

# PADSTOW TOWN COUNCIL

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14 July 2021

**TO: FINANCE AND GENERAL PURPOSES COMMITTEE**

Councillors R Higman (Chairman), J O'Keefe (Vice Chairman), J H Fidler,  
K Freeman, M Rickard, D N Vivian, Mrs T Walter and C Watson Smyth

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** at the Church Rooms, Church Street, Padstow on **Tuesday 20 July 2021 at 7.00 pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

*K E Pemberton*

Kathy Pemberton  
Town Clerk

From 19 July 2021 Government will be lifting a number of COVID 19 restrictions, including social distancing guidance but still advising to proceed with caution. Our Council meetings will be adapting to these changes in a cautious way, and we ask all attending to do the same.

## Agenda

### Press & Public are invited to attend

1. To receive **apologies for absence**
2. **To receive announcements (if any):** For information only
3. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's code of conduct.
4. **Public Participation:** to receive submissions from members of the public relating to items on the agenda, in accordance with the Council's code of conduct & standing orders.
5. **To agree the minutes** of the meeting held on Tuesday 16 March 2021 having been previously circulated and taken as read. (1-9)
6. **To agree the minutes** of the meeting held on Tuesday 29 June 2021 having been previously circulated and taken as read. (10)

- 7. Budget Summary and Budget to Actual Variance Report 2021/22:** To note for information. (11-13)
- 8. Grants 2021/22:** To discuss and decide on the allocation of grants as per the Council's Grant Policy to be allocated under the relevant Local Government Acts, as follows: (14-19) (Grants pack sent under separate cover)
- a) LGA Miscellaneous Provisions Act S19
  - b) LGA and Rates Act S26-29
  - c) LGA 1972 S144
  - d) LGA 1972 S137
- 9. Date of next meeting:** Tuesday 23 November 2021 (budget)

**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**

	<u>Actuals</u> <u>to 31.3.19</u>	<u>Actuals</u> <u>31.3.20</u>	<u>Actuals</u> <u>28.2.21</u>	<u>Budget</u> <u>2020-21</u>	<u>Interim</u> <u>Budget</u> <u>2021-22</u>
<b>Income</b>	£	£		£	
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
	<b>795846</b>	<b>845361</b>	<b>919351</b>	<b>747470</b>	<b>620700</b>
<b>Expenditure</b>					
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	<b>617883</b>	<b>637035</b>	<b>499055</b>	<b>699930</b>	<b>620700</b>
<b>Net Revenue/(Expenditure)</b>	<b>177963</b>	<b>208326</b>	<b>420296</b>	<b>47540</b>	<b>0</b>
<b>Capital Expenditure</b>					
Capital expenditure from Revenue	116493	380420	56598	291000	77000
<b>Net Rev/(Exp) after capital expenditure</b>	<b>61470</b>	<b>-172094</b>	<b>363698</b>	<b>-243460</b>	<b>-77000</b>
<b>Balance Sheet 1.4.20</b>	£				
Earmarked Reserves	467760				
General Fund as at 1.4.20	169950				
Total assets less liabilities at 1.4.20	637710				

*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**

<b>Income</b>	<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>
Misc Income incl photocopies	4300	3152	3265	272151	500	50
		3152	3265	272151	500	50
<b>Expenditure</b>						
<b>Democratic</b>						
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
<b>Corporate</b>						
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
<b>Central Services</b>						
Grants	5242	20930	17310	23100	22000	22000
S137 Grants	5243	4070	7690	1200	3000	3000
		25000	25000	24300	25000	25000

<b>Padstow Town Council</b>						
<b>Highways, Roads &amp; Transport</b>						
<b>Income</b>	<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
		<b>532463</b>	<b>516304</b>	<b>374575</b>	<b>496540</b>	<b>416600</b>
<b>Expenditure</b>						
<b>Railway Car Park</b>						
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
		<b>91084</b>	<b>90126</b>	<b>75289</b>	<b>94650</b>	<b>94900</b>
<b>Lawns Car Park</b>						
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
		<b>25388</b>	<b>25135</b>	<b>20522</b>	<b>25550</b>	<b>26050</b>

