



Bude-Stratton Town Council  
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To all members of the **Town Council**

Dear Councillor

You are summoned to attend a meeting of the **Full Council** meeting in the **Conference Room**, The Parkhouse Centre, Bude on **Thursday 12<sup>th</sup> January 2023** at **6.00pm** for the purpose of transacting the under mentioned business.

Keith Cornwell –Town Clerk & RFO  
Date of issue –6<sup>th</sup> January 2023

#### **AGENDA**

1. To receive and accept apologies for absence
2. To receive declarations of registered and non-registered disclosable pecuniary interests and non-registerable interests
3. Dispensations: to consider requests for dispensations
4. a) Minutes – Full Council: To receive, confirm & sign the Minutes of the Council Meeting held on 1<sup>st</sup> December 2022  
b) Minutes – Committees: To receive and note the Minutes of the Committee Meetings listed below (acting under delegated authority)
  - i) Planning Committee – 7<sup>th</sup> & 21<sup>st</sup> December 2022
  - ii) Oversight Committee –15<sup>th</sup> December 2022
  - iii) Staffing Committee – 6<sup>th</sup> December 2022c) Minutes – Recommendations: To consider and agree
  - i) **OS/153/22** - To agree the process of dealing with leases and licences - **Resolved: that with the addition of the above changes that the proposal be recommended to Full Council.**
  - ii) **OS/155/22** - To discuss a draft Flag Protocol and make recommendation to Full Council on future policy. **Resolved: that with the alterations specified, that the Flag Protocol be recommended to Full Council for adoption.**
5. Correspondence received
6. Mayors report
7. Opportunity for Cornwall Councillors present to discuss Cornwall Council issues relevant to BSTC
8. Public participation – for public present to make comments concerning the business of the current Council
9. To receive the Executive Summary report of the Building Survey of the Parkhouse Centre noting the long term implications and agreeing necessary repair actions
10. To receive the survey of the Hollabury Road Allotment site and determine the course of action.
11. To initiate the Procurement Policy Review and establish a Working Group
12. To consider a request to fly the Pride flag for LGBTQ+ history month in February
13. Key issues from Lead Councillors

14. Financial Report to approve:
  - i) Schedule of Payments made between 16<sup>th</sup> December 2022 – 12<sup>th</sup> January 2023
  - ii) Schedule of Payments to be made on 13<sup>th</sup> January 2023
15. Public Bodies (Admission to Meetings) Act 1960 SI (2) & SI (6) – To consider passing the following resolution: 'That in relation to the remaining items on the agenda, publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted and the press and public are instructed to withdraw'. The following items are confidential and the meeting will proceed in closed session
16. To consider the Council's position on the potential purchase of 1 Lords Court, Stratton.

## Proposal for categorising leases and licences

### BSTC Property List

Property	Suggested category
Neetside parking spaces	Repeating
Shalder Hill - Met Office Weather Station	Repeating
Shalder Hill - Ambulance Weather Station	Repeating
Ergue-Gaberic Way land (currently Bude Artisan Market)	Commercial
Pitch and Putt Pavilion	Community
Bude Croquet Club	Sports and recreation
Bude Croquet Club parking	Sports and recreation
Bude Croquet Club Lawns	Sports and recreation
Lock Gates Tea Room	Commercial
Wharf Kiosk	Commercial
The Wharf Unit 1	Commercial
The Wharf Unit 2	Commercial
The Wharf Unit 3	Commercial
North Cornwall Cricket Club	Sports and recreation
Land at Stamford Hill and Tree Fields (Grass keep)	Specialist
Land beside Pitch and Putt (currently Bouncy Castles)	Specialist
Crooklets Beach Office	Community
Neetside land and gardens (currently Bude FOE)	Community

### Lease and licence categories

Category	Initial contract type	Initial maximum length	First contract review	Second contract review	Price expectation
Repeating	Negotiated	As agreed	N/A	N/A	On-going arrangement due to circumstances of the letting.
Specialist	Expression of interest	2 yrs	First refusal	EOI	Price needs to be sufficient to cover set up costs, routine, corrective and emergency maintenance costs.
Community	Expression of interest	5 yrs	EOI	EOI	Nominal rental price. All maintenance costs covered by BSTC
Sports and recreation	Expression of interest	10 yrs	EOI	EOI	Price needs to be sufficient to cover routine maintenance costs. Set up, corrective and emergency costs covered by BSTC
Commercial	Tender	5 yrs	First refusal	Tender	Depending on whether factors other than price are factored into the tender, this may be lower than standard commercial. Covers set up costs, routine, corrective and emergency maintenance costs but with an expectation that the price will also contribute to the income of the council.

