100/5/6	Acquisitions	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
4100/5	Total	£55,500.00	£0.00	£18,900.70	£36,599.30
4100/6	The Orangery Café				
4100/6/1	Equipment Maintenance	£1,500.00	£0.00	£772.76	£727.24
4100/6/2	Capital Purchase	£0.00	£0.00	£0.00	£0.00
4100/6	Total	£1,500.00	£0.00	£772.76	£727.24
4100/7	The Coach House				
4100/7/1	Electric	£1,750.00	£0.00	£295.31	£1,454.69
4100/7/2	Water	£750.00	£0.00	£250.23	£499.77
4100/7/3	Non-Domestic Rates	£800.00	£0.00	£478.40	£321.60
4100/7/4	Maintenance & Cleaning	£1,200.00	£0.00	£522.56	£677.44
4100/7/5	Capital Refurbishment	£50,000.00	£207,546.02	£305,846.18	-£48,300.16
4100/7	Total	£54,500.00	£207,546.02	£307,392.68	-£45,346.66
4100/8	Education				
4100/8/1	Council Funded Educational Activities	£12,500.00	£0.00	£5,909.18	£6,590.82
4100/8/2	Art Council Educational Activities	£22,350.00	£0.00	£7,668.56	£14,681.44
4100/8/3	Other Funded Educational Activities	£6,000.00	£0.00	£3,150.00	£2,850.00
4100/8	Total	£40,850.00	£0.00	£16,727.74	£24,122.26
4100/9	Fundraising Activities	£72.00	£0.00	£179.70	-£107.70
4100/10	Miscellaneous	£0.00	£0.00	£0.28	-£0.28
4100/11	Art Fund - Going Places	£0.00	£0.00	£9,339.23	-£9,339.23
4100	Total	£414,042.00	£0.00	£468,128.45	-£54,086.45

Awaiting future invoices to balance transfers between relevant EMR's.

Totals not finalised for budget setting, overspend balanced against income 400/2/7

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
4200	Town Flags and Promenade Banners				
4200/1	Projects	£24,000.00	£0.00	£18,274.95	£5,725.05
4200/2	Erection and hanging	£6,500.00	£0.00	£150.00	£6,350.00
4200	Total	£30,500.00	£0.00	£18,424.95	£12,075.05
4300	Penlee Open Air Theatre	£1,500.00	£0.00	£415.64	£1,084.36
4400	Christmas Lights				
4400/1	Light Hire	£13,300.00	£0.00	£0.00	£13,300.00
4400/2	Light Rigging	£0.00	£0.00	£0.00	£0.00
4400/3	Christmas Tree installation & delivery	£500.00	£0.00	£0.00	£500.00
4400/4	Overhead wire testing	£0.00	£0.00	£0.00	£0.00
4400/5	Suspended wire repairs	£0.00	£0.00	£0.00	£0.00
4400	Total	£13,800.00	£0.00	£0.00	£13,800.00
4500	Events				
4500/1	Golowan Festival	£44,800.00	£0.00	£36,000.00	£8,800.00
4500/2	Cultural and General Events	£0.00	£0.00	£0.00	£0.00
4500/3	Annual Firework Display	£0.00	£0.00	£0.00	£0.00
4500	Total	£44,800.00	£0.00	£36,000.00	£8,800.00
4600	Cultural Strategy	£5,000.00	£0.00	£0.00	£5,000.00
4995	Earmarked Reserves				
4995/1	Penlee House EMRs				

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
4995/1/1	Conservation Fund	£0.00	£0.00	£0.00	£0.00
4995/1/2	Building Fund	£31,000.00	£0.00	£0.00	£31,000.00
4995/1/4	Coach House Fund	£0.00	£0.00	£0.00	£0.00
4995/1/5	Projects Fund	£0.00	£0.00	£0.00	£0.00
4995/1/6	Acquisition Fund	£0.00	£0.00	£0.00	£0.00
4995/1/7	Plant Fund	£80,000.00	£0.00	£0.00	£80,000.00
4995/1/8	Catering Equipment Fund	£5,000.00	£0.00	£0.00	£5,000.00
4995/1	Total	<u>£116,000.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£116,000.00</u>
4995/2	Christmas Lighting Infrastructure	£0.00	£0.00	£0.00	£0.00
4995	Total	<u>£116,000.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£116,000.00</u>
Total Expenditure		<u>£1,056,957.00</u>	<u>£207,546.02</u>	<u>£726,653.60</u>	<u>£537,849.42</u>