<b>Padstow Town Council</b>						
<b>Environment</b>						
<b>Income</b>	<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>
Cemetery Fees	4511	8381	15871	7654	6000	5000
Seagull-proof Sacks	4513	58	48	91	30	50
		8439	15919	7745	6030	5050
<b>Expenditure</b>						
<b>Cemetery</b>						
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
		17427	22456	10445	20200	19100
<b>Toilets</b>						
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
		53579	55733	31398	61900	59800



**Padstow Town Council**

**Leisure, Tourism & Open Spaces**

	<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>
<b>Income</b>						
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
		<b>7220</b>	<b>8845</b>	<b>7632</b>	<b>4000</b>	<b>4000</b>
<b>Expenditure</b>						
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
		<b>145489</b>	<b>138218</b>	<b>80217</b>	<b>183180</b>	<b>113630</b>

**Padstow Town Council**

**Administration**

<b>Income</b>	<i>nominal codes:</i>	<u>Actuals to 31.3.19</u>	<u>Actuals 31.3.20</u>	<u>Actuals 28.2.21</u>	<u>Budget 2020-21</u>	<u>Interim Budget 2021-22</u>
Interest Income	4949	2593	3024	96	400	0
Precept	4950	0	0	0	0	0
		<u>2593</u>	<u>3024</u>	<u>96</u>	<u>400</u>	<u>0</u>

**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
		<u>141731</u>	<u>203373</u>	<u>173690</u>	<u>212850</u>	<u>187620</u>

**Padstow Town Council**

**Investment Properties**

	<u>nominal</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Interim</u>
	<u>codes:</u>	<u>to 31.3.19</u>	<u>31.3.20</u>	<u>28.2.21</u>	<u>2020-21</u>	<u>Budget</u>
<b>Income</b>						<b>2021-22</b>
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>

**PADSTOW TOWN COUNCIL**

**Minutes of the Finance and General Purposes Committee meeting held  
on Tuesday 29 June 2021 at 7.20 pm in the Church Rooms,  
Church Street, Padstow**

**Present:** Councillors R Higman (Chairman), J O'Keefe (Vice-Chairman),  
J H Fidler, K Freeman, M Rickard, D N Vivian, Mrs T Walter and C Watson Smyth

**In Attendance:** K Pemberton (Town Clerk), S Daly (Support Officer and Minute  
Taker), Councillor A N Rees and 1 member of the public

- FGP2021/1**      **Election of Chairman/Vice Chairman:**  
i) **RESOLVED** that Councillor R Higman be re-elected as  
Chairman whereupon he took the Chair.  
ii) **RESOLVED** that Councillor J O'Keefe be elected as  
Vice-Chairman.
- FGP2021/2**      **Apologies:** There were no apologies.
- FGP2021/3**      **Announcements:** The Town Clerk advised that 2 places had  
been booked on a Finance Training Session arranged through  
the Cornwall Association of Local Councils. The Chairman  
confirmed that he would attend with the Responsible  
Financial Officer.
- FGP2021/4**      **Declarations of Interest:** There were no declarations of  
interest.
- FGP2021/5**      **Public Participation:** There was no public participation.
- FGP2021/6**      **Date of next meeting:** 20 July 2021 (grants) at 7.00pm  
was noted.

Meeting closed at 7.22 pm.

## **FGP 20.7.21 Agenda item 7**

### **Budget to Actual Variance Report 2021-22 1.4.21 – 30.6.21**

#### **Overview**

Total income from 1.4.21 – 30.6.21 is £345,378 compared with the budget of £177,875.

Total revenue expenditure from 1.4.21– 30.6.21 is £158,117 compared with the budget of £169,755. Capital/project expenditure is £0 and the budget is £19,250.

Over the last eighteen months the worldwide Covid pandemic has had a significant impact on the Council's Accounts, mainly due to the loss of car park income. A very cautious approach was taken with setting the 2021-22 Budget, as the country has experienced three lockdowns and varying levels of restrictions, that may be brought in again at short notice.

Explanations for significant variances are detailed below:

#### **Income**

##### **Highways, Roads & Transport**

HRT income is £140,189 more than the Budget due to a very cautious Budget being set. Car park tariffs were increased on 1.3.21 and this is helping increase income as the country opens up again.

##### **Investment Properties**

Investment Properties income is £21,551 more than the Budget because leeway charges are more than anticipated.

