

# PADSTOW TOWN COUNCIL

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25 October 2023

## TO ALL MEMBERS OF THE COUNCIL

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

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 31 October 2023 at 7.30 pm** for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Yours faithfully



PP Kathy Pemberton  
Town Clerk

## AGENDA

### Public & Press are invited to attend

1. **To receive apologies for absence and announcements**
2. **To receive declarations of interest from Members** relating to items on the agenda in accordance with Padstow Town Council's Code of Conduct
3. **Dispensations:** To consider requests from Members for dispensations.
4. **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
  - o To receive the Cornwall Councillor's Report
  - o To receive the Police Report
5. **To confirm the minutes** of the Full Council Meeting held on **Tuesday 26 September 2023** having been previously circulated and taken as read (p1-5)
6. **Clerk's Report/Work Programme:** To receive an update for information only. (p6)
7. **Committees/Working Group Meetings:**
  - a) To receive minutes of the Planning Committee meeting (10 October 2023). (p7-8)
  - b) To adopt the minutes and approve recommendations (if any) of the Staffing Committee meeting (17 October 2023); (p9-10)
  - c) To adopt the minutes and approve recommendations (if any) of the Highways, Roads and Transport Committee meeting (17 October 2023); (p11-14)

- 8. Councillor Resignation and Committee Memberships:** i) To receive update on resignation of a Padstow Ward Councillor and notification to Cornwall Council of the same; and ii) give consideration to current vacancies on Committees and discuss and decide on way forward. (P15)
- 9. Finance:**  
**Monthly Accounts and Payments: October 2023**  
a) To receive the monthly Finance Report (P16-17)  
b) To approve the accounts for payment and ratify payments made since the last meeting (P18-21)  
c) To note the car park takings (P22)  
d) To note clear External Audit Report (P23-25)  
e) To note clear Internal Audit Report (P26-29)  
f) Bank Reconciliations: To note their availability for inspection each month
- 10. Correspondence:**  
a) To note correspondence for information (P30-31)  
b) To give consideration to the following:-  
i) Land Use Request: Nadelik Lowen - Lawns Car Park (3 August 2024) (P32-33)  
ii) Land Use Request: Purple Gecko Event - Camel Roadway (18 Nov 2023) (P33-35)  
iii) Request to site Defibrillator - Trevone/Windmill Wooden Shelter (P35-37)  
iv) CC Consultation: Polling Districts and Polling Places Review (P38-41)
- 11. Reports from Members/Outside Organisations:** To receive reports from meetings attended (if any).
- 12. To Note i) Future Meeting Dates and ii) Date of Next Council Meeting:** Tuesday 28 November 2023 at 7.30 pm (P42)
- 13. 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.
- 14. Railway Car Park – Sand Operations:** To receive presentation from Harbour Master for information only following response to proposal put forward by Council.
- 15. To confirm the confidential minutes** of the Full Council Meeting held on **Tuesday 26 September 2023** having been previously circulated and taken as read.
- 16. To adopt the confidential minutes** and approve recommendations (if any) of the Staffing Committee meeting (17 October 2023).
- 17. Bank Signatories:** To give consideration to this matter following resignation and discuss and decide on way forward.
- 18. Lease and Tenant Matters:** To receive an update on the latest in respect of lease and insurance matters and discuss and decide on way forward.
- 19. 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 Full Council Meeting of Padstow Town Council held on Tuesday 26 September 2023 at 7.30 pm in the Council Chamber, Council Offices, Station House, Padstow

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

**In Attendance:** Mrs K Pemberton (Town Clerk), Mrs S Daly (Assistant TC/Assistant RFO and minute taker), PC Pete Williams and 2 members of the public (part).

**2023/81 To receive apologies for absence and announcements:**  
i) Apologies were received from Councillors P Curgenvin and A P Flide; and ii) There were no announcements.

**2023/82 Declarations of interest from Members:** Councillor Mrs T Walter declared an interest in agenda item 10 bi) Land Use Request: Christmas Festival.

**2023/83 Dispensations:** There were no dispensations.

**2023/84 Public Participation: Cornwall Councillor's Report:** Apologies were received from Cornwall Councillor Rushworth. There was no report. The Chairman shared that Councillor Rushworth had advised that the issues at Hawkers Cove would be completed by Christmas.

Police Report: A revised police report for the period 22/07/23 – 25/09/23 was noted for information having been tabled and read. PC Pete Williams addressed the meeting with the following comments:

- Considered there was nothing for Padstow to be concerned about;
- In response to a member query, PC Williams informed Council that the police would ideally receive 3 separate pieces of intelligence in order to apply for a section 23 warrant in circumstances where drug dealing in a residence was suspected;
- Confirmed that use of an electric scooter on the road is illegal and that several had been seized by the police, these are then destroyed;
- Advised the sectors 3 main policing priorities are i) serious violence, ii) persistent and severe anti-social behaviour, and iii) drugs. National priorities also include violence against girls and women and child exploitation; and
- Advised his Inspector had asked he press the importance of reporting incidents to the police. Noted that he had been told the new web chat was very good to use, as was the online reporting system, both of which ease pressure on 101.

- 2023/85** **RESOLVED** that the minutes of the meeting held on **Tuesday 25 July 2023** be signed as a true record.
- 2023/86** **Clerk's Report/Work Programme:** The update report was noted. The Town Clerk further advised that the skate park fencing contractors were now on site. Members commented on the new steps to the Guide Hut and were pleased with the works. Comment was also made that the Community Hub was looking good and was considered "an amazing space to use". The Chairman extended thanks to all who supported the community fun day and those who donated or helped. He considered it was well attended.
- 2023/87** **Committees/Working Group Meetings:**
- a) **RESOLVED** to adopt the minutes and approve recommendations of the Leisure, Tourism and Open Spaces Committee meeting held on 19 September 2023 having been sent "to follow" and taken as read; and
  - b) **RESOLVED** to receive the minutes of the Planning Committee meetings held on i) 25 July 2023, ii) 8 August 2023, and iii) 12 September 2023
- 2023/88** **Land to the West of Treceus Farm, Padstow:** Baker Estates Limited attended the meeting and gave a presentation to Council on development proposals for Land to the West of Treceus Farm, Padstow. Comments included:
- Outline planning permission was granted in December 2022 for 28 new homes and an 80 bedroom care home facility. Now looking to bring forward a reserved matters application for the care home. Currently in discussion with a number of possible operators;
  - Main access will be from A road to care home and homes from estate, which will be 1 and 2 bedroom dwellings;
  - Required to provide 33% adapted and accessible homes – being adapted for disabled persons, older people and other needs and includes things such as wider driveways and wider toilets. 25% of these are to be single story units, 40% to be affordable with a split of 70% rent and 30% shared ownership;
  - Currently discussing a S278 agreement with Cornwall Council to form construction of a road;
  - Some changes to care home, same location but now with one and half acres of open space. Have maintained open link through but will not have access to the road for safety.
  - Proposal actually has 36% adaptable properties spread across affordable and open market. 39% will be single storey and the rest will be chalet bungalows.
  - Meeting 40% affordable requirement;
  - Development must also achieve 10% biodiversity net gain; attenuation pond supports this;
  - Noted position of foul drainage;
  - Advised that recent activity at the site is archaeological works which they are required to undertake, not start of works. Archaeologists have discovered an old iron age development;

- Ecology has been considered in lighting and maintenance of the development, open areas will be maintained by a management company so will retain control of this;
- Elevation style is traditional with slate hang, slate roof and render, in keeping with Polpennic drive;
- Section 106 – occupancy will be restricted to people who live in Padstow or within the local area, must demonstrate it will be prime residence, applies to open market and remains in perpetuity;
- Currently holding online consultation (22 Aug – 15 Sept). Wrote to 350 properties locally and have a dedicated freephone telephone number regarding development. As a result, have answered a number of queries. Have received 14 pieces of feedback which is broadly supportive of the design. Concerns largely related to outside matters such as drainage;
- Have offered 1 to 1 consultation with Polpennic properties but not taken up.

In response to a query regarding the potential impact to the care home if a provider was not found, the following comments were made:

- Housing would not be affected;
- Would be unexpected as are in conversations with several providers;
- If no provider, would have to go back to Cornwall Council and consult;
- Confirmed there would be nursing staff on site but not GPs.