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
Leisure & Amenities Committee					
Income					
100	Wellfields Car Park				
100/1	Daily Tickets	£90,000.00	£0.00	£55,485.57	-£34,514.43
100/2	Quarterly Tickets	£12,500.00	£0.00	£10,082.94	-£2,417.06
100	Total	£102,500.00	£0.00	£65,568.51	-£36,931.49
115	Allotment Rents	£4,900.00	£0.00	£401.67	-£4,498.33
130	The Lodge	£0.00	£0.00	£3,000.00	£3,000.00
131	Misc	£2,500.00	£0.00	£2,500.00	£0.00
135	Penzance AFC				
135/1	Rental	£5,500.00	£0.00	£2,749.98	-£2,750.02
135	Total	£5,500.00	£0.00	£2,749.98	-£2,750.02
140	Open Spaces	£0.00	£0.00	£0.00	£0.00
Total Income		£115,400.00	£0.00	£74,220.16	-£41,179.84
Expenditure					
1000	L&A Team Salaries	£376,383.00	£0.00	£186,601.61	£189,781.39
1001	Travel Allowance	£200.00	£0.00	£0.00	£200.00
1015	Penlee Park				
1015/1	Maintenance	£10,000.00	£0.00	£2,657.19	£7,342.81
1015/4	Water	£950.00	£0.00	£688.24	£261.76
1015/5	Plants, materials & tools	£3,500.00	£0.00	£1,115.55	£2,384.45
1015/6	Electricity	£2,750.00	£0.00	£282.31	£2,467.69

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
1015/7	Equipment maintenance	£3,500.00	£0.00	£1,416.64	£2,083.36
1015/9	Waste & Recycling	£9,680.00	£0.00	£2,173.32	£7,506.68
1015/10	Capital Projects	£0.00	£0.00	£0.00	£0.00
1015/11	Security	£5,700.00	£0.00	£2,215.50	£3,484.50
1015	Total	£36,080.00	£0.00	£10,548.75	£25,531.25
1030	Vehicles and Machinery				
1030/1	Fuel and Electric	£2,750.00	£0.00	£854.72	£1,895.28
1030/2	Insurance	£2,750.00	£0.00	£0.00	£2,750.00
1030/3	Lease	£19,642.00	£0.00	£9,820.98	£9,821.02
1030/4	Maintenance & Repair	£5,000.00	£0.00	£1,893.96	£3,106.04
1030/5	Capital Purchase	£0.00	£0.00	£0.00	£0.00
1030	Total	£30,142.00	£0.00	£12,569.66	£17,572.34
1040	Protective Clothing & Equipment	£5,250.00	£0.00	£2,461.75	£2,788.25
1045	Allotments				
1045/3	Alverton Playing Field				
1045/3/1	Rent	£9.00	£0.00	£9.00	£0.00
1045/3/2	Maintenance	£250.00	£0.00	£0.00	£250.00
1045/3	Total	£259.00	£0.00	£9.00	£250.00
1045/4	Cranken				
1045/4/1	Rent	£130.00	£0.00	£0.00	£130.00
1045/4/2	Water Rates	£350.00	£0.00	£277.63	£72.37
1045/4/3	Maintenance	£1,500.00	£0.00	£710.00	£790.00

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
1045/4	Total	£1,980.00	£0.00	£987.63	£992.37
1045/5	Gulval				
1045/5/1	Maintenance	£1,500.00	£0.00	£0.00	£1,500.00
1045/5	Total	£1,500.00	£0.00	£0.00	£1,500.00
1045/6	Lescudjack				
1045/6/1	Water Rates	£250.00	£0.00	£157.28	£92.72
1045/6/2	Maintenance	£1,000.00	£0.00	£480.00	£520.00
1045/6	Total	£1,250.00	£0.00	£637.28	£612.72
1045/7	Leskinnick				
1045/7/1	Water Rates	£520.00	£0.00	£216.65	£303.35
1045/7/2	Maintenance	£1,000.00	£0.00	£0.00	£1,000.00
1045/7	Total	£1,520.00	£0.00	£216.65	£1,303.35
1045/8	Love Lane				
1045/8/1	Maintenance	£500.00	£0.00	£0.00	£500.00
1045/8	Total	£500.00	£0.00	£0.00	£500.00
1045/9	Mennaye				
1045/9/1	Rent	£10.00	£0.00	£10.00	£0.00
1045/9/3	Maintenance	£1,000.00	£0.00	£0.00	£1,000.00
1045/9	Total	£1,010.00	£0.00	£10.00	£1,000.00
1045/11	Trannack				
1045/11/1	Rent	£13.00	£0.00	£0.00	£13.00
1045/11/2	Water Rates	£750.00	£0.00	£596.35	£153.65