#### **Expenses:**

##### **Democratic Core**

Democratic Core expenses are £12,575 less than the Budget because the Cornwall Council invoice for a contested election has not been received yet (final amount to be confirmed by Cornwall Council).

##### **Environment – Toilets**

Environment toilets costs are £2725 more than the Budget because the water bill is based on anticipated expenditure for the month ahead based on increasing usage.

##### **Leisure Open Spaces**

Leisure Open Spaces costs are £3898 more than the Budget because staff (from timesheets), equipment and machinery repairs are all higher than anticipated.

### **Capital/projects expenses**

Capital/projects costs are £19,250 less than the budget because no new projects have been started yet and the Budget was spread over the 12 months.

## **Prior Year Report**

### **Overview**

**Total income** from 1.4.21 – 30.6.21 is £345,378 compared with £126,370 for the same period last year (when the country was in the first lockdown for most of this period).

**HRT income** is £212,392 more than last year because of the Covid pandemic last year.

**Total revenue expenditure** from 1.4.21 – 30.6.21 is £158,117 compared with £129,388 (sales invoices sent) for the same period last year. All non-essential expenditure was stopped last year or deferred where possible, until income was received.

**Corporate Services expenses** are £17,246 more than last year because this year includes higher RingGo fees (higher car park income), the Core Building purchase legal fees and Employment annual services bill (paid in July last year).

**Central Services expenses** – grants are £19,150 less than last year as Grants are being done later in the year due to the Covid pandemic.

**HRT Railway expenses** are £6426 more than the prior year because Non-Domestic Rates direct debits were deferred until August to assist with cashflow issues last year.

**Environment toilets expenses** are £11,451 more than last year due to reduced water and consumable costs during the lockdown April-June 2020.

**LTOS expenses** are £16,046 more than the prior year because grounds maintenance (bulk bin emptying), equipment and staff costs (some staff were on furlough last year) are greater. Bins have required emptying more frequently and there is more rubbish, as more people have takeaways etc.

**Investment expenses** are £8647 less than last year because insurance and legal services costs are less.

**Other operating expenses** (capital and project expenditure) are £0 this year and £46,070 (finishing Lawn car park refurbishment) last year.

**FGP 20.7.21 Agenda item 7**  
**Budget Report**

	Year to Date			Prior Year		
	1.4.21 -	1.4.21 -	Variance	1.4.21 -	1.4.20-	Variance
	30.6.21	30.6.21		30.6.21	30.6.20	
Actual	Budget	£	Actual	Actual	£	
<b>Income</b>						
Central Services	2909	13	2896	2909	0	2909
Highways, Roads & Transport	220539	80350	140189	220539	8147	212392
Environment	4114	1262	2852	4114	2546	1568
Leisure	0	0	0	0	0	0
Investment Properties	117801	96250	21551	117801	115617	2184
Other Operating Income (int recvd)	15	0	15	15	60	-45
	<b>345378</b>	<b>177875</b>	<b>167503</b>	<b>345378</b>	<b>126370</b>	<b>219008</b>
<b>Operating Expenses</b>						
Democratic Core	0	12575	-12575	0	60	-60
Corporate Services	17246	17000	246	17246	0	17246
Central Services - grants	0	0	0	0	19150	-19150
HRT Railway Car Park	21444	23725	-2281	21444	15018	6426
HRT Lawn Car Park	7142	6512	630	7142	4187	2955
Environment Cemetary	3908	4775	-867	3908	3625	283
Environment Toilets	17675	14950	2725	17675	6224	11451
Leisure Tourism	0	325	-325	0	0	0
Leisure Open Spaces	31211	27313	3898	31211	15165	16046
Investment Properties	11979	15075	-3096	11979	20626	-8647
Administration	47512	47505	7	47512	45333	2179
	<b>158117</b>	<b>169755</b>	<b>-11638</b>	<b>158117</b>	<b>129388</b>	<b>28729</b>
<b>Other Operating Expenses</b> (Capital/Project items)	0	19250	-19250	0	46070	-46070
<b>Net Profit/(Loss)</b>	<b>£187,261</b>	<b>-£11,130</b>	<b>£198,391</b>	<b>£187,261</b>	<b>-£49,088</b>	<b>£236,349</b>

## **FGP 20.7.21 Agenda item 8**

### **Grants 2021-22**

Grants were advertised on the Council's website and Facebook, details were also sent to Councillors to promote the Grants. Reminders were also sent where necessary.

