

PADSTOW TOWN COUNCIL

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9 November 2022

TO: FINANCE AND GENERAL PURPOSES COMMITTEE

Councillors R Higman (Chairman), J O'Keefe (Vice Chairman), Mrs J Dawe, A Flide, K Freeman, M Rickard, Mrs T Walter and C WatsonSmyth

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** in the **Council Chamber, Council Offices, Station House, Padstow** on **Tuesday 15 November 2022 at 7.00 pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

K E Pemberton

Kathy Pemberton
Town Clerk

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

Agenda

Press & Public are invited to attend

- 1.** To receive **apologies for absence and announcements (if any)**
- 2.** To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct.
- 3. Public Participation:** to receive submissions from members of the public relating to items on the agenda, in accordance with the Council's Code of Conduct & Standing Orders.
- 4. To agree the minutes** of the meeting held on 19 July 2022. (Pg's 1-2)
- 5. Budget to Actual Variance Report:** To note the Budget to Actual Variance Report 1.4.22 - 31.10.22. (Pg's 3-5)
- 6. Budget Report 2022-23:** To receive an update to note for information. (Pg. 6)

- 7. Budget 2023-24:** (Pg's 7-27)
- a) Members' Allowances: To recommend to Full Council whether a Members' Allowance should be set for 2023-24 Pg 7
 - b) Draft Budget 2023-24: To consider the draft budget 2023-24, which includes recommendations from Committees, and make recommendations to Full Council Pg 7-19
 - c) Precept 2023-24: To recommend to Full Council as to whether a precept should be set for 2023-24
 - d) Business Plan: To consider the Council's Business Plan and make recommendations to Full Council, if necessary. Pg 20-27
- 8. Date of next meeting:** Tuesday 21 February 2023 at 7pm (Grants Meeting).

PADSTOW TOWN COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Tuesday 19 July 2022 at 7 pm in the Council Chamber, Station House, Station Road, Padstow

Present: Councillors R Higman (Chairman), J O'Keefe (Vice Chairman), Mrs J Dawe, A P Flide, K Freeman, M Rickard, Mrs T Walter

In Attendance: Mrs N Barnes (Responsible Financial Officer and minute taker)

FGP2022/8 Apologies for absence and announcements: There were no apologies for absence. There were no announcements.

FGP2022/9 Declarations of Interest: There were no declarations of interest.

FGP2022/10 Public Participation: There was no public participation.

FGP2022/11 Minutes Tuesday 14 June 2022: RESOLVED that the minutes of the meeting held on Tuesday 14 June 2022 were a true record of the meeting and they were signed by the Chairman.

FGP2022/12 Budget Summary and Budget to Actual Variance Report 2022/23: The Chairman referred members to the report on agenda pages 2-4 the Budget Summary and Budget to Actual Variance Report were noted.

FGP2022/13 General Reserve and Asset Valuation Policy:
General Reserve Policy: Members were referred to agenda page 5 and noted the recommendation from the Joint Panel on Accountability and Governance (JPAG) that a General Reserve Policy (being a principle of action not full policy) be adopted.

It was noted that JPAG guidance recommends holding 3-12 months' revenue expenditure in free reserves (the General Fund). Members were supportive of the Responsible Financial Officer's (RFO) recommendation that Padstow Town Council holds 12 months, due to its reliance on non-guaranteed sources of income and having experienced the impact of events, such as the Covid-19 pandemic and national lockdowns.

RESOLVED to recommend to the Full Council to hold a minimum of one year's revenue expenditure in free reserves i.e the General Fund, as part of the Budget-setting process.

Asset Valuation Policy: Consideration was also given to agreeing an Asset Valuation Policy (being a principle of action not full policy) as recommend by JPAG. The RFO advised that the Council currently uses the acquisition cost for fixed

asset valuations unless the asset is materially enhanced. It was noted that this was in line with JPAG guidance and members were supportive of recommending to Council that this be agreed as policy.

RESOLVED to recommend to the Full Council that the Council uses the acquisition cost for fixed asset valuations as per the Joint Panel on Accountability and Governance (JPAG) guidance.

FGP2022/14

Budget-setting 2023-24: The Chairman requested that Committee members consider projects that they may wish to see included in the Budget 2023-24 (1.4.23-31.3.24). The Chairman thought the Railway car park needs relining and if Committee members can please email the RFO with ideas.

There was a general discussion, and it was thought that the use of the two buildings acquired by the Council in the last few years should be considered. The Chairman advised that members could contact the Chairman of the Council and Town Clerk, for this item to be considered for inclusion on September's Full Council Agenda.

