

PADSTOW TOWN COUNCIL

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17 November 2021

TO: FINANCE AND GENERAL PURPOSES COMMITTEE

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

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 23 November 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

COVID: Please note this meeting will be operated in a COVID safe way. All attending are asked to respect these provisions which are in place for all our safety.

Capacity Due to COVID: In taking a cautious approach to our Council meetings during this time and following the Council's risk assessment there is a limit on the number of people who can be seated in the Church Rooms. If you wish to speak to an item on the agenda, it is advisable to contact the council offices in advance of the meeting.

Agenda

Press & Public are invited to attend

- 1.** To receive **apologies for absence**.
- 2.** To receive **announcements** – for information only.
- 3.** To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct.
- 4. Public Participation:** to receive submissions from members of the public relating to items on the agenda, in accordance with the Council's Code of Conduct & Standing Orders.
- 5. To agree the minutes** of the meeting held on 20 July 2021. *(pages 1-2)*
- 6. Budget to Actual Variance Report:** To note the Budget to Actual Variance Report 1.4.21 – 31.10.21. *(pages 3-6)*
- 7. Budget Report 2021-22:** To receive an update to note for information. *(page 7)*

8. Budget 2022-23:

- a) Members' Allowances: To recommend to Full Council whether a Members' Allowance should be set for 2022-23 *(page 8)*
- b) Draft Budget 2022-23: To consider the draft budget 2022-23, which includes recommendations from Committees, and make recommendations to Full Council *(pages 8-19)*
- c) Precept 2022-23: To recommend to Full Council as to whether a precept should be set for 2022-23 *(page 9)*
- d) Business Plan: To consider the Council's Business Plan and make recommendations to Full Council, if necessary. *(pages 20-26)*

9. Date of next meeting: Tuesday 15 February 2022 at 7.00 pm (Grants Meeting).

PADSTOW TOWN COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Tuesday 20 July 2021 at 7.00 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 and Mrs T Walter

In Attendance: Mrs N Barnes (Responsible Financial Officer), Mrs S Daly (Minute taker) and 3 members of the public.

FGP2021/7 **Apologies:** Apologies for absence were received from Councillor C Watson-Smyth

FGP2021/8 **Announcements:** There were no announcements.

FGP2021/9 **Declarations of Interest:** Councillors declared interests under agenda item 8) Grants 2021/22 as follows:

- Councillor K Freeman: Padstow Sailing Club and the Royal British Legion;
- Councillor D N Vivian: Padstow Sea Cadets and Padstow & District Community Transport.

FGP2021/10 **Public Participation:** Members of the public spoke in support of grant applications made on behalf of the Royal British Legion, Padstow Parochial Church Council, Nadelik Lowen and Padstow Christmas Lights Committee. Comments included:

Royal British Legion: It was hoped that the Remembrance Sunday parade would go ahead this year. The £300 grant request was to provide a thank you lunch to the volunteer Merry-makers who provide music for the parade.

Padstow Parochial Church Council: Well-being Café: The well-being café would be carrying on from the memory café previously run from the Methodist church, however it would now be open to all members of society who are isolated or lonely.

Nadelik Lowen: The grant was to go towards the running costs of the event, the full details of which were still unclear due to the current situation. It would at least go towards the tree and its lights.

Padstow Christmas Lights: It was noted that the new contractor would be volunteering time to erect the Christmas Lights, charging only for maintenance which would help with costs. It was noted that a lot of the older lights were no longer usable, the aim was to reduce the display and ensure that the lights that are displayed are of a good quality and stay on at the correct times. Nadelik Lowen and the Christmas Lights would be working together on the lights this year.

FGP2021/11 **Minutes Tuesday 16 March 2021: RESOLVED** that the minutes of the meeting held on Tuesday 16 March 2021 were a true record of the meeting subject to noting the attendance of Councillor H M Saunders and they were signed by the chair.

FGP2021/12 **Minutes Tuesday 29 June 2021: RESOLVED** that the minutes of the meeting held on Tuesday 29 June 2021 were a true record of the meeting and they were signed by the chair.

FGP2021/13 **Budget Summary and Budget to Actual Variance report 2021/22:** The Chairman advised that the report should read "(sales invoices sent)" after the figure £126,370 in the paragraph Total Income instead of after the figure £129,388 in the paragraph Total Revenue Expenditure. Members noted the amendment and the report.

FGP2021/14 **Grants 2021/22:** It was **RESOLVED** that the following grants for 2021/22 be offered and released as per Council's Policy:

a) LGA Miscellaneous Provisions Act s19

Councillor K Freeman left the meeting for this item.

i) Padstow Sailing Club £250

Councillor K Freeman returned to the meeting.

Councillor D N Vivian left the meeting for this item.

ii) Padstow Sea Cadets £2,450

Councillor D N Vivian returned to the meeting.

iii) Padstow & District Lions Club £1,200

iv) Carers' Club £400

v) Nadelik Lowen £1,500

vi) Padstow Rowing Club £750

vii) Padstow Parochial Church Council
(Church rooms) £500

viii) Padstow United Youth & Girls FC £1,500

ix) Circling Camel Estuary £50

b) Local Government and Rating Act 1997 s26-29

Councillor D N Vivian left the meeting for this item.

i) Padstow & District Community Transport £2,200

Councillor D N Vivian returned to the meeting.

c) LGA 1972 s 144 Tourism

i) Padstow Christmas Lights Committee £6,000

d) LGA 1972 s137

i) Trevone War Memorial Village Hall £8,000

ii) Citizens Advice Cornwall £500

Councillor K Freeman left the meeting for this item.

iii) Royal British Legion £300

Councillor K Freeman returned to the meeting.