#### **2023/89 Finance: Monthly Accounts and Payments September 2023:**

- a) The monthly finance report was noted.
- b) It was **RESOLVED** to i) ratify payments made July (c) of £3,605.60, July gross wages, NIC ER's and LGPS ER's of £26,486.84 and direct debits of £3,105.20; ii) ratify payments made August (a) of £7,073.36, standing orders or direct debits (regular payments of the same amount) of £9,329.50 and direct debits of £1,339.36; iii) ratify payments made August (b) of £15,272.18 and direct debits of £3,707.34; iv) ratify payments made August (c) of £5,508.72, gross wages, NIC ER's and LGPS ER's of £27,374.54 and direct debits of £3,293.51; and v) ratify payments made September (a) of £7,810.37, standing orders or directs (regular payments of the same amount) of £9,329.50 and direct debits of £9,376.85.
- c) Car park takings were noted.
- d) **RESOLVED** to appoint Hudson Accounting Ltd to undertake the Council's internal audit for the three financial years 2023/24 to 2025/26 at a cost of £1,500 per annum.
- e) The availability of bank reconciliations for inspection was noted.

#### **2023/90 Correspondence:**

- a) Correspondence for information was noted. The Chairman drew members attention to item i) the Sustrans network event in Wadebridge and advised that this had been brought forward to 17 October.

- b) i) Land Use Request: Christmas Festival (Parking Spaces – Railway): Councillor Mrs T Walter left the meeting.**

Consideration was given to the land use request from Padstow Christmas Festival for use of coach spaces in the Railway Car Park over the Christmas festival period. The Town Clerk clarified that the request relating to the marquee was not the erection of the same but its delivery vehicle.

**RESOLVED** to approve the Padstow Christmas Festival Land Use request for the Railway Car Park as outlined in paragraphs 2 and 3 of the agenda report being i) use of 3 coach bays for the marquee vehicle on 2 – 6 December and 10 – 11 December and that the same charges as last year be applied; ii) use of 2 coach spaces on Friday 8 December for parking the Father Christmas land train and the low loader transporting the land train free of charge. Further, that the time of use be delegated to the Town Clerk in consultation with the Chairman noting previously this was 4pm - 8.30pm; and iii) that the above permission be subject to receiving appropriate risk assessments and public liability insurance to the satisfaction of Council's insurers and health and safety advisor.

**Councillor Mrs T Walter returned to the meeting.**

**2023/91 Memorial Plaque – Use of Council Crest:** Consideration was given to permitting use of the Town Council crest on a memorial plaque for a grave in the cremation extension area of St Petroc's Churchyard. It was **RESOLVED** to approve the use of the Town Council crest as depicted in the memorial application for the late Michael Constance, subject to approval of the full application form via the usual process.

**2023/92 Railway Car Park, Pipe Works:** The Town Clerk referred members to the agenda report in this regard. It was noted that the works were classed as urgent and in the absence of the Town Clerk and under the Staffing Scheme of Delegation, the Responsible Financial Officer in consultation with the Chairman arranged for the urgent works to fix the collapsed pipe. Members noted that the fix was temporary and that further investigation and works would be needed and gave consideration to the recommendations in paragraph 4.

**RESOLVED** i) to endorse the actions of the RFO in consultation with the Chairman to address the urgent repair [to the Railway Car Park pipe]; ii) that the Council Facilities Officer book an appropriate company to undertake investigation of the pipe in order to best undertake work required; iii) that the Council Facilities Officer book Vanstone's to undertake works as soon as practicable during the quieter months; and iv) that final sign off for the works to be

undertaken be delegated to the Town Clerk in consultation with the Chairman and funded via the Capital/Projects Contingency budget.

**2023/93 Reports from Members/Outside Organisations:** The Chairman updated Council on a number of events/meetings he had attended since the last meeting. In particular the Food Bank event he had attended, noting he had found it interesting to see how they worked with other services and how impressed he had been with the setup.

An update on the first full CAP meeting was provided. This had been attended by the Chairman and Councillor Mrs Dawe. It was noted that the CAP's 3 main priorities were Highways and Transport, Planning and Housing, and Healthcare. The meeting also raised the issue of young people and the need to start educating people from a young age in order to prevent issues when they are older and discussed the need for partnership working. The Chairman felt the meeting had been well attended.

Other events/meetings the Chairman had attend included a meeting with the Royal British Legion regarding Remembrance Sunday, Gorsedh Kernow, a service welcoming the new Methodist minister, and the National Police Memorial Service in Bodmin.

**2023/94 Date of Next meeting:** Tuesday 31 October 2023 at 7.30pm and future meeting dates were noted.

**2023/95 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

**2023/96 RESOLVED** that the confidential minutes of the Full Council meeting held on **Tuesday 25 July 2023** be signed as a true record.

**2023/97 Confidential Emergency Scheme of Delegation Decisions:** **RESOLVED** to note and ratify the decision taken under the confidential emergency scheme of delegation.

**2023/98 Correspondence – Community Contribution Scheme:** **RESOVLED** not to express an interest in this matter.

**2023/99 Lease and Tenant Matters:** Members noted a verbal update from the Town Clerk on this item.

**2023/100 Use of Council Land: Railway Car Park:** See confidential minutes.

Meeting closed at 8.35 pm

**PADSTOW TOWN COUNCIL: 31 OCTOBER 2023: CLERK'S REPORT / WORK PROGRAMME**

PROJECT	NOTES/UPDATE
<b>FULL COUNCIL</b>	
Archaeological Bones	Following Council's decision, the Town Clerk went back to Ann Reynolds (Strategic Historic Environment Senior Officer). She thanked the Council and advised she would be in touch. Nothing has come forward as yet.
Pipe – Railway Car Park	As per Council decision, this is being taken forward. Exploratory works booked in as soon as they are able to undertaken (Nov), contractor also advised. They will await outcome of the report but will try to book job in as soon as practical following their initial emergency fix.
<b>LTOS</b>	
Skate Park fencing /play area	Contractors confirmed this will take place w/c 25 September, as well as fixing play bench. Lifted areas of flooring also to be sorted.
CCTV	Final handover of system expected by end of October.
Core Building	Foodbank will run from 2 November. Meeting scheduled with LTOS Chairman to look at responses from Community Day to feedback to Committee. Have also taken up conversations with interested people. Meeting scheduled for 7 November with DWP to discuss possible offering at the Hub and how this can link with Foodbank.
White Shelter and Surrounding Area Improvements	Discussed at recent LTOS meeting, exploratory works taking place and further discussion by LTOS at future meeting.
Padstow Cemetery	Amendments to cemetery regulations and general cemetery improvements being worked up/progressed by LTOS. Topple testing scheduled for beginning of March 2024 (ICCM) as per Padstow Cemetery Memorial Management Policy.
<b>HRT</b>	
Camel Roadway	Council's surveyor undertook site visit with Council's Facilities in respect of potential options for improvement. This was reported to HRT who have requested that the surveyor test the market, but noting the difficulty with a small budget and how busy contractors were.



**PADSTOW TOWN COUNCIL**

**Minutes of the Planning Committee meeting held on Tuesday 10 October 2023 at the Council Chamber, Station House, Station Road, Padstow at 7.00 pm**

**Present:** Councillors J O'Keefe (Chairman), R Higman (Vice-Chairman), Mrs J Colwill, Mrs J Dawe and Mrs T Walter

**In Attendance:** K Pemberton (Town Clerk), S Daly (Assistant TC/Assistant RFO and Minute Taker) and 4 members of the public (in part)

**P2023/43 Apologies and Announcements:** i) Apologies were received from Councillor P Curgenvin; and ii) There were no announcements.

**P2023/44 Declarations of Interest:** There were no declarations of interest.

**P2023/45 Public Participation:** There was no public participation.

**P2023/46 RESOLVED** that the **Minutes** of the meeting held on **Tuesday 12 September 2023** be signed as a true record.

**P2023/47 Planning**

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

a) **PA23/05492: 29A Grenville Road, Padstow, Cornwall, PL28 8EX:** Proposed partial conversion of garage, including side extension and raising of roof with rear balcony, forming annexe for family use

**APPROVED**

b) **PA23/05761: 4 Barrys Lane, Padstow, Cornwall, PL28 8AU:** Listed Building Consent: Removal of chimney breast locate in existing kitchen extension.

**APPROVED**

c) **PA23/06216: Aston Scott Ltd, 20 Middle Street, Padstow, PL28 8AP:** Advertisement Consent for one halo illuminated fascia sign and one low level wall sign.

**APPROVED**

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

a) **PA23/06652: 31 Treverbyn Road, Padstow, PL28 8DN:** Single storey extension to the lower ground floor with extended terrace over at ground floor level.

**SUPPORTED**

b) **PA23/07754: 50 Raleigh Close Padstow Cornwall PL28 8BQ:** Construction of a single-storey rear extension.

