

PADSTOW TOWN COUNCIL

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24 November 2021

TO ALL MEMBERS OF THE COUNCIL

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

Dear Councillor

All Members of Council are hereby summoned to attend the meeting of **Padstow Town Council** in the **Church Rooms, Church Street, Padstow** on **Tuesday 30 November 2021 at 7.30 pm** for the purpose of considering and resolving upon the business to be transacted at the meeting 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. **For this meeting, this number is 9.** 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

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. **To confirm the minutes** of the Full Council Meeting held on **Tuesday 26 October 2021** having been previously circulated and taken as read. (1-4)

6. **Clerk's Report/Work Programme:** To receive an update for information only. (5)
7. **Committees/Working Group Meetings:**
 - a) To adopt the minutes and approve recommendations (if any) for meetings of the Staffing Committee (5 November 2021) (6-7)
 - b) To receive minutes of the Planning Committee meeting (9 November 2021) (8-10)
8. **Draft Budget 2022-23 and Business Plan:** To give consideration to:-
 - i) Draft budget, precept and Business Plan as recommended by the Finance and General Purposes Committee; (11-26)
 - ii) Adopt the minutes and approve recommendations of the meeting of the Finance and General Purposes Committee held on Tuesday 23 November 2021 (TO FOLLOW)
9. **Internal Audit Report:** To note the Internal Audit Report. (27-30)
10. **Finance:**

Monthly Accounts and Payments November 2021 (31-35)

 - a) To receive monthly finance report
 - b) To approve accounts for payment and ratify payments since the last meeting
 - c) To note car park takings
 - d) To note receipt of Community infrastructure Levy (CIL)
 - e) Bank Reconciliations: To note their availability for inspection each month
11. **Correspondence:**
 - a) To note correspondence for information (36)
 - b) To give consideration to the following:-
 - i) Wadebridge Town Council: Wadebridge Leisure Centre (37-45)
 - ii) Cornwall Council: Cornwall Transport Plan Survey (37-38)
 - iii) Padstow Sealife Safaris: The Wheelyboat Trust (38 & 46)
12. **To discuss and decide on the following planning application:** (47)

PA21/10551 The Flat Fentonluna Lane Padstow PL28 8BA -
Demolition of existing dwelling and construction of replacement dwelling.
13. **Neighbourhood Development Plan Update:** To give consideration to update and discuss and decided on way forward. (47-48)
14. **Queen's Jubilee Queen's Platinum Jubilee:** To give some initial consideration to this matter and discuss and decide on way forward. (49)
15. **Enterprise Car Club:** To give consideration to request and discuss and decided on way forward. (49-50)
16. **Reports from Members/Outside Organisations:** To receive reports from meetings attended (if any) (51-52)
17. **To Note Future Meeting Dates and to Note Date of Next Meeting:**
Tuesday 25 January 2022 at 7.30 pm (53)

- 18. 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.
- 19. To confirm the confidential minutes** of the Full Council Meeting held on **Tuesday 26 October 2021** having been previously circulated and taken as read.
- 20. To confirm the confidential minutes of Staffing Committee meeting** (9 November 2021)
- 21. Legal Matters:** To receive updates for consideration and discuss and decide on way forward.
- 22. Lease/Tenant Matters:** To receive updates for consideration and discuss and decide on way forward.

PADSTOW TOWN COUNCIL

Minutes of the Full Council Meeting of Padstow Town Council held on Tuesday 26 October 2021 at 7.30 pm in the Church Rooms, Church Street, Padstow

Present: C Watson-Smyth (Chairman), J O'Keefe (Vice-Chairman), Mrs J Dawe, J Fidler, K Freeman, R Higman, A N Rees, D N Vivian and Mrs T Walter

In Attendance: Mrs N Barnes (Responsible Financial Officer), Mrs S Daly (Support Officer and minute taker) and Cornwall Councillor S Rushworth

2021/89 To receive apologies for absence and announcements:

Apologies were received from Councillors A P Flide, M Rickard and Mrs A Symons. There were no announcements.

2021/90 Declarations of interest from Members: Councillors Mrs J Dawe, K Freeman, J O'Keefe, and A N Rees declared an interest in May Day under agenda item 18 Legal and Lease/Tenant Matters.

2021/91 Dispersations: 4 requests for a dispensation were received in respect of May Day under Agenda Item 18 Legal and Lease/Tenant Matters. Councillors Mrs J Dawe, K Freeman, J O'Keefe and A N Rees all requested dispensations to participate in discussions in respect of this item. Councillors Mrs J Dawe, K Freeman and A N Rees also requested dispensations to participate in any votes taken on this matter. All 4 dispensation requests stated, "the dispensation is in the interest of persons living in the authority's area" and were requested until the end of 2022.

RESOLVED i) to grant Councillors Mrs J Dawe, K Freeman and A N Rees a dispensation to participate in any discussion of and vote on the "Future Running of May Day" until the end of 2022; and ii) to grant Councillor J O'Keefe a dispensation to participate in any discussion of the "Future Running of May Day" until the end of 2022.

2021/92 Public Participation: There was no public participation.

Cornwall Councillor's Report: Cornwall Councillor Rushworth addressed Council and apologised for missing the previous meeting due to a diary mix up. Points included:

- Contrary to press information, a decision regarding the future of the leisure centres at Wadebridge, Launceston, Falmouth, Saltash and the hydrotherapy pool in St Austell, had not been made. GLL had requested permission from CC to close the facilities or receive £750K of subsidies from CC on a yearly basis to keep them open. CC officers would be negotiating options with 3rd parties and it would be discussed at a cabinet meeting in December. Councillor Rushworth noted that he would not be supporting their closure;

- It was noted that there will again be a Network Budget available for roadwork issues. Members were asked to begin thinking of areas which could benefit. Cllr Rushworth noted he had been contacted about a request for a second flashing 30mph sign, to be sited in the opposite direction to the one entering Padstow. Comment was made that improved lighting along the Hill Steps pathway would be beneficial. Cllr Rushworth confirmed lighting applications were permissible under the scheme. In response to a member query regarding the condition of the road surface in Middle Street which had caused pedestrian trips, Cllr Rushworth felt this would fall under annual Highway maintenance;
- It was noted that Cllr Rushworth would be meeting CC Officer Oliver Jones to tour his division and discuss potential improvements, he suggested a PTC representative attend the Padstow tour;
- Cllr Rushworth advised that CC needed to make £70m of savings, part of this would mean saving £18m in staff costs. There would be redundancies and possibly up to 600 job losses. He noted that these were "hard times" and costs such as adult social care were "skyrocketing".

Police Report: The Police report for the period 27/9/21 to 23/10/21 was noted for information.

2021/93 **RESOLVED** that subject to amending the date in minute reference 2021/84 to 26 October 2021, the minutes of the meeting held on **Tuesday 28 September 2021** be signed as a true record.

2021/94 **Clerk's Report/Work Programme:** The report was noted for information. In response to a member query the Responsible Financial Officer advised that money was available in the budget for the replacement of the Trevone information map and that a Support Officer was obtaining costings with the aim of bringing a report to a future meeting.

2021/95 **Committees/Working Group Meetings: RESOLVED** to adopt the minutes and approve recommendations (if any) for the meetings of

- a) i) Staffing Committee meeting held on 5 October 2021;
- ii) Leisure, Tourism and Open Spaces Committee meeting held on 19 October 2021; and
- iii) Highways, Roads and Transport Committee meeting held on 19 October 2021.

b) **RESOLVED** to receive the minutes of the Planning Committee Meeting held on 12 October 2021.

2021/96 **Finance: Monthly Accounts and Payments October 2021**

- a) The monthly finance report was noted.
- b) It was **RESOLVED** to ratify payments made i) September c) of £2,630.26 and direct debits of £3,292.85; ii) October a) of £4,279.64, standing orders or direct debits (regular payments of

the same amount) of £10,162.21 and direct debits of £1,881.38; and iii) October b) of £4,535.62, direct debits of £423.53 and to note wages paid (gross including contributions) of £24,176.22.

- c) Car park takings were noted.
- d) The availability of bank reconciliations for inspection was noted.

2021/97 Correspondence:

- a) Correspondence for information was noted.
- b) i) Bandstand Use Requests:
 - a. Carols on the Quay: Members gave consideration to the request from Churches Together to hold a short event on the Bandstand with readings and carol singing accompanied by some members of St Minver Silver Band.

RESOLVED to approve the land use request from Churches Together to hold "Carols on the Quay" on the Bandstand on Sunday 5 December 2021 as per the submitted land use request detailed on agenda pages 18-20. Further, this be on the understanding that the benches remain in situ and organisers ensure band members can play around the benches in a safe manner and subject to receiving PLI details and risk assessment, including COIVD measures where appropriate, to the satisfaction of Council's Health and Safety advisors.

