

PADSTOW TOWN COUNCIL

Council Offices
Station House
Station Road
Padstow
Cornwall
PL28 8DA

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



23 July 2025

TO ALL MEMBERS OF THE COUNCIL

Councillors: Mrs J Dawe (Chair), R Higman (Vice-Chair), G Chapman, Mrs J Colwill, P Curgenvan, D Eddy, K Freeman, A J Hoskin, C J Newman, J O'Keefe, A N Rees and M Rickard

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 29 July 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

K E Pemberton

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 **24 June 2025** having been previously circulated and taken as read. *p 1-7*
6. **Clerk's Report/Work Programme:** To receive an update for information only. *p 8-9*
7. **Committees/Working Group Meetings:**
 - a) To receive minutes of the Planning Committee meetings (8 July 2025). *p 10-11*
 - b) To adopt the minutes and approve recommendations (if any) of the
 - i) Community and Facilities Committee meeting (1 July 2025). *p 12-17*

8. **Finance: Monthly Accounts and Payments: July** p18
 a) To receive the monthly Finance Report p19
 b) To approve the accounts for payment and ratify payments made since the last meeting and note the availability of invoices for inspection. p20-22
 c) To note the car park takings p23
 d) To note receipt of Section 106 monies from Cornwall Council
 e) Bank Reconciliations: To note their availability for inspection each month
9. **Budget to Actual Variance Quarterly Report (April to June 2025):** p24-26.
 To note for information.
10. **Correspondence:** To note correspondence for information p27.
11. **Cornwall Council Link Road Toilets:** To receive an update in this matter and discuss and decide on way forward. To follow.
12. **Use of Council Land: Railway Car Park:** To receive an update in this regard and discuss and decide on way forward.
13. **Reports from Members/Outside Organisations:** To receive reports from meetings attended (if any).
14. **To Note a) Future Meeting Dates and b) Date of Next Council Meeting:** p28
 Tuesday 30 September 2025 at 7.30 pm.
15. **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.
16. **To confirm the confidential minutes** of the Full Council Meeting held on **24 June 2025** having been previously circulated and taken as read.
17. **To adopt the minutes and approve recommendations** (if any) of the confidential minutes of the **Community and Facilities Committee meeting (1 July 2025)**.
18. **Dock Wall Update and Tender Report:** To receive an update in this matter and discuss and decide on way forward.
19. **Lease and Tenant Matters:** To receive an update on the latest in respect of lease and Tenant matters and discuss and decide on way forward for **i) New Business Units; ii) Workshop Unit 3 and iii) Padstow Cycle Hire**
20. **Padstow Sand:** To be updated concerning sand tonnage figures and discuss and decide on way forward.

PADSTOW TOWN COUNCIL

Minutes of the Full Council Meeting of Padstow Town Council held on Tuesday 24 June 2025 at 7.30pm in the Council Chamber, Council Offices, Station House, Padstow

Present: Councillors Mrs J Dawe (Chair), R Higman (Vice Chair), G Chapman, P Curgenvan, D Eddy, A J Hoskin, J O'Keefe, A N Rees and M Rickard

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Assistant Town Clerk/Assistant RFO and minute taker), Cornwall Councillor J O'Keefe and 1 member of the public

2025/47 Apologies for absence and announcements: i) Apologies were received from Councillors Mrs J Colwill and K Freeman.
ii) Announcements: There were no announcements.

2025/48 Declarations of interest: The following declarations of interest were declared:

- Councillor P Curgenvan: Agenda items 25 Padstow Sand and 26 i) New Business Units (part).
- Councillor A N Rees: Agenda item b) i) Nadelik Lowen, and ii) Padstow Fire Brigade.
- Councillor Mrs J Dawe: Agenda item 9 bi) Nadelik Lowen.

2025/49 Dispensations: There were no dispensations.

2025/50 Public Participation: There was no public participation.

Cornwall Councillor's Report: Cornwall Councillor J O'Keefe provided the following updates to Council:

- Advised the post on the old Padstow Road has now been replaced, along with gate also closed with new lock and chain.
- New 40mph signs either side of the cemetery entrance have been ordered;
- Baker Estates housing was looking good. These included 11 social/affordable housing properties. Baker Estates are expected to be off site by the end of October, at which point McCarthy Stone will commence work on the retirement property;
- Has spoken to CC officers to see if anything can be done regarding the closure of the link road toilets but there is not. Porthcothan received a £10k grant through devolution towards taking on their toilets. There is now an offer of the same if Padstow were it to take over the toilets. This being a £10K one off payment.
- In response to a query from the Town Clerk, Cllr O'Keefe advised that Fowey is in the same position as Padstow, their toilets being on a CC car park and CC are not looking to use income from car parks to fund these.

