

PADSTOW TOWN COUNCIL

Council Offices
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Kathy Pemberton
Town Clerk
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24 June 2020

TO ALL MEMBERS OF THE COUNCIL

Councillors: C Watson-Smyth (Chairman), A P Flide (Vice-Chairman), R Buscombe, M Evans, K Freeman, R Higman, J O'Keefe, M Rickard, H M Saunders, Mrs A E Symons, D N Vivian and Mrs T Walter

Dear Councillor

All Members of Council are hereby summoned to attend the meeting of Padstow Town Council **to be held *remotely on Tuesday 30 June 2020 at 7.30 pm** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out thereunder.

Yours faithfully

K E Pemberton
Kathy Pemberton
Town Clerk

**Due to the current regulations in response to COVID-19 this will be a virtual meeting. If you wish to view the meeting or speak in the public participation section [NB: this is only on agenda items], please contact the Town Clerk by email to enquiries@padstow-tc.gov.uk or by phone on 01841 532 296, so you may leave a message and be contacted by a member of our team*

AGENDA

Public & Press and invited to attend

1. **To receive apologies for absence and announcements**
2. **To receive declarations of interest from Members** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct
3. **Dispensations:** To consider requests from Members for dispensations.
4. **Public Participation:** To receive questions from members of the public relating to items on the agenda, in accordance with the Council's Code of Conduct and Standing Orders
 - o To receive the Cornwall Councillor's Report
 - o To receive the Police Report
5. **Standing Orders:** To adopt the supplementary Standing Orders to meet the statutory requirements for the holding of the remote meetings, and this lasts until 7 May 2021, or the repeal of legislation, whichever is the earlier.
(Sent previously and agreed via ESD)

6. **To confirm the minutes** of the Full Council Meeting held on **24 March 2020** having been previously circulated and taken as read. (P1-4)
7. **Clerk's Report/Work Programme:** To receive an update for information only. (to follow)
8. **Committees/Working Group Meetings:**
To adopt the minutes and approve recommendations (if any) for **meetings of** the:
 - i) Leisure, Tourism and Open Spaces Committee (3 March 2020); and (P5-8)
 - ii) Staffing Committee (23 June 2020) (P99)
9. **Emergency Scheme of Delegation Decisions:** To note decisions made via this mechanism in place due to the Coronavirus pandemic. (to follow)
10. **Finance:**
Monthly Accounts and Payments June 2020 (P9-18)
 - a) To receive monthly finance report (P910)
 - b) To approve accounts for payment (P11)
 - c) To note the car park takings (P12)
 - d) To give consideration to the Expenditure Review Report (P13-18)
 - e) To approve the closure of the 32 day notice deposit account. (P9.9)
11. **Internal Control:** To review and approve the effectiveness of the system of Internal Control (page 5 and 6 of the Financial Statements). (P19-33)
12. **Financial Statements:** To approve the Financial Statements for the year ended 31.3.2020 (P34-33) and (P19)
13. **Budget to Actual Variance Report:** To note the Budget to Actual Variance Report 1.4.2019 - 31.3.2020. (P34-36) & (P19)
14. **Internal Audit Report:** To note the Internal Audit Report and approve the transfer from the Earmarked Funds to the General Fund. (P937-40) & P19)
15. **Annual Governance and Accountability Return 2019/20 Section 1 Government Statement:** To give consideration to and approve Section 1 Governance Statement of the Annual Governance and Accountability Return 2019/20. (P41-47) & P19
The impact of the Covid-19 pandemic is considered as part of Assertion 8 and that the impact does not materially affect the Accounting Statements for 2019/20 but that there will be a financial impact in 2020/21 and that dealing with that is underway.
16. **Annual Governance and Accountability Return 2019/20 Section 2 Accounting Statements:** (P41-47 & P19)
 - a) Consider the Accounting Statements by the members meeting as a whole;
 - b) Approve the Accounting Statements by resolution; and
 - c) Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which approval is given
17. **Correspondence:**
 - a) To note correspondence for information, (48)
 - b) To give consideration to the following:- (49-52)
 - i) CC - Recycling Bins
 - ii) CC - Street Trading Consent Consultation, Padstow
 - iii) CC - PSPO consultation and engagement
 - iv) Request from Padstow Social Club

- 18. Reopening of Towns:** To receive an update and discuss and decide on matters on this agenda item, including request made by a member of the public. (to follow)
- 19. Future Meeting Dates and Start Times:** To discuss and decide on future meeting dates and possible change to start time whilst undertaking meetings virtually. (53)
- 20. EXCLUSION OF PRESS & PUBLIC:** To consider and if appropriate, to pass the following resolution: That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.
For the purpose of this virtual meeting press and members public will be asked to leave the meeting or will be removed as a participant from the meeting.
- 21. To confirm the confidential minutes** of the Full Council Meeting held on **25 February 2020** having been previously circulated and taken as read. (54)
- 22. Committees/Working Group Meetings:**
To adopt the confidential minutes and approve recommendations (if any) for the meetings of the:
i) Leisure, Tourism and Open Spaces Committee (3 March 2020) (55)
ii) Staffing Committee (23 June 2020) (56)
- 23. Expenditure Review Report:** To consider this report and discuss and decide on way forward. (57)
- 24. Lease/Tenant Issues and Legal/Insurance Updates:** To be updated on these matters and discuss and decide on way forward. (57-59)

PADSTOW TOWN COUNCIL

Minutes of the Full Council meeting held on Tuesday 24 March 2020 at 7.30 pm Outside of the Council Offices, Station House, Station Road, Padstow

Present: A P Flide (Vice Chairman and Chairman for the meeting), R Buscombe, M Evans, J O'Keefe and M Rickard

In Attendance: Mrs K Pemberton (Town Clerk and Minute Taker)

2019/167 To receive apologies for absence and announcements:

- i) Apologies for absence were received from Councillors C Watson-Smyth (Chairman), K Freeman, R Higman, H M Saunders, Mrs A E Symons, D N Vivian and Mrs T Walter
- ii) The Vice-Chairman advised that Aspire Trust (Trust who run some schools) as an interim measure until the national scheme was up and running, would be providing parents with 5 days' worth of food vouchers valid for some supermarkets, including Tesco, equivalent of £2.30 a day for the most vulnerable. The Vice-Chairman considered this was very much welcomed as often a school meal was the only hot meal some children received. All members agreed.

2019/168 Declarations of Interest: There were no declarations of interest.

2019/169 Dispensations: There were no dispensations.

2019/170 Public Participation: There was no public participation.

2019/171 Minutes Tuesday 25 February 2020 RESOLVED that the minutes of the meeting held on Tuesday 25 February 2020 were a true record of the meeting and they were signed by the Chair.

2019/172 Committees/Working Group Meetings:

- a) Leisure, Tourism and Open Spaces Committee held on 3 March 2020 minutes were not available for the meeting and therefore would be considered at the next available meeting.
- b) **RESOLVED** to receive the minutes of the Planning Committee meeting held on 10 March 2020.

2019/173 Business Continuity: Members gave consideration to the "to follow" agenda paper circulated and read prior to the meeting in respect of Business Continuity during the period of the pandemic Coronavirus.

Consideration was given to the advice received from the Cornwall Association of Local Councils (CALC) regarding adopting a broad delegation allowing Council to continue to operate outside of meetings until such time as the advice changes. A Member raised concern if there were to be an issue with the Town Clerk or the Chairman and Vice-Chairman what would happen? The Town Clerk outlined in the Council's Scheme of Delegation "in the absence of

the Town Clerk the RFO can exercise any functions delegated to the Town Clerk". Members considered that there should be a "backup" if there were an issue with the Chairman or Vice-Chairman and therefore changes to the recommendation were discussed and agreed, as follows:-

RESOLVED that the Council delegate authority to the Clerk in consultation with the Chairman and/or Vice Chairman/Mayor and Deputy Mayor, or in either of their absences refer to the Chairman of Finance in the first instance, failing this another Committee Chairman, as appropriate, to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity during the period of the pandemic Coronavirus, informed by consultation with the members of the Council.

The tabled paper also outlined advice from CALC in respect of a mechanism for planning matters, during this time.

RESOLVED that during the period of the pandemic Coronavirus the Planning mechanism, as detailed in Appendix 1 of the "to follow" agenda report, be approved until such time as the advice may change but with the addition of "or delegated officer in her absence" after the word Clerk in paras i) [except "public comments to the Clerk in writing"]

Members gave consideration to Business Continuity in respect of Council's finances and noted that Government had recently announced the extension of the audit period until 30 September 2020 [instead of before 30 June], giving more time for the completion of the audit process and approval at a public meeting. Further information on the public inspection timetable was awaited.

The report noted that the RFO considered that all was covered in the Council's Financial Regulations with the exception of making one amendment to the approval of the Accounts Outstanding during this time. Members made further comment that in light of the current situation that the list of bank signatories should be expanded.

RESOLVED that during the period of the pandemic Coronavirus Council agrees i) to the approval of the Accounts Outstanding by 2 Councillors who are bank signatories via email [instead of in person signatures], following email of the Accounts Outstanding to those Councillors, with the email approval being attached to the Accounts Outstanding; and ii) Councillors A Flide and M Rickard be added to the list of bank signatories.

Council noted that the RFO had written to all tenants, detailing that payment may be made over the next few months, rather than in advance as normally happens. This had been responded to favourably by the tenants who have responded. Comment was

made that Council's income was reliant on both rentals and car park income.

Paragraph 6.1 outlined response by the Council in support to the local community. At the moment the local SPAR shop was to come back to confirm availability of items to pull together Coronavirus packs for the most vulnerable. This was welcomed by Members. Comment was further made that it was preferred that any food bank support be made within our community rather than via Wadebridge Food Bank. The Town Clerk advised that Council funds could not be given to individuals, the RFO could offer advice on this further. Members felt it was best to see what transpired locally and if possible purchase food items to donate.

RESOLVED THAT the Community Events Budget be redirected to support the local community during this time, as per the discussion above.

