

# PADSTOW TOWN COUNCIL

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20 April 2022

## TO ALL MEMBERS OF THE COUNCIL

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

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 26 April 2022 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

*N. Barnes*

Kathy Pemberton  
Town Clerk

PP

**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. 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

- To receive apologies for absence and announcements**
- To receive declarations of interest from Members** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct
- Dispensations:** To consider requests from Members for dispensations.
- 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
  - To receive the Cornwall Councillor's Report
  - To receive the Police Report
- To confirm the minutes** of the Full Council Meeting held on **Tuesday 29 March 2022** having been previously circulated and taken as read. (pg's 1-6)

6. **Clerk's Report/Work Programme:** To receive an update for information only. (pg 7)
7. **Committees/Working Group Meetings:**  
 a) To receive minutes of the Planning Committee meetings (12 April 2022) (8-10)  
 b) To adopt the minutes and approve recommendations (if any) of the Staffing Committee meeting (20 April 2022) (pg 11)
8. **Finance:**  
**Monthly Accounts and Payments April 2022**  
 a) To receive the monthly Finance Report (12)  
 b) To approve the accounts for payment and ratify payments made since the last meeting (13-15)  
 c) To note the car park takings (16)  
 d) To review and approve the following finance documents: (17-29)  
 i) Investment Strategy;  
 ii) Risk Assessment Management Plan; and  
 iii) Direct Debits and Online Payments Summary  
 e) Non-Domestic Rates: To note the rates for 2022-23 (30)  
 f) Bank Account: To agree to the closure of the unused Lloyds bank account  
 g) Bank Reconciliations: To note their availability for inspection each month
9. **Correspondence:** (pg 31)  
 a) To note correspondence for information  
 b) To give consideration to the following:-  
 i) Land Use Request: Padstow Christmas Festival  
 ii) Royal British Legion Falkland War Remembrance Service (32)
10. **Internal Control:** To review and approve the effectiveness of the system of Internal Control (page 5 and 6 of the Financial Statements). (39-40)
11. **Financial Statements:** To approve the Financial Statements for the year ended 31.3.2022. (33-46)
12. **Budget to Actual Variance Report:** To note the Budget to Actual Variance Report 1.4.2021 - 31.3.2022. (47-50)
13. **Internal Audit Report:** To note the Internal Audit Report and discuss and decide on the recommendation. (51-57)
14. **Annual Governance and Accountability Return 2021/22 Section 1 Annual Governance Statement:** To give consideration to and approve Section 1 Governance Statement of the Annual Governance and Accountability Return 2021/22. (58-61)
15. **Annual Governance and Accountability Return 2021/22 Section 2 Accounting Statements:** (62-63)  
 a) Consider the Accounting Statements by the members meeting as a whole;  
 b) Approve the Accounting Statements by resolution; and  
 c) Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which approval is given.

16. **To discuss and decide on the following planning applications:** (Pg 64)
- a) **PA22/03269 Torestin Bay Road Trevone Padstow** - Ground floor rear extension, first floor dormer external doors giving access to new balcony area.
  - b) **PA22/03397 Trethillick Farm Crugmeer Padstow Cornwall**  
Western Power Distribution (WPD) for the Installation of a third wire to the HV line between poles 43DLC11 and 43DLC11B, a total length of approximately 181m.
17. **Land Use Request – Stile Field:** To give consideration to information requested by Council from the organisers of the proposed Padstow Half Marathon & 10K Running Event and discuss and decide on the way forward. (65-66)
18. **Emergency Scheme of Delegation Decisions:** To note decisions made between meetings via this mechanism. (67)
19. **Band Road Closures – Use of 4x4 Response Service:** To give consideration to agenda report for this service and discuss and decide on way forward. (68-69)
20. **Queen’s Jubilee Celebrations Update:** To receive an update and discuss and decide on way forward. (70-71)
21. **Tesco Bus Shelter:** To give consideration to replacement shelter and discuss and decide on way forward. (to follow)
22. **Padstow Parish Neighbourhood Plan:** To note and endorse the modifications to the Padstow Parish Neighbourhood Plan as recommend by the Independent Examiner and to note next steps. (72-77)
23. **Reports from Members/Outside Organisations:** To receive reports from meetings attended (if any).
24. **To Note Future Meeting Dates and to Note Date of Meetings in May:** (78-79)
- i) Tuesday 10 May 2022 at 7.30 pm [Annual Parish Meeting]
  - ii) Tuesday 17 May 2022 at 6.00 pm [Annual Council Meeting]
  - iii) Tuesday 31 May 2022 [Usual Full Council Meeting]
25. **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.
26. **To confirm the confidential minutes** of the Full Council Meeting held on **Tuesday 29 March 2022** having been previously circulated and taken as read.
27. To adopt the **confidential minutes** and approve recommendations (if any) of the **Staffing Committee** meeting (20 April 2022)
28. **Tenant/Lease Matters Update:** To receive an update in this regard and discuss and decide on way forward.

## PADSTOW TOWN COUNCIL

### Minutes of the Full Council Meeting of Padstow Town Council held on Tuesday 29 March 2022 at 7.30 pm in the Church Rooms, Church Street, Padstow

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

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

**2021/171 To receive apologies for absence and announcements:**

- Apologies were received from Councillors Mrs J Dawe, A N Rees and Cornwall Councillor S Rushworth.
- In a revision to the agenda order, agenda item 20 would be taken last.

**2021/172 Declarations of interest from Members:**

- Councillors Mrs T Walter and C Watson-Smyth both declared an interest in agenda item 20.
- Councillor P Curgenven declared an interest in agenda item 10.

**2021/173: Dispensations:** There were no dispensations.

**2021/174: Public Participation:** One member of the public attended the meeting and addressed Council in support of a request under agenda item 21 Tenant/Lease Matters Update. Comments included:

- Padstow Sailing Club wish to replace their pontoon which is something they have considered for a number of years;
- Existing pontoon has been "cobbled together" and repaired for several years and the club is now supportive of replacing it with one more fit for purpose;
- Proposal drawing [in agenda papers] shows existing pontoon alongside proposed replacement. It demonstrates current T-bone shape which can be "difficult at best and dangerous at worst";
- Replacement will be at significant cost and therefore is not undertaken lightly.

Cornwall Councillor's Report: There was no report.

Police Report: There was no report.

**2021/175 RESOLVED** that the minutes of the meeting held on **Tuesday 22 February 2022** be signed as a true record.

**2021/176 Clerk's Report/Work Programme:** The report was noted for information. In response to a member query the Town Clerk

confirmed the design decision made by the Leisure, Tourism and Open Spaces Committee in respect of the MUGA had been shared with Council's surveyor. The surveyor had advised he would be meeting with the architect next week. The delay in the meeting was due to a backlog caused by COVID. It was expected that works could commence this winter however, any delay could push this into January. The project itself was not expected to take long. The Town Clerk confirmed she would continue to keep up the pressure on the project.

The Town Clerk confirmed she would follow up with Cornwall Council's Oliver Jones regarding the funding form submitted in respect of signage and would request an update on timescales.

It was acknowledged it would be good to have the replacement information boards for Trevone in place before the summer. The Town Clerk would liaise with the Support Officer regarding progress on this.

**2021/177 Committees/Working Group Meetings:**

- a) **RESOLVED** to receive the minutes of the Planning Committee meeting held on 15 March 2022; and
- b) **RESOLVED** to adopt the minutes and approve recommendations (if any) for the meeting of the Staffing Committee held on 22 March 2022.

**2021/178 Finance: Monthly Accounts and Payments March 2022**

- a) **RESOLVED** to receive the monthly finance report.
- b) **RESOLVED** to ratify payments i) February 'b' 2022 of £4,352.09 and direct debits of £3,357.12; and ii) March 'a' 2022 of £4,781.50, wages of £25,435.06, standing orders or direct debits (regular payments of the same amount) of £928.50 and direct debits of £5,216.20.
- c) Car park takings were noted.
- d) Ladywell parking tender update was noted.
- e) The availability of bank reconciliations for inspection was noted.

**2021/179 Correspondence:**

- a) Correspondence for information was noted.
- b) i) **Land Use Request: Padstow Rowing Club 10K Stepper Point Fun Run:** Members gave consideration to this request. Comment was made that it was commendable to be doing something positive to raise money. Members noted the event had previously been arranged for 2020 but was cancelled due to COVID and were in agreement to support the request on the same basis as before.

**RESOLVED** to approve the Padstow Rowing Club land use request for access across Stile Field for the purpose of a 10K Stepper Point Fun Run on Saturday 1 October 2022 between 9am and 12pm subject to i) the route making use of the tarmac

path; ii) receiving satisfactory public liability insurance details; and iii) receiving a satisfactory risk assessment acknowledging the uneven nature of the route.

**ii) Land Use Request: Padstow Half Marathon & 10K**

**Running Event:** Consideration was given to a request for the use of Stile Field on Saturday 24 September for a running event. Generally, members felt unable to make a decision based on the route information provided, in particular in relation to how many times during the route Stile Field would be used and at what stage of the route and therefore approx. time. Members were also keen to understand the tide times for the day as this would also impact the footfall in Stile Field at certain times. It was considered best to defer a decision until the exact route and tide time information could be provided.

**RESOLVED** to defer a decision on the Padstow Half Marathon & 10K Running event on Saturday 24 September until the next meeting of the Full Council in order to i) seek further clarification as to the event's exact route, including the number of times Stile Field is used during the course; and ii) confirm the tide times for the day of the event.

**iii) Land Use Request: Churches Together Walk Of**

**Witness:** Members gave consideration to the request to use the bandstand on Friday 15 April 2022 as set out in the agenda pages.

**RESOLVED** to approve the land use request from Churches Together to use the bandstand and tie a cross to the bandstand railings on Friday 15 April 2022 as part of their Walk of Witness event subject to i) the cross being removed by 10am on Tuesday 19 April; and ii) receiving appropriate risk assessments and PLI insurance to the satisfaction of Council's insurers and health and safety advisors.

**iv) Land Use Request: Cornwall Council Bus Fares EXPO:**

Members gave consideration to the request from Cornwall Council to use the Railway Car Park coach bay area as outlined in the agenda pages. Members noted that the date of the request was Easter Saturday and that the car park was likely to be extremely busy. Members also noted the concerns of the Town Clerk and the Support Officer of inviting further risk onto the car park during the Easter holidays. Generally, Council wished to support initiatives that would make public travel easier. One member commented that they felt more frequent buses were needed to support bus travel. It was agreed to offer one coach bay for use by Cornwall Council on 16 April.

**RESOLVED** to give permission for Cornwall Council to use one coach bay in the Railway Car Park on Saturday 16 April between

10am – 1pm for their bus fares EXPO subject to receiving appropriate risk assessments and public liability insurance to the satisfaction of Council's insurers and health and safety advisors.

v) **Land Use Request: Environment Agency – Use of Plantation:** The land use request and matters for consideration as outlined in the agenda pages were considered. It was **RESOLVED** to approve the request from the Environment Agency and allow contractors to park welfare facilities in the Plantation when undertaking improvement works to a debris screen near St Petroc's Church subject to i) the facilities being not bigger than the 'groundhog' trailer photographed in their request; and ii) receiving relevant risk assessments and PLI details to the satisfaction of Council's insurers and health and safety advisors. **FURTHER** that the Town Clerk enquire as to whether the Environment Agency would undertake the clearing of the compost area in the Plantation at the same time using the provision in the Grounds Maintenance budget.

vi) **Social Club Signage Request:** Members gave consideration to the request from Padstow Social Club to place Social Club signage on the 2 car park signs at the entrance to the Lawns Car Park. Concerns were expressed that granting permission may set a precedence for further requests from other organisations and members did not wish to favour any one business over another. Concern regarding liability and ownership of the signs once attached to the Council signage was also raised.

**RESOLVED** not to approve the request from Padstow Social Club to attach signage to the Council car park signs at the entrance to the Lawns Car Park.

**Councillor P Curgenvan left the meeting.**

**2021/180 Memorial Request – Padstow Cemetery:** Members gave consideration to the request for a non-regulation size cremation tablet 18" by 15" in size to be placed over grave spaces G7 and H7 in the original cremation area in Padstow Cemetery. Members noted the historical issues with alignment in this area and that whilst the tablet would technically fit it was prudent to ensure that the space of the reserved plots above was preserved. It was noted that some of the non-regulation tablets in the area may have received permission from Council at that time and were not necessarily unapproved. Comment was made that as Council had set regulations it was best to ensure they were applied.

**RESOLVED** that in order to preserve the space of the reserved plots above G7 and H7 the request for an 18" by 15" cremation tablet not be permitted, and further that only a tablet which meets the current Padstow Cemetery Regulations may be considered.

**Councillor P Curgenvan returned to the meeting.**

**2021/181 Emergency Scheme of Delegation Decisions: RESOLVED** to note the decisions made via the Emergency Scheme of Delegation as detailed on agenda page 39 having been previously circulated and read.

**2021/182 Code of Conduct – Complaint Rejected (Padstow Town Council):** The rejection of a Code of Conduct Complaint against Padstow Town Council was noted.

**2021/183 Queen’s Jubilee Celebrations:** Members were referred to the “to follow” agenda papers in this regard. It was noted that the celebrations were “coming together”. Councillor Mrs Walter expressed thanks to Councillor Mrs Colwill for her help in arranging cream teas through Tesco for the Senior Citizen’s event on Thursday 2 June.

Councillor Mrs Walter stressed the need for Councillor volunteers to ensure the success of each planned event. It was noted that active involvement was needed in particular for serving the cream teas, being a “point of contact” for each of the Beacon events, undertaking various tasks during the Fun Day event and for judging the shop window competition. Members were asked to contact the office with their availability.

It was agreed to continue to push forward with the plans as outlined in the “to follow” papers and the Chairman expressed thanks to Councillors Mrs Walter and Mrs Dawe for their hard work.

**RESOLVED** that the events outlined in the “to follow” agenda pages for the Queen’s Jubilee celebrations be agreed as the final programme of events by the Town Council and progressed.