## Contract types

Type	Explanation
Expression of interest	A document produced by the bidder which indicates the price they wish to pay for the lease/licence on the property. The EOI is not binding on either party until a contract has been signed, and the price may be subject to negotiation
Tender	Formal and structured invitation to submit a bid to lease the property, with clear processes in place to ensure fair and transparent selection. The tender will be evaluated using a range of criteria as described in the current BSTC Procurement Policy. These include price but also could include value to the local economy, environmental factors and also ensuring that businesses in close proximity are not in direct competition with each other.
First refusal	At the end of the contract period the current contractor is offered the chance to extend the contract for another period before the opportunity goes out more widely.

## Contract length

The contract length referred to is the maximum that will be offered by BSTC. The bidder can offer a shorter contract length without prejudicing their chance of a successful bid.

# Bude-Stratton Town Council

## Flag Flying Protocol

### Background

As a local authority, Bude-Stratton Town Council has a range of civic roles and responsibilities. These include marking international, national and local events and celebrations through the flying of flags from our four flag poles – Shalder Hill, the Parkhouse Centre, the Castle and the Elizabeth Mast (Summerleaze Downs).

The flying of flags can bring the community together, strengthen identities and remind us of our shared history and sacrifices. It also has the potential to be divisive. As an organisation representing the whole community, Bude-Stratton Town Council has a duty to treat requests for flags to be flown from its flagpoles with fairness and equity. At the same time, it must also abide by the rules set down by central government for the flying of flags.

This Flag Flying Protocol has been developed to provide clarity regarding the flying of flags from Town Council flagpoles. **It aims to give the community confidence that the Council is following an agreed process when making decisions about flying flags.**

Flag Poles on BSTC land' are in the ownership of BSTC and any additional requests to fly a flag not specified in the protocol, must be received by the BSTC Office for resolution by the Council.

This Protocol sets out:

1. the rules laid down centrally for the flying of flags
2. the nationally designated days for the flying of flags
3. the days on which flags have previously been flown in Bude
4. the exceptions not requiring a **resolution/formal agreement** by the Town Council
5. the process by which requests for flags to be flown will be decided by the Town Council

## 1. Rules laid down centrally for the flying of flags

Central government has set out three categories of flag:

- a) Flags that can be flown without consent of the local planning authority (Cornwall Council)
- b) Flags that do not need consent provided they comply with further restrictions
- c) Flags which require consent from the local planning authority.

a) The flags that do not require consent are:

- Any country's national flag, civil ensign or civil air ensign
- The flag of the Commonwealth, the United Nations or any other international organisation of which the United Kingdom is a member
- A flag of any island, county, district, borough, burgh, parish, city, town or village within the United Kingdom
- The flag of the Black Country, East Anglia, Wessex, any Part of Lincolnshire, any Riding of Yorkshire or any historic county within the United Kingdom
- The flag of Saint David
- The flag of Saint Patrick
- The flag of any administrative area within any country outside the United Kingdom
- Any flag of His Majesty's forces
- The Armed Forces Day flag

Two flags can also be flown from the same flagpole without the need for consent if:

- both flags are within the list above; or
- one flag is within the list above and the other is within the categories of flag set out below.

In either case, if one of the flags is the Union flag, it must be flown in the superior position.

- b) Several categories of flag may be flown without consent, subject to certain restrictions regarding the size of the flag, the size of characters on the flag, and the number and location of the flags (for details of the specific restrictions see [Flying flags: a plain English guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/flying-flags-a-plain-english-guide)). Categories of flag that can now be flown:

- House flag – flag is allowed to display the name, emblem, device or trademark of the company (or person) occupying the building, or can refer to a specific event of limited duration that is taking place in the building from which the flag is flown
- Any sports club (but cannot include sponsorship logos)
- The Rainbow flag (6 horizontal equal stripes of red, orange, yellow, green, blue and violet).
- Specified award schemes – Eco-Schools, Queen’s Awards for Enterprise and Investors in People
- the NHS flag
- Certain environmental awards (for example Blue Flag award)

The restrictions on flying this second category of flag relate to where the flagpole is located on a building or within the grounds of a building.

- c) Flags which require consent - any flag not identified above requires express consent from the local planning authority before it can be flown.

## 2. Nationally designated days for the flying of flags

In 2023, Bude-Stratton Town Council will, as a minimum, observe the following nationally designated days for flying flags:

**Coronation Weekend** (including Bank Holiday Monday - 6, 7 and 8 May) — The Union flag will be flown from the Shalder Hill flagpole on these dates.

### **Armistice Day and Remembrance Sunday**

The Union Flag will be flown from the Shalder Hill flagpole on Armistice Day (11 November) and remain in place until and including Remembrance Sunday (the second Sunday in November). **No additional flag will be flown from the Shalder Hill flagpole for this period.**

### 3. Days on which flags have been flown in Bude

The following is a list of dates that flags have previously been flown by the Town Council.