COUNCIL RESOLVED TO NOTE Appendix 2 to the report being a document on business continuity and actions so far in relation to the pandemic Coronavirus. The Town Clerk confirmed since the recent announcement things had stepped up and through consultation with the Chairman, public toilets were now closed, as well as the skate park and play facilities. Office staff were working from home, coming in at times to pick up work/check messages. The only other staff in were the maintenance team but simply doing weekly checks on sites, bin emptying and ensuring skate park and play areas still secured. Council was supportive of this and agreed it was at the right decision. The Town Clerk advised this would be reviewed in 3 weeks.

2019/174 Future Meeting Dates And Annual Town Meeting:

The report noted that the Town Clerk in consultation with the Chairman proposed that all meetings be cancelled until the end of May 2020 and the situation reviewed at that time. However, since that time things had moved on and therefore it was considered instead to cancel all meetings until further notice.

It was noted that Government was considering bringing forward legislation which would remove the requirement for members to be present at the Annual Meeting of the Council which must take place during May. The Town Clerk would update when more information was made available.

With regard to the Annual Meeting of Electors, it was noted that this must be held between 1 March and 1 June 2020. Therefore, there was more time for this to take place, further it was possible that the Government will extend the time period for this meeting to later in the year.

RESOVLED that i) all Council meetings, including the Annual Meeting of the Electors meeting (5 May), be cancelled until further notice; and ii) further advice be awaited in respect of the possibility of the Annual Meeting of the Electors being held later in the year.

2019/175 RESOLUTION to exclude the press and public and confirm the confidential minutes: As this meeting was held outside due to the Coronavirus situation, as confirmed possible by Cornwall Association of Local Councils, it was **RESOLVED** to defer consideration of the confidential minutes to the next available meeting.

Meeting closed at 7.38 pm

PADSTOW TOWN COUNCIL**Minutes of the Leisure, Tourism and Open Space Committee meeting held on Tuesday 3 March 2020 at the Council Offices, Station House, Station Road, Padstow at 7.00 pm**

Present: Councillors C Watson-Smyth (Chairman), R Buscombe, K Freeman, R Higman and D N Vivian

In Attendance: Mrs K Pemberton (Town Clerk) and Mrs S Daly (Support Officer and Minute Taker)

- LTOS2019/67 **Apologies for Absence:**** Apologies were received from Councillors A Flide and J O'Keefe
- LTOS2019/68 **Announcements:**** There were no announcements.
- LTOS2019/69 **Declarations of Interest:**** There were no declarations of interest.
- LTOS2019/70 **Public Participation:**** There was no public participation.
- LTOS2019/71 **RESOLVED**** that the **minutes** of the meeting held on **Tuesday 11 February 2020** were a true record of the meeting and they were signed by the chair.
- LTOS2019/72 **Clerks Report:**** The Clerks report was noted for information. In response to a member query the Town Clerk confirmed that she would look into the replacement of the tourist map in Trevone and report back to the next meeting.
- LTOS2019/73 **Link Road Flower Beds:**** Members gave consideration to correspondence received from a member of the public in this regard, namely a request for the Town Council to work with volunteers to add colour to cultivated flower beds in designated and agreed areas around town especially the main approach to Padstow. In the absence of Councillor J O'Keefe, the Chairman read aloud an email from him in support of this request. Other members expressed support.

One member noted potential safety concerns that the verge towards Wadebridge was outside of the 30 mph limit, but further noted that Cornwall Council highways permitted the area to be used as footpath. It was noted that any volunteers would need to wear high visibility vests and adopt safe working practices.

It was suggested that Councillor Buscombe speak with Cornwall Council to arrange a site meeting in order to progress the matter.

Positive comments were made about successful schemes in St Issey and St Merryn and that if people who were prepared to volunteer they should be supported.

Further to Councillor Buscombe speaking to the relevant Cornwall Council Officer, the Town Clerk suggested that the Town Council could supply high visibility vests and that she speak with Council's insurance to see if there would be any issues with volunteers working on the Council's behalf. It was noted however, that when the Town Clerk spoke with the member of public over the phone, she was led to believe that there were not many volunteers at present. Further mention of support was suggested by a member in respect of the Council funding plants.

RESOLVED to support volunteers in cultivating the flower beds in designated and agreed areas around town especially the main approach to Padstow "in principle" and subject to seeking input from the relevant officer at Cornwall Council and clarification in respect of Council's own insurance.

LTOS2019/74

Multi-Enforcement Officer: The Town Clerk provided an update on this item. It was noted that she had met with the Harbour Master and Officers from Cornwall Council (CC) regarding ways to address the trading issues around the quayside. Further it was noted that a budget of £5,000 had been set for enforcement and that the Highways, Roads and Transport Committee had agreed a parking enforcement SLA with Cornwall Council on the same basis as the previous year, excepted to cost not more than £2,500 of the budget.

Following the meeting, the Town Clerk had sought clarification from CC around the proposed ideas to address street trading namely, i) could CC enforce Padstow Harbour Commissioner(PHC) byelaws and PHC land; and ii) would street traders be incorporated in these proposals as they are not considered street traders under current legislation. She had yet to receive a response.

Members were keen to support working with PHCs and CC in principle and felt it was positive to be taking some action. Concern was raised that if CC were unable to enforce all affected land, only the highway, this could detract from this positive step.

Cornwall Councillor Buscombe noted that local MP Scott Mann had confirmed there would be no legislative assistance from the House of Commons in the next few years. He therefore felt that doing anything to ease the situation would be welcome.

In response to a member query the Town Clerk confirmed that she had also sought clarification from CC regarding littering and other aspects which could be included in the role of a Multi Enforcement Officer. However, it was noted that the main purpose was to address the street traders. The Town Clerk had also asked for CC to provide more information in terms of their resources and availability.

Comment was made that the collaborative approach with the new Harbour Master was pleasing.

RESOLVED to support "in principle" working with Cornwall Council and Padstow Harbour Commissioners to progress a possible Multi-Enforcement Officer within the enforcement budget.

LTOS2019/75

Cornwall Council Service Level Agreements (SLAs): The Town Clerk provided an update on this item. It was noted that she and Cornwall Councillor Buscombe had initially understood that CC wished to make several changes to this years SLA agreement for external areas. The Town Clerk had spent time going through the proposed SLA and noted that in fact there were only a few changes. These included references to shrubs which were now in fact hedges. In addition, some areas had now been added which had always been undertaken by PTC's maintenance team but were not previously included. There was no additional finance awarded.

The Town Clerk advised that CC were no longer weed spraying and would be dealing with weeds manually, however there was no information yet as to how this would be achieved. It was noted that PTC were no longer permitted to weed spray on any CC land. It was noted that on PTC land staff members used Nomix which was a weed killing droplet system, not spray. This was undertaken early in the mornings when little or no public are present as well as all other necessary precautions being taken.

It was noted that PTC had 2 SLAs with CC in respect of outside works, there appeared to be some cross over of works which had been confused between a cross-over of departments. It was felt a good idea that Councillor Buscombe invite a CC Officer over to discuss areas of confusion. In response to a member query it was noted that the grassed areas in the new housing estates were privately managed.

There was further discussion regarding CC no longer weed spraying. It was noted that PTC would likely receive the bulk of any complaints regarding weeds. It was noted that the Town Clerk had offered to participate in any pilot ideas CC wished to trial as alternatives to spraying on CC land.

RESOLVED to continue with Service Level Agreements with Cornwall Council in respect of their outside spaces for the year 2020-21.

LTOS2019/76

Updates: i) North Quay and Cory Toilets: It was noted that the project had not progressed as quickly as it should have. Update in respect of the contract would be discussed during confidential session.

ii) Skate Park Update: As per the agenda report it was noted that there had been no further incidents recorded at the Skate Park. The last recorded incident was on 6 January 2020 and related to damage to the skate park gate.

LTOS2019/77

Date of Next Meeting: The following meeting dates were noted i) Tuesday 19 May 2020 (Election of Chair) at 6.40pm or on the rising of

the Staffing Committee; and ii) Tuesday 7 July 2020 at 7pm (being the next full meeting of the committee).

LTOS2019/78 EXCLUSION OF PRESS AND PUBLIC:

LTOS2019/79 North Quay and Cory Toilet Refurbishment: See confidential minutes.

Meeting closed at 7.27 pm

PADSTOW TOWN COUNCIL
Minutes of the Staffing Committee meeting held remotely on
Tuesday 23 June 2020 at 6.00 pm

Present: Councillors T Walter (Chairman), R Buscombe (Vice Chairman), R Higman and A Symons

In Attendance: Mrs K Pemberton (Town Clerk/Note Taker), Mrs S Daly (IT Support) and Councillor Watson-Smyth

- S2019/52** **Apologies for absence:** was received from Councillor A P Flide
- S2019/53** **Announcements:** There were no announcements.
- S2019/54** **Declarations of Interest:** There were no declarations of interest.
- S2019/55** **Public Participation:** There was no public participation.
- S2019/56** **Minutes: RESOLVED** that the **minutes** of the meeting held on **Tuesday 5 November 2019** be signed as a true record of the meeting.
- S2019/57** **Date of Next Meeting:** To be arranged as required
- S2019/58** **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- S2019/59** **Confidential Minutes: RESOLVED** that the **confidential minutes** of the meeting held on **Tuesday 5 November 2019** be signed a true record of the meeting.
- S2019/60** **Staff Update and Issues:** See Confidential Minutes
- S2019/61** **Appraisals:** The Town Clerk to circulate the new appraisal approach to Committee members to review at this time. In light of the current situation this to be discussed at a future meeting.

Meeting closed at 6.33 pm

Full Council 30.6.20 - Agenda item 10
Finance Report

- a) to receive the monthly Finance Report
- b) to approve Accounts Outstanding
- c) to note the car park takings
- d) to consider the Expenditure Review report
- e) to approve the closure of the 32 day notice account, with the funds of £312,643 transferred to Padstow Town Council Lloyds Bank current account. This was required due to lack of income, in order to finance expenditure.