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
1045/11/3	Maintenance	£1,500.00	£0.00	£495.00	£1,005.00
1045/11	Total	£2,263.00	£0.00	£1,091.35	£1,171.65
1045/12	Software	£335.00	£0.00	£329.40	£5.60
1045/13	Payment Services Charges	£30.00	£0.00	£8.94	£21.06
1045	Total	£10,647.00	£0.00	£3,290.25	£7,356.75
1055	Weed Control	£3,000.00	£0.00	£2,035.95	£964.05
1060	Wellfields Car Park				
1060/1	Consumables	£1,150.00	£0.00	£606.60	£543.40
1060/2	Non-Domestic Rates	£17,715.00	£0.00	£10,630.50	£7,084.50
1060/3	Drainage Rates	£2,900.00	£0.00	£1,696.61	£1,203.39
1060/4	Maintenance	£4,000.00	£0.00	£3,206.71	£793.29
1060/5	Enforcement Charges	£5,500.00	£0.00	£2,413.88	£3,086.12
1060/6	Cycle Hub	£250.00	£0.00	£40.80	£209.20
1060/7	Extraordinary Maintenance	£0.00	£0.00	£1,700.00	-£1,700.00
1060/8	Payment Services Charges	£1,720.00	£0.00	£832.17	£887.83
1060	Total	£33,235.00	£0.00	£21,127.27	£12,107.73
1064	Outdoor Gym	£250.00	£0.00	£7.49	£242.51
1071	Community Toilets				
1071/1	Operational Scheme Costs	£18,792.00	£0.00	£9,144.00	£9,648.00
1071/2	Communications	£6,400.00	£0.00	£0.00	£6,400.00
1071	Total	£25,192.00	£0.00	£9,144.00	£16,048.00

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
1111	Wherrytown Skate Park				
1111/1	Rent	£90.00	£0.00	£45.00	£45.00
1111/3	Maintenance & Consumables	£3,500.00	£0.00	£965.30	£2,534.70
1111	Total	£3,590.00	£0.00	£1,010.30	£2,579.70
1115	War Memorials				
1115/1	Cleaning Contract	£1,000.00	£0.00	£412.00	£588.00
1115/2	Maintenance & Upkeep	£500.00	£0.00	£444.55	£55.45
1115	Total	£1,500.00	£0.00	£856.55	£643.45
1120	Penzance Football Club				
1120/1	Statutory Checks, Inspections & actions	£500.00	£0.00	£1,290.00	-£790.00
1120/2	Capital Projects & Refurbishments	£0.00	£0.00	£0.00	£0.00
1120	Total	£500.00	£0.00	£1,290.00	-£790.00
1130	Open Spaces				
1130/1	Heamoor Field	£3,000.00	£0.00	£245.20	£2,754.80
1130/2	Jewish Cemetery	£250.00	£0.00	£0.00	£250.00
1130/4	Planters	£2,000.00	£0.00	£0.00	£2,000.00
1130/5	Phone Boxes	£0.00	£0.00	£0.00	£0.00
1130/6	Parish Footpath Maintenance	£15,000.00	£0.00	£4,991.60	£10,008.40
1130	Total	£20,250.00	£0.00	£5,236.80	£15,013.20
1140	Water Fountains				