It was noted that a further letter from CC regarding the possible transfer of the toilets and their condition had been received and that the Town Clerk had consulted with the Council Chair regarding this. Consequently, further queries were being raised with CC though it was suggested that the Town Council taking over these facilities was not necessarily the only option.

- Outsourcing of CC car park enforcement and the sale of Newquay Airport would no longer be going ahead.
- In response to a member query Councillor O'Keefe will make enquiries regarding the windows of Cherry Blossom blocking the pavement. It was understood this was an enforcement issue.

Police Report: There was no police report.

2025/51 **RESOLVED** that the minutes of the full council meeting held on Tuesday 27 May 2025 be signed as a true record.

2025/52 **Clerks Report/Work Programme:** The report was noted for information. The Town Clerk provided the following verbal updates:

- Dock Wall: A detailed report would be brought to the next meeting for consideration;
- Community Hub: Man Down no longer have a group facilitator in the area and so will not currently be returning. DWP have confirmed sessions and are keen to commence. Recent NHS vaccine drop in was successful.

2025/53 **Committees/Working Group Meetings:**

- a) **RESOLVED** to receive the minutes of the Planning Committee meetings held on 1) 27 May 2025; and ii) 10 June 2025.
- b) **RESOLVED** to adopt the minutes and approve recommendations of the Personnel and Staffing Committee meeting held on 3 June 2025.
- c) **RESOLVED** to adopt the minutes and approve recommendations of the Finance and General Purposes Committee meeting held on 17 June 2025.

2025/54 **Finance: Monthly Accounts and Payments June 2025**

- a) The monthly finance report was noted.
- b) It was **RESOLVED** to ratify payments made since the last meeting i) May (b) of £4,281.80, May gross wages, NIC ER's and LGPS ER's of £31,515.08, and direct debits of £2,362.40; ii) June (a) of £30,793.34, standing orders and direct debits of £10,436.00, and direct debits of £1,857.27 and iii) to note the availability of invoices for inspection.
- c) The car park takings were noted. Comment was made that these were encouraging.
- d) The availability of bank reconciliations for inspection each month was noted.

2025/55 Correspondence

- a) Correspondence was noted for information.
- b) i) Nadelik Lowen: **Councillors Mrs J Dawe and A N Rees left the meeting. Councillor R Higman took the Chair.**

RESOLVED to grant approval for Nadelik Lowen to use the Lawns Car Park and Community Hub on Saturday 2 August 2025 from 9.00am to 8.00pm for the Carnival, including the vintage rally, and 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 Officers; and iii) that Council will follow the process as outlined in 2.3 of the agenda report, including the partial closure of the car park on the afternoon before the event and total closure on the day of the event.

Councillor Mrs J Dawe returned to the meeting whereupon she took the Chair.

ii) Padstow Fire Brigade: **RESOLVED** to grant approval for Padstow Community Fire Station to use the MUGA and grass area in front of the Social Club on 27 July 2025 (for a charity 5 a side football tournament), reducing the sports on offer over the weekend subject to: i) receiving satisfactory public liability insurance and risk assessment; ii) the pedestrian pathway in front of the MUGA not being obstructed; and iii) the Council placing appropriate advisory signage for the public as outlined in 2.3 of the agenda report.

Councillor A N Rees returned to the meeting.

iii) Newells Travel Agent: **RESOLVED** to approve the request from Newells Travel Agent for a series of four pop-ups as per 2.1 of the agenda report subject to: i) receiving satisfactory risk assessment and Public Liability Insurance; ii) bookings being chargeable in accordance with Hub charging rationale; and iii) to agree that should additional dates be requested, these be booked as per the others, provided that the meeting space is available and that they provide the Town Clerk with an update on how the former sessions have gone.

iv) Padstow Sailing Club: **RESOLVED** to grant approval for Padstow Sailing Club to erect a small marquee on their leased outdoor space on Sunday 13 July 2025 provided i) the tenant ensures that all other permissions which may be required are addressed and dealt with; ii) that the tenant provides their risk assessment and Public Liability Insurance to the satisfaction of the Council; and iii) on the understanding it will be dismantled on Monday 14 July 2025.