**2021/184 Public Open Space – Treverbyn Road, Padstow:** Members gave consideration to a proposal to donate to Padstow Town Council the balance of land adjacent to 32 Treverbyn Road, following construction of a low level single garage as proposed under planning application PA22/00797. Council noted the decision of the Planning Committee not to support this planning application and the rationale as to why.

Generally, members felt it better to defer a decision on the matter of the land donation until after the planning application was decided by the Local Authority.

**RESOLVED** to defer a decision on the proposal to donate to Padstow Town Council the balance of land adjacent to 32 Treverbyn Road, as outlined in planning application PA22/00797, until a decision on the application has been made by the Local Authority.



**2021/185 Reports from Members/Outside Organisations:** Members noted the update from the Vice-Chairman in the agenda papers sent "to follow".

**2021/186 Dates of Council Meetings:** Date of next meeting, Tuesday 26 April 2022 at 7.30pm and future meeting dates were noted.

**2021/187 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

**2021/188 RESOLVED** that the **confidential minutes** of the full Council meeting held on **Tuesday 22 February 2022** be signed as a true record.

**2021/189 RESOLVED** to adopt the confidential minutes and approve recommendations (if any) of the Staffing Committee meeting held on 22 March 2022.

**2021/190 Tenant/Lease Matters Update:** See confidential minutes.

**Councillors Mrs T Walter and C Watson-Smyth left the meeting and did not return. The Vice-Chairman took the chair for the remainder of the meeting.**

**2021/191 Outstanding Invoices (Section 146 Notice):** See confidential minutes.

Meeting closed at 8.29 pm

**PADSTOW TOWN COUNCIL: 26 APRIL 2022**

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**CLERK'S REPORT / WORK PROGRAMME**

<b>PROJECT</b>	<b>NOTES/UPDATE</b>
<b>FULL COUNCIL</b>	
Levelling Up – UK White Paper	Area of interest are review of neighbourhood governance, including looking at the role and functions of parish councils and explore how the existing Community Infrastructure Levy (CIL) can be used to support neighbourhood portion of CIL. Cornwall Council will review initially from a Cornwall wide perspective and then liaise with parish and town councils with their initial take on it, NALC are also reviewing the document. More information will come from this in due course.
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. When more information is available Town Clerk will update accordingly.
Coast Path Sign	Further to email sent to Councillors in this regard, the Town Clerk met with representatives in respect of placement. This will be on the pole in Stile field leading down to the ferry at low tide and pole on approach into Stile Field from Georges. There were some tweaks to make to the signage which will be sent in due course and the Town Clerk will share for information.
Youth Support	The Town Clerk has spoken with the local police team who are keen to work with us on youth issues, already they have linked up with the school and would like to look at youth provision for the town. Once more information is available Town Clerk will update for consideration to progress.
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. Council agreed to submit in request to CC for funding. Once further information available Town Clerk will update.
<b>LTOS</b>	
Tennis Courts/MUGA	Surveyor has taken Committee's view 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.
Play Area	Council agreed to a budget for 2022/23 to replace. This will be looked at to progress with Committee.
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. There has been recent vandalism, which has been shared with the police who are taking the matter seriously. Report will be taken to next Committee meeting in this regard.
Information Boards	The Support Officer is progressing this item and has met with the supplier to discuss. Report will be taken to next Committee meeting in this regard.

**PADSTOW TOWN COUNCIL**

**Minutes of the Planning Committee meeting held on Tuesday 12 April 2022  
at The Church Rooms, Church Street, Padstow at 7.00 pm**

**Present:** Councillors J O'Keefe (Chairman), Mrs J Dawe, K Freeman, R Higman and A N Rees

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

**P2021/70 Apologies and Announcements:** Apologies were received from Councillor Mrs Walter.

**P2021/71 Declarations of Interest:** There were no declarations of interest.

**P2021/72 Public Participation:** There was no public participation.

**P2021/73 RESOLVED** that the **Minutes** of the meeting held on **Tuesday 15 March 2022** be signed as a true record.

**P2021/74 Cornwall Association of Local Councils Introduction to Planning Training Session:** The Chairman advised Committee that he and Councillor Mrs Dawe had attended the CALC training session held in March. Both commented that they had found the session very useful. Members noted the information from the training session included in the agenda pages.

**P2021/75 Planning**

**i. The following Cornwall Council planning decisions were noted:**

a) **[PA21/08382](#) Ruskin House Fentonluna Lane Padstow Cornwall** – Enclosure of courtyard to create dining room. **APPROVED**

b) **[PA21/10664](#) Memorial Hall Trevone Road Trevone Padstow PL28 8QJ** – Demolition of existing extension to the Memorial Hall, including entrance lobby, corridor and toilets and erection of a detached hall with kitchen and disabled facilities. **APPROVED**

c) **[PA21/11151](#) 11-13 Barrys Lane Padstow** – Refurbishments and replacement of rear extension. **APPROVED**

d) **[PA21/12165](#) Land South of St Petrocs Church Church Lane Padstow** – Replacement of existing debris screen to reduce flood risk. **APPROVED**

e) **[PA22/00196](#) North Quay Parade Padstow Cornwall** – Works to trees in a Tree Preservation Order (TPO) works to include the reduction of elm trees on bank, back to wall height to allow for harbour view and the icy hedge will be trimmed. **APPROVED**

f) [PA22/00788](#) **Culverlea Homer Park Road Trevone Padstow PL28 8QU** – Demolition of beach store/garage and replacing with gym and store. **APPROVED**

ii. **The Chairman commented that it was useful to be made aware of tree work applications, especially when approached by members of the public. The following applications for tree works submitted to Cornwall Council were noted:**

- a) [PA22/03025](#) **Polyphant Cross Street Padstow Cornwall PL28 8AT** – Works to trees in a Conservation Area, namely, Magnolia Tree- Crown lifting to a height of 15ft/20ft on Marble Arch side, pruning/cut overhanging branches
- b) [PA22/02393](#) **Abbey House North Quay Padstow Cornwall PL28 8AF** – Works to trees in a Conservation Area, namely, Elm, Ash Sycamore and Holly trees in top garden – to reduce all trees by one third and pruned back hard.
- c) [PA22/03206](#) **Rosehill House 40 High Street Padstow Cornwall PL28 8BB** – Works to trees in a Conservation Area, namely, Magnolia tree requires pruning back and shaping. Branches are nearing overhead service wires Rosehill House 40 high Street Padstow Cornwall PL28 8BB

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

- a) [PA21/04718](#) **44 Egerton Road Padstow PL28 8DL** – Proposed front and rear extensions, alterations plus home office to garage with associated landscaping – amended plans. **SUPPORTED provided i) no overlooking issues or loss of light; and ii) fence does not exceed permitted height for area.**
- b) [PA22/01348](#) **11 St Petros Meadow Padstow Cornwall PL28 8HB** – Remove the existing decorative apexes to make a standard peak roof so as to be able to fit solar panels. **SUPPORTED**
- c) [PA22/01354](#) **33 High Street Padstow Cornwall PL28 8BB** – Extension to existing detached dwelling at ground and first floor level and construction of new ramped access to property. **SUPPORTED**
- d) [PA22/02377](#) **Carrek Cottage Trevone Road Trevone Padstow** – Proposed construction of parking space at front of property and associated works. **NOT SUPPORTED i) parking space will be considerably higher than ground floor of cottage; ii) concern over access and egress; and iii) ruining appearance of extremely old cottage in a prominent position in AONB.**

- e) **PA22/02563 Ruskin House Fentonluna Lane Padstow Cornwall** – Replace cracked concrete in parking space and verge with stone set and cobbles.  
**SUPPORTED**
- f) **PA22/02588 Trevisker Garden Centre Padstow Cornwall PL28 8LD** – Extension to existing retail space at Trevisker Home and Garden Centre.  
**SUPPORTED however concerns raised over access and exit onto main road so close to a corner and would like Highways to give an opinion.**
- g) **PA22/02847 24 Hawkins Road Padstow Cornwall PL28 8EU** – New detached garage in garden.  
**SUPPORTED**
- h) **PA22/03083 Land East of The Old Barn Trerethern Farm Padstow Cornwall PL28 8LE** – Non Material Amendment (1) in relation to PA21/09729 dated 15.11.21 for construction of replacement dwelling house and associated development (revised design following approval of PA11/03182) with non compliance with condition 1 in relation to Decision Notice PA20/06670, namely, to change the timber cladding from cedar to larch.  
**SUPPORTED**
- i) **PA22/03131 16 Egerton Road Padstow Cornwall PL28 8DJ** – Single storey extension to rear of property.  
**SUPPORTED**
- j) **PA22/03301 Culverlea Homer Park Road Trevone Padstow Cornwall PL28 8QU** – Non material Amendment (1) to PA21/00995 dated 30.03.21 for rear extension and re-roofing to provide accommodation in roof space, namely, plant room north west wall set back 220mm; plant room rooflights; bedroom 3 window widened; kitchen window sill height reduced; front steps and internal layout tweaks.  
**SUPPORTED**

**P2021/76 Date of Next Meeting:** Tuesday 24 May 2022 at 7pm. It was noted that this meeting would include the election of Chairman for 2022/23.

Meeting closed at 7.25 pm

**PADSTOW TOWN COUNCIL**

**Minutes of the Staffing Committee meeting held on Wednesday 20 April 2022 at the Council Offices, Station House, Station Road, Padstow at 11.00 am.**

**Present:** Councillors M Rickard (Chairman), K Freeman, R Higman and Mrs T Walter.

**In Attendance:** Mrs S Daly (Support Officer and minute taker)

**S2021/54            Apologies and Announcements:** Apologies were received from Councillor A P Flide.

**S2021/55            Declarations of Interest:** There were no declarations of interest.

**S2021/56            Public Participation:** There was no public participation.

**S2021/57            Minutes: RESOLVED** that the minutes of the meeting held on Tuesday 22 March 2022 be signed as a true record.

**S2021/58            Date of Next Meeting:** Tuesday 31 May 2022 (Election of Chairman) at 7.15 pm

**S2021/59            It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

**S2021/60            Confidential Minutes: RESOLVED** that the confidential minutes of the meeting held on Tuesday 22 March 2022 be signed as a true record.

**S2021/61            Employee Handbook Update: RESLOVED** to defer this item to the next Committee meeting.

**S2021/62            General Staffing Matters:** See confidential minutes.

Meeting closed at 11.30 am



## **Finance Report - Agenda item: 8**

### **Budget Report for the period 1.4.21 - 31.3.22**

	<b>Actual</b>	<b>Budget</b>	<b>Budget 1.4.21-31.3.22</b>
Revenue Income	1,065,047	620,700	620,700
Revenue Expenditure	615,167	620,700	620,700
Capital/project expenditure	27,118	77,000	77,000

#### **Debtors outstanding for more than 3 months:**

One of £7078 including VAT and one of £143.

#### **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](mailto:enquiries@padstow-tc.gov.uk) or call the office on 01841 532296.

To ratify payments made:

**ACCOUNTS OUTSTANDING**  
**March ' b 2022**

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
18.2.22	Corporate Services	James Hallam Risk Management	Health & Safety Consultancy 1 year			1260.00
24.3.22	HRT	Cornwall Council	Civil Enforcement Officer - 1 month PTC car parks			518.40
18.3.22	HRT	Amos Pumps	service pump station (recharged to tenant)	387	77.4	464.40
23.3.22	Env - toilets	Ian Dawe	replace hand dryer disabled toilets	339.63	67.93	407.56
21.3.22	HRT	Clear-flow	empty pump station (recharged to tenant)	270.76	54.15	324.91
15.3.22	Administration	Tanist Ltd	antivirus software 1 year	213.5	42.7	256.20
24.3.22	Administration	Konica Minolta	photocopying	175.81	35.16	210.97
19.3.22	Democratic Services	CALC Ltd	Code of Conduct and Introduction to Planning training - Councillors	100	20	120.00
11.3.22	Administration	Tanist Ltd	Cloud telephony service charges - 2 months	92.35	18.47	110.82
10.3.22	LTOS	Travis Perkins	bitumen macadam, down pipe & fixings	73.17	14.63	87.80
17.3.22	LTOS	Travis Perkins	graffiti remover, patio cleaner, scrubbing brush, yellow paint	62.50	12.49	74.99
10.3.22	Env - toilets	South West Water	water			43.65
22.3.22		Complete Business Solutions	Queen's Platinum Jubilee - commemorative pack (reimburse staff)			38.98
14.3.22	Administration		stationery	28.01	5.6	33.61
18.3.22	Env - toilets		toilet roll dispenser (reimburse staff)			30.73
25.3.22	Administration		Platinum Jubilee colouring books (reimburse staff)			18.49
15.3.22	Administration		Ukraine flag (reimburse staff)			7.99
						<u>4009.50</u>
			<u>Direct debits:</u>			
16.3.22	Env - toilets	AUK Supplies	centrefeed rolls, toilet rolls, bleach, mop heads, drain clear etc	336.32	67.25	403.57
						<u>403.57</u>

**Approved by 2 Councillors who are bank signatories:**

<u>Date</u>	<u>Name</u>	
	Signature	1
	Name	2
	Signature	2



To ratify payments made:

**ACCOUNTS OUTSTANDING**  
**April' a 2022**

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
1.4.22			Grants 2022-23:			£
"			Padstow Christmas Lights Committee			3070
"			Padstow Blue Ribbon Obby Oss Party			2750.00
"			Padstow United Football Club			1500.00
"			Padstow Rowing Club			600.00
"			Padstow Baby and Toddler Group			350.00
"			Carers Club			200.00
"			Padstow & District Flower Club			100.00
4.4.22			Wednesday Watering Hole (PCC of St Petroc's Church)			500.00
1.4.22	Capital/projects	21CC Group Ltd	Queen's Platinum Jubilee - beacons Padstow and Trevone	980	196	1176.00
1.4.22	Administration	CALC	annual membership subscription 2022-23	844.88	138.64	983.52
1.4.22	Capital/projects		Prideaux Place - QPJ grant			500.00
1.4.22	Capital/projects	Tanist Ltd	Well Parc, Trevone - QPJ grant	223.5	44.7	500.00
1.4.22	Administration	Flowbird	IT support	182	36.4	268.20
1.4.22	HRT		solar battery			218.40
4.4.22	Capital/projects	Churchill	Queen's Platinum Jubilee - megaphones, flags, batteries (reimburse staff)	97.52	19.5	126.98
1.4.22	Env - toilets		legionella control support			117.02
1.4.22	Capital/projects		QPJ - event toilets deposit (total cost £285 plus VAT)			102.60
1.4.22	HRT	Flowbird	Smartfolio 1 month	85	17	102.00
1.4.22	Corporate Services	ICCM	annual subscription			95.00
4.4.22	Administration	Cornwall Council	road closure - bandstands			48.00
1.4.22	LTOS	Brunel Engraving Company	plaque (paid for by member of the public)	38.9	7.78	46.68
1.4.22		St Petroc's Church Rooms	Church rooms hire for Council meetings			40.00
						<u>13394.40</u>
7th	Corporate	Barclays Bank	bank charges			18.50
1st	Corporate	Lloyds Bank	bank charges - tbc			
		Cornwall Council	Non Domestic Rates - PTC sites			8210.65
						<u>8229.15</u>
1.4.22	LTOS	Direct debits:	bulk waste bin emptying	407.76	81.55	489.31
1.4.22	Administration	Biffa	Sage 50 Payroll	43	8.6	51.60
		Sage UK				<u>540.91</u>

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

Approved by 2 Councillors who are bank signatories:

<u>Date</u>	<u>Name</u>	<u>Signature</u>
	1	
	1	

*To ratify payments made:*

**ACCOUNTS OUTSTANDING**  
**April' b 2022**

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAI</u>	<u>Total</u>
<u>Grants 2022-23:</u>						
4.4.22	Corporate Services	Hudson Accounting	2021-22 Year End Internal Audit			750.00
1.4.22	HRT	G4S	cash collections 1 month	480.35	96.07	576.42
6.4.22	LTOS	Total Pest Control	bird-proofing works to prevent jackdaws nesting at Station House	190	38	228.00
1.4.22	LTOS	Travis Perkins	Hammerite, paint kettle, paint brushes etc	137.88	27.59	165.47
4.4.22	Capital/projects	Seton	Queen's Platinum Jubilee - Jubilee stickers, crowns, jewels etc (reimburse staff)			157.60
1.4.22	LTOS		no cycling sign			100.79
1.4.22	Administration		Health & Safety - reimburse staff sight test			37.50
7.4.22	Capital/projects		Queen's Platinum Jubilee - rosettes, mini prize cards etc (reimburse staff)			18.24
				<u>2034.02</u>		
28.4.22			April gross wages, NIC ER's and LGPS ER's (includes Long Service Award Policy)			30271.39
<u>Direct debits:</u>						
6.4.22	Env - toilets	AUK Supplies Ltd	refuse sacks and mop bucket	46.99	9.4	56.39
						<u>56.39</u>

**Approved by 2 Councillors who are bank signatories:**

<u>Date</u>	<u>Name</u>	<u>Signature</u>

24.2.22 April gross wages, NIC ER's and LGPS ER's

**Padstow Town Council  
Railway & Lawn car park takings 2021-22**

n/c 4404					n/c 4406					
	2019-20	2020-21	2021-22	<i>Budget 2021-22</i>		2019-20	2020-21	2021-22	<i>Budget 2021-22</i>	
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	27011	5,000		722	934	5390	1000	
Dec	7972	4187	17716	5,000		1445	945	4673	1000	
Jan	5616	784	13736	5,000		611	60	3390	1000	
Feb	6173	569	20283	5,000		11	43	5503	1000	
Mar	9993	2395	25304	10,000		51	212	6216	1000	
	<b>375446</b>	<b>254206</b>	<b>539323</b>	<b>300000</b>		<b>105401</b>	<b>96968</b>	<b>199678</b>	<b>100000</b>	
Railway	375446	254206	539323	300000	0	Lawn	105401	96968	199678	100000
sub totals						sub totals				
Apr '21-Mar '22						Apr '21-Mar '22				
<b>Apr-Mar</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b><i>Budget 2021-22</i></b>		<b>Covid pandemic</b>				
<b>Railway</b>	375446	254206	<b>539323</b>	300000		<i>Lockdown restrictions started to ease on 12.4.21,</i>				
<b>Lawn</b>	105401	96968	<b>199678</b>	100000		<i>with further lifting of restrictions on 17.5.21 and</i>				
<b>Total</b>	480847	351174	<b>739001</b>	400000		<i>19.7.21.</i>				
<b>Car park takings</b>										
<p>April 2021 - March 2022 car park takings are £739,001 this year, which is £339,001 more than the Budget, £387,827 more than the same period last year and £258,154 more than 2019-20.</p>										

## **Full Council 26.4.22 Agenda item 8d**

### **Finance documents review**

#### 8di) Investment Strategy

The Investment Strategy is reviewed annually by the Responsible Financial Officer and Town Clerk and updated as necessary. The documents then need to be approved annually by the Council.

The only change this year is to remove point 9, as detailed in the tracked changes. The Council needs to hold ample, easily accessible reserves to cover potentially long periods without income, as the Covid pandemic and resultant loss of income demonstrates. There is great uncertainty in the world this year with the war in the Ukraine, so maintaining the security of the Council's funds is crucial, rather than investing in shares or similar.

#### Recommendation

To approve the updated Investment Strategy.

#### 8dii) Risk Assessment Management Plan

The Risk Assessment Management Plan was approved by Full Council in February 2022 and require approval in each Financial Year (1<sup>st</sup> April to 31<sup>st</sup> March). The approval of the main documents, that need Full Council approval, are being consolidated to one meeting in April each year to improve the process. The Council is therefore asked to approve the Plan again and going forwards it will be in April with the Final Accounts each year.

#### Recommendation

To approve the Risk Assessment Management Plan.

#### 8diii) Direct debits and online payments

The Council need to approve the payment of suppliers and organisations by direct debit or online payment annually. The direct debits and online payments summary is attached.

#### Recommendation

To approve the direct debits and online payments summary.

## **Agenda item 8e**

### Non-Domestic Rates

To note the 2022-23 Non-Domestic Rates due on Council property.

## **Agenda item 8f**

### Bank Account

Lloyds Bank changed the way they process car park cash income in 2021, it used to be paid into PTC bank account ending in 3400 and automatically transferred to PTC bank account ending in 9585. Lloyds stopped transferring the money into the account ending in 9585, so that bank account is no longer needed.

There have been ongoing issues with Lloyds Bank incorrectly taking bank charges from that account, that the RFO has endeavoured to resolve. The bank charges were refunded on request and varying amounts paid to PTC to apologise.

### Recommendation

To close the Council Lloyds Bank Account ending in 9585, that is no longer required.

# PADSTOW TOWN COUNCIL

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

Kathy Pemberton  
Town Clerk  
Email: [enquiries@padstow-tc.gov.uk](mailto:enquiries@padstow-tc.gov.uk)  
Website: [www.padstow-tc.gov.uk](http://www.padstow-tc.gov.uk)  
Tel: 01841 532296



## Investment Strategy

### Introduction

1. The Investment of surplus funds by local authorities is governed by the Local Government Act 2003, section 15(1)(a) and Guidance issued by the Secretary of State under that Act.
2. Investments below £10,000 are not subject to the Guidance but for investments between £10,000 and £100,000 the council is required to make a formal decision on the extent to which it would be reasonable to adopt the Guidance either in part or in full.
3. The Guidance recommends that a council produces an Annual Investment Strategy which sets out its policy for managing the investments and giving priority to the liquidity and security.
4. A 'Specified Investment' is one which is made in sterling, is not long term (less than 12 months), not defined as capital expenditure and is placed with a body which has a high credit rating or made with the UK Government, a UK Local Authority or a parish or community council
5. Any other type of investment is considered 'Non-Specified Investment' to which there can be greater risk and where professional investment advice might be required.
6. Local authorities should always keep strategies simple and maintain prudence.

### Padstow Town Council (the Council) has adopted the following Investment Strategy:

1. The Council acknowledges the importance of prudently investing its temporary surplus funds held on behalf of the community.
2. The Council's priorities will be centred on the security (protecting the capital sum from loss), then liquidity (keeping the money readily available for expenditure when needed) and then yield (the return made on the investment), in that order of importance.

3. Adopt the Secretary of State's Guidance in relation to council investments.
4. Carry out an annual budget to ascertain expenditure commitments for the coming financial year.
5. Based on that budget, to invest only in:

'Specified Investments' (which provide high security and high liquidity) and bodies with high credit ratings, based on information from approved rating agencies.

Investments will be spread between different UK clearing banks, where appropriate, to minimise the risk. The Council's current investments are deposit accounts with Lloyds Bank and Barclays Bank, the accounts are immediate access.
6. 'Non-Specified Investments' including longer term investment i.e. 12 months or more, examples include money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will not use this type of investment.
7. To review investments regularly.
8. The Council has a portfolio of investment properties that provide a rental income, this will continue if the capital appreciation and rental yield exceeds that which could be achieved elsewhere, at which point it will be reviewed. Professional advisors will undertake rent reviews on behalf of the Council. The underlying assets provide security for the capital investment.
9. ~~If the level of reserves is anticipated to be more than £1 million pounds for a long period then independent, external, expert 'Treasury Management' advice will be sought to review the Investment Strategy and Specified Investments.~~
10. The Council will not borrow to invest as this is 'ultra vires' (beyond one's legal power).
11. The Council will not make loans to local enterprises etc. due to the prioritisation of security and liquidity.
12. The Council does not have any borrowings and capital expenditure is financed from revenue income after it has been received. A balanced revenue budget is achieved from car park income and rental income, any surplus is used to finance capital expenditure once it has been received.

NB  
11.1.22

**Padstow Town Council – Risk Assessment Management (2022)**

Area	Risk(s) Identified	Risk Level H/M/L	Potential Impact H/M/L	Management/Control of Risk	Position responsible	Review/Action Required
<b>Assets</b>						
Properties	Protection of physical assets.	Medium	High	Buildings and property insured. Fire alarm & fire equipment annual test. Weekly fire alarm test. Annual electrical tests as required. Weekly checks conducted on other remote locations such as cemetery.	TC & RFO Support Officer & TC	Insurance policy to be reviewed annually. Maintain existing procedures
Security of above assets	Inadequate security of buildings, equipment etc.	Medium	Medium	Buildings secured outside working hours which are checked by last team member leaving the building. Adequate lighting.  Kestrel Guard services for outside office hours. Any issues of concern raise with local police team.	Maintenance Team & office team	Maintain existing procedures.
Maintenance of above assets	Inadequate maintenance of buildings etc.	Medium	Medium	Planned maintenance programme. Property maintenance Earmarked Reserve. FGP Committee to review budget annually and Business Plan. Asset conditions reports undertaken.	TC	Maintain existing procedures.



Insurance	Inadequate cover or over insurance increasing costs unnecessarily.	Low	Medium	Annual review of insurance with brokers. Annual review of asset values. Asset Register reviewed annually	TC & RFO	Maintain existing procedures.
<b>Finance</b>						
Car parks	Volatility of car park income.	Medium	High	Hold adequate reserves more so with COVID uncertainty, flexi-staffing is used for outdoor activities.	RFO	Maintain existing procedures.
Bank and Banking	Bank errors and/or inadequate checks leading to financial irregularities.	Low	Medium	Bank reconciliations done when bank statements received. Any issues RFO takes up with the bank and escalates to the Town Clerk if issues persist.	RFO	Maintain existing procedures.
Financial controls and records	Inadequate records leading to financial irregularities.	Low	Medium	Monthly financial reports to Council (NB: no meetings during August and December) RFO regular contact with Chairman of Finance and Town Clerk. Internal & External Audits reported to FGP/and or Council. Payments processed by RFO and signed off by Town Clerk to have a "double" check in place.	RFO & TC	Maintain existing procedures.

Computer records	Loss of data through system error or theft.	Low	High	Back-ups done daily. Antivirus software installed. Contracted IT support.	Office team	Maintain existing procedures.
Cash	Loss of income or unforeseen major expenditure leading to cash flow problems.	Low	High	Hold adequate reserves. Review insurance cover annually. Annual review of budget and Business Plan.	RFO	Maintain existing procedures.
Cash	Loss through theft or dishonesty.	Low	Low	Receipts issued matched to invoices. Unbanked cash locked in safe. Cash banked regularly. Petty cash imprest for expenditure and any expenditure signed off by RFO or Town Clerk.  Cash collections from car park machines by company, which is banked by them and reconciled by RFO regularly. RFO checks car park machines website regularly to ensure car park audit tickets match bankings.	RFO	Maintain existing procedures.
Budget	Inadequate budget preparation leading to inability to fulfil obligations.	Low	High	Budget considered by Finance Committee and Full Council. Income and expenditure considered quarterly. Virements made where necessary. Review of budget during	RFO	Maintain existing procedures.

					course of financial year. Budget to actual reports sent to Town Clerk and Chair of Finance monthly.			
Tenders	Best value not achieved.	Low	Medium		Financial regulations detail procedures to be followed.	RFO & TC	Maintain existing procedures	
Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid. Cheque or online payment made for incorrect amount.	Low	Medium		All invoices recorded and filed on receipt. Invoices checked for accuracy and for receipt of goods and services. Two signatories on cheques or Accounts and Addendum to Accounts Outstanding and initialling of cheque stubs or email approval. List of payments presented to Full Council monthly, cheque signatories to verify cheques to invoices. Online payments input by RFO and then authorised by the Town Clerk.	RFO & TC	Maintain existing procedures	
Cheque books & online security details	Loss of cheques. Fraudulent use.	Low	High		Cheque books & online security details kept in safe or locked cupboard. No blank cheques signed. Online payments input by RFO and then authorised by the Town Clerk.	RFO & TC	Maintain existing procedures.	
Receipts	Services provided by Council but not paid for.	Low	Medium		List maintained of regular invoices. Debtors monitored and action taken if required.	RFO	Maintain existing procedures.	
Grants	Mismanagement of	Low	Low		Formal applications only	RFO & TC	Maintain existing	

	Grant Aid powers.				considered for Grant Aid by Finance Committee. Conditions in place. Budgets adhered to. Internal and External Audits undertaken.		procedures.
Salaries	Incorrect payments to staff (rates, NI, tax).	Low	Medium		Payroll input by the RFO and checked by the Town Clerk. All correspondence filed and locked away. Internal audit.	RFO & TC	Maintain existing procedures.
Salaries	Payments not made to HMRC.	Low	Medium		Payment due dates entered in diary. Internal audit.	RFO	Maintain existing procedures.
Pensions	Local Government Pension Scheme.	Low	Low		Included on Sage Payroll, payment due dates entered in diary.	RFO	Review any updates received.
Councillor Allowances	Non-payment of tax.	Low	Low		Councillors do not receive allowances at present. This is considered each year during the budget setting process.	n/a	No action required.
Election Costs	Inability to meet costs.	Low	Low		Provision made in budget annually.	RFO	Maintain existing procedures.
VAT	Errors in calculation. Payments not made to HMRC.	Low	Medium		Comply with HMRC regulations. Quarterly returns to be made. Internal audit.	RFO	Maintain existing procedures. Advice sought as necessary.
Annual Return	Inability to conduct year end close on time/not submitted on time.	Medium	Medium		Book internal audit early.	RFO	Maintain existing procedures.
Rent reviews	Not reviewing rents on time.	Medium	Medium		Review rent schedule regularly.	TC & RFO	Maintain existing procedures.