FGP2021/15 **Date of Next Meeting:** Tuesday 23 November 2021 (budget) was noted.

Meeting closed at 7.43 pm.

FGP 23.11.21 Agenda item 6

Budget to Actual Variance Report 2021-22 1.4.21 – 31.10.21

Overview

Total income from 1.4.21 – 31.10.21 is £846,930 compared with the budget of £522,908.

Total revenue expenditure from 1.4.21– 31.10.21 is £415,821 compared with the budget of £407,569. Capital/project expenditure is £26,603 and the budget is £44,917.

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

Central Services

Central services income is £12,423 more than the Budget because S106 and Community Infrastructure (CIL) money has been received from Cornwall Council, together with insurance money for a damaged toilet door.

Highways, Roads & Transport

HRT income is £258,073 more than the Budget due to a very cautious Budget being set. Car Park tariffs were increased on 1.3.21 and this helped increase income as the country opened up again.

Investment Properties

Investment Properties income is £40,702 more than the Budget because leeway charges are more than anticipated and provision was included in the Budget for late payment of rent.

Expenses:

Democratic Core

Democratic Core expenses are £11,590 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).

Corporate Services

Corporate Services expenses are higher than the Budget due to RingGo fees being partly received as income, then invoiced by RingGo (due to VAT reasons for RingGo).

Environment – Toilets

Environment toilets costs are £5784 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 £4905 more than the Budget because staff (from timesheets), equipment and machinery repairs are all higher than anticipated.

Investment Properties

Investment Properties expenses are £9720 more than the Budget because a prepayment for insurance will be done at the Financial Year End, costs are partly applicable to the next Financial Year but the invoice has been received and paid.

Capital/projects expenses

Capital/projects costs are £18,314 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 – 31.10.21 is £846,930 compared with £559,342 for the same period last year (when the country was in the first lockdown for some of this period).

HRT income is £271,821 more than last year because of the Covid pandemic and varying government restrictions on movement.

Total revenue expenditure from 1.4.21 – 31.10.21 is £415,821 compared with £347,919 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 £15,370 more than last year because this year the RingGo fees are higher following increased car park income.

HRT Railway expenses are £13,686 more than the prior year because Non-Domestic Rates direct debits were deferred to assist with cashflow issues last year.

Environment toilets expenses are £14,535 more than last year due to reduced water and consumable costs during the first lockdown April-June 2020.

LTOS expenses are £20,558 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.

Other operating expenses (capital and project expenditure) are £26,603 this year (North Quay & Cory toilets refurbishment, Lawn car park retention and miscellaneous repairs) and £49,786 (finishing Lawn car park refurbishment) last year.

FGP 23.11.21 Agenda item 6
Budget Report

	Year to Date			Prior Year		
	1.4.21 - 31.10.21	1.4.21 - 31.10.21	Variance	1.4.21 - 31.10.21	1.4.20- 31.10.20	Variance
	Actual	Budget	£	Actual	Actual	£
Income						
Central Services	12452	29	12423	12452	4307	8145
Highways, Roads & Transport	633423	375350	258073	633423	361602	271821
Environment	8406	2946	5460	8406	4826	3580
Leisure	7322	0	7322	7322	5820	1502
Investment Properties	185285	144583	40702	185285	182713	2572
Other Operating Income (int recvd)	42	0	42	42	74	-32
	846930	522908	324022	846930	559342	287588
Operating Expenses						
Democratic Core	1085	12675	-11590	1085	233	852
Corporate Services	45106	39950	5156	45106	29736	15370
Central Services - grants	22800	25000	-2200	22800	24100	-1300
HRT Railway Car Park	56285	55358	927	56285	42599	13686
HRT Lawn Car Park	16337	15196	1141	16337	13052	3285
Environment Cemetery	7453	11142	-3689	7453	6577	876
Environment Toilets	40667	34883	5784	40667	26132	14535
Leisure Tourism	0	758	-758	0	0	0
Leisure Open Spaces	74614	69709	4905	74614	54056	20558
Investment Properties	41895	32175	9720	41895	43013	-1118
Administration	109579	110723	-1144	109579	108421	1158
	415821	407569	8252	415821	347919	67902
Other Operating Expenses (Capital/Project items)	26603	44917	-18314	26603	49786	-23183
Net Profit/(Loss)	£404,506	£70,422	£334,084	£404,506	£161,637	£242,869

FGP 23.11.21 Agenda item 7

Budget 2021-22 review

Budget overview -income

The Budget 2021-22 was cautious due to the worldwide Covid pandemic and the uncertainty over rental and car park income. In 2020 the Council received very little rent or car park income for April – June and had to rely on the reserves held at the bank to finance expenditure. There was uncertainty regarding possible future lockdowns with the consequent effect on income.

Although there were various government restrictions from the start of the Financial Year on 1.4.21, fortunately most of the rental income was received, and car park income received for the peak season.