If a Councillor has any queries regarding the finances, please contact the RFO on enquiries@padstow-tc.gov.uk or call the office on 01841 532296 and leave a message.

Agenda item 10a

FINANCE REPORT

24.6.20

Revenue Income 1 April - 24 June 2020 (per Sage)

		£
Highways Roads and Transport	Railway car park income	715
"	Lawn car park income	63
"	car park season tickets	1,600
	misc income (Ladywell space & RingGo)	1,438
Environment - Cemetery	Cemetery fees	2,486
Environment - Cemetery	seagull-proof sacks	17
Investment Properties	rent income (invoiced not all received)	109,225
"	misc rent (leeway charges for sand)	6,352
Other operating income	interest received	61
		121,957

State of the Bank per Sage

Lloyds	Current Account	1,000.00
	Business Call Account	366,388.64
	Wages Account (PAYE & NIC)	20,343.71
	Client deposit account	790.88
Barclays	Current Account	1,330.67
	Active Saver	60,115.79
	Wages Account (Net pay and LGPS pension)	28,072.03
	Petty Cash	200.00
		478,241.72

Debtors Outstanding for more than 3 months:

One of £1775.87 - letters have been sent requesting payment.
Current debtors total £126,504.49 (incl VAT).

Creditors Outstanding for more than 3 months:

None

Current creditors total £22,927.00 (incl.VAT, incl. WPS balance due, payable in mthly instalments).

per Sage	Apr-Jun £		1.4.20 - 31.3.21 Budget
Income	121,958	incl sales invoices sent but not all received	
Budget Income	226,403		747,470
Revenue Expenditure	129,856		
Budget Rev Exp	184,200		699,930
Capital/Project Expend.	46,070		
Budget Capital/Project Exp	72,750		291,000

Please note that the Accounts are prepared on an Income and Expenditure basis, not a Receipts and Payments basis (as required by the regulations). This means that sales invoices are included on Sage as they are invoiced but the amounts may not have been received.

ACCOUNTS OUTSTANDING
June 'b 2020

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
22.6.20	Capital/projects	SW Building & Maintenance	Valuation 6 toilets' refurbishment	9466.13	1893.23	11359.36
18.6.20	Capital/projects	Michael Vanstone Plant Hire	bollards	636	127.2	763.20
12.6.20	Administration	Jamaica Press	toner	107.41	21.48	128.89
10.6.20	HRT	Flowbird	Smartfolio & battery	129.68	25.94	155.62
15.6.20	Administration	Complete Business Solutions	cable ties & glue	28.65	5.73	34.38
12.6.20	Administration	SeaDog IT	website hosting			25.00
						<u>12466.45</u>

Standing orders or Direct Debits (regular payments of the same amount):

1st 7th 1st	Inv Prop Corporate	WPS Insurance (Aviva) Barclays Bank	Commerical combined insurance policy bank charges	2027.42 16.00		<u>2043.42</u>
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Direct debits

17.6.20	Env - toilets	AUK Supplies	sanitiser dispenser, toilet rolls, disposable gloves etc	479.5	76.11	555.61
11.6..20	Administration	Pure Cloud	digital system channel, phone calls etc	106	21.2	127.20
11.6.20	Administration	EE	mobile phone contract - final bill			75.66
						<u>758.47</u>

Approved by 2 Councillors who are bank signatories:

Date	Name	Signature	
			2
			2

Agenda item 10b

Agenda item 10c

Padstow Town Council									
Railway & Lawn car park takings 2020/21									
n/c 4404	Railway income				n/c 4406	Lawn income			
	2018-9	2019-20	2020-21	<i>Budget</i> <i>2020-21</i>		2018-9	2019-20	2020-21	<i>Budget</i> <i>2020-21</i>
Apr	36375	41415	23	36,000	10242	11988	0	10200	
May	43600	44549	692	43,000	12287	13217	63	12300	
Jun	49098	45380		49,000	14352	13463		14300	
Jul	59587	57969		59,000	16345	17136		16300	
Aug	69811	64687		69,000	21050	23158		21000	
Sep	45461	48631		45,000	13871	14103		13900	
Oct	38792	37094		38,000	10819	9496		10000	
Nov	6311	5967		5,500	1555	722		500	
Dec	8350	7972		7,000	2056	1445		1000	
Jan	4206	5616		3,500	1267	611		500	
Feb	6731	6173		5,000	1660	11		1000	
Mar	16379	9993		15,000	3832	51		1000	
	384701	375446	715	375000	109336	105401	63	102000	
n/c 4405	Railway excess charges				n/c 4407	Lawn excess charges			
	2018-9	2019-20	2020-21	<i>Budget</i> <i>2019-20</i>		2018-9	2019-20	2020-21	<i>Budget</i> <i>2019-20</i>
Apr	165	200	0	40	0	0	0	0	0
May	200	360	0	40	0	0	0	0	0
Jun	200	120		40	0	0		0	0
Jul	320	273		40	0	0		0	0
Aug	400	160		40	40	0		0	0
Sep	196	399		40	0	40		40	40
Oct	239	200		60	0	0		0	0
Nov	120	120		40	0	0		0	0
Dec	121	80		40	0	0		0	0
Jan	120	200		40	0	0		0	0
Feb	0	40		40	0	0		0	0
Mar	40	40		40	0	0		0	0
	2121	2192	0	500	40	40	0	40	
n/c 4404	79975	85964	715	79000	n/c 4406	22529	25205	63	22500
n/c 4405	365	560	0	80	n/c 4407	0	0	0	0
Railway	80340	86524	715	79080	Lawn	22529	25205	63	22500
sub totals					sub totals				
Apr - May 2020					Apr - May 2020				
Apr-May	2018-19	2019-20	2020-21	<i>Budget</i> <i>2020-21</i>	RingGo June income to 23.6.20				
Railway	80340	86524	715	79080	Railway	1576			
Lawn	22529	25205	63	22500	Lawn	103			
	102869	111729	778	101580		1679			
				0					
Car park takings									
April - May 2020 car park takings are £778, this is £100,802 less than the Budget 2020-21 and £110,951 less than the same period last year.									
The Lawn car park has been refurbished, so was closed or partly closed since 1.11.19.									
The number of spaces at Lawn car park has increased from 80 to 100, at c£1300 per space per annum, this will lead to c£26k extra car park income pa in due course.									
There are 225 Railway car park spaces at c£1600 per space per annum.									
The Covid-19 pandemic resulted in only essential travel allowed by the government from 23.3.20 onwards, which has had a huge, detrimental effect on car park takings.									
Travel restrictions are gradually being lifted, so it is hoped that July-September car park takings will increase to more normal levels.									
NB 23.6.20									

Padstow Town Council
Full Council 30.6.20 Agenda item 10d
Expenditure review April - June 2020

Padstow Town Council staff always try and obtain best value for goods and services and comply with the Council’s Financial Regulations.

However, Covid19, as for so many, has had a massive financial impact on our income. Car park income is practically “nil” and our most significant rental incomes have not been paid for quarter one and this is looking likely for Q2, and possibly beyond. We have made an approach to Cornwall Council (CC), who confirm that they are lobbying the Government in respect of financial support for Parish and Town Councils. In terms of offers of financial assistance that CC may provide, they are requesting business cases, which they will look at on a case-by-case basis.

The RFO and Town Clerk have been looking at potential savings which need to be made in this financial year. We currently have £516,000 in reserves (£35k balance to pay on Lawn car park and toilets’ refurbishment), with monthly outgoings of c£51,000 (wages c£21k, NDR c£8k, insurance c£2k other costs £20k).

The RFO sought support from Cornwall Council in respect of our Non-Domestic Rates, with CC agreeing to defer payment for the months of June and July, totalling £16,800, this has given us some breathing space but we do have to pay these from 1.8.20 onwards. Local Authorities have not been given similar or the same support as businesses.

Detailed below are areas where financial savings could be made, by making these savings will be £235,780 in comparison with the Budget 2020-21.

Council is therefore asked to consider the following areas for savings:

Background	Recommendation	Savings
<p>Capital/Project expenditure In total £291,000 was set aside for capital and project expenditure in the Budget 2020/21. Considering the current situation capital/projects expenditure should no longer be taken</p>	<p>Development of the MUGA project, be postponed to the next Financial Year or future years; dependent on when income will allow.</p> <p>Council to refer to confidential item in respect of other</p>	<p>MUGA: £200,000</p>

<p>forward in this Financial Year.</p> <p>Projects – the Budget 2020-21 included: CCTV £5k (in Revenue Expenditure part of Budget) , investigate electric-charging points £5k, computers £10k and Railway toilet improvements £10k. (Contingency £50k, NDP £5k, Lawn car park improvements £5k, Misc. repairs £3k, Community events £3k)</p>	<p>savings linked to the Core Building.</p> <p>Any other non-urgent projects and those not already agreed to/in progress, to be postponed until future years.</p>	<p>£30k</p>
<p>Cornwall Council SLAs</p> <p>The Highways Roads and Transport Committee put forward a proposal, endorsed by Council, to have in place for the 2020 season a Service Level Agreement (SLA) for on-street parking. Due to the current situation with the Council’s finances, it’s considered that this not be taken forward this season.</p> <p>CORMAC Cleaning and Sanitation Services: Due to the various issues around health and safety and the more rigorous cleaning schedule required to our public toilets, it was considered this</p>	<p>i) Not to pursue SLA with Cornwall Council for on-street parking for 2020-21; ii) ratify the actions of the RFO and Town Clerk in cancelling SLAs with CORMAC for cleaning and sanitation services; iii) engagement of South West Hygiene for sanitation collections.</p>	<p>Enforcement officer visits (including on-street parking): £5,000</p> <p>Cleaning and Sanitation: cost-neutral (PTC staff will be paid instead of Cormac for weekend toilet cleaning, so this will be cost-neutral). Sanitation there is a small saving by going direct to the supplier, rather than via CORMAC, who advised this would be the case for this year.</p>