General ideas to consider including in the Budget 2023-24 were: provision for possible free-swimming lessons for Padstow and Trevone children (the RFO advised that the Council has a Grants policy and the Friends of Padstow School could apply for a grant to provide free swimming lessons); buy in a sports development officer on a daily basis to arrange activities and forest school.

FGP2022/15

Date of next meeting: Tuesday 15 November 2022 was noted (budget meeting).

Meeting closed at 7.22 pm.

FGP Meeting 15.11.22 Agenda item 5 Budget Report

	<u>Year to Date</u>			<u>Prior Year</u>		
	1.4.22 -	1.4.22 -	Variance	1.4.22 -	1.4.21 -	Variance
	31.10.22	31.10.22	£	31.10.22	31.10.21	£
Income						
Central Services	10184	29	10155	10184	12452	-2268
Highways, Roads & Transport	571106	477350	93756	571106	633423	-62317
Environment	9920	2934	6986	9920	8406	1514
Leisure	1735	4000	-2265	1735	7322	-5587
Investment Properties	186580	180583	5997	186580	185285	1295
Other Operating Income (int recvd)	221	15	206	221	42	179
	<u>779746</u>	<u>664911</u>	<u>114835</u>	<u>779746</u>	<u>846930</u>	<u>-67184</u>
Operating Expenses						
Democratic Core	203	2217	-2014	203	1105	-902
Corporate Services	31546	36917	-5371	31546	45106	-13560
Central Services - grants	24000	25000	-1000	24000	22800	1200
HRT Railway Car Park	58305	63350	-5045	58305	56285	2020
HRT Lawn Car Park	17454	15050	2404	17454	16337	1117
Environment Cemetery	6405	19892	-13487	6405	7453	-1048
Environment Toilets	48668	39900	8768	48668	40667	8001
Leisure Sport & Recreation	0	1167	-1167	0	0	0
Leisure Open Spaces	76532	112404	-35872	76532	74696	1836
Investment Properties	19259	35175	-15916	19259	47794	-28535
Administration	120035	124154	-4119	120035	109616	10419
	<u>402407</u>	<u>475226</u>	<u>-72819</u>	<u>402407</u>	<u>421859</u>	<u>-19452</u>
Other Operating Expenses (Capital/Project items)	20119	210583	-190464	20119	26603	-6484
Net Profit/(Loss)	<u>£357,220</u>	<u>-£20,898</u>	<u>£378,118</u>	<u>£357,220</u>	<u>£398,468</u>	<u>-£41,248</u>

FGP Meeting 15.11.22 Agenda item 5

Budget to Actual Variance Report 2022-23 1.4.22 – 31.10.22

Overview

Total income from 1.4.22 – 31.10.22 is £779,746 compared with the budget of £664,911.

Total revenue expenditure from 1.4.22– 31.10.22 is £402,407 compared with the budget of £475,226. Capital/project expenditure is £20,119 and the budget is £210,583.

Explanations for significant variances are detailed below:

Income

Central Services

Central services income is £10,155 more than the Budget because Community Infrastructure Levy (CIL) of £9862.68 was received from Cornwall Council and filming fees of £300 were invoiced.

Highways, Roads & Transport

HRT income is £93,756 more than the Budget due to a cautious Budget being set due to the uncertainties of the Covid pandemic.

Expenses:

Corporate Services

Corporate Services expenses are £5371 less than the Budget due to other professional services being lower than expected.

Environment - Cemetery

Environment Cemetery expenses are £13,487 less than the Budget because staff and grounds maintenance costs are lower than anticipated.

Environment – Toilets

Environment Toilets expenses are £8768 more than the Budget because the water supplier bases its invoices on past usage, the invoices will be reduced over the winter.

Leisure Open Spaces

Leisure Open Spaces costs are £35,872 less than the Budget as staff, grounds maintenance and equipment, furniture & material costs are less than expected.

Investment Properties

Investment Properties expenses are £15,916 less than the Budget because the insurance invoice has not been received yet.

Capital/projects expenses

Capital/projects costs are £190,464 less than the budget because no new projects have invoiced yet.

Prior Year Report

Overview

Total income from 1.4.22 – 31.10.22 is £779,746 compared with £846,930 for the same period last year.

Highways, Roads & Transport income is £62,317 less than last year, probably due to more people travelling abroad rather than holidaying in Cornwall, the cost-of-living crisis, cost of fuel increasing etc.

Total revenue expenditure from 1.4.22 – 30.10.22 is £402,407 compared with £421,859 for the same period last year.

Corporate Services expenses are £13,560 less than last year because RingGo fees and other professional services costs are lower.