**SUPPORTED**

c) **PA23/07789: Trevoze View Farm, Harlyn Bay Road, Harlyn Bay, Padstow, PL28 8GS:** Change of use of agricultural farmland to allow camping from 1 May to 31 August. The capacity of the site will

be up to 40 tend pitches and 10 touring grass pitches – no permanent structures. (Re-submission of withdrawn application [PA22/08591](#)).  
**SUPPORTED, provided advisory signage to use footpath instead of Dobbin Lane be included.**

**Councillor Mrs T Walter voted against this decision and requested it be recorded.**

d) [PA23/06912](#): **2 Sarah's Lane, Padstow, PL28 8EN: RE-CONSULTATION:** Proposed extensions and alterations, including a two-storey and a single storey extension.  
**SUPPORTED**

e) [PA23/07540](#): **Quayside Cottage, Market Strand, Padstow:** Remove existing ground and first floor sash window, enlarge the openings and replace with bespoke joinery made bi-fold doors to match main restaurant elevations. Provide to the first floor doors and wrought iron balustrade to form Juliet balcony to match main restaurant first floor openings  
**NOT SUPPORTED, wish to maintain visual amenity of the cottage, as outlined previously do not support alterations to the frontage of the exterior of the building. NB Have noticed trading as a takeaway through summer months which was not in previous application.**

**P2023/48**      **Date of Next Meeting:** Tuesday 14 November 2023 at 7.00 pm.

Meeting closed at 7.17 pm

**PADSTOW TOWN COUNCIL**

**Minutes of the Staffing Committee meeting held on Tuesday 17 October  
2023 at the Council Chamber, Council Offices, Station House,  
Padstow at 6.30pm**

**Present:** Councillors M Rickard (Chairman), J Dawe (Vice-Chair), K Freeman and A N Rees

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

- S2023/20**      **Apologies and Announcements:** Apologies were received from Councillor A Hoskin. There were no announcements.
- S2023/21**      **Declarations of Interest:** There were no declarations of interest.
- S2023/22**      **Public Participation:** There was no public participation.
- S2023/23**      **Minutes: RESOLVED** that the minutes of the meeting held on Tuesday 20 June 2023 be signed as a true record.
- S2023/24**      **Election of Vice-Chair:** The Chairman thanked Councillor Mrs Dawe for checking in with the Town Clerk regarding the staff team during his recent absence from Council. In light of this absence and the appointment of a Vice-Chair to all other standing committees, members reconsidered this matter.
- RESOLVED** to appoint Councillor Mrs J Dawe as Vice-Chair of the Staffing Committee.
- S2023/25**      **2023/24 Update and Budget 2024/25:**  
2023/24 Update: The update on staff costs and training costs for 2023/24 to date was noted.
- Budget 2024/25: Consideration was given to training costs for 2024-25. In response to a member query the Responsible Financial Officer (RFO) advised that the budget was based on a training log kept by the Council Facilities Officer. The Town Clerk further added that bespoke training for the Staffing Committee previously discussed by members could be paid for via the Council's professional services budget.
- RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE** to include the following training provision in the 2024/25 budget i) Councillors £1,000; LTOS (Outside Staff) £4,000; and iii) Administration £3,000.
- S2023/26**      **Future Meetings:** Future meeting dates and times were noted as per the agenda, subject to rescheduling the next

meeting of Tuesday 19 December 2023 to Tuesday 23 January 2024.

- S2023/27**      **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**
- S2023/28**      **Confidential Minutes: RESOLVED** that the confidential minutes of the meeting held on Tuesday 20 June 2023 be signed as a true record.
- S2023/29**      **Committee Works i) Update:** was noted for information and Committee were satisfied that the appraisals be scheduled for January to feed into the rescheduled meeting of 23 January.
- ii) Programme:** was noted without amendment other than rescheduled December meeting date. It was noted that the Town Clerk hoped to develop Committee member training for consideration at its March meeting, to be ready for the 2024/25 Committee. Alongside this she would look to work up member documentation to assist Councillors in their role on the Staffing Committee, as she had done for planning and was doing for other committees.
- S2023/30**      **General Staffing Matters:** Members noted a verbal update on general staffing matters provided by the Town Clerk.
- S2023/31**      **2023/24 Update and Budget 2024/25:** See confidential minutes.
- S2023/32**      **Christmas Bonus:** See confidential minutes.
- S2023/33**      **i) Overtime, Sick Leave and Training Update:** The update in the "to follow" papers was noted for information.
- ii) Sickness Reporting and Management:** The update in the "to follow" papers was noted for information.

Meeting closed at 7.16 pm

**PADSTOW TOWN COUNCIL**

**Minutes of the Highways, Roads and Transport Committee meeting held on Tuesday 17 October 2023 at the Council Chamber, Council Offices, Station House, Padstow at 7.18pm**

**Present:** Councillors A N Rees (Chairman), K Freeman (Vice-Chairman), R Higman, J O'Keefe and M Rickard

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

- HRT2023/6      Apologies for Absence:** There were no apologies.
- HRT2023/7      Announcements:** There were no announcements.
- HRT2023/8      Declarations of Interest:** There were no declarations of interest.
- HRT2023/9      Public Participation:** There was no public participation.
- HRT2023/10     Minutes: RESOLVED** that the minutes of the meetings held on **i) Tuesday 7 March 2023** and **ii) Tuesday 30 May 2023** be signed as a true record of the meeting.
- HRTS2023/11    Committee Terms of Reference: RESOLVED TO RECOMMEND TO COUNCIL** that no changes be made to the Committee's Terms of Reference and they be adopted unchanged.
- HRT2023/12     Committee Works i) Update and ii) Programme** were noted without change.
- HRT2023/13     Camel Roadway Improvements:** The Town Clerk referred members to the "to follow" report detailing the site meeting between the Council Facilities Officer and Council's Surveyor and consideration was given to the Surveyor's notes.

Members noted that the main issue with the project was the budget [£20,000] but all were in agreement that improvements to the area needed to be made. There was discussion that further increased signage would be beneficial and that this should be sited at both entrances to the car park. It was acknowledged that though signage could be erected, the Council had no power to enforce that cyclists must dismount.

The Committee were keen to "test the market" with the budget available as suggested by the surveyor. It was suggested by a member that Cornwall Council could be approached to assist with the cost of improving the Camel roadway area, though it was not widely thought this would be forthcoming.

There was some discussion that an issue highlighted by Sustrans was cyclists not being able to get further into town. It was noted that the town as it is, being subject to a one way system and the quay itself, was not conducive to cycling through.

**RESOLVED** i) for the Town Clerk to request the Surveyor test the market based on the detail outlined in his note within the budget allocated; ii) to consider, at the appropriate agenda item, requesting further budget for 2024/25; and iii) to investigate with Cornwall Council the potential for PTC to fund additional bike racks on the Camel Trail on Cornwall Council side.

#### **HRT2023/14**

**Car Park Tariffs:** Members gave consideration to the car park tariffs and whether or not these should be increased. The Responsible Financial Officer asked members to consider that due to inflation and other factors, the car parks were earning less in real terms (as the tariffs were last increased in April 2021) and she advised Committee that the Council needed to be careful going forwards in managing its finances in light of the increased costs and decreased income.

Members expressed concern that due to the cost-of-living crisis, footfall was already down and they did not wish to further discourage car park users. One member suggested that the tariffs should remain unchanged, as they considered it would be better to fill the car park's capacity at the existing tariff, rather than to fill it to 2/3s capacity at higher rates, due to his concern for the consequences any increase may have. It was agreed that the short stay fees should remain the same and the 12hr, 24hr and coach fees should increase.

Consideration was given to season tickets with some members suggesting that they should be withdrawn altogether, however it was agreed that these should remain but be further limited in number and the fee increased (the last increase being in 2015).

**RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE:**

- i) The car park tariffs for 1hr, 2hr, 3hr and 4hr tickets remain the same but that the tariffs for 12hr, 24hr and coaches be increased to £10, £12 and £10 respectively; and
- ii) The season ticket charge be increased to £500 plus VAT and the number available limited to 10.

#### **HRT2023/15**

**2023/24 Update and Budget 2024/25:** The 2023/24 update was noted as per the agenda and Committee was satisfied with the report.

Car Park Enforcement: Members considered the recommendations in the report regarding the increase to car

park enforcement and were supportive of the recommendations set out therein.

Electricity Costs: Members noted the Council's three-year fixed term contract for electricity had commenced in 2022.

Non-Domestic Rates: Members noted the provision for a slight increase was included in the 2024-25 Budget for Non-Domestic Rates.