<p>was best managed by us from now on.</p> <p>Furthermore, the RFO was able to obtain savings by going direct to the sanitation firm – NB: in previous years CORMAC has been cheaper however, this year their costs were higher.</p>		
<p>Work Mobile Phones The EE mobile phone contract for 3 mobile phones (for outside staff) was due for renewal. Considering the reduction in the team and also the current situation the contract was cancelled. Staff have confirmed for the time that they are happy to keep in touch via their own mobiles. This will be kept under review.</p>	<p>To ratify the actions of the RFO and Town Clerk, in not renewing the EE mobile phone contract, for now.</p>	<p>£540 (per annum) £45 (a month)</p>
<p>IT support Microtest was appointed IT contractor and support, following various IT firms providing quotations. The RFO has asked Microtest to review all services they provide to ensure we are on the cheapest available deals (FTTP, telephone, antivirus etc).</p>	<p>To note the savings made by the RFO.</p>	<p>Fibre To The Premises (FTTP): £20 per month (£240pa)</p>
<p>Staff –Staff are generally the biggest cost in any</p>	<p>Confidential: To agree to the recommendations by</p>	<p>Outlined in confidential report</p>

<p>organisation and the area where, regrettably, savings may need to be made. Other cost areas can be reduced but that is often 'salami slicing' and only leads to small reductions in expenditure.</p>	<p>the Staffing Committee, as detailed in their minutes.</p>	
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Council is asked to note the following in terms of expenditure, which highlights throughout the year, where savings/best value have been sought:

Insurance – the Council uses Seventeen/WPS Insurance Brokers for its insurance cover. WPS undertook a wide-ranging review of insurance firms, checking the best price and the best cover. PTC then changed from Aviva to Royal Sun Alliance in 2019. We pay this in interest-free, monthly instalments.

Utilities – water and electricity. An energy comparison firm was used to obtain best value for electricity and water supplies. A review of the market recommended Opus Energy and Everflow water on fixed term contracts (Opus contract ends March 2022, Everflow ends March 2021). Meter readings are submitted regularly, so we should only pay for the units used. The RFO and Support Officer have been arranging to have Smart electricity meters fitted where possible, so meter readings will be sent automatically.

Car park cash collections – this has been reviewed in the past but G4S is the only cash collection firm locally that collects on Sundays, which is important during peak periods to prevent the cash boxes becoming full. The RFO reduced the number of collections in 2020, following increased usage of RingGo. This has recently been reviewed as it's expected, in the current climate, that expenditure of this service will not be on a par as in the previous year, mainly down to the potential for less visitors and also the likelihood of more users turning to Ringo. G4S stopped collecting during the lockdown and the RFO has chased Credit Notes (invoices are payable monthly in advance), which have now been received.

Toilet cleaning supplies – AUK Supplies is used for toilet rolls, cleaning materials etc, as a review of firms showed that AUK represented best value, this is kept under review. Clearly, we need to ensure the safety of our staff and the public therefore we have had to place orders for more PPE and sanitisation units in recent months.

Photocopier – we rent the photocopier from Konica Minolta and pay per copy. This was reviewed for best value at the last contract date.

Bulk waste bin collections – various waste disposal firms were asked to quote for bulk waste bin collections. H&A Recycling provided the cheapest quotation, this was then taken over by Biffa and this is being reviewed again for best value. We pay per bin collected and for the number of times Biffa visit per week. Our collections were reduced in March, as a result of lockdown and our rubbish being much reduced. However, we can see the bins getting fuller, with various takeaway businesses opening and more people out and about.

Cobalt/RingGo fees are related to car park income, so will be much less than normal, until car park income recovers.

Legionella testing – Churchill test PTC toilets and Station House water supplies for legionella monthly (this is a Health & Safety requirement), this is being reviewed again for best value. This is expected to be less than in the previous year because two of our conveniences have not been open, due to refurbishment, and unlikely to open fully due to Covid19.

Stationery – stationery is normally purchased from Complete Business Solutions or Jamaica Press, if items are cheaper they are bought from Viking. Stamps are ordered from Viking. We are likely to see a decrease in these costs currently.

Burials – Duchy Cemeterys Ltd is used to excavate graves, with their cost recharged to the funeral director.

Bank charges – are c£16 per month for Barclays and nil for Lloyds.

Security – Kestrel Guards provide an alarm-response service and a check-call service for lone workers, as required, (this is a Health & Safety requirement).

Legal fees – the Council currently uses a large firm of solicitors, Womble Bond Dickinson, in Plymouth for all legal advice and they have provided excellent service over a number of years. This firm is probably more expensive than smaller legal firms, but we have needed specialist legal advice a few times over the last five years, in order to protect the Council's position and assets. The RFO and Town Clerk have discussed the possibility of changing solicitor but think it's advisable to wait, as they are currently dealing with various matters for us. Legal fees can be reviewed again once these matters are concluded.

Surveyor fees – the Council changed surveyors a few years ago and Chris Waters of Charterwood, Truro has provided an excellent service for the Council and deals with all rent reviews, asset valuations etc for us. His fees are competitive and based on a percentage of the rent or rent increase.

Capital projects – Shaun Watts of Nova Surveyors acts as the Council's Project Manager for all capital projects. He has provided a very good service at competitive rates for a number of years. Once the Lawn car park and North Quay and Cory toilets' refurbishment have been completed, we do not expect to have large capital projects until the Council's finances have recovered and reserves built up again.

Costs will be kept under constant review and best value sought, in accordance with the Council's Financial Regulations.

NB/KP
22.6.20

Full Council – 30.6.20 Agenda items 11-16

Finance report

Agenda item 11 - Internal Control

The Full Council is required annually to review and approve the Statement of Internal Control, this is detailed on pages 5-6 of the Financial Statements. There have not being any changes from last year's Statement of Internal Control.

Agenda item 12 - Financial Statements

The Financial Statements for the year ending 31.3.20 have been drafted by the RFO and then sent to the Town Clerk, Chair of Finance and Internal Auditor for review. The Internal Auditor has out carried out various compliance checks throughout the year to ensure the working papers, source documents, bank statements etc agree to the Final Accounts.

Agenda item 13 -Budget to Actual Variance report 1.4.19-31.3.20

The Budget to Actual Variance report is prepared for each FGP meeting to note. If FGP meetings are not held these will be on the Full Council Agendas each quarter to note.

Agenda item 14 -Internal Audit report

There are no outstanding recommendations from previous Internal Audit reports and no control issues to raise on this report, the items in italics are suggested actions which will be taken note of.

Transfers to and from the Earmarked Reserves were going to be taken to March Full Council meeting but this was cancelled due to the Covid 19 pandemic.

Council is asked to agree to move all the Earmarked Reserves of £467,760 in total to the General Fund, in order to finance expenditure, following the Covid-19 pandemic and resultant drop in income. This will be reviewed again at the end of the Financial Year 31.3.21.

Agenda item 15 -Annual Governance and Accountability Return (AGAR) 2019/20 Section 1 Annual Governance Statement -

Councillors are requested to read the assertions numbered 1 – 8 and confirm if they agree to answer 'yes' to each assertion. The impact of the Covid-19 pandemic is considered as part of Assertion 8 and it is not considered that this materially affects 2019-20 Accounting Statements but there is a significant impact in 2020-21 and that dealing with the impact is underway.

PADSTOW TOWN COUNCIL

Financial Statements

For the year ended 31st March 2020

Padstow Town Council Financial Statements 31 March 2020

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Padstow Town Council Financial Statements 31 March 2020

Explanatory Foreword

1. These Accounts are drawn up in accordance with the arrangements for intermediate bodies with annual turnover below £6.5 million to enable local authority accounting to secure and demonstrate economy, efficiency and effectiveness in the provision of services to the community.

2. The Council's Accounts for the year ended 31st March 2020 consist of:

i) The Income and Expenditure Account - this shows the income and expenditure on all services for which the Council is responsible, and demonstrates how the cost has been financed.

ii) The Modified Balance Sheet - this sets out the financial position of the Council on the 31st March 2020 with regard to its assets and liabilities other than fixed assets that are disclosed by way of note.

3. The Council raises money by renting properties and operating 2 car parks in the town, from grants and contracts. The council has not raised a Precept. The Precept is the charge to the town's Council Tax payers to fund the work done by the Council. It is usually collected by Cornwall Council as part of the Council Tax.

The Council is responsible for maintaining and improving the properties owned by the Town Council. Padstow Town Council is working closely with the Cornwall Council and is pro-active and has partnerships with Cornwall Council and numerous other organisations to improve the town and its surroundings.

4. The Accounts are supported by the Statement of Accounting Policies and various notes to the accounts.

5. During the year the Council employed Hudson Accounting to undertake Internal Audit. This looks at employed controls in place to ensure the Council meets, monitors and complies with its obligations.

6. The Council's capital expenditure is funded internally from reserves and revenue.

7. Revenue - Revenue expenditure and income refers to the day to day transactions such as salaries, running expenses, fees and charges etc.

Capital - Capital expenditure relates essentially to spending on fixed assets which by definition will last more than one year.

8. Financial needs and resources - the Council maintained adequate reserves to meet meet normal anticipated revenue and capital projects and has no borrowings. However, the Covid 19 pandemic has resulted in an unprecedented reduction in the Council's income from car parks and rent, that will affect the 2020-21 Financial Year. Steps are being taken to defer capital expenditure and reduce revenue expenditure.