- b. Padstow Christmas Festival Organiser Request: Members gave consideration to the request for use of the bandstand in 2022 and **RESOLVED** to defer a decision on the matter until the Leisure, Tourism and Open Spaces Committee has given consideration to use of the bandstand going forward.

2021/98 Street Names – Treceus Farm Development: The Chairman referred members to the agenda report and following consideration it was **RESOLVED** not to comment on, or make suggestions for, possible names for the Poltair Development at Treceus Farm.

2021/99 Enterprise Car Club: Members gave consideration to the Enterprise Car Club proposal having now received answers to queries concerning the scheme and following the presentation at the September Council meeting. The Chairman considered that the scheme was good in principle but was unsure what the take up was likely to be. Other members expressed concern that the proposal favoured a single business enterprise and if minded to pursue, thought Council should tender the opportunity. Concern was also expressed that any issues with the scheme would be directed towards Council staff.

Support for the scheme was also expressed. Some members considered the cost to the Council [lost parking space revenue] was comparable to the cost of Council's existing Free Parking Permit

scheme and felt it was worth pursuing for the potential benefit to residents. Comment was made that many young people could not afford their own vehicle and the car club could be a good solution. However, it was noted that free club membership was only for 12 months. It was suggested that if supported, the vehicle should be located in the Lawns Car Park, being closer to residential areas.

RESOLVED to accept the proposal from Enterprise Car Club to trial the placement of one (1) low emission Car Club Vehicle in Padstow for a period of 6 months, as per their request and free of charge in order to gauge take-up of the "shared mobility" concept among both residents and visitors.

2021/100 Cornwall Council Leisure Consultation: There was some discussion on this item. Generally, members felt the Wadebridge Leisure Centre should remain open.

RESOLVED to respond as a Council to the Leisure Centre Consultation in favour of keeping Wadebridge Leisure centre open

2021/101 Reports from Members/Outside Organisations: Members noted the update in the agenda papers regarding the Camel Trail Partnership. Councillor K Freeman advised that the Memorial Hall AGM had been postponed.

2021/102 Dates of Council Meetings: Date of the next meeting, Tuesday 30 November 2021 at 7.30pm and future meeting dates were noted.

2021/103 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2021/104 RESOLVED that the **confidential minutes** of the full Council meeting held on **Tuesday 28 September 2021** be signed as a true record.

2021/105 Committees/Working Group Meetings: RESOLVED to adopt the confidential minutes and approve recommendations (if any) of the Staffing Committee meeting held on 5 October 2021.

2021/106 Legal and Lease/Tenant Matters: See confidential minutes.

Meeting closed at 8.09 pm

**PADSTOW TOWN COUNCIL: 30 NOVEMBER 2021
CLERK'S REPORT/ WORK PROGRAMMES**

Key: EMR: Ear Marked Reserve

PROJECT	NOTES/UPDATE
FULL COUNCIL	
Queens Platinum Jubilee	Item on the agenda for discussion.
NDP	This is ongoing, with a full update on the Council agenda.
Protect Duty	Government has set out proposals on a new Protect Duty a legal requirement for public places to ensure preparedness for and protection from terrorist attacks. Still waiting on any further information on this from CC and likely impact on Parish and Town Councils particularly on public open spaces. Town Clerk will contact CALC to find out when more information is likely.
HRT	
Padstow Signage	CC Highways Team is looking at improved signage as you enter Padstow in both the short and long term and possible funding opportunities. A report to go to HRT when more information will be forthcoming. Town Clerk is chasing.
LTOS	
Tennis Courts/MUGA	After taking advice from Surveyor Committee agreed to progress with a MUGA for football, tennis and basketball with the option to future proof should in the future a canopy or roof wish to be added.
Skate Park	Works to areas that required attention were carried out last month. There was an issue with surface of cracking Town Clerk is waiting on further information from the surveyor.

Agenda item 6.

PADSTOW TOWN COUNCIL
Minutes of the Staffing Committee meeting held on Tuesday 9 November
2021 at the Church Rooms, Padstow at 6.00 pm

Present: Councillors M Rickard (Chairman), A P Flide, R Higman and Mrs T Walter

In Attendance: Mrs N Barnes (Responsible Financial Officer and minute taker), Councillor Mrs J Dawe.

S2021/32 **Apologies and Announcements:** Apologies were received from Councillor Mrs A Symons. It was noted that Agenda Item 7 was not required being a duplication of Agenda Item 5, date of next meeting.

S2021/33 **Declarations of Interest:** There were no declarations of interest.

S2021/34 **Public Participation:** There was no public participation.

S2021/35 **Minutes: RESOLVED** that the minutes of the meetings held on Tuesday 5 October 2021 be signed as a true record.

S2021/36 **Date of Next Meeting:** provisionally arranged for Tuesday 7 December 2021 (6 pm), Councillor Flide is unable to make that meeting, so Chairman and Town Clerk to liaise about the date.

S2021/37 **2021/22 Update and Budget 2022/23:** The RFO referred Committee to training budgets to be considered for 2022/23.

RESOLVED to recommend to the Finance and General Purposes Committee the following training budgets for 2022/23:

Councillors	£1000
LTOS (outside staff)	£5000
Administration	£3000

S2021/38 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.** Councillor Mrs J Dawe left the meeting.

S2021/39 **Confidential Minutes: RESOLVED** that the confidential minutes of the meeting held on Tuesday 5 October 2021 be signed as a true record.

S2021/40 **2021/22 Update and Budget 2022/23:** See confidential minutes.

S2021/41 **Christmas Bonus:** See confidential minutes.

S2021/42

Staff Update, Issues and Actions from Last Meeting:

See confidential minutes.

S2021/43

Overtime, Sick Leave and Training: Members noted the update for information.

Meeting closed at 6.50pm

PADSTOW TOWN COUNCIL**Minutes of the Planning Committee meeting held on Tuesday 9 November 2021 at The Church Rooms, Church Street, Padstow at 7.00 pm**

Present: Councillors J O'Keefe (Chairman), R Higman and A N Rees

In Attendance: Mrs N Barnes (Responsible Financial Officer), Mrs S Daly (Minute Taker), Mrs J Dawe and 1 member of the public.

P2021/39 Apologies and Announcements: Apologies were received from Councillors K Freeman, Mrs A Symons and Mrs T Walter. There were no announcements.

P2021/40 Declarations of Interest: There were no declarations of interest.

P2021/41 Public Participation: There was no public participation.

P2021/42 RESOLVED that the **minutes** of the meeting held on **Tuesday 12 October 2021** be signed as a true record.

P2021/43 Planning

i. The following Cornwall Council planning decisions were noted:

- a) **PA21/05118 Seaway Trevone Road Windmill Padstow Cornwall** – Proposed extensions and alterations to Seaways including works to the main dwelling, and conversion of existing garage to ancillary accommodation. **APPROVED**
- b) **PA21/05831 Padstow Touring Park Padstow PL28 8LE** - Retrospective application for the change of use of an area of land to site a kitchen shipping container, a storage container and a Tipi together with customer seating, ancillary to the caravan site. **APPROVED**
- c) **PA21/06338 Hill Rise Parkenhead Lane Trevone Padstow PL28 8QH** – Removal of existing first floor addition and construction of new first floor addition including renovation of ground floor layout with associated building works and asphalt hardstanding for additional parking space. **APPROVED**
- d) **PA21/07274 Land North West of Kingsley House Trevone Road Trevone Padstow** – Outline application for the demolition of existing garage/store accommodation and the construction of a single dwelling house and garage including access (all other matter reserved) **APPROVED**
- e) **PA21/07305 Manleigh Dobbin Close Trevone Padstow Cornwall** – Construction of 2 dwellings (amendment to permission PA20/03572) which was an amendment to permission PA15/04415. **APPROVED**

- f) **PA21/07307 2-4 Duke Street Padstow PL28 8AB** – Listed building consent (retrospective) for the mounting of aircon condenser units to gable wall of property below parapet wall level.
APPROVED
- g) **PA21/07477 Yawl Cottage 3 Hill Street Padstow PL28 8EB** – Construction of a summerhouse.
APPROVED
- h) **PA21/07531 5 Sarahs View Padstow PL28 8DU** – Construction of a porch and alterations to dwelling including insertion of a roof dormer.
APPROVED
- i) **PA21/08001 5 Alan Road Padstow Cornwall PL28 8DS** – Solid panel extension to the rear of the property.
APPROVED
- j) **PA21/08563 25 Treverbyn Road Padstow PL28 8DN** – Extension to dwelling and associated works.
APPROVED
- k) **PA21/08651 Padstow Petrol Station Treceus Industrial Estate Padstow PL28 8RW** – Installation of two rapid electric vehicle charging stations within two existing parking spaces along with associated equipment. This application will replace the existing (PA18/02484).
APPROVED

ii. RESOLVED to make the following planning application responses to the Planning Authority (Cornwall Council):

