

# PADSTOW TOWN COUNCIL

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12 June 2024

**TO: MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**  
Councillors Cllrs Peter Curgenven, Mrs J Dawe, K Freeman, R Higman, A Hoskin,  
J O'Keefe, A Rees and M Rickard

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** in the **Council Chamber, Council Offices, Station House, Padstow** on **Tuesday 18 June 2024** at **7.00 pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

*K E Pemberton*  
Kathy Pemberton  
Town Clerk

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## Agenda

**Press & Public are invited to attend.**

1. Election of Chairman/Vice Chairman
  - i) To **ELECT** Committee Chairman
  - ii) To **ELECT** Committee Vice-Chairman (if Committee so wishes)
2. To receive **apologies for absence and announcements (if any)**
3. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's code of conduct.
4. **Public Participation:** to receive submissions from members of the public relating to items on the agenda, in accordance with the Council's code of conduct & standing orders.
5. **To agree the minutes** of the meeting held on **Tuesday 16 April 2024.** p 1 - 3
6. **Committee Terms of Reference:** To receive the Committee's Terms of Reference and make recommendations for any amendments to Council. p 4 - 5
7. **Budget to Actual Variance Report 2024-25:** to note for information. p 6 - 8
8. **Committee Works i) Update:** for information only; **and ii) Programme:** To note and update/amend, as necessary. p 9.

**9. Future Meetings (commencement of each is 7pm):**

Tuesday 19 November 2024 (Budget)

Tuesday 18 February 2025

Tuesday 15 April 2025 (Grants)

**PADSTOW TOWN COUNCIL**

**Minutes of the Finance and General Purposes Committee meeting held on Tuesday 16 April 2024 at 7.00 pm in the Council Chamber, Station House, Padstow**

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

**In Attendance:** Mrs N Barnes (Responsible Financial Officer), Mrs S Daly (Assistant Town Clerk/Assistant RFO and Minute Taker) and 5 members of the public

**FGP2023/38      Apologies and Announcements:** i) There were no apologies for absence. ii) The Chairman thanked the RFO and Assistant Town Clerk/Assistant RFO for their assistance with the grant application process.

**FGP2023/39      Declarations of Interest:** The following declarations of interest were declared under agenda item 6) ii) Grant Applications 2024/25:

- Councillor J O'Keefe: Blue Ribbon 'Obby Oss Party and The Old Oss Party;
- Councillor Mrs J Dawe: Blue Ribbon 'Obby Oss Party, The Old Oss Party, Nadelik Lowen, Wednesday Watering Hole and Padstow Christmas Lights Committee;
- Councillor K Freeman: The Royal British Legion;
- Councillor M Rickard: Padstow Rotary Club
- Councillor A Rees: Blue Ribbon 'Obby Oss Party, The Old Oss Party and Nadelik Lowen.
- Councillor Mrs T Walter: Seven Bays Ukes

**FGP2023/40      Public Participation:** There was no public participation.

**FGP2023/41      Minutes Tuesday 20 February 2024: RESOLVED** that the minutes of the meeting held on Tuesday 20 February 2024 were a true record of the meeting and they were signed by the chair.

**FGP2023/42      Committee Works:**  
**i) Update:** The update was noted for information.  
**ii) Programme:** The programme was noted without change.

**FGP2023/43      i) Grants Awarded 2023/24 (Update):** Further to the agenda report it was noted that outstanding paperwork relating to Trevone Village War Memorial Hall had been received.

**ii) Grant Applications 2024/25:** The Chairman addressed Committee in respect of the 2024/25 grants budget, noting that it was less than the previous year which had been particularly high in order to support organisations recovering from COVID. It was also noted that as with all organisations, the Council's costs are increasing.

CAB Cornwall (Citizens Advice): Consideration was given to accepting the late application from CAB Cornwall (Citizens Advice) in light of the postal issues experienced with their application which was evidenced as having been posted with Royal Mail on the 2 April via "next day guaranteed delivery" though not received until 10 April.

**RESOLVED** to accept the application from CAB Cornwall (Citizens Advice) for consideration during the 2024-25 round of Community Grant Scheme applications.

