

PADSTOW TOWN COUNCIL

Minutes of the Finance and General Purposes Committee meeting held remotely on Tuesday 16 March 2021 at 6.30 pm

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

In Attendance: Kathy Pemberton (Town Clerk), Nikki Barnes (Responsible Financial Officer), and Samantha Daly (Minute taker).

FGP2020/1 Apologies: were received from Councillor R Buscombe.

FGP2020/2 Announcements: There were no announcements.

FGP2020/3 Declarations of Interest: There were no declarations of interest.

FGP2020/4 Public Participation: There was no public participation.

FGP2020/5 Minutes Tuesday 18 February 2020: RESOLVED that the minutes of the meeting held on Tuesday 18 February 2020 were a true record of the meeting and they were signed by the chair.

FGP2020/6 Budget-v-Actual Overview: The report was noted for information.

FGP2020/7 Earmarked Reserves: Members gave consideration to the agenda report which recommended the reinstatement of the Property and Grounds Maintenance Earmarked Reserve and the Vehicle and Machinery Replacement Earmarked Reserve, having been moved to the General Fund to fund expenditure at the start of the pandemic.

RESOLVED TO RECOMMEND TO COUNCIL that the following Earmarked Reserves are held i) Property and Grounds Maintenance £150,000; and ii) Vehicle and Machinery Replacement £25,000.

FGP2020/8 Finance Reports: Members were referred to the agenda report and the appended template finance report proposed for Full Council meetings going forward. The Responsible Financial Officer had reviewed the financial data currently sent to Full Council and following consultation with the Chair of Finance and Town Clerk, recommend changes be made in the interests of safeguarding against cybercrime and in order to bring the level of detailed financial data the Council has in the public domain in line with other Councils.

RESOLVED that the template report, as detailed in appendix 1 of the agenda report (agenda page 10), be used for the monthly finance reports to Full Council.

FGP2020/9

Budget 2021-22: Members gave consideration to the review of the Interim Budget 2021-22 as undertaken by the Responsible Financial Officer. One member commented that a prudent budget remained necessary to ensure sufficient reserves in the bank due to the current situation. The member was also supportive of the proposed £5,000 budget to progress the "leg work" of the Multi-Use Games Area (MUGA) in preparation for its development in 2022, as per the business plan.

The proposed updated budget included the following recommendations i) a £25,000 provision for a Grants "pot"; ii) the Councillor training budget be increased to £1500; iii) the Administration Equipment, Furniture and Materials budget be reduced by £630; iv) a £5,000 provision for Multi-Use Games Area (MUGA) preparation; and v) the Capital/Projects contingency budget be increased to £50,000.

RESOLVED TO RECOMMEND TO COUNCIL that the updated Interim Budget 2021-22 as per agenda pages 13-19 and appended to these minutes be approved.

FGP2020/10

Date of Next Meeting: To be confirmed.

Meeting closed at 6.37 pm.

Padstow Town Council
Budget 2020-21 and Interim Budget 2021-22

Income	<u>Actuals</u> to 31.3.19 £	<u>Actuals</u> 31.3.20 £	<u>Actuals</u> 28.2.21	<u>Budget</u> 2020-21 £	<u>Interim</u> <u>Budget</u> 2021-22
Central & Democratic Services	3152	3265	272151	500	50
Highways, Roads & Transport	532463	516304	374575	496540	416600
Environment	8439	15919	7745	6030	5050
Leisure	7220	8845	7632	4000	4000
Investment Properties	241979	298004	257152	240000	195000
Other Operating Income	2593	3024	96	400	0
	<u>795846</u>	<u>845361</u>	<u>919351</u>	<u>747470</u>	<u>620700</u>
Expenditure					
Democratic Core	3843	3753	281	2300	12800
Corporate Services	82474	37247	39526	40500	44500
Central Services	25000	25000	24300	25000	25000
HRT Railway Car Park	91084	90126	75289	94650	94900
HRT Lawns Car Park	25388	25135	20522	25550	26050
Environment Cemetery	17427	22456	10445	20200	19100
Environment Toilets	53579	55733	31398	61900	59800
Leisure - Open Spaces	145489	138218	80217	183180	113630
Administration	141731	203373	173690	212850	187620
Investment Properties	31868	35994	43387	33800	37300
Total expenditure	<u>617883</u>	<u>637035</u>	<u>499055</u>	<u>699930</u>	<u>620700</u>
Net Revenue/(Expenditure)	<u>177963</u>	<u>208326</u>	<u>420296</u>	<u>47540</u>	<u>0</u>
Capital Expenditure					
Capital expenditure from Revenue	116493	380420	56598	291000	77000
Net Rev/(Exp) after capital expenditure	<u>61470</u>	<u>-172094</u>	<u>363698</u>	<u>-243460</u>	<u>-77000</u>
Balance Sheet 1.4.20	£				
Earmarked Reserves	467760				
General Fund as at 1.4.20	169950				
Total assets less liabilities at 1.4.20	<u>637710</u>				

