

# PADSTOW TOWN COUNCIL

Council Offices  
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Kathy Pemberton  
Town Clerk  
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23 May 2023

## TO ALL MEMBERS OF THE COUNCIL

Councillors: J O'Keefe (Chairman), R Higman (Vice-Chairman), Mrs J Colwill, P Curgenvin, Mrs J Dawe, A P Flide, K Freeman, A J Hoskin, A N Rees, M Rickard, Mrs T Walter and C WatsonSmyth

Dear Councillor

All Members of Council are hereby summoned to attend the meeting of **Padstow Town Council** in the **Council Chamber, Council Offices, Station House, Padstow** on **Tuesday 30 May 2023 at 7.30 pm or on the rising of the Staffing Committee, whichever the later** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Yours faithfully

*KEPemberton*

Kathy Pemberton  
**Town Clerk**

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## AGENDA

### Public & Press are 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 Annual Council Meeting held on **Tuesday 16 May 2023** having been previously circulated and taken as read. (1-3)
- To adopt the minutes** of the Annual Parish Meeting held on **Tuesday 16 May 2023** having previously been circulated and taken as read. (4-9)
- Clerk's Report/Work Programme:** To receive an update for information only. (10)

- 8. Committees/Working Group Meetings:** (to follow)
- a) To adopt the minutes and approve recommendations (if any) for the Leisure, Tourism and Open Spaces Committee (23 May 2023); and
  - b) To receive minutes of the Planning Committee meeting (23 May 2023)
- 9. Finance and General Purposes Committee Membership:** To Elect Committee Members to the vacant positions on the Finance and General Purposes Committee. (11)
- 10. Finance:**
- Monthly Accounts and Payments: May 2023** (12-36)
- a) To receive the monthly Finance Report (13)
  - b) To approve the accounts for payment and ratify payments made since the last meeting (14-18)
  - c) To note the car park takings (19)
  - d) To update Capital/Project Cost Centre: Budget 2023/24 (20)
  - e) To review and approve the following finance documents:
    - i) Investment Strategy; (21-23)
    - ii) Risk Assessment Management Plan; and (24-35)
    - iii) Direct Debits and Online Payments Summary (36)
  - f) To agree Assistant Town Clerk/Assistant RFO be added to Council's Bank Signatories (20)
  - g) To give consideration as to whether any Councillor has a conflict of interest with the External Auditor, BDO LLP (20)
  - h) Bank Reconciliations: To note their availability for inspection each month
- 11. Correspondence:**
- a) To note correspondence for information (37)
  - b) To give consideration to the following:- (38-52)
    - i) Nadelik Lowen: Land Use Request (Lawns Car Park)
    - ii) CC Permitted Development Consultation: Communications Base Station Adjacent to School Hill/A389 Junction, Padstow
    - iii) Tamar Toll Action Group: Seeking Council Support
    - iv) Hayle Town Council: Seeking Council Support (Dumping Sewage in our Seas)
- 12. Multi-Use Games Area (MUGA):** To receive update and discuss and decide on way forward. (53-55)
- 13. Internal Control:** To review and approve the effectiveness of the system of Internal Control (page 5 and 6 of the Financial Statements). (62-63)
- 14. Financial Statements:** To approve the Financial Statements for the year ended 31.3.2023. (56-61)
- 15. Budget to Actual Variance Report:** To note the Budget to Actual Variance Report 1.4.2022 - 31.3.2023. (70-73)
- 16. Internal Audit Report:** To note the Internal Audit Report and discuss and decide on the recommendation. (74-77)
- 17. Annual Governance and Accountability Return 2022/23 Section 1 Annual Governance Statement:** To give consideration to and approve Section 1 Governance Statement of the Annual Governance and Accountability Return 2022/23. (78-83)

- 18. Annual Governance and Accountability Return 2022/23 Section 2 ( 82 )**  
**Accounting Statements:**  
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.
- 19. Reports from Members/Outside Organisations:** To receive reports from meetings attended (if any).
- 20. To Note Council Date of Next Meeting:** Tuesday 27 June 2023 at 7.30 pm
- 21. 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.
- 22. Tenant/Lease Matters:** To give consideration to tenant and lease matters and discuss and decide on way forward.
- 23. Use of Council Land: Railway Car Park:** To receive an update in this regard and discuss and decide on way forward.

**PADSTOW TOWN COUNCIL**

**Minutes of the Annual Meeting of Padstow Town Council held on  
Tuesday 16 May 2023 at 7.00 pm in the Church Rooms, Church  
Street Padstow**

**Present:** Councillors Mrs J Colwill, P Curgenvan, Mrs J Dawe, K Freeman,  
R Higman, A J Hoskin, J O'Keefe, A N Rees, M Rickard and C WatsonSmyth

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

- 2023/1 Election of Chair of the Council/Town Mayor:**  
**RESOLVED** that Councillor J O'Keefe be re-elected as Chairman of  
the Council/Town Mayor for 2023/24 and he signed his Declaration  
of Acceptance of Office and took the Chair.
- 2023/2 Election of Deputy Chair of the Council/Deputy Mayor:**  
**RESOLVED** that Councillor R Higman be re-elected as Deputy  
Chairman of the Council/Deputy Mayor for 2023/24.
- 2023/3 To receive apologies for absence and announcements:**  
Apologies were received from Councillors A P Flide and Mrs Walter.  
There were no announcements.
- 2023/4 Declarations of interest from Members:** There were no  
declarations of interest.
- 2023/5 Dispensations:** There were no dispensations.
- 2023/6 Public Participation:** There was no public participation.
- 2023/7 RESOLVED** that the minutes of the meeting held on **Tuesday 25  
April 2023** be signed as a true record.
- 2023/8 Election of Committees: RESOLVED** that the following  
Councillors would form the committees for 2023/24:
- a. **Leisure Tourism and Open Spaces** (7): Councillors Mrs J  
Colwill, Mrs J Dawe, A P Flide, R Higman, A Hoskin, A N Rees  
and M Rickard
  - b. **Highways Roads and Transport** (7): Councillors K Freeman,  
R Higman, J O'Keefe, A N Rees and M Rickard and 2 x vacancies
  - c. **Staffing** (5): Councillors Mrs J Dawe, K Freeman, A Hoskin,  
A N Rees and M Rickard
  - d. **Planning** (6): Councillors Mrs J Colwill, P Curgenvan, Mrs J  
Dawe, R Higman, J O'Keefe and Mrs T Walter
- 2023/9 Election of Council Representatives: RESOLVED** to elect the  
following Council Representatives:  
**Formal appointments:**
- a. Camel Advisory Group: Vacancy

- b. Bodmin, Wadebridge, Padstow, ST Teath and Tintagel Community Area Partnership (CAP): Chairman (Councillor J O'Keefe) and in his absence Councillor Mrs J Dawe (reserve Councillor). It was outlined at the meeting that Councillors could attend if they so wished but only the nominated Councillor would have a vote, and in their absence only the nominated reserve Councillor.

**Informal appointments:**

- c. Padstow Sea Cadets Unit Management Team: Vacancy

**Noted:**

- d. It was noted that as Chairman, Councillor J O'Keefe was the appointed representative to the Cornwall Association of Local Councils (CALC).

**2023/10 Committee Terms of Reference/Scheme of Delegation:**

Members were supportive of the recommendation that each committee consider its own terms of reference at their first meeting of the year. Consideration was given to the Staffing Scheme of Delegation which took into account changes to staff roles.

**RESOLVED** that i) each Committee give consideration to its own terms of reference at their first meeting; and ii) the Staffing Scheme of Delegation be amended as set out in pages 10-12 of the agenda pages.

**2023/11 Emergency Scheme of Delegation:** Members were supportive of continuing the current emergency scheme of delegation in line with previous recommendations from the Cornwall Association of Local Councils.

**RESOLVED** i) That the Council delegates authority to the Clerk in consultation with the Chairman and Vice-Chairman/Mayor and Deputy Mayor to take any actions necessary with associated expenditure to protect the interests of the community and ensure Council business continuity, informed by consultation with the members of the Council; and ii) This scheme of delegation will be reviewed each year at the Annual Meeting of the Council.

**2023/12 Dates of Council Meetings: RESOLVED** to i) bring the date of the April Full Council meeting forward to Tuesday 23 April 2024 from 30 April 2024, as it was the day before May Day; and ii) to agree all other meeting dates for 2023/24 as outlined in the agenda papers.

The Chairman noted that Councillors are volunteers but emphasised the importance of members attending meetings of committees to which they have been elected.

**2023/13 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

**2023/14 RESOLVED** that subject to amending the word "worship" to "workshop" in minute number 2022/227, the confidential minutes of the Full Council meeting held on Tuesday 25 April 2023 be signed as a true record.

Meeting closed at 7.15 pm

**PADSTOW TOWN COUNCIL**

Minutes of the Annual Parish Meeting held on Tuesday 16 May 2023 commencing at 6.30pm in the Church Rooms, Church Street, Padstow

**Present:** Padstow Town Council (PTC): Councillor J O'Keefe (Chair of the Council and Town Mayor), R Higman (Vice-Chairman), J Colwill, P Curgenvin, Mrs J Dawe, K Freeman, A J Hoskin, A N Rees, M Rickard and C WatsonSmyth

**In Attendance:** 1 member of the public  
Councillor Stephen Rushworth: Cornwall Council  
Mrs K Pemberton: Town Clerk, Padstow Town Council  
Mrs S Daly: Assistant TC/Assistant RFO, Padstow Town Council

**1 Apologies:** were received from Councillors A P Flide and Mrs T Walter

**2 The minutes of the last Annual Parish meeting** held on Tuesday 10 May 2022 were agreed as a true record of the meeting and signed by the Chair.

**3 Mayors report:** The Mayor opened the meeting by welcoming all to the meeting and advising that invitations had been extended to the police and the Petroc Group Practice for them to attend the meeting but that these had been declined.

Councillor O'Keefe then provided an update on matters of interest from the past year including historic moments, community events and projects (copy attached).

Following the report there was a vote of thanks for Councillor O'Keefe in recognition of his work on behalf of the Town Council during the last year.

**4 Cornwall Councillor Report:** Cornwall Councillor (CC) Stephen Rushworth began by thanking the Town Clerk and Council for their support enabling them to work together. Councillor Rushworth also expressed thanks to Padstow's former CC representative, Richard Buscombe who continued to be a support.

In respect of Cornwall Council matters, Councillor Rushworth commented that a big issue had been the Mayor for Cornwall item. He considered this had taken up too much of Council's time and that it was clearly not wanted by residents and businesses. He felt the issue had "muddied the water" in relation to the deal for Cornwall.

Councillor Rushworth advised that Cornwall Council is working hard on distributing the £126 million shared prosperity fund, noting that a lot of interest and scheme proposals had been put forward. However, he believed that from North Cornwall only Bodmin and Launceston had applied. He emphasised that the fund provided a good opportunity for levelling up. Councillor Rushworth further advised that there would also be opportunity for funding from the

new Community Area Partnerships (CAPs) with c.£2-3 million being made available between them.

A brief update on the spaceport was given. Councillor Rushworth considered this matter had taken up a lot of time and money. His concern for the project had always been whether the technology was sufficient. It was noted that sponsorship had failed to come through but that Cabinet have approved funding for the next 2 years.

It was noted that the recent review of Cornwall Council car parking charges had undergone a lengthy scrutiny process with a new policy being introduced.

An update on housing issues was provide:

- The 55 houses for social affordable housing and shared ownership due to be available from June had been delayed. Councillor Rushworth was unclear as to the reasons for delay, the projects main Cornwall Council Officer contact was no longer working on the project. Information from their replacement was that the project was waiting on electric, legal and warranties. However, looking at the site itself, there are still building works being undertaken and the roads are not finished.
- Councillor Rushworth expressed he was pleased the Padstow Parish Neighbourhood Development Plan (NDP) had been made and he considered it a "really good plan" that would "help to protect Padstow and the surrounding areas for many years to come".
- In a recently released paper it had been noted that there is a "watering down" of affordable housing led developments so there will be more flexibility in where these can be applied for.
- Councillor Rushworth advised he still had a high housing caseload and that currently 25-30 houses were desperately needed. He was working to make sure that the social housing comes forward asap and noted that he was supported by the Chairman in this;
- The Hawkers Cove retrofit by Cornwall Council housing was expected any day.

An update on the Link road re-lining work was provided. This had now been scheduled for 12 June and was expected to take 2-4 weeks, weather dependant. During the work the car park would be closed as the scheme will involve a complete re-fit. Works should also include safety fencing.

Councillor Rushworth closed by saying he would help with any issues the Town Council would like support with and expressed his thanks to the Chairman and all members of Padstow Town Council, stating it was a pleasure to represent the area.

**Open Forum:** There were no questions or comments received.

Meeting closed at 6.50 pm



## Mayor's Report 2022/2023

I would like to begin by welcoming Cllr Rushworth, fellow councillors, The Clerk, Support Officers and members of the public to the Annual Town Meeting for 2023. I would like to say that the police and a representative from the Petroc group practice were asked if they would like to attend this meeting, but unfortunately as you can see they have declined after being contacted numerous times by our support officers.

I think we can all agree that the past 12 months has certainly been a rollercoaster, with a lot of highs but also some lows. After being voted in as the Mayor for PTC in May 2022 it was head first into the Jubilee celebrations of our late Queen, Queen Elizabeth 11 at the beginning of June which was a great success and the whole community came out to support the events over the jubilee weekend which included, beacons being lit here in Padstow and out at Trevone, a family fun day out at Wheel Jubilee Parc, cream teas at Prideaux Place, the senior citizens tea party and numerous other events that were enjoyed and supported by all throughout the parish.

In September we received the news that The Neighbourhood development plan had been adopted which was great news for everyone that had worked so hard for so many years to get this in place. Since being adopted it has been used in several comments that the planning committee have submitted to Cornwall Council in the consultation on planning applications throughout the parish, and it has been great to see that Cornwall Council are also using it when it comes to decision making on certain planning applications.

At the beginning of September is when we received the news of the passing of the late Queen, Queen Elizabeth the 11 and then it was an altogether different aspect of being Mayor, it was my duty to read the proclamation outside of the council offices which although at first was very daunting it was also a very proud moment for me as this was the first time in 70 years that this duty had been asked of to be performed.

A few weeks ago it was another time to celebrate with the coronation of King Charles 111, following the success of the family fun day at Wheel Jubilee Parc for the Platinum jubilee celebrations of the late queen it was thought that an event with a big screen to watch the coronation be organised for the whole parish to come together and celebrate another moment in history. Unfortunately this was not to be the case as the weather did not play ball with us and even though it did end up to be sunny at the time of the coronation, a decision had to be made in advance and with the weather forecast not looking good the decision was made by all that the event would have to be cancelled at Wheel Jubilee Parc and a scaled down version of entertainment was held at the social club thanks to Pauline offering the upstairs of the club for face painting and the circus act skills entertainer.