- a) **PA21/08623 St Martins Dobbin Lane Trevone Padstow** – Conversion of out building footprint to ancillary accommodation.
SUPPORTED
- b) **PA21/09085 29 Grenville Road Padstow PL28 8EX** – Two storey side extension and single storey rear extension.
SUPPORTED
- c) **PA21/09406 Tregella Place Caravan and Camping Tregella Lane St Merryn Padstow** – Retrospective planning for improvements to, and extension of, caravan park to replace toilet block with new laundry building, construct mower/equipment store, improvement and extension of access track and site mobile home unit to accommodate warden and office.
SUPPORTED
- d) **PA21/09609 27 Netherton Road Padstow PL28 8EG** – Proposed extension over existing single-storey extension and into the roof space to provide additional bedroom and annexe accommodation and a single-storey rear extension.
SUPPORTED
- e) **PA21/10381 5 Luson Close Padstow PL28 8GB** – Rear extension.
SUPPORTED

- f) **PA21/10658 Trerethern Farm Padstow PL28 8LE** – Proposed new restaurant incorporating farm shop (removal of existing farm shop building and replacement of previously approved pop-up seasonal restaurant and café)
SUPPORTED

P2021/44 **Date of Next Meeting:** Tuesday 14 December 2021 at 7.00pm noted.

Meeting closed at 7.07 pm

DRAFT

PADSTOW TOWN COUNCIL: 30.11.21

AGENDA ITEM 8: Draft Budget 2022-23 and Business Plan

The FGP meeting on 23.11.21 reviewed the Draft Budget 2022-23 and the updated Business Plan. This followed the Staffing, LTOS and HRT Budget Committee meetings where plans and projects for 2022-23 were discussed and amounts proposed to include in the Budget for FGP's consideration, these were agreed by FGP Committee and are included in the Budget and Business Plan.

A balanced Budget is proposed so a precept does not need to be set. The Business Plan was updated to include current and future projects.

Council are therefore asked to:-

Agree as recommended by the Finance and General Purposes Committee at its meeting held on Tuesday 23 November 2021 that:-

- ia) the precept for 2022-23 be set at £nil;
 - ib) the member allowance for 2022-23 be set for £nil;
 - ic) the 2022-23 Draft Budget 2022-23 be approved (Appendix 1);
 - id) the updated Business Plan be approved (Appendix 2);
- ii) To adopt the minutes and approved recommendations for the meeting of the Finance and General Purposes Committee held on Tuesday 23 November 2021 (to follow).

Padstow Town Council						
Budget 2021-22 and Draft Budget 2022-23						
	<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Draft</u>	
Income	<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>
	£					
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
<u>Capital Expenditure</u>						
Capital expenditure from Revenue	380420	209670	26603	77000		361000
Net Rev/(Exp) after capital expenditure	-172094	195378	404506	-77000		-311370
<u>Balance Sheet 1.4.21</u>	£					
Earmarked Reserves	180000					
General Fund	653088					
Total assets less liabilities	833088					

Padstow Town Council							
Central & Democratic							
		<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>2022-23</u>
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						
	<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>2022-23</u>
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>	<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>Budget</i>
							<i>2022-23</i>
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

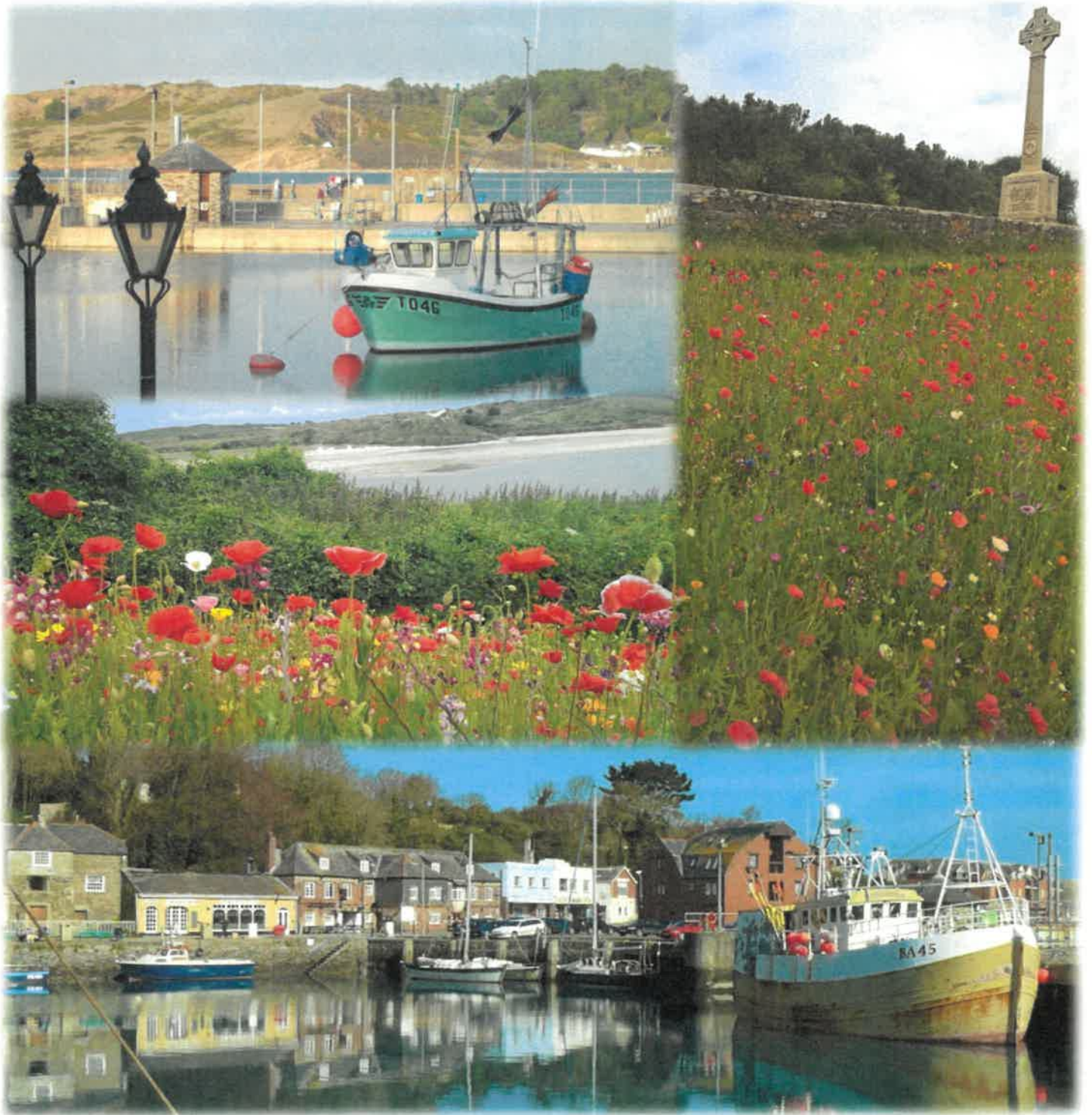
Padstow Town Council							
Leisure, Tourism & Open Spaces							
		<i>nominal</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Budget</i>	<i>Draft</i>
Income		<i>codes:</i>	<i>31.3.20</i>	<i>31.3.21</i>	<i>to 31.10.21</i>	<i>2021-22</i>	<i>Budget</i>
							<i>2022-23</i>
Leisure - seat and tree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



Station House
Station Road
Padstow
Cornwall
PL28 8DA

Kathy Pemberton
Town Clerk
Email: enquiries@padstow-tc.gov.uk
Website: www.padstow-tc.gov.uk
Tel: 01841 532296



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. In 2020-2021 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, it details 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. 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. At October 2021 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 – 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

Environment Cemetery – wages, grave excavation, maintenance, NDR, water etc

Environment Toilets – water, NDR, cleaning toilets wages, materials etc

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 months expenditure in a General Fund. The Council adopts a 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 places 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. 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.

-

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

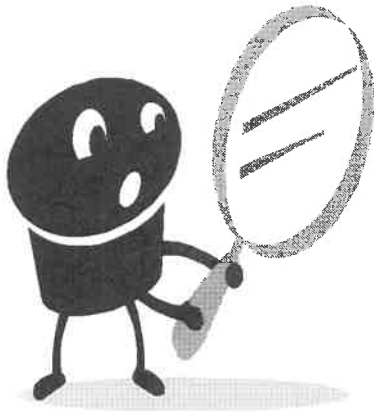
Padstow Town Council - Business Plan

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.