2025/56 RingGo Contract Renewal: Consideration was given to the RingGo contract renewal offer including length of contract. The significant differences with the new proposal being a reduction in

the banking fee from 3.5% to 2.25% (being less than the fee offered by other providers), and the convenience fee being charged to the motorist. The convenience fee had previously been absorbed by the Council in a desire to promote a 'touch-free' payment method due to Covid. It is common practice for motorists to be charged a convenience fee to pay using services such as RingGo, furthermore card payments are now also possible at the car park machines thereby a motorist fee does not penalise card users as other options are available.

RESOLVED i) to agree a new contract with RingGo as per the G-Cloud Op 3 quotation detailed in appendix 1 to the agenda report to include motorist fees of a) £0.10 convenience; b) £0.20 optional SMS summary; and c) £0.20 optional SMS reminder, a licence fee of £380.40 per annum, and banking fees of 2.25%; and ii) that the contract term be for 2 years with 2 x one-year extension options.

2025/57 Utility Contract Renewal: Members were referred to the agenda report detailing the engagement of energy broker, UK Utility and their recommendations for the best available new 3 or 5 year fixed term electricity contracts for Town Council sites.

It was noted that despite attempts to contact Everflow by the RFO, and lack of prior notification, Everflow have automatically renewed the Council's water contract. The RFO will be lodging a complaint and will keep Council updated in this regard.

RESOLVED i) To accept the terms detailed in 2.3 of the agenda report in respect of the Council's electricity provider/s to commence as soon as practicable, and to delegate to the Responsible Financial Officer in consultation with the Chair, agreement of any changes as a result of the tariffs being "live"; and ii) to note the auto renewal of the Council's contract with water provider Everflow and endorse the actions to be taken by the RFO as set out in 3.3 of the agenda report.

2025/58 Padstow Christmas Festival – Steering Group: There was discussion of this item. Comments included that the festival does impact on the town and Council services and for these reasons it would be good to have an awareness of plans. However, with the Town Council not being involved with the event it would be difficult to understand a Councillor's role on the Steering Group. Other organisations for whom there is a Council representative have specific Terms of Reference. Councillor Rickard advised he is a member of the Steering Group in his business capacity and would be happy to feedback on this to the Council.

RESOLVED i) not to formally join the Christmas Festival Steering Group but happy to be kept informed should the Steering Group require any advice/information from the Town Council on matters it has previously been involved with (e.g infrastructure/toilets); and ii) Cllr Rickard to provide informal updates through his participation in the Steering Group as a licensee.

2025/59 Councillor Emails and Councillor Email Policy: The update was noted as per the agenda report. The Town Clerk added that whilst Councils could go as far as providing Councillors with Council devices for accessing Councillor email addresses, this was not wholly necessary. Providing Councillor email addresses and agreeing policies around data distribution were both acceptable and proportionate ways to manage data risks.

It was noted that the Assistant Town Clerk/Assistant RFO is due to meet with the Council's IT provider and will at the same time discuss moving this forward. To avoid any delay and as this matter falls within the remit of the Finance and General Purposes Committee, any actions following this meeting to be taken to the June FGP meeting to progress.

2025/60 Wadebridge Renewable Energy Network (WREN): The update and promotion of the WREN Community Benefit Fund on Town Council platforms was noted as per the agenda report.

2025/61 Community Events 2025: Members were pleased to note the progression of the Summer Holiday programme with LJD Coaching, noting that bookings are to open in the next few days. The Community Fun Day update was noted and consideration was given to food stalls and details relating to the amateur photography competition.

RESOLVED to agree the following in relation to the 2025 Community Fun Day i) not to invite any more food options than those outlined in 2.1 of the agenda report; ii) to adopt the timescales suggested for the amateur photography competition as outlined in 2.3 of the agenda report; and iii) to appoint Councillors Mrs J Dawe, R Higman and A Rees to the amateur photography competition judging panel.

2025/62 Use of Council Land: Railway Car Park: An update report on this matter was tabled and read. Members noted that the meeting referred to was held on 28 May (not June as written) and that it had been positive. Of the 2 options presented at the meeting, option 1 was thought to be the better option as it would not require changes to the walkway by Station House. Whichever plan was progressed, further tweaks would no doubt be necessary with a review of drainage/rain runoff and a topographical survey to be undertaken by Cornwall Council.