9. Review of Results - the results for the year compared to the budget are set out on page 2.

Padstow Town Council Financial Statements 31 March 2020

	Actual	Budget	Variance
	£	£	£
<u>Income</u>			
Central Services	3,266	50	3,216
Highways, Roads & Transport	516,304	499,540	16,764
Environment	15,918	5,010	10,908
Leisure	8,845	3,000	5,845
Investment Properties	298,004	221,000	77,004
Other Operating Income	3,024	400	2,624
	<hr/>		
	845,361	729,000	116,361
<u>Operating Expenses</u>			
Democratic Core	3,753	1,800	1,953
Corporate Services	37,247	42,980	-5,733
Central Services	25,000	25,000	0
HRT Railway car park	90,127	98,800	-8,673
HRT Lawn car park	25,136	25,950	-814
Environment Cemetery	22,456	23,000	-544
Environment Toilets	55,732	58,850	-3,118
Leisure Sport & Recreation	1,269	1,000	269
Leisure Tourism	1,214	1,450	-236
Leisure Open Spaces	135,732	173,080	-37,348
Investment Properties	35,994	34,500	1,494
Administration	203,375	207,700	-4,325
	<hr/>		
	637,035	694,110	-57,075
<u>Net profit before capital & project expenditure & reserve movements</u>	208,326	34,890	173,436
Other Operating Expenses (Capital & Project expend)	380,420	340,000	40,420
<u>Net Profit/(Loss)</u>	<hr/> <hr/> -172,094	<hr/> <hr/> -305,110	

Padstow Town Council Financial Statements 31 March 2020

Statement of Accounting Policies

The Accounts have been drawn up in accordance with the Governance and Accountability for Local Councils A Practitioners Guide (England) which is recognised by statute as representing proper accounting practices.

1. Fixed Assets - Fixed Assets are valued in accordance with best practice.

When the revaluation of assets is carried out, all assets of the same class (that is of similar nature, function or use) will be re-valued. These are not included in the balance sheet to comply with the accounting requirements for smaller public bodies whose turnover is above £200,000 but below £6.5 million.

The assets were re-valued at 1st April 2016 by an external valuer Charterwood. The valuations were carried out in accordance with the Appraisal and Valuation Manual of the RICS. This will continue on a 5 year rolling programme.

Fixed Assets are classified into the following groupings as required by the Code of Practice on Local Authority Accounting:

- Operational Land and Properties
- Non-Operational assets (including investment properties)
- Plant, equipment and vehicles
- Infrastructure assets
- Community assets (which are included at historic cost)

New purchases above a de minimis level of £8,000 are added to the Asset Register at the cost of acquisition.

2. Capital charges to Revenue Accounts - A capital charge is not made to the service revenue accounts and central support services.

3. Asset Usage

Under the accounting guidelines for parish and town councils of this size fixed assets are recorded in a memorandum account and do not form part of the Balance Sheet.

4. Leasing - Rentals payable under operating lease are charged on a straight-line basis over the term of the lease. No figure is included within either the balance sheet or the assets register for the value of any leased equipment. There are no current financial leases.

5. Investments & Interest

Long-term Investments would be shown in the Fixed Asset Memorandum at cost. Interest earned is shown as a separate line in the Income and Expenditure Account. The Council has adopted, and reviews annually a policy for the investment of short-term surplus funds.

Padstow Town Council Financial Statements 31 March 2020

6. Debtors and Creditors

The accounts are maintained on an accruals basis in accordance with the code of practice. Debtors and creditors are raised based on either known amounts or best estimates. The debtors appear on the balance sheet and they represent sums due to the Council which had not been received at 31st March 2020. Debts known to be non-collectable are written off. Creditors included in the balance sheet relate to goods and services received or submitted during the year of account where payments had not been made by 31st March 2020.

7. Reserves

Amounts set aside for purposes falling outside the definition of provisions are considered as reserves and transfer to and from them are distinguished from service expenditure disclosed in the accounts. The Council maintains various Earmarked Reserves.

8. Capital Receipts

Income from the disposal of fixed assets is accounted for on an accruals basis and, subject to de minimus, is a capital receipt. Capital receipts are held in the capital Earmarked Reserve until such time as they are used to either finance capital expenditure or to voluntarily repay external loans or liabilities on credit arrangements. Only interest for such receipts can be transferred to a different reserve and used to fund some specific revenue expenditure.

9. Cost of Support Services

The costs of management and administration comprising both central support services and departmental support have not been allocated to users. Overheads are not apportioned to services.

10. Government Grants

The Council receives neither government Rate Support grant nor any share of the Non Domestic rates.

11. Prior Year Adjustments

Timing differences and/or prior year adjustments that are discovered after the accounts are signed off will only be adjusted if they exceed materiality levels set by the external auditors.

12. Value Added Tax

The accounts show the income or expenditure net of VAT. However if the VAT is irrecoverable it is included in the cost of the items reported in the financial statements.

13. Contingent assets/liabilities

Provisions for liabilities and charges have been established and are based on realistic and prudent estimates of the expenditure required to settle future legal or constructive obligations that exist at the Balance Sheet date.

14. Fixed Asset impairment and disposal

The Council considers annually whether there is any major revaluation/impairment of fixed assets.

Padstow Town Council Financial Statements 31 March 2020
Statement of Internal Control

1. Scope of Responsibility

Padstow Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

In discharging this overall responsibility the Council is also responsible for ensuring that there is a sound system of internal control, which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure, to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process, designed to identify and prioritise the risks to the achievement of the Council's policies aims and objectives, to evaluate the likelihood of those risks being realised and to manage them efficiently, effectively and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2020. There is up to date of approval of the annual report and accounts and there are not any significant internal control issues.

3. The Internal Control Environment

The Council:

The Council has appointed a Chair who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

The Council reviews its obligations and objectives and approves budgets and if necessary the level of precept for the following financial year at its November meeting. Currently no precept has been levied.

The Chair of Finance monitors progress against objectives, financial systems and procedures, budgetary control and carries out regular reviews of financial matters. The Full Council meets 10 times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Town Clerk and the Council's Accountant. Service Committees have delegated budget authority and the Chairs of service committees are on the Finance Committee to provide integration. The Council carries out regular reviews of its internal controls systems and procedures.

Clerk to the Council/Responsible Financial Officer

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Accountant is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments

All payments are reported to the Council for approval and minuted. Two members of the Council sign or email approval of every Accounts Outstanding list or Addendum to Accounts Outstanding list,

Padstow Town Council Financial Statements 31 March 2020

Risk Assessment/Risk Management

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

Internal Audit

The Council has appointed an Independent Internal Auditor , Hudson Accounting, who reports to the Council on the adequacy of its:

- Records
- Procedures
- Systems
- Internal Control
- Regulations
- Risk management
- Reviews

All reports of the internal auditor are considered and actioned appropriately.

External Audit

The Council's External Auditor, PKF-Littlejohn, submits an annual Certificate of Audit which is presented to the Council. All reports of the External Auditor are considered and actioned appropriately.

4. Review of Effectiveness

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the Full Council;
- the Clerk to the Council and Responsible Financial Officer who have responsibility for the development and maintenance of the internal control environment and managing risk;
- the independent Internal Auditor who reviews the Council's systems of internal control;
- PKF-Littlejohn, the Council's external auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chair of the Council, Town Clerk and Internal Auditor. The External Auditor issues an annual audit certificate;

and: the number of significant issues that are raised during the year.

5. Significant Internal Control Issues

No significant internal control issues were identified during this financial year.

The focus of internal audit was system integrity, governance and risk management.

Whilst no significant internal control issues were identified during the year, the Council strives for the continuous improvement of the system it has adopted for internal control and has addressed all the minor issues and weaknesses raised and reported during the review processes.

Signed

Councillor R Higman
Chair of Finance Committee

date

K Pemberton
Town Clerk

date

Padstow Town Council Financial Statements 31 March 2020

Statement of Responsibilities for the Accounts

The Town Council's Responsibilities:

The Town Council is required:

To make arrangements for the proper administration of its financial affairs and to secure that one of its officers has responsibility for the administration of those affairs. In this Council, the officer is the Responsible Financial Officer (RFO).

To manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.

Approve the statement of accounts.

The Responsible Financial Officer's Responsibilities:

The RFO is responsible for the preparation of the Council's Statements of Accounts in accordance with proper practices.

These ensure a fair representation of the Council's financial position at the accounting date, and its income and expenditure for the year ended 31 March 2020.

In preparing this Statement of Accounts the RFO has:

Selected suitable accounting policies and applied them consistently; made judgements and estimates that were reasonable and prudent; and complied with proper practices.

The RFO has also:

Kept proper accounting records which were up-to-date; and taken reasonable steps for the prevention and detection of fraud and other irregularities.

Certificate of the Responsible Financial Officer

The following pages include the Statement of Accounts for the year ended 31 March 2020, prepared in accordance with the relevant Code of Practice. They present fairly the financial position of Padstow Town Council.

Signed

Councillor R Higman
Chair of Finance Committee

date

N Barnes
Responsible Financial Officer

date

Padstow Town Council Financial Statements 31 March 2020
INCOME and EXPENDITURE ACCOUNT

	2019	2020
	£	£
<u>Income</u>		
Central Services (2019 includes capital receipt sale of Unit 5b)	197,012	3,266
Highways, Roads & Transport	532,462	516,304
Environment	8,440	15,918
Leisure	7,219	8,845
Investment Properties	241,979	298,004
Other Operating Income	2,593	3,024
	989,705	845,361
<u>Operating Expenses</u>		
Democratic Core	3,844	3,753
Corporate Services	82,474	37,247
Central Services	25,000	25,000
HRT Railway car park	91,084	90,127
HRT Lawn car park	25,388	25,136
Environment Cemetery	17,427	22,456
Environment Toilets	53,579	55,732
Leisure Sport & Recreation	0	1,269
Leisure Tourism	871	1,214
Leisure Open Spaces	144,617	135,732
Investment Properties	31,868	35,994
Administration	141,731	203,375
	617,883	637,035
<u>Net profit before capital & project expenditure movements</u>	371,822	208,326
Other Operating Expenses (Capital & Project expenditure)	131,228	380,420
<u>Net Profit/(Loss)</u>	240,594	-172,094
Precept	0'	0'

Note 1

Trading operations The Council had no trading operations in the year of audit.

Note 2**Section 137 Local Government Act 1972**

This section empowers the Authority to incur expenditure which in its opinion is in the interest of their area or any part of it, or all or some of its inhabitants but for which no other specific statutory power exists.

The expenditure is limited to £8.12 per elector on the electoral roll at 1st April 2019 (£7.86 2019).