During the winter months the council agreed that the council chamber would be opened up as a warm space as the cost of living crisis began to bite, this space was also used to hand out food parcels that were provided by the Wadebridge foodbank to families that are struggling within our community and had been referred to the council offices to collect. This project is in the early stages but is growing in momentum.

In respect to projects that have been done over the past 12 months, the lawns play area has been totally rebuilt and the children are now back in there playing and enjoying all of the new equipment that has been installed. It is a great pleasure to hear all of the positive feedback about this area from the children and also from the parents.

The MUGA is now within touching distance of being open to the public and anyone that has taken a look at how the old tennis court area has been upgraded for multiple sports use will have to admit that this is going to be another great area on offer to the public whether it be couples or groups enjoying an area purposely designed and built for sports use within the community.

The Core building is now in the process of being cleaned, painted and made into a space that hopefully the foodbank can be moved into, along with having social prescribing events that can provide helpful advice and

workshops for members of the community who are seeking help about numerous difficulties that they are encountering in these uncertain times. I think that this is going to be a great space and asset that the council have and it will be a space that if we start small and then let it grow to become a great hub within the town.

Projects that are in the budget to be addressed throughout 2023/2024 are the roadway leading towards the entrance and start of the Camel trail, also to focus more on community led events of which one is going to be a fun day for the official opening of the MUGA, the play area and the Core building, so volunteers are going to be sought for that one.

I would like to say a big thank you to Cllr Richard Higman for all his hardwork and dedication in ensuring that Trevone Bay has again been awarded the Blue flag award for the 2023 bathing season, Richard does do a lot of work in Trevone which goes unmentioned but working to gain awards like this richly deserves a mention i think.

Grants awarded for 2023/2024 totalled £45,744, and on top of that Trevone was awarded another £1000 towards the costs of the Coronation celebrations which were held at the Well Parc.

Over the last 12 months I along with Lisa have been invited to numerous Mayor making ceremonies, concerts, fetes, and one of the big highlights was to attend the High Sheriff's Garden party which was a lovely evening at Lanhydrock. We have both met numerous people from all walks of life and along with many social events have learnt a great deal about different subjects that are affecting people's lives throughout Cornwall which you don't hear much about in everyday conversation. We have also made many friends along the way who are also proud and passionate about the towns and villages that they represent.

To conclude my report there are some personal thank you's that i would like to say starting with the clerk and all of the inside staff who sometimes under extreme pressure keep the day to day running of the council running like clockwork, the outside team who maintain that Padstow always looks clean, tidy and well manicured not just for the

visitors but for the local community aswell. I would like to thank the councillors who give up their own time to volunteer and help out with events that the council put on, and i am hoping that this is something that will be built on within the council for the whole community to realise we are human and we are here to hopefully help and support them to the best of our ability. Finally I would like to thank my wife Lisa who without her support I wouldn't be sitting here giving you this report. She is the one who accompanies me to all of the social and civic events, she is the one who has to calm me down when things get what I think are beyond me, but most of all she gives me the encouragement that I can carry out my duties to the best of my ability.

**PADSTOW TOWN COUNCIL: 30 MAY 2023: CLERK'S REPORT / WORK PROGRAMME**

*Agenda item 7*

PROJECT	NOTES/UPDATE
FULL COUNCIL	
Gorsedh Kernow	Proclamation took place the 22 April, waiting on further information with regards to the main ceremony and additional parts around it in September. As it stands at the moment, understand they are in touch with Prideaux-Brune Estate on venue and Kernow Players taking forward the dancing.
<b>HRT</b>	
Lining Works Railway Car Park	Due to weather, how busy the car park is, this was completed over a number of days early in the mornings.
<b>LTOS</b>	
Skate Park fencing	This has yet to commence, seeking clarification on date.
Play Area	This was opened for May Day weekend and has proved a great success. Noticed some lifting on the flooring in an area, due to it being walked on when wet, contractor has seen the same and happy for this to be fixed when the wetpouring contractor is next down (will come back on date). Maintenance Team to fix 2 x benches in the area, with the contractor also looking to fix the gate and install "seagulls" on the swings. RoSPA Inspection has been undertaken, no issues.
CCTV	Final compliance paperwork being completed, policies to be produced. Tanist are currently taking advice in relation to the health and safety aspect of the installation [due to amended location of 2 cameras which will now be at height] this is being chased.
Core Building	This is progressing with key inspections either booked or to be booked in i.e. fire safety inspection, electrical etc. New furniture has arrived. There are issues with some areas of the flooring, mainly in the reception area, quote being sought in this regard.
Signage WJP and Trevone	The back to back signage for Trevone has been installed. Currently waiting on the production of the WJP signs.
White Shelter and Surrounding Area	Cllr Mrs Dawe and Mrs Walter undertook a site meeting of the area. They consider that a meeting be arranged with the Town Clerk to understand more about the area before coming back further to Committee with some ideas/proposals. It was noted that 2023/24 budget for this was around investigations and looking at potential ideas, not to undertake any works this financial year.
Bandstand Schedule	Bands and 4 x 4 responders all arranged. Currently waiting on Cornwall Councils road closure approval before handing out letters to local business affected, road signage to go out middle of June.

**PADSTOW TOWN COUNCIL: 30 MAY 2023**

**AGENDA ITEM 9: FINANCE AND GENERAL PURPOSES COMMITTEE  
MEMBERSHIP:**

The membership of the Finance and General Purposes Committee is 8 members drawn from chairs of LTOS, HRT, Staffing and the Mayor (Councillor J O'Keefe) and Deputy Mayor (Councillor R Higman) along with 3 further members.

The LTOS Committee is meeting on Tuesday 23 May, with the remaining relevant Committees who form membership of this Committee meeting prior to this meeting. The Town Clerk will update accordingly as to these appointments verbally at the meeting in order that the Council will then be asked to appoint to the remaining vacant positions.

**Full Council - Agenda item 10**  
**Finance Report**

- a) to receive the monthly Finance Report.
- b) to approve the accounts outstanding and ratify payments made since the last meeting.
- c) to note the car park takings.
- d) to update the Capital/project cost centre Budget 2023-24.
- e) to review and approve the following finance documents:
  - i) Investment Strategy
  - ii) Risk Assessment Management Plan
  - iii) Direct debits and online payments summary.
- f) to agree to add the Assistant Town Clerk/Assistant RFO to the Council's bank signatories.
- g) to give consideration as to whether any Councillor has a conflict of interest with the External Auditor, BDO LLP.
- h) Bank reconciliations - to note their availability for inspection each month.

**Finance Report - Agenda item: 10a**

**Budget Report for the period 1.4.23 - 30.4.23**

	<b>Actual</b>	<b>Budget</b>	<b>Budget 1.4.23-31.3.24</b>
Revenue Income	131,081	119,676	877,110
Revenue Expenditure	94,726	147,079	865,275
Capital/project expenditure	255,672	13,333	160,000

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

One of £7078 including VAT.

**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.



*To ratify payments made:*

**ACCOUNTS OUTSTANDING**  
**April 'c' 2023**

<b>Date</b>	<b>Cost centre</b>	<b>Supplier</b>	<b>Details</b>	<b>Net</b>	<b>VAI</b>	<b>Total</b>
18.4.23	Capital/projects	Outdoor Play People	half play equipment, wetpour works, complete installation	73895	14779	88674
18.4.23	LTOS		kerb ramps - reimburse staff			39.99
						<u>88713.99</u>

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

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

*To ratify payments made:*

**ACCOUNTS OUTSTANDING**  
**April 'd' 2023**

Date	Cost centre	Supplier	Details	Net	VAI	Total
25.4.23	Central Services		Grants 2023-24 (Grant Release form and information received)			£
"	"		Padstow Christmas Lights			8000
"	"		Padstow United Youth, Ladies & Girls FC			6000
"	"		Padstow Sea Cadet Unit			2150
"	"		Padstow Branch Royal British Legion			2000
"	"		Padstow Baby & Toddler Group			500
"	"		Padstow Parochial Church Council			500
"	"		Padstow Bat Detectives			200.00
"	"		Padstow Blue Ribbon 'Obby 'Oss Party			3500.00
"	"		Old 'Obby 'Oss Party			3500.00
						<u>26350.00</u>
20.4.23	LTOS	NBB Recycled Furniture	King's Coronation seats	740	148	888.00
22.4.23	Corporate Services	Hudson Accounting	Internal Audit 2022-3			750.00
19.4.23	Capital/projects	One Stop Promotions	Coronation banner	453.8	90.76	544.56
24.4.23	Capital/projects	Omega Medical	medical cover - Gorsedh Kernow, Padstow 22.4.23	195	59	234.00
20.4.23	Env - Cemetery	RJ Bray	refund of overpayment of fees			200.00
19.4.23	Env - toilets	RW Daker Plumbing & Heating	repair flush and faulty sensor, PTC toilets			200.00
24.4.23	Administration	Sea Spray	window cleaner			24.00
						<u>2840.56</u>
12.4.23	LTOS	Mole Valley Farmers	Direct Debits	20.54	4.11	24.65
25.4.23	Env - toilets	AUK Hygiene	coach bolt & nut toilet cleaner, toilet rolls etc	332.16	66.43	398.59
						<u>423.24</u>

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

Date	Name	Signature

*To ratify payments made:*

**ACCOUNTS OUTSTANDING  
May 'a' 2023**

Date	Cost centre	Supplier	Details	Net	VAI	Total
30.4.23	Capital/projects	S & C Slatter Ltd	MUGA valuation no 2	51005.89	10201.18	61207.07
27.4.23	Capital/projects	Complete Business Solutions	Core Building - furniture	4287.86	857.57	5145.43
2.5.23	Central Services		Grant 2023-24 - Trevone WI			4194
27.4.23	Administration	Viking	stamps & stationery	465.24	15.05	480.29
27.4.23	HRT	Cornwall Council	CEO provision - PTC car parks 1 month			401.17
1.5.23	Administration	Tanist Ltd	It support - 1 month	233.5	46.7	280.20
26.4.23	Env - toilets	Wallgate	Walcare soap	200.3	40.06	240.36
1.5.23	Env - toilets	Churchill	legionella control support - 1 month	140	28	168
27.4.23	Corporate Services	Kestrel Guards	Core Building - keyholding 1 year	100	20	120
27.4.23	LTOS	Corserv	traffic management for community events training - staff	45	9	54
20.4.23	Env - toilets	SW Water	Core Building - water (fixed charges 1 month)			8.40
						<u>72298.92</u>
7th	Corporate	Standing orders or Direct Debits (regular payments of the same amount):				
1st		Barclays Bank	bank charges			18.50
		Cornwall Council	Non Domestic Rates - PTC sites			<u>9311.00</u>
						<u>9329.50</u>
30.4.23	LTOS	Biffa	Direct Debits	560.67	112.13	672.80
26.4.23	Env - toilets	EDF	bulk waste bin emptying - 1 month	108.7	5.44	114.14
			electricity - North Quay toilets - 1 month			<u>786.94</u>

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

Date	Name	1
	Signature	1
		2
		2

To ratify payments made:

**ACCOUNTS OUTSTANDING**

May 'b' 2023

Date	Cost centre	Supplier	Details	Net	VAI	Total
30.4.23	Corporate Services	IPS group	debit & credit cards fee & monthly secure gateway/wireless data fees 1 month	1028.7	205.74	1234.44
9.5.23	HRT	Clear-flow	empty pump station - to remove fat (recharged to tenant)	530.54	106.11	636.65
3.5.23	LTOS	Padstow Petrol Station	fuel - 1 month	447.47	89.5	536.97
24.4.23	HRT	Amos Pumps	service pump station (recharged to tenant)	390	78	468
4.5.23	Capital/projects	Andyloos	4 event portaloos - King's Coronation event	325	65	390
3.5.23	Corporate Services	Kestrel Guards	check call service - 1 month	300	60	360
7.5.23	Capital/projects	Omega Medical	King's Coronation event- medical cover	275	55	330
30.4.23	HRT	G4S	car park machine cash collections - 1 month	234.2	46.84	281.04
9.5.23	Capital/projects	Cher's Funky Faces	King's Coronation event - face painting 50% balance due	135	27	162.00
1.5.23	LTOS	Total Pest Control	pest control - Rope Walk allotments quarterly visit	89	17.8	106.80
9.5.23	HRT	Enerveo	repair light Railway car park			29.95
8.5.23	Administration	SeaDog IT	IT support - 1 month			13.63
5.5.23	LTOS		marker pens for play equipment - reimburse staff			6.00
9.5.23	LTOS		refund duplicate car park payment			
						<u>4765.48</u>
1.4.23	LTOS	EDF	Direct Debits	641.41	32.07	673.48
8.5.23	HRT	EDF	Scout Hut (estimated, querying with EDF) - electricity	178.68	8.93	187.61
1.4.23	HRT	EDF	sewage pump - electricity	124.41	6.22	130.63
8.5.23	Administration	EDF	Station House - electricity	984.91	196.98	1181.89
1.4.23	Administration	EDF	Station House - electricity	1160.05	232.01	1392.06
1.4.23	Env - toilets	EDF	Railway toilets - electricity	730.12	146.02	876.14
3.5.23	HRT	EDF	Lawn car park	174.95	8.75	183.70
4.5.23	LTOS	Mole Valley Farmers	MUGA padlocks	70.91	14.18	85.09
						<u>4710.60</u>

Approved by 2 Councillors who are bank signatories:

Date	Name	1
	Signature	1
		2
		2

*To ratify payments made:*

**ACCOUNTS OUTSTANDING**  
**May 'c' 2023**

Date	Cost centre	Supplier	Details	Net	VAT	Total
17.5.23	Capital/projects	Keith Clemes Line Marking Service	Railway car park reining	41.34	826.8	4960.80
30.4.23	Capital/projects	Michael Vanstone Plant Hire	dig trench by Station House for electricity connection to street lamp	1356	271.2	1627.20
2.5.23	Corporate Services	James Hallam	Health & Safety consultancy 2023	1050	210	1260.00
18.5.23	LTOS	Parc Signs	Trevone sign including fitting	998.98	199.8	1198.78
1.4.23	Administration	Banner Business Solutions t/a Complete	stationery	591.69	118.34	710.03
14.5.23	Env - Cemetery	Duchy Cemeterys Ltd	excavate grave (recharged to funeral directors)	267.27	53.45	443.00
19.5.23	HRT	Clear-flow	empty fat from pump station (recharged to tenant)	147.1	29.41	320.72
18.5.23	LTOS	Masons Kings	strimmer cord			176.51
11.5.23	LTOS	Brunel Engraving	petty cash imprest			120.55
11.5.23	Administration	Tanist	plaque for bench for King's Coronation	88.35	17.67	106.02
15.5.23	LTOS	The Quay Garage Padstow	Cloud telephony service 1 month	77.08	15.42	92.50
17.5.23	Administration	The RADAR Key Company	replace tyre	67.74	13.55	81.29
19.5.23	Administration		label printer and warning do not climb on fencing signs (reimburse employee)	30.50	6.10	58.28
			RADAR keys			36.60
						<u>11192.28</u>