HUDSON ACCOUNTING LTD.
INTERIM INTERNAL AUDIT REPORT:
TO THE MEMBERS OF PADSTOW TOWN COUNCIL
YEAR ENDED 31ST MARCH 2022.

ISSUE DATE: 25/10/2021
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.

Any areas not covered at this interim stage will be included later in the year or during the final audit activity.

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 2021.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed.

GENERAL COMMENTS:

We would like to thank the staff for their assistance and co-operation during the audit.

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.

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 that fall short of being a formal recommendation or do not necessarily pertain to the application of internal controls.

Previous Recommendations

There are no outstanding recommendations.

Accounting Records

The accounts are maintained on SAGE accounting software they were up to date and appeared free from material errors.

Financial Regulations

Financial Regulations were last reviewed in September 2019.

New model Regulations have since become available and should be taken into consideration at the time of the next review.

Payments

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for and payment controls were applied.

Payment:

Testing revealed that payment controls are consistently applied and data has been accurately entered in to the accounting system.

VAT:

VAT had been accurately recorded and claims are up to date

Risk

Risk Assessment:

The Risk Assessment was last reviewed in January 2021 and thus requires further consideration before the end of the financial year.

A review of the effectiveness of Internal Controls was carried out in April 2021.

Insurance:

Statutory insurances are in place and the Fidelity guarantee is just about adequate at £1.2 million.

Cash:

An Investment Strategy covering the current year was approved in January 2021.

Budgets

Setting:

We reviewed the 2021/22 budget setting process as part of our final audit work last year and we review the 2022/23 process later in the year.

Monitoring:

Budget monitoring reports are regularly provided to Members.

Income

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

Precept:

The Council did not set a precept.

Car parks:

August car park takings were tested and reconciled to data provided by the cash collection contractor.

Leased property:

Tenants have been invoiced in accordance with their leases.

Payroll

2021/22 pay award and grade restructure:

The national pay award is yet to be agreed.

New Starters:

There is one new member of staff since our last audit; a Contract of Employment has been issued and payment has been made in accordance with it.

Tax, NI & Pensions:

PAYE and pension requirements have been properly discharged.

Bank Reconciliations

Bank reconciliations have been regularly carried out, reviewed, and reported.

Electors Rights

The 2020/21 AGAR was properly approved by full Council in April 2021.

The opportunity for electors to examine the accounts was properly advertised and the publication requirements in respect of the 2021/22 accounts have been met.

Full Council - Agenda item 10
Finance Report

- a) to receive the monthly Finance Report.
- b) to approve accounts for payment and ratify payments made since the last meeting.
- c) to note the car park takings.
- d) to note the receipt of £6585.47 Community Infrastructure Levy (CIL) that can be used to help fund the Multi Use Games Area (MUGA) or new play equipment.
- e) Bank reconciliations - to note their availability for inspection each month.

Finance Report - Agenda item: 10a

	Actual	Budget	Budget 1.4.21-31.3.22
Revenue Income	846,930	522,908	620,700
Revenue Expenditure	415,821	407,569	620,700
Capital/project expenditure	26,603	44,917	77,000

Debtors outstanding for more than 3 months:

None

Creditors outstanding for more than 3 months:

None

Bank reconciliations have been performed regularly and signed monthly as correct by the Chair of Finance or Town Clerk.

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.

To ratify payments made:

**ACCOUNTS OUTSTANDING
October 'c'2021**

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAI</u>	<u>Total</u>
27.10.21	Investment Properties	WPS Hallam	CouncilGuard insurance 1.11.21-31.10.22			24495.69
27.10.21	Investment Properties	Charterwood	Asset Valuation Report	3000	600	3600
30.9.21	Capital/projects	Michael Vanstone	Skate Park - repairs to concrete and matting	2125	425	2550.00
27.10.21	LTOS	WPS Hallam	Fleet Motor insurance 1 year			2185.48
25.10.21	Corporate Services	Hudson Accounting Ltd	Interim Audit 2021-22			750.00
27.10.21	Administration	WPS Hallam	Cyber insurance 1 year	360.85	72.16	461.80
22.10.21	LTOS	Masons Kings	WA17 GVO service & strimmer line	300	60	433.01
20.10.21	Corporate Services	Kestrel Guards	check call service 1 month	296.80	59.36	360.00
13.9.21	HRT	Flowbird	car park machines maintenance contract - 1 month	100.00	20	356.16
22.10.21	Corporate Services	Kestrel Guards	annual keyholding Station House	37.90	7.58	120
18.10.21	LTOS	Brunel Engraving	stainless steel nameplate (paid for by member of public)	29.99	6	45.48
20.10.21	Administration	RADAR key company	RADAR keys	29.87	5.5	35.99
19.10.21	Administration	South West Water	Core building - water	27.10	5.43	35.37
14.10.21	Administration	Complete Business Services	stationery	20.63	4.13	32.56
22.10.21	LTOS	Quay Garage	mower inner tube			24.76
20.10.21	Administration		Royal British Legion (Padstow) - wreath			20
20.10.21	Administration		Christmas cards (reimburse staff)	16.99		16.99
27.10.21	Administration		fuse box weather stripping(reimburse staff)	8.99		8.99
<hr/>						
						35532.28
<hr/>						
19.10.21	Env - toilets	Everflow	water - PTC sites			602.01
20.10.21	Env - toilets	AUK Supplies	centrefeed rolls, toilet rolls, drain clear & mop heads	210.22	42.04	252.26
26.10.21	Administration	AUK Supplies	doormat	29.99	6	35.99
25.10.21		Opus Energy	electricity - PTC sites			810.1
<hr/>						
						1700.36
<hr/>						

Approved by 2 Councillors who are bank signatories:

Date	Name	Signature	
1	1	1	2
			2

To ratify payments made:

ACCOUNTS OUTSTANDING
November 'a 2021

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
31.10.21	Capital/projects	Michael Vanstone Plant Hire	Lawn car park final retention	5976.86	1195.37	7172.23
26.10.21	LTOS	ADT	Core Building install alarm, maintenance and monitoring 1 year	885.46	177.09	1062.55
5.11.21	LTOS	Glasdon	Phoenix bench (family has paid PTC)	482.37	96.47	578.84
2.11.21	Capital/projects	Nova Surveyors	Lawn car park project management	395	79	474
31.10.21	LTOS	Padstow Petrol Station	fuel	307.33	61.47	368.8
1.11.21	Administration	Tanist	IT support	223.5	44.7	268.20
1.11.21	Env - toilets	SW Hygiene	sanitary disposal 1 month	148.99	29.8	178.79
1.11.21	LTOS	Total Pest Control	allotment pest control	135	27	162.00
5.11.21	LTOS	Masons Kings	repair door handle lock	75.64	15.13	90.77
1.11.21	Administration	Churchill Group	legionella support control	71.31	14.26	85.57
29.10.21	Administration	St Petroc's Church Rooms	room hire Council meetings			60.00
8.11.21	Env - toilets		drain rods (reimburse staff)			58.95
1.11.21	LTOS	Travis Perkins	sand, gravel & cement	46.48	9.3	55.78
28.10.21	LTOS	Brunel Engraving	stainless steelnameplate	37.9	7.58	45.48
9.11.21	Democratic Services	Floribunda	bouquet			30.00
6.11.21	Administration		staff sight test (Health & Safety Executive for display screen equipment)			25.00
8.11.21	Administration	Sea Spray	window cleaner			18.00
29.10.21	Administration	Complete Business Solutions	stationery	2.75	0.55	3.30
						<u>10738.26</u>

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

7th	Corporate	Barclays Bank	bank charges			18.50
1st	Corporate	Lloyds Bank	bank charges - tbc			8261.00
		Cornwall Council	Non Domestic Rates - PTC sites			<u>8279.50</u>
28.10.21	LTOS	Direct debits:				
	LTOS	Mole Valley Farmers	galvanised wire	24.39	4.88	29.27
1.11.21	Administration	Biffa	bulk waste bin emptying	929.28	185.86	1115.14
1.11.21		Sage UK	Sage Payroll & Pensions module	40.5	8.1	48.60
		RingGo	RingGo fees 1 month	3116.99	623.4	3740.39
						<u>4933.40</u>

Approved by 2 Councillors who are bank signatories:

Date	Name	Signature
	1	2
	1	2

Agenda item 10b

Padstow Town Council										
Railway & Lawn car park takings 2021-22										
n/c 4404						n/c 4406				
	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>Budget</u>		<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>Budget</u>	
				<u>2021-22</u>					<u>2021-22</u>	
Apr	41415	23	26780	15,000		11988	0	6503	5000	
May	44549	692	54029	15,000		13217	63	19405	5000	
Jun	45380	3556	70341	25,000		13463	485	30490	10000	
Jul	57969	51165	76531	60,000		17136	20726	32816	20000	
Aug	64687	71756	86647	75,000		23158	27741	35878	20000	
Sep	48631	64641	63818	50,000		14103	26140	27711	20000	
Oct	37094	50706	57127	30,000		9496	19619	21703	15000	
Nov	5967	3732		5,000		722	934		1000	
Dec	7972	4187		5,000		1445	945		1000	
Jan	5616	784		5,000		611	60		1000	
Feb	6173	569		5,000		11	43		1000	
Mar	9993	2395		10,000		51	212		1000	
	375446	254206	435273	300000		105401	96968	174506	100000	
Railway	339725	242539	435273	270000	0	Lawn	102561	94774	174506	95000
sub totals						sub totals				
Apr-Oct 2021						Apr-Oct 2021				
Apr-Oct	2019-20	2020-21	2021-22	Budget		Covid pandemic				
				<u>2021-22</u>		<i>Lockdown restrictions started to ease on 12.4.21,</i>				
Railway	339725	242539	435273	270000		<i>with further lifting of restrictions on 17.5.21 and</i>				
Lawn	102561	94774	174506	95000		<i>19.7.21.</i>				
Total	442286	337313	609779	365000						
Car park takings										
April - October 2021 car park takings are £609,779 this year, which is £244,779 more than the Budget, £272,466 more than the same period last year and £167,493 more than 2019-20.										

AGENDA ITEM 11a: CORRESPONDENCE

Councillors Correspondence for Information – November 2021

Item	From	Referring To	Notes
a	Cornwall Council	Planning Policy Oct update	Update has been emailed to Planning Committee Members.
b	National Lobster Hatchery	Update Newsletter	Received 27 October.
c	Padstow Harbour Commissioners	September Meeting Minutes	
d	Padstow Rowing Club	Thank you for Grant and update on building of new gig in Fowey. "Anyone from Padstow Town Council would be very welcome to see for themselves how boat is progressing"	
e	Cornwall Council Climate Emergency DPD Team	Notification that the Climate Emergency DPD has been submit for independent Examination under Regulation 24	
f	Community Network Panel	Leisure Centre update from October CNP meeting	
g	Cornwall Council Planning	Planning Policy Nov Update newsletter	Sent via email Planning Committee members.
h	Bodmin & Wadebridge Police Team	November newsletter.	
i	Rosemary Howells	Thank you for flowers in recognition of 60 years of service to the Girl Guides Association	
j	CALC	Civility and Respect Project newsletter	<p>Civility and Respect Project has been founded by the Civility and Respect Working Group and is supported by representatives from across our sector including Councils, County Associations, National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC) and One Voice Wales (OVW).</p> <p>MISSION STATEMENT 'Civility and respect should be at the heart of public life and good governance is fundamental to ensuring an effective and well-functioning democracy at all levels. The intimidation, abuse, bullying and harassment of councillors, professional officers and staff, in person or online, is totally unacceptable whether that is by councillors, professional officers, staff or members of the public. We are committed to working together to promote civility and respect in public life, good governance, positive debate and supporting the well-being of councillors, professional officers and staff'</p>

PADSTOW TOWN COUNCIL: 30 NOVEMBER 2021

AGENDA ITEM 11: CORRESPONDENCE

bi) Wadebridge Town Council: Wadebridge Leisure Centre

Council will recall at their last meeting it unanimously agreed to send a letter to Cornwall Council that the leisure centre stay open, and that Cornwall Council provides the support it needs (appendix 1 refers) for the much regarded community asset. We have now been contacted by Wadebridge Town Council who is seeking support from its Community Network Area. Wadebridge Town Council is not committing itself or any Council to any role but instead wishes to show willing to be part of its survival and also ascertain the information from Cornwall Council to understand the financial commitment needed. Appendix 2 to this report provides response from Wadebridge TC to CC's consultation. How do Council wish to respond to Wadebridge Town Council.

The Town Clerk has provided some points, which Council may find helpful in a response to be given:-

- Advise Wadebridge Town Council that Padstow TC has contacted Cornwall Council to outline its support. Padstow TC is willing to engage with its Community Network and Wadebridge TC in discussing this matter.
- Concern around the pace in which decisions need to be taken by Cornwall Council, without understanding the financial and H&S responsibilities, would support Wadebridge TC in their view in this regard.
- Realistically any consideration and thoughts in moving ideas forward need at least 18 months to best appreciate short and long term implications.
- That Padstow TC is keen to understand and know its Local Cornwall Councillor view on leisure centre closures, in particular Wadebridge and what he is doing to help protect this community asset.

bii) Cornwall Council: Cornwall Transport Plan Survey

Cornwall Council is running a consultation on 'The Cornwall Transport Plan' which is running until 24 December 2021.

The draft plan and online survey can be viewed online at:

<https://letstalk.cornwall.gov.uk/lets-talk-transport>

Cornwall Council have refreshed the Plan and they want to know what people think, the Plan was first published in 2011 and some big changes have happened to society since then. They welcome responses from Town and Parish Councils but have also asked we help spread the word. We have shared the consultation information on our Council social media pages.

Our Council Support Officer emailed all Councillors on the 05.11.21 with details of the consultation and asked for views to be sent to the office so they could be included in this report, at the time of writing no comments have been received.

This is the only statutory consultation Cornwall Council are undertaking on the Plan, then it will be taken through their formal approval processes as follows:

1 March – Economic Growth and Development Overview and Scrutiny Committee

23 March – Cabinet

12 April – Full Council

All of the above Cornwall Council meetings are public and will be live streamed.

Would Council like comment on the Consultation?

biii) Padstow Sealife Safaris: The Wheelboat Trust

Appendix 3 details a letter from the above for Council consideration. The Town Clerk hopes to provide further update at the meeting after speaking with Mr Kitto to seek further clarification.

PADSTOW TOWN COUNCIL

Council Offices, Station House
Station Road
Padstow
Cornwall
PL28 8DA

Kathy Pemberton
Town Clerk
Email: enquiries@padstow-tc.gov.uk
Website: www.padstow-tc.gov.uk
Tel: 01841 532296



Leisure Centre Consultation
Cornwall Council
Truro

By email: leisureconsultation@cornwall.gov.uk

27th October 2021

Dear Sir or Madam

Wadebridge Leisure Centre consultation

Padstow Town Council at its meeting last night resolved to contact Cornwall Council regarding the Wadebridge Leisure Centre consultation. Councillors agreed unanimously that Wadebridge Leisure Centre is an important community asset that should remain open and supported by Cornwall Council. Children from Padstow and Trevone can learn to swim at Wadebridge swimming pool and use the other sporting and activities provided by the Leisure Centre.

Wadebridge Leisure Centre helps Padstow and Trevone catchment area's population by providing swimming and other activities that help physical and mental wellbeing, which is so important during the current Covid pandemic.

Lifeguards, that help keep our beaches safe for local people and visitors, train at the swimming pool. Bodmin or Newquay Leisure Centres are up to an hour's drive away in summer traffic, which is too far for residents of Padstow and Trevone.

Padstow Town Council requests that Cornwall Council provides support to Wadebridge Leisure Centre and swimming pool so that it can remain open.

Yours faithfully

Councillor Charlie Watson-Smyth
Padstow Mayor

Wadebridge Town Council

Response to Cornwall Council's Leisure Consultation

1. At its Full Council meeting on Wednesday 13 October 2021 the Town Council resolved to write to Cornwall Council to advise that it would challenge the consultation process as Members believe it is flawed. The Town Council will also challenge Cornwall Council for mismanagement of public funds.
2. Wadebridge Town Council will not be providing a direct response to questions posed in the Consultation document as it believes the questions are not open and have been devised to garner a response to support a decision already made. This is not a genuine consultation document.
3. This consultation is ill conceived and the time frame for the community solution which Cornwall Council purports is the only saviour for our Leisure Centres is unrealistic. GLL have had 4 years to make these Leisure Centres 'sustainable' with significant taxpayer investment. Cornwall Council have given 'the community' 6 weeks to formulate a plan with no information and then 5 months to implement that same plan. This is not a workable time frame. Cornwall Council appear set to allow GLL to walk away from their responsibilities by strong arming communities with the emotional message that their Leisure Centres will close if they do not come up with a solution in an impossible timeframe.
4. The Town Council believe that the provision of leisure services should not be about cost and disagree with the Cornwall Council statement that the provision of leisure services should be cost neutral. We ask that Cornwall Council provides the information which forms the basis of their 'cost neutral' statement. Leisure services and leisure centres are locations where our community and individuals can gain the positive impact that sport and physical activity brings to their wellbeing and physical, mental, and social health. If Cornwall Council insist on focussing on cost, the Town Council asks them to quantify the financial impact that Wadebridge Leisure Centre brings to our communities' wellbeing, and their physical, mental, and social health. To ignore these benefits in Cornwall Council's 'cost neutral' approach is ill considered.
5. The Town Council disagree with Cornwall Council's statement that it is not obligated to maintain a leisure service and considers that Cornwall Council is ignoring its statutory duties as a Local Education Authority (LEA) for national curriculum swimming lessons, and, if no other solutions are found for those leisure centres facing closure, with fewer pools.