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
1140/1	Wherrytown Skatepark				
1140/1/1	Water	£150.00	£0.00	£0.00	£150.00
1140/1/2	Maintenance & Cleaning	£3,000.00	£0.00	£1,133.45	£1,866.55
1140/1	Total	£3,150.00	£0.00	£1,133.45	£2,016.55
1140	Total	£3,150.00	£0.00	£1,133.45	£2,016.55
1165	Toilets				
1165/1	All Sites				
1165/1/1	Cleaning Contract	£135,000.00	£0.00	£49,804.13	£85,195.87
1165/1/2	Sanitary & Sharps	£6,600.00	£0.00	£2,149.15	£4,450.85
1165/1/3	General Supplies	£500.00	£0.00	£355.32	£144.68
1165/1/4	Additional Event Support	£1,500.00	£0.00	£1,028.89	£471.11
1165/1/5	Capital Refurbishment	£0.00	£0.00	£0.00	£0.00
1165/1	Total	£143,600.00	£0.00	£53,337.49	£90,262.51
1165/3	Alexandra Road				
1165/3/1	Maintenance	£1,500.00	£0.00	£742.55	£757.45
1165/3/3	Electricity	£600.00	£0.00	£127.44	£472.56
1165/3/4	Water	£900.00	£0.00	£470.42	£429.58
1165/3	Total	£3,000.00	£0.00	£1,340.41	£1,659.59
1165/4	Penalverne				
1165/4/1	Maintenance	£1,000.00	£0.00	£430.00	£570.00
1165/4/3	Electricity	£475.00	£0.00	£143.20	£331.80
1165/4/4	Water	£2,000.00	£0.00	£353.79	£1,646.21

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
1165/4	Total	£3,475.00	£0.00	£926.99	£2,548.01
1165/5	Princess May				
1165/5/1	Maintenance	£2,000.00	£0.00	£476.16	£1,523.84
1165/5/3	Electricity	£3,000.00	£0.00	£384.37	£2,615.63
1165/5/4	Water	£4,300.00	£0.00	£709.39	£3,590.61
1165/5	Total	£9,300.00	£0.00	£1,569.92	£7,730.08
1165/6	South Pier				
1165/6/1	Maintenance	£2,000.00	£0.00	£1,033.44	£966.56
1165/6/3	Electricity	£450.00	£0.00	£152.39	£297.61
1165/6/4	Water	£2,600.00	£0.00	£3,102.95	-£502.95
1165/6	Total	£5,050.00	£0.00	£4,288.78	£761.22
1165/7	TIC				
1165/7/1	Maintenance	£4,000.00	£0.00	£1,348.97	£2,651.03
1165/7/3	Electricity	£800.00	£0.00	£0.00	£800.00
1165/7/4	Water	£7,500.00	£0.00	£4,477.51	£3,022.49
1165/7	Total	£12,300.00	£0.00	£5,826.48	£6,473.52
1165/8	Wherrytown				
1165/8/1	Maintenance	£1,750.00	£0.00	£560.38	£1,189.62
1165/8/3	Electricity	£900.00	£0.00	£187.23	£712.77
1165/8/4	Water	£1,550.00	£0.00	£652.69	£897.31
1165/8	Total	£4,200.00	£0.00	£1,400.30	£2,799.70
1165/9	Newlyn				

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
1165/9/1	Maintenance	£1,750.00	£0.00	£550.83	£1,199.17
1165/9	Total	£1,750.00	£0.00	£550.83	£1,199.17
1165	Total	£182,675.00	£0.00	£69,241.20	£113,433.80
1211	The Lodge	£7,500.00	£0.00	£1,176.63	£6,323.37
1270	Devolution - Surveys & Inspections	£0.00	£0.00	£0.00	£0.00
1280	Tree Management	£15,000.00	£0.00	£0.00	£15,000.00
1310	Alexandra Play Park & Tennis Courts				
1310/1	Waste	£3,850.00	£0.00	£2,262.52	£1,587.48
1310/4	Security	£14,000.00	£0.00	£5,249.00	£8,751.00
1310/5	Machinery	£0.00	£0.00	£0.00	£0.00
1310/6	Maintenance/Planting	£3,000.00	£0.00	£0.00	£3,000.00
1310/7	Play Equipment Repairs	£4,000.00	£0.00	£683.66	£3,316.34
1310/8	Tools & Equipment	£200.00	£0.00	£128.30	£71.70
1310/9	Capital Refurbishment	£0.00	£10,530.00	£10,530.00	£0.00
1310	Total	£25,050.00	£10,530.00	£18,853.48	£16,726.52
1320	Princess May Recreation Grounds				
1320/2	Street Lighting	£0.00	£0.00	£0.00	£0.00
1320/3	Waste	£4,000.00	£0.00	£2,663.44	£1,336.56
1320/5	Security	£3,000.00	£0.00	£0.00	£3,000.00
1320/6	Machinery	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
1320/7	Maintenance - contractor for cutting	£8,900.00	£0.00	£6,181.27	£2,718.73
1320/8	Plants & Materials	£1,000.00	£0.00	£502.62	£497.38
1320/9	Play Equipment & Skatepark Repairs	£2,725.00	£0.00	£1,306.89	£1,418.11
1320/10	Princess May Rec CIC	£0.00	£0.00	£0.00	£0.00
1320/11	Capital Refurbishment	£0.00	£28,538.34	£28,538.34	£0.00
1320	Total	£19,625.00	£28,538.34	£39,192.56	£8,970.78
1330	Foxes Lane Play Park				
1330/1	Waste	£250.00	£0.00	£237.50	£12.50
1330/3	Maintenance - Repairs	£1,000.00	£0.00	£370.83	£629.17
1330/4	Play Equipment Repairs	£1,000.00	£0.00	£0.00	£1,000.00
1330	Total	£2,250.00	£0.00	£608.33	£1,641.67
1995	Reserve Contributions				
1995/1	Wellfields Car Park Maintenance Fund	£25,000.00	£0.00	£0.00	£25,000.00
1995/2	Allotment Provision Fund	£10,000.00	£0.00	£0.00	£10,000.00
1995/3	Penlee Park Play Equipment Fund	£15,000.00	£0.00	£0.00	£15,000.00
1995/4	Toilet Refurbishment Fund	£20,000.00	£0.00	£0.00	£20,000.00
1995/6	Weed Treatment Equipment	£2,500.00	£0.00	£0.00	£2,500.00
1995/7	Penzance AFC	£5,000.00	£0.00	£0.00	£5,000.00
1995/8	Tree Maintenance	£15,000.00	£0.00	£0.00	£15,000.00

