

PADSTOW TOWN COUNCIL

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12 February 2020

TO: FINANCE AND GENERAL PURPOSES COMMITTEE

Councillors R Higman (Chairman), R Buscombe, M Evans, A P Flide,
K Freeman, M Rickard, Mrs T Walter and C Watson-Smyth

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** at the Council Offices, Station House, Station Road, Padstow on **Tuesday 18 February 2020 at 7 pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

N. Barnes

pp Kathy Pemberton
Town Clerk

Press & Public are invited to attend

1. **To receive apologies for absence**
2. **To receive announcements:** for information only.
3. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's code of conduct.
4. **Public Participation:** to receive submissions from members of the public relating to items on the agenda, in accordance with the Council's code of conduct & standing orders.
5. **To agree the minutes** of the meeting held on 19 November 2019. (pg 1-2)
6. **Budget Summary and Budget to Actual Variance Report 2019/20:** To note for information. (pg 3-6)
7. **Grants 2020/21:** To discuss and decide on the allocation of grants as per the Council's Grant Policy to be allocated under the relevant Local Government Acts, as follows: (pg 7-10)
 - a) **LGA Miscellaneous Provisions Act S19**
 - b) **LGA and Rates Act S26-29**
 - c) **LGA 1972 S144**
 - d) **LGA 1972 S137**

8. Date of next meeting: to be confirmed

PADSTOW TOWN COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Tuesday 19 November 2019 at 7.00 pm in the Council Office, Station House, Station Road, Padstow

Present: Councillors R Higman (Chairman), R Buscombe, M Evans, K Freeman and Mrs T Walter

In Attendance: Mrs K Pemberton (Town Clerk), Mrs N Barnes (Responsible Financial Officer) and Councillor H M Saunders

FGP2019/13 **Apologies:** Apologies were received from Councillor C Watson-Smyth.

FGP2019/14 **Announcements:** There were no announcements.

FGP2019/15 **Declarations of Interest:** There were no declarations of interest.

FGP2019/16 **Public Participation:** There was no public participation.

FGP2019/17 **Minutes Tuesday 13 August 2019: RESOLVED** that the minutes of the meeting held on Tuesday 13 August 2019 were a true record of the meeting and they were signed by the chair.

FGP2019/18 **Budget Report 2019-20:** The budget report providing an overview of the total income and revenue expenditure from 1.4.19 – 31.10.19 and explanations for any significant variances were noted.

FGP2019/19 **Budget 2020-21:**
Members' Allowances: RESOLVED TO RECOMMEND TO COUNCIL THAT no members' allowances be set for 2020-21.

Precept 2020-21: It was not considered necessary to set a Precept for 2020-21 as projects identified could be funded within the budget.

RESOLVED TO RECOMMEND TO COUNCIL THAT no Precept be set for 2020-21.

Draft Budget 2020-21: The Chairman referred Committee to the draft budget papers. The RFO drew Committee's attention to the overview of each Committees recommendations on the budget, which she had incorporated into the draft budget and colour coded for ease of reference.

It was noted that there was a typing error for the Multi-Use Games Area which should read £200,000. The Town Clerk outlined the CC enforcement officers expenditure this year would be under £2,000 simply down to the service that was

available from Cornwall Council. Furthermore, for discussion by the relevant Committee, but there was potential for other enforcement officer support in respect of traders and joint working with PHC.

The RFO drew attention to various matters within the draft budget which included staff costs, increase in professional fees and £50,000 contingency which she considered necessary and could be used for yet unknown costs and projects relating to Climate Change and the Core Building. Comment was made that the Climate Change needed to be looked into hence why the Highway, Roads and Transport Committee had suggested inclusion of a budget to investigate electric charging points.

Overall, members were satisfied with the budget recommendations from the Committees and draft budget and further explanation given by the RFO at the meeting.

RESOLVED TO RECOMMEND TO COUNCIL THAT the draft budget 2020-21 be approved.

