

## PADSTOW TOWN COUNCIL

### Minutes of the Finance and General Purposes Committee meeting held on Tuesday 5 June 2018 at 7.00 pm in the Council Office, Station House, Station Road, Padstow

**Present:** Councillors R Higman (Chairman), F J Bealing, R Buscombe, K Freeman, A Rickard, Mrs A E Symons and Mrs T Walter

**In Attendance:** Mrs N Barnes (Responsible Financial Officer) and Mrs S Daly (Support Officer and Minute Taker)

- FGP2018/1 Election of Chairman/Vice Chairman:**  
i) **RESOLVED** that Councillor R Higman be re-elected as Chairman whereupon he took the chair.  
ii) **RESOLVED** that no Vice-Chairman be elected
- FGP 2018/2 Apologies:** There were no apologies.
- FGP2018/3 Announcements:** There were no announcements.
- FGP2018/4 Declarations of Interest:** There were no declarations of interest.
- FGP2018/5 Public Participation:** There was no public participation.
- FGP2018/6 Minutes Tuesday 20 February 2018: RESOLVED** that the minutes of the meeting held on Tuesday 20 February 2018 were a true record of the meeting and they were signed by the chair.
- FGP2018/7 Committee Terms of Reference: RESOLVED TO RECOMMEND TO COUNCIL** that no changes be made to the Committee's Terms of Reference and be adopted unchanged.
- FGP2018/8 Internal Audit:** An update on the progress of the Internal Audit recommendations, as detailed in the agenda report, was noted.
- FGP2018/9 Budget-V-Actual Overview:** The update was noted for information.
- FGP2018/10 Car Park Takings:** The car park takings were noted for information. Mention was made that Easter 2018 had been spread over both March and April. It was considered that whilst takings were down, it was too early for this to be indicative of any trend for the year.
- FGP2018/11 Budget 2018-19 and Business Plan and Budget:** In response to a member query, the Responsible Financial Officer confirmed that the Business Plan in the agenda pages was only an extract detailing the recommended changes. These being i) to move the unspent Skate Park cost of

£85,000 from 2017/18 to 2018/19; and ii) to roll into the next financial year, any items within the 2018/19 business plan that had not been taken forward.

Members considered that a more in-depth business plan detailing income and expenditure may prove beneficial. It was felt that Council's financial data was comprehensive enough to support this. The Responsible Financial Officer advised that a cautious approach should be taken towards recognising income in advance. She commented that unexpected costs such as cliff slips, which in recent years had been in the region of £80,000 would also impact any cash flow forecast. For these reasons, the business plan was more a schedule of works rather than a detailed forecast.

**RESOLVED** that the Responsible Financial Officer research and prepare a report detailing the types of business plans adopted by other Councils for consideration at the next meeting of the Finance and General Purposes Committee.

Further it was **RESOLVED TO RECOMMEND TO FULL COUNCIL** that the Revised Budget 2018-19 and Business Plan, as appended to these minutes, be approved.

**FGP2018/12**

**Date of next meeting:** 17 July at 7pm was noted.

Meeting closed at 7.10 pm.