#### March

##### St Piran's Day/Gool Sen Peran

The St Piran's flag is flown from Shalder Hill.

#### June

##### Pride

During Pride month, the Town Council has flown the Rainbow flag from its flagpoles. In 2023, Bude Pride weekend falls outside of the month of June (1 and 2 July), meaning there may also be a request to fly the preferred Progress flag for that weekend.

##### D-Day anniversary

The Union flag was flown from the Shalder Hill flagpole to mark the anniversary of D-Day (6 June).

##### Armed Forces Day

The Armed Forces Day flag was flown from the Shalder Hill flagpole on Armed Forces Day (for 2023 this will be Sunday – 24 and 25 June 2023).

##### An Gof Day

The St Piran flag was flown from the Shalder Hill flagpole on An Gof Day (27 June).

#### August

The RNLI flag is flown from the Elizabeth Mast (Summerleaze Downs) for Bude Lifeboat Weekend – Summer Bank Holiday (26, 27, 28 August 2023).

#### Other days

On all other days, except those for which a particular flag has been requested and **resolved/agreed** by the Town Council, the St Piran flag is flown from the Shalder Hill flagpole. On all days when the Parkhouse flagpole is not being used to meet a request for a flag to be flown, the national flag of Ukraine will be flown until cessation of hostilities, or until the Town Council **resolves/agrees** to no longer fly it.



#### **4. Exceptions not requiring a resolution/formal decision from the Town Council**

The following exceptions will not require a resolution/formal decision from the Town Council as they concern time-limited events that may require an immediate decision.

##### **Mark of respect – central directions**

Directions for the flying of the Union flag following, for example, the death of a senior member of the Royal Family will be laid down by central government.

##### **Mark of respect – local deaths**

Requests for a permitted flag to be flown at half-mast to mark the passing of a well-known local person will be granted for a period of 48 hours and for the day of the person's funeral. If such a request clashes with a previously resolved/formally decided request, and the Shalder Hill flagpole is not available, the requested flag will be flown from the Parkhouse flagpole.

##### **Mark of respect - significant national or international disaster**

In the event of a significant national or international disaster, for example a catastrophic earthquake or major act of terrorism, the Town Council may fly a permitted flag as a mark of respect. If such an event clashes with a previously resolved/formally decided request, and the Shalder Hill flagpole is not available, the flag will be flown from the Parkhouse flagpole.

##### **International sporting finals**

Requests to fly the flag of any home nation team or sportsperson reaching the final game of an international sporting event will not require a resolution from the Town Council.

## 5. The process by which flags to be flown will be decided

A request from a member of the public for a flag(s) to be flown from a Town Council flagpole will first be assessed by staff to ascertain if the request:

- Relates to directions laid down by central government
- Relates to the passing of a well-known local person exception
- Relates to the significant national or international disaster exception
- Relates to the football/rugby exception

If the request relates to any of the above, the flag will be flown/already flying.

### Does the requested flag require planning consent to be flown?

If the request does not relate to any of the above, staff should next check if the flag(s) can be flown without planning consent (see page 2).

If the flag(s) **does not require planning consent**, staff will inform the member of the public that their request will **be decided upon by the Town Clerk and Mayor/presented at the next available meeting of the Full Council or Oversight Committee for deliberation**. The member of the public making the request will be notified of the Town Council's decision regarding the request in a timely manner. The decision of the Town Council will be final.

If the flag(s) **does require planning consent**, staff will inform the member of the public making the request that:

- the Town Council will need to make an application for planning consent
- it will take a minimum of two months for consent to be applied for and decided upon
- **the cost of making the application for consent must be met by the member of public**

### Clashes

It is possible that a request from a member of the public for a flag to be flown from Shalder Hill clashes with a pre-agreed request. In such an instance, the Parkhouse flagpole will be offered. In the unlikely event that a request for a flag(s) to be flown is made when both Shalder Hill and the Parkhouse flagpoles are being used for pre-agreed requests, the Castle flagpole will be offered.

## **Executive Summary**

We have separated The Parkhouse Centre into seven sections and have produced seven Building Survey Reports. The aim of this is to make the reports easier to understand with the different parts of the building commented on separately. The sections are outlined in the plans provided. This Building Survey Report for Section A is the main report. This report also includes comments about the other sections of The Parkhouse Centre under Section 2: Executive Summary, Section 6: Services and Section 13: Issues for your Estates Team / Legal Adviser. This Building Survey Report must be read in conjunction with all of the other Building Survey Reports for The Parkhouse Centre and vice versa.

