

## PADSTOW TOWN COUNCIL

### Minutes of the Full Council Meeting of Padstow Town Council held on Tuesday 30 May 2023 at 7.30 pm in the Council Chamber, Council Offices, Station House, Padstow

**Present:** Councillors J O'Keefe (Chairman), Mrs J Colwill, P Curgenvan, Mrs J Dawe, A P Flide, K Freeman, A J Hoskin, A N Rees, M Rickard, Mrs T Walter and C WatsonSmyth

**In Attendance:** Mrs K Pemberton (Town Clerk), Mrs N Barnes (Responsible Financial Officer) and Mrs S Daly (Assistant TC/Assistant RFO and minute taker)

- 2023/15 To receive apologies for absence and announcements:**  
Apologies were received from Councillor R Higman. There were no announcements.
- 2023/16 Declarations of interest from Members:** Councillors Mrs J Dawe and A N Rees both declared an interest in agenda item 11 b) i) Nadelik Lowen Land Use Request.
- 2023/17 Dispensations:** There were no dispensations.
- 2023/18 Public Participation:** There was no public participation. Apologies were received from Cornwall Councillor Rushworth and there was no report. The police report for the period 24/04/23 to 27/05/23 was noted for information.
- 2023/19 RESOLVED** that the minutes of the Annual Council Meeting held on **Tuesday 16 May 2023** be signed as a true record.
- 2023/20 RESOLVED** to adopt the minutes of the Annual Parish Meeting held on Tuesday 16 May 2023.
- 2023/21 Clerk's Report/Work Programme:** The report was noted as per the agenda report. The Town Clerk confirmed there was no further update from Gorsedh Kernow regarding the September event.
- 2023/22 Committees/Working Group Meetings:**
- a) **RESOLVED** to adopt the minutes and approve recommendations of the Leisure, Tourism and Open Spaces Committee meeting held on 23 May 2023 having been sent "to follow" and taken as read.
  - b) **RESOLVED** to receive the minutes of the Planning Committee meeting held on 23 May 2023 having been sent "to follow" and taken as read.
- 2023/23 Finance and General Purposes Committee Membership:** The Town Clerk confirmed that the Chairs of the LTOS, HRT and Staffing Committees had been appointed at their respective meetings and as such Councillors Mrs J Dawe, A N Rees and M Rickard joined Councillor J O'Keefe (as Chairman of the Council) and Councillor R

Higman (as Vice-Chairman of the Council) on the Finance and General Purposes Committee, leaving 3 vacancies remaining for Council to agree.

**RESOLVED** to appoint the following members to the remaining vacancies: Councillors A P Flide, K Freeman and Mrs T Walter.

**2023/24 Finance: Monthly Accounts and Payments May 2023:**

- a) The monthly finance report was noted.
- b) It was **RESOLVED** to i) ratify payments made April (c) of £88,713.99; ii) ratify payments made April (d) of £26,350 (grants 2023-24) and of £2,840.56 and direct debits of £423.24; iii) May (a) of £72,298.92, standing orders or direct debits (regular payments of the same amount) of £9,329.50 and direct debits of £786.94; iv) ratify payments made May (b) of £4,765.48 and direct debits of £4,710.60; and v) ratify payments made of £11,192.28 and direct debits of £2,469.01
- c) Car park takings were noted.
- d) **RESOLVED** to update the Capital/projects cost centre in the 2023-24 budget to include a £201,500 provision for the MUGA, and a £93,000 provision for the Lawn play equipment, due to delays with the projects resulting in most payments becoming due in the 2023-24 Financial Year.
- e) i) **RESOLVED** to approve the updated Investment Strategy;  
ii) **RESOLVED** to approve the Risk Assessment Management Plan 2023; and  
iii) **RESOLVED** to approve the direct debits and online payments summary (page 36 of the agenda papers)
- f) **RESOLVED** to agree that the Assistant Town Clerk/Assistant RFO be added to Council's Bank Signatories;
- g) **RESOLVED** to confirm that no Councillor has a conflict of interest with the External Auditor, BDO LLP
- h) The availability of bank reconciliations for inspection was noted.

