

PADSTOW TOWN COUNCIL

Council Offices
Station House
Station Road
Padstow
Cornwall
PL28 8DA

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



15 February 2023

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 Watson-Smyth

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** at the **Council Offices, Station House, Station Road, Padstow** on **Tuesday 21 February 2023 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

AGENDA

Press & Public are invited to attend.

1. **To receive apologies for absence and announcements.**
2. **To receive declarations of interest from Members** relating to items on the agenda, in accordance with Padstow Town Council's Code of Conduct.
3. **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 **Tuesday 15 November 2022.** *(p1-3)*
5. **Budget Summary and Budget to Actual Variance Report 2022/23:** To note for information. *(p4-6)*
6. **Committee Works i) Update:** for information only; **and ii) Programme:** To note and update/amend, as necessary. *(p7)*
7. **Grants 2023/24:** To discuss and decide on the allocation of grants as per the Council's Grant Policy, to be allocated under the relevant Local Government Acts, as follows:
 - a) **LGA Miscellaneous Provisions Act S19 recreation facilities**
 - b) **LGA and Rates Act 1997 S26-29**
 - c) **LGA 1972 S144 Tourism**
 - d) **LGA 1972 S137***(p8-14) (plus grants packs)
Separate cover*
8. **Date of next meeting:** to be confirmed.

PADSTOW TOWN COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Tuesday 15 November 2022 at 7.00 pm in the Council Chamber, Station House, Station Road, Padstow

Present: Councillors R Higman (Chairman), J O'Keefe (Vice Chairman), Mrs J Dawe, K Freeman and M Rickard

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

- FGP2022/16 Apologies for absence and announcements:**
i) Apologies were received from Councillors A Flide, Mrs T Walter and C WatsonSmyth.
ii) The Chairman announced he had been approached by a member of the WI who had expressed thanks for the PTC Community Grant towards the hearing loop in the WI hall which was working well.
- FGP2022/17 Declarations of Interest:** There were no declarations of interest.
- FGP2022/18 Public Participation:** There was no public participation.
- FGP2022/19 Minutes Tuesday 19 July 2022: RESOLVED** that the minutes of the meeting held on Tuesday 19 July 2022 were a true record of the meeting and they were signed by the Chairman.
- FGP2022/20 Budget Summary and Budget to Actual Variance Report:** The budget report, providing an overview of the total income and revenue expenditure from 1.4.22 – 31.10.22 and explanations for any significant variances, was noted and thanks were expressed to the Responsible Financial Officer.
- FGP2022/21 Budget Report 2022-23:** A review of the budget for 2022-23 was noted.
- FGP2022/22 Budget 2023-24:**
Members' Allowances: **RESOLVED TO RECOMMEND TO FULL COUNCIL THAT** no members' allowances be set for 2023/24.

Grants: Members gave consideration to setting a provision of £60,000 for the Council's community grant scheme. It was noted that this was an increase on the current year's provision of £25,000 but that there was room in the budget. Comment was made that the grants pot was decided annually and if finances were different in future years, then this would be reflected. It was also noted that the Council did not need to spend the whole £60,000 and that grants were discretionary.

RESOLVED to agree the inclusion of £60,000 for grants within the draft Budget 2023-24.

Committee Recommendations: The Chairman referred Committee to the Draft Budget papers including the recommendations from Committees.

RESOLVED to accept the Budget meeting recommendations of the Staffing, LTOS and HRT Committees, including fees and charges, for inclusion within the draft Budget 2023-24.

General Reserves: Members noted the Council's General Reserve Policy, being to hold a minimum of one year's revenue expenditure in free reserves (the General Fund) and that this was reflected in the Draft Budget.

Ear Marked Reserves (EMR): Consideration was given to the future of the NDP EMR, to increasing the Grounds and Properties EMR and the creation of an EMR in respect of acquiring cemetery land.