Date	Cost centre	Supplier	Details	Net	VAT	Total
1.5.23	Corporate Services	RingGo Ltd	Direct Debits	1808.31	361.67	2169.98
1.5.23	Env - toilets	SW Hygiene	RingGo fees - 1 month	203.19	40.64	243.83
1.5.23	Administration	Sage (UK) Ltd	sanitary & nappy bin servicing - PTC toilets 1 month	46	9.20	55.20
			Sage Payroll & Pensions - 1 month			2469.01
						<u>2469.01</u>

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

Date	Name	Signature
	1	2
	1	2

**Padstow Town Council  
Railway & Lawn car park takings 2023-24**

Railway car park					Lawn car park				
	<u>2021-22</u>	<u>2022-23</u>	<b>2023-24</b>	<i>Budget</i> <i>2023-24</i>		<u>2021-22</u>	<u>2022-23</u>	<b>2023-24</b>	<i>Budget</i> <i>2023-24</i>
Apr	26780	49115	<b>45608</b>	42,000		6503	16638	<b>14672</b>	15000
May	54029	49618		42,000		19405	17377		16000
Jun	70341	56070		50,000		30490	22085		22000
Jul	76531	65553		60,000		32816	28477		28000
Aug	86647	81610		75,000		35878	31448		30000
Sep	63818	55672		49,000		27711	23266		23000
Oct	57127	45185		40,000		21703	13067		13000
Nov	27011	17353		12,000		5390	3798		3000
Dec	17716	21403		18,000		4673	7471		7000
Jan	13736	10046		8,000		3390	2553		2000
Feb	20283	18722		14,000		5503	4064		4000
Mar	25304	20155		15,000		6216	5131		5000
	<b>539323</b>	<b>490502</b>		<b>425000</b>		<b>199678</b>	<b>175375</b>		<b>168000</b>
<b>Railway</b>	<b>26780</b>	<b>49115</b>	<b>45608</b>	<b>42000</b>	<b>Lawn</b>	<b>6503</b>	<b>16638</b>	<b>14672</b>	<b>15000</b>
sub totals					sub totals				
Apr'23					Apr'23				
Apr '23	<u>2021-22</u>	<u>2022-23</u>	<b>2023-24</b>	<i>Budget</i> <i>2023-24</i>					
<b>Railway</b>	26780	49115	<b>45608</b>	42000					
<b>Lawn</b>	6503	16638	<b>14672</b>	15000					
<b>Total</b>	<b>33283</b>	<b>65753</b>	<b>60280</b>	<b>57000</b>					

**Car park takings**

April 2023 car park takings are £60,280 this year, which is £3280 more than the Budget and £5473 less than the same period last year.

## Full Council 30.5.23 Agenda item 10

### Finance

#### d) Budget 2023-24 – Capital/projects

The Multi Use Games Area (MUGA) and new Lawn play equipment were included in the Budget 2022-23 under Capital/projects. As Councillors will be aware there were delays with the projects, resulting in most payments becoming due in the 2023-24 Financial Year (1<sup>st</sup> April – 31<sup>st</sup> March).

The Budget 2023-24 Capital/projects cost centre will therefore need updating to include £201,500 provision for the MUGA and £93,000 provision for the Lawn play equipment (including fencing etc), if the Council agree?

#### £) Bank transactions

The Council has dual authorisation in place for its bank accounts with Lloyds Bank and Barclays Bank. Currently the Responsible Financial Officer (RFO) inputs payments and the Town Clerk authorises them, after two Councillors who are bank signatories have approved the payments. In order to provide a back-up to the RFO the new role of Assistant Town Clerk and Assistant RFO also needs to be able to input transactions on to the bank accounts. Barclays Bank require customers to be signatories to input payments. Does the Council agree with adding the Assistant Town Clerk and Assistant RFO to the Council's bank signatories?

There are currently six Councillors, the Town Clerk and RFO as bank signatories. As is good practice the bank signatories will be reviewed after the elections in May 2024.

#### 9) External Auditor

BDO LLP has been appointed as the External Auditor for all relevant smaller authorities in four contract areas for the 2022-23 to 2026-27 reporting years. The smaller authorities are local councils including town councils, parish councils and parish meetings. BDO LLP replaces PKF Littlejohn LLP as Padstow Town Council's External Auditor.

BDO LLP requires confirmation each year that there are no conflicts of interest. This is similar to the Declarations of Interest at Council meetings and Councillors would need to advise if they worked for BDO LLP, have a financial or other interest in BDO LLP. Do any Councillors have a conflict of interest with the External Auditor, BDO LLP?



# PADSTOW TOWN COUNCIL INVESTMENT STRATEGY

## POLICY/PROTOCOL/PROCEDURE

<b>Version</b>		<b>Comments</b>	
<b>Approval Date</b>		<b>Responsible Officer</b>	RFO
<b>Committee</b>	Finance and General Purposes	<b>Approval by</b>	Full Council

## VERSION HISTORY

Date	Version	Comments
May 2023	V1	Annual review

## REVIEW RECORD

Date Review initiated	Review undertaken by i.e. officer/ Cttee/Council	Summary of any recommended updates/changes to be made
April 2023	RFO	Item 2.5 add '32-day notice account.'
May 2023	Town Clerk	Updated into template.



## **1. Introduction**

- 1.1 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.
- 1.2 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.
- 1.3 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.
- 1.4 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.
- 1.5 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.
- 1.6 Local authorities should always keep strategies simple and maintain prudence.

## **2. Investment Strategy Detail:**

- 2.1 The Council acknowledges the importance of prudently investing its temporary surplus funds held on behalf of the community.
- 2.2 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.
- 2.3 Adopt the Secretary of State's Guidance in relation to council investments.
- 2.4 Carry out an annual budget to ascertain expenditure commitments for the coming financial year.
- 2.5 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 and 32-day notice account.

- 2.6 '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.
- 2.7 To review investments regularly.
- 2.8 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.
- 2.9 The Council will not borrow to invest as this is 'ultra vires' (beyond one's legal power).
- 2.10 The Council will not make loans to local enterprises etc. due to the prioritisation of security and liquidity.
- 2.11 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.



# PADSTOW TOWN COUNCIL

## Risk Assessment Management Plan

### POLICY/PROTOCOL/PROCEDURE

<b>Version</b>		<b>Comments</b>	
<b>Approval Date</b>		<b>Responsible Officer</b>	RFO/TC
<b>Committee</b>	Finance	<b>Approval by</b>	Full Council

### VERSION HISTORY

Date	Version	Comments
May 2023	V1	Annual Review of document for consideration.

### REVIEW RECORD

Date Review initiated	Review undertaken by i.e. officer/ Cttee/Council	Summary of any recommended updates/changes to be made
May 2023	RFO & TC	RFO updated as per usual annual review. TC updated further and also placed into updated template.

**Padstow Town Council – Risk Assessment Management Plan (2023-24)**

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	<ul style="list-style-type: none"> <li>Buildings and property insured.</li> <li>Fire alarm &amp; fire equipment annual test.</li> <li>Weekly fire alarm test.</li> <li>Annual electrical testing undertaken as required.</li> <li>Weekly checks conducted on other remote locations such as cemetery.</li> </ul>	TC & RFO <u>Support Officer &amp; TC Facilities Officer and Council Foreperson</u>	Insurance policy to be reviewed annually. Maintain existing procedures
Security of above assets	Inadequate security of buildings, equipment etc.	Medium	Medium	<ul style="list-style-type: none"> <li>Buildings secured outside working hours, which are checked by last team member leaving the building.</li> <li>Adequate lighting.</li> <li>Kestrel Guard services for outside office hours.</li> <li>Any issues of concern raise with local police team.</li> </ul>	Maintenance Team & office team	<ul style="list-style-type: none"> <li>Maintain existing procedures.</li> <li>Reviewing improved lighting for outside of Station House.</li> </ul>
Maintenance of above assets	Inadequate maintenance of buildings etc.	Medium	Medium	<ul style="list-style-type: none"> <li>Planned maintenance programme.</li> <li>Property maintenance Earmarked Reserve.</li> <li>FGP Committee to review budget annually and Business Plan.</li> <li>Asset conditions reports undertaken.</li> </ul>	TC	<ul style="list-style-type: none"> <li>Maintain existing procedures.</li> <li>Council Foreperson (recent appointment) reviewing maintenance programme. TC and Facilities Officer to meet with him regularly on progress.</li> <li>TC and Facilities</li> </ul>

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Insurance	Inadequate cover or over insurance increasing costs unnecessarily.	Low	Medium	<ul style="list-style-type: none"> <li>Annual review of insurance with brokers.</li> <li>Annual review of asset values.</li> <li>Asset Register reviewed annually</li> </ul>	TC & RFO	<p>Officer to explore with Council Foreperson improvements to asset checks/schedule regularly.</p> <p>Maintain existing procedures.</p>
<b>Finance</b>						
Car parks	Volatility of car park income.	Medium	High	<ul style="list-style-type: none"> <li>Hold adequate reserves more so with COVID uncertainty, <ul style="list-style-type: none"> <li><del>flexi-staffing is used for outdoor activities</del>: Regular reporting of income from car parks to Council to monitor against budget</li> <li>Car park machines reviewed and maintained.</li> <li>Payment options for users now card, cash and RingGo</li> </ul> </li> </ul>	RFO	<ul style="list-style-type: none"> <li>Maintain existing procedures. <ul style="list-style-type: none"> <li>Due to legislation changes CC now enforce car park. Due to CC capacity enforcement hours has dropped to what PTC provided. PTC to continue to push for more enforcement/ hours.</li> </ul> </li> </ul>
Bank and Banking	Bank errors and/or inadequate checks leading to financial irregularities.	Low	Medium	<ul style="list-style-type: none"> <li>Bank reconciliations done when bank statements received.</li> <li>Any issues RFO takes up with the bank and escalates to the Town Clerk if issues persist.</li> </ul>	RFO & IC	Maintain existing procedures.
Financial controls and records	Inadequate records leading to financial	Low	Medium	<ul style="list-style-type: none"> <li>Monthly financial reports to Council (NB: no meetings during August</li> </ul>	RFO & TC	Maintain existing procedures.

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	irregularities.				<ul style="list-style-type: none"> <li>and December)</li> <li>RFO regular contact with Chairman of Finance and Town Clerk.</li> <li>Internal &amp; External Audits reported to FGP/and or Council.</li> <li>Payments processed by RFO and signed off by Town Clerk to have a "double" check in place.</li> </ul>		
Computer records	Loss of data through system error or theft.	Low	High	<ul style="list-style-type: none"> <li>Cloud_bBack-ups-<del>done</del> daily.</li> <li>Antivirus software installed.</li> <li>Contracted IT support.</li> </ul>	Office team	Maintain existing procedures.	
Cash	Loss of income or unforeseen major expenditure leading to cash flow problems.	Low	High	<ul style="list-style-type: none"> <li>Hold adequate reserves.</li> <li>Review insurance cover annually.</li> <li>Annual review of budget and Business Plan.</li> </ul>	RFO	Maintain existing procedures.	
Cash	Loss through theft or dishonesty.	Low	Low	<ul style="list-style-type: none"> <li>Receipts issued matched to invoices.</li> <li>Unbanked cash locked in safe.</li> <li>Cash banked regularly.</li> <li>Petty cash imprest for expenditure and any expenditure signed off by RFO or Town Clerk.</li> <li>Cash collections from car park machines by company, which is banked by them and reconciled by RFO</li> </ul>	RFO	Maintain existing procedures.	

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Budget	Inadequate budget preparation leading to inability to fulfil obligations.	Low	High	<p>regularly. This has reduced due to other payment options offered to pay for parking by card and RingGo</p> <ul style="list-style-type: none"> <li>RFO checks car park machines website regularly to ensure car park audit tickets match bankings.</li> <li>Each Committee (except Planning) have a budget meeting which feeds into the Finance Committee.</li> <li>Finance Committee to then recommend on to Full Council.</li> <li>Budget considered by Finance Committee and Full Council.</li> <li>Income and expenditure considered quarterly.</li> <li>Virements made where necessary.</li> <li>Review of budget during course of financial year.</li> <li>Budget to actual reports sent to Town Clerk, and Chair of Finance and Chairman monthly.</li> </ul>	RFO	<ul style="list-style-type: none"> <li>Maintain existing procedures.</li> </ul>
Tenders	Best value not achieved.	Low	Medium	<ul style="list-style-type: none"> <li>Financial regulations detail procedures to be followed.</li> <li>All invoices recorded and filed on receipt.</li> <li>Invoices checked for accuracy and for receipt of goods and services.</li> <li>Two signatories on cheques or Accounts and Addendum to Accounts</li> </ul>	RFO & TC	Maintain existing procedures
Payments	Goods not supplied but invoiced. Invoices incorrect. Invoices unpaid. Cheque or online payment made	Low	Medium	<ul style="list-style-type: none"> <li>Financial regulations detail procedures to be followed.</li> <li>All invoices recorded and filed on receipt.</li> <li>Invoices checked for accuracy and for receipt of goods and services.</li> <li>Two signatories on cheques or Accounts and Addendum to Accounts</li> </ul>	RFO & TC	Maintain existing procedures

	for incorrect amount.				<p>Outstanding and initialling of cheque stubs or email approval.</p> <ul style="list-style-type: none"> <li>List of payments presented to Full Council monthly for <u>ratification/approval</u>.</li> <li>cheque signatories to verify cheques to invoices.</li> <li>Online payments input by RFO and then authorised by the Town Clerk.</li> </ul>			
Cheque books & online security details	Loss of cheques. Fraudulent use.	Low	High		<ul style="list-style-type: none"> <li>Cheque books &amp; online security details kept in safe or locked cupboard.</li> <li>No blank cheques signed.</li> <li>Online payments input by RFO and then authorised by the Town Clerk.</li> </ul>	RFO & TC	Maintain existing procedures.	
Receipts	Services provided by Council but not paid for.	Low	Medium		<ul style="list-style-type: none"> <li>List maintained of regular invoices.</li> <li>Debtors monitored and action taken if required.</li> </ul>	RFO	Maintain existing procedures.	
Grants	Mismanagement of Grant Aid powers.	Low	Low		<ul style="list-style-type: none"> <li><del>Community Grant</del> <u>Scheme Policy in place to manage the process.</u></li> <li><u>Finance Committee has delegated authority in this regard</u></li> <li>Budgets adhered to.</li> <li>Internal and External Audits undertaken.</li> </ul>	RFO & TC	Maintain existing procedures.	
Salaries	Incorrect payments to staff (rates, NI, tax).	Low	Medium		<ul style="list-style-type: none"> <li>Payroll inputted by the RFO and checked by the Town Clerk. All correspondence filed and</li> </ul>	RFO & TC	Maintain existing procedures.	