All Earmarked Reserves were moved to the General Fund, as an emergency measure due to the Covid-19 pandemic, to fund day to day expenditure.

Padstow Town Council

Central & Democratic

Income	nominal codes:	Actuals to 31.3.19	Actuals 31.3.20	Actuals 28.2.21	Budget 2020-21	Interim Budget 2021-22
Misc Income incl photocopies	4300	3152	3265	272151	500	50
		3152	3265	272151	500	50
Expenditure						
Democratic						
Councillors' Expenses	5008	30	0	48	50	50
Training	5049	24	35	68	300	1500
Contingency	5050	3276	75	0	250	0
Mayor's Allowance (bouquets)	5060	513	123	165	500	250
Election Expenses	5064	0	3520	0	1000	11000
Civic reception	5065	0	0	0	200	0
		3843	3753	281	2300	12800
Corporate						
Staff - gross pay	5101	50295	0	0	0	0
Subscriptions	5110	752	1637	0	800	0
Bank Charges incl RingGo fees	5111	18451	18137	28166	19500	23000
Legal Services	5124	3896	7991	7500	5000	8000
Internal Audit	5125	1500	1500	750	1500	1500
External Audit	5127	1600	1600	400	1600	2000
Other Professional Services	5129	5980	6382	2710	10000	10000
Devolution costs	5129	0	0	0	2000	0
Contingency	5150	0	0	0	100	0
		82474	37247	39526	40500	44500
Central Services						
Grants	5242	20930	17310	23100	22000	22000
S137 Grants	5243	4070	7690	1200	3000	3000
		25000	25000	24300	25000	25000

Padstow Town Council

Highways, Roads & Transport

Income	<i>nominal codes:</i>	<i>Actuals to 31.3.19</i>	<i>Actuals 31.3.20</i>	<i>Actuals 28.2.21</i>	<i>Budget 2020-21</i>	<i>Interim Budget 2021-22</i>
Railway car park	4404	384701	375446	251805	375000	300000
Excess charges - Railway	4405	2160	2192	3640	500	0
Lawn car park	4406	109337	105402	96756	102000	100000
Excess charges - Lawn	4407	40	40	160	40	0
Car Park Season Tickets	4408	14054	12050	1600	4000	1600
Misc income	4448	22171	21174	20614	15000	15000
		532463	516304	374575	496540	416600

Expenditure

Railway Car Park

Staff Costs	5301	19897	18976	8922	20000	16000
Energy Costs	5315	498	647	431	500	650
Rates	5317	54230	55440	50688	56000	59000
Equipment & Materials	5332	647	251	375	500	500
Equipment Service & Repairs	5333	6701	2771	10365	2000	4000
CC enforcement Officer visits	5333	0	1772	0	5000	5000
Contingency	5350	0	0	0	500	0
Car Park Machines	5351	2387	2465	2823	2400	2500
Car Park Tickets	5353	0	641	0	250	250
Car Park Cash Collection	5354	6724	7163	1685	7500	7000
		91084	90126	75289	94650	94900