RESOLVED to agree the following inclusions within the Draft Budget 2023-24: i) the removal of the £5,000 NDP EMR; ii) increasing the Grounds and Properties EMR by £10,000; and iii) creating a £50,000 EMR for investigating options for acquiring Cemetery land.

Draft Budget 2023-24: In response to a member query the Responsible Financial Officer confirmed that the Draft Budget contained a £60,000 contingency provision, an increase on last year of £10,000 and a community events provision of £15,000, an increase on last year of £5,000. These provisions would help to cover additional costs arising from the current economic climate and arising from the Core Building projects.

Members were supportive of the Draft Budget and had no further recommendations for inclusion.

RESOLVED TO RECOMMEND TO FULL COUNCIL THAT the Draft Budget 2023-24, as detailed in the agenda papers, be approved.

Precept 2023-24: It was not considered necessary to set a Precept for 2023-24. Comment was made that the public should be made aware that this may not always be possible if the current spate of vandalism continues.

RESOLVED TO RECOMMEND TO FULL COUNCIL THAT no Precept be set for 2023-24.

Business Plan: The Chairman referred Committee to the Business Plan and the suggested updates in 2024-25 including the Lawn garages area improvements of £150,000 and the Dock Wall repairs of £65,000, which members were supportive of.

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

FGP2022/23

Date of next meeting: Tuesday 21 February 2023 was noted (grants meeting).

Meeting closed at 7.17 pm

FGP Meeting 21.2.23 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
	31.1.23	31.1.23	£	31.1.23	31.1.22	£
	Actual	Budget		Actual	Actual	
	£	£	£	£	£	£
Income						
Central Services	10852	42	10810	10852	12552	-1700
Highways, Roads & Transport	637097	530100	106997	637097	707195	-70098
Environment	10569	4192	6377	10569	9268	1301
Leisure	8479	4000	4479	8479	7707	772
Investment Properties	264526	241833	22693	264526	262417	2109
Other Operating Income (int recvd)	1805	21	1784	1805	85	1720
	933328	780188	153140	933328	999224	-65896
Operating Expenses						
Democratic Core	701	3167	-2466	701	2791	-2090
Corporate Services	37398	50917	-13519	37398	54094	-16696
Central Services - grants	24000	25000	-1000	24000	25000	-1000
HRT Railway Car Park	84673	90500	-5827	84673	77452	7221
HRT Lawn Car Park	23073	21500	1573	23073	22174	899
Environment Cemetery	9267	28417	-19150	9267	11279	-2012
Environment Toilets	58022	57000	1022	58022	59345	-1323
Leisure Sport & Recreation	0	1667	-1667	0	0	0
Leisure Open Spaces	135082	159217	-24135	135082	98396	36686
Investment Properties	54999	38250	16749	54999	51118	3881
Administration	178914	176292	2622	178914	161008	17906
	606129	651927	-45798	606129	562657	43472
Other Operating Expenses (Capital/Project items)	42757	300833	-258076	42757	27118	15639
Net Profit/(Loss)	£284,442	-£172,572	£457,014	£284,442	£409,449	-£125,007

FGP Meeting 21.2.23 Agenda item 5

Budget to Actual Variance Report 2022-23 1.4.22 – 31.1.23

Overview

Total income from 1.4.22 – 31.1.23 is £933,328 compared with the budget of £780,188.

Total revenue expenditure from 1.4.22– 31.1.23 is £606,129 compared with the budget of £651,927. Capital/project expenditure is £42,757 and the budget is £300,833.

Explanations for significant variances are detailed below:

Income

Central Services

Central services income is £10,810 more than the Budget because Community Infrastructure Levy (CIL) payments of £9862.68 were received from Cornwall Council and filming fees of £300 were invoiced.

Highways, Roads & Transport

HRT income is £106,997 more than the Budget due to a cautious Budget being set, following the uncertainties of the Covid pandemic.

Investment Properties

Investment Properties income is £22,693 more than the Budget because leeway charges are higher than expected.