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
1995/9	Machinery Replacement	£10,000.00	£0.00	£0.00	£10,000.00
1995/11	Penlee Park - Infrastructure Improvements	£20,000.00	£0.00	£0.00	£20,000.00
1995/12	Open Spaces Boundary Repair/Replacement	£9,000.00	£0.00	£0.00	£9,000.00
1995/15	Alexandra Play Park & Tennis Courts	£25,000.00	£0.00	£0.00	£25,000.00
1995/16	Princess May Rec	£0.00	£0.00	£0.00	£0.00
1995/17	Foxes Lane Playpark	£10,000.00	£0.00	£0.00	£10,000.00
1995/24	Wherrytown Skate Park Maintenance	£13,000.00	£0.00	£0.00	£13,000.00
1995/25	War Memorials Maintenance	£3,541.00	£0.00	£0.00	£3,541.00
1995/26	Utility Billing	£0.00	£0.00	£0.00	£0.00
1995/27	Outdoor Gym	£10,000.00	£0.00	£0.00	£10,000.00
1995/28	The Lodge	£10,000.00	£0.00	£0.00	£10,000.00
1995	Total	£203,041.00	£0.00	£0.00	£203,041.00
Total Expenditure		<u>£1,004,510.00</u>	<u>£39,068.34</u>	<u>£386,386.03</u>	<u>£657,192.31</u>

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
Finance & General Purposes					
Income					
200	Precept	£2,499,750.00	£0.00	£2,499,750.00	£0.00
210	Commercial Rents				
210/1	Tennis Club	£6,129.00	£0.00	£6,129.00	£0.00
210	Total	£6,129.00	£0.00	£6,129.00	£0.00
220	Grants	£0.00	£0.00	£0.00	£0.00
230	Investments, Interest and Savings	£40,070.00	£0.00	£44,348.33	£4,278.33
240	Section 106 /CIL Receipts	£0.00	£1,322.75	£1,322.75	£0.00
250	Miscellaneous	£0.00	£0.00	£642.22	£642.22
905	Bank Error Corrections	£0.00	£0.00	£0.00	£0.00
999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Income		£2,545,949.00	£1,322.75	£2,552,192.30	£4,920.55
Expenditure					
2000	Salaries	£448,199.00	£0.00	£227,643.56	£220,555.44
2100	Central Services				
2100/1	Accounting Software	£2,400.00	£0.00	£2,442.50	-£42.50
2100/2	Insurance	£35,000.00	£0.00	£16,287.06	£18,712.94
2100/3	Legal Fees	£15,000.00	£0.00	£7,285.48	£7,714.52
2100/4	Penzance BID Levy	£943.00	£0.00	£1,109.56	-£166.56
2100/5	Personnel				
2100/5/1	Consultancy Services	£5,000.00	£0.00	£201.00	£4,799.00