Salaries	Payments not made to HMRC.	Low	Medium	<ul style="list-style-type: none"> <li>locked away.</li> <li>Internal audit.</li> <li>Payment due dates entered in diary.</li> <li>Internal audit.</li> </ul>	RFO	Maintain existing procedures.
Pensions	Local Government Pension Scheme.	Low	Low	<ul style="list-style-type: none"> <li>Included on Sage Payroll, payment due dates entered in diary.</li> <li>Councillors do not receive allowances at present. This is considered each year during the budget setting process.</li> </ul>	RFO	Review any updates received.
Councillor Allowances	Non-payment of tax.	Low	Low	<ul style="list-style-type: none"> <li>Councillors do not receive allowances at present. This is considered each year during the budget setting process.</li> </ul>	n/a	No action required.
Election Costs	Inability to meet costs.	Low	Low	<ul style="list-style-type: none"> <li>Provision made in budget annually.</li> </ul>	RFO	Maintain existing procedures.
VAT	Errors in calculation. Payments not made to HMRC.	Low	Medium	<ul style="list-style-type: none"> <li>Comply with HMRC regulations.</li> <li>Quarterly returns to be made.</li> <li>Internal audit.</li> </ul>	RFO	Maintain existing procedures. Advice sought as necessary.
Annual Return	Inability to conduct year end close on time/not submitted on time.	Medium	Medium	<ul style="list-style-type: none"> <li>Book internal audit early.</li> <li>Changes made to internal team with addition of Assistant TC/Assistant RFO role to provide additional RFO cover</li> </ul>	RFO	Maintain existing procedures.
Rent reviews	Not reviewing rents on time.	Medium	Medium	<ul style="list-style-type: none"> <li>Review rent schedule regularly undertaken by Chartered Surveyor.</li> </ul>	TC & RFO	Maintain existing procedures.
Annual review of money	Failure to provide adequate segregation of duties leading to	Low	High	<ul style="list-style-type: none"> <li>Duties are segregated where possible in a small team.</li> <li>Changes made to</li> </ul>	RFO & TC	Maintain existing procedures.

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	increased risk of error and fraud.				internal structure improving segregation of duties as well as providing additional cover for RFO and TC roles.		
<b>Liability</b>							
Third parties	Risks to third party, property or individuals.	Medium	Medium	Medium	<ul style="list-style-type: none"> <li>Public liability insurance in place (limit of indemnity £150m).</li> <li>Recent staff changes seen improvement to how risk and H&amp;S is managed.</li> <li>Improvements to processes, checks and risk assessments have been made, are ongoing and regularly reviewed.</li> <li>James Hallam Risk management (JHRM) appointed to provide advice and guidance for Health and Safety.</li> </ul>	TC	Insurance cover to be reviewed annually. Risk assessments of individual events and any new projects of services (to go to Council if necessary and added to the Risk Register if there are ongoing risks). Continue with improvements to health and safety processes
Staff	Compliance with Employment Law.	Medium	Medium	Medium	<ul style="list-style-type: none"> <li>Work NestEllis Whittam employment lawyers and South West Councils consulted as necessary</li> <li>Employer Liability insurance in place (limit of indemnity £10m).</li> <li>Staffing Committee responsible for staffing matters.</li> </ul>	TC	Insurance cover to be reviewed annually.
All personnel	Health & Safety Matters.	Medium	Medium	Medium	<ul style="list-style-type: none"> <li>Health &amp; Safety policy in place. Reviews undertaken as required and communicated to staff, who sign to</li> </ul>	TC	Staff induction & training.

	Staff keeping up to date with legislation etc	Medium	Medium	<ul style="list-style-type: none"> <li>acknowledge receipt.</li> <li>Recent staff changes seen improvement to how risk and H&amp;S is managed, as well as outside team having own team leader – Council Foreperson</li> <li>Training required for position now incorporated into new contracts.</li> <li>Access to health and safety advisor (James Hallan), as and when required, also undertakes annual review.</li> <li>Membership of CALC &amp; SW Councils.</li> </ul>		<p>Staff undertake Continuing Professional Development (CPD) appraisal process being developed during 2023 with Staffing Committee</p>
Staff and third parties	There is a higher than normal Health & Safety risk due to the parish being a coastal area.	Medium	Medium	<ul style="list-style-type: none"> <li>Health &amp; Safety policy in place. Reviews undertaken as required and communicated to staff, who sign to acknowledge receipt</li> <li>Recent staff changes seen improvement to how risk and H&amp;S is managed.</li> <li>Risk assessments carried out and safe systems of work.</li> <li>Access to health and safety advisor (James Hallam), as and when required.</li> <li>PTC do not take on any work from CC that is on</li> </ul>	TC, Support Officer and Maintenance Team	<p>Maintain existing procedures. Advice sought as necessary.</p>

Legal	Conduct of Council business is ultra vires	Medium	Low	the coastal path.	TC	Legal advice to be sought where required via Council's own solicitors
				<ul style="list-style-type: none"> <li>Clerk to <del>to</del> provide advice and seek advice if needed, from CALC, NALC, etc .</li> <li>Councillors undertake training. <u>Also issues with Code of Conduct, Standing Orders and any other relevant documentation. TC also available to any Councillor for advice and support.</u></li> </ul>		
<b>Administration</b>						
Councillor propriety	Incomplete register of interests.	Medium	Low	<ul style="list-style-type: none"> <li><del>C</del> Councillors advised via Welcome Pack of requirements to <u>complete and update register of interests. Onus on Councillor.</u></li> <li><del>R</del> Required to undertake <u>Code of Conduct training (within 6 months of election).</u></li> <li><del>S</del> Sign declaration when <u>taking up office, undertake to observe the Code and uphold principles of public life. Cannot act as Councillor until this is done.</u></li> </ul>	TC	Maintain existing procedures.
Councillor propriety	Failure to declare interests.	Medium	Low	<ul style="list-style-type: none"> <li>Councillor training.</li> <li><del>E</del> Encouraged to seek advice if needed.</li> <li><del>O</del> <u>Onus on Councillor</u></li> <li><del>S</del> Staff Handbook outlining all aspects, including</li> </ul>	TC	Maintain existing procedures.
Councillor/staff propriety	Breach of confidentiality.	Medium	Low		TC	Maintain existing procedures.

				<p>confidentiality</p> <ul style="list-style-type: none"> <li>outlined in staff contracts.</li> <li>Staffing Committee responsible for disciplinary matters if there is an issue.</li> <li>Councillor training and information provided outlines confidentiality.</li> <li>Any confidential business of Council at meetings clearly outlines on agenda and papers, with public and press being excluded.</li> <li>Any Councillor breaches dealt with by Cornwall Council Monitoring Officer, should a complaint be raised. TC can also seek their advice on a matter.</li> </ul>		
Reports and records	Improper and untimely reporting of meetings via the minutes.	Medium	Medium	<ul style="list-style-type: none"> <li>Council to meet monthly to receive and approve minutes of meetings Full Council, minutes to be made available to press and public (excluding confidential) via the Council website.</li> </ul>	TC	Maintain existing procedures.
General Data Protection Regulations (GDPR)	Non-compliance with data protection.	Medium	Medium	<ul style="list-style-type: none"> <li>Training undertaken by staff.</li> <li>Staff and Councillors issues with GDPR Privacy Notices.</li> <li>Councillors informed and advised and included in</li> </ul>	TC	Maintain existing procedures TC to review process in place

Infectious disease/pandemic	Possible lockdown with public advised to stay at home	Medium	High	<p>their Welcome Pack. Also have to read, understand and sign GDPR checklist.</p> <ul style="list-style-type: none"> <li>• Cyber-security insurance is in place.</li> <li>• Data Protection Policy in place.</li> <li>• Hold increased reserves in case rent and car park income stops.</li> <li>• Office staff able to work from home and visit office occasionally.</li> <li>• Developed processes, procedures and risk assessments for work undertaken by team outside.</li> <li>• Emergency Scheme of Delegation in place (advice from CALC) to assist in decision making if required.</li> <li>• Support and assistance of CALC and NALC.</li> </ul>	TC & RFO	Monitor news and keep processes under review for best practice.
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**Padstow Town Council**  
**Direct debits and regular online payments**

Padstow Town Council annually approve paying the suppliers or organisations detailed below by direct debit or standing order:  
1.4.23

<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		
RingGo	RingGo fees	variable		
Sage	Sage Payroll and Line 50 updates	variable		
Screwfix (Trade UK)	LTOS supplies	variable		
SeaDog IT	PTC website support	29.95 and	variable	
South West Hygiene	sanitary and nappy bin servicing	variable		

Approved by Full Council on

**AGENDA ITEM 11a: CORRESPONDENCE****Councillors Correspondence for Information – May 2023**

<b>Item</b>	<b>From</b>	<b>Referring To</b>	<b>Notes</b>
a	NALC	Star Council Awards – nominations open, deadline 29 July 2023	Categories: Council of the Year, Councillor of the Year, Young Councillor of the Year, County Association of the Year and Clerk of the Year.
b	CC	Affordable Housing Team Newsletter	Added to Council's website.
c	Insp Regi Butler-Card	Retirement	Retiring from the Police Saturday, 06th May 2023  Would like to pass on thanks to everyone for their support, help and guidance during my tenure.  Wish you all the very best in the future
d	SW Coast Path	May Newsletter	
e	D&C Police	May Newsletter	Bodmin & Wadebridge Neighbourhood Police Teams
f	Blue Ribbon Party	Grant thanks you letter	



## PADSTOW TOWN COUNCIL: 30 May 2023

### AGENDA ITEM 11bi: Correspondence: Nadelik Lowen: Land Use Request (Lawns Car Park)

#### 1. Brief Overview

- 1.1 Nadelik Lowen Committee has been in touch and completed a land use request for Lawns Car Park as they are hoping to arrange a carnival day with vintage rally on 5 August 2023.

#### 2. Further information

- 2.1 Initially Nadelik Lowen emailed the Council with the following details: For the past three years Padstow has not had a Carnival for various reasons. As no party has come forward to organise one this year so far, we at Nadelik Lowen are keen to re-instate this.

We have discussed in committee several options with regards to route and ideas, one of which is to use The Lawn car park as a starting and finishing point with your permission. The date we would like to hold this on would be the first Saturday in August keeping it in line with previous carnivals.

Would this be a feasible proposition and one that the Town Council would be happy to support? We would be grateful if this request could be added to the agenda for your next meeting.

- 2.2 Council Facilities Officer directed Nadelik Lowen to the Council's land use request policy and form. Extracts from the land use request form can be found below and they also clarified in further correspondence that they would be asking for the whole use of Lawns Car Park

#### Section 2: Request Details

##### 2.1 Area Of Council Land Requested

Lawn Car Park

##### 2.2 Date of Request

05/08/2023

##### 2.3 Arrival Time

08:00 am

##### 2.3 Departure Time

06:00 pm

##### Does Your Request Relate to an Event With Start & Finish Times That Differ To Those Above?

Yes

##### Start Time

12:00 am

##### Finish Time

06:00 pm

##### Details & Description Of Event

Carnival Day with vintage rally. This will include organised groups of walkers and vehicle entries. Food and refreshment stalls with the view of including Padstow Social Club.

##### 3.2 Adverse Weather Plan

In the event of adverse weather we would notify as early as possible plans to cancel.

#### Section 4: Permission From Other Bodies

##### 4.1 Permissions

Prs music licence and road closures would be needed.

### 3. Previous Carnival

- 3.1 There had been several meetings with Padstow Lions about the running of the carnival over the years, due to the town seeing an increase in the amount of visitors/traffic in the car park, along with the size of the carnival itself.
- 3.2 Before Covid the Council used to be contacted by Padstow Lions who organised the carnival for Padstow. In 2019, site meeting was held to improve safety such as banks people from their organisation, segregation of walkers and vehicles. Before any event could take place both Council's insurers and health and safety advisor needed to ensure happy with it.

### 4. Considerations

- 4.1 Any permission would be subject to appropriate risk assessments and public liability insurance to the satisfaction of our insurers and health and safety advisors.
- 4.2 Council may also wish to give consideration to any financial impact with the RFO providing the following information:

*"As you appreciate, August is Padstow Town Council's biggest month for car park takings:*

*Lawn's were £31,448 in 2022-23 (£35,878 in 2021-22)*

*£31,448/31 days = £1014.45 per day*

*or*

*£31,448/101 spaces = £311.37 per space/31 days = £10.04 per space per day.*

*The total Railway & Lawn car park income was also 10% down in 2022-23 in comparison with 2021-22 and Padstow Town Council expenses are going up each year."*

- 4.3 What is Council's view regarding the site this request is for, the time of year and type of event? The Council's Facilities Officer considers that Council may wish to hold a site meeting with representative from Nadelik Lowen to understand their plans fully, as well as any other options they are considering and bring this back to Council for further consideration?

### **Agenda Item 11bii: Correspondence: Permitted Development Consultation communications base station adjacent to School Hill/A389 Junction, Padstow**

#### **1. Overview**

- 1.1 A Consultant Planner on behalf of Cornerstone has contacted the Council to consult on their proposal to upgrade to existing base station adjacent to School Hill/A389 Junction, Padstow, Cornwall.
- 1.2 Council may recall a similar consultation for the communications base station at Green Lanes, Four Tourings, Padstow which was brought to

February 2023 Council meeting, where Council noted the information with no comments being made.

- 1.3 The company has provided details of the proposal for the base at School Hill and have advised that these plans fall under the permitted development and that all details have also been sent to Cornwall Council's Planning Department.
  - 1.4 Generally local Councils are not advised of permitted development matters, however on this occasion the company are consulting the Council. They are asking if the Council have any comments or would like additional information in this regard.
- 2. Details**
- 2.1 Appendix 1 is the consultation letter. Please note we have liaised with the Planning consultant and extended the deadline for comments so this can be discussed at May's Full Council meeting.
  - 2.2 Appendix 2 are the plans relating to the works.
  - 2.3 A 10 page document was also provided being the General information for Telecommunications Development – England, which has information about:
    - The company Cornerstone
    - Benefits of 5G
    - Planning policies guidance
    - Consultation and information about previous legal cases.Should Councillors wish view the same a copy can be emailed upon request, please contact the office who will assist with this.

**Agenda Item 11biii: Correspondence: Tamar Toll Action Group**

Appendix 3 outlines a letter seeking Parish and Town Council's support from the above Group. A further update from them is detailed below, in particular area highlighted is requesting if Council wish to send them a letter of support.

What does Council wish to do?

**Tamar Toll Action Group Update**

It's been a busy few months for the Tamar Toll Action group (TTAG) Committee as they tour the parish and town councils of SE Cornwall asking for support for their campaign to abolish the Tamar tolls. We have presented our case to Saltash, Torpoint and Liskeard town councils, Pillaton and Calstock parishes and both the Cornwall Gateway and Caradon Community Network Panels – all have given their support and various offers of help; next stop St Mellion parish council in June. We have also had letters of support from the length and breadth of Cornwall – Launceston to Hayle and St Just to name just a few – who recognise that this issue is not just one that affects SE Cornwall, and that it's time to unite our voices to bring about change.