Grant Awards 2024/25: Committee gave consideration to the grant applications. It was **RESOLVED** that grants be released as per Council's Policy and that the following grants for 2024/25 be offered:

**a) LGA Miscellaneous Provisions Act s19**

**Councillors J O'Keefe, Mrs J Dawe and A Rees left the meeting for the following items:**

- i) Blue Ribbon 'Obby Oss Party £2,000  
*Subject to receiving invoices for balance of award*
- ii) The Old Oss Party £2,000  
*Subject to receiving invoices for balance of award.*

**Councillors J O'Keefe, Mrs J Dawe and A Rees returned to the meeting.**

- iii) The Kernow Players £1,000
- iv) Padstow School PTFA (Friends of Padstow School) £500  
*Subject to the condition that the grant is released only when the organisation can evidence the specific SEN equipment/resources to be purchased with the grant.*
- v) Padstow Sea Cadet Unit £2,150
- vi) St Petroc's Senior Citizens Club £300
- vii) Padstow United Football Club £3,000
- viii) Padstow & District Flower Club £200  
*Subject to receiving invoices for balance of award.*

**Councillor Mrs J Dawe and A Rees left the meeting for the following item:**

- ix) Nadelik Lowen £4,000  
*Subject to receiving invoices for balance of award.*

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

- x) Padstow Sailing Club £nil

**Councillor M Rickard left the meeting for the following item:**

- xi) Padstow Rotary Club £nil

**Councillor M Rickard returned to the meeting.**

**Councillor Mrs J Dawe left the meeting for the following item:**

- xii) Wednesday Watering Hole £500

**Councillor Mrs J Dawe returned to the meeting**

- |       |                        |        |
|-------|------------------------|--------|
| xiii) | Padstow Rowing Club    | £1,000 |
| xiv)  | Padstow Bat Detectives | £500   |

**Councillor Mrs T Walter left the meeting for the following item:**

- |     |                 |      |
|-----|-----------------|------|
| xv) | Seven Bays Ukcs | £nil |
|-----|-----------------|------|

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

- |      |                             |        |
|------|-----------------------------|--------|
| xvi) | Trevone Village Association | £2,408 |
|------|-----------------------------|--------|
- Subject to reaffirming that the grant can only be released once the group has completed the opening of a bank account in its own name.*

**b) Local Government and Rating Act 1997 s26-29**

- |    |  |        |
|----|--|--------|
| i) | Padstow & District Community Transport | £2,000 |
|----|--|--------|
- Subject to receiving invoices for balance of award.*

**c) LGA 1972 s 144 Tourism**

**Councillor Mrs J Dawe left the meeting for the following item:**

- |    |                                    |        |
|----|------------------------------------|--------|
| i) | Padstow Christmas Lights Committee | £8,000 |
|----|------------------------------------|--------|
- Subject to receiving invoices for balance of award.*

**Councillor Mrs J Dawe returned to the meeting.**

**d) LGA 1972 s137**

- |     |                                   |        |
|-----|-----------------------------------|--------|
| i)  | Cornwall Air Ambulance Trust      | £nil   |
| ii) | Trevone Village War Memorial Hall | £3,840 |

**Councillor K Freeman left the meeting for the following item:**

- |      |  |      |
|------|--|------|
| iii) | The Royal British Legion, Padstow Branch | £475 |
|------|--|------|
- Subject to receiving invoices for balance of award.*

**Councillor K Freeman returned to the meeting.**

- |     |                                 |      |
|-----|---------------------------------|------|
| iv) | CAB Cornwall (Citizen's Advice) | £500 |
|-----|---------------------------------|------|
- Subject to funds being used for services in Padstow Community Hub.*

**FGP2023/44**

**Future Meetings:** The future meeting dates of the new Committee were noted as per the agenda.

Meeting closed at 7.45 pm

**PADSTOW TOWN COUNCIL  
FINANCE AND GENERAL PURPOSES COMMITTEE: 18 JUNE 2024**

**AGENDA ITEM 6: COMMITTEE TERMS OF REFERENCE**

At the Annual Meeting of the Council, it was resolved that each Committee give consideration to their own terms of reference at their first meeting. The FGP Committee terms of reference are set out below. The RFO does not have any recommendations for change but seeks Committee's view on the matter.

**Terms of reference for the Finance & General Purposes Committee**

**Membership**

- The Committee will consist of eight elected Councillors and membership will comprise of the chairs of budget-holding Council Committees – HRT, LTOS and Staffing, the Mayor & Deputy Mayor and other members up to a maximum of 8. At its first meeting it will elect a Chair to preside at its future meetings and will also elect a Vice Chair if it wishes – to be re-elected each year, after the Annual Parish Council meeting. A quorum at the Committees meetings will consist of **four elected members**.
- There will be no non-Council members on the committee.
- The Committee shall be able to constitute working groups to study any aspect of the Committee's sphere of activity.

**Record of Proceedings**

- The committee will meet four times a year. Additional meetings can be convened to deal with special events as they occur.
- Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors, with recommendations for the next Full Council meeting. The minutes will be published on the Council website. The Town Clerk will be responsible for arranging the recording and distribution of the minutes.