The limit for the year 2020 was £16,524 (2019 £15,995)

The actual amount spent was £7690 (2019 £4070)

The main use to which this was put were grants to various local organisations.

Note 3**Publicity Expenditure**

Under section 5(1) of the Local Government Act 1986 the Authority incurred expenditure on publicity as set out below

	2019	2020
Recruitment advertising	0	0
Other advertising	0	0
Other publicity	0	0
	<u>0</u>	<u>0</u>

Note 4

Agency income and expenditure The Council has no agency agreements.

Note 5**Pensions**

The Council offers the Local Government Pension Scheme (LGPS) and contributes to the LGPS for its staff.

Note 6**Members Allowances**

The total of allowances paid to members was

2019	2020
£	£
0	0

Note 7**Employee Remuneration**

Number of employees that received remuneration in excess of £50,000

0	0
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Note 8**Related parties**

The following have been identified as potential related parties whose transactions are material or who might be able to influence the decisions of the Authority:

Central Government including HM Revenue and Customs

Members

The Clerk

Members of the families of members and the Clerk

Any businesses or trusts controlled by members or the clerk

Cornwall Council

The Authority may enter into relationships with other organisations that could result in it being able to influence the financial and operating policies of that organisation.

These could be organisations receiving funding assistance from the Authority.

The Authority has reviewed its transactions and the following have been identified as material with related parties.

Organisation

	2019	2020
	£	£
Cornwall Council		
Income	6174	6174
Expenditure	82843	83262
Due to	0	0
Due from	<u>0</u>	<u>0</u>

Padstow Town Council
Modified Balance Sheet at 31 March 2020

*** Fixed Assets are not included in the Balance Sheet as the Council is deemed an intermediate size Council. They are disclosed in note 9

	Notes	2019	2020
Current Assets			
Debtors	10	59,934	77,398
Cash and Bank		828,828	604,490
Total Assets		888,762	681,888
Current Liabilities			
Creditors	11	78,956	44,178
Total assets less current liabilities		809,806	637,710
Total assets less liabilities		809,806	637,710
Earmarked Reserves	12	467,760	467,760
General Fund		342,046	169,950
		809,806	637,710

Notes to the Balance Sheet

Note 9

Memorandum Account for Fixed Assets which are not carried on the modified balance sheet

	Operational Other land and buildings	Vehicles plant and equipment	Infra- structure assets	Community assets	Total	Non- Operational Total	Total
Cost or Valuation							
At 31st March 2019	<u>4,206,007</u>	<u>292,585</u>	<u>0</u>	<u>40,033</u>	<u>4,538,625</u>	<u>1,649,425</u>	<u>6,188,050</u>
Addition	281,955	25,949		27,715			
Disposal	-55,000	-26,030					
Impairment							
Revaluation							
Reclassification							
At 31st March 2020	<u>4,432,962</u>	<u>292,504</u>	<u>0</u>	<u>67,748</u>	<u>4,793,214</u>	<u>1,649,425</u>	<u>6,442,639</u>

Total to Box 9 of Annual Governance & Accountability Return (AGAR)

Capital expenditure and financing

	2019	2020
Capital investment		
Operational assets	129,375	0
Non-operational assets	0	0
Deferred charges	0	0
	<u>129,375</u>	<u>0</u>
Sources of finance		
Borrowing	0	0
Capital receipts	0	0
Government grants and other contributions	0	0
Revenue contributions	0	0
	<u>0</u>	<u>0</u>

Nature of Fixed Assets held

The following is an extract of the principal assets held at 31st March 2020:

Description
 2 Car Parks
 Station House, Padstow
 Tenanted Industrial Unit - South Quay
 8 Workshop Units -Railway land, South Quay
 New Business Units - South Quay
 Other tenanted properties about South Quay
 2 Tennis Courts
 3 Garages
 Chapel Sille Field and Memorial 14.33 Acres
 Jubilee Field and Memorial 1.1 acres
 Public Conveniences North Quay
 Padstow Cemetery 3.5 acres
 Headland amenity land Trevone 0.5 acre
 Wheal Jubilee Park
 North Quay Shelters
 Children's Play Areas - The Lawns 0.5 acre
 The Plantation 2.43 acres amenity land
 Cory Shelter and Long Luggar
 Railway toilet block

Assets held under finance leases

	Vehicles plant and equipment
At 31st March 2020	0
Gross cost or valuation	<u>0</u>
Accumulated depreciation	<u>0</u>

Valuation information

A market valuation report was undertaken by an external valuer, Charterwood Chartered Surveyors, Truro the effective date of which was 1st April 2016.

The valuation was carried out in accordance with the Appraisal and Valuation Standards 5th Edition of the Royal Institution of Chartered Surveyors having particular regard to Guidance Note UK Appendix 1.5 which sets out the requirements of the valuation of Local Authority properties. The valuation was required solely for Local Authority accounting purposes and so far as the valuer was aware no conflict of interest arose. In preparing these Financial Statements the values derived from that report have been applied. The expected useful life of assets, where appropriate, has been indicated by the valuer.

Capital commitments

	2019	2020
The value of capital expenditure committed at the year end was:	0	0

Note 10

Debtors

	2019	2020
Debtors comprise:	£	£
Trade debtors	39,753	61,606
Accrued Income	4,978	1,600
Sundry debtors and prepayments	15,203	14,192
VAT refund	0	0
	<u>59,934</u>	<u>77,398</u>

Note 11

Creditors

Creditors comprise:	2019	2020
	£	£
Trade creditors	11,785	17,974
Other creditors	0	0
Deferred Income	64,378	57,865
Sundry creditors and accruals	2,793	2,350
VAT refund		-34,011
	<u>78,956</u>	<u>44,178</u>

Note 12

Earmarked and Other Reserves	2019 B/Fwd £	Taken from reserves £	Added to reserves £	2020 C/Fwd £
Earmarked Reserves	268,860			268,860
Properties Maintenance Reserve	198,900			198,900
	<u>467,760</u>	<u>0</u>	<u>0</u>	<u>467,760</u>

Note 13

Contingent liabilities

There are no known contingent liabilities at 31st March 2020

Agenda item 13.

Padstow Town Council - Full Council 30.6.20 Agenda item
Budget Report

	Year to Date			Prior Year		
	1.4.19 -	1.4.19 -	Variance	1.4.19 -	1.4.18 -	Variance
	31.3.20	31.3.20		31.3.20	31.3.19	
	Actual	Budget	£	Actual	Actual	£
Income						
Central Services	3266	50	3216	3266	197012	-193746
Highways, Roads & Transport	516305	499540	16765	516305	532463	-16158
Environment	15918	5010	10908	15918	8440	7478
Leisure	8845	3000	5845	8845	7219	1626
Investment Properties	298004	221000	77004	298004	241979	56025
Other Operating Income (int recvd)	3023	400	2623	3023	2592	431
	845361	729000	116361	845361	989705	-144344
Operating Expenses						
Democratic Core	3754	1800	1954	3754	3843	-89
Corporate Services	37247	42980	-5733	37247	82474	-45227
Central Services	25000	25000	0	25000	25000	0
HRT Railway Car Park	90127	98800	-8673	90127	91084	-957
HRT Lawn Car Park	25136	25450	-314	25136	25388	-252
Environment Cemetery	22456	23000	-544	22456	17427	5029
Environment Toilets	55732	58850	-3118	55732	53579	2153
Leisure Sport & Recreation	1269	1000	269	1269	0	1269
Leisure Tourism	1214	1450	-236	1214	871	343
Leisure Open Spaces	135732	173080	-37348	135732	144617	-8885
Investment Properties	35994	34500	1494	35994	31868	4126
Administration	203375	207700	-4325	203375	141731	61644
	637036	693610	-56574	637036	617882	19154
Other Operating Expenses (Capital/Project items)	380420	340000	40420	380420	131229	249191
Net Profit/(Loss)	-£172,095	-£304,610	£132,515	-£172,095	£240,594	-£412,689

Full Council 30.6.20 Agenda item

Budget to Actual Variance Report 2019-20 1.4.19 – 31.3.20

Overview

Total income from 1.4.19 – 31.3.20 is £845,361 compared with the budget of £729,000.

Total revenue expenditure from 1.4.19– 31.3.20 is £637,036 compared with the budget of £693,610. Capital/project expenditure is £380,420 and the budget is £340,000. Transfers to/from the Earmarked Reserves were going to go the Full Council March meeting, but this was cancelled due to the Covid 19 pandemic and subsequent lockdown.

Explanations for significant variances are detailed below:

Income

Highways, Roads & Transport

HRT income is £16,765 more than the Budget because leeway income is more than expected.

Environment

Environment income is £10,908 greater than the Budget because there have been more burials than anticipated.

Investment Properties

Investment Properties income is £77,004 more than the Budget due to back rent invoiced following a rent reviews and increased rents.

Expenses:

Corporate Services

Corporate Services expenses are £5733 less than the Budget due to other professional services costs being less than expected.

Highways, Roads & Transport

HRT expenses are £8673 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 £37,348 less than the Budget because staff and training costs are less than expected.

Capital/projects expenses

Capital/projects costs are £40,420 more than the budget due to the timing of capital/projects and receipt of invoices. The capital/projects total of £380,420 includes: IT updates, Lawn car park works, installing electric to the garages and North Quay & Cory toilets refurbishment.

Prior Year Report

Overview

Total income from 1.4.19 – 31.3.20 is £845,361 compared with £989,705 for the same period last year.

Central Services income is £193,746 less than last year due to Unit 5b Treceus Industrial Estate being sold last year and receipt of the sale proceeds.

HRT income is £16,158 less than last year.

Environment income is £7,478 more than last year because burial fees are greater this year.

Investment Properties income is £56,025 more than last year due to back rent invoiced, following rent reviews.

Total revenue expenditure from 1.4.19 – 31.3.20 is £637,036 compared with £617,882 for the same period last year.

Corporate Services expenses are £45,227 less than the prior year because some staff costs were included under this cost centre but all office staff are now included under Administration.