We have been in contact with all of our local MPs and have had productive meetings with both Luke Pollard and Sheryll Murray. We are pleased to report that Sheryll Murray has invited us to work with her and other relevant MPs and Councillors to produce a business case regarding the Tamar Bridge Act to take to Government, so we have been working hard on this. Progress is happening, slowly but surely! We are also getting some much needed support from the local press which we are very grateful for.

We would really appreciate it if your Parish could consider sending us a letter to support so we can add it to our Facebook page, it means such a lot to our members to know our Cornish neighbours are backing us. We give a shout out to everyone that takes the trouble to write to us and for those that have already done so, thank you so much!

I have also attached a flyer that can be cut into two and if there are any space we would appreciate it if you could place one on your notice board.

Please join our facebook group (Tamar Toll Action Group) or contact us via our website [www.tamartollactiongroup.org](http://www.tamartollactiongroup.org); we need this groundswell of support to keep on growing throughout Cornwall until all of our Councillors and MPs are with us.

Dr Mel Priston (Chair) and Lee Lidstone (Treasurer) at Liskeard Town Council

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Lee Lidstone  
Treasurer  
[Tamar Toll Action Group](http://www.tamartollactiongroup.org)

**Agenda Item biv: Correspondence: Hayle Town Council: Seeking Council Support (Dumping Sewage in our Seas)**

Hayle Town Council has contacted Town and Parish Councils asking to support Cornwall Council calls to Government regarding the dumping of sewage in our seas.

Hayle Town Council said: *'At a recent Full Council Meeting. Hayle Town Council resolved 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.'*

*We hope you will join in and offer your support to this campaign by following Hayle's resolution.'*

They also provided information from Cornwall Live as per appendix 4.

What does Council wish to do?



Our ref: CS124307\_21

2nd May 2023

**Padstow Town Council**

Galliford Try Telecoms  
Crab Lane, Fearnhead  
Warrington, WA2 0XR  
www.gallifordtry.co.uk

Dear Councillors

**PROPOSED UPGRADE OF THE EXISTING ELECTRONIC COMMUNICATIONS BASE STATION SITE (CS124307\_21) ADJACENT TO SCHOOL HILL/A389 JUNCTION, PADSTOW, CORNWALL, PL28 8DT (NGR: 191709/075114)**

Cornerstone is the UK's leading mobile infrastructure services company. We acquire, manage, and own over 20,000 sites and are committed to enabling best in class mobile connectivity for over half of all the country's mobile customers. We oversee works on behalf of telecommunications providers and wherever possible aim to:

- promote shared infrastructure
- maximise opportunities to consolidate the number of base stations
- significantly reduce the environmental impact of network development

Cornerstone have identified this site as suitable for an equipment upgrade for Vodafone. The purpose of this letter is to consult with you and seek your views on our proposal before proceeding with the works. We understand that you are not always able to provide site specific comments, however, Cornerstone are committed to consultation with communities for mobile telecommunications proposals and as such would encourage you to respond.

As part of Vodafone's network improvement program, there is a specific requirement for the upgrade of this existing base station to provide improved network services to this area of Padstow.

Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones, and other devices we rely on simply won't work.

Please find below the details of the proposed site and the alternative site options considered and discounted in our site selection process: -


Our technical network requirement is as follows:

- **CS124307\_21 – School Hill SW**

**In the first instance, all correspondence should be directed to the agent.**

Cornerstone Planning Consultation Letter to Councillors - Standard V.3 – 15/04/2021

Registered Address:  
Cornerstone Telecommunications Infrastructure Limited,  
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.  
Registered in England & Wales No. 09087551.  
VAT No. GB142 8555 06

 Cornerstone, Hive 2,  
1530 Arlington Business Park,  
Theale, Berkshire, RG7 4SA

www.cornerstone.network

Classification: Unrestricted

- **Mast, Antenna and associated equipment cabinet upgrade works in order to provide improved 4G and new 5G network services for Vodafone network customers.**

A number of options have been assessed in respect of the site search process and we consider the best solution is as follows:

- **The removal and replacement of the existing 15m mast and antennas and its replacement with a new 20m mast complete with 6 antennas, 2 new cabinets and ancillary development works thereto including the removal of one cabinet.**
- **These development works have been sited and designed to minimise the impact of these upgrade development works so far as practicable whilst providing significant enhancement in 4G and new 5G Vodafone network services to this area of Padstow**

The Local Planning Authority mast register and our records of other potential sites have already been reviewed, the policies in the Development Plan have been taken into account and the planning history of the site has been examined.

All Vodafone installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation.

We look forward to receiving any comments you may have on the proposal within 14 days of the date of this letter.

Should you have any queries regarding this matter, please do not hesitate to contact me (quoting cell number – CS124307\_21)

Yours faithfully,




**John-Paul Robertson**  
Consultant Planner  
[John-Paul.Robertson@gallifordtry.co.uk](mailto:John-Paul.Robertson@gallifordtry.co.uk)  
Mob: 07775910135

(for and on behalf of Cornerstone)

**In the first instance, all correspondence should be directed to the agent.**

Cornerstone Planning Consultation Letter to Councillors - Standard V.3 – 15/04/2021

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Registered in England & Wales No. 09087551.  
VAT No. GB142 8555 06

 Cornerstone, Hive 2,  
1530 Arlington Business Park,  
Theale, Berkshire, RG7 4SA

N.G.R. E: 191709 N: 075114

**DIRECTIONS TO SITE:**  
 HEADING SOUTH ON THE M5 EXIT AT JUNCTION 31 ONTO THE A30 TOWARDS OKEHAMPTON/BOOMIN. TAKE THE A395 EXIT TOWARDS CAMELFORD/WATERBRIDGE/A39. AT THE ROUNDABOUT TAKE THE 4TH EXIT ONTO THE A395. AT THE NEXT ROUNDABOUT TAKE THE 1ST EXIT AND STAY ON THE A395. TURN LEFT AT THE A39 GOING THROUGH ONE ROUNDABOUT. TURN RIGHT AT THE A399. THEN TURN RIGHT AT THE B3276/NEW ST. THE SITE IS LOCATED ON THE CORNER OF THE JUNCTION OF THE B3276 AND NEW STREET. FOR MAINTENANCE PURPOSES LOCAL PAY & DISPLAY CAR PARKING IS AVAILABLE. ADJACENT TO THE FIRE STATION SITUATED OFF THE A389. DISTANCE FROM THE SITE IS NO GREATER THAN 250m.

**NOTES:**

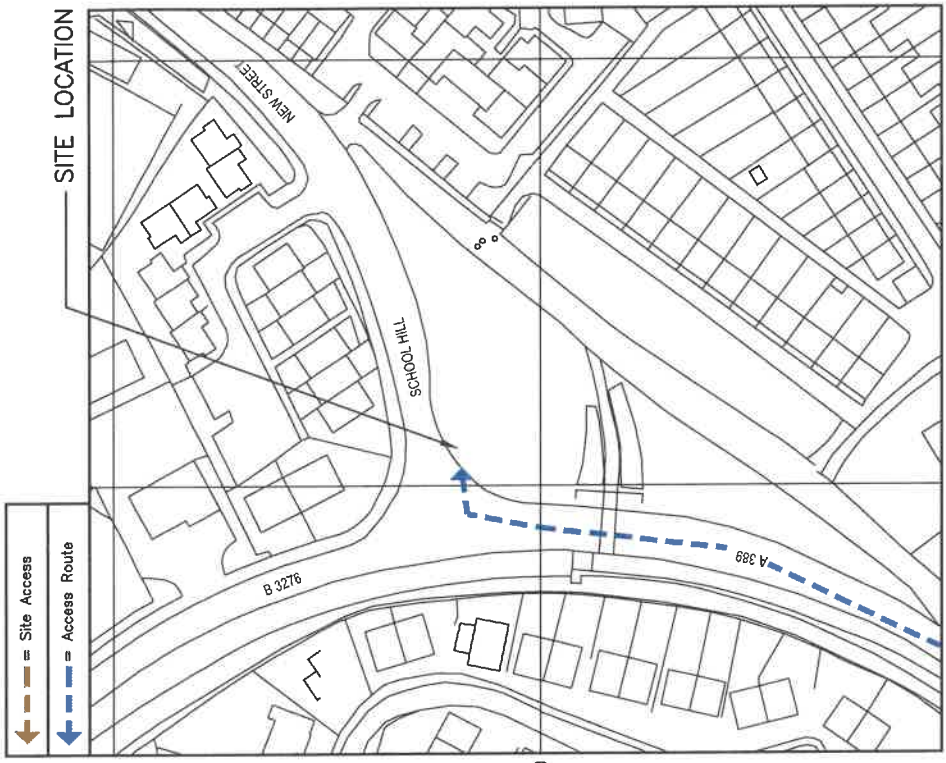
REV	Issued for Approval	CE	MR	BY	CH	DATE
A						25.04.23



Cell Name	Opt:
PADSTOW TOWN CENTRE	A
Cell ID No	
CORNERSTONE	VM02
124307	7602_14

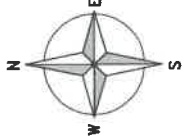
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Purpose of Issue:	PLANNING
Dwg Rev:	A
Drawing Number:	100
Surveyed By:	DW
Original Sheet Size:	A3
Drawn:	CE
Date:	25.04.23
Checked:	MH
Date:	25.04.23
Peak Issue:	A
Drawn:	CE
Date:	25.04.23

SDN0005 version 1.1



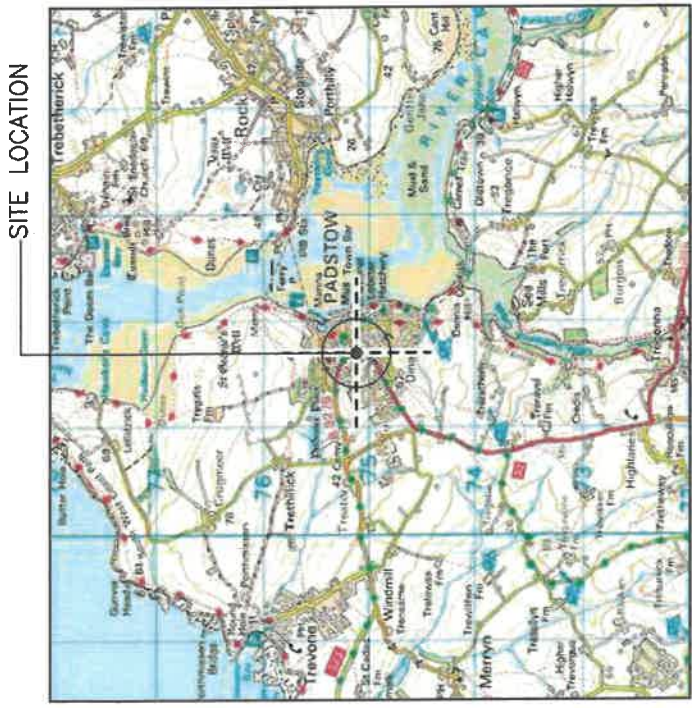
191800  
191700

DETAILED SITE LOCATION  
(Scale 1:1250)



075200

075100



SITE LOCATION



SITE LOCATION  
(Scale 1:50000)




SITE PHOTOGRAPH

These drawings comply with VF Standard ICNIRP guidelines, under configuration VM7F  
 Designed in accordance with Comerstone documents: SDN0007 & SDN0009 v6.0

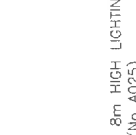
44

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE  
 N.G.R E: 191709 N: 075114  
 NOTES:

REV	MODIFICATION	BY	CH	DATE
A	Issued for Approval	CE	MH	25.04.23



2ND FLOOR, GATEWAY HOUSE,  
4 PENMAN WAY, GROVE PARK,  
LEICESTER LE19 1SY

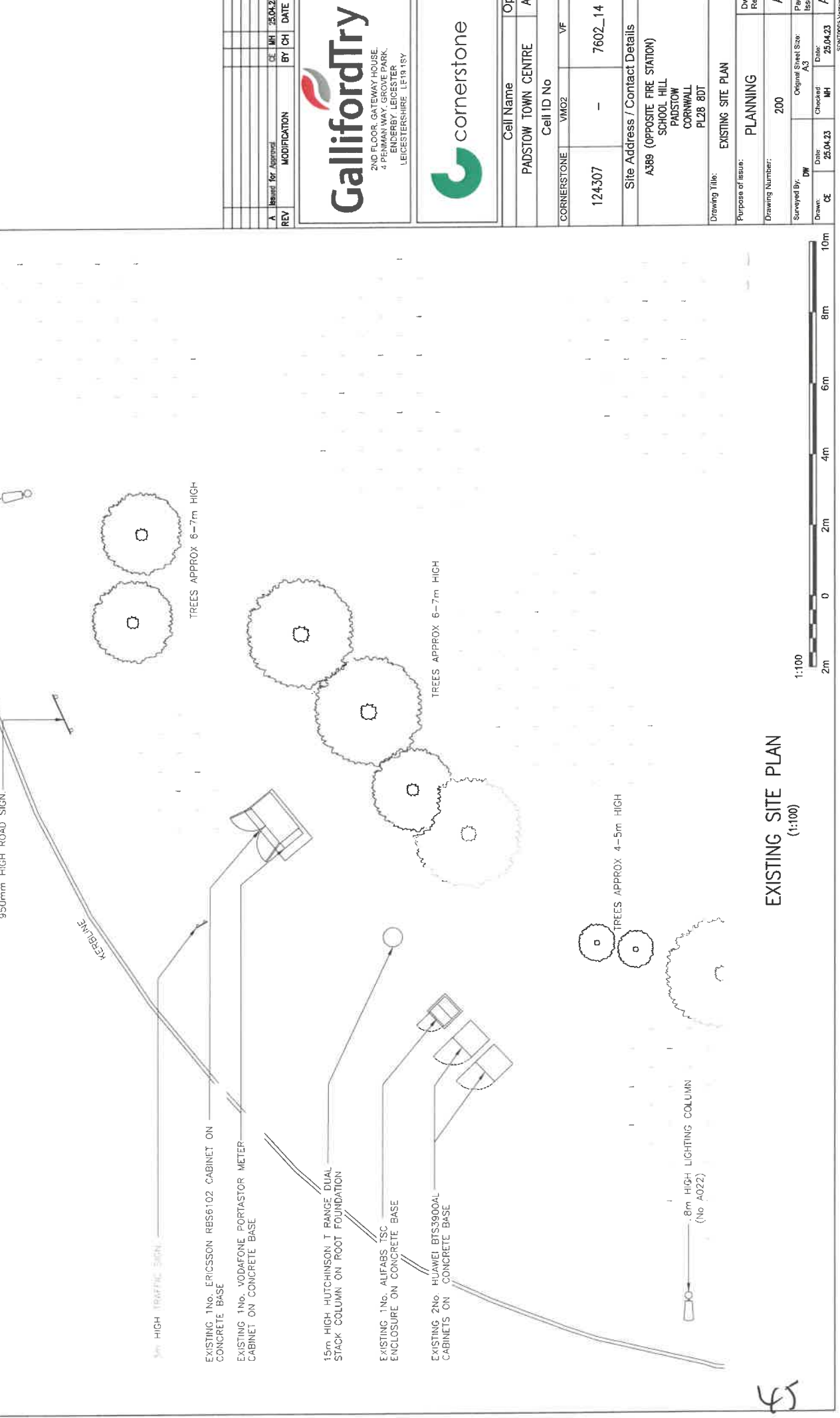


Cell Name	Opt.
PADSTOW TOWN CENTRE	A
Cell ID No	
CORNERSTONE VMO2	VF
124307	7602_14