Business Plan: The Chairman referred Committee to the Business Plan and suggested changes on the last page to reflect updates to current projects.

The major capital projects had been updated to take account of the recommendations from the relevant Committees. It was considered that this could be incorporated into the last page of the Business Plan rather than having as an attachment.

RESOLVED TO RECOMMEND TO COUNCIL THAT the updated Business Plan be agreed subject to incorporating the Major Capital Projects into the last page of the Plan.

FGP2019/20

Date of Next Meeting: Tuesday 18 February 2020 at 7.00pm (Grants Meeting) was noted.

Meeting closed at 7.13 pm.

Padstow Town Council - FGP 18.2.20 Agenda item 6

Budget Report

	Year to Date		Prior Year		Variance
	1.4.19 -	1.4.19 -	1.4.18 -	31.1.19	
	Actual	Budget	Actual	Actual	
	£	£	£	£	
Income					
Central Services	3265	42	3265	196929	-193664
Highways, Roads & Transport	499463	477127	499463	503041	-3578
Environment	12233	4175	12233	7600	4633
Leisure	8435	3000	8435	7219	1216
Investment Properties	291715	217666	291715	235184	56531
Other Operating Income (int recvd)	2710	333	2710	2159	551
	817821	702343	817821	952132	-134311
Operating Expenses					
Democratic Core	3689	1533	3689	3844	-155
Corporate Services	32217	35813	32217	70724	-38507
Central Services	25000	25000	25000	25000	0
HRT Railway Car Park	86603	91667	86603	76855	9748
HRT Lawn Car Park	24549	24692	24549	21576	2973
Environment Cemetery	20193	19883	20193	15483	4710
Environment Toilets	52482	54408	52482	54399	-1917
Leisure Sport & Recreation	1269	1000	1269	0	1269
Leisure Tourism	1214	1417	1214	871	343
Leisure Open Spaces	119139	144430	119139	127128	-7989
Investment Properties	49686	34500	49686	47972	1714
Administration	168461	173083	168461	120351	48110
	584502	607426	584502	564203	20299
Other Operating Expenses (Capital/Project items)	224564	283333	224564	87950	136614
Net Profit/(Loss)	£8,755	-£188,416	£8,755	£299,979	-£291,224

FGP meeting 18.2.20 Agenda item 6

Budget to Actual Variance Report 2019-20 1.4.19 – 31.1.20

Overview

Total income from 1.4.19 – 31.1.20 is £817,821 compared with the budget of £702,343.

Total revenue expenditure from 1.4.19– 31.1.20 is £584,502 compared with the budget of £607,426. Capital/project expenditure is £224,564 and the budget is £283,333.

Explanations for significant variances are detailed below:

Income

Highways, Roads & Transport

HRT income is £22,336 more than the Budget because a prudent approach is taken with forecasting car park and leeway income.

Environment

Environment income is £8058 greater than the Budget because there have been more burials than anticipated.

Investment Properties

Investment Properties income is £74,049 more than the Budget due to back rent invoiced following a rent reviews and increased rents.

Expenses:

Corporate Services

Corporate Services expenses are £3596 less than the Budget due to other professional services costs being less than expected up to date.

Highways, Roads & Transport

HRT expenses are £5064 less than the Budget because £10,000 was requested in the Budget by the HRT committee for Civil Enforcement Officers but only £1772 of service was available from Cornwall Council.

Leisure Open Spaces

Leisure Open Spaces costs are £25,291 less than the Budget because staff and training costs are less than expected.

Investment Properties

Investment Properties expenses are £15,186 more than the Budget because the insurance invoice was put on to Sage in November and a prepayment will be done at the Financial Year End. Surveyor's costs are also more than expected following higher rent reviews.

Administration

Administration expenses are £4622 less than the Budget because staff costs are less than anticipated.