**Responsibilities: Primary Purpose: to manage the Council's financial resources in compliance with the Council's Financial Regulations and Standing Orders and to debate and recommend strategy and action on policy and operational matters concerned with the Council's finances, property, resources and land.**

The Finance Committee will have full **delegated authority** in respect of:

1. The carrying out of works to ensure that adequate financial controls are in place to utilise and protect the Council's finances and assets and to have charge over the financial and accounting arrangements of the Council. This will include the insurance of buildings and property and maintenance of an asset register to all Town Council property. It should ensure that the Council's registered title is held at the Land registry.
2. Any decision on the virement of funds between any Council budgets – any request for virement from committees will be sent as recommendations to F & GP.
3. Monitoring and effecting compliance with laid down internal and external audit and other financial procedures, regulations, and statutes. However, they **will make recommendations** in respect of any audit report.

4. Reviewing Council fees and charges, in partnership with other relevant committees on a regular annual basis.
5. Monitoring the Council's financial risk assessments and make changes where necessary.
6. Establishing a clear policy for grant aid administration and to approve grants awarded each year.
7. Approving the use of the Town Crest by any other organisation.
8. Deciding on publicity matters, not already delegated to the Town Clerk, which relate to the Town Council newsletter, website, publicity, and press releases.
9. Exercising the Town Council's powers to direct as to the custody of parish property and documents, in accordance with the provisions of the Local Government Act 1972 s. 226,
10. Negotiating all tenders and the acceptance of tenders and supervision of contracted projects (provided expenditure is within the budgetary provision),
11. Council leases including drafting and negotiating terms.
12. The renewal of leasing/licensing agreements.
13. Regarding the future provision of civic regalia.
14. All aspects of Health and Safety that fall within the remit of the committee.

**To make recommendations to Full Council in respect of: -**

1. The preparation of budgets, recommendation of precepts and budgets.
2. Amendments to the Council's Financial Regulations regularly and to ensure that the Council is observing the Regulations.
3. The provision for future capital projects and the use of Council reserves.
4. The securing and security of all Town Council property and land.
5. Regarding the prosecution or defence of any legal proceedings.
6. The use of powers to acquire by agreement, or to dispose of land in accordance with the provisions of the Local Government Act 1972 s.139.
7. The use of its powers to accept gifts, including land, in accordance with the provisions of the Local Government Act 1972 s. 139.
8. Consideration of requests to exercise Local Government Pension Scheme (LGPS) discretions, as outlined in the Council's Employer Discretions Policy.

## FGP meeting 18.6.24 Agenda item 7

### Budget Report

	<u>Year to Date</u>			<u>Prior Year</u>		
	1.4.24	1.4.24	1.4.24	1.4.23	1.4.23	1.4.23
	Actual	Budget	Variance	Actual	Actual	Variance
	£	£	£	£	£	
<b>Income</b>						
Central Services	34566	17	34549	34566	7125	27441
Highways, Roads & Transport	135019	120166	14853	135019	135464	-445
Environment	725	843	-118	725	3392	-2667
Leisure	863	0	863	863	0	863
Investment Properties	150295	57500	92795	150295	61406	88889
Other Operating Income (int recvd)	3911	83	3828	3911	1999	1912
	<u>325379</u>	<u>178609</u>	<u>146770</u>	<u>325379</u>	<u>209386</u>	<u>115993</u>
<b>Operating Expenses</b>						
Democratic Core	107	717	-610	107	78	29
Corporate Services	4068	11750	-7682	4068	6861	-2793
Central Services - grants	17198	28000	-10802	17198	30544	-13346
HRT Railway Car Park	17917	18167	-250	17917	18084	-167
HRT Lawn Car Park	4511	5750	-1239	4511	4493	18
Environment Cemetery	2628	6050	-3422	2628	3604	-976
Environment Toilets	4717	12667	-7950	4717	5372	-655
Leisure Sport & Recreation	0	83	-83	0	0	0
Leisure Open Spaces	26570	30860	-4290	26570	20702	5868
Investment Properties	32370	33667	-1297	32370	21289	11081
Administration	42104	44408	-2304	42104	37703	4401
	<u>152190</u>	<u>192119</u>	<u>-39929</u>	<u>152190</u>	<u>148730</u>	<u>3460</u>
<b>Other Operating Expenses</b> (Capital/Project items)	10299	40850	-30551	10299	286560	-276261
<b>Net Profit/(Loss)</b>	<u><b>£162,890</b></u>	<u><b>-£54,360</b></u>	<u><b>£217,250</b></u>	<u><b>£162,890</b></u>	<u><b>-£225,904</b></u>	<u><b>£388,794</b></u>

6



## **FGP meeting 18.6.24 Agenda item 7**

### **Budget to Actual Variance Report 2024-25 1.4.24 – 31.5.24**

#### **Overview**

Total income from 1.4.24 – 31.5.24 is £325,379 compared with the budget of £178,609.