Environment Cemetery expenses are £5,029 more than last year due to staff costs being higher and more burials resulting in higher Grounds Maintenance costs (excavating graves).

LTOS expenses are £8,885 less than last year due to lower staff costs.

Administration expenses are £61,644 more than last year because staff costs are higher (see Corporate Services expenses above).

Other operating expenses (capital and project expenditure) are £380,420 this year and £131,229 last year. Major projects such as the Lawn car park works and North Quay & Cory toilets refurbishment are occurring in this Financial Year.



HUDSON ACCOUNTING LTD.
INTERNAL AUDIT REPORT:
TO THE MEMBERS OF PADSTOW TOWN COUNCIL
YEAR ENDED 31ST MARCH 2020

ISSUE DATE: 01/05/2020
ISSUED TO: TOWN CLERK & RFO

INTRODUCTION:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

SCOPE:

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return and the Transparency Code.

Areas not covered at the interim stage are included in this report as is any re-testing of areas already covered.

APPROACH:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2019.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed. Visits were made to the Council's offices on 22nd October 2019 and 6th February 2020. Due to the coronavirus pandemic the audit of the accounting statements was carried out remotely.

GENERAL COMMENTS:

We would like to thank the staff for their assistance and co-operation during the course of the audit particularly given the current difficulties everyone is experiencing.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

In giving our internal audit opinion, it should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications, thus in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Also attached is a copy of the completed Internal Audit Report required as part of the Annual Governance & Accountability Return.

AUDIT COMMENTARY:

Items in **bold text** within the body of the report represent our findings in respect of the application of controls, text in *italics* represent suggested actions and may not necessarily pertain to the application of internal controls.

Previous Recommendations

There are no outstanding recommendations from previous reports.

Accounting Records

The accounting records have been properly maintained throughout the year.

Payments

Grants:

Grants awarded were checked to the approval Minute and found to be in accord with Member instructions.

Payments:

Further testing of payments made revealed no issues to report.

Large refurbishment projects have been tendered in line with the Council's Financial Regulations.

Risk

Risk Assessment:

The Council reviewed its risk management arrangements and risk assessment in January 2020.

The review of the effectiveness of internal controls, as required by the Accounts & Audit Regulations is carried out as part of the account's approval process.

The Coronavirus pandemic has had significant impacts on local councils not only in terms of the way that work is carried out but for some there will be significant losses of income and potentially increased costs. The Council's experience should be reflected in its risk management arrangements and continuity planning as well as any financial impact being included in its budget management processes and reserves policies

In addition it is suggested that a formal appraisal of the impact of the pandemic, including (the unlikely) possibility that there is an impact on the 2019/20 accounts, is carried out as part of the Councils approval of the Annual Governance Statement, specifically Assertion 8.

Insurance:

The Fidelity Guarantee remains adequate at £1.2million.

Cash:

The Council has adopted an Investment Strategy in line with proper practices designed to protect the security of its cash and maintain liquidity.

Budgets

Budget 2020/21:

The budget for 2020/21 was properly approved by Full Council following the production of detailed estimates and notes and scrutiny by the Council's various committees.

Budget Monitoring:

Budget monitoring activity has been carried out in accordance with Financial Regulations.

Adequacy of Reserves:

After allowing for earmarked reserves of £467,760 the general reserve stands at £169,950 equating to 26.6% of gross (non-capital) expenditure in 2019/20.

This is at the bottom end of generally accepted parameters and as the Council's income is likely to be particularly badly hit by the impact of the pandemic a review of reserves held would appear to be a necessity.

Income

Allotments:

Allotment rental periods are staggered across the year, invoices have been raised at the appropriate times.

Bank Interest:

Interest received on the Council's bank accounts has been accurately reflected in the ledger.

VAT:

VAT claims have been submitted for the year and the balance sheet at the year-end reflects the outstanding claim.

Petty Cash

Petty cash is well controlled and monies held were in accord with underlying records.

Payroll

Further testing of payroll revealed no issues to report.

Assets.

The asset register has been updated to reflect asset movements in the year and is in accord with reporting on the AGAR.

Bank Reconciliations

Bank reconciliations have been properly carried out throughout the year.

The year-end reconciliation was checked for accuracy and found to be in order.

Accounting Statements

The accounting statements were prepared on the proper basis and were in accord with underlying records, a good audit trail was provided.

Debtors and creditors appear to have been properly reflected.

Annual Internal Audit Report 2019/20

PADSTOW TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

26/10/2019 06/02/2020 01/05/2020

S.P. HUDSON C.P.F.A.

Signature of person who carried out the internal audit

Date 01/05/2020

*If the response is 'no' you must list the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

PADSTOW TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

26/10/2019 06/02/2020 01/05/2020

S.P. HUDSON C.P.F.A.

Signature of person who carried out the internal audit



REQUIRED

Date

01/05/2020

*If the response is 'no' you must provide details of the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

Agenda item 15

We acknowledge as the members of:

Padstow Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

Agenda item 16

ENTER NAME OF AUTHORITY **Paadstow Town Council**

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	569,210	809,806	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	0	0	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	989,705	845,360	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	311,480	321,956	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	437,629	695,500	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	809,806	637,710	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	828,828	604,490	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6,188,050	6,442,639	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Padstow Town Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



HUDSON ACCOUNTING LIMITED – INTERNAL AUDIT COVERAGE CORONAVIRUS
IMPACT

AUTHORITY NAME: PADSTOW TOWN COUNCIL

INTERNAL CONTROL		Coverage			Comment
		Full	Partial	Not Covered	
A	Accounting Records	✓			
B	Payments	✓			
C	Risk Management	✓			
D	Precept & Budget	✓			
E	Income	✓			
F	Petty Cash	✓			
G	Payroll	✓			
H	Assets	✓			
I	Bank Reconciliations	✓			
J	Accounting Statements	✓			
K	Exempt Authorities			✓	Not applicable
L	Public Rights	✓			
M	Trusts			✓	Not applicable

S P HUDSON CPFA

DIRECTOR



AGENDA ITEM 9 a): CORRESPONDENCE

Councillors Correspondence for Information – June 2020

Item	From	Referring To	Notes
A	Bodmin & Wadebridge Police	February newsletters. One for Bodmin and another for Wadebridge. Includes directions on reporting parking violations & Anti-social behaviour. Details on PEEL 2018/19 etc.	
B	Trevone Village Hall	Grant allocation thank you letter	
C	Cornwall Air Ambulance	Grant allocation thank you letter	
D	Crafternoonies	Grant allocation thank you letter	
E	Padstow Rowing Club	Grant allocation thank you letter	
F	Padstow School PFTA	Grant allocation thank you letter	
G	Police & Crime Commissioner	Cllr Advocate scheme	
H	Isight Cornwall	Grant allocation thank you email	
I	Carers Club	Grant allocation thank you email	
J	Trevone WI	Grant allocation thank you email	
K	Padstow Pre-school	Grant allocation thank you email	
L	St Petroc Senior Citizens	Grant allocation thank you letter	
M	John Hinchliffe	HMS Dasher and Pursuer to become temporary guardians of Gibraltar over coming weeks.	

PADSTOW TOWN COUNCIL: 30 JUNE 2020

AGENDA ITEM 17. b

i)CC- Recycling Bins

Cornwall Council (CC) has written to inform the Council of their decision to end the provision of the recycling banks service throughout Cornwall this year. Recycling banks in the parish that CC operate are located in Link Road Car Park. CC are contacting Town & Parish Councils to see if they would like to take over the service, CC are willing to transfer ownership of the recycling banks to the Council for use and they can remain in situ if required. CC are currently working on the programme of removing the banks and therefore have asked for Councils decision by the end of June.

Below are some extracts of information CC has provided:

Background

Recycling banks were introduced in Cornwall more than 20 years ago by the former district councils before Cornwall Council was established as a unitary authority. The former district councils established a network of recycling banks to address early government recycling targets. These banks were provided on both Council owned and private land to boost recycling.

However, to meet recycling targets, all domestic properties in Cornwall have had access to a kerbside collection service for more than 10 years. As more and more householders have used the kerbside collection, the need for the recycling banks, and the number of sites provided, has reduced. Now recycling banks account for only 1% of the total waste recycled by Cornwall Council.

Reasons for this change

As the Council provides a comprehensive kerbside collection, the banks service is an extra service that the Council has provided. It has also been established that there is widespread illegal use of recycling banks by businesses to dispose of their commercial waste. Businesses are legally required to pay for their waste collection and disposal services, through a registered commercial waste management company. The management of this illegally deposited commercial waste creates cost for Cornwall residents and leads to the banks getting full too quickly leading to material being left around the banks that can get scattered by the wind.

Planned removal

The Council plans to remove only the recycling banks that are provided and managed by Cornwall Council; this does not include the facilities provided by some supermarkets in their car parks. This also does not affect the facilities provided at the Council's 14 household waste and recycling centres. The services provided at these facilities will not be affected.

You may be aware that Cornwall Council is preparing to commence a new Waste and Recycling, Street and Public Open Space Cleansing Services Contract in October 2020, and the new service does not include the provision of the recycling banks.

The bank removals will be undertaken in a phased and structured manner with advance notice periods provided to the community, communications and liaison with the Town/Parish Councils and operational site management to ensure the sites are left clear.