Annual review of money	Failure to provide adequate segregation of duties leading to increased risk of error and fraud.	Low	High	Duties are segregated where possible in a small team.	RFO & TC	Maintain existing procedures.
<b>Liability</b>						
Third parties	Risks to third party, property or individuals.	Medium	Medium	Public liability insurance in place (limit of indemnity £10m).	TC	Insurance cover to be reviewed annually. Risk assessments of individual events and any new projects or services (to go to Council if necessary and added to the Risk Register if there are ongoing risks).
Staff	Compliance with Employment Law.	Medium	Medium	Ellis Whittam employment lawyers and South West Councils consulted as necessary. Employer Liability insurance in place (limit of indemnity £10m).	TC	Insurance cover to be reviewed annually.
All personnel	Health & Safety Matters.  Staff keeping up to date with legislation etc There is a higher than normal Health	Medium	Medium	Health & Safety policy in place. Access to health and safety advisor, as and when required. Membership of CALC & SW Councils.	TC	Staff induction & training.  Staff undertake Continuing Professional Development (CPD).
Staff and third parties	There is a higher than normal Health	Medium	Medium	Health & Safety policy in place.	TC, Support Officer and	Maintain existing procedures. Advice

	& Safety risk due to the parish being a coastal area.	Medium	Low	Risk assessments carried out and safe systems of work. Access to health and safety advisor, as and when required. PTC do not take on any work from CC that is on the coastal path.	Maintenance Team	sought as necessary.
Legal	Conduct of Council business is ultra vires	Medium	Low	Clerk to provide advice and seek advice if needed, from CALC, NALC, etc . Councillors undertake training.	TC	Legal advice to be sought where required via Council's own solicitors
<b>Administration</b>						
Councillor propriety	Incomplete register of interests.	Medium	Low	Councillors advised via Welcome Pack of requirements to update register of interests.	TC	Maintain existing procedures.
Councillor propriety	Failure to declare interests.	Medium	Low	Councillor training. Encouraged to seek advice if needed.	TC	Maintain existing procedures.
Councillor/staff propriety	Breach of confidentiality.	Medium	Low	Staff Handbook outlining all aspects, including confidentially outlined in staff contracts. Staffing Committee responsible for disciplinary matters if there is an issue.	TC	Maintain existing procedures.
Reports and records	Improper and untimely reporting of meetings via the minutes.	Medium	Medium	Council to meet monthly to receive and approve minutes of meetings Full Council, minutes to be made available to press and public via the	TC	Maintain existing procedures.

<p>General Data Protection Regulations (GDPR)</p>	<p>Non-compliance with data protection.</p>	<p>Medium</p>	<p>Medium</p>	<p>Council website.          Training undertaken by staff. Councillors informed and advised and included in their Welcome Pack          The Local Council Public Advisory Service was appointed as the Data Protection Officer and has visited the office.          Cyber-security insurance is in place.          Data Protection Policy in place.</p>	<p>TC</p>	<p>Maintain existing procedures</p>
<p>Infectious disease/pandemic</p>	<p>Possible lockdown with public advised to stay at home</p>	<p>Medium</p>	<p>High</p>	<p>Hold increased reserves in case rent and car park income stops.          Office staff able to work from home and visit office occasionally.          Emergency Scheme of Delegation in place (advice from CALC)_to assist in decision making if required.</p>	<p>TC &amp; RFO</p>	<p>Monitor news and keep processes under review for best practice.</p>

**Padstow Town Council**  
**Direct debits, standing orders and regular online payments**

Padstow Town Council annually approve paying the suppliers or organisations detailed below by direct debit or standing order:  
12.4.22

<u>Supplier</u>	<u>Details</u>	<u>monthly</u> £	<u>quarterly</u> £	<u>per annum</u> £
AUK Supplies	toilets & LTOS supplies	variable		
Barclays Bank	bank charges	variable		
Biffa	bulk waste bin emptying	variable		
Cornwall Council	Non Domestic Rates PTC sites £83,597pa	c£8400		
Cornwall Pension Fund	Local Government Pension Scheme	variable		
EDF Energy	electricity - PTC sites	variable		
Everflow	Water: PTC sites	variable		
HM Revenue & Customs	VAT PAYE & NIC	variable	variable	
Information Commissioner's Office	Data protection/GDPR			40
Lloyds Bank	bank charges	variable		
Mole Valley Farmers	LTOS supplies	variable		
Opus Energy	electricity: PTC sites	variable		
PARK NOW Ltd	RingGo fees	variable		
Sage	Sage Payroll and Line 50 updates	variable		
Screwfix (Trade UK)	LTOS supplies	variable		
SeaDog IT	PTC website support		25 and variable	
South West Hygiene	sanitary and nappy bin servicing	variable		

Approved by Full Council on



**Padstow Town Council**  
**Cornwall Council - Non Domestic Rates**

<i>Nominal code</i>		<i>Rateable value</i>	Rates 2020-21	Rates 2021-22	<b>Rates 2022-23</b>
1 5317	Railway car park PL28 8DA	110000	56320	56320	<b>56320</b>
2 7017	Station House offices PL28 8DA	18000	8982	8982	<b>8982</b>
3 5717	The Cemetery, Padstow PL28 8BG	3250	1565.89	1621.75	<b>1621.75</b>
4 6217	The Lawn Tennis Courts PL28 8EA	1200	598.8	598.8	<b>598.8</b>
5 5417	The Lawn Car Park PL28 8EA	30000	14970	14970	<b>14970</b>
6 7017	Padstow Core Building PL28 8EB	2900		1447.1	<b>1447.1</b>
		<u>165350</u>	<u>82436.7</u>	<u>83939.7</u>	<u><b>83939.7</b></u>

## AGENDA ITEM 9a: CORRESPONDENCE

### Councillors Correspondence for Information – April 2022

Item	From	Referring To	Notes
a	Regional Fraud Protect Advisor, South West Regional Organised Crime Unit	Free Fraud Safety Webinars: 24 May at 10am; 23 June at 2pm or 21 July 10am	
b	Citizen's Advice	<ul style="list-style-type: none"><li>• Letter introducing Community Fundraising Manager for Citizens Advice Cornwall.</li><li>• Key Stats Padstow Parish</li><li>• Spring Newsletter</li></ul>	Letter includes offer for representative from Citizens Advice Cornwall to talk to council about their services and how they could improve to reach even more people in our area.
c	Cornwall Council	Town and Parish Council Newsletter - 8 April 2022	
d	Bodmin & Wadebridge Neighbourhood Police Team	April Newsletter	

**PADSTOW TOWN COUNCIL: 26 APRIL 2022**

**AGENDA ITEM 9b): CORRESPONDENCE**

**bi) Land Use Request: Padstow Christmas Festival**

The Council is asked to give consideration to the following request from the Christmas Festival organisers for use of the Bandstand:

*"I would like to ask **permission to use the bandstand from the 2nd until 4th December for live music**. You have mentioned that this might not be possible as the seats are bolted to the bandstand. If they could be moved it would be great. If not, would the council consider giving us permission to use the land under the coastal footpath opposite the Red Brick building near where Sealife Safaris have their booking office. We have had a look and there is enough room to put the marquee and it would bring more people to the otherside of the quay. We do know there are one or two things that would need attention from a H&S point of view but these could all be sorted. I look forward to hearing your thoughts on this."*

The Support Officer can confirm only the benches in front of the bandstand on the pavement are bolted down. The team could therefore move the benches on the bandstand as in previous years. If members are minded to approve either request, it is recommended that this be on the basis that risk assessments and Public Liability Insurance are provided to the satisfaction of Council's insurers.

The Support Officer confirms that no other requests to use the bandstand have been received for the period 2 – 4 December.

**bii) Royal British Legion Falkland War Remembrance Service**

The Council is asked to give consideration to the following from the Royal British Legion:

They would like to have a short service at the War Memorial at Stile Field on Tuesday 14 June 2022 at 11am. This service is to remember all those that lost their lives in the Falklands War and to give thanks to all that returned safely. The Legion would also like to invite Councillors to attend if they are able.

Currently Support Officer is seeking further details on the event including health and safety paperwork.

**PADSTOW TOWN COUNCIL**

**Financial Statements**

**For the year ended 31st March 2022**

## Padstow Town Council Financial Statements 31 March 2022

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## Padstow Town Council Financial Statements 31 March 2022

### **Explanatory Foreword**

1. These Accounts are drawn up in accordance with the arrangements for intermediate bodies with annual turnover below £6.5 million, to enable local authority accounting to secure and demonstrate economy, efficiency and effectiveness in the provision of services to the community.

2. The Council's Accounts consist of:

i) The Income and Expenditure Account - this shows the income and expenditure on all services for which the Council is responsible, and demonstrates how the cost has been financed.

ii) The Modified Balance Sheet - this sets out the financial position of the Council on the Financial Year End, with regard to its assets and liabilities other than fixed assets that are disclosed by way of note.

3. The Council raises money by renting properties and operating 2 car parks in the town, from grants and contracts. The council has not raised a Precept. The Precept is the charge to the town's Council Tax payers to fund the work done by the Council. It is usually collected by Cornwall Council as part of the Council Tax.

The Council is responsible for maintaining and improving the properties owned by the Town Council. Padstow Town Council is working closely with the Cornwall Council and is pro-active and has partnerships with Cornwall Council and numerous other organisations to improve the parish and its surroundings.

4. The Accounts are supported by the Statement of Accounting Policies and various notes to the accounts.

5. During the year the Council employed Hudson Accounting to undertake Internal Audit. This looks at employed controls in place to ensure the Council meets, monitors and complies with its obligations.

6. The Council's capital expenditure is funded internally from reserves and revenue.

7. Revenue - Revenue expenditure and income refers to the day to day transactions such as salaries, running expenses, fees and charges etc.

Capital - Capital expenditure relates essentially to spending on fixed assets, which by definition will last more than one year.

8. Financial needs and resources - the Council maintains adequate reserves to meet meet normal, anticipated revenue expenses and capital projects and has no borrowings. It complies with the JPAG guidance to hold 3-12 months' revenue expenditure in reserves. The Covid-19 pandemic has had a significant effect on the Council's Accounts over the last two years.

9. Review of Results - the results for the year compared to the budget are set out on page 2.

## Padstow Town Council Financial Statements 31 March 2022

	Actual £	Budget £	Variance £
<b><u>Income</u></b>			
Central Services	12,556	50	12,506
Highways, Roads & Transport	763,714	416,600	347,114
Environment	12,722	5,050	7,672
Leisure	7,770	4,000	3,770
Investment Properties	268,187	195,000	73,187
Other Operating Income	98	0	98
	<u>1,065,047</u>	620,700	444,347
<b><u>Operating Expenses</u></b>			
Democratic Core	3,190	12,800	-9,610
Corporate Services	60,716	44,500	16,216
Central Services	24,800	25,000	-200
HRT Railway car park	81,488	94,900	-13,412
HRT Lawn car park	24,042	26,050	-2,008
Environment Cemetery	17,152	19,100	-1,948
Environment Toilets	58,166	59,800	-1,634
Leisure Open Spaces	115,898	113,630	2,268
Investment Properties	36,828	37,300	-472
Administration	192,887	187,620	5,267
	<u>615,167</u>	620,700	-5,533
<b><u>Net profit before capital &amp; project expenditure &amp; reserve movements</u></b>	<b>449,880</b>	<b>0</b>	
Other Operating Expenses (Capital & Project expend)	27,118	77,000	-49,882
<b><u>Net Profit/(Loss)</u></b>	<b><u>422,762</u></b>	<b><u>-77,000</u></b>	

## Padstow Town Council Financial Statements 31 March 2022

### Statement of Accounting Policies

The Accounts have been drawn up in accordance with the Governance and Accountability for Local Councils A Practitioners Guide (England), which is recognised by statute as representing proper accounting practices.

1. **Fixed Assets** - Fixed Assets are valued in accordance with best practice.

When the revaluation of assets is carried out, all assets of the same class (that is of similar nature, function or use) will be re-valued. These are not included in the balance sheet to comply with the accounting requirements for smaller public bodies whose turnover is above £200,000 but below £6.5 million.

The assets were re-valued on 18th October 2021 by an external valuer Charterwood. The valuations were carried out in accordance with the Appraisal and Valuation Manual of the RICS. The Council's insurers were notified and the insurance values updated where necessary.