Wadebridge Town Council Public Meeting – Friday 8 October 2021

6. Over 100 people attended a public meeting in Wadebridge on Friday 8 October 2021. Scott Mann MP and two Cornwall Councillors (Stephen Rushworth and Robin Moorcroft) all stated they support the Wadebridge community in keeping Wadebridge Leisure Centre open.
7. The meeting heard from several speakers with full support for keeping our Leisure Centre open. Concerns were raised about the role of Cornwall Council, the contract with GLL for the provision of Leisure Services, the poor Consultation document, the timeframe of the entire Consultation process and the expectation that our community is expected to travel to other leisure centres especially from outlying areas. Concerns were also raised about incorrect statements made in the Consultation document.

Online Consultation Event for Wadebridge Leisure Centre – Monday 11 October 2021

8. Those who attended Cornwall Council's online Consultation for Wadebridge Leisure Centre were not impressed at the unprofessional approach of the consultation for the following reasons:
- It was stated that all local schools had been informed of the consultation. This was denied by the Head of our largest School and user of the Leisure Centre (Wadebridge School) and other school representatives on that call.
 - Members of the leisure centre have received no communication to inform them of Cornwall Council's intention to close the centre.
 - There has been little visible publicity of the Leisure Centre consultation in general other than online consultation.
 - Members of the audience were unable to ask questions or voice an opinion and the key presenter was disconnected in mid transmission of important data. It was a one-way managed monologue.
9. Questions asked and responded to with nothing other than a promise they will be addressed in the 'report to Cabinet' remain unanswered. The Town Council do not accept that the provision of unsubstantiated advice to guide Cabinet on these key matters is acceptable. These questions are:
- *What is the impact on people without access to a car in accessing leisure services for those areas whose centres are at risk?*
 - *What is the additional cost to Social Care and the NHS on closure of the Leisure Centres?*
 - *What is the carbon footprint impact of the additional travel and the impact of all the additional journeys on all neighbourhoods?*
 - *In the online consultation it is stated that Bodmin is only 8 miles away and a 20 minute drive is acceptable. This completely ignores the real-life journeys people will be making – especially from areas further afield such as Rock, St Minver and Padstow who will be faced with a doubling of travel time.*

Cornwall Council's Leisure Consultation

10. Highlighted in bold are statements made by Cornwall Council in the Leisure consultation document with the Town Council's response below.
- i. **Cornwall Council is not alone in having to make difficult decisions about the future of leisure provision.**
There is evidence to support this statement. There is also evidence that when other Councils are faced with 'difficult decisions' they have decided to safeguard Leisure Services by bringing the provision in house to ensure it is delivered for the benefit of the community. Why is Cornwall Council addressing the difficult decision around Leisure provision in this way?
- ii. **A recent survey of district councils found one in three expect to be forced to close gyms and swimming pools due to the devastating impacts of the pandemic, with 117 leisure centres in England estimated to be at risk of closure.**
We understand that this was a District Councils' Network survey which reported in May 2021. We understand that Cornwall Council is not a member of this network.

- iii. **Cornwall Council does not have a statutory duty to provide leisure centres**
Neither Parish and/or Town Councils have a statutory duty to provide these services either, yet they regularly and willingly step forward to support Cornwall Council in finding the answer to these 'difficult decisions'.
- iv. **The sustainability of public leisure centres is dependent on usage of the centres. If a centre becomes unsustainable due to lack of use, closure of the centre would need to be considered.**
Why does Cornwall Council state that the sustainability of public leisure centres is dependent on usage? Why would Cornwall Council or indeed GLL not undertake a review of the offer to address whether this is the correct offer, adjust the offer and in doing so gauge whether this could remove the threat of the closure of the leisure centres? The Town Council believe that there has been little demonstrable effort in working to find a solution by both Cornwall Council and GLL which does not involve its closure. If the Town Council is incorrect in this assertion, then can Cornwall Council provide the Town Council with those measures which have been implemented at Wadebridge Leisure Centre to identify underuse and those measures which have been put in place to address this.
- v. **The potential of our open spaces, playing fields, community centres, schools and colleges should be maximised by enabling our community groups, sports clubs and volunteers to bring local leisure opportunities to life for all ages and abilities. We will help local communities to innovate and develop financially sustainable delivery models.**
An aspirational statement which the Town Council endorse. Can Cornwall Council provide, from their informed position, what communities can do to innovate and develop financially sustainable delivery models with 5 months until proposed closure of a Leisure Centre when GLL have seemingly failed with significant injections of taxpayers' money over a much longer period.
- vi. **To safeguard the operation of the majority of leisure centres in Cornwall, we propose to remove the contractual requirements on GLL to operate the four leisure centres in Wadebridge, Launceston, Saltash and Falmouth and the operation of the hydrotherapy pool at St Austell leisure centre.**
- vii. Is Cornwall Council saying that by sacrificing these Leisure Centres the remaining Leisure Centres in Cornwall will be safeguarded? If so, how can Cornwall Council justify this statement to the Council taxpayers in the areas of the 'at risk' centres? How confident is Cornwall Council that this approach by GLL to relieve them of these leisure centres is not just the first wave and that other centres in Cornwall will, in time, be offered as 'unsustainable' with other communities having to 'innovate and develop financially sustainable delivery models'.
- viii. Cornwall Council states that '**Every resident has equitable access to good quality, fit for purpose, sustainable leisure offer, enabling our communities to be more active and benefit from improved health and wellbeing**'. How do Cornwall Council's proposals for closure reconcile with this statement? The Town Council believe that GLL are holding Cornwall Council and the Council taxpayer to ransom.
- ix. **The site (Wadebridge) is not central and is constrained by the school site and car parking particularly in the daytime.**
What does Cornwall Council mean with the word central? Central to what? What evidence is there to support 'constrained by the school site' and car parking particularly in the daytime. Can Cornwall Council provide the Town Council with further information in relation to these statements?
- x. **The catchment served by the centre (Wadebridge) is small and overlaps with**

multiple other leisure provision. Bodmin Leisure Centre is eight miles away from Wadebridge and has a larger offer in slightly newer facilities with better parking arrangements.

What is the catchment of Wadebridge Leisure Centre? What areas and numbers are used to make Cornwall Council consider the catchment to be small? What are those overlaps with multiple other leisure provision – a precise description rather than other Leisure Centres is required. Bodmin Leisure Centre is offered many times as the alternative for Wadebridge users. Users of Bodmin Leisure Centre however state there is no spare capacity. What analysis has been undertaken of capacities of 'other leisure provision' to allow the Town Council to fully understand what 'other leisure provision' is out there?

- xi. The majority of daytime usage (of Wadebridge Leisure centre) is by the adjacent school, reducing opportunities to generate income.**

What are the usage figures and what is the usage by the school? What income generating opportunities have GLL identified that they feel are being restricted by the school?

- xii. We believe our proposals are the best way of guaranteeing a sustainable and viable network of public leisure centres in Cornwall, without needing to use additional taxpayers' money. We believe these proposals are the best way of ensuring Cornwall residents who want to use leisure facilities have access to these facilities for the foreseeable future.**

What about the taxpayers of Wadebridge who will lose their Leisure Centre? How will these taxpayers compare to the taxpayers of the 'saved' Leisure centres? Cornwall residents – all equal taxpayers who are expected to accept varying levels of leisure provision from Cornwall Council.

- xiii. Cornwall Council 'entered a contract with the social enterprise GLL in 2016 that was intended to enable the Council to sustain and invest in our network of public leisure centres without needing to subsidise their operation. This approach enabled us to remove the annual subsidy of £3.5 million per year'.**

Has Cornwall Council reflected that by saving the annual subsidy of £3.5million per year by awarding the leisure contract to GLL was not the best decision to have made? Has Cornwall Council used its taxpayers' money in an informed manner? GLL have received significant injections of taxpayer funds and have failed. The contract has failed, and Cornwall Council has failed its taxpayers. If Cornwall Council made the wrong decision for Leisure Services in Cornwall in 2016, why does it not take the service back in house, admit some poor decisions have been made rather than suggesting that Leisure Centres close to the detriment of the health and wellbeing of our Community?