The Town Clerk reported that having passed on concerns raised at the Parish meeting regarding road markings on the bend of Station Road, the Highways Officer has confirmed that Cornwall Council will arrange for the centre lines of the road to be replaced and the yellow lines on the hill renewed as a priority.

RESOLVED to support the plan identified as Option 1 as the preferred bus stop option with which to continue with discussions on the same and progress this matter, noting that further works will be

progressed before a final plan is considered by Council in due course.

2025/63 Reports from Members/Outside Organisations: The Chair reported attending recent Mayor Making Ceremonies in Truro and Launceston both of which were well attended.

2025/64 Future Meeting Dates a) were noted as per the agenda report, and b) date of the next meeting being Tuesday 29 July 2025 at 7.30 pm was noted.

2025/65 Town Councillor Vacancy (Trevone Ward): At the invitation of the Chair, Chris Newman addressed the meeting in support of his application for co-option as a Councillor for the Trevone Ward. Comments included:

- Moved to Trevone in 2016 having holidayed in the village since the 80s;
- Until earlier this year has been involved with matters on a national basis pro bono but now considered had the time to be able to undertake this role;
- Can offer experience as a key account manager and project manager to Council;
- Understands if Council considers alternative skills to his are required. Thanked Council for considering his application.

In response to a member query, the Town Clerk confirmed that all co-option applicants had been invited to attend the meeting.

RESOLVED to appoint by co-option Chris Newman to Padstow Town Council as a Trevone Ward member having received an absolute majority of votes, being 5 of the available 9 votes.

2025/66 It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.

2025/67 RESOLVED that the **confidential** minutes of the Full Council Meeting held on **Tuesday 27 May 2025** be signed as a true record.

2025/68 RESOLVED to adopt the **confidential** minutes and approve recommendations (if any) of the Personnel and Staffing Committee meeting held on 3 June 2025.

2025/69 RESOLVED to adopt the **confidential** minutes and approve recommendations (if any) of the Finance and General Purposes Committee meeting held on 17 June 2025.

2025/70 Use of Council Land: Railway Car Park: There was no confidential update or discussion.

Councillor P Curgenvan left the meeting

2025/71 Padstow Sand: Members noted that the Town Clerk had not received information in time to distil it for the meeting. She hoped to bring a report to Council in July.

2025/72 Lease and Tenant Matters:

i) New Business Units: a) Units 2, 3, 3FF, 4 and 6 and 5: The updates were noted and it was **RESOLVED** to agree the actions detailed in paragraph i) a) 1.2 of the agenda report.

Councillor P Curgenven returned to the meeting.

b) Unit 1: The update in respect of J Shoes was noted. Consideration was given to the future vacation of Unit 1.

RESOLVED to agree i) that Charterwood market Unit 1 New Business Units as per the fees and expenses outlined in the letter to Council (11 June 2025); ii) that it be marketed on a flexible term basis as recommended by the surveyor; and iii) that further detail in this matter including timings and action arising from the dilapidations inspection be delegated to the Town Clerk in consultation with the Council Chair and RFO to avoid any unnecessary delay.

ii) Padstow Boatyard: RESOLVED to agree the actions detailed in paragraph 3 of the confidential agenda report.

iii) Workshop Unit 3; and iv) Padstow Cycle Hire: The updates were noted as per the confidential agenda report.