Site Address / Contact Details  
 A389 (OPPOSITE FIRE STATION)  
 SCHOOL HILL  
 PADSTOW  
 CORNWALL  
 PL28 8DT

Drawing Title: EXISTING SITE PLAN

Purpose of Issue:	Dwg Rev:
PLANNING	A
Drawing Number:	200
Original Sheet Size:	A3
Drawn By:	Checked:
DW	MH
Date:	Date:
25.04.23	25.04.23



EXISTING SITE PLAN  
(1:100)



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE  
 N.G.R E: 191709 N: 075114

NOTES:

REV	Issued for Approval	BY	CH	DATE
A		CE	MH	25.04.23

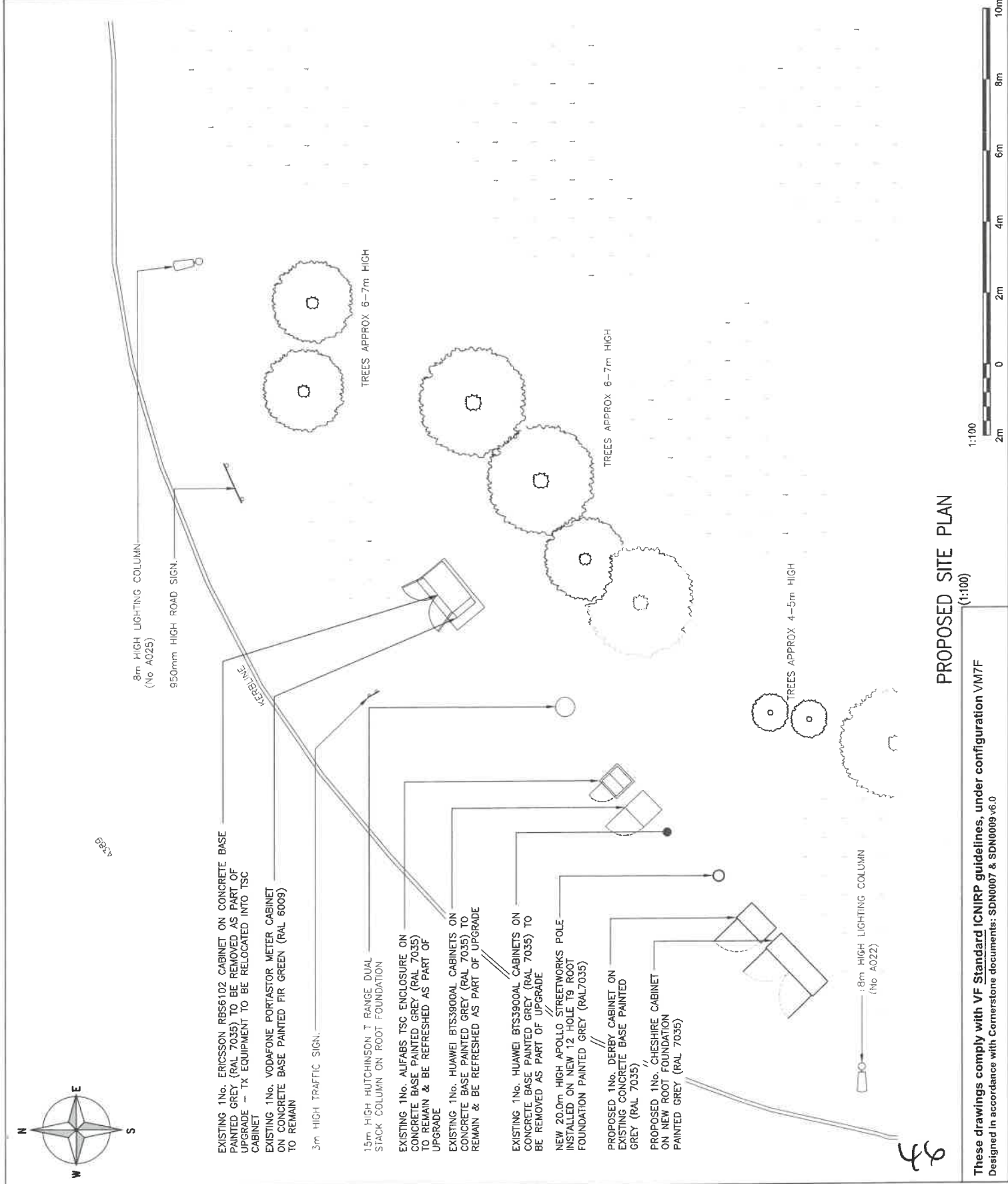
**GallifordTry**  
 2ND FLOOR, GATEWAY HOUSE,  
 4 PENMAN WAY, GROVE PARK,  
 EMBURY, LEICESTER  
 LEICESTERSHIRE LE19 1SY

**cornerstone**

Cell Name	Opt:
PADSTOW TOWN CENTRE	A
Cell ID No	VF
CORNERSTONE VMO2	
124307	7602_14

Site Address / Contact Details  
 A389 (OPPOSITE FIRE STATION)  
 SCHOOL HILL  
 PADSTOW  
 CORNWALL  
 PL28 8DT

Drawing Title:	PROPOSED SITE PLAN
Purpose of Issue:	PLANNING
Drawing Number:	201
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Checked:	MH
Date:	25.04.23
Issue:	A
Version:	1



These drawings comply with VF Standard ICNIRP guidelines, under configuration VM7F  
 Designed in accordance with Cornerstone documents: SDN0007 & SDN0009 v6.0

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R E: 191709 N: 075114

NOTES:

REV	Issued for Approval	MODIFICATION	BY	CH	DATE
A			CE	MH	25.04.23

**GallifordTry**  
2ND FLOOR, GATEWAY HOUSE  
4 PENMAN WAY, GROVE PARK  
ENDERBY, LEICESTER  
LEICESTERSHIRE LE19 1SY

**cornerstone**

Cell Name	Opt.
PADSTOW TOWN CENTRE	A
Cell ID No	VF
CORNERSTONE	VM02
124307	7602_14

Site Address / Contact Details  
A389 (OPPOSITE FIRE STATION)  
SCHOOL HILL  
PADSTOW  
CORNWALL  
PL28 8DT

Drawing Title:	EXISTING SITE ELEVATION
Purpose of Issue:	PLANNING
Drawing Number:	300
Survived By:	DW
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Date:	25.04.23
Checked:	MH
Date:	25.04.23
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Date:	25.04.23
Checked:	MH
Date:	25.04.23
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Date:	25.04.23
Checked:	MH
Date:	25.04.23
Drawn:	CE
Date:	25.04.23
Checked:	MH
Date:	25.04.23
Drawn:	DW
Date:	25.04.23
Checked:	MH
Date:	25.04.23

TOP OF POLE +15.0m AGL

TOP OF ANTENNAS +11.775m AGL

U/S OF ANTENNAS +10.375m AGL

TOP OF ANTENNAS +15.0m AGL

U/S OF ANTENNAS +12.3m AGL

15m HIGH HUTCHINSON T RANGE  
DUAL STACK COLUMN ON ROOT  
FOUNDATION

TREE HEIGHTS APPROX.  
+8.00-7.00m AGL

3m HIGH TRAFFIC SIGN

EXISTING 1No. ERICSSON RBS6102  
CABINET ON CONCRETE BASE PAINTED  
GREY (RAL 7035)

EXISTING 1No. VODAFONE PORTASTOR  
METER CABINET ON CONCRETE BASE  
PAINTED FIRE GREEN (RAL 6009)

EXISTING 1No. ALIFABS 1SC  
ENCLOSURE ON CONCRETE BASE  
PAINTED GREY (RAL 7035)

8m HIGH LIGHTING  
COLUMN (No A022)  
EXISTING 2No. HUAWEI BTS3900AL  
CABINETS ON CONCRETE BASE  
PAINTED GREY (RAL 7035)

**EXISTING NORTH ELEVATION**  
(1:100)

1:100



47

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE  
 N.G.R E: 191709 N: 075114

NOTES:

TOP OF VF 3No. AP1 ANTENNAS +19.8m AGL

TOP OF VF 3No. AM2 ANTENNAS +17.4m AGL

PROPOSED 3No. ANTENNAS

PROPOSED 3No. ANTENNAS

NEW 20.0m HIGH APOLLO STREETWORKS POLE INSTALLED ON NEW 12 HOLE 19 ROOT FOUNDATION PAINTED GREY (RAL 7035)

8m HIGH LIGHTING COLUMN (No A022)

TREE HEIGHTS APPROX. +6.00 - 7.00m AGL

EXISTING 1No. ALIFABS TSC ENCLOSURE ON CONCRETE BASE PAINTED GREY (RAL 7035) TO REMAIN & BE REFRESHED AS PART OF UPGRADE

3m HIGH TRAFFIC SIGN.

EXISTING 1No. ERICSSON RBS6102 CABINET ON CONCRETE BASE PAINTED GREY (RAL 7035) TO BE REMOVED AS PART OF UPGRADE - TX EQUIPMENT TO BE RELOCATED INTO TSC CABINET  
 EXISTING 1No. VODAFONE PORTASTOR METER CABINET ON CONCRETE BASE PAINTED GREEN (RAL 6009) TO REMAIN

PROPOSED 1No. DERBY CABINET ON EXISTING CONCRETE BASE PAINTED GREY (RAL 7035)  
 PROPOSED 1No. CHESHIRE CABINET ON NEW ROOT FOUNDATION PAINTED GREY (RAL 7035)

EXISTING 1No. HUAWEI BTS3900AL CABINETS ON CONCRETE BASE PAINTED GREY (RAL 7035) TO BE REMOVED AS PART OF UPGRADE  
 EXISTING 1No. HUAWEI BTS3900AL CABINETS ON CONCRETE BASE PAINTED GREY (RAL 7035) TO REMAIN & BE REFRESHED AS PART OF UPGRADE

PROPOSED NORTH ELEVATION (1:100)

These drawings comply with VF Standard ICNIRP guidelines, under configuration VM7F  
 Designed in accordance with Cornerstone documents: SDN0007 & SDN0009 v6.0

48



REV	MODIFICATION	BY	CH	DATE
A	Issued for Approval	CE	MLH	25.04.23



Cell Name	Opt.
PADSTOW TOWN CENTRE	A
Cell ID No	VF
CORNERSTONE VMO2	
124307	7602_14

Site Address / Contact Details  
 A389 (OPPOSITE FIRE STATION)  
 SCHOOL HILL  
 PADSTOW  
 CORNWALL  
 PL28 80T

Drawing Title:	PROPOSED SITE ELEVATION
Purpose of Issue:	PLANNING
Drawing Number:	301

Surveyed By:	DW	Original Sheet Size:	A3	Pack Issue:	A
Drawn:	CE	Date:	25.04.23	Checked:	MH
		Date:	25.04.23		A



### Tamar Toll Action Group

Dear Sir/Madam,

I am writing to you to seek your help and support in furthering the interests of **The Tamar Toll Action Group (TTAG)** which is supported by local people and businesses, and has the collective aim of **abolishing ALL TOLLS** currently imposed on traffic using the Tamar crossings.

The Tamar Bridge is part of the A38 arterial Trunk Road, a nationally important route and a vital strategic link in the South West. There is no practical alternative to entering Cornwall from the Plymouth area or vice versa. We believe that it is **fundamentally wrong that its upkeep and maintenance is funded by local councils imposing a toll; a toll that places an unfair financial burden on local people and businesses on both sides of the river.**

Along with the above toll, the toll booths create a bottleneck that can be hazardous and causes **unnecessary delays**. The queuing also contributes to pollution, and both are **additionally detrimental to local businesses and residents.**

You will be aware that **the Tamar Bridge is 'linked' to the Torpoint Ferries via the Tamar Bridge Act** and that **both crossings are owned by Cornwall Council and Plymouth City Council and operated via the Tamar Bridge and Torpoint Ferry Joint Committee (TBTFJC)**. Whilst this coalition was instrumental in the building of the bridge over 60 years ago, we believe that the two councils should not be forced to meet this cost indefinitely, especially in view of the fact that other crossings in the UK are now Governmentally funded, such as the Severn Bridge.

You may also be aware that **Tamar bridge users are significantly subsidising Torpoint ferry users each and every time they cross the bridge**. This is due to the TBTFJC failing to establish an alternative and more appropriate funding model for the ferry. Though this is clearly unfair to the residents and businesses of Saltash and surrounds, **we would like to emphasise that our group's aim is to abolish the tolls on both crossings.**

Recent increases in tolls have brought this long-standing issue to a head. From January 2023, the toll to cross the Tamar Bridge will be the most expensive crossing of its type in the country. This has come at a time of unprecedented economic downturn. The financial impact on local people is increasingly affecting the lives of individuals and businesses across the South West, and the TTAG's position is that:

- **The toll places an unfair additional financial burden on locals – especially to those who have to use the crossings daily to attend work, hospital, school etc.**
- **It impedes business development.**
- **It disadvantages residents on the Cornwall side who are charged additional delivery costs.**
- **It deters visitors and tourists to the area, reducing the benefit of their custom.**
- **Collection of the toll creates delays, inconvenience and an increase in pollution.**

The TTAG's aim is to ensure that **this 'unfair financial burden on local people' gets the publicity it needs** until the crossings are centrally funded. We will also lobby all parties of influence to assist our goals. Our group was incepted only a few months ago and **our numbers already exceed 2000. We continue to grow as others learn of our existence and what we are trying to achieve.**


As one of our Councillors representing the people of Cornwall, TTAG are seeking your endorsement and support. We would appreciate the opportunity to meet with you to discuss how we might be able to work together to achieve this aim. We would also look to share your response with all our members.

I look forward to hearing from you.

Yours sincerely,

A rectangular area of the document is heavily redacted with a dense, dark, grainy pattern, obscuring the signature and any text underneath.

Dr Melanie Priston, Chair  
For and on behalf of The Tamar Toll Action Group

A second rectangular area of the document is heavily redacted with a dense, dark, grainy pattern, obscuring the signature and any text underneath.