Car Park Order: Members noted the cost to revise the Car Park Order based on the decision of Committee during the earlier agenda item.

**RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE:** That the following provisions be included in the 2024/25 budget:

- i) £10,000 for a Cornwall Council Civil Enforcement Officer to enforce PTC car parks; and
- ii) £1,315 to increase the car park tariffs (revise the Car Park Order, update signs and IPS car park machines software).

Council Business Plan: There was a general discussion regarding the Council's Business Plan and items to include.

Members were keen that works to improve the Camel roadway area commence in the current year as planned but that further budget be available in 2024/25 to further build upon improvements.

Members considered the recommendations in the report regarding the dock wall and noted the cost to undertake the pressure washing of the piles was estimated to be £5,000 as updated by the Town Clerk. In response to a member query the Responsible Financial Officer advised that it had been difficult initially to find a contractor to undertake the dock wall works which was a specialist area and Council's surveyor had not been able to make any recommendations. Consequently, the Harbour Commissioners had been contacted and they had recommended the Council's current contractor, TMS Ltd.

Members were supportive of the suggestion within the report that a provision be included to improve the Lawn garages but further wished this project to incorporate improvements to the Scout Hut, this being the opportunity to reduce the size of the hut and place a vehicle compound in that area in order to clean down/work on any equipment. Access to be along the garages.

In addition to the agenda report, it was suggested that a provision be included for the investigation of electric vehicle charging points.

**RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE:**

- i) A provision of £30,000 for further Camel Roadway Improvements be included in the 2024/25 budget;
- ii) A provision of £5,000 for the dock wall (pressure washing piles) be included in the 2024/25 budget;
- iii) A provision of £65,000 be included in the 2025/26 budget for dock wall repairs;
- iv) A provision of £200,000 be included in the 2024/25 budget for improvements to the Lawn garages area and Scout Hut; and
- v) A provision of £5,000 be included in the 2024/25 budget to investigate electric vehicle charging points.

**HRT2023/16** **Future Meeting Dates:** Date of next meeting, Tuesday 5 December 2023 and future meeting dates were noted.

**HRT2023/17** **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

**HRT2023/18** **Leeway Charges:** Members considered this item and **RESOLVED TO RECOMMEND TO THE FINANCE AND GENERAL PURPOSES COMMITTEE** to accept the recommendation in respect of leeway charges as set out on page 14 of the confidential agenda papers.

Meeting closed at 8.01 pm



## PADSTOW TOWN COUNCIL: 31 OCTOBER 2023

### AGENDA ITEM 8: COUNCILLOR RESIGNATION AND COMMITTEE MEMBERSHIPS

#### **8i) Resignation:**

- 1.1 Councillor Flide (Padstow Ward member) resignation was received this month by the Chairman. The Chairman accepted the same and outlined in his letter thanks on behalf of the Council and our community.
- 1.2 Accordingly Cornwall Council were informed. A Notice of Vacancy in Office of Councillor was issued by Cornwall Council with request to display from Friday 20 October. It outlined that if by 9 November 2023 a request for an election to fill the vacancy is made in writing by 10 electors an election would be held. If not, then it would be filled via co-option. Should an election be called it would take place no later than 16 January 2024.
- 1.3 Council will therefore be updated as its November meeting further.

#### **8ii) Committee Memberships:**

- 2.1 Councillor Flide was a member on both the LTOS and FGP Committees, his resignation leaving a vacancy on each Committee. LTOS is a 7 member Committee with a quorum of 4. FGP Committee is an 8 member Committee with a quorum of 4.
- 2.2 Do Council wish to appoint to both of these Committee's at this time?
- 2.3 It is also worth noting that the HRT Committee is still carrying 2 vacancies. [7 Member Cttee, 4 quorum].

**Full Council - Agenda item 9**  
**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 note the clear External Audit report from BDO LLP (appendix 1) (p 23-25)  
This was emailed to Councillors and the Notice of Conclusion of Audit published.
- e) to note the clear Internal Audit report from Hudson Accounting Ltd (appendix 2) (p 26-29)  
The bank reconciliation procedures will be updated as the Internal Auditor suggested.
- f) Bank reconciliations - to note their availability for inspection each month.  
The Chair of Finance or Town Clerk check and initial the bank reconciliations monthly.

**Finance Report - Agenda item: 9 a)**

**Budget Report for the period 1.4.23 - 30.9.23**

	<b>Actual</b>	<b>Budget</b>	<b>Budget 1.4.23-31.3.24</b>
Revenue Income	725,846	649,305	877,110
Revenue Expenditure	398,385	467,150	865,275
Capital/project expenditure	302,288	400,000	454,500

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

One tenant totalling £5899 net of VAT.

One tenant totalling £90.

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

None

*To ratify payments made:*

**ACCOUNTS OUTSTANDING**  
**September 'b' 2023**

Date	Cost centre	Supplier	Details	Net	VAT	Total
18.9.23	Capital/Contingency	MGC Engineering LTD	Replacement of railings - Lawns Car Park	4532	906.4	5438.4
5.9.23	LTOS	Devon & Cornwall 4X4 Response	Bandstand road closures - July and August			£ 630
19.9.23	Corporate Services	Kestrel Guards	Check call service - 1 month	300	60	360
23.8.23	LTOS	Member of staff reimbursement	Core Building - Kitchen supplies, glasses, cutlery etc			227
19.9.23	Central Services	Viking	Grant 2023-24 - Padstow & District Flower Club			200
14.9.23	Administration	Travis Perkins	Washing up bowl, marker pens, stamps	68.73	2.75	71.48
11.9.23	LTOS	Member of staff reimbursement	kerb stones & chippings	47.86	9.57	57.43
2.9.23	LTOS	Member of staff reimbursement	Core Building - hot water pumps x 2			45.9
12.9.23	Administration	Complete	eyesight test (H&S) - member of staff reimbursed			37.5
6.9.23	LTOS	Member of staff reimbursement	Fruit basket (staff reimbursement)			30
14.9.23	LTOS	Member of staff reimbursement	Core Building - antibac soap			15.55
1.9.23	LTOS	Member of staff reimbursement	Core Building - Kitchen supplies, glasses, cutlery etc	12.96	2.59	15.55
						10
						<u>7123.26</u>
September - gross wages, NIC ER's and LGPS ER's						27987.81

Direct Debits

1.9.23	Env - toilets	South West Hygiene	nappy & sanitary bins servicing PTC toilets - 1 month	203.19	40.64	243.83
12.9.23	Administration	AUK Supplies	Hub building - cleaning materials etc	91.71	18.34	110.05
18.9.23	Env - toilets	Everflow	Water charges			2053.52
						<u>2407.40</u>

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

Date	Name	Signature

2  
2

*To verify payments made:*

**ACCOUNTS OUTSTANDING**  
**September 'c' 2023**

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
20.9.23	Corporate Services	BDO LLP	External Audit YE 31.3.23	1680	336	2016
31.8.23	Capital/projects	Michael Vanstone Plant Hire	repair collapsed sewer drain - Railway car park	1275	255	1530
8.9.23	HRT	Amos Pumps	Supply & install pump guide rail	1266.44	253.29	1519.73
26.9.23	Central Services		Grant 2023-24 - St Petroc's Senior Citizens			1000
18.9.23	Corporate Services	Womble Bond Dickinson LLP	Legal advice re Railway Car Park	735.6	147.12	882.72
25.9.23	LTOS	Logical Cleaning Solutions	Community Hub deep clean	647.59	129.52	777.11
21.9.23	LTOS	Colin Hawke Forestreet	tree inspection report & planting advice			475
8.9.23	HRT	Amos Pumps	service pump station (recharged to tenant)	390	78	468
20.5.23	Env - Cemetery	Duchy Cemeterys Ltd	Grave excavation (direct recharge of services) [omitted invoice]			465
17.9.23	Env - Cemetery	Duchy Cemeterys Ltd	Grave excavation (direct recharge of services)	289.2	57.84	347.04
18.9.23	Corporate Services	Womble Bond Dickinson LLP	Legal advice re Railway Car Park	171.33	34.27	205.6
26.9.23	Administration	Konica Minolta	Printing/photocopying			160
2.8.23	Capital/projects	Funky Punky/Cher's Funky Faces	Community Day - face painter (50% balance due)			133.2
20.9.23	LTOS	Masons Kings	Oil, trimmer cord, chain	111	22.2	133.2
20.9.23	Capital/projects		bunting, paper cups & paper table cloth (reimburse staff)			53.97
						<u>10498.37</u>