Capital/projects expenses

Capital/projects costs are £58,769 less than the budget due to the timing of capital/projects and receipt of invoices. The capital/projects total of £224,564 includes: Victoria Monument shelter refurbishment, IT updates, Lawn car park works, Station House snagging, Lawn skate park, installing electric to the garages and North Quay & Cory toilets refurbishment.

Prior Year Report

Overview

Total income from 1.4.19 – 31.1.20 is £817,821 compared with £952,132 for the same period last year.

Central Services income is £193,664 less than last year due to Unit 5b Treceus Industrial Estate being sold last year and receipt of the sale proceeds.

Environment income is £4633 more than last year because burial fees are greater this year.

Investment Properties income is £56,531 more than last year due to back rent invoiced, following rent reviews.

Total revenue expenditure from 1.4.19 – 31.1.20 is £584,502 compared with £564,203 for the same period last year.

Corporate Services expenses are £38,507 less than the prior year because some staff costs were included under this cost centre but all office staff are now included under Administration.

HRT Railway car park expenses are £9748 more than last year because last year Cornwall Council forgot to take the direct debits for Non Domestic Rates early in the Financial Year and a general increase in costs.

Environment Cemetery expenses are £4710 more than last year due to staff costs being higher and more burials resulting in higher Grounds Maintenance costs (excavating graves).

LTOS expenses are £7989 less than last year due to lower staff costs.

Administration expenses are £48,110 more than last year following the recoding of some office staff from Corporate Services to Administration.

Other operating expenses (capital and project expenditure) are £224,564 this year and £87,950 last year. Major projects such as the Lawn car park works and North Quay & Cory toilets refurbishment are occurring in this Financial Year.

NB
11.2.20

Padstow Town Council - Grants 2020/21

Agenda item 7

Grants were advertised via the Council's website, Facebook and Parish Magazine, information was also sent to Councillors.

Reminders were sent in early and late January.

Organisations that have not applied this year but were awarded a grant last year:

	<u>2019/20</u>
Padstow Tourist Information Centre	3000
Padstow Memory Café	400
National Lobster Hatchery	240
Circling Cornwall CIC	100
	<u>3740</u>

Please note that a Receipts and Payments or Income and Expenditure summary or a Profit and Loss Account and Balance Sheet or current bank balance, for each application, are copied for the FGP Committee and included in the Grants packs.

Further details and full accounts, if applicable, are available for inspection at Padstow Town Council offices and at the FGP Grants meeting.

Grants totalling £25,000 were paid to local organisations during 2019-20, with 25 applications received for a grant.

In 2020/21 £25,000 is once again available and 33 Grant Applications have been received.

The Budget 2020-21 is £25,000, £22,000 in the general grants 'pot' and £3000 in the S137 'pot'. Section 137 allows the Council to award money to an organisation, that will benefit all or some of the local community, where there is not a specific power to grant money.

It is clearly for the FGP committee to award the Grants as it wishes, however, in order to keep the total grants awarded within the Budget a 'suggested' column is included on the Allocation of Grants spreadsheet (column h) based on:

- * amount requested
- * the organisation's accounts/bank balance
- * number of members or residents of Padstow or Trevone that benefit from the organisation

The aim is to share the grants budget fairly across as many organisations and age ranges as possible.