The Town Council ask what Capital investment Cornwall Council has made in Wadebridge Leisure Centre in the 10 years prior to awarding the contact to GLL in 2016? Cornwall Council have also advised that GLL have refreshed the gym area and new equipment purchased. New boilers have been installed, new pool covers provided and LED lighting installed in the swimming pool and sports hall areas. Of the £18.5m provided to GLL by Cornwall Council for capital investment in leisure how much have these improvements at Wadebridge Leisure centre cost?

- xiv. Our vision for Leisure provision in Cornwall is that:**

A network of public leisure centre facilities along the spine of Cornwall that will provide access within thirty minutes (by car) to the vast majority of Cornwall residents

Why does Cornwall Council believe the spine of Cornwall is an acceptable solution? Where has this idea come from? Has the impact of tourism been factored in to travel times?

As a minimum, Cornish residents should have reasonable access to Sports Halls, Swimming Pools and Health and Fitness facilities.

What is the definition of the subjective word 'reasonable' by Cornwall Council?

- xv. **We have experience in Cornwall with local communities to help them manage assets and services. We are ready to work closely with any local councils or community groups that believe they could offer a solution capable of making some of these facilities financially viable and to explore other sustainable alternatives. However, if no solution or alternative is found, these facilities would close. Wadebridge Leisure Centre would close on 31 March 2022.**

Can Cornwall Council provide the information as to what they can do to assist any individual or group with ambition in taking on the responsibility of the operation of Wadebridge Leisure Centre?

- xvi. **Cornwall Council is happy to explore with local communities the devolution of either assets or services.**

What options does Cornwall Council believe that communities can explore and what systems are in place to allow Town and Parish Councils to be part of this devolution.

- xvii. **Should the centre close, we believe alternative provision is available within a 30 minute radius, including in Bodmin Leisure Centre.**

On a good day Bodmin Leisure Centre can be reached by Wadebridge residents within 30 minutes by car. This does not consider the travel time for residents from beyond Wadebridge or any delays they may face or when travel is by other means than car. Is Cornwall Council saying that you can use leisure services in Cornwall as they can be reached by car and that 30 minutes is an acceptable journey time? Is Cornwall Council advocating a tiered approach for access to leisure services by category of users such as gym use at Bodmin Leisure centre for those with a car and for those without a car or unable to source alternative transport they should go for a run in a local park?

- xviii. **There is significant additional leisure provision across Cornwall in addition to public leisure centres. Our natural environment is used extensively for a range of outdoor activities. There is also a significant private sector provision of fitness facilities, holiday parks, spas and hotels.**

Can Cornwall Council provide the Town Council with details of these alternative leisure provisions, their opening times, offers, costs and the transport links and costs of these services?

Wadebridge Town Council Position

- 11 Swimming lessons are vital to a coastal community. Our leisure centre and the activities delivered within are key to the health and wellbeing of people in our town and surrounding villages.

- 12 Wadebridge Town Council does not have the capacity to take on the operation of Wadebridge Leisure Centre. The Town Council has taken on Cornwall Council's public toilets in Wadebridge and Wadebridge Library. The Community Governance Review was a wasted exercise if Cornwall Council expect services they no longer wish to fund to be provided by Town and Parish Councils. For a fair and equitable service provision at Town and Parish Council level this mechanism must be effectively reviewed.

- 13 If Cornwall Council decides that Wadebridge Leisure centre needs to close, then the Town Council will work with its community to find a solution. However, in the absence of any useful decision-making information from Cornwall Council the Town Council cannot state what role it will have in this solution or indeed neither can any other interested party at present. The Town Council has asked for key financial information about Wadebridge Leisure Centre to be provided yet this has been denied. If Cornwall Council truly seek a solution for the retention of our Leisure Centre, why is this information not available now?
- 14 The Town Council request that Cornwall Council delay the decision to consider the closure of Wadebridge Leisure Centre and that it provides all interested parties with the financial and operational information needed on which informed decisions can be made.
- 15 Cornwall Council has declared a Climate Emergency while asking users and communities in the areas of the 'at risk' leisure centres to get in cars or use other transport to take them across the County in search of the equitable leisure service that Cornwall Council wish to see delivered. Does Cornwall Council understand the challenges faced by individuals and communities to access Council services in Cornwall at present? Does Cornwall Council have the detailed analysis of journeys which will need to be taken for the re-provision at those other centres?
- 16 Can Cornwall Council explain the contradiction between their Leisure Centre Consultation with another recently launched consultation titled 'The Cornwall Transport Plan: Local Transport Plan to 2030' where, under Objective 1, 'Support communities to live locally to reduce the need to travel' the following is stated for Policy 1:

We will support the provision of local services and facilities to enable people to live locally and reduce car reliance as and where possible.

How can Cornwall Council have two such opposing objectives? The Leisure Consultation proposes those taxpayers whose leisure centres are at risk to travel to other Leisure provision, yet the Transport Consultation is about supporting 'the provision of local services ...and reduce car reliance as and where possible'. We would welcome Cornwall Council's view on this.

- 17 Cornwall Council has continued to use taxpayers' funds to invest in GLL's provision of leisure services while stating that leisure is not a statutory service. The Town Council expect Cornwall Council to either continue with this investment or work with our community to find the solution to retaining and improving Wadebridge Leisure Centre and in doing so, demonstrating accountability to Wadebridge council taxpayers.
- 18 The Town Council still await the presentation slides at the Consultation meeting on 11 October 2021.
- 19 The Town Council request that future consultations are conducted in an open and co-operative manner to give a real voice to our community rather than direct them to provide a response that Cornwall Council wants to hear.



Padstow Sealife Safaris
North Quay,
Padstow
Cornwall, PL28 8AF
~~01326 311111~~

Dear councillors,

Recently I was contacted by a Mr Stuart Lewis regarding Padstow Sealife Safaris managing a new Wheelyboat operation for the Wheelyboat Trust. Mr Lewis and the charity have done a fantastic job raising the money for the vessel, but they now need someone to take charge of this project and operationally run a service with it.

They have approached me as we have the structure and expertise in place to be able to run a safe, reliable service which I'm sure you all will agree would be a great asset to the area and give people with disabilities the opportunity to get out on the water. Being more inclusive is something that has been our radar for some time as we often get asked if we can cater for passengers with disabilities. We do our very best to help as many people as we can, but unfortunately with the harbour lacking disabled access facilities, we often have to disappoint people.

After a productive meeting with the Andy Beadsley, the trustee for the Wheelyboat Trust in Southampton, I have agreed to take this project on and now I'm looking for local support. Padstow Sealife Safaris will take on the operational day to day running of this vessel taking responsibility for skippering, bookings, maintenance, coding, expenses and it will be run in the same professional manner as the rest of the PSS business.

Our mission with this new venture is to get local people with disabilities out on the water and make the estuary and coast accessible to all, while also promoting Padstow as a more appealing and inclusive destination to visitors with special needs.

I write to you not to ask for any financial assistance with this project, but to enquire if there is any way that the council may like to or be able to get involved with this project. This new branch of our business is a real unknown challenge for us and we would really appreciate any help or support you may be able to facilitate.

This is a great opportunity for Padstow and the Camel Estuary as a whole and hope this project excites you as much as it does us.

I forward to any questions you may have

Best regards

Ian Kitto

Padstow Sealife Safaris

PADSTOW TOWN COUNCIL: 30 NOVEMBER 2021

AGENDA ITEM 12: PLANNING APPLICATION

To discuss and decide on the following planning application:

The Town Council are consulted on planning applications in their parish. The Council are asked to consider the applications and agree a response to the Planning Authority (Cornwall Council). The applications and their plans can be viewed on the Online Planning Register at www.cornwall.gov.uk

Cornwall Council was unable to extend the deadline for consultee comments until the next Planning Committee meeting on this occasion and therefore the below application is due for consideration at Full Council.

PA21/10551 The Flat Fentonluna Lane Padstow PL28 8BA – Demolition of existing dwelling and construction of replacement dwelling.

- Planning documents have been sent to Councillors by email on 09.11.21, you can view this directly on Cornwall Council planning register at www.cornwall.gov.uk

AGENDA ITEM 13: NEIGHBOURHOOD DEVELOPMENT PLAN UPDATE:

Regulation 16: As members will be aware, Cornwall Council's Regulation 16 consultation on the Padstow Parish Neighbourhood Plan is underway. Residents and interested stakeholders are able to comment on the Plan up to Monday 20 December 2021. When the consultation concludes, the Plan and any representations made during Regulation 16 will be shared with the independent Examiner.