Timescales may be used in this report to indicate when repairs and maintenance items are likely to be required. It must be appreciated that predicting the timescales of repairs and maintenance items is difficult given the variety of factors determining these (materials, workmanship, exposure, weather etc.). You should use this as a guide and monitor these areas on an ongoing basis, undertaking repairs sooner if required. Some health and safety issues or serious repairs may need addressing immediately. The following general phrases may be used as a guide:

- Urgent – Immediately.
- Short Term – Within a year.
- Medium Term – 1 year to 5 years.
- Long Term – 5 years plus.

The property is formed in several different types and ages of construction. The right hand side of the building, Sections A, B & C, mainly include buildings constructed around the mid to late 19<sup>th</sup> Century, formed in stone or solid brick construction, they also have some more modern infill constructions contained within them. Sections D, E, F & G are more modern, mainly constructed in the past 30 years or so in cavity masonry construction. These different types of construction will need different approaches to their maintenance.

The property has the serious disadvantage of being at high risk of flooding. We understand it was last flooded in the 1990s. We recommend further investigating flood risk as this should inform your short term, medium term and long term spending decisions for the property. Decisions around the maintenance and improvement of the building must consider flood risk and include measures to protect the building and also make it easier to reinstate the building following a flood

There do not appear to be any significant structural issues causing immediate concern affecting the building, however there are some that need further investigation and possible remediation.

There are many maintenance items and improvements included in the reports that are commensurate with the age of the property.

There are generally similar issues in the older parts of the building and the newer parts of the building. Examples of these include:

Sections A & C both have redundant chimney stacks and dampness through these are causing decay to the roof structure in places. As these chimneys do not serve a purpose, and are an ongoing maintenance liability, in our opinion these should be dismantled and the roof coverings carried across (subject to local authority approvals). See further comments in section 4.1 Chimney Stacks

There are also maintenance works required to the roof coverings as there is some water ingress in places e.g. replacing broken and slipped slates, renewing valley gutter linings etc.

Maintenance may allow improvements in places e.g. replacing the flat roof coverings may then make it cost effective to install insulation to modern standards.

Whilst Sections D, E & F have been constructed more recently and generally have less issues with them than the older parts of the building, the main issues appear to be with the roof coverings. The slates used appear to have a high metal content and will be susceptible to fracturing on an ongoing basis. Repairs such as replacing defective slates are needed now. This issue must be considered with any future proposals for the building, such as solar panel installations, which could obstruct access for maintenance. It may be worth replacing a roof pitches coverings where solar panels are to be installed. See further comments in Sections 4.2 Roof Coverings.

There are some accessibility issues to consider such as lack of automation to the other main entrance doors (on Section A and Section E), inadequate ramp provision to entrances (Sections A & E), no hold open devices on corridor doors, improvements to the accessible W.C etc. See further comments in Sections 4.6 Doors, 5.6 Internal Joinery & Decorations and 5.8 Bathroom.

Sections A & B have areas of defective timber suspended floor structure that require repair now. A decision needs to be made whether to repair the floors on a like for like basis or install solid floors to avoid timber decay in future. Installing solid floors also gives the opportunity of installing floor insulation. Further investigation should identify the most costeffective option at this time. See further comments in section 5.4 Floors.

There is no guarding at the top of retaining walls to the rear of the building and as the area behind has publicly accessible footpaths etc on it, and there are large drops in places, we believe guarding should be introduced to reduce the risk of injury from falling.

Fire compartmentation between the Parkhouse Centre and the attached house is lacking in the roof space. Some other improvements may be required too. See further comments in Sections 8.1 Fire Safety Risks and Carbon Monoxide.

There is insulation included in the roof spaces of the newer parts of the building, in Sections D & E (Section F and G are concealed). There may be little insulation contained within the external walls and floor constructions.

Insulation has been added retrospectively to the older parts of the building, in the roof spaces and it was also found contained behind the drylining in Room 4 of Section A. This indicates that it may have been introduced to the drylinings throughout section A, B & C. There does not appear to be any insulation included within the older floor constructions, as viewed in the location of the defective timber suspended floor in Room 4 of Section A.

Improvements to insulation should be considered as part of future maintenance works and upgraded when cost effective to do so. There may be immediate improvements that could be cost effective to complete now e.g. improving roof insulation levels (including installing where missing), replacing timber external doors with insulated and double glazed ones and installing LED lighting. See further comments in Sections 9 Energy & insulation.

### **Urgent Repairs / Actions**

As previously described in this report, the following urgent repairs must be rectified as soon as possible:

- 1) Introduce suitable guarding to large drops in grounds.
- 2) Ensure the smoke alarms and associated items such as break glass, fire alarm panels etc. are periodically tested and repaired/replaced as required.

3) Instruct a suitably registered Asbestos Surveyor to test damaged potentially asbestos containing material and provide further advice thereafter.