Expenses:

Corporate Services

Corporate Services expenses are £13,519 less than the Budget due to legal fees and other professional services being lower than expected.

Environment - Cemetery

Environment Cemetery expenses are £19,150 less than the Budget because staff and grounds maintenance costs are lower than anticipated.

Leisure Open Spaces

Leisure Open Spaces costs are £24,135 less than the Budget as staff and equipment, furniture & material costs are less than expected.

Investment Properties

Investment Properties expenses are £16,749 more than the Budget because insurance costs are much higher (a prepayment will be done at the Financial Year End).

Capital/projects expenses

Capital/projects costs are £258,076 less than the budget because the major new projects have not invoiced PTC yet.

Prior Year Report

Overview

Total income from 1.4.22 – 31.1.23 is £933,328 compared with £999,224 for the same period last year.

Highways, Roads & Transport income is £70,098 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 – 31.1.23 is £606,129 compared with £562,657 for the same period last year.

Corporate Services expenses are £16,696 less than last year because RingGo fees and other professional services costs are lower.

HRT Railway expenses are £7221 more than the previous year because staff costs are higher following a national pay award, Spinal Column Point (SCP) increase, and Long Service Awards (staff costs are allocated from the timesheets to the various cost centres).

LTOS expenses are £36,686 more than last year because the dock wall repairs of £15,000 were paid this year and staff, materials and energy costs are higher.

Administration expenses are £17,906 more than the prior year because staff costs are higher, following a national pay award, Spinal Column Point (SCP) increase and Long Service Awards and energy costs have increased.

Other operating expenses (capital and project expenditure) are £42,757 this year (2 new ride on mowers, 5 car park machines and Queen's Platinum Jubilee celebrations and £27,118 last year (final payments for the Lawn car park refurbishment and Cory and North Quay toilets refurbishment).

FINANCE AND GENERAL PURPOSES COMMITTEE 21 February 2023

Agenda Item 6

COMMITTEE WORK UPDATES: FOR INFORMATION ONLY

The Budget 2023-24 and Business Plan were agreed by Full Council on 29.11.22.

WORK PROGRAMME: TO NOTE, UPDATE/AMEND AS NECESSARY

DRAFT AGENDA ITEM TITLE	ITEM DETAIL (if necessary)	PROGRESS UPDATE (if any)
MEETING DATE: 21 FEBRUARY 2023 – AGENDA DESPATCH: 15 FEBRUARY 2023		
Grants	Committee to consider grant requests for 2023/24	On this Agenda.
MEETING DATE: TBC NOVEMBER 2023 – AGENDA DESPATCH: TBC		
Council Business Plan		
Budget Setting Process 2024/25	Budget Setting Process – including precept considerations and allowances	
POTENTIAL ITEMS FOR FUTURE MEETINGS		
Review Financial Regulations		In progress, to review with the Standing Orders to go to Full Council in 2023.
Review of Grant Policy and Procedure		To review in 2023.
Risk Management Strategy		This goes to April Full Council each year, would FGP like to review it first?
Annual Investment Strategy		This goes to April Full Council each year, would FGP like to review it first?
Anti-Fraud and Corruption Policy		To review in 2023.
Late Payments (Bad Debts) Policy		To review in 2023.
LGPS (Local Government Pension Scheme) Employer Discretions Policy		To review in 2023.

FGP 21.2.23 Agenda item 7

Grants 2023-24

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

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

A Receipts and Payments Account or Profit and Loss Account and Balance Sheet and bank statement, are copied for each Application for the FGP Committee and are included in the Grants pack.

Grants totalling £25,000 were awarded to 22 local organisations in 2022-23.

The total Budget 2023-24 for Grants is £60,000, £50,000 in general grants and £10,000 in S137. The total Budget for Grants does not need to be allocated. S137 allows the Council to award money to an organisation that will benefit some or all the community, where there is not a specific power to grant money.