As Council will be aware burial fees and car park tariffs were reviewed and increased on 1.4.21 and 1.3.21 respectively. The car park tariff increases have helped recover some of the lost income in 2020 and help build reserves going forwards. Costs over the last few years have increased and the revision to these charges have helped cover some of these increases.

Budget overview – expenditure

Expenditure in 2021 increased in comparison with 2020 as restrictions eased and more facilities were open such as North Quay and Railway toilets. Padstow was very busy with visitors once again with the associated costs of bin collections, toilet running costs, car park machine coin collections etc.

The Council now holds healthy balances at the bank, which should enable it to weather any future financial storms, providing that 12 months' money is held in free reserves (the General Fund).

FGP 23.11.21 Agenda item 8

Budget 2022-23 review

1. Budget overview -income

- 1.1 The Budget 2022-23 assumes a more normal year's income will be received from car parks and rents. The increased car park income reflects the increased tariffs and the extra car park spaces at Lawn car park.

2. Budget overview – expenditure

- 2.1 It is anticipated that many costs will go up considerably in 2022-3 following steep increases in energy costs, general cost increases due to a combination of Covid, Brexit, worldwide supply issues and higher shipping expenses. Wages will also increase due to possible national pay awards, an extra staff member and higher Employer National Insurance contributions.

3. Budget Considerations

3.1 8a Members' Allowances

The Draft Budget does not include Members' Allowances following the resolutions over the last fifteen years not to include them.

Recommendation

Does the FGP Committee agree with not including Members' Allowances to recommend to Council?

3.2 8b Draft Budget 2022-23

- i) The Staffing, LTOS and HRT Committees met and their recommendations to the FGP Committee are included in the Draft Budget 2022-23 for consideration.

Does the FGP Committee agree with the Staffing, LTOS and HRT recommendations from their Budget meetings?

- ii) As the FGP Committee will appreciate the Draft Budget is prepared up to eighteen months ahead and is estimating what the Council's income and expenditure will be, which is difficult as we are living in uncertain times. Provisions are sometimes requested by Committees or are included to allow for projects to be completed

Does the FGP Committee agree with Draft Budget 2022-23, as detailed in the Agenda papers, recommend its approval to Full Council and are there any other items the Committee wishes to add?

iii) Reserves

The Joint Panel on Accountability & Governance (JPAG) Guidance advises that 3 – 12 months' money is held in free reserves (the General Fund). The Council needs to hold free reserves at the top end of this guidance, as it is reliant on non-guaranteed sources of income (car parks and rent). The RFO recommends that a minimum of 12 months' expenditure is held in the General Fund to allow for any unforeseen events.

3.3 8c Precept

A balanced Budget has been set so a precept does not need to be set.

Recommendation

A precept has not been included in the Draft Budget 2022-23, does the FGP Committee agree with this to recommend to Council?

3.4 8d Business Plan

The Council's Business Plan has been updated via tracked changes to take into the projects completed in the current year.

Does the FGP Committee agree with the updated Business Plan to recommend to Council?

HRT, LTOS and Staffing Committee recommendations to the FGP meeting

The Staffing, HRT and LTOS Committee meeting recommendations have been incorporated into the Draft Budget 2022-23 for FGP to consider:

HRT 19.10.21 Meeting

Car park tariffs, including Season tickets to remain the same.
Leeway charges to increase to £0.18 per ton from 1.4.22.

<u>Budget:</u>	<i>nominal</i>	£
	<i>code</i>	
Civil Enforcement Officer - PTC car parks	5333	5000
Signs	5332	10000
<u>Business Plan</u>		
2023-24 Camel roadway improvements		20000

LTOS 19.10.21 Meeting

Burial fees to remain the same.
Filming fees to remain the same.

<u>Budget:</u>		
LTOS - Treeworks	6220	10000
Env - Cemetery - topple testing	5720	6000
Community Events	9096	10000
Plantation - compost	6220	5000
Skate Park fencing	6232	10000
Bus shelter	6232	2000
Core building maintenance and upkeep	6232	10000
Tommy at Stile field	6232	1000
Multi Use Games Area (MUGA)	9097	200000
Play equipment Lawn car park	9097	90000

Staffing 9.11.21 meeting

The Staffing Committee reviewed the Staffing requirements and Budget for 2022-23 and recommend:

<u>Budget:</u>		
Councillor training	5049	1000
LTOS (outside team)	6249	5000
Administration	7049	3000

Total wages (including Employers' pension and National Insurance, a contingency, provision for a foreperson and part-time admin assistant)