### **Further Investigations**

As described previously in this report, you must obtain further specialist advice on the following matters:

1) Instruct a flood risk specialist to assess the property and advise on the flood risk and measures to reduce the risk. Obtain specifications and quotations for any recommended works from a suitably competent contractor.

2) Instruct a lead sheet installer to review the chimney flashings and repair/replace them as required.

3) Obtain specifications and quotations from a suitably competent contractor for: 1) dismantling the chimney stacks and carrying roof coverings across and for 2) dismantling the chimney stacks and rebuilding with damp proof course/s installed.

3) Obtain a specification and quotation from a suitably competent roofing contractor for replacing the pitched roof coverings.

4) Instruct a suitably competent roofing contractor to review the penetrating dampness in the rear offices and provide a specification and quotation for repair.

5) Instruct a suitably competent lead sheet installer/roofer to replace the defective sloping valley gutters.

6) Obtain a specification and quotation from a suitably competent flat roofing contractor for replacing the flat roof coverings in full, including the roof lights and flashings, laying the roof to falls and replacing decayed timber and upgrading insulation as required.

7) Obtain specifications and quotations for re-rendering where render is defective (mainly at high level) by a contractor specialising in lime render.

8) Instruct a specialist damp proofing contractor to provide a specification and quotation for completing damp proofing works to the property (if needed).

9) Instruct a window/door installer registered with a government authorised competent person scheme (e.g. FENSA) to further investigate the penetrating dampness around the windows and undertake alterations to reduce the risk of penetrating dampness occurring.

10) Check whether a mundic test of the property has been carried out. If not, instruct a new mundic test of the property.

11) Obtain a specification and quotation for replacing the defective timber windows from a contractor registered with a government authorised competent person scheme (e.g. FENSA).

12) Obtain a specification and quotation for replacing the timber doors from a contractor registered with a government authorised competent person scheme (e.g. FENSA). Instruct a competent joiner to further investigate the roof structure around the chimney stack construction and sloping valley gutters and replace decayed sections of timber and introduce separation between the roof structure and the damp chimney stacks.

13) Instruct a competent joiner to further investigate the roof structures taking a bearing off of the gable walls and replace decayed sections of timber and introduce separation between the roof structure and the damp masonry walls.

14) Instruct a specialist timber treatment contractor to further investigate the roof structures for beetle attack and rot and provide a specification and quotation for repair if needed, they should also provide a quotation for treating the roof structures against beetle attack and rot.

15) Instruct a suitably competent joiner to further investigate the condition of the timber suspended ground floor structure and provide a specification and quotation for repair.

16) Instruct a specialist timber treatment contractor to check floor timbers for defects and advise on any repairs that may be required, provide a quotation for these and for treating the floor structure against beetle attack and rot.

17) Obtain a specification and quotation from a suitably competent contractor for replacing the timber suspended ground floor structures with solid floor constructions incorporating damp proof membranes and insulation to current Building Regulation requirements.

18) Instruct a HETAS Registered Engineer to check the flues if you would like to bring them back into use.

19) Instruct a specialist timber treatment contractor to further investigate the timber throughout the property and provide a specification and quotation for repair and treatment against beetle attack and rot.

20) Obtain specifications and quotations from a suitably competent contractor for replacing the kitchen fittings, worktops and finishes.

21) Obtain an up to date electrical test certificate for the installation from a suitably registered electrician. You should obtain quotations for any identified repair/replacement works.

22) Obtain an up to date Gas Safe test certificate for the gas installation from a suitably registered Gas Safe engineer. You should obtain quotations for any identified repair/replacement works.

23) Instruct a competent heating engineer to inspect the heating and hot water system, and comfort cooling units, if servicing has not been carried out in the last year, providing a quotation for any repairs needed.

24) Instruct a specialist drainage contractor (registered with an approved government contractor scheme) to further investigate the condition of the below ground drainage (both foul and surface water), assess its condition, report on any defects or inadequacies present and provide a quotation for repair/improvement works reported.

25) Instruct a specialist fire safety engineer to review the building and advise if fire compartmentation lines are required between the different sections/areas of the building. Obtain a plan and a specification for improving fire safety measures (including fire compartmentation, alarms, fire break glasses, means of escape improvements, emergency lighting, running man signage etc.). Obtain quotations for implementing the required measures from suitably competent contractors.

# The Parkhouse Centre – Section A



BUDE & STRATTON TOWN COUNCIL

Date: 12/03/15

THE PARKHOUSE CENTRE – FLOOR PLAN

## **Request to fly the Pride flag**

### **Background**

The request below has been received from Bude Pride

### **Detail**

With LGBTQ+ history month coming up in February, we would like our town to honour this month by flying the pride flag. We hope that by doing this it will inspire constructive conversations to be had by our community and encourage everybody to ask questions and learn more about the queer community. Continuing to cultivate a growing sense of acceptance and safety for all queer people living in and around Bude.