Lawns Car Park

Staff Costs	5401	6334	5997	4465	6000	6000
Energy Costs	5415	1073	564	1202	950	650
Rates	5417	14400	14730	13473	15000	16000
Equipment & Materials	5432	0	163	0	200	100
Equipment Service & Repairs	5433	177	0	238	100	100
Contingency	5450	0	0	0	100	0
Car Park Machines	5451	1163	1080	556	900	1100
Car Park Tickets	5453	0	213	0	100	100
Car Park Cash Collection	5454	2241	2388	588	2200	2000
		25388	25135	20522	25550	26050

Padstow Town Council

Environment

Income	<i>nominal codes:</i>	<i>Actuals to 31.3.19</i>	<i>Actuals 31.3.20</i>	<u>Actuals 28.2.21</u>	<u>Budget 2020-21</u>	<u>Interim Budget 2021-22</u>
Cemetery Fees	4511	8381	15871	7654	6000	5000
Seagull-proof Sacks	4513	58	48	91	30	50
		<u>8439</u>	<u>15919</u>	<u>7745</u>	<u>6030</u>	<u>5050</u>

Expenditure

Cemetery

Staff Costs	5701	10826	13042	4606	13000	12000
Rates	5717	1191	1340	1409	1400	1700
Water	5718	172	0	0	200	200
Grounds Maintenance	5720	4462	8074	4430	4900	5000
Equipment & Materials	5732	776	0	0	500	200
Contingency	5750	0	0	0	200	0
		<u>17427</u>	<u>22456</u>	<u>10445</u>	<u>20200</u>	<u>19100</u>

Toilets

Staff Costs	5801	14319	12685	12912	15000	15000
Energy Costs	5815	2255	2145	1143	2300	2200
Rates	5817	1116	1142	1044	1200	1200
Water	5818	18217	19862	8417	23000	22500
Cleaning & Domestic Supplies	5819	14452	14442	7208	16000	15000
Equipment & Materials	5832	314	858	333	1000	1000
Equipment Service & Repair	5833	2906	4599	341	2900	2900
Contingency	5850	0	0	0	500	0
		<u>53579</u>	<u>55733</u>	<u>31398</u>	<u>61900</u>	<u>59800</u>

Padstow Town Council

Leisure, Tourism & Open Spaces

	<i>nominal</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Budget</i>	<i>Interim</i>
Income	<i>codes:</i>	<i>to 31.3.19</i>	<i>31.3.20</i>	<i>28.2.21</i>	<i>2020-21</i>	<i>Budget</i>
						<i>2021-22</i>
Leisure - seat and tree donations	4600	0	1990	487	0	0
Grass Cutting CC	4620	0	0	3318	0	0
Footpaths & Grass Cutting CC	4630	6175	6175	3212	4000	4000
Leisure - misc income	4648	1045	680	615	0	0
		7220	8845	7632	4000	4000
Expenditure						
Events (skate park)	6044	0	1269	0	2000	0
Staff costs (bandstand)	6101	871	1167	0	1300	1300
Contingency	6150	0	0	0	100	0
Signage Town Signs	6156	0	48	0	100	0
Staff Costs	6201	104764	97296	53155	128000	70000
Staff travel	6207	108	46	0	100	50
Energy costs	6215	718	507	525	650	650
Lawn Tennis Courts rates	6217	459	517	539	550	650
Grounds maint costs	6220	10363	13078	13899	12000	15000
Tree works	6220	0	0	0	6000	3000
Rent	6221	175	175	175	180	175
Vehicle Insurance	6222	1883	2140	2108	1600	2155
Equipment & materials	6232	14910	13205	5264	12500	12000
CCTV	6232	0	0	0	5000	0
Telephones - mobiles	6239	566	508	196	650	0
Training	6249	2496	695	72	5000	2500
Contingency	6250	0	212	0	100	0
Petrol & Oil	6265	4129	3559	1997	4400	2500
Machinery repairs	6266	1670	1435	692	1200	1400
Vehicle Service & Repair	6267	1627	1635	1165	1000	1500
Vehicle Tax	6268	750	726	430	750	750
		145489	138218	80217	183180	113630