331150

Padstow Town Council					
Budget 2021-22 and Draft Budget 2022-23					
	<i>Actuals</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Budget</i>	<i>Draft</i>
Income	<i>31.3.20</i>	<i>31.3.21</i>	<i>to 31.10.21</i>	<i>2021-22</i>	<i>Budget</i>
	<i>£</i>				<i>2022-23</i>
Central & Democratic Services	3265	272268	12452	50	50
Highways, Roads & Transport	516304	377315	633423	416600	561600
Environment	15919	8755	8406	5050	5030
Leisure	8845	7632	7323	4000	4000
Investment Properties	298004	264460	185284	195000	250000
Other Operating Income	3024	233	42	0	25
	845361	930663	846930	620700	820705
Expenditure					
Democratic Core	3753	281	1085	12800	3800
Corporate Services	37247	42703	45106	44500	61000
Central Services	25000	24300	22800	25000	25000
HRT Railway Car Park	90126	84459	56286	94900	108600
HRT Lawns Car Park	25135	22982	16337	26050	25800
Environment Cemetery	22456	11468	7453	19100	34100
Environment Toilets	55733	32775	40667	59800	68400
Leisure - Open Spaces	138218	86775	74614	113630	194325
Administration	203373	189091	109579	187620	209750
Investment Properties	35994	30781	41894	37300	40300
Total expenditure	637035	525615	415821	620700	771075
Net Revenue/(Expenditure)	208326	405048	431109	0	49630
Capital Expenditure					
Capital expenditure from Revenue	380420	209670	26603	77000	361000
Net Rev/(Exp) after capital expenditure	-172094	195378	404506	-77000	-311370
Balance Sheet 1.4.21	£				
Earmarked Reserves	180000				
General Fund	653088				
Total assets less liabilities	833088				

Padstow Town Council						
Central & Democratic						
	<i>nominal</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Budget</i>	<i>Draft</i>
Income	<i>codes:</i>	<i>31.3.20</i>	<i>31.3.21</i>	<i>to 31.10.21</i>	<i>2021-22</i>	<i>Budget</i>
						<i>2022-23</i>
Misc Income incl photocopies	4300	3265	272268	12452	50	50
		3265	272268	12452	50	50
Expenditure						
Democratic						
Councillors' Expenses	5008	0	48	0	50	50
Training	5049	35	68	1050	1500	1000
Contingency	5050	75	0	0	0	0
Mayor's Allowance (bouquets)	5060	123	165	35	250	250
Election Expenses	5064	3520	0	0	11000	2500
		3753	281	1085	12800	3800
Corporate						
Subscriptions	5110	1637	0	920	0	1000
Bank Charges incl RingGo fees	5111	18137	28293	32301	23000	32000
Legal Services	5124	7991	7500	7855	8000	12000
Internal Audit	5125	1500	1500	750	1500	1500
External Audit	5127	1600	2400	-400	2000	2500
Other Professional Services	5129	6382	3010	3680	10000	12000
		37247	42703	45106	44500	61000
Central Services						
Grants	5242	17310	16800	14800	22000	22000
S137 Grants	5243	7690	7500	8000	3000	3000
		25000	24300	22800	25000	25000

Padstow Town Council							
Highways, Roads & Transport							Draft
Income	<i>nominal codes:</i>	<i>Actuals 31.3.20</i>	<i>Actuals 31.3.21</i>	<i>Actuals to 31.10.21</i>	<i>Budget 2021-22</i>	<i>Budget 2022-23</i>	
Railway car park	4404	375446	254200	435267	300000	395000	
Excess charges - Railway	4405	2192	3640	0	0	0	
Lawn car park	4406	105402	96968	174505	100000	150000	
Excess charges - Lawn	4407	40	160	0	0	0	
Car Park Season Tickets	4408	12050	1600	2000	1600	1600	
Misc income	4448	21174	20747	21651	15000	15000	
		516304	377315	633423	416600	561600	
Expenditure							
Railway Car Park							
Staff Costs	5301	18976	9200	4636	16000	11000	
Energy Costs	5315	647	449	131	650	900	
Non-Domestic Rates	5317	55440	56320	39424	59000	65000	
Equipment & Materials	5332	251	375	413	500	500	
Signs	5332					10000	
Equipment, Materials & Repairs	5333	4543	11686	1936	9000	8000	
CC CEO - off street (PTC car parks)	5333			3161		5000	
Car Park Machines	5351	2465	3120	2856	2500	3200	
Car Park Tickets	5353	641	0	0	250	500	
Car Park Cash Collection	5354	7163	3309	3729	7000	4500	
		90126	84459	56286	94900	108600	
Lawns Car Park							
Staff Costs	5401	5997	4492	1861	6000	2000	
Energy Costs	5415	564	1406	276	650	1500	
Non-Domestic Rates	5417	14730	14970	10479	16000	18000	
Equipment, Materials & Repairs	5432	163	238	533	200	500	
Car Park Machines	5451	1080	556	796	1100	1100	
Car Park Tickets	5453	213	0	0	100	200	
Car Park Cash Collection	5454	2388	1320	2392	2000	2500	
		25135	22982	16337	26050	25800	

Padstow Town Council							
Environment							
	<i>nominal</i>	<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Draft</u>	
Income	<i>codes:</i>	<u>31.3.20</u>	<u>31.3.21</u>	<u>to 31.10.21</u>	<u>2021-22</u>	<u>Budget</u>	<u>Budget</u>
							<u>2022-23</u>
Cemetery Fees	4511	15871	8664	8373	5000		5000
Seagull-proof Sacks	4513	48	91	33	50		30
		15919	8755	8406	5050		5030
Expenditure							
Cemetery							
Staff Costs	5701	13042	5029	4042	12000		19000
Non-Domestic Rates	5717	1340	1566	1136	1700		1700
Water	5718	0	0	0	200		200
Grounds Maintenance	5720	8074	4873	2215	5000		7000
Topple testing	5720						6000
Equipment & Materials	5732	0	0	60	200		200
		22456	11468	7453	19100		34100
Toilets							
Staff Costs	5801	12685	13482	12688	15000		18500
Energy Costs	5815	2145	1190	1607	2200		2400
Non-Domestic Rates	5817	1142	1160	-1160	1200		0
Water	5818	19862	8900	17720	22500		28000
Cleaning & Domestic Supplies	5819	14442	7282	7429	15000		15000
Equipment & Materials	5832	858	420	78	1000		1000
Equipment Service & Repair	5833	4599	341	2305	2900		3500
		55733	32775	40667	59800		68400