The local schools showed great initiative and drive from their students in last year's LGBTQ+ history month and we wish to follow their examples in allyship and inclusivity by having the latest intersex progress flag flown on all the available masts across our town.

We understand that last year there were issues regarding getting the permit to fly the latest progress flag. Should you be unable to attain a permit in time we are still happy for the original Gilbert Baker pride flag to be flown.

All of us at Bude Pride thank you again for your continued support of LGBTQ+ people and we look forward to hearing from you.

### **Financial Implications**

It is understood that the fee for the planning permission required to fly the intersex progress would be £263.20 per location.

### **Legal Implications**

Under government regulations the flying of the Rainbow flag is permitted. **The** latest intersex progress flag is not on the permitted list and so would require consent under the Planning (Control of Advertisements) (England) Regulations 2007.

### **Environmental Implications**

None

### **Fit to Vision and Priorities**

### **Consultation**

**No consultation has been undertaken with regards to this request.**



Any queries regarding any of the payments below please contact the BSTC office prior to the meeting - email <a href="mailto:accounts@bude-stratton.gov.uk">accounts@bude-stratton.gov.uk</a>						
SCHEDULE OF PAYMENTS ALREADY MADE BETWEEN 16TH DECEMBER 2022 AND 12TH JANUARY 2023			Invoice	VAT	Total	Total per supplier
VO1606	Staff, HMRC, Cornwall Pension Fund	December 2022 - Salaries, Tax, NI and Pension	71,217.82	0.00	71,217.82	71,217.82
VO1607	Barclaycard - DD	BACS Charges	83.68	3.00	86.68	86.68
VO1608	Bluegrass Computer Services - DD	Support Package - February 2023	768.00	153.60	921.60	
VO1609	Bluegrass Computer Services - DD	Server Back-up and virus protection - February 2023	457.03	91.41	548.44	1,470.04
VO1610	Clarity Copiers - DD	Castle Printing	110.97	22.19	133.16	
VO1611	Clarity Copiers - DD	Parkhouse Printing	94.55	18.91	113.46	246.62
VO1612	Daisy Telecom - DD	Mobile Phones	122.76	24.55	147.31	147.31
VO1613	EDF Energy - DD	Bus Shelter electricity 1st October - 31st December 2022	188.93	9.45	198.38	198.38
VO1614	Pozitive Energy - DD	Crooklets Public Conveniences - Electricity - November 2022	32.73	1.64	34.37	
VO1615	Pozitive Energy - DD	The Unit - Electricity - November 2022	161.24	32.25	193.49	
VO1616	Pozitive Energy - DD	The Castle - Gas - November 2022	306.03	61.21	367.24	
VO1617	Pozitive Energy - DD	The Library - Electricity - November 2022	494.91	98.98	593.89	
VO1618	Pozitive Energy - DD	The Castle - Gas - December 2022	197.89	39.58	237.47	1,426.46
VO1619	Sage - DD	January 2023 Support Contract	288.00	57.60	345.60	345.60
VO1620	Shimmer Telecom - DD	Castle Telephone - January 2023	8.00	1.60	9.60	9.60
VO1621	Smartest Energy - DD	Library - Gas - November 2022	-22.29	-1.11	-23.40	
VO1622	Smartest Energy - DD	Library - Gas - December 2022	231.15	11.56	242.71	
VO1623	Smartest Energy - DD	The Parkhouse Centre - Gas - December 2022	784.46	156.89	941.35	1,160.66
VO1624	South West Water - DD	The Unit - Water	103.84	0.00	103.84	