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

The Allocation of Grants spreadsheet (Appendix 2) details:

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

The aim is to share the Grants across as many organisations and age ranges as possible, based on the Grant Policy and the information provided.

22 Grant Applications for 2023-24 were received by the 31.1.23 deadline, requesting a total of £55,872 in Grants.

How would the FGP Committee like to award the Grants?

PADSTOW TOWN COUNCIL



GRANT POLICY

About Padstow Town Council's Community Grant Scheme

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

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

Grants will not be awarded to meet general salary costs.

Who is Eligible for Support?

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

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

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

The following are not currently eligible for grant support:

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



GRANT APPLICATION PROCEDURE

Applications

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

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

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

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

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

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

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



RECEIVING A GRANT: TERMS & CONDITIONS

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

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

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

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

Page 4 of 4

PADSTOW TOWN COUNCIL

Council Offices, Station House
Station Road
Padstow
Cornwall, PL28 8DA
Tel: 01841 532296

Email: enquiries@padstow-tc.gov.uk
Website: www.padstow-tc.gov.uk

Padstow Town Council Allocation of Grants 2023-24

column a	b	c	d	e	f	g	i
Organisation	Grant application for:	Power to grant:	Accounts and/or bank details received	Amount awarded 2022-23 £	Amount requested 2023-24 £	Budget 2023-24 £	Awarded 2023-24 FGP
Grants Pack: (P1-6)	Padstow Blue Ribbon Obby Oss Party	LGA misc Provisions s19 recreation facilities	Yes	2750	3500		21.2.23
(P7-10)	Old Obby Oss Party	"	Yes	2750	3500		
(P11-15)	Padstow School PTFA (Friends of Padstow School)	"	Yes	950	5000		
(P16-20)	Padstow Sea Cadet Unit	"	Yes	2150	2150		
(P21-25)	Padstow Baby & Toddler Group	"	No	350	500		
(P26-39)	Trevone Village Hall	(awaiting new bank a/c statement)					
(P40-43)	St Petroc's Senior Citizens Club	LGA misc Provisions s19 recreation	Yes	6000	2000		
(P44-47)	Padstow United Youth, Ladies & Girls FC	"	Yes	did not apply	any		
(P48-52)	Padstow Parochial Church Council	"	Yes	1500	6000		
(P52-56)	Padstow & District Flower Club	"	Yes	0	500		
(P57-60)	Nadelik Lowen Padstow	"	Yes	100	200		
(P61-64)	Padstow Sailing Club	"	Yes	1000	3000		
(P65-67)	Padstow Rotary Club	"	Yes	0	500		
(P68-71)	Wednesday Watering Hole	"	Yes	did not apply	3500		
(P72-76)	Padstow Rowing Club	"	Yes	500	1000		
(P77-81)	Trevone WI	"	Yes	600	500		
			Yes	did not apply	4194		

UN

(P90-92)	Padstow Bat Detectives	bat detectors and insurance	"	No (new group)	did not apply	1600	
(P94-99)	Padstow and District Community Transport	to cover the running costs of the bus including vehicle tax, inspections, repairs, insurance etc.	Local Govt & Rating Act 1997 s26-29	Yes	0	5000	
(P100-102)	Padstow Christmas Lights Committee	cost of erecting and taking down the lights and maintenance.	LGA 1972 s144 Tourism	Yes	3070	8000	
(P103-108)	total n/c 5242 grants Cornwall Air Ambulance Trust				21720	50644	50000
(P109-115)	The Royal British Legion - Padstow branch	to support the infrastructure to enable the charity to bring Helifest to Padstow in 2023.	LGA1972 s137	Yes	200	3000	
(P116-120)	Duchy defibrillators	to place a remembrance bench by the Garden of Remembrance. annual monitoring fee for fire station cabinet	"	Yes	1500	2000	
	total n/c 5243 s137 grants				did not apply	228	
	TOTAL GRANTS				1700	5228	10000
					23420	55872	60000