## **Cornwall Council backs calls for Government water companies to take action on sewage discharges**

[https://www.cornwalllive.com/news/cornwall-news/cornwall-council-backs-calls-government-7877288?fbclid=IwAR0NfE\\_PjkPzQUOqZZ27mXzUvrBy\\_di1RPkwlcIbnoLju-9GPxP9gfsb0M4](https://www.cornwalllive.com/news/cornwall-news/cornwall-council-backs-calls-government-7877288?fbclid=IwAR0NfE_PjkPzQUOqZZ27mXzUvrBy_di1RPkwlcIbnoLju-9GPxP9gfsb0M4)

The leader of the council will now write to the Secretary of State, South West Water and Environment Agency urging them to do more to end the dumping of sewage into the sea

Cornwall Council has agreed to call on the Government and South West Water (SWW) to address the issue of sewage being discharged into water in Cornwall. The council debated the issue at its full meeting this morning following a number of reports and [a rise in concerns about sewage being discharged into the sea](#) and into rivers.

Liberal Democrat councillors Dominic Fairman and Leigh Frost put forward a motion for the council to take action and urge the Government and SWW to do more to address the problems. There has been an increase in concerns about the issue with [high-profile incidents in Cornwall](#) as show in the picture above and groups such as Surfers Against Sewage have been regularly calling for the Government to do more to take action against water companies when they allow raw sewage to be discharged into the sea.

Cllr Fairman said that he had tabled the motion to give councillors the chance to debate publicly an issue which was key for many people in [Cornwall](#). He said that the Government's response to recent issues had been "woefully inadequate" and said that timescales for improvements were "meaningless" for the public.

**Read more:** [Government being sued for allowing sewage to be discharged into sea](#)

Cllr Frost said that the council should use its voice to put pressure on water companies and the government to make improvements and "fulfil their obligations to the people of Cornwall".

Labour councillor Jayne Kirkham also supported the motion and said that the River Fal had been one of the most polluted areas with 7,500 hours of discharges being made. She said: "The Conservatives have presided over a doubling of water companies dumping sewage into our waters."

She said that whilst it would take time to fix "broken systems" it was likely that things might happen more quickly if the council put pressure on the Government and water companies.

Pete Mitchell, Cornwall councillor for St Agnes, said that [videos of sewage being discharged into the sea in the village](#) had gone worldwide last month. He said that he knew people who were contacted by people in New York who had seen the footage and were concerned.

He said that there should be concern that people who might have been thinking of coming to Cornwall on holiday might have second thoughts if they saw sewage being discharged into the sea.

The motion called on the government to end all untreated sewage discharges into bathing waters, high priority nature sites and shellfish harvesting waters by 2030. It also called for budgets to be restored to the Environment Agency so that it can carry out an effective testing and monitoring regime.

It was agreed on a vote of all councillors and requires council leader Linda Taylor to write to the Secretary of State, South West Water and the Environment Agency urging action on all the points raised.

A spokesperson for South West Water, said: "We know reducing the use of storm overflows is an important issue for customers, as is the health of our rivers and seas – and it is one of our key priorities too. We are underway with our largest environmental investment programme in 15 years and in April we launched WaterFit to go further and faster. We have been working hard to reduce the impact of storm overflows and in this year's bathing season across 860 miles of coastline, we have reduced spills by 50% on last year. Importantly the duration of those spills has reduced by 75%.

"However, we recognise there is more to do and through WaterFit, we will reduce our use of storm overflows and reduce our impact on rivers by one-third by 2025. WaterFit builds on the progress we have already made. Earlier this year, we achieved 100% coastal bathing water quality for the first time across 860 miles of coastline. Over the next three years to 2025, South West Water is investing over £330 million in its wastewater network, which includes upgrades and improvements to hundreds of overflows across the region.

"As the Council stated today, there is a wide range of influences which affect river and sea quality, including agricultural and urban pollution, and we recognise that to improve the quality of our rivers, we all need to play our part. We continue to work closely with partners across the region, including Cornwall Council, and look forward to hearing from them soon."

They added: "We know our customers were understandably concerned about the discharge on 30 October, but we want to reassure them that the discharge, which led to the discolouration of the bathing water, was not caused by our activity or one of our assets.

"Our teams were in St Agnes on the day and after to investigate the cause of the discharge, as well as to test the impact it had on the water quality. The pipe seen in the video is not a storm overflow, nor is it owned or managed by South West Water. This is an outlet pipe, likely owned by the landowner or the local river authority, that pulls in multiple sources including from nearby waterways, run-off from agricultural land, as well as from the storm overflow.

"Our investigation showed that the discoloured water was caused by flows of muddy water from a nearby stream, which entered the pipework following a period of heavy rainfall that weekend. While there was a short period of storm overflow activity on 30 October, there was a significant flow of water from the stream, containing mud and dirt from surrounding fields, entering the system upstream of the South West Water pumping station. This resulted in the brown water discharge on 30 October and other discharges the week after at times when the storm overflow was not triggered. We took water quality samples on the day of the discharge and the day after, and the bathing water met its normal, 'excellent' quality.

"In St Agnes, we are already speaking with local partners, including the Parish Council, and wildlife trusts to look at potential solutions in the wider catchment to prevent run-off entering the system."

## **PADSTOW TOWN COUNCIL: 30 May 2023**

### **AGENDA ITEM 12: Multi-Use Games Area (MUGA)**

#### **1. Overview update**

- 1.1 When the new sports equipment was installed on site the Council's Facilities Officer liaised with the contractor to understand the equipment and receive the installation manuals so she could investigate and undertake the appropriate health and safety (H&S) for the area.
- 1.2 The Town Clerk and Council Facilities Officer met with the contractor on site and one snagging point was raised, which has since been actioned. The contractor presumed a booking system would be introduced when opening to the public.
- 1.3 The H&S documents include risk assessment, considering signage, preparing the weekly/monthly inspection sheets - these documents have highlighted several factors which we have brought to the Council to understand.
- 1.4 In March 2023 Council agreed that the area be unlocked and available to access 24/7, at that time officers welcomed their input in order to determine what type of booking system to look at, if Council considered it needed one but also outlined that it was hard to determine until the space was realised.

#### **2. Cross play risk**

- 2.1 The Facilities Officer has now undertaken relevant risk assessments and noted that the tennis courts and football courts are laid out in portrait and basketball courts is landscape. Therefore, not all 3 sports can be played at the same time.
- 2.2 Appended to this report is the current proposal in order for Council's decision to be open 24/7 and all 3 sport equipment available. The proposal is to have the 'normal' set up of 1 football pitch (2 goals), 1 tennis court and 1 basketball court (2 hoops) available. The other equipment be placed in the storage area.
- 2.3 As Council has no booking system it will be for public to turn up and play, this may lead to cross play particularly down to the basketball running across both tennis and football courts. It is hoped that clearly sense would prevail however, it was felt best to raise this with Council.
- 2.4 The basketball hoops structures are large, have water filled bases for stability and anchor chains attached to fencing to mitigate any toppling risk. Due to these safety measures the basketball hoops can not be moved by public and if set up as 2.2, means that one basketball hoop will be in the football pitch area and the other close to the tennis court. Caution signage can be placed in the area to highlight the cross-play risk. Council Facilities Officer has contacted Council's H&S advisor to seek his views but is yet to receive a response.



### **3. Other point to note**

- 3.1 Tennis: The contractor advised that removal of the winder mechanism from the tennis net which is required to put tension on the net is recommended. In their experience often public will over tighten the net which leads to either broken net or damage to the post. Therefore, we are looking to remove the winder and have the maintenance team check the tension on their weekly inspection of the area.
- 3.2 5 aside football goals: These have wheels on a level mechanism to help movement. If anyone does wish to move the goals we have signage to advise that this a two person activity and guidelines on how to undertake. Reminding them that they ALWAYS need to ensure the frame is back on the flooring and wheels lifted before play.
- 3.3 Community Interest: We have seen interest in the MUGA with us being contacted by some members of public asking how to book a slot for whichever sport they were interested in. We have been advising of the Council has decision the MUGA should be a free to use space, accessible 24/7 on a turn up and play basis. We'll publish more information about using the space as soon as it's open.

### **4. Way Forward**

- 4.1 With the Council Facilities Officer now being able to undertake the full risk assessments working alongside Council decision to have open 24/7 it has highlighted the cross-play risk. 2.1 to 2.4 above outlines the risks as well as mitigations to help to reduce the same. In light of this new information are Council happy to continue to accept this risk, with the mitigations and open 24/7?

# MUGA set up and signage

Appendix 1.  
Item 12



### NOT IN USE

These basketball hoops are not available for public to manoeuvre, due to health & safety.

Not just due to size but also about anchoring in position

2 x signs ordered – think best on the wall next to social club. Do it double sided, so one facing in and one facing out.



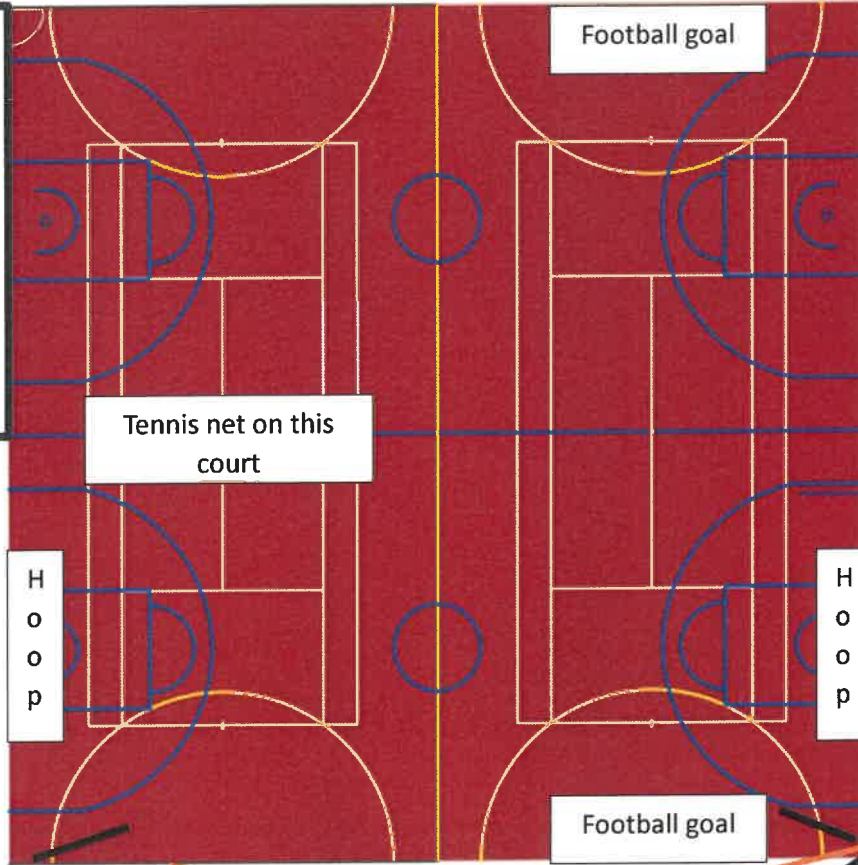
**Warning**  
Do not climb on fencing or walls

Social club

2 x Football goals

2 x Basketball – chains together and to fencing

Spare tennis net – for time being in scout hut.



**Caution**  
When basketball hoops are available to play, please be careful around this area.  
Basketball structure and secure anchor points attached to fence.

Caution signs x 2 – two each side by the hoops.

**MUGA (Main Use Green Area) (MUGA)**  
New sign on May 2023 by Padstow Town Council  
This area is for the benefit of the community and available for everyone to use.

The use of a sign can be placed at sites, to prevent misuse or ensure that users are aware of the signs, and are encouraged to be clear to enter the area and sports on site.

- 1 tennis
- Using the MUGA
- 2 courts marked

Using the MUGA

- 1 tennis
- 2 courts marked

Please only play with equipment which is blue and doesn't interrupt other users. Spare football goals available to be moved onto other courts.

Always 'All have fun'

**IMPORTANT INFORMATION**  
Regarding the equipment

**Tennis**  
Padstow Town Council requests that all tennis equipment is returned to the tennis club at the end of each session. If you have any tennis equipment, please return it to the tennis club. If you have any tennis equipment, please return it to the tennis club.

**Football**  
Padstow Town Council requests that all football equipment is returned to the football club at the end of each session. If you have any football equipment, please return it to the football club. If you have any football equipment, please return it to the football club.

**Basketball**  
Padstow Town Council requests that all basketball equipment is returned to the basketball club at the end of each session. If you have any basketball equipment, please return it to the basketball club. If you have any basketball equipment, please return it to the basketball club.

**PADSTOW TOWN COUNCIL**  
**MUGA**  
**LAWNS CAR PARK, PADSTOW, PL28 8BB**

**IMPORTANT INFORMATION**  
This area is for the benefit of the community and available for everyone to use.

**USE OF EQUIPMENT**  
The use of equipment on the MUGA is subject to the following conditions:

- Equipment must be used in accordance with the manufacturer's instructions.
- Equipment must be returned to the appropriate club at the end of each session.
- Equipment must be kept in good condition and any damage must be reported to the appropriate club.
- Equipment must be used in a safe and responsible manner.
- Equipment must be used in a way that does not cause any damage to the MUGA or the surrounding area.
- Equipment must be used in a way that does not cause any disturbance to the surrounding community.
- Equipment must be used in a way that does not cause any safety hazards.
- Equipment must be used in a way that does not cause any environmental damage.
- Equipment must be used in a way that does not cause any other harm.

**PLEASE REPORT THE FOLLOWING TO THE APPROPRIATE CLUB:**

- Equipment that is damaged or broken.
- Equipment that is missing or stolen.
- Equipment that is used in a way that causes damage or disturbance.
- Equipment that is used in a way that causes safety hazards or environmental damage.
- Equipment that is used in a way that causes other harm.

**PLEASE REPORT THE FOLLOWING TO THE APPROPRIATE CLUB:**

- Equipment that is damaged or broken.
- Equipment that is missing or stolen.
- Equipment that is used in a way that causes damage or disturbance.
- Equipment that is used in a way that causes safety hazards or environmental damage.
- Equipment that is used in a way that causes other harm.

2 x about lines and safety facing inwards

2 x MUGA main signs, be each entrance point facing out

Each piece of equipment should be clearly labelled as follows:

- Football: Goal 1, Goal 2, Goal 3, Goal 4 –
- Basketball: Hoop 1, Hoop 2, Hoop 3, Hoop 4 – Only to be moved by Padstow Town Council. Ensure anchor chain is attached to fence before play. Do not hang from hoop or climb on structure.
- Tennis: Net 1 (on both posts) & Net 2 (on both post) – Padstow Town Council has removed the tightening mechanism.

JS

**PADSTOW TOWN COUNCIL**

**Financial Statements**

**For the year ended 31st March 2023**

## Padstow Town Council Financial Statements 31 March 2023

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## Padstow Town Council Financial Statements 31 March 2023

### 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, is pro-active and has partnerships with Cornwall Council and numerous other organisations to improve the parish.