Padstow Town Council

Administration

		<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Interim</u>
<u>Income</u>	<i>nominal</i>	<i>to 31.3.19</i>	<i>31.3.20</i>	<i>28.2.21</i>	<i>2020-21</i>	<i>Budget</i>
	<i>codes:</i>					<i>2021-22</i>
Interest Income	4949	2593	3024	96	400	0
Precept	4950	0	0	0	0	0
		2593	3024	96	400	0
Expenditure						
Staff costs - gross pay	7001	104045	172730	146840	178000	156000
Staff travel	7007	22	17	0	100	50
Subscriptions	7010	1157	791	185	800	800
Building Maintenance	7014	0	0	529	250	500
Energy Costs	7015	6250	4578	4065	5500	4500
Rates	7017	10895	8838	8046	9000	9500
Water	7018	542	290	0	500	300
Cleaning & Domestic Supplies	7019	641	963	905	700	800
Equipment & Materials	7032	4887	3553	1360	3500	2870
Equipment Services & Repair	7033	1142	1753	1191	1000	1200
Printing	7034	1744	1846	1207	1600	1700
Stationery	7035	1689	1595	539	1600	1500
Postage	7036	1430	1011	931	1200	1000
Telephone & internet	7039	1594	1638	1356	1600	1500
Computer Costs	7040	4958	3567	6516	4000	3500
Advertising	7047	0	0	0	500	400
Training	7049	735	203	20	2500	1500
Contingency	7050	0	0	0	500	0
		141731	203373	173690	212850	187620

Padstow Town Council

Investment Properties

	<i>nominal</i>	<u>Actuals</u> <i>to 31.3.19</i>	<u>Actuals</u> <i>31.3.20</i>	<u>Actuals</u> <i>28.2.21</i>	<u>Budget</u> <i>2020-21</i>	<u>Interim</u> <u>Budget</u> <i>2021-22</i>
Income	<i>codes:</i>					
Inv Rental Income	4702	207847	262191	226092	220000	170000
Inv Miscellaneous Rents	4703	34132	35813	31060	20000	25000
		<u>241979</u>	<u>298004</u>	<u>257152</u>	<u>240000</u>	<u>195000</u>

Expenditure

Buildings maintenance	6914	291	291	291	300	300
Premises Insurance	6923	25053	26596	* 36048	24500	25000
Legal Services	6924	2615	3944	7048	5000	6000
Surveyors	6926	3909	5163	0	3500	6000
Contingency	6950	0	0	0	500	0
		<u>31868</u>	<u>35994</u>	<u>43387</u>	<u>33800</u>	<u>37300</u>

* Prepayment to do at Financial Year End

Other Operating & Reserves - Capital Expenditure

n/c 9096 Projects funded from Revenue (items costing less than £6k)

n/c 9097 Cap Exp funded from Revenue (items costing over £6k)

Neighbourhood Development Plan		12185	1314	5727	5000	4000
Station House		8614	3378			
Lawn skate park		86394	3277			
Lawn car park improvements			230818	16177	5000	
North Quay and Cory toilets refurbishment			66955	26439		
Railway toilet improvements					10000	
Misc repairs		1380	3874	4721	3000	
Victoria Monument		1320	29441	716		
Community events			2000		3000	
Computers - hardware & software			8451	1318	10000	
Ride-on mower		6600				
Vehicles			21394			
Multi Use Games Area (MUGA)			384		200000	5000
Investigate electric-charging points					5000	
Vehicle hire (insurance claim, money received back)			888			
Grant to help vulnerable during Covid-19				1500		
Lawn car park retention						6000
North Quay & Cory toilets retention						4000
Core Building running & refurbishment costs						8000
Contingency			8246		50000	50000
		<u>116493</u>	<u>380420</u>	<u>56598</u>	<u>291000</u>	<u>77000</u>