Environment toilets expenses are £8001 less than last year because the water supplier assumes increases in consumption continue and there was a credit brought forward last year.

Investment Properties expenses are £28,535 less than last year because the invoice for insurance has not been received yet.

Administration expenses are £10,419 more than the prior year because staff costs are higher, following a national pay award and Spinal Column Point (SCP) increase and energy costs have increased.

Other operating expenses (capital and project expenditure) are £20,119 this year (2 new ride on mowers and Queen's Platinum Jubilee celebrations and £26,603 last year (final payments for the Lawn car park refurbishment and Cory and North Quay toilets refurbishment).

FGP 15.11.22 Agenda item 6

Budget 2022-23 review

Budget overview -income

The Budget 2022-23 was cautious due to the worldwide Covid pandemic and the uncertainty over car park income.

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

Padstow was once again very busy during the peak season, but it appeared to be slightly less busy than the previous two summers when staycations were popular. Car park income is more than the Budget but down in comparison with the previous year.

Budget overview – expenditure

Expenditure in 2022 increased in comparison with 2021, as inflation reached 10% and the cost-of-living crisis had an effect, which was partly caused by the Russian invasion of Ukraine early in 2022.

Revenue expenditure increased across all cost centres, with electricity, water, fuel, staff costs, paper etc all being more expensive.

The Council holds healthy balances at the bank, which should enable it to weather any future financials storms, providing that one year's revenue expenditure is held in free reserves (the General Fund), as Council agreed with its General Reserve Policy.

FGP 15.11.22 Agenda item 7

Budget 2023-24 review

1. Budget overview -income

- 1.1 It is anticipated that the income from car parks and rent will be comparable with the current year, with car park income likely to be slightly down because of the cost-of-living crisis.

2. Budget overview – expenditure

- 2.1 It is anticipated that many costs will go up considerably in 2023-24 with inflation currently around 10%. Wages will also increase due to a national pay award, provision for staff promotions and the provision for two part-time extra members of staff.

2.2 Grants

Grants have been increased from £25,000 to £60,000, following increased requests for funding from not-for-profit organisations due to the cost-of-living crisis and their increased expenses.

Does the Committee agree with having £60,000 available for Grants?

3. Budget Considerations

3.1 7a Members Allowances

Parish councils may choose to pay their members an allowance, known as a 'parish basic allowance' or 'members allowance', to recognise the time and effort they put into their parish duties. There is no obligation to pay such allowances or for Members to claim an allowance if one is agreed. The Members' Allowance is subject to PAYE and would be taken into account for any means- tested benefit. Co-Opted members are unable to receive the Members Allowance.

Members can claim travel expenses for training etc undertaken out of the parish. The Draft Budget does not currently include Members' Allowances.

Recommendation

Does the FGP Committee wish to include in the Draft Budget 2023-24 Members' Allowances to recommend to Council?

3.2 7b Draft Budget 2023-24

- i) The Staffing, LTOS and HRT Committees met and their recommendations to the FGP Committee are included in the Draft Budget 2023-24 for consideration.

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

ii) **General Reserves**

As the Committee will be aware it agreed to have a General Reserve Policy, where a minimum of one year's revenue expenditure is held in free reserves (the General Fund), as part of the Budget-setting process. This will help protect the Council against unforeseen events, such as pandemics and will help it weather a future crisis.

iii) **Earmarked Reserves**

The Earmarked Reserves (EMR) are detailed on the first page of the Budget.

Does the Committee agree with the removing the £5000 NDP Earmarked Reserve, increasing the Grounds and Properties EMR by £10,000 and create an EMR for investigating options for acquiring Cemetery land of £50,000?

iv) As the FGP Committee will appreciate the Draft Budget is prepared up to eighteen months ahead and is estimating what the Council's income and expenditure will be, which is difficult as we are living in very uncertain times. Budget-setting has been particularly challenging with many details out of the Council's control, such as inflation, cost of living crisis, National Insurance Employers' rate changing, national pay awards, effects of the pandemic etc.

Does the FGP Committee:

a) Wish to add anything to the Draft Budget 2023-24?

b) Agree with Draft Budget 2023-24, as detailed in the agenda papers and recommend its approval to Full Council?

3.3 **7c Precept**

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

Recommendation

A precept has not been included in the Draft Budget 2023-24, does the FGP Committee agree with this to recommend to Council?

3.4 **7d Business Plan**

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

The Business Plan spreadsheet section has been updated to add the Lawn garages area improvements of £150,000 and the Dock Wall

repairs of £65,000 in 2024-25 (the Dock Wall repairs are required following a recent inspection).