NB

6.2.20

Padstow Town Council Allocation of Grants 2020/21

column a b c d e f g h i

<u>Grant pack pages</u>	<u>Organisation</u>	<u>Grant application for:</u>	<u>Power to grant:</u>	<u>Accounts or bank details received</u>	<u>Amount awarded 2019/20 £</u>	<u>Amount requested 2020/21 £</u>	<u>Budget 2020/21 £</u>	<u>Suggested £</u>	<u>Awarded 2020/21</u>
5-8	Padstow & District Flower Club	to help pay towards demonstrators	LGA misc Provisions s19 recreation facilities	Yes	100	200		100	
9-13	Padstow Sailing Club	buoyancy aids	"	Yes	400	480		500	
14-20'	Padstow Sea Cadets a	to cover the ground rent.	"	Yes	2150	2150		1150	
21-27'	Padstow Sea Cadets b	replace safety boat engine.	"	Yes	-	2000		500	
28-36'	Padstow Preschool	a new Wendy House and new phones for the pre-school.	"	Yes	500	500		500	
37-44'	Padstow Guides	install new doors to the Guide hut.	"	Yes	500	1000		500	
45-48'	Padstow School Parents, Teachers & Friends Association (PTFA)	non-fiction books for the library and wet playtime resources	"	Yes	1000	1000		1000	
49-53	Padstow & District Lions Club	help towards Cornwall Council car park fee	"	Yes	500	700		700	
54-59'	The Carers' Club	to fund Padstow Community Bus for monthly transport.	"	Yes	did not apply	600		150	
60-64'	Nadelik Lowen	help with running costs and advertising	"	Yes	500	1000		1000	
65-71'	Padstow Rowing Club	a new Pilot gig for racing.	"	Yes	did not apply	any		400	
72-80'	St Petroc's Church, Padstow	electric hand dryer for the toilets	"	Yes	850	478.36		400	
81-89'	iSight Cornwall (The Cornwall Blind Association)	to contribute to the Padstow & Wadebridge network community iSight 360 service.	"	Yes	did not apply	450		200	
90-97'	Trevone Women's Institute	kitchen door and lighting	"	Yes	1880	1532.32		200	
98-101'	Padstow Old'n Goldies	portable wireless to plug CD's & tapes.	"	Yes	did not apply	130		150	

Organisation	Power to grant:	Accounts or bank details received	Awarded 2019/20	Amount requested 2020/21	Budget 2020/21	Suggested	Awarded 2020/21
102-106' Padstow Kernow Players	LGA misc Prov. s19 recreation	Yes	900	800		800	
107-110' Padstow Kernow Players (Cinema Club)	"	Yes	-	300		200	
111-114' Padstow Museum	"	Yes	did not apply	2360		200	
115-118' St Petroc's Senior Citizens Club, Padstow	"	Yes	700	any		500	
119-129' PCC of St Saviour's Church, Trevone	"	Yes	did not apply	1000		200	
130-136' St Eval Community Action Forum (SEACAF) CIC	"	Yes	did not apply	1000		100	
137-140' Padstow United FC	"	Yes	500	2000		500	
141-144' Padstow United Youth FC	"	Yes	1500	5000		500	
145-149' Padstow & District Sea Angling Association	"	Yes	did not apply	200		200	
150-154' Trevisker Community Meadow CIC	"	No (new)	did not apply	1000		100	
155-160' Padstow & District Community Transport	Local Govt & Rating Act 1997 s26-29	Yes	1830	1934		1950	
161-167' Padstow Christmas Lights Committee	LGA 1972 s144 Tourism	Yes	did not apply	10000		5000	
total n/c 5242 grants			13810	37814.68	22000	17700	0

168-173'	Trevone War Memorial Village Hall	to help support the demolition of the rear hall & rebuild replacement hall.	LGA 1972 s137	Yes	5000	6000		5500	
174-180'	Crafternoonies	wool to knit items for babies in Trelliske neo natal unit and for the homeless.	"	Yes	150	100		100	
181-187'	Royal British Legion - Padstow	restore & refurbish the town's garden of remembrance at St Petroc's Church	"	Yes	300	4142		500	
188-194'	Cornwall Air Ambulance Trust	expand operations to provide emergency medical air response.	"	Yes	1000	500		500	
195-198'	Trevone & Padstow Responders (SW Ambulance Service Trust)	to buy/replace equipment and kit.	"	No	did not apply	500-3000		500	
199-202'	St John's Methodist Church, Padstow	equipment storage, replace carpet and audio-visual & projection equipment.	"	Yes	1000	4000		200	
	total n/c 5243 s137 grants				7450	15242		7300	0
	TOTAL GRANTS				21260	53056.68		25000	0