**2023/25 Correspondence:**

- a) Correspondence for information was noted.
- b) i) Nadelik Lowen: Land Use Request: **Councillors Mrs J Dawe and A N Rees left the meeting.**

There was discussion of this item. It was noted that the request asked for permission to use the Lawn Car Park from 8am to 6pm on Saturday 5 August. One member expressed concern that to ensure the car park was empty it would need to be closed the evening of the day before which would impact the overall time the car park was closed. Members commented that they would like to see this type of community event supported and considered that the financial implication would not be overly significant.

Generally, members were happy to support the request "in principle" but felt that the request was too vague and wished to

seek further detail on the event by way of a site meeting as outlined in paragraph 4.3 of the agenda report.

**RESOLVED** to agree "in principle" to the request from Nadelik Lowen to use the Lawn Car Park on Saturday 5 August 2023 for a Carnival Day with vintage rally, subject to Council's Facilities Officer having a site meeting with a representative of Nadelik Lowen to understand the request in more detail and reporting back to Full Council on the same.

**Councillors Mrs J Dawe and A N Rees returned to the meeting.**

ii) CC Permitted Development Consultation: Communications Base Station: **RESOLVED** to support the proposed upgrade of the existing electronic communications base station site (CS12430721) Adjacent to School Hill/A389 Junction, Padstow

iii) Tamar Toll Action Group: **RESOLVED** not to comment on correspondence from the Tamar Toll Action Group.

iv) Hayle Town Council: **RESOLVED** to support the request from Hayle Town Council to write in support of Cornwall Council to the Secretary of State, South West Water and the Environment Agency regarding holding the water companies to account on the dumping of sewage in our seas.

**2023/26 Multi-Use Games Area (MUGA):** The Town Clerk referred members to the agenda report and the cross play risks and mitigations identified in paragraph 2 which members were satisfied with.

**RESOLVED** to reaffirm the decision that the MUGA be open 24/7 and to accept the risks associated with the consequential cross-play identified on pages 53-54 of the agenda report, together with the mitigations set out therein.

**2023/27 Internal Control:** Council gave consideration to this matter and **RESOLVED** to approve the effectiveness of the system of Internal Control.

**2023/28 Financial Statements:** The Chairman referred members to the agenda pages and it was **RESOLVED** to approve the Financial Statements for the year ended 31.3.2023.

**2023/29 Budget to Actual Variance Report:** The Budget to Actual Variance Report 1.4.2022 – 31.3.2023 as detailed on agenda pages 70 to 73 was noted.

**2023/30 Internal Audit Report:** Members noted the clear internal audit report.

- 2023/31 Annual Governance and Accountability Return 2022/23**  
**Section 1:** Following consideration of the annual governance statement it was **RESOLVED** to respond with "yes" to Assertions 1 - 8 in Section 1, on which basis it was **FURTHER RESOLVED** to approve Section 1 – Annual Governance Statement 2022/23 of the Annual Governance and Accountability Return 2022/23 and that these be signed by the Chairman of the meeting and the Town Clerk.
- 2023/32 Annual Governance and Accountability Return 2022/23**  
**Section 2:** Following consideration of the accounting statements it was **RESOLVED** to approve Section 2 – Accounting Statements 2022/23 for Padstow Town Council in the Annual Governance and Accountability Return 2022/23, and that they be signed by the Chairman of the meeting.
- 2023/33 Reports from Members/Outside Organisations:** The Chairman updated that he had attended the Mayor Making Ceremonies of Launceston, Bodmin and Falmouth Town Councils.
- 2023/34 Date of Next meeting:** Tuesday 27 June 2023 at 7.30pm was noted.
- 2023/35 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- 2023/36 Tenant/Lease Matters:** See confidential minutes.
- 2023/37 Use of Council Land: Railway Car Park:** See confidential minutes.

Meeting closed at 8.10 pm