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

Padstow Town Council						
Budget 2022-23 and Draft Budget 2023-24						
	<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Draft</u>	
Income	<u>31.3.21</u>	<u>31.3.22</u>	<u>31.10.22</u>	<u>2022-23</u>	<u>Budget</u>	<u>2023-24</u>
Central & Democratic Services	272268	12556	10184	50		50
Highways, Roads & Transport	377315	763714	571105	561600		613000
Environment	8755	12722	9920	5030		5010
Leisure	7632	7770	1735	4000		4000
Investment Properties	264460	268187	186580	250000		255000
Other Operating Income	233	98	221	25		50
	<u>930663</u>	<u>1065047</u>	<u>779745</u>	<u>820705</u>		<u>877110</u>
Expenditure						
Democratic Core	281	3190	203	3800		4700
Corporate Services	42703	60717	31546	61000		65000
Central Services	24300	24800	24000	25000		60000
HRT Railway Car Park	84459	81489	58305	108600		99500
HRT Lawns Car Park	22982	24042	17453	25800		28100
Environment Cemetery	11468	17152	6405	34100		32700
Environment Toilets	32775	58166	48668	68400		79000
Leisure - Open Spaces	86775	115897	76532	194325		191525
Administration	189091	192886	120033	209750		253250
Investment Properties	30781	36828	19259	40300		51500
Total expenditure	<u>525615</u>	<u>615167</u>	<u>402404</u>	<u>771075</u>		<u>865275</u>
Net Revenue/(Expenditure)	<u>405048</u>	<u>449880</u>	<u>377341</u>	<u>49630</u>		<u>11835</u>
Capital Expenditure						
Capital expenditure from Revenue	209670	27118	20120	361000		160000
Net Rev/(Exp) after capital expenditure	<u>195378</u>	<u>422762</u>	<u>357221</u>	<u>-311370</u>		<u>-148165</u>
Balance Sheet 1.4.22		<u>1.4.22</u>	Transfers	<u>1.4.23</u>		
		£	to/from EMR	£		
Earmarked Reserves:						
Properties and Grounds Maintenance		150000	10000	160000		
Vehicle and machinery replacement		25000		25000		
NDP		5000	-5000	0		
Investigate options for acquiring Cemetery land			50000	50000		
General Fund		1075850		1075850		
Total assets less liabilities		1255850	55000	1310850		

Padstow Town Council							
Central & Democratic							
	<i>nominal</i>	<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Draft</u>	
<u>Income</u>	<i>codes:</i>	<u>31.3.21</u>	<u>31.3.22</u>	<u>31.10.22</u>	<u>2022-23</u>	<u>Budget</u>	
						<u>2023-24</u>	
Misc Income incl photocopies	4300	272268	12556	10184	50	50	
		272268	12556	10184	50	50	
Expenditure							
Democratic							
Councillors' Expenses	5008	48	0	0	50	200	
Training	5049	68	1190	0	1000	1500	
Contingency	5050	0	0	0	0	0	
Mayor's Allowance	5060	165	135	203	250	500	
Election Expenses	5064	0	1865	0	2500	2500	
		281	3190	203	3800	4700	
Corporate							
Subscriptions	5110	0	920	940	1000	1000	
Bank Charges incl RingGo fees	5111	28293	40002	22081	32000	38000	
Legal Services	5124	7500	10255	5175	12000	12000	
Internal Audit	5125	1500	1500	750	1500	1500	
External Audit	5127	2400	1600	0	2500	2500	
Other Professional Services	5129	3010	6440	2600	12000	10000	
		42703	60717	31546	61000	65000	
Central Services							
Grants	5242	16800	16800	22300	22000	50000	
S137 Grants	5243	7500	8000	1700	3000	10000	
		24300	24800	24000	25000	60000	