Meeting closed at 8.36pm

PADSTOW TOWN COUNCIL: 29 JULY 2025: CLERK'S REPORT / WORK PROGRAMME

Agenda Item 9

| PROJECT | NOTES/UPDATE |
|---|---|
| FULL COUNCIL | |
| Mayoral Chain | Booked in for addition of velvet collar. Collected by courier 15.7.25. |
| Cllr Emails | Initial costs are £5.52 per month per mailbox. Officers are clarifying whether additional anti-virus/security packages are needed, anticipated to be £1-2 per mailbox. Policy to be developed before commencing mailbox subscriptions. |
| RingGo contract | Progressing as per Council decision at last meeting. RingGo are also going to update our Car Park signage in line with contract and their updated colour scheme. |
| Community events | <p>Summer Holiday programme: First session on Friday 25th July. LJD Coaching have said bookings are capturing a range of users and he will prepare a report after the sessions with more details. Currently only space left on sessions towards the end of August.</p> <p>Community Fun Day: Amateur photo competition opening for entries on Monday 28th July. Advertising has started and will continue during August. Officers working on finer detail and will be in contact with relevant Cllrs.</p> |
| COMMUNITIES AND FACILITIES COMMITTEE (former LTOS) | |
| Community Hub | Time2Move summer school with LJD Coaching commences 25.7.25. DWP drop-in sessions currently on hold, waiting to hear further from them. Man Down on hold due to staffing, replacement being sought. Foodbank due to recommence shortly – delay due to staff absence. Police Team have booked a drop-in session on 31.7.25. NHS session enquiry (will be invitation only) for August. Newells Travel have booked their monthly drop-in sessions for September to December (chargeable). Councillor Code of Conduct training took place in the Hub on 16.7.25. Two other chargeable bookings have also been made. |
| Padstow Cemetery | Cemetery Signage: Order placed for the large information board and Cemetery location sign. Awaiting date to fit. <u>2025 Stability Testing</u> : Completed. To date 8 new CIs have been identified and made temporarily safe. Full update was taken to committee's July meeting. |
| Trevone and Stile Field cliffs and Trevone Green | <p>Trevone and Stile Field Cliffs: Still awaiting inspection reports. Officers to chase, once received will update committee for consideration.</p> <p>Trevone Green: Permanent signage has been installed regarding unfenced and unstable cliff as agreed by the former Cttee (LTOS).</p> <p>Trevone Steps: Contractor scheduled to undertake works September 2025.</p> |
| New Gator | Signage for new gator being installed 24.7.25. |
| Stile Field Fence | Completed end of June 2025. |
| FINANCE AND GENERAL PURPOSES COMMITTEE | |
| Data Protection Review/Assertion 10 | Town Clerk attended recent training in order to ensure that the Town Council is up-to-date and continues to maintain its compliance. Assertion 10 has been introduced in the 2025 Practitioners' Guide, which focuses on Digital and Data Compliance. It requires councils to demonstrate compliance with data protection laws, including UK GDPR and the Data Protection Act 2018, as part of their Annual Governance and Accountability Return (AGAR). This includes having robust IT policies, using council-owned domains for email, and ensuring website accessibility. |

PERSONNEL AND STAFFING COMMITTEE

| | |
|-----------------------------------|--|
| Car Park Post (July to Oct 25) | Successful applicant now in post, commenced July 2025. |
| Staff and Councillor Training | Committee has considered a draft Training and Development Policy for both staff and Councillors. This will be further progressed by Committee before it is recommended to Council for approval and adoption by Council. |
| Staff Handbook Review | Committee has commenced its review, with advice being sought from Council's HR. This has been partially completed with more work to be done before it is recommended to Council for approval and adoption. |
| Equality and Diversity | The UK's Equality Act 2010 is undergoing several key changes to strengthen protections against discrimination and harassment, particularly in the workplace. These changes, effective from October 2024, expand the definition of harassment, increase employer responsibilities for prevention, and address specific areas like pregnancy and disability discrimination. This is being reviewed alongside the Staff Handbook and training requirements. |
| Civility and Respect Project | This was raised during the recent Councillor Training session and therefore will be looked at to take forward for Council. |

PADSTOW TOWN COUNCIL

Minutes of the Planning and Highways Committee meeting held on Tuesday 8 July 2025 at the Council Chamber, Station House, Station Road, Padstow at 7.00pm

Present: Councillors J O'Keefe (Chairman), R Higman (Vice Chair), G Chapman, D Eddy and A Rees

In Attendance: S Daly (Assistant Town Clerk / Assistant RFO) and S Ford (Support Officer and minute taker)

P2025/15 Apologies and Announcements: i) Apologies were received from Councillor P Curgenvin; and ii) There were no announcements.

P2025/16 Declarations of interest: None.

P2025/17 Public Participation: None.

P2025/18 RESOLVED that the **Minutes** of the meeting held on **Tuesday 10 June 2025** be signed as a true record.