Please note that a Receipts and Payments Account or Income and Expenditure summary or Profit and Loss Account and Balance Sheet or bank statement, are copied for each Application for the FGP Committee and included in the Grants' pack. The Full Accounts for the larger organisations are available for inspection at the Council offices by appointment and at the FGP Grants meeting.

Grants totalling £25,000 were paid to 29 local organisations in 2020-21.

The Budget 2021-22 is £25,000, £22,000 in general grants and £3,000 in S137. S137 allows the Council to award money to an organisation that will benefit some or all the community, where there is not a specific power to grant money. Padstow Memory Café disbanded, and the £600 grant money awarded to them by PTC was returned to the Council and this has been added to the Grants to make a total of £25,600 available to be awarded.

It is clearly for the FGP Committee to award grants as it wishes with it having delegated authority from the Council to undertake awarding grants each year. However, to help keep the total grants awarded within the Budget a 'suggested' column is included on the Allocation of Grants spreadsheet (Appendix 1) based on:

- Amount requested
- The organisation's accounts/bank balance
- Number of members or residents of Padstow or Trevone that benefit

The aim is to share the Grants across as many organisations and age ranges as possible. A copy of the Grant Policy is attached as Appendix 2 for reference.

14 Grant Applications for 2021-22 were received by the 5.7.21 deadline.

The FGP Committee will note that this year there is more budget available than the total grant funding requested, the Committee may wish to allocate further money to the Grant Applicants. Any unused Budget would go back into the General Fund at the year end. Unspent provisions in the revenue budget are not carried forward to a subsequent year but the FGP Committee could request a higher Grants Budget next year as part of the Budget-setting process.



**Padstow Town Council Allocation of Grants 2021-22**

column a	b	c	d	e	f	g	h	i	
Grant pack pages	Organisation	Grant application for:	Power to grant:	Accounts or bank details received	Amount awarded 2020-21	Amount requested 2021-22	Budget 2021-22	Suggested 2021-22	Awarded 2021-22
					£	£	£	£	FGP 20.7.21
	<b>Padstow Sailing Club</b>	extend and upgrade CCTV coverage	LGA misc Provisions s19 recreation facilities	Yes	300	500		500	
	<b>Padstow Sea Cadets</b>	annual ground rent	"	Yes	2150	2150		2150	
	<b>Padstow &amp; District Lions Club</b>	Padstow Carnival, bingo, quizzes and Christmas party costs	"	Yes	700	1000		1000	
	<b>Carers' Club</b>	Christmas lunch	"	Yes	150	800		800	
	<b>Nadelik Lowen</b>	running costs	"	Yes	1000	1000		1000	
	<b>Padstow Rowing Club</b>	towards purchase of new racing gig	"	Yes	400	500		500	
	<b>Padstow Parochial Church Council (Church rooms)</b>	equipment for Well-being café and Messy Church (tables)	"	Yes	350	500		500	
	<b>Padstow United Youth &amp; Girls FC</b>	running costs	"	Yes	500	1500		1500	
	<b>Circling Camel Estuary</b>	to run 12 Circling days across 6 months	"	Yes	did not apply	2376		100	
	<b>Padstow &amp; District Community Transport</b>	general running costs	Local Govt & Rating Act 1997 s26-29	Yes	1500	2173		2200	
	<b>Padstow Christmas Lights Committee</b>	general running costs	LGA 1972 s144 Tourism	Yes	5300	3000		3000	
	<i>total n/c 5242 grants</i>				12350	15499	<b>22000</b>	13250	<b>0</b>
	<b>Trevone War Memorial Village Hall</b>	to rebuild the rear hall and add to building fund	LGA 1972 s137	Yes	5500	5000		5000	
	<b>Citizens Advice Cornwall</b>	train new volunteer advisers, general running costs	"	Yes	did not apply	1000		1000	
	<b>Royal British Legion</b>	to provide lunch for Remembrance Day band	"	Yes	900	300		300	
	<i>total n/c 5243 s137 grants</i>				6400	6300	<b>3600</b>	<b>6300</b>	<b>0</b>
	<b>TOTAL GRANTS</b>				18750	21799	<b>25600</b>	<b>19550</b>	<b>0</b>

# PADSTOW TOWN COUNCIL



## GRANT POLICY

### **About Padstow Town Council's Community Grant Scheme**

Padstow Town Council has an established community grant scheme. A total figure for available grant aid will be agreed by the Council as part of the budget for each financial year. The Council will consider applications from community associations, cultural, educational, sporting and charitable organisations which are not for profit and will bring benefit to the local community. The scheme provides start up grants to new organisations as well as grants to existing organisations.