Padstow Town Council							
Highways, Roads & Transport							
	<i>nominal</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Actuals</i>	<i>Budget</i>	<i>Budget</i>	Draft
Income	<i>codes:</i>	<u>31.3.21</u>	<u>31.3.22</u>	<u>31.10.22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>
Railway car park	4404	254200	539317	402158	395000		425000
Excess charges - Railway	4405	3640	0	0	0		0
Lawn car park	4406	96968	199676	152078	150000		168000
Excess charges - Lawn	4407	160	0	0	0		0
Car Park Season Tickets	4408	1600	0	4033	1600		2000
Misc income	4448	20747	24721	12836	15000		18000
		377315	763714	571105	561600		613000
Expenditure							
Railway Car Park							
Staff Costs	5301	9200	7131	8507	11000		13000
Energy Costs	5315	449	227	146	900		1000
Non-Domestic Rates (NDR)	5317	56320	56320	39424	65000		68000
Equipment & Materials	5332	375	774	115	500		500
Signs	5332			0	10000		0
Equipment Service & Repair	5333	11686	3121	850	8000		5000
CC CEO - off street (PTC car parks)	5333		5073	3506	5000		5000
Car Park Machines	5351	3120	3984	2219	3200		3500
Car Park Tickets	5353	0	0	0	500		500
Car Park Cash Collection	5354	3309	4859	3538	4500		3000
		84459	81489	58305	108600		99500
Lawns Car Park							
Staff Costs	5401	4492	2867	3650	2000		4900
Energy Costs	5415	1406	1263	106	1500		1500
Non-Domestic Rates (NDR)	5417	14970	14970	10479	18000		19000
Equipment, Materials & Repairs	5432	238	774	0	500		500
Car Park Machines	5451	556	1099	774	1100		1000
Car Park Tickets	5453	0	0	0	200		200
Car Park Cash Collection	5454	1320	3069	2444	2500		1000
		22982	24042	17453	25800		28100

Padstow Town Council							
Environment							
	<i>nominal codes:</i>	<u>Actuals</u> <u>31.3.21</u>	<u>Actuals</u> <u>31.3.22</u>	<u>Actuals</u> <u>31.10.22</u>	<u>Budget</u> <u>2022-23</u>	<u>Draft</u> <u>Budget</u> <u>2023-24</u>	
Income							
Cemetery Fees	4511	8664	12683	9906	5000	5000	
Seagull-proof Sacks	4513	91	39	14	30	10	
		8755	12722	9920	5030	5010	
Expenditure							
Cemetery							
Staff Costs	5701	5029	11700	4383	19000	17600	
Non-Domestic Rates (NDR)	5717	1566	1783	1136	1700	1800	
Water	5718	0	0	0	200	100	
Grounds Maintenance	5720	4873	3544	886	7000	5000	
Topple testing	5720		0	0	6000	8000	
Equipment, Materials & Repairs	5732-3	0	125	0	200	200	
		11468	17152	6405	34100	32700	
Toilets							
Staff Costs	5801	13482	17728	14128	18500	26000	
Energy Costs	5815	1190	3326	3932	2400	5000	
Non-Domestic Rates (NDR)	5817	1160	-1160	0	0	0	
Water	5818	8900	22227	18510	28000	29500	
Cleaning & Domestic Supplies	5819	7282	9547	7439	15000	13000	
Equipment & Materials	5832	420	591	183	1000	1000	
Equipment Service & Repair	5833	341	5907	4476	3500	4500	
		32775	58166	48668	68400	79000	

Padstow Town Council							
Leisure, Tourism & Open Spaces							
							Draft
Income	<i>nominal codes:</i>	Actuals	Actuals	Actuals	Budget		Budget
		31.3.21	31.3.22	31.10.22	2022-23		2023-24
Leisure - seat and tree donations	4600	487	1027	68	0		0
Grass Cutting CC	4620	3318	0	0	0		0
Footpaths & Grass Cutting CC	4630	3212	5839	1271	4000		4000
Leisure - misc income	4648	615	904	396	0		0
		7632	7770	1735	4000		4000
Expenditure							
Events	6044	0	0	0	2000		1000
Staff costs (bandstand)	6101	0	0	0	1650		0
Staff Costs	6201	57848	70611	46864	103000		108700
Staff travel	6207	0	0	0	50		50
Energy costs	6215	553	2029	4469	900		3600
NDR - tennis courts	6217	599	790	419	2250		900
Grounds maint costs	6220	15009	15398	11239	18000		25000
Treeworks	6220		0	0	10000		8000
Plantation - clear compost area	6220		0	0	5000		
Rent	6221	175	175	175	175		175
Vehicle Insurance	6222	2108	2213	48	2500		2500
Equipment & materials	6232	5583	11202	5788	12000		14000
Skate park fencing	6232		0	0	10000		
Bus shelter	6232		0	0	2000		
Core building maintenance	6232		0	0	10000		5000
Tommy at Stile field	6232		0	0	1000		
CCTV							7000
Telephones - mobiles	6239	196	25	0	50		50
Training	6249	72	1995	1395	5000		5000
Petrol & Oil	6265	2080	3389	2921	3500		3900
Machinery repairs	6266	692	2141	1214	1500		2200
Vehicle Service & Repair	6267	1165	5209	1530	3000		3700
Vehicle Tax	6268	695	720	470	750		750
		86775	115897	76532	194325		191525