P2025/19 Planning
i. The following Cornwall Council planning decisions were noted:

- a) **PA25/02819: 8 Treverbyn Road, Padstow, PL28 8DW:** Single storey extension to side and rear of property. **APPROVED**
- b) **PA25/01589: 7 Hill Street, Padstow, PL28 8EB:** Proposed landscaping for the rear garden, including engineering works to create terraced levels with new steps, the addition of soft landscaping and the erection of a shed. **APPROVED**
- c) **PA25/02900: Land South West of Trearne Farm, St Merryn, Padstow, PL28 8JA:** Phased development consisting of (1) the demolition of a barn and (2) the demolition of barns and the construction of a replacement dwelling in lieu of Class Q reference PA22/04074. Associated development including access, drainage and landscaping. **WITHDRAWN**
- d) **PA25/03248: Sea View, Dobbin Lane, Trevone, Padstow, PL28 8QP:** Hip to gable loft conversion including a rear flat roof dormer with juliet balcony and associated internal remodelling. **APPROVED**
- e) **PA25/02554: 5 Moyle Road, Padstow, PL28 8DG:** Proposed extension and remodelling of property. **APPROVED**
- f) **PA25/03312: 6 Moyle Road, Padstow, PL28 8DG:** Single storey front and rear extension. **APPROVED**

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

- a) **PA25/03775: 38 Egerton Road, Padstow, PL28 8DL:**
Removal of existing conservatory, construction of an extension to dwelling and construction of a garden room and swim spa:
SUPPORTED
- b) **PA25/04232: 2 Fentonluna Gardens, High Street, Padstow:** Proposed phased works to include internal alterations, reconstruction of existing conservatory, replacement of existing windows and external doors, creation of micro office above garage, landscaping of gardens and associated works: **SUPPORTED**
- c) **PA25/04233: 2 Fentonluna Gardens, High Street, Padstow:** Listed Building Consent for proposed phased works to include internal alterations, reconstruction of existing conservatory, replacement of existing windows and external doors, creation of micro-office above garage, landscaping of gardens and associated works. **SUPPORTED**

P2025/20 Changes to the Planning Landscape

- i. **Neighbourhood Development Plans:** There were no updates with regard to Neighbourhood Development Plans.
- ii. **Government Planning Consultations:** Consideration was given to current Government consultations advised by Cornwall Council. Committee **RESOLVED** not to respond and to bring forward any further information for discussion as required.

P2025/21 Date of Next Meeting: Tuesday 12 August 2025, 7.00pm.

Meeting closed at 7.07pm

PADSTOW TOWN COUNCIL

Minutes of the Community and Facilities Committee meeting held on Tuesday 1 July 2025 in the Council Chamber, Council Offices, Station House, Padstow at 7.00 pm

Present: Councillors Mrs J Dawe (Chair), G Chapman, Mrs J Colwill, D Eddy and A Hoskin

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

- CAF2025/1 Apologies and Announcements:** i) Apologies were received from Councillor M Rickard; ii) There were no announcements.
- CAF2025/2 Election of Vice-Chair: RESOLVED** to elect Councillor A N Rees as Vice-Chair.
- CAF2025/3 Declarations of Interest:** There were no declarations of interest.
- CAF2025/4 Public Participation:** There was no public participation.
- CAF2025/5 Future Meeting Dates** and the date of the next meeting, Tuesday 2 September 2025 were noted as per the agenda.
- CAF2025/6 Committee Work Programme:** Members were referred to a report which was tabled and read, detailing progress and decisions in respect of works from the disbanded LTOS and HRT Committees which now fall under the remit of the Community and Facilities Committee. There was some discussion on the key pieces of work and the Town Clerk gave a brief overview to new Councillors.
- One project not previously discussed by any Committee or Council was the Community Hub roof/guttering and toilet provision. It was noted that at the Annual Parish meeting, concern was expressed over the impact to families and disabled users by Cornwall Council closing the Link Road Toilets. Members were supportive of including the provision of a family/disabled room facility attached to the Community Hub in its budget meeting considerations in the Autumn. It was felt this was a more practical option to explore than taking over the running of the Link Road toilets, the condition of which would be of significant concern, as would the longevity of any grant money from Cornwall Council to redress the same.
- There was discussion regarding the condition of the top path in Stile Field. It was noted the Council Facilities Officer is pulling together information from the LTOS site meeting on this matter.
- RESOLVED** i) to bring to the next meeting further information to discuss the possible provision of a family/disabled toilet facility adjoining the Community Hub so that this can feed into budget discussions; ii) to bring to the next meeting an overview of the background to the White Shelter project in order for this to start to be progressed; iii) to provide an update on discussions with the landowner of the fields adjacent to Padstow Cemetery as soon as

possible; iv) to add into the work programme works to the top path in Stile Field; and v) to note the updates in paragraph 3 of the tabled report.