Typically, an Examiner is appointed prior to the end of the consultation period and we expect Cornwall Council to share details of up to three potential Examiners with us in the next few weeks. Padstow Town Council does not have the right to select an Examiner, but it can raise objection to any that it considers would be unsuitable for the Plan. Council is asked to give thought to how it wishes to consider making representations regarding any proposed Examiners in due course.

Parish Online: Parish Online mapping software used to create the maps within the Plan is expiring. If the subscription is not renewed, saved map data will be lost. It is possible that amendments to the Plan maps may be required following the Examiners comments and as there is still available budget it would seem prudent to renew the subscription and avoid the loss of data. A renewal cost of £144 (inc VAT) which includes a 20% discount has been secured.

RECOMMENDATION: i) To avoid delay, the Town Clerk and Chair of the NDP Steering Group, in consultation with NDP SG members and the NDP Consultant, be given delegated authority to make representations to Cornwall Council concerning the proposed Neighbourhood Plan Examiners, should it be necessary when they are known; and ii) To note the renewal of the Parish Online mapping software for another 12 months at a cost of £144 (inc VAT) to be taken from the available NDP Budget.

Correspondence From Scott Mann: To note is correspondence received from MP Scott Mann in response to the Padstow Parish Neighbourhood Plan (Appendix 1).



22 NOV 2021

HOUSE OF COMMONS
LONDON SW1A 0AA

18/11/2021

Dear All,

I was delighted to get notification recently of Padstow Town Council's proposals for a neighbourhood plan.

We have had some success in North Cornwall with other parishes who have set up neighbourhood plans and protected areas from development, whilst at the same time bringing forward areas of land which have local consent.

I wish you well with your consultation.

Best wishes


Scott

AGENDA ITEM 14: QUEEN’S JUBILEE QUEEN’S PLATINUM JUBILEE:

In 2022, Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee, seventy years of service, having acceded to the throne on 6th February 1952 when Her Majesty was 25 years old.

An extended bank holiday, from Thursday 2nd to Sunday 5th June, will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone. The four days of celebrations will include public events and community activities, as well as national moments of reflection on The Queen’s 70 years of service.

In order to begin to think about this, Council is asked to nominate a Council member who will work proactively with the office team to come up with thoughts/ideas to present to Council in how to mark this special occasion. Council views are welcomed.

AGENDA ITEM 15: ENTERPRISE CAR CLUB:

Further to Council’s decision to participate in the Enterprise Car Club trial, the Responsible Financial Officer contacted Council’s auditor who confirmed they felt there was no legal issue. They advised “Financial Regs don’t cover income generation only expenditure”. The auditor did add however, “the only bone of contention might be if others were looking to do the same thing and hadn’t had an opportunity.” Therefore, Council would need to bear this important point in mind should the trial be successful and the scheme extended.

Council is now asked to give thought to which parking bay should be made available for the trial. It was suggested at the October meeting that the vehicle should be located in the Lawns Car Park, being closer to residents. In addition, the space needs to have a clear line of sight with an obvious space to mount signage without groundworks or additional markings on the tarmac. Having surveyed the area, it is suggested that the most appropriate bay is that pictured below, being adjacent to the footpath and close to Hill Steps with a view to erecting a sign on the bollard. Council’s thoughts are welcomed.



Enterprise have confirmed they are prepared to pay for and arrange the bay's signage. However, to ensure consistency with Council's existing signage, it is suggested that this be arranged internally using Council's suppliers but that the content should be in consultation with Enterprise, who should then reimburse the Council.

Enterprise have confirmed they would like to commence the trial as soon as possible. They would like to do "an open day as such to show the product and the support of the Council and what we collectively hope to achieve in terms of sustainability and the environmental benefits". Enterprise will promote the scheme through various social media platforms and the media have offered to do a mailshot to all relevant houses in the area. Any quotes from the Town Council would need to be approved and informed by the Town Clerk, as per the Scheme of Delegation, following appropriate consultation. Council's views are welcomed in this regard.

For Council's information, the Support Officer has sought clarification as to how the schemes success will be measured but this is currently still awaited.

Recommendation: i) To approve the use of the parking bay pictured above, being the bay closest to Hill Steps, adjacent to the footpath and to the right of the triangular crossed hatching, for use as a dedicated parking bay for the entirety of the 6 month Enterprise Car Club trial; ii) to support the sending of a mailshot by Enterprise to relevant houses in the area, with any references to the Town Council informed by the Town Clerk as per the scheme of delegation and following appropriate Councillor consultations; and iii) to avoid delay, to delegate to the Town Clerk in consultation with the Chair of the Highways, Roads and Transport Committee any further decisions relating to the implementation of the Car Club trial including approval of the parking bay signage (to be reimbursed by Enterprise) and any open day event subject to receiving any necessary risk assessments and PLI details;

Meetings and Events attended

11th November 2021.

I attended and observed the 2 minute silence in the Market on Armistice day, this was very well attended by members of the Royal British Legion, the members of Trefoil, representatives of the church along with many members of the public. I was joined by Cllrs Higman and Walter for this and the 2 minutes silence was observed apart from the seagulls on top of the old barclays bank didn't get the memo to be quiet.

11th November 2021.

I attended the Wadebridge and Padstow Network Panel, as always this was very well attended and guest speakers for the meeting were the Polzeath Beach ranger who gave an update on how the summer of 2021 had been extremely busy for them with a lot of people choosing staycations again this year. This service is funded by local residents and businesses along with a percentage of the car park takings from CC, Porthcothan are hoping to get a similar scheme running out there and are in talks with CC to see what financial help they can receive.

The other guest speakers were representatives for the Camel Trail Partnership that gave an update on all work carried out along with works that were scheduled to take place over the coming months. I did ask why there were no dog waste bins along the trail to which it boiled down to the cost of provision and also the accessibility to empty them along the trail. This is something that I think should not be brushed aside but continue to ask for them to be installed at certain points along the whole length of the trail.

Consultations are now going ahead in towns/villages throughout Cornwall regarding reducing the 30mph speed limit to 20mph in built up areas and Highways are asking for councils to engage with them in getting this implemented.

14th November 2021

After attending the Remembrance service in Padstow in the morning which was very well attended and nice to see the church nearly full again for the parade, myself and Lisa attended the Service of Remembrance at St Columb Major where again they were delighted to be able to be back to normal in having all the

organisations and representatives from RAF St Mawgan parade down through the town before the service and wreath laying ceremony. A good contingent of Mayors/Deputy Mayors attended so good to be able to catch up after the service and I must say they certainly know how to put on a good spread.

18th November2021

Mayors/Deputy Mayors meeting

This was a informal meeting with no written agenda, it is run so that mayors/deputy mayors can have a informal get together amongst each other to ask questions or gather information. The main talking point this time was about the leisure centres and how and why it is thought that CC really need to keep the leisure centres and swimming pools open, it was decided that a letter would be composed and sent to all councils to be signed and sent to CC, our CC representatives along with the MPs throughout Cornwall. It is thought that besides the petitions that are running if all the councils are united in the response CC might sit up and take notice. The hope is all councils will respond before the cabinet meeting in December. Also briefly spoken about was setting budgets/precepts and saying how a lot of councils will be raising their precepts again next year to try and cover rising running costs against less money forthcoming from CC.

Kind Regards

JamesO'Keefe(Deputy Mayor).



PADSTOW TOWN COUNCIL
NOTIFICATION OF COUNCIL & COMMITTEE MEETINGS FOR 2021-2022

	Time	Meeting
2021 DATES		
Tues 30 November	7.30 pm	Full Council
Tue 14 December	7.00 pm	Planning Committee
2022 DATES		
Tues 11 January	7.00 pm	Planning Committee
Tues 25 January	7.30 pm	Full Council
Tues 1 February	7.00 pm	Leisure Tourism and Open Space Committee
Tues 8 February	7.00 pm	Planning Committee
Tues 15 February	7.00 pm	Finance & General Purposes Committee
Tues 22 February	7.30 pm	Full Council
Tues 8 March	7.00 pm	Planning Committee
Tues 22 March	6.00 pm	Staffing Committee
Tues 29 March	7.30 pm	Full Council

Meetings may be held in either of the following locations:

- Council Chamber, Station House, Station Road, Padstow PL28 8DA
- Church Rooms, Church Street, Padstow PL28 8BG

Confirmation of location will be stated on the meeting agenda, which will be published on the Council's website/noticeboards 3 days prior to the meeting.

Extra meetings to be arranged as required. However, Emergency Scheme of Delegation to be used alongside meetings, if required.