Padstow Town Council							
Administration							
			<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Draft</u>
<u>Income</u>	<i>nominal</i>	<u>31.3.21</u>	<u>31.3.22</u>	<u>31.10.22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>Budget</u>
	<i>codes:</i>						
Interest Income	4949	233	98	221	25	50	50
Precept	4950	0	0	0	0	0	0
		233	98	221	25	50	50
Expenditure							
Staff costs - gross pay	7001	159794	161622	101156	176000	215000	215000
Staff travel	7007	0	0	0	50	50	50
Subscriptions	7010	185	500	555	800	600	600
Building Maintenance	7014	529	374	523	500	600	600
Energy Costs	7015	4804	4622	3280	6000	6500	6500
NDR - Station House & Core Building	7017	8982	10109	6079	9500	11000	11000
Water	7018	0	117	53	200	200	200
Cleaning & Domestic Supplies	7019	923	577	422	1000	900	900
Equipment & Materials	7032	1734	3261	1277	2500	2800	2800
Equipment Services & Repair	7033	1260	2260	1413	1500	2300	2300
Printing	7034	1328	1372	740	1400	1400	1400
Stationery	7035	539	1665	850	1000	1500	1500
Postage	7036	931	335	321	900	900	900
Telephone	7039	1402	636	565	1500	1200	1200
Computer Costs	7040	6660	5244	2674	3500	3000	3000
Advertising	7047	0	0	0	400	300	300
Training	7049	20	192	125	3000	5000	5000
		189091	192886	120033	209750	253250	253250

Padstow Town Council							
Investment Properties							
			<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Draft</u>
	nominal		<u>31.3.21</u>	<u>31.3.22</u>	<u>31.10.22</u>	<u>2022-23</u>	<u>Budget</u>
Income	codes:						<u>2023-24</u>
Inv Rental Income	4702	229018	229271		165417	225000	225000
Inv Miscellaneous Rents	4703	35442	38916		21163	25000	30000
		<u>264460</u>	<u>268187</u>		<u>186580</u>	<u>250000</u>	<u>255000</u>
Expenditure							
Buildings maintenance	6914	292	291		1014	300	500
Premises Insurance	6923	23441	25680		14289	28000	36000
Legal Services	6924	7048	7857		3956	6000	9000
Surveyors	6926	0	3000		0	6000	6000
		<u>30781</u>	<u>36828</u>		<u>19259</u>	<u>40300</u>	<u>51500</u>
Other Operating & Reserves - Capital Expenditure							
<i>n/c 9096 Projects funded from Revenue (items costing less than £10k)</i>							
<i>n/c 9097 Cap Exp funded from Revenue (items costing over £10k)</i>							
Neighbourhood Development Plan		8799	1056			4000	
Lawn skate park			1645				
Lawn car park improvements		16177	6372				
North Quay and Cory toilets refurbishment		26439	14424		2643		
Misc repairs		4721	3621			5000	5000
Victoria Monument		716					
Community events					5897	10000	15000
Computers - hardware & software		1318			480	2000	5000
Multi Use Games Area (MUGA)					750	200000	
Grant to help vulnerable during Covid-19		1500					
Contingency						50000	60000
Core Building		150000					10000
Lawn play equipment						90000	
Ride on lawn mowers					10350		
HRT:							
Camel roadway improvements							20000
LTOS:							
Replace Railway car park railings							35000
Investigate options to improve While Shelter area							10000
		<u>209670</u>	<u>27118</u>	0	20120	361000	160000

HRT, LTOS and Staffing Committee recommendations to the FGP meeting

The Staffing, HRT and LTOS Committee meeting recommendations have been incorporated into the Draft Budget 2023-24 for FGP to consider:

HRT 18.10.22 Meeting

Car park tariffs, including Season tickets to remain the same.
Leeway charges to remain the same.

	<u>nominal</u>	<u>£</u>
<u>Budget:</u>	<u>code</u>	
Civil Enforcement Officer - PTC car parks	5333	5000

Business Plan

2023-24 Camel roadway improvements		20000
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Staffing 1.11.22 meeting

The Staffing Committee reviewed the Staffing requirements and Budget for 2023-24 and recommend:

	<u>n/c</u>	<u>£</u>
<u>Budget:</u>		
Councillor training	5049	1500
LTOS (outside team) - training	6249	5000
Administration - training	7049	5000

Total wages 385200
(Gross wages, Employers' LGPS pension, National Insurance ER's and contingency)

LTOS 1.11.22 Meeting

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

<u>Budget:</u>		
Grounds maintenance	6220	25000
CCTV	6232	7000
Railway car park railings	9097	35000
Community events	9096	15000
Memorial safety programme	5720	8000
Investigate options to improve White shelter area	9097	10000