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
11.9.23	LTOS	Opus Energy	Direct Debits	144.09	7.2	151.29
20.9.23	LTOS	AUK Supplies	Bandstand - electricity	21.12	4.22	25.34
11.9.23	Env - toilets	Opus Energy	Swing top bins - Core building	72.63	3.63	76.26
11.9.23	Env - toilets	EDF Energy	Cory toilets - electricity	958.75	112.91	1071.66
26.9.23	Env - toilets	AUK Supplies	electricity - PTC sites - 1 month toilet rolls, odour neutraliser, compactor sacks, sink & drain clear etc	492.2	98.44	590.64
						<u>1915.19</u>

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

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

*To ratify payments made:*

**ACCOUNTS OUTSTANDING**  
**October 'a' 2023**

<u>Date</u>	<u>Cost centre</u>	<u>Supplier</u>	<u>Details</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
						£
30.9.23	Corporate services	IPS	credit/debit card transaction fees & secure gateway - 1 month	1418.1	283.62	1701.72
27.9.23	HRT	IPS	repair damaged car park machine (MOP drove into machine, pursuing with insurance)	773	154.6	927.60
26.9.23	HRT	Cornwall Council	Civil Enforcement Officer (CEO) PTC car parks - 1 month			844.37
1.10.23	Administration	ADT Fire & Security	Alarm System - Core Building 1 year	606.59	121.32	727.91
3.10.23	LTOS	Padstow Petrol Station	fuel - 1 month	552.45	110.49	662.94
4.10.23	Capital Projects	Amberon LTD	Railway Car Park railings traffic management - part payment	430.35	86.07	516.42
5.10.23	LTOS	TMS Ltd	Annual dock wall inspection	375	75	450
30.9.23	Administration	Acronyms	FTP & IT support - 1 month	274.5	54.9	329.40
5.10.23	Capital Projects	Coach Frank Skate School	Community Fun Day - Skateboard Coaching			260
29.9.23	LTOS	Kernow Training Ltd	safe use of brushcutter, strimmer & leafblower training - 1 member of staff	169.58	33.92	203.50
1.10.23	Env - toilets	Churchill Group	legionella control support - PTC toilets, Station House & Hub building	144.9	28.98	173.88
5.10.23	Administration	Konica Minolta	Photocopying	136.25	16.25	152.50
4.10.23	LTOS	Bodmin Nursery	Memorial tree and sundries			112.28
2.10.23			Petty cash imprest			67.80
4.10.23	Democratic Services		Mayor's travelling expenses - 1 month	55	11	66
29.9.23	Env - Cemetery	Pear Technology	prints and postage for new Cemetery map	40	8	48
28.9.23	LTOS	HSQE	ISOH managing safety course re-register - 1 member of staff	33.65	6.73	40.38
25.9.23	LTOS	JRB Enterprises Ltd	dog waste bags			29.95
29.10.23	Administration	SeaDog IT	Website hosting			7576.77
7th	Corporate Services	Barclays Bank	Standing orders or Direct Debits (regular payments of the same amount):			18.50
1st		Cornwall Council	bank charges			9311.00
			Non Domestic Rates - PTC sites			9329.50
1.10.23	Administration	Sage UK Ltd	Direct Debits	46	9.20	55.20
30.9.23	LTOS	Biffa	Sage Payroll & pensions - 1 month	781.54	156.31	937.85
3.10.23	Env - toilets	AUK Supplies Ltd	bulk waste bin emptying - 1 month	346.79	69.37	416.16
2.10.23	LTOS	EDF	toilet rolls, cloths, mop bucket, compactor sacks etc	140.86	7.04	147.90
1.10.23	Corporate Services	RingGo	PTC sites	1968.75	393.74	2362.49
			RingGo fees - 1 month (partly received as income)			3919.60

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

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

*To ratify payments made:*

**ACCOUNTS OUTSTANDING**  
**October 'b' 2023**

Date	Cost centre	Supplier	Details	Net	VAT	Total
11.11.23	Central Services		Grant 2023/24 - Nadelik Lowen			3000
10.10.23	Corporate Services	Hudson Accounting Ltd	2023/24 Interim Audit			750
17.10.23	Corporate Services	Kestrel Guards	Check call service - 1 month	300	60	360
20.10.23	Capital/Projects	LJD Coaching	Community Fun Day Coaching (MUGA)	300	60	360
19.10.23	LTOS	Nomix enviro	Nomix Weed Spray	203.2	40.64	243.84
19.10.23	LTOS	Brunel Engraving	Tree No 12 - plaque and stake (recharged)	175.4	35.08	210.48
18.10.23	Administration	Bridge Locks	Supply and fit key safe and various keys			189
9.10.23	LTOS	Seton	Safety signage - rock face	65.15	13.03	78.18
9.10.23	LTOS	Harrod Sport	WJP goal fittings	56.33	11.26	67.59
18.10.23	LTOS	Brunel Engraving	Bench 19 - Memorial Plaque (recharged)	55.55	11.11	66.66
10.10.23	ENV - Cemetery	Viking	Grave surrender - EROB refund			55
12.10.23	Administration	Acronyms	Stationery	41.55	8.31	49.86
10.10.23	Administration	Sea Spray	Telephone charges - 1 month	23.22	4.64	27.86
9.10.23	Administration		Window cleaning			24.00
						<u>5482.47</u>
01.10.23	Env - toilets	South West Hygiene	Direct Debits	203.19	40.64	243.83
18.10.23	Env - toilets	Everflow	nappy unit & sanitary unit servicing - PTC toilets 1 month			3906.79
17.10.23	Env - toilets	AUK Hygiene	Water charges	21.7	4.34	26.04
17.10.23	Env - toilets	AUK Hygiene	Centre Feed Dispenser	22.24	4.45	26.69
17.10.23	Env - toilets	AUK Hygiene	Door wedges and drain cleaner			4203.35

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

Date	Name	Signature

**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>	<u>Budget</u> <u>2023-24</u>		<u>2021-22</u>	<u>2022-23</u>	<b>2023-24</b>	<u>Budget</u> <u>2023-24</u>
Apr	26780	49115	<b>45608</b>	42,000		6503	16638	<b>14672</b>	15000
May	54029	49618	<b>51836</b>	42,000		19405	17377	<b>18095</b>	16000
Jun	70341	56070	<b>59007</b>	50,000		30490	22085	<b>23241</b>	22000
Jul	76531	65553	<b>68377</b>	60,000		32816	28477	<b>28727</b>	28000
Aug	86647	81610	<b>78606</b>	75,000		35878	31448	<b>31866</b>	30000
Sep	63818	55672	<b>58955</b>	49,000		27711	23266	<b>22270</b>	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>378146</b>	<b>357638</b>	<b>362389</b>	<b>318000</b>	<b>Lawn</b>	<b>152803</b>	<b>139291</b>	<b>138871</b>	<b>134000</b>
sub totals Apr-Sep'23					sub totals Apr-Sep'23				
Apr-Sep'23	<u>2021-22</u>	<u>2022-23</u>	<b>2023-24</b>	<u>Budget</u> <u>2023-24</u>					
<b>Railway</b>	378146	357638	<b>362389</b>	318000					
<b>Lawn</b>	152803	139291	<b>138871</b>	134000					
<b>Total</b>	530949	496929	<b>501260</b>	452000					
<b>Car park takings</b>									
April - September 2023 car park takings are £501,260 this year, which is £49,260 more than the Budget and £4331 more than the same period last year.									



**Section 1 – Annual Governance Statement 2022/23**

We acknowledge as the members of:

**Padstow Town Council**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Answers		Yes means that this authority
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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
			✓
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*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:

30/05/2023

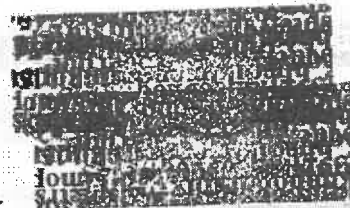
and recorded as minute reference:

20 23/31

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

Chairman

Clerk



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

## Section 2 – Accounting Statements 2022/23 for

### Padstow Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	833,088	1,255,850	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	0	0	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,086,047	994,686	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	271,659	320,114	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	370,826	427,971	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,335,850	1,602,481	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,386,784	1,518,091	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6,633,675	6,522,075	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

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.



Date

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

30/05/2023

as recorded in minute reference:

2023/32

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



### Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Padstow Town Council

#### 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

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.

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

None

#### 3 External auditor certificate 2022/23

We 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.