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 revenue and reserves.

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 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.

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 2023

	Actual £	Budget £	Variance £
<b><u>Income</u></b>			
Central Services	10,856	50	10,806
Highways, Roads & Transport	686,727	561,600	125,127
Environment	14,173	5,030	9,143
Leisure	9,791	4,000	5,791
Investment Properties	269,331	250,000	19,331
Other Operating Income	3,818	25	3,793
	<b>994,696</b>	<b>820,705</b>	<b>173,991</b>
<b><u>Operating Expenses</u></b>			
Democratic Core	791	3,800	-3,009
Corporate Services	42,503	61,000	-18,497
Central Services	24,000	25,000	-1,000
HRT Railway car park	85,880	108,600	-22,720
HRT Lawn car park	23,072	25,800	-2,728
Environment Cemetery	10,894	34,100	-23,206
Environment Toilets	65,344	68,400	-3,056
Leisure Open Spaces	166,022	194,325	-28,303
Investment Properties	36,806	40,300	-3,494
Administration	211,117	209,750	1,367
	<b>666,429</b>	<b>771,075</b>	<b>-104,646</b>
<b><u>Net profit before capital &amp; project expenditure &amp; reserve movements</u></b>	<b>328,267</b>	<b>49,630</b>	
Other Operating Expenses (Capital & Project expend)	81,656	361,000	-279,344
<b><u>Net Profit/(Loss)</u></b>	<b>246,611</b>	<b>-311,370</b>	

## Padstow Town Council Financial Statements 31 March 2023

### 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 2023

### **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 2023

### 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 2023. 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 2023

### **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, BDO LLP, 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; BDO LLP, 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 2023

### 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 2023.

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 2023, 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 25.4.23

**Padstow Town Council Financial Statements 31 March 2023**  
**INCOME and EXPENDITURE ACCOUNT**

	2022	2023
	£	£
<b><u>Income</u></b>		
Central Services	12,556	<b>10,856</b>
Highways, Roads & Transport	763,714	<b>686,727</b>
Environment	12,722	<b>14,173</b>
Leisure	7,770	<b>9,791</b>
Investment Properties	268,187	<b>269,331</b>
Other Operating Income	98	<b>3,818</b>
	<u>1,065,047</u>	<u><b>994,696</b></u>
<b><u>Operating Expenses</u></b>		
Democratic Core	3,190	<b>791</b>
Corporate Services	60,716	<b>42,503</b>
Central Services	24,800	<b>24,000</b>
HRT Railway car park	81,488	<b>85,880</b>
HRT Lawn car park	24,042	<b>23,072</b>
Environment Cemetery	17,152	<b>10,894</b>
Environment Toilets	58,166	<b>65,344</b>
Leisure Open Spaces	115,898	<b>166,022</b>
Investment Properties	36,828	<b>36,806</b>
Administration	192,887	<b>211,117</b>
	<u>615,167</u>	<u><b>666,429</b></u>
<b><u>Net profit before capital &amp; project expenditure movements</u></b>	449,880	<b>328,267</b>
Other Operating Expenses (Capital & Project expenditure)	27,118	<b>81,656</b>
<b><u>Net Profit/(Loss)</u></b>	<u>422,762</u>	<u><b>246,611</b></u>
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 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

	2022	2023
Recruitment advertising	0	0
Other advertising	0	0
Other publicity	0	0
	0	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

2022	2023
£	£
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**

		2022	2023
		£	£
<b>Cornwall Council</b>	Income	7110	7928
	Expenditure	83972	89524

**Padstow Town Council**  
**Modified Balance Sheet at 31 March 2023**

\*\*\* 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	2022	2023
<b>Current Assets</b>			
Debtors	10	29,410	47,503
Cash and Bank		<u>1,306,784</u>	<u>1,518,099</u>
<b>Total Assets</b>		<u>1,336,194</u>	<u>1,565,602</u>
<b>Current Liabilities</b>			
Creditors	11	<u>80,344</u>	<u>63,141</u>
<b>Total assets less current liabilities</b>		<u>1,255,850</u>	<u>1,502,461</u>
<b>Total assets less liabilities</b>		<u><u>1,255,850</u></u>	<u><u>1,502,461</u></u>
Earmarked Reserves	12	180,000	180,000
General Fund		<u>1,075,850</u>	<u>1,322,461</u>
		<u>1,255,850</u>	<u>1,502,461</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 2022	<b>4,623,998</b>	<b>292,504</b>	<b>0</b>	<b>67,748</b>	<b>4,984,250</b>	<b>1,649,425</b>	<b>6,633,675</b>
Additions		71,474					
Disposals		-83,074					
Impairment							
Revaluation							
Reclassification							
At 31st March 2023	<b>4,623,998</b>	<b>280,904</b>	<b>0</b>	<b>67,748</b>	<b>4,972,650</b>	<b>1,649,425</b>	<b>6,622,075</b>

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

**Capital expenditure and financing**

	2022	2023
<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 - MUGA  
 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

	2022	2023
The value of capital expenditure committed at the year end was:	0	0

## Note 10

### Debtors

	2022	2023
Debtors comprise:	£	£
Trade debtors	13,521	24,614
Accrued Income	1,600	1,600
Sundry debtors and prepayments	14,289	21,289
	<u>29,410</u>	<u>47,503</u>

## Note 11

### Creditors

Creditors comprise:

	2022	2023
	£	£
Trade creditors	-5,516	-1,993
Other creditors	-113	-113
Deferred Income	62,022	60,464
Sundry creditors and accruals	2,750	2,750
VAT	21,201	2,033
	<u>80,344</u>	<u>63,141</u>

## Note 12

### Earmarked and Other Reserves

	2022 B/Fwd £	Taken from reserves £	Added to reserves £	2023 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 Meeting 30.5.23 Agenda item  
Budget Report**

	Year to Date		Prior Year		Variance
	1.4.22 - 31.3.23 Actual £	1.4.22 - 31.3.23 Budget £	1.4.22 - 31.3.23 Actual £	1.4.21 - 31.3.22 Actual £	
<b>Income</b>					
Central Services	10856	50	10856	12556	-1700
Highways, Roads & Transport	686727	561600	686727	763714	-76987
Environment	14173	5030	14173	12722	1451
Leisure	9791	4000	9791	7770	2021
Investment Properties	269331	250000	269331	268187	1144
Other Operating Income (int recvd)	3818	25	3818	98	3720
	<b>994696</b>	<b>820705</b>	<b>994696</b>	<b>1065047</b>	<b>-70351</b>
<b>Operating Expenses</b>					
Democratic Core	791	3800	791	3190	-2399
Corporate Services	42503	61000	42503	60716	-18213
Central Services - grants	24000	25000	24000	24800	-800
HRT Railway Car Park	85880	108600	85880	81488	4392
HRT Lawn Car Park	23073	25800	23073	24042	-969
Environment Cemetery	10894	34100	10894	17152	-6258
Environment Toilets	65344	68400	65344	58166	7178
Leisure Sport & Recreation	0	2000	0	0	0
Leisure Open Spaces	166022	190675	166022	115898	50124
Investment Properties	36805	40300	36805	36828	-23
Administration	211117	209750	211117	192887	18230
	<b>666429</b>	<b>769425</b>	<b>666429</b>	<b>615167</b>	<b>51262</b>
<b>Other Operating Expenses</b> (Capital/Project items)	81656	361000	81656	27118	54538
<b>Net Profit/(Loss)</b>	<b>£246,611</b>	<b>-£309,720</b>	<b>£246,611</b>	<b>£422,762</b>	<b>-£176,151</b>

## **Full Council Meeting 30.5.23 Agenda item 15**

### **Budget to Actual Variance Report 2022-23 1.4.22 – 31.3.23**

#### **Overview**

Total income from 1.4.22 – 31.3.23 is £994,696 compared with the budget of £820,705.

Total revenue expenditure from 1.4.22– 31.3.23 is £666,429 compared with the budget of £769,425. Capital/project expenditure is £81,656 and the budget is £361,000.

Explanations for significant variances are detailed below:

#### **Income**

##### **Central Services**

Central services income is £10,806 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 £125,127 more than the Budget due to a cautious Budget being set, following the uncertainties of the Covid pandemic.

##### **Environment – Cemetery**

Environment Cemetery income is £9143 more than the Budget because burial fees were higher than anticipated.

##### **Leisure**

Leisure income is £5791 more than the Budget as provision was included for Cornwall Council paying less for grass cutting in Padstow.

##### **Investment Properties**

Investment Properties income is £19,331 more than the Budget because leeway charges are higher than expected.

##### **Other Operating Income (interest received)**

Other Operating Income (interest received) is £3793 higher than the Budget because interest rates increased, and PTC funds were placed in higher interest-bearing accounts.

#### **Expenses:**

##### **Corporate Services**

Corporate Services expenses are £18,497 less than the Budget due to RingGo, legal fees and other professional services being lower than expected.

### **Highways, Roads & Transport (HRT)**

HRT costs are £22,720 less than the Budget as Equipment, Materials & Repairs are lower than expected.

### **Environment - Cemetery**

Environment Cemetery expenses are £23,206 less than the Budget because staff and grounds maintenance costs are lower than anticipate. The staff costs for the outside team are taken from timesheets and then allocated to the various cost centres.

### **Leisure Open Spaces**

Leisure Open Spaces costs are £24,653 less than the Budget as staff and equipment, furniture & material costs are less than expected. The skatepark fencing budget of £10,000 was not spent in 2022-23 but will be in 2023-24. Provisions for clearing compost of £5000 and a bus shelter of £2000 were not required.

### **Capital/projects expenses**

Capital/projects costs are £279,344 less than the budget because the major new projects were later starting than expected and only some of the invoices have been received.

## **Prior Year Report**

### **Overview**

**Total income** from 1.4.22 – 31.3.23 is £994,696 compared with £1,065,047 for the same period last year.

**Highways, Roads & Transport income** is £76,987 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 – 31.3.23 is £666,429 compared with £615,167 for the same period last year.

**Corporate Services expenses** are £18,213 less than last year because RingGo fees, legal fees and other professional services costs are lower.

**HRT Railway expenses** are £4392 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).

**Environment Cemetery expenses** are £6258 less than last year as staff costs are less.

**Environment Toilets expenses** are £7178 more than last year as staff costs are higher.

**LTOS expenses** are £50,124 more than last year because the dock wall repairs of £15,000 were paid this year and staff, materials, fuel and energy costs are higher. The Chidley pump and White shelter railings were updated, the map boards redone and Core Building doors replaced.

**Administration expenses** are £18,230 more than the prior year because staff costs are higher, following a national pay award, Spinal Column Point (SCP) increase and Long Service Awards. Energy and building maintenance costs have also increased.

**Other operating expenses** (capital and project expenditure) are £81,656 this year (2 new ride on mowers, 5 car park machines, Queen's Platinum Jubilee celebrations and Lawn play equipment and £27,118 last year (final payments for the Lawn car park refurbishment and Cory and North Quay toilets refurbishment).



HUDSON ACCOUNTING LTD.  
INTERNAL AUDIT REPORT:  
TO THE MEMBERS OF PADSTOW TOWN COUNCIL  
YEAR ENDED 31ST MARCH 2023.

ISSUE DATE: 22/04/2023  
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.

**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 2022.

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**

**There are no old recommendations requiring action.**

### **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 awarded via Committee resolution were checked to payments made; all was found to be in order.**

#### *Procurement*

**The procurement processes for both the new Play Equipment and the MUGA were carried out in line with Financial Regulations and the Public Contracts Regulations.**

### **Risk**

#### *Insurance*

**The Fidelity Guarantee remains adequate at £1.75 million.**

### **Budgets**

#### *Setting*

**The budget and precept (albeit set at zero) were properly approved by Full Council in November 2022.**

**The process was robust with each Committee submitting its budget to the Finance Committee who ultimately recommended the overall budget to Council.**

#### *Monitoring*

**Budget monitoring reports have been provided in line with Financial Regulations.**

#### *Adequacy of Reserves*

**After allowing for earmarked reserves of £180,000 the general reserve stands at £1,322,461; equating to 177% of gross expenditure which is well in excess of 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.

#### *Interest*

**Interest on the Council's investments has been accurately reflected in the ledger.**

#### *VAT*

**VAT claims for the year have been submitted.**

#### *Allotments*

Tenancy Agreements are in place and rents have been correctly invoiced.

#### **Petty Cash**

Petty cash is sparingly used and is adequately controlled in line with Financial Regulations.

#### **Assets**

The asset register is up to date, appropriate valuation methods are used and the total value of assets held is reflected in the AGAR.

#### **Payroll**

##### *Pay award*

The national pay award has been accurately implemented.

##### *Payroll*

January's payroll was tested with no issues to report.

##### *New starters*

A new employee has been issued with a contract of employment and has been paid in accordance with the Terms therein.

#### **Bank Reconciliation**

Bank reconciliations have been performed in a timely manner throughout the year.

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.

Year-end adjustments were correctly accounted for.



## Annual Governance and Accountability Return 2022/23 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 2022/23

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 2023**.
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 2023**. 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 2023
  - 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 2022/23

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 2023 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 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 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) 2022/23

- 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. Any amendments must be approved by the authority and properly initialled.
- 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 2023.
- 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.
- 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 bank reconciliation is incomplete or variances not **fully** explained then 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 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- 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 2023**.

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 Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	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 2023</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 2022/23

## PADSTOW TOWN COUNCIL

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

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 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.	Yes	No	Not applicable
			✓

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

07/10/2022      07/02/2023      22/04/2023

Name of person who carried out the internal audit

S P HUDSON C.P.F.A.

Signature of person who carried out the internal audit

S. P Hudson

Date

22/04/2023

\*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 2022/23

We acknowledge as the members of:

Padstow Town Council  
ENTER NAME OF AUTHORITY

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 2023, that:

	Agreed		
	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/YYYY

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 ADDRESS [www.padstow-tc.gov.uk](http://www.padstow-tc.gov.uk)

## Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY  
**Padstow Town Council**

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
<b>1.</b> Balances brought forward	833,088	1,255,850	<i>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.</i>
<b>2. (+)</b> Precept or Rates and Levies	0	0	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
<b>3. (+)</b> Total other receipts	1,065,047	994,696	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
<b>4. (-)</b> Staff costs	271,659	320,114	<i>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.</i>
<b>5. (-)</b> Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
<b>6. (-)</b> All other payments	370,626	427,971	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
<b>7. (=)</b> Balances carried forward	1,255,850	1,502,461	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
<b>8.</b> Total value of cash and short term investments	1,306,784	1,518,099	<i>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></i>
<b>9.</b> Total fixed assets plus long term investments and assets	6,633,675	6,622,075	<i>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.</i>
<b>10.</b> Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
<b>11b.</b> Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 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**

SIC

Date

23/05/2023

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

DD/MM/YYYY

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 2022/23

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 2023; 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 2022/23

(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 2022/23

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 2023.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY