

PADSTOW TOWN COUNCIL

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9 February 2022

TO: FINANCE AND GENERAL PURPOSES COMMITTEE

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

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** at the **Church Rooms, Church Street, Padstow** on **Tuesday 15 February 2022 at 7 pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

K E Pemberton

Kathy Pemberton
Town Clerk

COVID: Please note this meeting will be operated with COVID precautions. All attending are asked to respect these provisions which are in place for all our safety. **Capacity Due to COVID:** The Council will be taking a cautious approach to meetings and there is a limit on the number of people who can be seated in the Church Rooms. If you wish to speak to an item on the agenda, it is advisable to contact the council offices in advance of the meeting.

Press & Public are invited to attend

- 1. To receive apologies for absence**
- 2. To receive announcements:** for information only.
- 3. To receive declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct.
- 4. Public Participation:** to receive submissions from members of the public relating to items on the agenda, in accordance with the Council's Code of Conduct & Standing Orders.
- 5. To agree the minutes** of the meeting held on 23 November 2021. (1-3)
- 6. Budget Summary and Budget to Actual Variance Report 2021/22:** (4-7)
To note for information.

7. **Grants 2022/23:** To discuss and decide on the allocation of grants as per (8-14)
the Council's Grant Policy to be allocated under the relevant Local
Government Acts, as follows:
- a) **LGA Miscellaneous Provisions Act S19 recreation facilities**
 - b) **LGA and Rates Act 1997 S26-29**
 - c) **LGA 1972 S144 Tourism**
 - d) **LGA 1972 S137**

8. **Date of next meeting:** to be confirmed

PADSTOW TOWN COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Tuesday 23 November 2021 at 7.00 pm in the Church Rooms, Church Street, Padstow

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

In Attendance: Mrs N Barnes (Responsible Financial Officer), Mrs S Daly
(Support Officer and Minute Taker) and Councillor Mrs J Dawe

FGP2021/16 Apologies: There were no apologies.

FGP2021/17 Announcements: There were no announcements.

FGP2021/18 Declarations of Interest: There were no declarations of
interest.

FGP2021/19 Public Participation: There was no public participation.

FGP2021/20 Minutes Tuesday 20 July 2021: RESOLVED that the
minutes of the meeting held on Tuesday 20 July 2021 were a
true record of the meeting and they were signed by the chair.

FGP2021/21 Budget To Actual Variance Report: The budget report,
providing an overview of the total income and revenue
expenditure from 1.4.21 – 31.10.21 and explanations for any
significant variances, was noted.

FGP2021/22 Budget Report 2021-22: A review of the budget for 2021-22
was noted.

FGP2021/23 Budget 2022-23:
Members' Allowances: **RESOLVED TO RECOMMEND TO FULL
COUNCIL THAT** no members' allowances be set for 2022-23.

Draft Budget 2022-23: The Chairman referred Committee to
the Draft Budget papers. One member noted that the Budget
indicated an increase in Non-Domestic Rates for the car parks,
however they felt a reduction should be requested in light of
these being reliant on Cornwall Council (CC) enforcement.
They felt CC undertook fewer patrols and that this impacted
car park revenue. The Responsible Financial Officer advised
she had previously challenged the cost of Non-Domestic Rates
but would raise the query again.

Overall, members were satisfied with the budget
recommendations from Committees.

RESOLVED to accept the Budget meeting recommendations of
the Staffing, LTOS and HRT Committees, including fees and
charges, for inclusion within the draft Budget 2022-23.

RESOLVED TO RECOMMEND TO FULL COUNCIL THAT the Draft Budget 2022-23, as detailed in the agenda papers and appended to these minutes, be approved.

There was much discussion of the Responsible Financial Officer's (RFO) recommendation that a minimum of 12 months' expenditure be held in the Council's General Fund. It was noted that this recommendation was based on the Joint Panel on Accountability & Governance (JPAG) Guidance which advises 3 -12 months is held in free reserves (the General Fund) and that there is ongoing uncertainty with the COVID pandemic.

One member expressed disagreement with the recommendation, they considered that if the Council were left with no income the Government would step in as they thought it had before. They wished to know what the Council's minimum commitments would be if there was nil income and therefore what the minimum expenditure would be for 3, 6 and 12 months. They felt that if all income ceased, the Council would not open the toilets and would "reduce staff to 1 and reduce all expenses and have 1 man and a mower". They considered this would be the sensible business option if there was no money. They further added that they felt the Council had over the years "sat on a lot of money" and not spending it "was a great shame". In response to a fellow member's query asking what they would like to spend the money on that wasn't included in the Draft Budget, the member expressed concern that if the money was held in reserves it couldn't be used if something came up. The member felt that only 3-6 months of expenditure should be held in the General Fund.

The Chairman reminded members that detailed questions should be raised with the RFO ahead of the meeting in order to respond accurately. The RFO estimated, based on calculations taken during the pandemic, that minimum committed operating expenses were c.£40K per month, being c£500k per year but that the budget was being estimated 18 months in advance, as was required. She confirmed that during the peak of the pandemic there had not been any Non Domestic Rate relief from Government, she had deferred payment of Non-Domestic Rates, the only Government financial assistance was by way of furlough. Councils elsewhere in the country had gone bankrupt due to insufficient reserves or borrowings on commercial activity. The Chairman further added that COVID was still present, he noted that the Council had been fortunate to receive a grant from Cornwall Council and that tenants had been able to pay their rents, but this was not guaranteed to happen again; he supported the RFO's recommendation. Another member added that the General Fund could be reviewed again in 12 month's time.

RESOLVED that a minimum of 12 month's expenditure be held in the Council's free reserves (the General Fund) for the year 2022-23 and that this be reviewed in 1 year.

Councillor D N Vivian voted against this decision and requested it be recorded.

Precept 2022-23: It was not considered necessary to set a Precept for 2022-23.

RESOLVED TO RECOMMEND TO FULL COUNCIL THAT no Precept be set for 2022-23.

Business Plan: The Chairman referred Committee to the Business Plan and the suggested updates, which members were supportive of.

RESOLVED TO RECOMMEND TO FULL COUNCIL THAT the updated Business Plan be agreed, as detailed in the agenda pages.

FGP2021/24

Date of Next Meeting: Tuesday 15 February 2022 at 7.00pm (Grants Meeting) was noted.

Meeting closed at 7.19 pm.

FGP 15.2.22 Agenda item 6

Budget to Actual Variance Report 2021-22 1.4.21 – 31.1.22

Overview

Total income from 1.4.21 – 31.1.22 is £999,924 compared with the budget of £596,183.

Total revenue expenditure from 1.4.21– 31.1.22 is £562,116 compared with the budget of £544,982. Capital/project expenditure is £27,118 and the budget is £64,167.

Over the last two years the worldwide Covid pandemic has had a significant impact on the Council's Accounts, mainly due to the loss of car park income in 2020. A very cautious approach was taken with setting the 2021-22 Budget, in September - November 2020 before the first vaccination against Covid was given to a member of the public on 8.12.20. The country has experienced three lockdowns and varying levels of restrictions, and it was thought when Budget-setting that restrictions could be brought in again at short notice.

Many of the increases in actual costs in comparison with the budget are due to increased visitor numbers and the associated effect on costs. Padstow was extremely busy, which led to the car park being full regularly and the associated increase in car park income in comparison with the budget. The extra car park income comfortably covered the increase in running costs.

Explanations for significant variances are detailed below:

Income

Central Services

Central services income is £12,510 more than the Budget because S106 and Community Infrastructure (CIL) money has been received from Cornwall Council, together with insurance money for a damaged toilet door.

Highways, Roads & Transport

HRT income is £310,095 more than the Budget due to a very cautious Budget being set. Car Park tariffs were increased on 1.3.21 and this helped increase income as the country opened up again.

Investment Properties

Investment Properties income is £71,584 more than the Budget because provision was included in the Budget for late payment of rent.

Expenses:

Democratic Core

Democratic Core expenses are £9959 less than the Budget because Cornwall Council advised that a contested election could cost c£11,000, so this was included in the Budget.

Corporate Services

Corporate Services expenses are £11,294 higher than the Budget due to RingGo fees being partly received as income then invoiced by RingGo (due to VAT reasons for RingGo). Legal fees are also higher than expected due to varying legal issues that occurred.

Environment – Toilets

Environment toilets costs are £9512 more than the Budget because the water bill is based on estimated consumption for the month ahead. Wallgate also were late invoicing us last year's service contract.

Investment Properties

Investment Properties expenses are £15,868 more than the Budget because a prepayment for insurance will be done at the Financial Year End, costs are applicable to the next Financial Year, but the invoice has been received and paid.

Capital/projects expenses

Capital/projects costs are £37,049 less than the budget because no new projects have been started yet and the Budget was spread over the 12 months.

Prior Year Report

Overview

Total income from 1.4.21 – 31.1.22 is £999,224 compared with £914,980 for the same period last year (when the country was in the first lockdown for some of this period).

Central Services income is £259,599 less than last year as Covid support was received last year.

HRT income is £333,303 more than last year because of the varying government restrictions on movement due to the Covid pandemic last year.

Total revenue expenditure from 1.4.21 – 31.1.22 is £562,116 compared with £464,953 for the same period last year. There were varying government restrictions on movement last year and non-essential expenditure was reduced or deferred where possible.

Corporate Services expenses are £16,165 more than last year because this year the RingGo fees are higher following increased car park income (a new RingGo contract was negotiated, which commenced on 1.8.21, which will reduce costs going forwards).

HRT Railway expenses are £10,270 more than the prior year because Non-Domestic Rates direct debits were deferred to assist with cashflow issues last year.

Environment toilets expenses are £29,536 more than last year due to reduced water and consumable costs during the lockdown April-June 2020.

LTOS expenses are £22,790 more than the prior year because grounds maintenance (bulk bin emptying), equipment and staff costs (some staff were on furlough last year) are greater. Bins have required emptying more frequently and there is more rubbish, as more people have takeaways etc. Last year expenditure was minimised on all non-essential items, this year items have required updating and restocking.

Other operating expenses (capital and project expenditure) are £27,118 this year (North Quay & Cory toilets refurbishment, Lawn car park retention and miscellaneous repairs) and £56,596 (finishing Lawn car park refurbishment) last year.

FGP 15.2.22 Agenda item 6

Budget Report

	<u>Year to Date</u>			<u>Prior Year</u>		
	1.4.21 -	1.4.21 -	Variance	1.4.21 -	1.4.20-	Variance
	Actual	Budget	£	Actual	Actual	£
Income						
Central Services	12552	42	12510	12552	272151	-259599
Highways, Roads & Transport	707195	397100	310095	707195	373892	333303
Environment	9268	4208	5060	9268	6716	2552
Leisure	7707	4000	3707	7707	7632	75
Investment Properties	262417	190833	71584	262417	254367	8050
Other Operating Income (int recvd)	85	0	85	85	222	-137
	<u>999224</u>	<u>596183</u>	<u>403041</u>	<u>999224</u>	<u>914980</u>	<u>84244</u>
Operating Expenses						
Democratic Core	2791	12750	-9959	2791	281	2510
Corporate Services	54094	42800	11294	54094	37929	16165
Central Services - grants	25000	25000	0	25000	24100	900
HRT Railway Car Park	76961	86317	-9356	76961	66691	10270
HRT Lawn Car Park	22174	23375	-1201	22174	18836	3338
Environment Cemetery	11279	15917	-4638	11279	9055	2224
Environment Toilets	59345	49833	9512	59345	29809	29536
Leisure Tourism	0	1083	-1083	0	0	0
Leisure Open Spaces	98396	95522	2874	98396	75606	22790
Investment Properties	51118	35250	15868	51118	44279	6839
Administration	160958	157135	3823	160958	158367	2591
	<u>562116</u>	<u>544982</u>	<u>17134</u>	<u>562116</u>	<u>464953</u>	<u>97163</u>
Other Operating Expenses (Capital/Project items)	27118	64167	-37049	27118	56596	-29478
Net Profit/(Loss)	<u>£409,990</u>	<u>-£12,966</u>	<u>£422,956</u>	<u>£409,990</u>	<u>£393,431</u>	<u>£16,559</u>

FGP 15.2.22 Agenda item 7

Grants 2022-23

A copy of the Grant Policy is attached as Appendix 1 for information.

Grants were advertised on the Council's website and Facebook; details were also sent to Councillors to promote the Grants.

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

Grants totalling £25,600 were paid to 14 local organisations in 2021-22.

The total Budget 2022-23 for Grants is £25,000, £22,000 in general grants and £3,000 in S137. S137 allows the Council to award money to an organisation that will benefit some or all the community, where there is not a specific power to grant money.

The FGP Committee has delegated authority from the Council to award grants each year.

The Allocation of Grants spreadsheet (Appendix 2) details:

- Amount requested
- Amount awarded in the previous year
- The 'power' under which the FGP Committee can award a grant
- What the Grant Application is to be used for
- If Accounts or bank statements have been received

The aim is to share the Grants across as many organisations and age ranges as possible.

22 Grant Applications for 2022-23 were received by the 31.1.22 deadline, requesting a total of £41,690 in Grants. The total Budget for Grants is £25,000.

How would the FGP Committee like to award the Grants?

PADSTOW TOWN COUNCIL



GRANT POLICY

About Padstow Town Council's Community Grant Scheme

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

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

Grants will not be awarded to meet general salary costs.

Who is Eligible for Support?

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

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

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

The following are not currently eligible for grant support:

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

PADSTOW TOWN COUNCIL



GRANT APPLICATION PROCEDURE

Applications

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

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

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

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

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

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

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



RECEIVING A GRANT: TERMS & CONDITIONS

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

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

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

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

Page 4 of 4

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Padstow Town Council Allocation of Grants 2022-23

column a	b	c	d	e	f	g	i
Organisation	Grant application for:	Power to grant:	Accounts or bank details received	Amount awarded 2021-22 £	Amount requested 2022-23 £	Budget 2022-23 £	Awarded 2022-23 FGP 15.2.22
Blue Ribbon Obby Oss Party	May Day celebrations	LGA misc Provisions s19 recreation facilities	Yes	Did not apply	3500		
The Old Oss Party	May Day celebrations	"	Yes	Did not apply	3500		
Padstow School PTFA (Friends of Padstow School)	5 event shelters	"	Yes	Did not apply	950		
Padstow & District Flower Club	external flower services	"	Yes	Did not apply	200		
Padstow Sea Cadet Unit	rent	"	Yes	2450	2150		
Padstow Baby & Toddler Group	general running costs	"	Yes	Did not apply	350		
The Carers Club, Trevone	cream tea outing	"	Yes	400	250		
Trevone War Memorial Village Hall	demolition of rear hall and rebuilding costs	"	Yes	8000	6000		
Padstow Museum	laptop	"	Yes	Did not apply	1850		
Padstow United Youth & Girls FC	new ride-on mower	"	Yes	1500	3000		
Padstow Parochial Church Council	10 ceiling-mounted echo cancelling sound deadening panels	"	Yes	500	1000		
Padstow & District Sea Angling Association	laptop	"	Yes	Did not apply	300		
Nadelik Lowen Padstow	to hold a local Christmas street market	"	Yes	1500	1500		
1st Padstow Girl Guides	to take the Guides climbing at Tide climbing centre	"	Yes	Did not apply	180		
Padstow Sailing Club CIO	replace safety grids on steps to the foreshore	"	Yes	250	2760		
Padstow & District Lions Club CIO	community fundraising projects such as Padstow Carnival	"	Yes	1200	1200		

Wednesday Watering Hole	hire of Church rooms	"	Yes	Did not apply	1000		
Padstow Rowing Club	trailer	"	Yes	750	1000		
Padstow & District Community Transport	Community minibus running costs: vehicle insurance & tax, rent, insurance etc	Local Govt & Rating Act 1997 s26-29	Yes	2200	2500		
Padstow Christmas Lights Committee	running costs of Padstow Christmas lights	LGA 1972 s144 Tourism	Yes	6000	5000		
<i>total n/c 5242 grants</i>				24750	38190	22000	0
Cornwall Air Ambulance Trust	additional training for paramedics	LGA1972 s137	Yes	Did not apply	500		
Royal British Legion Padstow branch	refurbish the remembrance garden at St Petroc Church	"	Yes	300	3000		
<i>total n/c 5243 s137 grants</i>				300	3500	3000	0
TOTAL GRANTS				25050	41690	25000	0