Total revenue expenditure from 1.4.24– 31.5.24 is £152,190 compared with the budget of £192,119. Capital/project expenditure is £10,299 and the budget is £40,850.

Explanations for significant variances are detailed below:

#### **Income**

##### **Central Services**

Central Services income is £34,549 more than the Budget because a Community Infrastructure Levy (CIL) payment of £33,854.05 was received from Cornwall Council (CC).

##### **Highways, Roads & Transport**

HRT income is £14,853 more than the Budget due to a cautious approach being taken with potential car park income.

##### **Investment Properties**

Investment Properties income is £92,795 higher than the Budget due to the invoicing of back rent, following a rent review.

##### **Other operating income (interest received)**

Other operating income (interest received) is £3828 higher than the Budget because interest rates remain at a higher level.

#### **Expenses:**

##### **Corporate Services**

Corporate Services costs are £7682 less than the Budget as bank charges and legal services are lower than expected and the invoice for External Audit has not been received yet.

##### **Central Services**

Central Services expenses (grants) are £10,802 less than the Budget because some organisations have not submitted their Grant Release form yet.

### **Environment - Cemetery**

Environment Cemetery expenses are £3422 less than the Budget because the topple testing invoice has not been received yet.

### **Environment – Toilets**

Environment – Toilets costs are £7950 less than the Budget due to a credit being carried over for the water bills from the previous month.

### **Leisure Open Spaces**

Leisure Open Spaces costs are £4290 less than the Budget as staff costs are less than anticipated (allocated from timesheets monthly) and equipment, furniture & materials are lower.

### **Capital/projects expenses**

Capital/projects costs are £30,551 less than the budget due to the timings of the capital projects and the contingency provision.

## **Prior Year Report**

### **Overview**

**Total income** from 1.4.24 – 31.5.24 is £325,379 compared with £209,386 for the same period last year.

**Central Services income** is £27,441 higher than the previous year following receipt of the CIL money in the current year.

**Investment Properties income** is £88,889 higher than the previous year due to the invoicing of back rent due following a rent review.

**Total revenue expenditure** from 1.4.24 – 31.5.24 is £152,190 compared with £148,730 for the same period last year.

**Central Services expenses (grants)** are £13,346 less than last year because some organisations have not submitted their Grant Release form yet.

**Leisure Open Spaces expenses** are £5868 more than last year due to the recent tree works being completed.

**Investment Properties expenses** are £11,081 more than the previous year due to insurance costs increasing substantially.

**Other operating expenses** (capital and project expenditure) are £10,299 this year (MUGA retention) and £286,560 last year (MUGA & Lawn play equipment).

## FINANCE AND GENERAL PURPOSES COMMITTEE 18 June 2024

### COMMITTEE WORK UPDATES: FOR INFORMATION ONLY

- **Financial Year End:** Full Council approved the Accounts for the year ended 31.3.24 on 28.5.24. The Annual Governance and Accountability Return (AGAR) 2023-24 Form 3, Sections 1 and 2 were also approved at Full Council and have been submitted to the External Auditor for review.
- **New Model Financial Regulations:** NALC has advised that there are new Model Financial Regulations for Local Councils. The RFO, Town Clerk and Assistant Town Clerk/RFO will review the document for any significant changes with a view to bringing back to a future meeting. As the Committee will be aware, PTC Financial Regulations were updated in 2023.
- **Grants 2024/25:** To date 9 organisations have claimed their Community Grant award. The changes to the grant policy and processes are proving to have increased the efficiency of processing grant release requests; making payments online is working well.

### WORK PROGRAMME: TO NOTE, UPDATE/AMEND AS NECESSARY

DRAFT AGENDA ITEM TITLE	ITEM DETAIL (if necessary)	PROGRESS UPDATE (if any)
<b>MEETING DATE: 19 NOVEMBER 2024 (Agenda Dispatch: 13 November 2024)</b> Budget and Business Plan 2025-26	To take place in autumn following budget meetings of the Staffing, LTOS and HRT Committees.	
<b>MEETING DATE: 18 FEBRUARY 2025 (Agenda Dispatch: 12 February 2025)</b> Investment Strategy	Annual review for recommendation on to Council.	
Risk Assessment Management Plan	Annual review for recommendation on to Council.	
Anti-Fraud and Corruption Policy	Policy review.	To be undertaken every 3 years.
Financial Regulations	To give consideration to making amendments suggested in the 2024 NALC Model version.	
Effectiveness of Internal Control	To give detailed review of internal control systems	
<b>MEETING DATE: 15 APRIL 2025 (Agenda Dispatch: 9 April 2025)</b> Grants	Committee to consider grant requests for 2025-26	