Business Plan

Improve Lawn garages area in 2024-25		150000
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Earmarked Reserve

Investigate options for acquiring new land for the Cemetery		50000
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Padstow Town Council Draft Budget Notes 2023-24

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

Leisure, Tourism & Open Spaces

6201	Staff costs	Provision for 4 full time staff and provision for a seasonal post.
6217	Rates - NDR	Tennis courts NDR
6220	Grounds maintenance	Bulk waste bin emptying, polyliners etc and general maintenance.
6222	Vehicle insurance	per James Hallam Insurance Brokers.
6232	Equipment, furniture & materials	Provision for paint, materials, small items of equipment etc.
6249	Training	To update training required.
6265	Petrol & oil	Fuel costs for PTC vehicles and mowers, the cost of fuel has increased significantly.

Administration

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

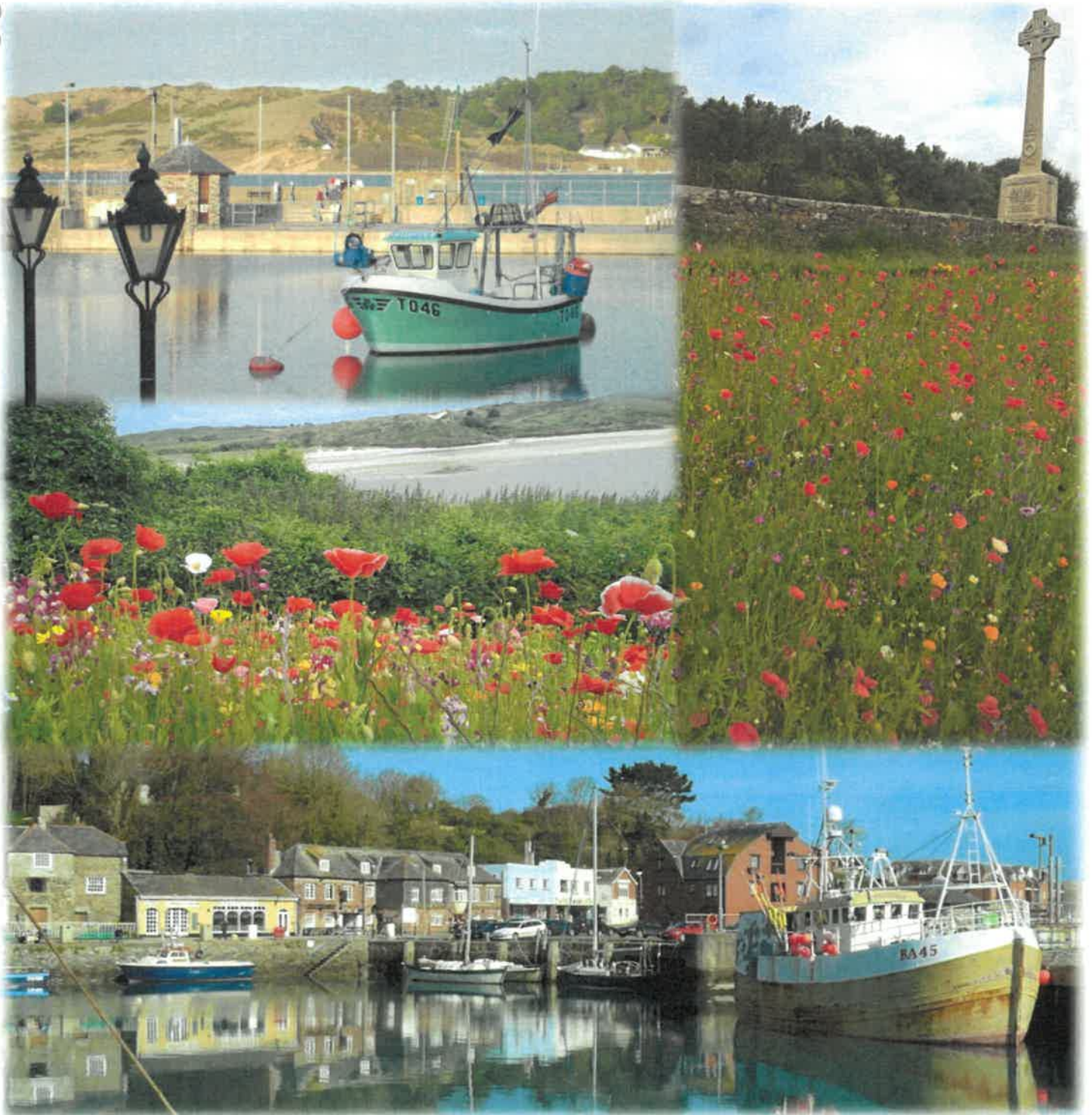
Investment Properties

4702	Inv Rental income	Total rental income.
4703	Inv Misc rents	Sand lorry leeway charges and miscellaneous rents.
6914	Buildings maintenance	Provision for property maintenance on PTC properties.
6923	Premises insurance	per James Hallam Insurance Brokers, prepayment to do at the end of the financial year.
6926	Surveyors	Insurance costs have increased substantially following the end of a 3 year Long Term Agreement. Rent reviews.