Appendix 1 – Recycling Bank Site Details								
Town	Location	Indicative Emptying Frequency - Summer (12 Weeks)	Indicative Emptying Frequency - Winter (40 weeks)	Indicative Lifts per year	Material Collected	Type of Bank	Approximate Size of Bank (m3)	Indicative weight of material when bank is full (Tonnes)
Padstow	Link Road	Weekly	Weekly	52	Glass	Pod	2.5	0.625
Padstow	Link Road	Weekly	Weekly	52	Glass	Pod	2.5	0.625
Padstow	Link Road	Weekly	Weekly	52	Glass	Pod	2.5	0.625
Padstow	Link Road	Weekly	Weekly	52	Glass	Pod	2.5	0.625
Padstow	Link Road	Weekly	Weekly	52	Glass	Pod	2.5	0.625
Padstow	Link Road	Weekly	Weekly	52	Glass	Pod	2.5	0.625
Padstow	Link Road	2 x week	2 x week	104	Paper & Cardboard	Schaefer	3.2	0.3456
Padstow	Link Road	2 x week	2 x week	104	Paper & Cardboard	Schaefer	3.2	0.3456
Padstow	Link Road	2 x week	2 x week	104	Paper & Cardboard	Schaefer	3.2	0.3456
Padstow	Link Road	2 x week	2 x week	104	Paper & Cardboard	Schaefer	3.2	0.3456
Padstow	Link Road	2 x week	2 x week	104	Paper & Cardboard	Schaefer	3.2	0.3456
Padstow	Link Road	2 x week	2 x week	104	Paper & Cardboard	Schaefer	3.2	0.3456
Padstow	Link Road	Weekly	Weekly	52	Cans & Plastic Bottles	Pod	2.5	0.075
Padstow	Link Road	Weekly	Weekly	52	Cans & Plastic Bottles	Pod	2.5	0.075
Padstow	Link Road	Weekly	Weekly	52	Cans & Plastic Bottles	Pod	2.5	0.075
Padstow	Link Road	Weekly	Weekly	52	Cans & Plastic Bottles	Pod	2.5	0.075
Padstow	Link Road	Weekly	Weekly	52	Cans & Plastic Bottles	Pod	2.5	0.075

Please note: this information is indicative only and depends on the way the site is provided, managed and the type of banks the Town/Parish Council provides.

The Council is willing to transfer ownership of the recycling banks to your Council for use and they can remain in situ if required (Note: for private sites this would have to be agreed with the land owner).

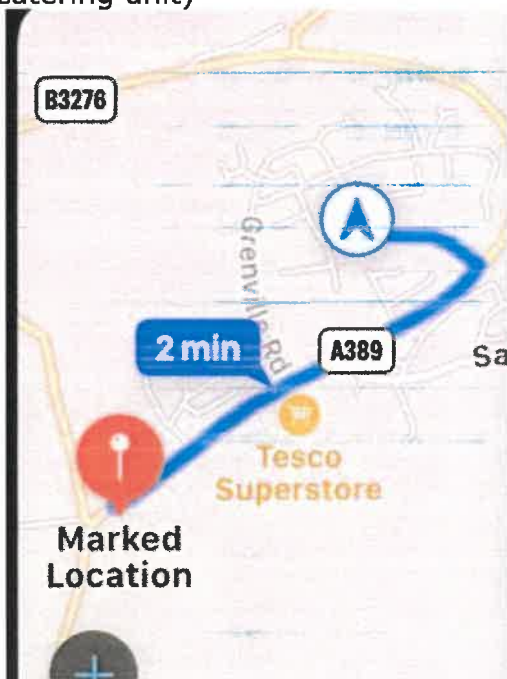
Cost – in addition to the cost of providing the service of emptying the bins. There is also costs to consider in ensuring the area is kept clean and tidy, free of rubbish, which would become the Town Councils responsibility. Also any signage that relates to Cornwall Council would be removed which may mean new adequate/relevant signage would be required.

The RFO has viewed this request from a financial perspective and considered it should not taken up at this time.

For Council Decision: Council are asked to give this request their due consideration.

ii) CC-Street trading Consent

Cornwall Council (CC) has contacted the Council regarding a street trading application. The application is for 'Mealz Street Kitchen' to trade in the layby on A389 going into Padstow (see map below for location and image of catering unit)



Further details from the application are:-

13ft catering airstream trailer - 4 meters long x 2.1 meters wide.

Proposed Trading months – **July to October 2020**

Proposed trading days of the week - **Thursdays**

Proposed trading times – **12:00 – 22:00**

Articles applied for – **'Hot food- hot dogs, fried chicken, skewers, burger, fries. Alcohol (will be applying for personal and you premises licence)- off shore pilsner beer and Soft drinks'**.

Applicant has confirmed they are registered as a food business with Cornwall Council.

CC confirm that the applicant has been given all the current Covid 19 Council Guidance and also reminded to ensure social distancing is maintained between customers and staff.

The **deadline for comments is 3 July 2020**, if they do not hear from the Council by this date they shall assume we have no objections. With the current situation CC are trying to process street trading applications quicker in order to 'Help Business'

CC do draw our attention to the following: Please be aware that in accordance with the EU Services Directive, any refusal by CC must be justified by an "overriding reason relating to the public interest". Examples of this are public safety, public health, protection of consumers, combating fraud and protection of the environment. It should be noted that refusing an application on the grounds that there are already enough shops/traders in an area can no longer be used.

Should **valid objections** be received in relation to the application, these will be notified to the applicant and the application may be referred to CC Street Trading Sub-Committee for a decision. The applicant and objectors will be invited to take part in the online Microsoft TEAMS meeting.

For Council Decision: To give consideration to this request. If Council do not respond CC will assume PTC has no objections.

iii) CC – PSPO consultation and engagement

CC are consulting to seek views on a temporary 12 month renewal of existing dog control Public Space Protection Orders (PSPO) which will expire in October 2020.

Given the current COVID19 pandemic CC have said it would be extremely difficult to carry out an effective review of existing controls through a consultation process and as an alternative they would renew the existing PSPO's for another 12 months and then fully consult next year instead.

They are asking the Council if they have any objections to this approach and if so, why and what alternatives they would suggest. The deadline for comments is 21 August 2020.

Details of the PSPO's:

- i) **The Fouling of Land by Dogs (Cornwall) Order -**
<https://www.cornwall.gov.uk/media/42417703/dog-fouling-order.pdf>
- ii) **The Dogs on leads by Direction (Cornwall Council) Order -**
<https://www.cornwall.gov.uk/media/42557408/dogs-on-leads-by-direction-order-no-1-2011.pdf>
- iii) **The Cornwall Council Public Space Protection (Dogs on Leads) Order 2017 -**
<https://www.cornwall.gov.uk/media/28764602/sealed-dogs-on-leads-pspo-05-10-17.pdf>
- iv) **The Cornwall Council Public Space Protection (Dog Exclusion) Order 2017 -**
<https://www.cornwall.gov.uk/media/28764598/sealed-dog-exclusion-pspo-05-10-17.pdf>

The Antisocial Behaviour Crime and Policing Act 2014 allows a maximum time period of 3 years for a PSPO to remain in place and the 4 PSPOs listed above are all due to expire in October 2020. This process is not related to the Season Restrictions for dogs on beaches consultation that was conducted by Cornwall Council in 2019.

For Council Decision: Does Council have any objection to this 12 month extension?

iv) Request from Padstow Social Club

The Council has received a request from Padstow Social Club, as follows:
To whom it may concern

We have heard that the Club can potentially be reopened on the 4th July subject to government COVID 19 guidance.

To maximise the space available to comply with social distancing and to accommodate as many of our membership from the community as we can we are asking for your permission to place 4 tables on the grass by the tennis courts on a temporary basis.

We look forward to hearing from you

Kind regards
Club Secretary

Provided the relevant risk assessments and PLI is received and is to the satisfaction of our H&S Advisor and Insurer then the Town Clerk has no issue with this being offered due to COVID19 however, it be made clear for how long and that if there are any issues of anti-social behaviour that this permission can be withdrawn.

For Council Decision: To give consideration to the following recommendation: Provided risk assessments and PLI are received to the satisfaction of our H&S advisor and Insurer that due to COVID19 this request be granted until XXX however, any issues of anti-social behaviour the permission for this request could be withdrawn.

FULL COUNCIL: 30 JUNE 2020

AGENDA ITEM 19: FUTURE MEETING DATES AND START TIMES

As we all know we are in unprecedented times with Local Councils now moving to virtual meetings, as legislation has allowed for now. Councils are therefore reviewing when they are meeting and also in some cases time of meeting.

Therefore, thoughts are that Full Council meeting monthly, and Planning Committee now meeting monthly and that any other Committee meetings are called as and when needed. It was felt that perhaps FGP, HRT and LTOS may not meet as frequently or at all during this time, as the budget matters would be best to be dealt with by full Council, and issues relating to HRT/LTOS could be dealt by Council also. Furthermore, the Emergency Scheme of Delegation can be used alongside any formal meetings.

For Council Decision: Council are asked to agree the reviewed meeting schedule and also to give consideration to request a change to Standing Orders whilst undertaking virtual meetings to a revised meeting start date for Full Council and Committee.

NB: Council meets at 7.30 pm, other Committee at 7 pm expect Staffing which is at 6 pm.



PADSTOW TOWN COUNCIL **NOTIFICATION OF COUNCIL & COMMITTEE MEETINGS** **FOR 2020-2021**

Date	Time ???	Meeting
2020 DATES		
Tue 30 June	7.30 pm	Full Council
Tue 14 July	7.00 pm	Planning Committee
Tue 28 July	7.30 pm	Full Council
Tue 11 August	7.00 pm	Planning Committee
Tue 25 August	7.30 pm	Full Council (SO's not usually have in August)
Tue 8 September	7.00 pm	Planning Committee
Tue 29 September	7.30 pm	Full Council
Tue 13 October	7.00 pm	Planning Committee
Tue 27 October	7.30pm	Full Council
Tue 10 November	7.00 pm	Planning Committee
Tue 24 November	7.30 pm	Full Council (budget)
Tue 8 December	7.00 pm	Planning Committee
2021 DATES		
Tue 12 January	7.00 pm	Planning Committee
Tue 26 January	7.30 pm	Full Council
Tue 9 February	7.00 pm	Planning Committee
Tue 23 February	7.30 pm	Full Council
Tue 9 March	7.00 pm	Planning Committee
Tue 30 March	7.30 pm	Full Council

***All other Committees to be held as and when necessary
December Council meeting to be arranged, if required
(SO's don't have full Council in August or December)***

***All meetings to be held virtually (until further notice)
Extra meetings of Council to be arranged as required. However, alongside
Emergency Scheme of Delegation to be used if required.***