External Auditor Name

BDO LLP Southampton

External Auditor Signature

DocuSigned by:

BDO LLP

Date

19 September 2023



HUDSON ACCOUNTING LTD.  
INTERIM INTERNAL AUDIT REPORT:  
TO THE MEMBERS OF PADSTOW TOWN COUNCIL  
YEAR ENDED 31ST MARCH 2024.

ISSUE DATE: 10/10/2023  
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.

Any areas not covered at this interim stage will be included later in the year or during the final audit activity.

**Approach:**

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1<sup>st</sup> April 2023.

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.

We have provided a table of audit recommendations, where required 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 was completed and returned to us.

## AUDIT COMMENTARY:

### Previous Recommendations

There are no outstanding recommendations.

### Accounting Records

The accounts are maintained on SAGE accounting software they were up to date and appeared free from material errors.

### Financial Regulations

Financial Regulations were last reviewed in July 2023.

### 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.

#### *Payments*

Payments are supported by invoices which are certified by the RFO prior to inclusion on payment schedules approved by Members.

There is adequate separation of duties in respect of electronic payments.

### Risk

#### *Risk Assessment*

The Council has reviewed its risk management arrangements and the effectiveness of its internal controls.

#### *Insurance*

Statutory insurances are in place and the Fidelity Guarantee is adequate at £1.75 million.

The insurance schedule was cross referenced to the asset register and there are no obvious omissions.

#### *Investments*

An Investment Strategy covering the current financial year has been adopted by Council.

### Budgets

#### *Setting*

We reviewed the 2023/24 budget setting process as part of our final audit work last year and we review the 2024/25 process later in the year.

#### *Monitoring*

Quarter one budget monitoring information has been provided to Members with explanations of significant variances.

### Income

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

#### *Burials*

Fees were correctly applied for interments, Exclusive Rights of Burial and memorials.

The relevant documentation was retained and/or issued and the various Registers correctly completed.

#### *Car Parks*

Car park coin machines are emptied and cash banked by a contractor. Reports are provided for each emptying, they are checked to bank statements and then posted to the ledger. Testing revealed no issues to report.

Income received from payments made by way of the App or by card are received monthly and are checked and posted accordingly.

#### *VAT*

VAT claims are up to date.

#### *Leased Property*

Rents are invoiced in line with the Agreements in place. Rent reviews are under way.

### Payroll

#### *New Starters*

New employees have been issued with contracts of employment and have been paid in accordance with the Terms therein.

#### *Re-gradings*

Changes in terms and conditions have been approved by Members and accurately implemented.

#### *Tax, NI & Pensions*

PAYE and pension requirements have been met.

#### *Pay Award*

The national pay award has yet to be agreed.

### Bank Reconciliation

Bank reconciliations, on all accounts, are carried out monthly in a timely manner; they were found to be accurate.

They are reviewed by the Town Clerk.

Member perusal ceased during the COVID restrictions and has not recommenced.

*The Council's Financial Regulations diverge from the Model Regulations in that they require review by either the Town Clerk or the Chair of Finance Committee. It would be sensible, and more in line with best practice, if Members reviewed bank reconciliations at least quarterly and the review was documented and Minuted.*

### Electors Rights

Full Council properly approved the 2022/23 AGAR.

The opportunity for electors to examine the accounts was properly advertised and the publication requirements in respect of the 2022/23 accounts have been met.

**AGENDA ITEM 10a): CORRESPONDENCE****Councillors Correspondence for Information – October 2023**

<b>Item</b>	<b>From</b>	<b>Referring To</b>	<b>Notes</b>
a	Environment Agency	Cornwall Community Flood Forum Annual Conference 2023 – Royal Cornwall Showground 03.11.23 at 9.00-15.45. Entry and lunch is free, book placed via Cornwall Community Flood Forum website.	To help share this event we have put poster on our noticeboards and shared on social media.
b	Wadebridge Foodbank	September 2023 Volunteer Newsletter	
c	Padstow to Rock Swim	Letter of thanks for support for 2023 swim	
d	Bodmin & Wadebridge Neighbourhood Police Team	Newsletter: October 2023	
e	Cornwall Council, Electoral Services	Public consultation on suitability of polling stations and voting arrangements	Online consultation closes 6.11.23. Responses welcomed from all Town and Parish Councils due to their local knowledge
f	Cornwall Council, Housing, Strategy and Supply	Treccerus development, Padstow. Original invitation to tour of newly released phase of homes on 27.10.23. 27.10.23 now cancelled, rearranged for 9.11.23	Emailed invitation details to FC on 10.10.23. To respond to Sarah by 20.10.23 if Councillors wish to attend.
g	Member of the Public	Dog fouling, dog barking and dog bans on Trevone	Email received 17.10.23 and response provided 18.10.23
H	CALC	D-Day 80 Commemorations, invitation to local councils to light beacons	
i	Purple Productions	Invitation to be involved in new programme focussing on maintenance, repairs or restoration works in UK seaside towns	
j	Council Facilities Officer	Update that Padstow Harbour Commissioner have advised that they have taken over the sand operation from DGW Sand.	Padstow Harbour Commissioner have provided their PLI & risk assessment and Leeway charges will now be directed to them for this operation.
K	Padstow Senior Citizens Club	Thank you card	Thanking the Council for the cheque they have received as part of Community Grant Scheme
L	Cornwall Council Planning Team	Planning Newsletter containing information on new Neighbourhood Planning Activity in Cornwall webpage,	Email attached



		development boundary mapping, new travel plan and parking standards and national planning changes and NDP:	
M	Sustrans	Email from Jessica Rowe, Project Manager re: Walking and Cycling in Padstow and Wadebridge	Feedback on responses from recent public consultation events.

## PADSTOW TOWN COUNCIL: 31 OCTOBER 2023

### AGENDA ITEM: 10bi) Land Use Request: Nadelik Lowen - Lawns Car Park (3 August 2024)

#### 1. Overview

- 1.1 The Council have received a Land Use Request form from Nadelik Lowen, requesting use of the Lawns Car Park on Saturday 3 August 2024, from 9.00am to 8.00pm to hold the annual Carnival.

#### 2. Information from 2023 request

- 2.1 The Council previously approved for Nadelik Lowen to use the Lawns Car Park in August 2023 for the Carnival, vintage rally and food stall from 8.00am to 9.00pm, subject to receipt of insurance and risk assessment to the satisfaction of the Council's Health and Safety Advisor and Insurers.
- 2.2 Council also agreed that the grassed area in front of the Social Club could also be used for presentations in 2023, however this area was not used and has not been requested this year.
- 2.3 It was also agreed that no charge would be made for the land use request for 2023.
- 2.4 It was made clear to the Nadelik Lowen that the Council could not ensure the car park would be totally empty, but would undertake all necessary steps to try, the following steps were undertaken:
- Installed signage on the entrance signs to the car park.
  - Installed a road traffic sign at the entrance to the car park.
  - Had notices on the car parking machines themselves.
  - Set up event day closures on the RingGo and IPS car parking machines back office.
  - Put a barrier across the entrance with a sign, in the afternoon before the event the event.
  - Had slips to put on any cars in the morning of the event.

#### 3. Considerations

- 3.1 Financial impact: The car park is slowly closed from the day before then closed on the day itself. As per the initial report last year the RFO provided the following information regarding impact on car park income being a factor to be mindful of when considering such a request:
- "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)  
 $\frac{£31,448}{31 \text{ days}} = £1014.45 \text{ per day}$   
or  
 $\frac{£31,448}{101 \text{ spaces}} = £311.37 \text{ per space}/31 \text{ days} = £10.04 \text{ per space per day}$   
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."
- 3.2 Council Facilities Officer has sought clarification from Nadelik Lowen as to whether the 2024 event will be on the same or similar to 2023 which included vintage vehicles and food trucks. She is currently awaiting their reply.

- 3.3 The land use request form identifies that they will be contacting Cornwall Council for the road closure and the event would be cancelled due to adverse weather conditions.
- 3.4 As with all events Nadelik Lowen will need to provide their Public Liability Insurance and risk assessment that will need to satisfy the Council's Health and Safety advisor and insurance.

#### **4. Decision**

- 4.1 Does Council wish to grant approval for Nadelik Lowen to use the Lawns Car Park on Saturday 3 August 2024 from 9.00am to 8.00pm for the Carnival, including the vintage rally, food trucks at no charge - subject to i) them understanding the Council will try, but cannot guarantee that the car park will be empty ii) receiving the relevant PLI and risk assessments to satisfy the Council's H&S requirements and insurers; iii) and follow the process as outlined in 2.4 above partially closing the car park the day before.