Padstow Town Council							
Leisure, Tourism & Open Spaces							
	<i>nominal</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Budget</i>	<i>Draft</i>	
Income	<i>codes:</i>	<i>31.3.20</i>	<i>31.3.21</i>	<i>to 31.10.21</i>	<i>2021-22</i>	<i>Budget</i>	<i>2022-23</i>
Leisure - seat and tree donations	4600	1990	487	1027	0	0	0
Grass Cutting CC	4620	0	3318	0	0	0	0
Footpaths & Grass Cutting CC	4630	6175	3212	5839	4000	4000	4000
Leisure - misc income	4648	680	615	457	0	0	0
		8845	7632	7323	4000	4000	4000
Expenditure							
Events	6044	1269	0	0	0	2000	2000
Staff costs (bandstand)	6101	1167	0	0	1300	1650	1650
Staff Costs	6201	97296	57848	41413	70000	103000	103000
Staff travel	6207	46	0	0	50	50	50
Energy costs	6215	507	553	262	650	900	900
Non-Domestic Rates	6217	517	599	610	650	2250	2250
Grounds maint costs	6220	13078	15009	11923	18000	18000	18000
Treeworks	6220					10000	10000
Plantation - clear compost area	6220					5000	5000
Rent	6221	175	175	175	175	175	175
Vehicle Insurance	6222	2140	2108	2213	2155	2500	2500
Equipment & materials	6232	13465	5583	8777	12000	12000	12000
Skate park fencing	6232					10000	10000
Bus shelter	6232					2000	2000
Core building maitenance	6232					10000	10000
Tommy at Stile field	6232					1000	1000
Telephones - mobiles	6239	508	196	25	0	50	50
Training	6249	695	72	1320	2500	5000	5000
Petrol & Oil	6265	3559	2080	2124	2500	3500	3500
Machinery repairs	6266	1435	692	1502	1400	1500	1500
Vehicle Service & Repair	6267	1635	1165	3825	1500	3000	3000
Vehicle Tax	6268	726	695	445	750	750	750
		138218	86775	74614	113630	194325	194325

Padstow Town Council							
Administration							
			<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Draft</u>
Income	<i>nominal codes:</i>	<u>31.3.20</u>	<u>31.3.21</u>	<u>to 31.10.21</u>	<u>2021-22</u>	<u>Budget</u>	<u>2022-23</u>
Interest Income	4949	3024	233	42	0		25
Precept	4950	0	0	0	0		0
		3024	233	42	0		25
Expenditure							
Staff costs - gross pay	7001	172730	159794	93006	156000		176000
Staff travel	7007	17	0	0	50		50
Subscriptions	7010	791	185	500	800		800
Building Maintenance	7014	0	529	45	500		500
Energy Costs	7015	4578	4804	1654	4500		6000
Non-Domestic Rates	7017	8838	8982	5720	9500		9500
Water	7018	290	0	95	300		200
Cleaning & Domestic Supplies	7019	963	923	323	800		1000
Equipment & Materials	7032	3553	1734	1927	2870		2500
Equipment Services & Repair	7033	1753	1260	1295	1200		1500
Printing	7034	1846	1328	812	1700		1400
Stationery	7035	1595	539	675	1500		1000
Postage	7036	1011	931	328	1000		900
Telephone & internet	7039	1638	1402	288	1500		1500
Computer Costs	7040	3567	6660	2719	3500		3500
Advertising	7047	0	0	0	400		400
Training	7049	203	20	192	1500		3000
		203373	189091	109579	187620		209750

Padstow Town Council							
Investment Properties							
			<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Draft</u>
	<i>nominal</i>	<u>31.3.20</u>	<u>31.3.21</u>	<u>to 31.10.21</u>	<u>2021-22</u>	<u>2022-23</u>	
Income	<i>codes:</i>						
Inv Rental Income	4702	262191	229018		164581	170000	225000
Inv Miscellaneous Rents	4703	35813	35442		20703	25000	25000
		298004	264460		185284	195000	250000
Expenditure							
Buildings maintenance	6914	291	292		0	300	300
Premises Insurance	6923	26596	23441	*	36936	25000	28000
Legal Services	6924	3944	7048		1958	6000	6000
Surveyors	6926	5163	0		3000	6000	6000
		35994	30781		41894	37300	40300
* insurance prepayment to do at Financial Year End							
Other Operating & Reserves - Capital Expenditure							
<i>n/c 9096 Projects funded from Revenue (items costing less than £6k)</i>							
<i>n/c 9097 Cap Exp funded from Revenue (items costing over £6k)</i>							
Neighbourhood Development Plan		1314	8799		936	4000	4000
Station House		3378					
Lawn skate park		3277			1645		
Lawn car park improvements		230818	16177				
North Quay and Cory toilets refurbishment		66955	26439		14424		
Misc repairs		3874	4721		3621		5000
Victoria Monument		29441	716				
Community events		2000					10000
Computers - hardware & software		8451	1318				2000
Vehicles		21394					
Multi Use Games Area (MUGA)		384				5000	200000
Vehicle hire (insurance claim, money received)		888					
Grant to help vulnerable during Covid-19			1500				
Lawn car park retention					5977	6000	
North Quay & Cory toilets retention						4000	
Core Building costs						8000	
Contingency		8246				50000	50000
Core Building			150000				
Lawn play equipment							90000
		380420	209670		26603	77000	361000

Padstow Town Council Draft Budget Notes 2022-23

Nominal code	Heading	Details
	Central & Democratic	
5060	Mayor's allowance	The Mayor's allowance is used for bouquets for local residents for significant birthdays and anniversaries.
5064	Election expenses	A Town Council election is not due but a provision has been included in case there is a by-election.
5111	Bank charges & RingGo fees	Car park RingGo payment method (processing payment fees plus fees that are also received as income).
5124	Legal Services	Ellis Whittam employment services cost and provision for further legal advice.
5129	Other Professional Services	WPS Health & Safety review and provision for extra advice.
5242-3	Grants	A provision for grants is included.
	Highways, Roads & Transport	
4404 & 6	Parking fees - Railway & Lawn	Tariffs were updated on 1.3.21.
4408	Car park season tickets	Season tickets £480 incl VAT = £400 net. Only available to tenants that do not have a parking space and people working in the town.
4448	Misc income	Estimate Ladywell parking tender, Mark's Shelter & RingGo income.
5301 & 5401	Staff costs	Provision for part time car park duties.
5317	Rates - Non Domestic Rates	Railway car park - Non Domestic Rates, these are expected to increase.
5333	Equipment Service & Repairs	Emptying pump station (some recharged to tenant) and CC enforcement officers for PTC car parks.
5351 & 5451	Car Park Machines	Flowbird car park machines annual maintenance contract and provision for spare parts.
5353 & 5453	Car park tickets	Provision for paying for car park tickets, if local advertisers cannot be obtained.
5354 & 5454	Car park cash collection Railway	G4S - car park machine cash collections.
5417	Rates - NDR	Lawn car park Non Domestic Rates (NDR), these are expected to increase.
	Environment	
	Cemetery	
5717	Rates - NDR	Cemetery - Non Domestic Rates.
5720	Grounds maintenance	Grave excavation and backfilling fees (recharged to funeral directors).
	Toilets	
5801	Staff costs	Provision for part-time toilet cleaning.
5815	Energy costs	Electricity for hand dryers, lights and pump.
5818	Water	North Quay, Railway and Cory toilets water.
5819	Cleaning & domestic supplies	Toilet rolls, cleaning materials, sanitiser etc and nappy & sanitary collections.

Leisure, Tourism & Open Spaces

6201	Staff costs	Provision for 4 full time staff.
6217	Rates - NDR	Core Building and tennis courts NDR
6220	Grounds maintenance	Bulk waste bin emptying, polyliners etc and general maintenance.
6222	Vehicle insurance	per WPS Insurance Brokers (prepayment to do at the end of the financial year).
6232	Equipment, furniture & materials	Provision for paint, materials, small items of equipment etc.
6249	Training	To update training required.
6265	Petrol & oil	Fuel costs for PTC vehicles and mowers, the cost of fuel has increased significantly.

Administration

4949	Interest income	Low interest rates are assumed.
4950	Precept	A balanced budget is proposed so a precept does not need to be set.
7001	Staff costs	1 full time at 37 hours & 3 at 32 hours weekly.
7014	Building maintenance	Provision for maintenance work.
7017	Rates NDR	Station House Non Domestic Rates.
7018	Water	Station House water bills.
7032	Equipment Furniture & Materials	Office costs.
7040	Computer costs	IT support contract, website support and updates.

Investment Properties

4702	Inv Rental income	Total rental income.
4703	Inv Misc rents	Sand lorry leeway charges and miscellaneous rents.
6914	Buildings maintenance	Provision for property maintenance on PTC properties.
6923	Premises insurance	per WPS Insurance Brokers, prepayment to do at the end of the financial year.
		The Long Term Agreement (LTA) for insurance ends on 31.10.22 and insurance costs are expected to increase significantly.
6926	Surveyors	Rent reviews.
9096/7	Projects/Capital expenditure	MUGA and Play equipment replacement are included.

PADSTOW TOWN COUNCIL **BUSINESS PLAN**

Introduction

Padstow is a fishing harbour and holiday resort on the north coast of Cornwall. The population of the parish is approximately 7,000, which includes nearby Trevone village. In the summer months this figure increases greatly, with day visitors in the region of 500,000 a year. Padstow is on the western side of the Camel estuary and can be reached on the A389 road and via the Camel Trail, 17 'car-free' miles from Bodmin, which is very popular with cyclists and walkers.

Padstow Town Council strives to serve the communities of Padstow and Trevone with quality, local services at a minimum cost. The public sector has faced many challenges and financial restrictions over the last few years. Cornwall Council has reduced some of its services such as public toilets and is devolving some services to parishes, following central government funding cutbacks. During this time Padstow Town Council worked closely with Cornwall Council to consider properties and services that could be devolved, it also considers whether to take on services which Cornwall Council cease to provide. The Council also has close working relationships with the Police and many other local organisations. ~~More so~~ In 2020-2021 with the COVID19 pandemic has seen great challenges and financial constraints. Greater working relationship have been forged with Cornwall Council, local police and local partners in how to do all we can for our community.

What is the purpose of the Business Plan?

This Business Plan sets out the Council's mission and key priorities/objectives. ~~With~~ it detailing major capital projects for the next three years. This helps the Council take a planned and consistent approach to the prioritisation and allocation of resources. It sets out the blueprint of how Padstow Town Council will work in the best interests of all who live, work and use our services. The Council wishes to be more proactive rather reactive in its decision making, 'future-proofing' the enhancement of its assets where feasible. The Business Plan will give residents a clear understanding of what the Town Council does and what it is trying to achieve.

Mission Statement

Padstow Town Council endeavours to promote the best social, economic and environmental practices for Padstow and Trevone by efficiently managing services, assets and the resources of the Council for the benefit of the local community. The Council aims to be a professional and competent council, which is open and accountable and ensures sound financial management of the council's resources.

Review of the Business Plan

The Business Plan will be reviewed regularly to ensure that the Council remains focused on the delivery of its objectives and to assist with the Budget setting process. This function will be a responsibility of the Finance and General Purposes Committee in order that it can take an overview of proposed projects considered by each committee.

Aims and objectives

The Town Council's aim is to improve the quality of life for the residents and visitors of Padstow and Trevone and to achieve this will:

- Endeavour to address the needs of residents within the resources and powers available to the Town Council.
- Provide high standard, cost-effective services.
- Assist other organisations to provide services.
- Update residents on what the council is doing through its website, noticeboards, meetings and local press.

The objectives are:

- To enable residents to enjoy the recreational facilities of the town.
- To liaise with statutory bodies and voluntary organisations to improve standards of service that meet local needs.
- To help safeguard the environment in and around Padstow and Trevone and to maintain it for the future.

Overview of Padstow Town Council

- The Council is made up of 12 Councillors who are elected every four years, three represent Trevone ward and nine represent Padstow ward.
- The Town Mayor and Deputy Mayor are elected by the Council every year.
- The committees are: Finance and General Purposes; Highways, Roads & Transport; Leisure, Tourism and Open Spaces; Planning and Staffing.
- Working groups are formed to deal with issues as appropriate and meet on an ad hoc basis.
- The Full Council normally meets on the last Tuesday of each month and meetings are open to the public. ~~Since the pandemic in 2020 meetings have moved to "virtual" which will continue for the foreseeable future.~~ Full Council meetings are not held in August and December.
- Most Council meetings are open to the public and residents are allowed to speak at the discretion of the Chairman of each meeting.
- An Annual Parish meeting is held each year to review the activities of the previous year and residents can raise any issues of concern.

- The Council operates using a constitution, consisting of Standing Orders and Financial Regulations with supporting policies.
- Agendas and Minutes of Council meetings, together with other Council documents, are available on the Council website: www.padstow-tc.gov.uk
- Padstow Town Council is the first tier of local government closest to the community, with an important role to play by representing its interests.
- Within its limited remit it provides efficient services and amenities to meet local need.

Management Structure

The administration of the Town Council is carried out by a Town Clerk who is appointed by the Council. The Town Clerk is required to carry out all the functions required by law as the Town Council's Proper Officer and to issue all statutory notifications. The Responsible Financial Officer (RFO) is responsible for managing the finances on behalf of the Council. ~~As of October 2021~~ ~~July 2020~~ the Council employs a total of nine staff, these staff cover the following positions: Town Clerk, RFO, Council Support Officers, Maintenance Team, Toilet Cleaners/Car park attendants and office cleaner.

Financial Information

The Council's main source of income is from the Railway and Lawn car parks and rental properties in Padstow. This income has enabled the Council historically not to charge a precept (town or parish cost that is added to Council tax). Setting of a precept is considered by the Council each year during the budget setting process.

The operating expenses are:

Democratic Core – election expenses, Councillor training, bouquets etc
 Corporate Services – ~~wages~~, professional & bank charges, HR, audit etc
 Central Services – grants awarded to local organisations
 HRT Railway car park – Non-Domestic Rates (NDR), wages, cash collections etc
 HRT Lawn car park – NDR, wages, cash collection etc
~~HRT Lighting – bandstand electricity~~
 Environment Cemetery – wages, grave excavation, maintenance, NDR, water etc
 Environment Toilets – water, NDR, cleaning toilets wages, materials etc
~~Leisure, Sport & Recreation – skate park hire~~
~~Leisure Tourism – town signs~~
 Leisure Open Spaces – grounds maintenance wages, grass cutting, bins etc
 Investment Properties – insurance, surveyor and legal fees etc
 Administration – wages, NDR, stationery, telephone, computer etc

Capital expenditure and financing

The Council's priorities for capital expenditure are the maintenance and improvement of existing assets. A Business Plan outlines anticipated future capital expenditure, this will be reviewed regularly for priority, affordability and General and Earmarked Reserves balances.

Assets

The Council owns various assets, as detailed in the Fixed Asset Register, and maintains them for current and future residents.

Reserves

The Council is required to hold 3-~~12~~6 months expenditure in a General Fund. The Council adopts a ~~risk-based~~risk-based approach to the level of reserves and reviews them regularly. Earmarked Reserves are monies set aside for specific projects.

Councillor Allowances

The Council considers Councillor allowances each year as part of the budget setting process. Historically these have not been paid to serving Councillors apart from travel and subsistence.

Grants

The Council has been delighted to support local charities and not-for-profit organisations with through its annual, discretionary grants scheme. Consideration is given during the budget setting process of the level of financial support the Council can offer. The Finance and General Purposes Committee is responsible for allocating grants against any grant budget awarded annually. It is usual that this meeting takes place in February each year, with applications requested by the end of January.

Budget

The Finance and General Purposes Committee considers an annual Budget for the following 1st April – 31st March in the autumn each year ~~– [budget setting process for 2021/22 changed so that full Council undertake this role]~~. The Draft Budget then goes to Full Council for approval. At that time the Council also considers whether a precept should be set and duly notifies Cornwall Council. The Council aims to set a balanced Revenue and Expenditure Budget each year.

Audit

An Internal Auditor regularly reviews the effectiveness of risk management, control and governance processes. The Internal Audit reports are reviewed by Full Council. The Annual Governance and Accountability Return (AGAR), which summarises the Council's financial position, is publicised on the Council's website and noticeboards and audited by an External Auditor.

Accounts

The Accounts for the year ending 31st March are normally prepared in April - May each year and then go to Full Council for approval.

The Council functions

The Council's Accounts are divided into the following areas which outlines the Council's main functions:

- Central & Democratic Services – professional costs and grants
- Highways, Roads & Transport – car parks
- Environment Cemetery and Toilets – cemetery and PTC toilets
- Leisure, Tourism and Open Spaces – public spaces and amenities
- Administration – office costs
- Investment Properties – rental properties

The Council is responsible for the following services:

- Public Toilets (free to use) at the Railway car park, Cory and North Quay.
- Burial ground at Padstow Cemetery.
- War memorial at Stile field and memorial at Dennis Hill.
- Play area, skate park and tennis courts at the Lawn car park.
- Public spaces – Plantation, Stile field, Wheal Jubilee Parc Millennium Green and Spritty meadow.
- Grass cutting – roadside verges in the parish, Padstow Cemetery, St Petroc Churchyard, Spritty Meadow, Lawn play area, Stile field, Trevone Empty Purse.
- Footpath cutting – Gold paths in the parish, excluding the coast-path.
- Car parks – Railway and Lawn car parks.
- Memorial seats – Stile field, Padstow and Rocky beach, Trevone.
- Bus shelters – Windmill, Trevone, Sarah's Lane, Tesco, Station Road and School Hill.
- Seating areas – Long Luggar, Mark and Cory shelters.
- Bandstand – bandstand bookings.
- Neighbourhood Development Plan (NDP)
- Allotments at Rope Walk.
- Provision of and emptying of bins on Padstow Town Council land.
- Noticeboards on Padstow Town Council land.

Mayor

The Council elect a Mayor each year who represents the Council and community at official engagements, with his/her consort. The Mayor meets a large number of residents and provides a link to other parish councils in Cornwall. The Mayor also gives bouquets to residents who have significant birthdays or anniversaries, on behalf of the Council.

Planning

Padstow Town Council is a consultee for planning applications in Padstow and Trevone. The Planning Committee meet monthly to review planning applications and provides the planning authority, Cornwall Council, with its views prior to decisions being taken.

Achievements

The Council is proud of its reinvestment in its community over the last few years:

- The Railway car park was re-tarmacked with new layout/lining.
 - New Railway public toilets were built that are free to use.
 - Hill steps retaining wall was rebuilt.
 - Remedial works were undertaken following rock slips on Council land.
 - Station House was refurbished as the Council's offices.
 - Padstow Museum was offered part of the refurbished Station House.
 - Slipway near the Camel Trail was rebuilt after a collapse.
 - Stile footpath was re-tarmacked and widened.
 - Padstow War Memorial was cleaned.
 - Padstow Cemetery car park and entrance were improved.
 - Padstow Cemetery and Churchyard new cremation areas.
 - Development of Skate Park in the Lawns Car Park.
 - Victoria Monument Shelter – refurbished.
 - Lawn car park was re-tarmacked, relined and entrance improved.
 - Core Building (in the Lawn car park) was purchased as a community asset.
 - North Quay and Cory toilets were refurbished.
- Lawns Car Park improved layout and entrance

Current projects:

- ~~North Quay and Cory toilets – refurbishment project almost complete Winter 2020, final fitments of doors awaited.~~
- ~~Purchase of the Core Building (Lawns Car Park) to maintain as a community asset and benefit~~

Future projects:

- Multi Use Games Area (MUGA) on the Lawn tennis court area.
- Play equipment update
- Camel roadway improvements

Padstow Town Council welcomes feedback on its Business Plan which will be available on the Council's website: www.padstow-tc.gov.uk

Updated 1.10.21

NB

~~6.11.19 (updated November 2020 KP)~~

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Padstow Town Council - Business Plan

Major Capital Projects

items over £20,000 in value

	<u>2022/23</u>	<u>2023/24</u>	<u>2024/5</u>
Multi Use Games Area	200,000		
Lawn play equipment - update	90,000		
Camel roadway improvements		20,000	
	<u>290000</u>	<u>20000</u>	<u>0</u>

Projects that do not take place in a financial year will be carried forward to the following year.