Fixed Assets are classified into the following groupings as required by the Code of Practice on Local Authority Accounting:

- Operational Land and Properties
- Non-Operational assets (including investment properties)
- Plant, equipment and vehicles
- Infrastructure assets
- Community assets (which are included at historic cost)

New purchases above a de minimis level of £10,000 are added to the Asset Register at the cost of acquisition.

2. **Capital charges to Revenue Accounts** - A capital charge is not made to the service revenue accounts and central support services.

3. **Asset Usage**

Under the accounting guidelines for parish and town councils of this size fixed assets are recorded in a memorandum account and do not form part of the Balance Sheet.

4. **Leasing** - Rentals payable under operating lease are charged on a straight-line basis over the term of the lease. No figure is included within either the balance sheet or the assets register for the value of any leased equipment. There are no current financial leases.

5. **Investments & Interest**

Long-term Investments would be shown in the Fixed Asset Memorandum at cost. Interest earned is shown as a separate line in the Income and Expenditure Account. The Council has adopted, and reviews annually a policy for the investment of short-term surplus funds.



## Padstow Town Council Financial Statements 31 March 2022

### **6. Debtors and Creditors**

The accounts are maintained on an accruals basis, in accordance with the code of practice.

Debtors and creditors are raised based on either known amounts or best estimates.

The debtors appear on the balance sheet and they represent sums due to the Council which had not been received at the Financial Year End.

Creditors included in the balance sheet relate to goods and services received or submitted during the year of account where payments had not been made by the Financial Year End.

### **7. Reserves**

Amounts set aside for purposes falling outside the definition of provisions are considered as reserves and transfer to and from them are distinguished from service expenditure disclosed in the accounts. The Council maintains various Earmarked Reserves.

### **8. Capital Receipts**

Income from the disposal of fixed assets is accounted for on an accruals basis and, subject to de minimus, is a capital receipt. Capital receipts are held in the capital Earmarked Reserve until such time as they are used to either finance capital expenditure or to voluntarily repay external loans or liabilities on credit arrangements. Only interest for such receipts can be transferred to a different reserve and used to fund some specific revenue expenditure.

### **9. Cost of Support Services**

The costs of management and administration comprising both central support services and departmental support have not been allocated to users. Overheads are not apportioned to services.

### **10. Government Grants**

The Council receives neither government Rate Support grant nor any share of the Non Domestic Rates.

### **11. Prior Year Adjustments**

Timing differences and/or prior year adjustments that are discovered after the accounts are signed off will only be adjusted if they exceed materiality levels set by the external auditors.

### **12. Value Added Tax**

The accounts show the income or expenditure net of VAT. However if the VAT is irrecoverable it is included in the cost of the items reported in the financial statements.

### **13. Contingent assets/liabilities**

Provisions for liabilities and charges have been established and are based on realistic and prudent estimates of the expenditure required to settle future legal or constructive obligations that exist at the Balance Sheet date.

### **14. Fixed Asset impairment and disposal**

The Council considers annually whether there is any major revaluation/impairment of fixed assets.

**Padstow Town Council Financial Statements 31 March 2022**  
**Statement of Internal Control**

**1. Scope of Responsibility**

Padstow Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

In discharging this overall responsibility the Council is also responsible for ensuring that there is a sound system of internal control, which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

**2. The Purpose of the System of Internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure, to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process, designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and to manage them efficiently, effectively and economically.

The system of internal control has been in place at the Council for the year ended 31 March 2022. There is up to date of approval of the annual report and accounts and there are not any significant internal control issues.

**3. The Internal Control Environment****The Council:**

The Council has appointed a Chair who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

The Council reviews its obligations and objectives and approves budgets and, if necessary, the level of precept for the following financial year at its November meeting. Currently no precept has been levied.

The Chair of Finance monitors progress against objectives, financial systems and procedures, budgetary control and carries out regular reviews of financial matters. The Full Council meets 10 times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Town Clerk and the Council's RFO. Service Committees have delegated budget authority and the Chairs of service committees are on the Finance Committee to provide integration. The Council carries out regular reviews of its internal controls systems and procedures.

**Clerk to the Council/Responsible Financial Officer**

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Council's Responsible Financial Officer is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

**Payments**

All payments are reported to the Council for approval and minuted. Two members of the Council sign or email approval of every Accounts Outstanding list or Addendum to Accounts Outstanding list,

## Padstow Town Council Financial Statements 31 March 2022

### **Risk Assessment/Risk Management**

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

### **Internal Audit**

The Council has appointed an Independent Internal Auditor, Hudson Accounting, who reports to the Council on the adequacy of its:

- Records
- Procedures
- Systems
- Internal Control
- Regulations
- Risk management
- Reviews

All reports of the internal auditor are considered and actioned appropriately.

### **External Audit**

The Council's External Auditor, PKF-Littlejohn, submits an annual Certificate of Audit which is presented to the Council. All reports of the External Auditor are considered and actioned appropriately.

### **4. Review of Effectiveness**

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the Full Council;
- the Clerk to the Council and Responsible Financial Officer who have responsibility for the development and maintenance of the internal control environment and managing risk;
- the independent Internal Auditor who reviews the Council's systems of internal control;
- PKF-Littlejohn, the Council's external auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chair of the Council, Town Clerk and Internal Auditor. The External Auditor issues an annual audit certificate;

and: the number of significant issues that are raised during the year.

### **5. Significant Internal Control Issues**

No significant internal control issues were identified during this financial year.

The focus of internal audit was system integrity, governance and risk management.

Whilst no significant internal control issues were identified during the year, the Council strives for the continuous improvement of the system it has adopted for internal control and has addressed all the minor issues and weaknesses raised and reported during the review processes.

Signed

Councillor R Higman  
Chair of Finance Committee

date

K Pemberton  
Town Clerk

date

## **Padstow Town Council Financial Statements 31 March 2022**

### **Statement of Responsibilities for the Accounts**

#### **The Town Council's Responsibilities:**

The Town Council is required:

To make arrangements for the proper administration of its financial affairs and to secure that one of its officers has responsibility for the administration of those affairs. In this Council, the officer is the Responsible Financial Officer (RFO).

To manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.

Approve the statement of accounts.

#### **The Responsible Financial Officer's Responsibilities:**

The RFO is responsible for the preparation of the Council's Statements of Accounts in accordance with proper practices.

These ensure a fair representation of the Council's financial position at the accounting date, and its income and expenditure for the year ended 31 March 2022.

In preparing this Statement of Accounts the RFO has:

Selected suitable accounting policies and applied them consistently;  
made judgements and estimates that were reasonable and prudent; and  
complied with proper practices.

The RFO has also:

Kept proper accounting records which were up-to-date; and  
taken reasonable steps for the prevention and detection of fraud and other irregularities.

#### **Certificate of the Responsible Financial Officer**

The following pages include the Statement of Accounts for the year ended 31 March 2022, prepared in accordance with the relevant Code of Practice. They present fairly the financial position of Padstow Town Council.

Signed

Councillor R Higman  
Chair of Finance Committee

*date*

N Barnes  
Responsible Financial Officer

*date*

**Padstow Town Council Financial Statements 31 March 2022**  
**INCOME and EXPENDITURE ACCOUNT**

	2021 £	2022 £
<b><u>Income</u></b>		
Central Services	276,567	<b>12,556</b>
Highways, Roads & Transport	377,315	<b>763,714</b>
Environment	8,755	<b>12,722</b>
Leisure	7,632	<b>7,770</b>
Investment Properties	264,460	<b>268,187</b>
Other Operating Income	233	<b>98</b>
	934,962	<b>1,065,047</b>
<b><u>Operating Expenses</u></b>		
Democratic Core	281	<b>3,190</b>
Corporate Services	42,704	<b>60,716</b>
Central Services	24,300	<b>24,800</b>
HRT Railway car park	84,459	<b>81,488</b>
HRT Lawn car park	22,982	<b>24,042</b>
Environment Cemetery	11,468	<b>17,152</b>
Environment Toilets	32,774	<b>58,166</b>
Leisure Open Spaces	86,775	<b>115,898</b>
Investment Properties	30,781	<b>36,828</b>
Administration	193,390	<b>192,887</b>
	529,914	<b>615,167</b>
<b><u>Net profit before capital &amp; project expenditure movements</u></b>	405,048	<b>449,880</b>
Other Operating Expenses (Capital & Project expenditure)	209,670	<b>27,118</b>
<b><u>Net Profit/(Loss)</u></b>	195,378	<b>422,762</b>
Precept	0'	<b>0'</b>

**Note 1**

Trading operations      The Council had no trading operations in the year of audit.

**Note 2**

Section 137 Local Government Act 1972

This section empowers the Authority to incur expenditure which in its opinion is in the interest of their area or any part of it, or all or some of its inhabitants but for which no other specific statutory power exists.

The expenditure is limited to £8.41 per elector on the electoral roll for 2021-22 (£8.32 2021).

The limit for the year 2021-22 was £17,411 (2021 £16,931)

The actual amount spent was £8000 (2021 £7500)

The main use to which this was put were grants to various local organisations.

**Note 3**

Publicity Expenditure

Under section 5(1) of the Local Government Act 1986 the Authority incurred expenditure on publicity as set out below

	2021	2022
Recruitment advertising	0	0
Other advertising	659	0
Other publicity	0	0
	659	0

**Note 4**

Agency income and expenditure      The Council has no agency agreements.

**Note 5**

Pensions

The Council offers the Local Government Pension Scheme (LGPS) and contributes to the LGPS for its staff.

**Note 6**

Members Allowances

The total of allowances paid to members was

2021	2022
£	£
0	0

**Note 7**

Employee Remuneration

Number of employees that received remuneration in excess of £50,000

0	0
---	---

**Note 8**

Related parties

The following have been identified as potential related parties whose transactions are material or who might be able to influence the decisions of the Authority:

Central Government including HM Revenue and Customs

Members

The Clerk

Members of the families of members and the Clerk

Any businesses or trusts controlled by members or the Clerk

Cornwall Council

The Authority may enter into relationships with other organisations that could result in it being able to influence the financial and operating policies of that organisation.

These could be organisations receiving funding assistance from the Authority.

The Authority has reviewed its transactions and the following have been identified as material with related parties.

**Organisation**

	2021	2022
	£	£
<b>Cornwall Council</b>		
Income	6174	7110
Expenditure	83597	83972
Due to	0	0
Due from	0	0

**Padstow Town Council**  
**Modified Balance Sheet at 31 March 2022**

\*\*\* Fixed Assets are not included in the Balance Sheet as the Council is deemed an intermediate size Council. They are disclosed in note 9.

	Notes	2021	2022
<b>Current Assets</b>			
Debtors	10	72,861	29,410
Cash and Bank		840,201	1,306,784
<b>Total Assets</b>		<u><b>913,062</b></u>	<u><b>1,336,194</b></u>
<b>Current Liabilities</b>			
Creditors	11	79,974	80,344
<b>Total assets less current liabilities</b>		<u><b>833,088</b></u>	<u><b>1,255,850</b></u>
<b>Total assets less liabilities</b>		<u><u><b>833,088</b></u></u>	<u><u><b>1,255,850</b></u></u>
Earmarked Reserves	12	180,000	180,000
General Fund		653,088	1,075,850
		<u><b>833,088</b></u>	<u><b>1,255,850</b></u>

**Notes to the Balance Sheet**

**Note 9**

**Memorandum Account for Fixed Assets which are not carried on the modified balance sheet**

	Operational Other land and buildings	Vehicles plant and equipment	Infra- structure assets	Community assets	Total	Non- Operational Total	Total
Cost or Valuation							
At 31st March 2021	<u>4,623,998</u>	<u>292,504</u>	<u>0</u>	<u>67,748</u>	<u>4,984,250</u>	<u>1,649,425</u>	<u>6,633,675</u>
Addition							
Disposal							
Impairment							
Revaluation							
Reclassification							
At 31st March 2022	<u>4,623,998</u>	<u>292,504</u>	<u>0</u>	<u>67,748</u>	<u>4,984,250</u>	<u>1,649,425</u>	<u>6,633,675</u>

**Total to Box 9 of Annual Governance & Accountability Return (AGAR)**

**Capital expenditure and financing**

	2021	2022
<b>Capital investment</b>		
Operational assets	0	0
Non-operational assets	0	0
Deferred charges	0	0
	<u>0</u>	<u>0</u>

**Nature of Fixed Assets held**

The following is an extract of the principal assets held at the Financial Year End:

2 Car Parks  
 Station House, Padstow  
 Tenanted Industrial Unit - South Quay  
 8 Workshop Units -Railway land, South Quay  
 New Business Units - South Quay  
 Other tenanted properties about South Quay  
 2 Tennis Courts  
 3 Garages  
 Chapel Stile Field and Memorial 14.33 Acres  
 Jubilee Field and Memorial 1.1 acres  
 Public Conveniences North Quay  
 Padstow Cemetery 3.5 acres  
 Headland amenity land Trevone 0.5 acre  
 Wheal Jubilee Park  
 North Quay Shelters  
 Children's Play Areas - The Lawns 0.5 acre  
 The Plantation 2.43 acres amenity land  
 Cory Shelter and Long Luggar  
 Railway toilet block  
 Core Building



## Valuation information

A market valuation report was undertaken by an external valuer, Charterwood Chartered Surveyors, Truro the effective date of which was 18th October 2021.

The valuation was required solely for Local Authority accounting purposes and so far as the valuer was aware no conflict of interest arose.

The expected useful life of assets, where appropriate, has been indicated by the valuer.