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
2100/5/2	Employee Support	£3,000.00	£0.00	£398.00	£2,602.00
2100/5/3	Health and Safety				
2100/5/3/1	Contracts	£6,000.00	£0.00	£5,194.56	£805.44
2100/5/3/2	Actions (Repairs, Supplies, DSE)	£3,000.00	£0.00	£212.64	£2,787.36
2100/5/4	Payroll Processing	£2,250.00	£0.00	£1,109.30	£1,140.70
2100/5/5	Recruitment	£1,000.00	£0.00	£45.00	£955.00
2100/5/6	Staff Training and Development	£15,000.00	£0.00	£4,324.50	£10,675.50
2100/5	Total	£35,250.00	£0.00	£11,485.00	£23,765.00
2100	Total	£88,593.00	£0.00	£38,609.60	£49,983.40
2200	Community Services and Support				
2200/1	Additional ASB Support	£29,250.00	£0.00	£250.00	£29,000.00
2200/2	CCTV				
2200/2/1	Additional Monitoring	£24,171.00	£0.00	£0.00	£24,171.00
2200/2/2	Annual Monitoring	£1,500.00	£0.00	£4,092.70	-£2,592.70
2200/2/3	Maintenance Contract	£10,000.00	£0.00	£0.00	£10,000.00
2200/2/4	Repairs & Replacement	£5,000.00	£0.00	£1,339.97	£3,660.03
2200/2	Total	£40,671.00	£0.00	£5,432.67	£35,238.33
2200/3	Climate Emergency Initiatives	£7,000.00	£0.00	£59.99	£6,940.01
2200/4	Community Engagement	£5,000.00	£0.00	£279.54	£4,720.46
2200/5	Community Grants	£70,000.00	£0.00	£28,167.98	£41,832.02
2200/7	Service Level Agreements				

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
2200/7/1	Cornwall Council ASB Officer Contribution	£39,183.00	£0.00	£0.00	£39,183.00
2200/7/2	Jubilee Pool	£40,000.00	£0.00	£0.00	£40,000.00
2200/7/3	Pengarth Day Centre	£24,200.00	£0.00	£12,100.00	£12,100.00
2200/7/4	Penzance and Newlyn Youth	£20,000.00	£0.00	£10,000.00	£10,000.00
2200/7/5	Sustainable Penzance	£20,000.00	£0.00	£10,000.00	£10,000.00
2200/7	Total	£143,383.00	£0.00	£32,100.00	£111,283.00
2200	Total	£295,304.00	£0.00	£66,290.18	£229,013.82
2300	Council Administration				
2300/1	Association Fees	£4,950.00	£0.00	£4,170.59	£779.41
2300/2	Audit Fee	£5,940.00	£0.00	£0.00	£5,940.00
2300/3	Bank Charges	£1,500.00	£0.00	£504.53	£995.47
2300/4	Confidential Waste Collection	£450.00	£0.00	£112.20	£337.80
2300/5	External Comms	£2,000.00	£0.00	£633.80	£1,366.20
2300/6	IT Solutions				
2300/6/1	Lease	£3,100.00	£0.00	£1,834.31	£1,265.69
2300/6/2	Purchase	£1,000.00	£0.00	£596.96	£403.04
2300/6/3	Software and Support	£7,000.00	£0.00	£2,652.44	£4,347.56
2300/6	Total	£11,100.00	£0.00	£4,486.75	£6,613.25
2300/7	Lease and Managed Print	£800.00	£0.00	£390.95	£409.05
2300/8	Office Furniture	£1,000.00	£0.00	£22.50	£977.50
2300/9	Office Supplies & Stationery	£1,800.00	£596.96	£837.57	£1,559.39