90967 Projects/Capital expenditure Various capital items and projects are included.



PADSTOW TOWN COUNCIL BUSINESS PLAN



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PADSTOW TOWN COUNCIL **BUSINESS PLAN**

Introduction

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

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

What is the purpose of the Business Plan?

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

Mission Statement

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

Review of the Business Plan

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

Aims and objectives

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

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

The objectives are:

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

Overview of Padstow Town Council

- The Council is made up of 12 Councillors who are elected every four years, three represent Trevone ward and nine represent Padstow ward.
- The Town Mayor and Deputy Mayor are elected by the Council every year.
- The committees are: Finance and General Purposes; Highways, Roads & Transport; Leisure, Tourism and Open Spaces; Planning and Staffing.
- Working groups are formed to deal with issues as appropriate and meet on an ad hoc basis.
- The Full Council normally meets on the last Tuesday of each month and meetings are open to the public. Full Council meetings are not held in August and December.
- Most Council meetings are open to the public and residents are allowed to speak at the discretion of the Chairman of each meeting.
- An Annual Parish meeting is held each year to review the activities of the previous year and residents can raise any issues of concern.
- The Council operates using a constitution, consisting of Standing Orders and Financial Regulations with supporting policies.

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

Management Structure

The administration of the Town Council is carried out by a Town Clerk who is appointed by the Council. The Town Clerk is required to carry out all the functions required by law as the Town Council's Proper Officer and to issue all statutory notifications. The Responsible Financial Officer (RFO) is responsible for managing the finances on behalf of the Council. At October 2022~~±~~ the Council employs a total of ~~eight~~^{nine} staff, these staff cover the following positions: Town Clerk, RFO, Council Support Officers, [Council Foreperson](#), Maintenance Team~~, Toilet Cleaners/Car park attendants~~ and office cleaner.

Financial Information

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

The operating expenses are:

Democratic Core – election expenses, Councillor training, bouquets etc
 Corporate Services – professional & bank charges, HR, audit etc
 Central Services – grants awarded to local organisations
 HRT Railway car park – Non-Domestic Rates (NDR), wages, cash collections etc
 HRT Lawn car park – NDR, wages, cash collection etc

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

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

Leisure Open Spaces – grounds maintenance wages, grass cutting, ~~bulk~~ bin ~~emptyings~~ etc

Investment Properties – insurance, surveyor and legal fees etc

Administration – wages, NDR, stationery, telephone, computer etc

Capital expenditure and financing

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

Assets

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

Reserves

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

Councillor Allowances

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

Grants

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

Budget

The Finance and General Purposes Committee considers an annual Budget for the following 1st April – 31st March in the autumn each year. The Draft Budget then goes to Full Council for approval. At that time the Council also considers whether a precept should be set and duly notifies Cornwall Council. The Council aims to set a balanced Revenue and Expenditure Budget each year.

Audit

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

Accounts

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

The Council functions

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

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

The Council is responsible for, either directly or as part of an agreement with Cornwall Council: the following services:

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

Mayor

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

Planning

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

Achievements

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

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

Projects for 2022/23

- [Multi Use Games Area \(MUGA\) on the Lawn tennis court area.](#)
- [Lawns Play equipment update](#)[Area replacement and refurbishment](#)

Future projects:

- ~~Multi Use Games Area (MUGA) on the Lawn tennis court area.~~
- ~~Play equipment update~~
- [Camel roadway improvements](#)
- [Lawn garages area improvements](#)
- [Dock Wall repairs and maintenance](#)

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

Updated ~~3.11.22~~[10.21](#)

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Padstow Town Council - Business Plan

Major Capital Projects

items over £20,000 in value

	<u>2023/24</u>	<u>2024/5</u>	<u>2025/26</u>
Camel roadway improvements	20,000		
Lawn garages area improvements		150000	
Dock Wall repairs		65000	
	<u>20,000</u>	<u>215,000</u>	<u>0</u>

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