## Capital commitments

	2021	2022
The value of capital expenditure committed at the year end was:	0	0

## Note 10

### Debtors

	2021	2022
Debtors comprise:	£	£
Trade debtors	58,390	13,521
Accrued Income	1,600	1,600
Sundry debtors and prepayments	12,871	14,289
	<u>72,861</u>	<u>29,410</u>

## Note 11

### Creditors

Creditors comprise:

	2021	2022
	£	£
Trade creditors	12,089	-5,516
Other creditors	0	-113
Deferred Income	58,267	62,022
Sundry creditors and accruals	2,750	2,750
VAT	6,982	21,201
	<u>80,088</u>	<u>80,344</u>

## Note 12

### Earmarked and Other Reserves

	2021 B/Fwd £	Taken from reserves £	Added to reserves £	2022 C/Fwd £
Earmarked Reserves	30,000			30,000
Properties Maintenance Reserve	150,000			150,000
	<u>180,000</u>	<u>0</u>	<u>0</u>	<u>180,000</u>

## Note 13

### Contingent liabilities

There are no known contingent liabilities at the Financial Year End.

**Full Council 26.4.22 Agenda item 12.**

**Budget Report**

	Year to Date			Prior Year		
	1.4.21 -	1.4.21 -	Variance	1.4.21 -	1.4.20-	Variance
	31.3.22	31.3.22	£	31.3.22	31.3.21	£
<b>Income</b>						
Central Services	12556	50	12506	12556	276567	-264011
Highways, Roads & Transport	763714	416600	347114	763714	377315	386399
Environment	12722	5050	7672	12722	8755	3967
Leisure	7770	4000	3770	7770	7632	138
Investment Properties	268187	195000	73187	268187	264460	3727
Other Operating Income (int recvd)	98	0	98	98	233	-135
	<b>1065047</b>	<b>620700</b>	<b>444347</b>	<b>1065047</b>	<b>934962</b>	<b>130085</b>
<b>Operating Expenses</b>						
Democratic Core	3190	12800	-9610	3190	281	2909
Corporate Services	60716	44500	16216	60716	42703	18013
Central Services - grants	24800	25000	-200	24800	24300	500
HRT Railway Car Park	81488	94900	-13412	81488	84459	-2971
HRT Lawn Car Park	24042	26050	-2008	24042	22982	1060
Environment Cemetary	17152	19100	-1948	17152	11468	5684
Environment Toilets	58166	59800	-1634	58166	32774	25392
Leisure Tourism	0	1300	-1300	0	0	0
Leisure Open Spaces	115898	112330	3568	115898	86775	29123
Investment Properties	36828	37300	-472	36828	30781	6047
Administration	192887	187620	5267	192887	193390	-503
	<b>615167</b>	<b>620700</b>	<b>-5533</b>	<b>615167</b>	<b>529913</b>	<b>85254</b>
<b>Other Operating Expenses</b> (Capital/Project items)	27118	77000	-49882	27118	209670	-182552
<b>Net Profit/(Loss)</b>	<b>£422,762</b>	<b>-£77,000</b>	<b>£499,762</b>	<b>£422,762</b>	<b>£195,379</b>	<b>£227,383</b>

## **Full Council 26.4.22 Agenda item 12**

### **Budget to Actual Variance Report 2021-22 1.4.21 – 31.3.22**

#### **Overview**

Total income from 1.4.21 – 31.3.22 is £1,065,047 compared with the budget of £620,700.

Total revenue expenditure from 1.4.21– 31.3.22 is £615,167 compared with the budget of £620,700. Capital/project expenditure is £27,118 and the budget is £77,000.

A very cautious approach was taken with setting the 2021-22 Budget, in September - November 2020, before the first vaccination against Covid was given on 8.12.20.

Many of the increases in actual costs in comparison with the budget are due to increased visitor numbers and the associated effect on costs. Car park income comfortably covered the increase in running costs, following an increase in tariffs and the car parks bring full regularly.

Explanations for significant variances are detailed below:

#### **Income**

##### **Central Services**

Central services income is £12,506 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 £347,114 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.

##### **Investment Properties**

Investment Properties income is £73,187 more than the Budget because provision was included in the Budget for possible late payment of rent.

#### **Expenses:**

##### **Democratic Core**

Democratic Core expenses are £9610 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 £16,216 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.

### **Highways, Roads and Transport**

HRT expenses are £13,412 less than the Budget because staff costs (allocated from timesheets) are less than anticipated.

### **Leisure Open Spaces**

Leisure Open Spaces costs are £3568 more than the Budget as the vehicles and machinery have required more repairs than normal this year, fuel and energy costs are also higher than expected.

### **Administration**

Administration expenses are £5267 more than the Budget because IT costs were higher than expected due to an upgrade to the server being required, equipment, services and repairs are higher due to a fire alarm and service contract required for the Core Building, energy costs and Non Domestic Rates are also higher than expected.

### **Capital/projects expenses**

Capital/projects costs are £49,882 less than the budget because no new projects have been started yet.

## **Prior Year Report**

### **Overview**

**Total income** from 1.4.21 – 31.3.22 is £1,065,047 compared with £934,962 for the same period last year (when the country was in the first lockdown for some of this period).

**Central Services income** is £264,011 less than last year as Covid support was received last year.

**HRT income** is £386,399 more than last year because of the Covid pandemic last year and car park tariffs were increased on 1.3.21.

**Total revenue expenditure** from 1.4.21 – 31.3.22 is £615,167 compared with £529,913 for the same period last year. All non-essential expenditure was stopped last year or deferred where possible, until income was received.

**Corporate Services expenses** are £18,013 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 should result in lower fees).

**Environment toilets expenses** are £25,392 more than last year because there were reduced water and consumable costs last year, during the lockdown April-June 2020. Padstow was very busy in 2021 and the Council's toilets were used by thousands of visitors and local people; the increase in costs reflects the extra water consumption and toilet rolls, cleaning materials etc required.

**LTOS expenses** are £29,123 more than the prior year because grounds maintenance (bulk bin emptying), equipment and staff costs are greater. 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 £209,670 (finishing Lawn car park refurbishment) last year.

## **Full Council 26.4.22**

### **Agenda item 13 Internal Audit Report**

#### **Internal Audit Report**

The Council received a clear Internal Audit report on 4.4.22. However, there was a recommendation: 'The cost of increasing the Fidelity Guarantee should be explored and a risk assessed decision taken on whether to proceed.'

'The Fidelity Guarantee, which stands at £1.2 million, is no longer adequate given the surplus that has accrued during the year.'

The RFO investigated this matter a few months ago, when the insurance was reviewed and received the following from our insurance broker:

'Unfortunately RSA are not permitting increased limit of indemnity on the Fidelity cover on this policy.

We could obtain you quotation for a separate policy for the higher limit, but would need the attached proposal form completed.

I need to warn you too that the premiums for these types of separate policy are high, as in thousands of pounds.'

The Council is covered up to £1.2 million and it would only be any excess that was not covered. The MUGA and play equipment update are in the 2022-23 Budget, which will reduce the amount in the bank.

Does the Committee agree to leave the Fidelity Guarantee at £1.2 million and review again in October at the next insurance review?



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

ISSUE DATE: April 4, 2022  
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.

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.

***The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications, thus in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.***

We have provided a table of audit recommendations that allow for the Council's response which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it is completed and returned to us.



## **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**

**The current position in respect of previous recommendations is contained in the attached Internal Audit Response Record.**

### **Accounting Records**

**The accounts have been properly maintained throughout the year.**

### **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*

**Further testing of payments made revealed no issues to report.**

#### *Grants*

**Grants were approved by the Finance & General Purposes Committee and have been paid in accordance with those resolutions.**

#### *VAT*

**VAT claims for the year have been submitted and the accounts accurately reflect the year end creditor.**

### **Risk**

#### *Risk Assessment*

**The Council reviewed its risk management arrangements in February 2022.**

#### *Insurance*

**The Fidelity Guarantee, which stands at £1.2 million, is no longer adequate given the surplus that has accrued during the year.**

Normal practice would be to cover, as a minimum, the Council's maximum exposure, currently just over £1.3 million. Recently councils have experienced difficulty in increasing their insurance cover at a reasonable cost, nevertheless it is recommended that:

#### **Recommendation 1**

**The cost of increasing the Fidelity Guarantee should be explored and a risk assessed decision taken on whether to proceed.**

### **Budgets**

#### *Setting*

**The budget setting process was robust and the budget and precept (albeit set at zero) were properly approved at Full Council in November 2021.**

#### *Monitoring*

**Budget monitoring has been carried out in line with Financial Regulations.**

#### *Adequacy of Reserves*

**After allowing for earmarked reserves of £180,00 the general reserve stands at £1,075,850; equating to 168% of gross expenditure which is well above generally accepted parameters.**

## **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.

### *Burials*

**A sample of burial income was tested; charges had been accurately applied and the relevant paperwork was in place.**

### *Allotments*

**Agreements with plot holders are in place and invoices have been raised at the appropriate time.**

### *Interest*

**Although minimal, investment income is accurately recorded in the ledger.**

## **Petty Cash**

**Petty cash is well controlled, and cash held was checked and found to be in accord with records held.**

## **Assets**

**An asset register is in place that agrees with figures disclosed in the AGAR.**

## **Payroll**

**Increments were awarded by Council in November; they have been accurately applied.**

**Further testing revealed no issues to report.**

**The annual pay award was not agreed until after our final audit visit, thus we will review its implementation as part of the 2022/23 interim audit.**

## **Bank Reconciliation**

**Bank reconciliations have been undertaken frequently during the year and are reported to Members.**

**The year-end bank reconciliation was found to be accurate.**

## **Accounting Statements**

**The accounts were produced on an income and expenditure basis and were in accord with underlying records and a good audit trail was provided.**

**Debtor and creditor balances have been adequately evidenced.**

INTERNAL AUDIT REPORT RESPONSE RECORD – PADSTOW TOWN COUNCIL

No	Recommendation	Management Response	Timescale/ Responsibility	Follow Up (for auditor use)
<b>YEAR END REPORT 2021/22</b>				
1	The cost of increasing the Fidelity Guarantee should be explored and a risk assessed decision taken on whether to proceed.			

# Annual Internal Audit Report 2021/22

## PADSTOW TOWN COUNCIL

padstow-tc.gov.uk/council-finance/annual-accounting/

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
	A. Appropriate accounting records have been properly kept throughout the financial year.	✓	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

25/10/2021      15/02/2022      04/04/2022

Name of person who carried out the internal audit

S P HUDSON CPFA

Signature of person who carried out the internal audit

S. P. Hudson

Date

04/04/2022

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required. the annual internal audit report must explain why not (add separate sheets if needed).

# Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2022
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.



## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at <b>31 March 2022</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices.* can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2021/22

## PADSTOW TOWN COUNCIL

[padstow-tc.gov.uk/council-finance/annual-accounting/](http://padstow-tc.gov.uk/council-finance/annual-accounting/)

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

25/10/2021      15/02/2022      04/04/2022

Name of person who carried out the internal audit

S P HUDSON CPFA

Signature of person who carried out the internal audit

S. P. Hudson

Date

04/04/2022

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY  
**Padstow Town Council**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.				<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.				<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.				<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE OR WEBSITE ADDRESS  
[www.padstow-tc.gov.uk](http://www.padstow-tc.gov.uk)



Section 2 – Accounting Statements 2021/22 for

ENT Padstow Town Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	637,710	833,088	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	0	0	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	934,962	1,065,047	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	254,146	271,659	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	485,438	370,626	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	833,088	1,255,850	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	840,201	1,306,784	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>	
9. Total fixed assets plus long term investments and assets	6,633,675	6,633,675	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

Padstow Town Council  
ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2021/22

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2021/22

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

**PADSTOW TOWN COUNCIL: 26 APRIL 2022**

**Agenda item 16: To discuss and decide on the following planning application:**

The Town Council is consulted on planning applications in the parish. The Council is 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](http://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 applications are for consideration at Full Council.

- a) **PA22/03269 Torestin Bay Road Trevone Padstow** - Ground floor rear extension, first floor dormer external doors giving access to new balcony area.
- b) **PA22/03397 Trethillick Farm Crugmeer Padstow Cornwall**  
Western Power Distribution (WPD) for the Installation of a third wire to the HV line between poles 43DLC11 and 43DLC11B, a total length of approximately 181m.

These are new applications and the Support Officer has no further information.

## PADSTOW TOWN COUNCIL: 26 APRIL 2022

### Agenda item 17 Land Use Request – Stile Field:

#### 1. Background

- 1.1 Members will recall that at its March meeting, Council gave consideration to a request from Run Afan Forest Ltd, seeking permission to use Stile Field as part of the running route for a Padstow Half Marathon and 10k running event on **Saturday 24 September 2022**.
- 1.2 The original details of the request gave timings for the event of 10am to 4pm with an estimated 500 participants.
- 1.3 It was **RESOLVED** to defer a decision until the next meeting of the Full Council in order to i) seek further clarification as to the event's exact route, including the number of times Stile Field is used during the course; and ii) confirm the tide times for the day of the event.

#### 2. Subsequent Information

- 2.1 In response to the request for further information the organisers have confirmed "we only go through Stile Field at the start of the race, the race starts at 9:AM, and most likely everybody would have passed through by 9:30 am" [this differs from the original request which stated a start time of 10am]
- 2.2 A clearer depiction of the route as it passes through stile field has also been provided and is included below. It confirms that runners will run down from the War Memorial along the uneven top path, across the grass and run back out of the field along the tarmac path.



- 2.3 Tide times for 24 September are: High Water 05.24 / Low Water 11.43 / High Water 17.38.

### **3. Risk assessment and public liability insurance**

- 3.1 As previously advised, Council's insurer's comments in respect of using Stile Field for running are that the Council needed to ensure the area is fit for the purpose for which it was intended i.e. a walking route for the public. If the runners want to use it for their run route, then this is for them. **Insurers have advised that we ask them to acknowledge that they are aware of the uneven nature of the route. Therefore, any permission considered should be subject to this.**
- 3.2 If Council are minded to approve the request, in addition to 3.1 it is recommended that permission be granted subject to appropriate risk assessments and public liability insurance to the satisfaction of our insurers and health and safety advisors.

### **4. Fees and Charges**

- 4.1 The organisers of this event are a commercial enterprise which will profit from the ticket sales of participants. Council may wish to consider charging a fee for permission to use Stile Field for this purpose and members views in this regard are sought.
- 4.2 To assist members with this consideration, it may be useful to note that the Council charges commercial organisations for permission to film on any part of Town Council land and that the current fee for this is £1,500 per day.