### **AGENDA ITEM: 10b ii) Land Use Request: Purple Gecko Event - Camel Roadway (18 Nov 2023)**

#### **1. Overview**

- 1.1 Purple Gecko Events organise the Lobster Lollop running event which goes along the Camel Trail. The event has been held for a couple of years and each year the organisers contact us to make us aware of the event and confirm the event is on Cornwall Council land, including the starting Gazebo. This month the organiser has made us aware due to the number of competing groups, that they would like to use Padstow Town Council's camel roadway as a waiting area until participants are called forward to the start on Cornwall Council's side of the Camel Trail – so this report is to seek approval of this use and consider point 1.2.
- 1.2 They have also asked if Railway toilets could be available from 7.30am until 6pm.

#### **2. Brief event details and land use request**

- 2.1 The event is in association with the National Lobster Hatchery. It is a no-pressure trail run that goes out & back along the Camel Trail with 2.5k, 5k, 10k & 10 Mile distances to choose from.
- 2.2 The organiser contacted the Council office in June to make us aware the event was taking place again this year and confirmed the event was taking place on Cornwall Council land, beyond the bollard pictured in appendix 1.
- 2.3 This month the organiser contacted the Council office to make us aware that they had secured Padstow Social Club as the registration building and due to the number of differing groups, some waiting will be undertaken on Councils land (in front of the bollard pictured in appendix 1) before they are called forward to the starting position on Cornwall Council land. They were informed that as this means a gathering of people on Council land as part of the event that Councils agreement will need to be sought.
- 2.4 The event organiser has already provided their risk assessment and public liability insurance, the Council Facilities Officer went back on this information asking about

safety measure for Council land waiting area as this was not captured in their risk assessment and they have provided the following:

- This will be managed by stewards in Hi-vis on the day.
- All runners would also receive information regarding this on their pre race info email.
- Runners will be instructed not to assemble in this area until 5 minutes before their start time.
- Stewards will keep them to the left hand side of the path in order to ensure any pedestrians or cyclists can make their way onto / off of the trail unhindered.
- Only the 10k Runners would need to be held in this area, the 10 Mile runners will be assembled beyond the gate.
- Therefore I anticipate prior to the start 15 minutes or so of congestion from 8am in that area prior to the gate which will be managed by the stewards.
- After that point runners finish in a staggered fashion beyond the gate in the layby as per previous years.

2.5 Should Council agree use of land then the usual procedure of Padstow Town Council event site checks will proceed, with the first check taking place approx. 2 weeks prior to event, which will mean check taking place Friday/Saturday after Full Council (3<sup>rd</sup>/4<sup>th</sup> November). These checks have been advised by our insurers and Health and Safety Advisor for any events taking place on Council land.

### **3. Toilet extension request details**

3.1 During the June contact, the organiser enquired if Railway toilets could be available from 7am until 5.30pm. The reason they are asking for the toilet extension is that registration opens from 7am for the morning runs and the last runners in the afternoon should come in about 5pm. This was subsequently revised with them requesting an opening time of 7.30 am and offering a £50.00 donation for this. In June, they were informed that usually during November the toilets are usually open from 9am until 4pm. After discussions with the Town Clerk they were informed the earliest the toilets could be available would be 8am, that our cleaning team start at 8am and therefore cleaning will be undertaken from this time, it outlined they could close the toilets at 6pm (changing the automatic locking time) just for Railway toilets for one day.

3.2 The toilets are set to open and close with the automated closure mechanism. The outside team rota has already been arranged for November and issued to members, as per their contracts, with the team starting at 8am and finishing as usual. They undertake deeper clean of toilets in the morning and then shorter clean/stock check in afternoons as required. The office would recommend no further extension is given due to cleaning not being undertaken until after 8am and this could cause complaints.

### **4. Decision**

4.1 Are Council happy to grant approval for Camel Roadway land use on Saturday 18 November 2023 subject to relevant PLI and risk assessments to satisfy the Council's H&S requirements and insurers.

4.2 What are Council's thoughts on extension of toilet opening times, currently it has already been advised that they could be open from 8am until 6pm. The office wouldn't recommend moving as per details in 3.3 for the reasons outlined in the report.

## Report 10bii ) Appendix 1



### **AGENDA ITEM 10b iii) Request to site Defibrillator – Trevone/Windmill Wooden Shelter**

#### **1. Overview**

- 1.1 Lee Mills from The Well Parc has been in contact with the Council to ask permission to put a defibrillator within the bus stop at the top of Trevone in Windmill. This report is to understand Councils thoughts and provide additional information.

#### **2. The Location**

- 2.1 After contacting Cornwall Council it has been established that the land the wooden shelter is on falls under Cornwall Council Highways, they have advised that they have the shelter listed as a Parish/Town asset and would have no objection to the installation of a defibrillator, if it was being attached to the existing shelter.
- 2.2 Padstow Town Council has undertaken maintenance repairs to the wooden shelter for years. Pictures of the shelter and location can be seen in appendix 1 to this report. The Foreperson recently visited the shelter and advised if the Council are looking to keep up the maintenance of this existing shelter, then the team would look to include re-felting the roof and repainting the shelter. However, perhaps as it is a wooden shelter and has been in place for sometime the LTOS Committee may wish to give consideration to its replacement as part of its budget setting?

#### **3. Defibrillator information**

- 3.1 It is understood that there are defibs located in Trevone Bay Stores and Well Parc in Trevone.
- 3.2 Lee has provided the below information:  
'The defib will be installed (if agreed) by Duchy Defibs who have installed ALL the others in the local area. It will be an 'open' box - so no key code to open it. This is due to every defib having a

500meter radius to be able to get the code to unlock it, so it means if it is needed by anybody in treater etc they can just rock up and grab it as directed by the 999 call taker.

It will be maintained by Duchy Defibs and I will check it. There is also a team of people who monitor the Defib and check it.

The Defib has a tracker in it and if gets taken when there a need for it or even if there is not a need Duchy defibs can track it. If it gets stolen they can see it and they will contact the police to deal with it. There are many of these defibs around cornwall and they have only had trouble with one, which was dealt with by the police and up and running again the next day.

If it goes missing or get used Duchy defibs will replace it it even if on a temporary basis.

There is an annual maintenance fee of £300 which I have got a sponsor for, until they are unable to do it anymore. I will continue fundraising to cover the costs of the maintenance of the other defibs in Trevone and will build a back up fund for that.

Please let me know if there is anything else I can answer/help with.'

- 3.3 If Council agree the request, it would be recommended that an agreement be drawn up to outline some key points such as:
- The requester is responsible for the defibrillator and any associated costs not Padstow Town Council. If agreeable their contact details be made available on the defib should there be any queries;
  - That Padstow Town Council could ask for its removal at any time
  - That Padstow Town Council may remove on occasion for maintenance purposes.
  - To confirm to the requester that there is no electrical supply to the shelter.

#### **4. Decisions**

- 4.1 Are Council happy "in principle" delaying any full response until the Leisure, Tourism and Open Spaces Committee has given consideration to the merits of replacement or fixing the wooden shelter as part of its budget setting (due to meeting November 2023); and that ii) any future approval would be subject to an agreement to include the detail as outlined in 3.3 above.

Report 10b iii) Appendix 1



## PADSTOW TOWN COUNCIL: 31 OCTOBER 2023

**Agenda Item 10 iv):** Cornwall Council Consultation: Polling Districts and Polling Places Review.

### **1.0 Overview**

- 1.1 On 2 October 2023 Cornwall Council commenced a review of Polling Districts and Polling Stations, closing on 6 November 2023.
- 1.2 During the review, Cornwall Council are inviting comments on the suitability of polling stations and voting arrangements at elections. The review aims to ensure that voting arrangements for future elections suit the needs of electors in each area. Cornwall Council are required, by law, to carry out this review every five years and it is planned to complete the review and publish a new register of electors on 1 February 2024.
- 1.3 Further information is available on the Cornwall Council website at [www.cornwall.gov.uk/review](http://www.cornwall.gov.uk/review)

### **2.0 Returning Officer Comments for Padstow and Trevone**

- 2.1 Appendix 1 provides details of the Returning Officer's comments on the polling stations which affect the Parish of Padstow. These being at Padstow School, the Church Rooms at Padstow and Trevone Village Hall detailing information such as access, location and suitability.
- 2.2 In each case, the Retuning Officers comments are: *"No proposed changes to Polling District or Polling Station. Polling District and Polling Station will remain unaltered by the 2023 Parliamentary Boundary Review. There are no changes following the Community Governance Review which began in 2019"*.
- 2.3 In addition, the Recommendations for each of the Padstow and Trevone Polling stations are that they *"Should remain at the polling station for the area."* It also outlining for each a change in the Polling District identifier, it assumed this a CC administration matter, to realign following the boundary review and show consistency.