VO1625	South West Water - DD	The Castle - Water	1,279.71	0.00	1,279.71	
VO1626	South West Water - DD	The Parkhouse Centre - Water	550.18	0.00	550.18	
VO1627	South West Water - DD	1 The Old Forge - Water (to be recharged)	13.61	0.00	13.61	1,947.34
VO1628	TV Licensing - DD	Parkhouse Centre - TV Licence	159.00	0.00	159.00	159.00
VO1629	UK Fuels Ltd - DD	Fuel	4.00	0.80	4.80	
VO1630	UK Fuels Ltd - DD	Fuel	120.00	24.00	144.00	148.80
VO1631	Unity Trust Bank - DD	Bacs Charges	38.75	0.00	38.75	38.75
VO1632	Worldpay - DD	BACS Charges	55.68	11.04	66.72	66.72
VO1633	Youngs Wholesale - DD	Café Supplies	228.12	45.62	273.74	
VO1634	Youngs Wholesale - DD	Café Supplies	74.63	14.93	89.56	
VO1635	Youngs Wholesale - DD	Café Supplies	315.68	0.70	316.38	679.68
VO1636	Bude Area Tourist Board	National Lottery Grant Funding	29,823.05	0.00	29,823.05	29,823.05
VO1637	Bude Climate Partnership	National Lottery Grant Funding	112,272.19	0.00	112,272.19	112,272.19
VO1638	Cash Cheque	Castle Petty Cash (Chq 300497)	206.23	0.00	206.23	206.23
VO1639	Community Energy Plus	National Lottery Grant Funding	5,584.48	0.00	5,584.48	5,584.48
VO1640	Cornwall Council	Uncontested election - Stratton Ward - 15/12/22	344.02	0.00	344.02	344.02
VO1641	Dunn & Baker Solicitors	Legal Costs - re Preparing the assignment of the Lock Gates Tea Rooms	700.00	140.00	840.00	840.00
VO1642	More Creative Solutions Limited	Gurney Light Installation at Castle	18,074.97	3,614.99	21,689.96	21,689.96
VO1643	Richard Gowan Consulting Limited	Compass Point - Site Investigation works	150.00	30.00	180.00	180.00
VO1644	Adobe - Pre-paid Card	Creative Cloud all apps	50.57	10.11	60.68	
VO1645	Adobe - Pre-paid Card	Acrobat Pro	28.64	5.73	34.37	
VO1646	Argos - Pre-paid Card	Microwave for Parkhouse Centre	50.00	0.00	50.00	
VO1647	Mailchimp - Pre-paid Card	Mailchimp	18.53	3.70	22.23	
VO1648	Pockit - Pre-Paid Card	Monthly Fee	1.99	0.00	1.99	
VO1649	QR Code Generator - Pre-paid Card	QR Code Generator Pro	141.14	0.00	141.14	310.41
			245,914.87	4,684.93	250,599.80	250,599.80
<b>SCHEDULE OF PAYMENTS TO BE MADE ON THE 13TH JANUARY 2023</b>						
VO1650	Acrylic Pour Designs	Shop Stock	210.00	0.00	210.00	210.00
VO1651	Amazon Payments UK Limited	Office Supplies (Cheapest)	11.74	2.35	14.09	
VO1652	Amazon Payments UK Limited	Ukrainian Flag (Cheapest)	3.32	0.67	3.99	
VO1653	Amazon Payments UK Limited	Café Equipment (Cheapest)	35.67	7.14	42.81	
VO1654	Amazon Payments UK Limited	Water fed Brush for Castle Cleaning (Not available locally)	104.15	20.83	124.98	
VO1655	Amazon Payments UK Limited	First Aid Kit refill for Café (Cheapest and all items needed)	20.79	4.16	24.95	
VO1656	Amazon Payments UK Limited	Connectors for Unit CCTV (Cheapest)	6.65	1.33	7.98	
VO1657	Amazon Payments UK Limited	Stationary to Castle (Cheapest)	2.80	0.56	3.36	222.16
VO1658	Arrow Lifts Ltd	Castle lift routine service	84.00	16.80	100.80	
VO1659	Arrow Lifts Ltd	Summerleaze Car Park Hoist routine service	164.00	32.80	196.80	297.60
VO1660	Biffa Waste Services Ltd	Refuse Collection - The Unit	681.60	136.32	817.92	
VO1661	Biffa Waste Services Ltd	Refuse Collection - The Parkhouse Centre	284.00	56.80	340.80	
VO1662	Biffa Waste Services Ltd	Mixed Dry Recycling Collection - The Parkhouse Centre	85.95	17.19	103.14	

VO1663	Biffa Waste Services Ltd	Glass Recycling Collection - The Parkhouse Centre	54.90	10.98	65.88	1,327.74
VO1664	Bradfords Building Supplies Limited	Bolt	5.22	1.04	6.26	
VO1665	Bradfords Building Supplies Limited	Postcrete	10.98	2.20	13.18	
VO1666	Bradfords Building Supplies Limited	Postcrete	28.64	5.73	34.37	53.81
VO1667	Bude Design Co	Open House - Amended digital PDF	40.00	0.00	40.00	40.00
VO1668	Bude DIY	Outdoor Supplies	88.35	17.67	106.02	106.02
VO1669	Chadds of Bude Ltd	Café Supplies - Credit Note	-16.50	0.00	-16.50	
VO1670	Chadds of Bude Ltd	Café Supplies	73.68	0.00	73.68	
VO1671	Chadds of Bude Ltd	Café Supplies	92.75	2.11	94.86	
VO1672	Chadds of Bude Ltd	Café Supplies	79.98	1.37	81.35	
VO1673	Chadds of Bude Ltd	Café Supplies	57.43	6.47	63.90	
VO1674	Chadds of Bude Ltd	Café Supplies	154.55	0.00	154.55	
VO1675	Chadds of Bude Ltd	Café Supplies	89.40	11.86	101.26	553.10
VO1676	Charlie Prideaux	4 Loads of Green waste removal	240.00	48.00	288.00	288.00
VO1677	Cornwall ALC Limited	Councillor Training - Planning	30.00	6.00	36.00	36.00
VO1678	Cornwall Council	Seagull proof Sacks (for resale)	246.00	0.00	246.00	246.00
VO1679	D & I Bridgman and Son Ltd	Hook on plate	7.10	1.42	8.52	
VO1680	D & I Bridgman and Son Ltd	Chain Oil	30.59	6.12	36.71	45.23
VO1681	Devondale	Bulbs	4.34	0.87	5.21	5.21
VO1682	Dulux Decorators Centre	Brush Cleaner	56.01	11.20	67.21	67.21
VO1683	Dunn & Baker Solicitors	Licence agreement regarding the Storm Tower	2,309.00	460.00	2,769.00	2,769.00
VO1684	Elly Hawkins	Food and Activities Programme - December 2022	30.00	0.00	30.00	30.00
VO1685	Jackie Diffey	Coffee Tables for Warm Rooms	20.00	0.00	20.00	20.00
VO1686	Jag Signs	Mayor board update	30.00	6.00	36.00	
VO1687	Jag Signs	Interpretation boards (Message in a bottle)	168.85	33.77	202.62	238.62
VO1688	KJ Bromell Ltd	Timber	37.20	7.44	44.64	
VO1689	KJ Bromell Ltd	Postfix	10.71	2.14	12.85	
VO1690	KJ Bromell Ltd	Postfix	10.71	2.14	12.85	
VO1691	KJ Bromell Ltd	Timber	28.42	5.68	34.10	
VO1692	KJ Bromell Ltd	Cement	5.70	1.14	6.84	
VO1693	KJ Bromell Ltd	Silicone	4.91	0.98	5.89	
VO1694	KJ Bromell Ltd	Postfix	44.03	8.80	52.83	170.00
VO1695	Lansdowne Bakery	Café Supplies	101.47	0.00	101.47	
VO1696	Lansdowne Bakery	Café Supplies	126.93	0.00	126.93	228.40
VO1697	Lansdown Dairy	Milk	12.40	0.00	12.40	
VO1698	Lansdown Dairy	Café Supplies	115.20	0.00	115.20	127.60
VO1699	LJD Coaching	Food and Activities Programme - December 2022	3,297.00	0.00	3,297.00	3,297.00
VO1700	Mr R Spry	Refund of Castle room hire 15/04/23	73.33	14.67	88.00	88.00
VO1701	Nicholsons SW	Cleaning Supplies - The Parkhouse Centre	214.14	42.83	256.97	
VO1702	Nicholsons SW	Cleaning Supplies - The Parkhouse Centre	147.02	29.40	176.42	433.39
VO1703	Pitney Bowes	Postage	217.99	2.00	219.99	219.99
VO1704	R Sleep Ltd	Pull Cord/ Chainsaw Files	40.40	8.08	48.48	48.48
VO1705	Screwfix	Window handle	10.83	2.16	12.99	
VO1706	Screwfix	Staff Workwear/PPE	42.99	0.00	42.99	
VO1707	Screwfix	Sealant	8.33	1.66	9.99	
VO1708	Screwfix	Woodworm Killer	46.65	9.33	55.98	
VO1709	Screwfix	Batteries	7.49	1.50	8.99	130.94
VO1710	Society of Local Council Clerks	Membership Fee - K Cornwell	337.00	0.00	337.00	337.00
VO1711	Sign O Times	Plaque for Blanchminster 600 year anniversary	75.00	15.00	90.00	90.00
VO1712	South West Hygiene	Sanitary Unit Rental & Service - Library/ Stratton Public Conveniences	142.69	28.53	171.22	171.22
VO1713	South West Water	Pitch & Putt Water (to be recharged)	101.97	0.00	101.97	101.97
VO1714	Tamar Trading	Timber	146.85	29.37	176.22	176.22
VO1715	The Cornish Farmhouse Bacon Co Ltd	Café Supplies	52.25	0.00	52.25	
VO1716	The Cornish Farmhouse Bacon Co Ltd	Café Supplies	31.69	0.00	31.69	83.94
VO1717	The Tree Inn - Simon Floyd	Provision of Warm Room in the Tree Inn Stratton	800.00	0.00	800.00	800.00
			11,917.24	1,142.61	13,059.85	13,059.85
Grand Total			257,832.11	5,827.54	263,659.65	263,659.65
					BACS Due	13,370.26