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
2300/10	Postage	£600.00	£0.00	£-45.93	£645.93
2300/11	Staff Travel Allowance	£500.00	£0.00	£380.94	£119.06
2300/12	Website	£500.00	£0.00	£272.00	£228.00
2300	Total	£31,140.00	£596.96	£12,362.86	£19,374.10
2400	Democratic Management and Civic Functions				
2400/1	Councillor Costs				
2400/1/1	Training	£5,000.00	£0.00	£2,873.85	£2,126.15
2400/1/2	Child Care	£300.00	£0.00	£0.00	£300.00
2400/1/3	Travel expenses	£500.00	£0.00	£0.00	£500.00
2400/1/4	IT Provision	£11,000.00	£0.00	£6,760.40	£4,239.60
2400/1	Total	£16,800.00	£0.00	£9,634.25	£7,165.75
2400/2	Election Costs	£0.00	£0.00	£0.00	£0.00
2400/3	Mayor's Allowance	£4,800.00	£0.00	£206.24	£4,593.76
2400/4	Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
2400/5	Official Functions				
2400/5/1	Annual Town Meeting	£500.00	£0.00	£0.00	£500.00
2400/5/2	Honorarium Payments	£700.00	£0.00	£75.00	£625.00
2400/5/3	Mayor Choosing	£3,000.00	£0.00	£1,628.25	£1,371.75
2400/5/4	Mazey Day Hospitality	£600.00	£0.00	£624.05	£-24.05
2400/5/5	Miscellaneous	£1,000.00	£0.00	£221.24	£778.76
2400/5/6	Remembrance Sunday	£1,000.00	£0.00	£80.00	£920.00

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
2400/5/7	St John Feast	£850.00	£0.00	£650.00	£200.00
2400/5	Total	£7,650.00	£0.00	£3,278.54	£4,371.46
2400/6	Venue Hire	£1,800.00	£0.00	£144.24	£1,655.76
2400	Total	£31,050.00	£0.00	£13,263.27	£17,786.73
2500	Penlee Centre				
2500/1	Broadband	£720.00	£0.00	£330.00	£390.00
2500/2	Electricity	£7,200.00	£0.00	£933.81	£6,266.19
2500/3	Service Contracts				
2500/3/1	Cleaning	£4,400.00	£0.00	£2,081.83	£2,318.17
2500/3/2	Fire Safety Contract	£660.00	£0.00	£577.98	£82.02
2500/3/3	Security inc CCTV	£1,135.00	£0.00	£614.28	£520.72
2500/3	Total	£6,195.00	£0.00	£3,274.09	£2,920.91
2500/4	Non-Domestic Rates	£4,442.00	£0.00	£2,665.10	£1,776.90
2500/5	Refurbishment Project	£0.00	£0.00	£4,612.86	-£4,612.86
2500/6	Repairs and Maintenance	£3,000.00	£0.00	£1,687.55	£1,312.45
2500/7	Statutory electrical checks	£550.00	£0.00	£0.00	£550.00
2500/8	Telephone	£2,316.00	£0.00	£1,254.28	£1,061.72
2500/9	Water	£875.00	£0.00	£393.46	£481.54
2500	Total	£25,298.00	£0.00	£15,151.15	£10,146.85
2800	Miscellaneous	£0.00	£16,151.30	£16,152.28	-£0.98
2995	Earmarked Reserves Contributions				

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve Movements	Actual Net	Balance
2995/1	CCTV repair/replacement	£10,000.00	£0.00	£0.00	£10,000.00
2995/2	CIL Funds	£0.00	£0.00	£0.00	£0.00
2995/3	Devolution Fund	£0.00	£0.00	£0.00	£0.00
2995/4	Election Costs Fund	£28,000.00	£0.00	£0.00	£28,000.00
2995/5	Events	£0.00	£0.00	£0.00	£0.00
2995/6	HR Contingency	£10,000.00	£0.00	£0.00	£10,000.00
2995/7	IT Replacement	£5,000.00	£0.00	£0.00	£5,000.00
2995/8	Legal Contingency	£5,000.00	£0.00	£0.00	£5,000.00
2995/9	Penlee Centre Building Fund	£0.00	£0.00	£0.00	£0.00
2995/10	Town Deal Projects	£15,000.00	£0.00	£0.00	£15,000.00
2995/11	Youth Reserve	£0.00	£0.00	£0.00	£0.00
2995	Total	£73,000.00	£0.00	£0.00	£73,000.00
Total Expenditure		£992,584.00	£16,748.26	£389,472.90	£619,859.36

Financial Budget Comparison

Comparison between 01/04/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Includes commitments.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Reserve Movements	Actual Net	Balance
Total Income	£3,049,393.00	£17,074.93	£2,842,571.63	
Total Expenditure	£3,054,051.00	£263,362.62	£1,502,512.53	
Total Net Balance	<u>-£4,658.00</u>		<u>£1,340,059.10</u>	