Retrospective Grant Applications will not be considered – ie the work cannot have already taken place.

Grants will not be awarded to meet general salary costs.

### **Who is Eligible for Support?**

Requests for grant aid will only be considered from the following bodies:

- An organisation serving the needs of the local community
- A local club, association or charity organisation serving some or all of the community
- Local residents wishing to run a project/event which will be for the benefit of the local community
- A Padstow or Trevone based charity
- A local branch of a national organisation/charity which serves the needs of the local community

In addition, organisations must be able to demonstrate they are properly managed and can run their affairs responsibly.

The following are not currently eligible for grant support:

- Individuals
- Statutory bodies including schools
- Charities/not for profit organisations that undertake work which does not directly benefit the local community
- Political parties

# PADSTOW TOWN COUNCIL



## GRANT APPLICATION PROCEDURE

### Applications

Grants are awarded once annually. Applications will be invited each year for consideration. The scheme will be publicised through noticeboards and the website. Organisations will not automatically be written to on the basis of previous expressions of interest.

Applications will only be considered at other times during the year if the organisation's access to grant funding from other bodies is reliant on part funding from the Council.

Applicants will need to provide details of the organisation and its aims and purpose, provide details of how the grant will be used and demonstrate a clear need for funding.

Applicants will also be required to provide proof of the organisation's income and expenditure e.g. a copy of the previous year's accounts and their last 2 months bank statements or, for new initiatives, an estimate of the expected income and expenditure for the first year.

The closing date for Grant Applications is detailed on the Grant Application form and website.

All applications will be considered fairly and equally. When assessing your application the Council will consider:

- whether there is a specific power under which the grant can be awarded
- how well the grant will meet the needs of the community
- how effectively your group will use the grant
- whether the project costs are appropriate and realistic
- the level of contributions raised locally
- whether the applicant has sought support from other sources
- how the group is managed
- funding received from other sources
- accounts details and bank account balances



## **RECEIVING A GRANT: TERMS & CONDITIONS**

Please read these carefully. It is a condition of any application that you have read, understood and accepted these terms and conditions. The Grant Application form must be signed, accepting the Terms and Conditions, before the cheque is despatched.

- All applications are considered by the Finance and General Purposes Committee who have delegated authority to award the Grants. All decisions made by the Council are final.
- If you receive a grant it may only be used for the purpose set out in the application.
- The Council reserves the right to withhold, withdraw or recover the grant if the operation for which the grant is awarded ceases, its aims and objectives vary to the extent that the application would not have been eligible for consideration at the time of the application, or the funds are not used for the purposes stated in the application.
- Organisations submitting Grant Application forms will be written to after the Grants meeting notifying them if they have been successful or not. Successful Grant Applicants will be sent a Grant Release Form.
- The Grant Release Form must be submitted before payment is released by the Council. The Grant cheque is made payable to the organisation detailed on the Grant Release form.
- The Council reserves the right to pay the grant in stages through the year.
- Organisations are responsible for ensuring that they are compliant with all legal and statutory requirements.
- The Council may ask you to complete a short report to tell it what you achieved with the funds. You will also be asked for proof that the money was spent for the intended purposes.
- Recognition of the grant from the Council shall be made in any publicity and in the group's accounts.
- The Council may use the name of your group (not personal data) and its project in its own publicity material.
- The Council reserves the right to inspect the work funded, with prior notification of its intention to do so.
- Awards are made for one financial year only (defined as the period from 1 April to 31 March). If an organisation wishes to receive future funding it must re-apply.
- No organisation is guaranteed assistance; past awards do not guarantee future support.
- The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate.

The information in these notes could change from time to time. Policy and

regulations on distributing funds may also change. The Council reserves the right to amend any policy, procedures and assessment criteria and will aim to inform actual or possible beneficiaries. The Council may seek further information in addition to your application in order to make a decision.

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