There are no recommendations for changing of boundary lines in the area.

### **3.0 Views of Town and Parish Councils: Response to Cornwall Council**

- 3.1 Cornwall Council wish to hear from all town and parish councils because of their local knowledge and would welcome a response, if only to confirm that the Town Council are in favour of polling stations and voting arrangements in our area. Responses to be submitted by 6 November 2023 in writing, either
  - by email to: [polling.review@cornwall.gov.uk](mailto:polling.review@cornwall.gov.uk) or
  - online at: <https://letstalk.cornwall.gov.uk/polling-stations-review>
  - by post to: Polling Review, Electoral Services, Cornwall Council, 4S, County Hall, Treyew Road, Truro, TR1 3AY
- 3.2 Are Council happy to agree with Cornwall Council that no changes be made? Or otherwise, in which case what these changes would be?



**Electoral Division: Padstow****Polling District: Padstow-Trevone NPW1****POLLING STATION LOCATION:**

Trevone Village Hall, Trevone Road, Trevone

**RETURNING OFFICER COMMENTS ON POLLING STATION:**

Location & suitability	Well known building serving voters in the village of Trevone and surrounding area. It has been used as a polling station for the area for many years. The polling station is convenient for the majority of electors in this relatively compact polling district but the essentially rural nature of this part of the Padstow Parish coupled with the fact Trevone is a long straggling village situated along narrow roads means most electors will have to use some form of transport to vote. Although there is a bus stop opposite, public transport links are not particularly good. The facilities for staff and voters are reasonably good.
Parking	Limited parking area alongside. On road parking restricted immediately outside the building
Access	Adequate
Facilities for staff	Good toilet and kitchen facilities available.
Recommendation	<b>Should remain as the polling station for the area. To change the Polling District identifier from NPW1 to NPWT to realign following the boundary review and to show consistency.</b>

Any Other Relevant Information:

<b>ALTERNATIVE LOCATIONS:</b>	<b>REASONS FOR NOT USING PREMISES</b>
None identified	Current polling station is acceptable.

**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No proposed changes to Polling District or Polling Station. Polling District and Polling Station will remain unaltered by the 2023 Parliamentary Boundary Review. There are no changes following the Community Governance Review which began in 2019.

<b>Current Electorate (in person)</b>	<b>317 (266)</b>
<b>2028 Forecast Electorate</b>	<b>317</b>
<b>Division Turnout May 2021</b>	<b>52.85%</b>
<b>Constituency Turnout December 2019</b>	<b>74.20%</b>

**Electoral Division: Padstow****Polling District: Padstow-Padstow 1 - NPW2****POLLING STATION LOCATION:**

Music Room, Padstow School, Trevone Road, Trevone

**RETURNING OFFICER COMMENTS ON POLLING STATION:**

Location & suitability	Well known school building which is located close to the outskirts of Padstow. It has been used as the polling station for the area for many years. The polling building is light and modern and convenient for the majority of electors. A number of voters may need to use some form of transport to visit the polling station. Although part of the school complex, access to the Music Room is separate from the entrance to the main school building. The facilities for staff are good.
Parking	Yes.
Access	Excellent.
Facilities for staff	Good toilet and kitchen facilities available.
Recommendation	<b>Should remain as the polling station for the area. To change the Polling District identifier from NPW2 to NPWP1 to realign following the boundary review and to show consistency.</b>

**Any Other Relevant Information:**

A security guard is employed to prevent public access to the main school building during school hours, so lessons are undisturbed

**ALTERNATIVE LOCATIONS:****REASONS FOR NOT USING PREMISES**

None identified

Current polling station is acceptable for purpose.

**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No proposed changes to Polling District or Polling Station. Polling District and Polling Station will remain unaltered by the 2023 Parliamentary Boundary Review. There are no changes following the Community Governance Review which began in 2019.

<b>Current Electorate (in person)</b>	<b>1274 (1040)</b>
<b>2028 Forecast Electorate</b>	<b>1290</b>
<b>Division Turnout May 2021</b>	<b>52.85%</b>
<b>Constituency Turnout December 2019</b>	<b>74.20%</b>

**Electoral Division: Padstow****Polling District: Padstow-Padstow 2 - NPW3****POLLING STATION LOCATION:**

St Petroc Church Rooms, Church Street, Padstow

**RETURNING OFFICER COMMENTS ON POLLING STATION:**

Location & suitability	Recently demolished and rebuilt, this is a well-known building located in a side street just off the centre of Padstow. It has been used as the polling station for the area for many years. The polling building is convenient for the majority of electors and now offers improved modern facilities. Despite its urban location, a small number of voters may still need to use some form of transport to visit the polling station. The facilities for staff are good.
Parking	Yes, own car park, with ample parking.
Access	Adequate.
Facilities for staff	Good toilet and kitchen facilities available.
Recommendation	<b>Should remain as the polling station for the area. To change the Polling District identifier from NPW3 to NPWP2 to realign following the boundary review and to show consistency.</b>

Any Other Relevant Information:

**ALTERNATIVE LOCATIONS:****REASONS FOR NOT USING PREMISES**

St Johns Methodist Church Hall	Used twice in 2017 when the Church Rooms were under redevelopment. This is a more than suitable alternative polling place should the need arise again.
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**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No proposed changes to Polling District or Polling Station. Polling District and Polling Station will remain unaltered by the 2023 Parliamentary Boundary Review. There are no changes following the Community Governance Review which began in 2019.

<b>Current Electorate (in person)</b>	<b>432 (364)</b>
<b>2028 Forecast Electorate</b>	<b>563</b>
<b>Division Turnout May 2021</b>	<b>52.85%</b>
<b>Constituency Turnout December 2019</b>	<b>74.20%</b>



**PADSTOW TOWN COUNCIL  
NOTIFICATION OF COUNCIL and COMMITTEE MEETINGS FOR 2023-24**

Date	Time	Meeting
<b>2023 DATES</b>		
<b>Tues 25 July</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tues 25 July	6.45pm	Planning Committee (Extra-Ordinary)
Tues 8 August	7.00 pm	Planning Committee
Tues 12 September	7.00 pm	Planning Committee
Tues 19 September	7.00 pm	Leisure, Tourism and Open Spaces Committee
<b>Tues 26 September</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tues 10 October	7.00 pm	Planning Committee
Tues 17 October	6.30 pm	Staffing Committee (budget)
Tues 17 October	7.15pm (or on the rising of the Staffing Committee)	Highways, Roads and Transport Committee (budget)
<b>Tues 31 October</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tues 7 November	7.00 pm	Leisure, Tourism and Open Spaces Committee (budget)
Tues 14 November	7.00 pm	Planning Committee
Tues 21 November	7.00 pm	Finance and General Purposes Committee (budget)
<b>Tues 28 November</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tues 5 December	7.00 pm	Highways, Roads and Transport Committee
Tues 12 December	7.00 pm	Planning Committee
<b>2024 DATES</b>		
Tues 2 January	No meeting due to Christmas break	
Tues 9 January	7.00 pm	Planning Committee
Tues 9 January	7.30 pm [or on the rising of the Planning Committee]	Leisure, Tourism and Open Spaces Committee
Tues 23 January	6.30 pm	Staffing Committee
<b>Tues 30 January</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tues 6 February	7.00 pm	Highways, Roads and Transport Committee
Tues 13 February	7.00 pm	Planning Committee
Tues 20 February	7.00 pm	Finance and General Purposes Committee
<b>Tues 27 February</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tues 5 March	7.00 pm	Leisure, Tourism and Open Spaces Committee
Tues 12 March	7.00 pm	Planning Committee
Tues 19 March	6.30 pm	Staffing Committee
<b>Tues 26 March</b>	<b>7.30 pm</b>	<b>Full Council</b>
Tues 2 April	Defined under LGA 1972 s270 as last day of Easter break – no meetings	
Tues 9 April	7.00 pm	Planning Committee
Tues 9 April	7.30 pm [or on the rising of the Planning Committee]	Highways, Roads and Transport Committee
<b>Tues 23 April</b>	<b>7.30 pm</b>	<b>Full Council</b>

Meetings maybe held in either of the following locations:

- Council Chamber, Station House, Station Road, Padstow PL28 8DA
- Church Rooms, Church Street, Padstow PL28 8BG

Confirmation of location will be stated on the meeting agenda, which will be published on the Councils website/noticeboards 3 days prior to the meeting.

**Extra meetings to be arranged as required. However, Emergency Scheme of Delegation to be used alongside meetings, if required.**