### **5. Considerations**

- 5.1 The top path of stile field is uneven and running on grass during potentially inclement weather could be slippery as well as damaging to the grass given the estimated number of participants. The Support Officer recommends only permitting the event to use the tarmac path and via a one way system.
- 5.2 Stile field is well used by walkers and people catching the ferry at low tide.
- 5.3 If Council are minded to support the application it is recommended that it be subject to the points made in paragraphs 3.1 and 3.2 above and further that any damage to the grass is made good to the satisfaction of the Town Council.

**PADSTOW TOWN COUNCIL: 26 APRIL 2022**

**AGENDA ITEM 18 : EMERGENCY SCHEME OF DELEGATION DECISIONS**

To note and ratify decisions made via the Emergency Scheme of Delegation (ESD) as detailed below in ESD Register, these are decisions since last time the ESD was ratified. Please note this is not to re-discuss or re-consider

EMERGENCY SCHEME OF DELEGATION – DECISIONS REGISTER 2022					
Date of Decision	Ref. No	Decision Taken By	Financial Value	S137 [Yes or No]	Details
29.03.22	Mar22: 02	Town Clerk via Emergency Scheme	Nil	N	<p>Approved the request from Royal Cornwall Hospitals NHS Trust for a mobile covid vaccination team to operate out of the Core Building on the 5,7, 8 and 10 April 2022 and further that:</p> <ul style="list-style-type: none"> <li>i) The building be made available between 9am – 4.30pm and offered free of charge;</li> <li>ii) 1 space be reserved in front of the building for use by an ambulance for the duration and 2 free parking permits be made available to team members for parking during the events;</li> <li>iii) Padstow Town Council support social media campaigns promoting the event; and that permission be subject to receiving appropriate risk assessments and public liability insurance to the satisfaction of Council’s insurers and health and safety advisors.</li> </ul> <p><b>*01.04.22 Request withdrawn</b></p>



## **PADSTOW TOWN COUNCIL: 26 APRIL 2022**

### **AGENDA ITEM 19: Band Road Closures – Use of 4x4 Response Service:**

To give consideration to agenda report for this service and discuss and decide on way forward.

#### **1. Background**

- 1.1 At a previous Leisure Tourism and Open Space Committee (LTOS) Councillor O'Keefe had mentioned the Devon and Cornwall 4 x 4 Response service. Therefore, it was noted for further investigation to be undertaken into their services, to see if they could undertake road closures and report back findings to a future meeting.

#### **2. Devon & Cornwall 4x4 Response**

- 2.1 The South West Regional Manager for the 4 x 4 Responders met with Council's Support Officer and has provided further information via emails. The 4 x 4 Responders is a charity and they can undertake road closures, they have a long list of charities and other Councils and events they have been used for. They use a marked 4 x 4 Responder vehicle to make a physical 'hard' barrier and are Traffic Management Community Events (TMCE) qualified.
- 2.2 They have confirmed they could cover most dates the Council are looking to have performances. There are a couple of exceptions due to other bookings.
- 2.3 The bandstand performances the Council are looking to hold this year are on Sundays with two sessions (2.30-4pm & 6.30- 8pm), the 4 x 4 Responders would treat each Sunday as one event. They would send a single vehicle and would ask for a donation to the charity of £45.00 per Sunday. This donation would cover fuel costs of the responder.
- 2.4 They have already provided their Public Liability Insurance and will send us a Risk Assessment, should we wish to proceed.
- 2.5 They are happy to receive the donation in one single payment at the end of the season. There are a total of 8 dates that the Council are looking to have the road closure in place.
- 2.6 Should there be any cancellations, they would like to know by the day before if possible and the South West Regional Manager would be the Council's one point of contact. Bands are asked to contact us by 12noon the Friday before if they need to cancel.

#### **3. Road Closure**

- 3.1 The road closure paperwork has been sent to Cornwall Council and we have advised within the application that one Council staff employee is TMCE qualified, that another member of the team is booked on training at

the beginning of May and that we are also in communication with 4 x 4 Responder service.

- 3.2 There are several signs that are required to be put out as part of the road closure and to help with access to Padstow Harbour Commissioner's carpark. The Support Officer has sent details of this to 4 x4 Responders and, should Council agree to proceed. the logistics will need to be thought about.

#### **4. Recommendation**

- 4.1 To agree to use 4 x 4 Responders for the dates they can undertake the road closure and to pay the donation of £45.00 per Sunday at the end of the season, subject to Risk Assessment and Public Liability insurance satisfying the Council's insurance and H&S advisor.



## **PADSTOW TOWN COUNCIL: 26 APRIL 2022**

### **AGENDA ITEM 20. QUEEN'S PLATINUM JUBILEE CELEBRATIONS UPDATE.**

#### **1. Update**

##### **1.1 Thursday 2 June: Senior Citizens Cream Tea and Hat Competition**

Venue: Padstow Social Club

Update: Town Clerk has sent a letter to the senior citizens organiser to seek confirmation that they would welcome the Town Council arranging a Cream Tea and inviting them to take part in the hat competition. Currently waiting to hear back from this letter, including confirmation on approx. numbers and suitable time.

The Town Clerk has also written to Councillor Mrs Colwill to find out the possibility of Tesco Padstow donating groceries for the Cream Tea. Competition prizes purchased. Need Councillors for serving the Cream Teas and to judge the competition.

##### **Thursday 2 June: Beacon Lighting**

Venues: i) Trevone Village Green and ii) War Memorial Stile Field

Update: Both beacons have arrived, Support Officer now liaising with Gas Shack as they will certificate them as gas safe. First aid cover booked via Omega Medical. Risk assessment drafted and sent to Council's insurance and health and safety advisor. Song sheets drafted, ready to be printed soon.

##### **Friday 3 June: Shop Window Competition**

No requirement to enter, if window decorated it will be judged.

Update: Flyer ready to be printed by Edyvean and will need distributing to shops. Prize hamper to be purchased, rosette already purchased. 3 Councillors to form judging panel.

##### **Saturday 4 June: Fun Day and Children's Fancy Dress Competition**

Venue: Wheal Jubilee Parc

Update: First aid cover arranged with Omega Medical. Competition prize and rosette purchased. Face painter booked. Crafts purchased. Working with volunteers on schedule and arrangements of music, games and activities. Still pushing on Facebook about Coronation photos to be provided. Emergency services have been contacted to see if they wish to be at the community event.

#### **2. Councillor Volunteers**

- 2.1 During the last Full Council meeting members were asked to contact the office with their availability, as Councillor volunteers are required to ensure the success of the events. At the time of writing this report Councillor O'Keefe has confirmed attendance to the Stile field beacon lighting and Councillor Higman to the Trevone Green beacon lighting.

#### **3. Other items the Council is progressing:**

- i) Jubilee bench refurbishment with contractor.
- ii) Jubilee field to be tided up, gate has been repainted.

- iii) Lighting up of Victoria Monument on 2 June (Ian Dawe Electrician)
- iv) Queen's Green Canopy – Council's tree inspector to undertake site visit to ascertain best site for this for planting later in year.

#### **4. Health & Safety**

- 4.1 The Council's Health and Safety advisor came to the office this month and met with Councillor Dawe, the Town Clerk and Support Officer to discuss the upcoming celebrations. Following this meeting the Town Clerk has sent further documents to our insurers and advisor.
- 4.2 The insurers have confirmed the Council will need to obtain a separate one-off policy for the Jubilee events, therefore the office have completed several forms to obtain a quotation, however, the type of cover will depend on what activities are at each event, as some information on the fun day is not yet confirmed. As mentioned by the Health and Safety advisor we do require contractors at the event to provide their Public Liability insurance and Risk Assessments prior to the event. The office has informed the insurance that the ride/games contractors are owner-operated.

#### **5. Community awareness**

##### **5.1 Webpage**

Office team to work on webpage to inform community of Council and other known activities happening in the parish. To help with this Support Officers have been in touch with other known venues asking for information and checking they are happy information is included on the webpage.

##### **5.2 Leaflet/Poster**

**Shop window competition:** ready to print just need confirmation on quantity required. A5 leaflet 150gsm gloss single sided

300 - £55

500 - £65

1000 - £85

No VAT to be added.

**Beacon Lighting:** Song sheet ready to print, just need confirmation on quantity required.

**Fun day and Children's Fancy Dress Competition:** Office team waiting on schedule of music/activities to make poster more engaging and informative.

#### **6. Budget**

- 6.1 A budget of £10,000 is available for Community Events for 2022-23. Currently with invoices received £3100.00 has been spent. We are still awaiting confirmation/invoices on marquees, generator, bouncy castle and carousel. As well as still needing confirmation on any cost for cream teas, hamper for shop window competition and other items to help with the running of the events.

## **PADSTOW TOWN COUNCIL: 26 APRIL 2022**

### **Agenda item 22: Padstow Parish Neighbourhood Plan**

**Modifications Following The Independent Examiner's Report:** As reported to the March full Council meeting, a draft Independent Examiner's report on the Padstow Parish Neighbourhood Plan was received from Cornwall Council which Steering Group members were asked to review for factual accuracy.

The report contained some recommended modifications and at the request of Cornwall Council the Plan was updated to reflect these. Appended to this report is a schedule of the Plan modifications which Council are asked to note and endorse.

**Next Steps:** The modified version of the Plan (the Referendum Version) and the final Examiners report will now be considered by Cornwall Council. The decision to accept the Examiners modifications and to progress the Plan proposal to referendum lies with Cornwall Council as the Local Planning Authority. Once considered, the final Examiner's Report, Plan Proposal Report and Plan Proposal Decision will be published by Cornwall Council who, all being well, will then arrange the referendum.

Padstow Neighbourhood Plan Examination

Submitted NP Policy	NP Policy with Examiner's <b>modifications</b>
<p><b>Policy No. PAD1 Protecting the Natural Environment</b>                      Development proposals will be expected to have no significant adverse effect on the integrity or continuity of landscape features and habitats of local and national importance for wild flora and fauna. Wherever possible, development should contribute to and enhance the natural and local environment by providing net gains in biodiversity.                      Development which is likely to have an unacceptably adverse impact on wildlife corridors and stepping-stones will not be supported.                      Development must be consistent with the policies in the latest version of the Cornwall and Isles of Scilly Shoreline Management Plan.</p>	<p><b>Policy No. PAD1 Protecting the Natural Environment</b>                      Development proposals <b>should:</b></p> <ul style="list-style-type: none"> <li>• <b>demonstrate that they</b> have no significant adverse effect on the integrity or continuity of landscape features and habitats of local and national importance for wild flora and fauna.</li> <li>• contribute to and enhance the natural and local environment by providing net gains in biodiversity.</li> </ul> <p>Development which is likely to have <b>significant harm</b> on wildlife corridors and stepping-stones will not be supported.                      Development must be <b>in conformity</b> with the policies in the latest version of the Cornwall and Isles of Scilly Shoreline Management Plan, <b>where relevant.</b></p>
<p><b>Policy No. PAD3 Farm Diversification</b>                      Development proposals that enable farm diversification or for changes required for agriculture or land management practices, which respect or enhance the character and natural beauty of the AONB and other areas of countryside, will be supported, providing those proposals are complementary to, or compatible with, the existing agricultural use.</p>	<p><b>Policy No. PAD3 Farm Diversification</b>                      Development proposals that enable farm diversification or for changes required for agriculture or land management practices, which <b>conserve</b> or enhance the character and natural beauty of the AONB and other areas of countryside, will be supported, providing those proposals are complementary to, or compatible with, the existing agricultural use.</p>
<p><b>Policy No. PAD4 Heritage Assets</b>                      Development proposals affecting designated and non-designated heritage assets will only be supported where they preserve and enhance the built character and heritage value of the asset and its setting and acknowledge the role the asset has played in the history of the area.</p>	<p><b>Policy No. PAD4 Heritage Assets</b>                      Development proposals affecting designated and non-designated heritage <b>should be accompanied by an appropriate assessment which sets out the significance of the asset (including its setting) and the impact of the proposal upon its significance. Applications will be determined strictly in accordance with national policy and guidance and the development plan.</b></p>
<p><b>Policy No. PAD5 Local Green Space</b>                      The areas listed below are designated 'Local Green Spaces':</p> <ol style="list-style-type: none"> <li>1. Chapel Stile Field</li> <li>2. Dennis Cove Lake Area</li> <li>3. Land at Downstream Close</li> <li>4. Gateway Site (at junction of B3276 &amp; A389)</li> <li>5. The Green, Porthmissen Beach</li> <li>6. The Lawns Play and Recreation Area</li> <li>7. Lodenek Avenue Play Area</li> </ol>	<p><b>Policy No. PAD5 Local Green Space</b>                      The areas listed below are designated 'Local Green Spaces':</p> <ol style="list-style-type: none"> <li>1. Dennis Cove Lake Area</li> <li>2. Land at Downstream Close</li> <li>3. Gateway Site (at junction of B3276 &amp; A389)</li> <li>4. The Green, Porthmissen Beach</li> <li>5. The Lawns Play and Recreation Area</li> <li>6. Lodenek Avenue Play Area</li> <li>7. Pellew Close Play Area (a)</li> </ol>

Submitted NP Policy	NP Policy with Examiner's <b>modifications</b>
<p>8. Pellew Close Play Area (a)  9. Pellew Close Play Area (b)  10. Allotments adj. Plantation  11. The Plantation  12. Land at Polpennic Drive/Soldon Close  13. Land at Porthilly View  14. Rope Walk Allotments  15. Land at Junction of Treverbyn Road and Egerton Road  16. Walled Garden at St Saviours  17. Wheal Jubilee Parc Proposals for new development on designated Local Green Spaces will only be supported where they:</p> <p>i) are ancillary to the existing recreation or amenity use of the site; and  ii) maintain or enhance the existing use and amenity value of the site; and,  iii) have no adverse impact on the landscape, habitat or biodiversity of the site or provide a mitigation proposal which is agreed and approved through the planning approval process.</p>	<p>8. Pellew Close Play Area (b)  9. Allotments adj. Plantation  10. The Plantation  11. Land at Polpennic Drive/Soldon Close  12. Land at Porthilly View  13. Rope Walk Allotments  14. Land at Junction of Treverbyn Road and Egerton Road  15. Walled Garden at St Saviours  16. Wheal Jubilee Parc</p> <p><b>Inappropriate development in these areas will only be supported in very special circumstances.</b></p> <p>[Map 7B updated to reflect change]</p>
<p><b>Policy No. PAD6 Settlement Area Boundaries</b>  Development proposals will generally be supported within the Settlement Area Boundaries defined for Trevone on Map 8 and Padstow on Map 9, providing that the proposal:</p> <p>1) is appropriate to its setting in terms of scale, height and massing; and  2) makes an appropriate use of a brownfield site; or  3) is considered to be infill development, as set out in the Chief Planning Officer's Advice Note 'Infill and Rounding off'; and  4) in other ways complies with the policies in the development plan.</p>	<p><b>Policy No. PAD6 Settlement Area Boundaries</b>  Development proposals will generally be supported within the Settlement Area Boundaries defined for Trevone on Map 8 and Padstow on Map 9, providing that the proposal:</p> <p>1) is appropriate to its setting in terms of scale, height and massing; and  2) makes an appropriate use of a brownfield site; or  3) is considered to be infill development, <b>in accordance with Policy 3 of the Cornwall Local Plan</b>; and  4) in other ways complies with the policies in the development plan.</p>
<p><b>Policy No. PAD7 Development Adjoining Padstow's Settlement Area Boundary</b>  Development proposals for new dwellings and/or community facilities and services on sites adjoining Padstow's Settlement Area Boundary will be supported if:</p> <p>1) the site forms a logical extension to the existing built-up area and is not an isolated development in the countryside;  2) it is appropriate to its setting in terms of scale, height and massing, and choice of materials;  3) it is not within the AONB, and it does not compromise or have an unacceptable adverse</p>	<p><b>Policy No. PAD7 Development Adjoining Padstow's Settlement Area Boundary</b>  Development proposals for new dwellings and/or community facilities and services on sites adjoining Padstow's Settlement Area Boundary will be supported if:</p> <p>1) the site forms a logical extension to the existing built-up area and is not an isolated development in the countryside;  2) it is appropriate to its setting in terms of scale, height and massing, and choice of materials;  3) <b>it conserves and enhances the special landscape character of the AONB</b>;</p>

Submitted NP Policy	NP Policy with Examiner's <b>modifications</b>
<p>impact on the quality of the environment and the special landscape character of the AONB;</p> <p>4) a mix of dwelling types is provided that is reflective of the most up to date assessment of housing needs;</p> <p>5) it would not have an adverse impact on adjoining uses and infrastructure; and</p> <p>6) it is consistent with the strategic requirements of the Local Plan and the sustainable development criteria set out in policy PAD8.</p>	<p>4) a mix of dwelling types is provided that is reflective of the most up to date assessment of housing needs;</p> <p>5) it would not have an adverse impact on adjoining uses and infrastructure; and</p> <p>6) it is consistent with the strategic requirements of the Local Plan and the sustainable development criteria set out in policy PAD8.</p>
<p><b>Policy No. PAD17 Treceus Industrial Estate</b></p> <p>Treceus Industrial Estate should be protected as a key employment area. Proposals which lead to the improvement, modernisation or upgrading of current premises on the Treceus Industrial Estate will be supported, subject to there being no adverse impacts on the amenity of existing uses and neighbours. Proposals to extend the Treceus Industrial Estate for B2 and E(g) business uses will be supported provided they do not:</p> <ol style="list-style-type: none"> <li>1) have any unacceptable environmental impact; or</li> <li>2) have an unacceptable impact on residential amenity; or</li> <li>3) have an unacceptable adverse impact on the transport network.</li> </ol> <p>Development proposals should include a traffic impact analysis or transport assessment which is proportionate to the development and demonstrates traffic impact and measures which may be taken to mitigate impacts. Provision for parking should be appropriate to the needs of the development. Proposals for B8 storage or distribution uses will be resisted.</p>	<p><b>Policy No. PAD17 Treceus Industrial Estate</b></p> <p>Treceus Industrial Estate should be protected as a key employment area. Proposals which lead to the improvement, modernisation or upgrading of current premises on the Treceus Industrial Estate will be supported, subject to there being no adverse impacts on the amenity of existing uses and neighbours. Proposals to extend the Treceus Industrial Estate for B2 and E(g) business uses will be supported provided they do not:</p> <ol style="list-style-type: none"> <li>1) have any unacceptable environmental impact; or</li> <li>2) have an unacceptable impact on residential amenity; or</li> <li>3) have <b>severe residual cumulative impacts on highway safety and</b> the local transport network.</li> </ol> <p>Development proposals should include a traffic impact analysis or transport assessment which is proportionate to the development and demonstrates traffic impact and measures which may be taken to mitigate impacts. Provision for parking should be appropriate to the needs of the development. Proposals for B8 storage or distribution uses will be resisted.</p>
<p><b>Policy No. PAD18 Padstow Town Centre</b></p> <p>Padstow Town Centre is defined on Map 13. Proposals for retail and associated commercial development within this area that add to the centre's viability or community benefit will generally be supported. Proposals for development of, or alteration to, traditional shop frontages will only be supported where they are sympathetic and in-keeping with the character of the frontage and built form of their setting.</p> <p>The loss of shops and commercial units, to non-employment uses, within the defined area will not be supported unless it can be demonstrated that: 1) the use of the premises for these</p>	<p><b>Policy No. PAD18 Padstow Town Centre</b></p> <p>Padstow Town Centre is defined on Map 13. Proposals for retail and associated commercial development within this area that add to the centre's viability or community benefit will generally be supported. Proposals for development of, or alteration to, traditional shop frontages will only be supported where they are sympathetic and in-keeping with the character of the frontage and built form of their setting.</p> <p><b>Where planning permission is required,</b> the loss of shops and commercial units, to non-employment uses, within the defined area will</p>



Submitted NP Policy	NP Policy with Examiner's <b>modifications</b>
<p>purposes is no longer economically viable and the property has been marketed at a realistic price for a minimum of one year; or</p> <p>2) the proposed alternative use would provide equal or greater benefits for the local economy and community than the current use.</p> <p>Residential use of accommodation on the upper floors of town centre businesses will be supported provided that such accommodation is not currently in employment-related use and that the residential use does not adversely affect the viability of any ground floor commercial use.</p>	<p>not be supported unless it can be demonstrated that:</p> <p>1) the use of the premises for these purposes is no longer economically viable and the property has been marketed at a realistic price for a minimum of one year; or</p> <p>2) the proposed alternative use would provide equal or greater benefits for the local economy and community than the current use.</p> <p>Residential use of accommodation on the upper floors of town centre businesses will be supported provided that such accommodation is not currently in employment-related use and that the residential use does not adversely affect the viability of any ground floor commercial use.</p>
<p><b>Policy No. PAD19 Tourism</b></p> <p>Development Proposals for the development and expansion of tourism-facilities will be supported providing that:</p> <p>1) the scale of development is proportionate to existing activity and the immediate locality;</p> <p>2) the potential impact on neighbouring uses is acceptable having regard to potential noise and disturbance;</p> <p>3) they do not have a significant adverse impact on the landscape of the AONB and other countryside and are mitigated, wherever necessary, by extensive landscaping and visual screening; and</p> <p>4) traffic, access, and highway issues are satisfactorily addressed.</p> <p>Development proposals should demonstrate how it will be viable, sustainable and benefit the local economy and the wellbeing of the neighbourhood area.</p>	<p><b>Policy No. PAD19 Tourism</b></p> <p>Development Proposals for the development and expansion of tourism-facilities will be supported providing that:</p> <p>1) the scale of development is proportionate to existing activity and the immediate locality;</p> <p>2) the potential impact on neighbouring uses is acceptable having regard to potential noise and disturbance;</p> <p>3) <b>they conserve and enhance</b> the landscape <b>and scenic beauty</b> of the AONB and other countryside and are mitigated, wherever necessary, by extensive landscaping and visual screening; and</p> <p>4) traffic, access, and highway issues are satisfactorily addressed.</p> <p>Development proposals should demonstrate how it will be viable, sustainable and benefit the local economy and the wellbeing of the neighbourhood area.</p>
<p><b>Policy No. PAD20 Community Infrastructure</b></p> <p>Major development should be phased in tandem with the timely provision of infrastructure to help support sustainable growth.</p>	<p><b>Policy No. PAD20 Community Infrastructure</b></p> <p><b>To support sustainable growth within the Parish, proposals for major development should include details of any new infrastructure to be provided and the timing of the provision of that infrastructure.</b></p>
<p><b>Policy No. PAD23 Recreation and Sports Facilities</b></p> <p>The provision of new or improved recreational and sports facilities will be permitted in or on the edge of settlement areas provided that:</p> <p>1) the scale is related to the needs of the area and in keeping the character of the location;</p>	<p><b>Policy No. PAD23 Recreation and Sports Facilities</b></p> <p>The provision of new or improved recreational and sports facilities will be <b>supported</b> in or on the edge of settlement areas provided that:</p> <p>1) the scale is related to the needs of the area and in keeping the character of the location;</p>

Submitted NP Policy	NP Policy with Examiner's modifications
<p>2) they do not create unacceptable disturbance to neighbouring residential properties by way of noise, light spillage, and unsociable hours;</p> <p>3) the use of any floodlighting has mitigation measures in place to protect nearby residential property and areas of nature conservation; and</p> <p>4) access and off-street parking can be satisfactorily provided without harming existing residential and other uses.</p>	<p>2) they do not create unacceptable disturbance to neighbouring residential properties by way of noise, light spillage, and unsociable hours;</p> <p>3) the use of any floodlighting has mitigation measures in place to protect nearby residential property and areas of nature conservation; and</p> <p>4) access and off-street parking can be satisfactorily provided without harming existing residential and other uses.</p>
<p><b>Policy No. PAD24 Facilities for Young People</b></p> <p>Proposals that provide additional facilities for the direct benefit of young people are supported where it is demonstrated, through direct engagement with the schools and recognised local youth organisations, that local young people have been consulted and involved in developing the proposal.</p>	<p><b>Policy No. PAD24 Facilities for Young People</b></p> <p>Proposals that provide additional facilities for the direct benefit of young people <b>will be supported where an application provides evidence of need. Applicants are encouraged to ensure</b> that local young people are consulted and involved in developing proposals including direct engagement with schools and local youth organisations. <b>Evidence of this involvement should be provided in support of any application.</b></p>





**PADSTOW TOWN COUNCIL**  
**NOTIFICATION OF COUNCIL and COMMITTEE MEETINGS FOR 2022-23**

Date	Time	Meeting
<b>2022 DATES</b>		
<b>Tue 10 May</b>	<b>7.30 pm</b>	<b>Annual Parish Meeting</b>
<b>Tue 17 May</b>	<b>6.00 pm</b>	<b>Annual Council Meeting</b>
Tue 24 May	7.00 pm	Planning Committee
Tue 24 May	7.30 pm or on the rising the Planning Committee	Leisure, Tourism and Open Spaces Committee
<b>Tue 31 May</b>	<b>7.15 pm</b>	Staffing Committee (elect Chairman)
<b>Tue 31 May</b>	<b>7.20 pm</b> , or on the rising of the Staffing Committee	Highways, Roads and Transport Committee (elect Chairman)
<b>Tue 31 May</b>	<b>7.30 pm</b> or on the rising of the HRT Committee	<b>FULL COUNCIL</b>
Tue 7 June	7.00 pm	Highways, Roads and Transport Committee
Tue 7 June	7.30 pm or on the rising of HRT	Finance and General Purposes Committee (elect Chairman)
Tue 14 June	7.00 pm	Planning Committee
Tue 21 June	6.00 pm	Staffing Committee
<b>Tue 28 June</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 5 July	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tue 12 July	7.00 pm	Planning Committee
Tue 19 July	7.00 pm	Finance and General Purposes
<b>Tue 26 July</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 2 August	7.00 pm	Highways, Roads and Transport Committee
Tue 9 August	7.00 pm	Planning Committee
Tue 6 September	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tue 13 September	7.00 pm	Planning Committee
Tue 20 September	6.00 pm	Staffing Committee (budget)
<b>Tue 27 September</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 4 October	7.00 pm	Highways, Roads and Transport Committee (budget)
Tue 11 October	7.00 pm	Planning Committee
<b>Tue 25 October</b>	<b>7.30pm</b>	<b>Full Council</b>
Tue 1 November	7.00 pm	Leisure, Tourism and Open Space Committee (budget)
Tue 8 November	7.00 pm	Planning Committee
Tue 15 November	7.00 pm	Finance and General Purposes Committee (budget)
<b>Tue 29 November</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 6 December	7.00 pm	Highways, Roads and Transport Committee
Tue 13 December	6.00 pm	Staffing Committee
Tue 13 December	7.00 pm or on the rising of Staffing	Planning Committee
<b>2023 DATES</b>		
Tue 10 January	7.00 pm	Planning Committee
Tue 17 January	7.00 pm	Leisure, Tourism and Open Space Committee
<b>Tue 31 January</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 7 February	7.00 pm	Highways, Roads and Transport Committee
Tue 14 February	7.00 pm	Planning Committee

Tue 21 February	7.00 pm	Finance, General Purposes Committee (grants)
<b>Tue 28 February</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tue 7 March	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tue 14 March	7.00 pm	Planning Committee
Tue 21 March	6.00 pm	Staffing Committee
<b>Tue 28 March</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tues 4 April	7.00 pm	Highways, Roads and Transport Committee
Tues 11 April	7.00 pm	Planning Committee
<b>Tues 25 April</b>	<b>7.30 pm</b>	<b>Full Council</b>

Meetings maybe 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 Councils 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.**