CAF2025/7

Shelter – Windmill: The Chair referred members to the agenda report outlining correspondence from a member of the public regarding the condition and accessibility of the wooden shelter at Windmill. It was noted that Cornwall Council have advised they have the shelter listed as a Town Council asset. There was discussion as to the current use of the shelter and whether the shelter relates to an historical route and whether it remains appropriate.

RESOLVED to arrange a site meeting to look onsite at the matter of the appropriateness and requirement of the wooden shelter at Windmill and that the Cornwall Council Highways Officer, Chair of the Community and Facilities Committee and the Town Clerk attend, inviting Cornwall Councillor J O’Keefe also.

CAF2025/8

Trevone Steps From Empty Purse: The Chair provided a brief overview of the project to new Councillors and consideration was given to including the additional works outlined in 2.1 and 2.2 of the agenda report.

RESOLVED to accept the quotations from Michael Vanstone Contractor to i) replace the railings along the top of Empty Purse at a cost of £2,740 plus VAT; ii) rebuild the dry stone wall on the cliff side of Empty Purse at a cost of £540 plus VAT; and iii) to agree that this be funded from the Capital/projects – LTOS project budget.

CAF2025/9

Padstow Community Hub – Fire Risk Assessment Update:

Following the internal alterations of the Community Hub, Committee was asked to consider the outcome of the new fire risk assessment undertaken by Council’s Health and Safety advisor.

RESOLVED i) to note that the fire risk assessment for Padstow Community Hub was rated as good with no high-risk items identified as detailed in 2.1 of the agenda report; ii) to note the actions undertaken in response to the fire risk assessment in respect of signage and checks on fire door retainers (2.1 b and c); iii) to note the fire capacity for the building is 100 people at any one time; and v)

RESOLVED TO RECOMMEND TO FULL COUNCIL that the T&Cs for hire of the Community Hub be updated to include that “Any personal electrical appliances brought into the Community Hub during their hire period are suitably PAT tested and safe to use” and “E-bikes and E-Scooters are not permitted inside the building”.

CAF2025/10

Annual Play Inspection and Management Strategy: The Town Clerk outlined for members that The Play Inspection Company are contracted to annually undertake a formal inspection of the Council’s outdoor play facilities, assessing their condition and level of risk. For the under 12’s Lawns Play Area, the Council also has a maintenance

contract with the Outdoor Play People which includes 2 visits per year, one of which is always scheduled to take place after the annual inspection in order that any specific concerns can be addressed quickly.

Committee's views were sought regarding items which scored 10 or higher, 10 being the highest of the "low risk" category, in the inspection report. Due consideration was given to the respective inspection report comment and the Council's current mitigations/practices as identified by the Council Facilities Officer, these being detailed in paragraph 4 of the agenda report.

It was noted that overall, no area has been given a higher risk rating than last year.

RESOLVED i) To endorse the management strategy for the annual inspection of the Council's play facilities as detailed in paragraph 3 of the agenda report; and ii) in considering the items listed in paragraph 4 and scoring 10 or above in the annual inspection to agree the following:

- a) MUGA – Basketball Hoops: Committee is satisfied with the existing measures in place and understands the free-standing basketball hoops pose a moderate risk;
- b) MUGA – Entrance Doors: Committee is satisfied that no incidents have been reported and acknowledges that the entrance doors pose a moderate risk;
- c) MUGA – Football Goals: Committee is satisfied that no incidents have been reported and that the Football Goals are weighted and sold by a reputable sporting company.
- d) Under 12s Play Area – 2 Bay Swing: Committee recognises the risk identified in the inspection comment and it notes that following the inspection the shackles have been replaced as part of the maintenance contract with the Outdoor Play People. It was agreed to seek a quote for retro fitting additional safety pins and for this to be brought to a future meeting for further consideration.

CAF2025/11

Memorial Bench Policy – "Space" Consideration: The Chair referred members to the agenda report outlining the removal of Memorial bench 194 and 182 in accordance with Council's Memorial Bench Policy. It was noted that as bench 182 is located at Harlyn, as per the policy the Council will not consider making the "space" available for reuse as it is not on Town Council land.

Bench 194 being located at Victoria Monument qualified for consideration. In considering the future of this "space" Committee worked through the policy criteria and found that a) the location of the "space" is a natural stopping point and a new bench will enhance the area's seating provision; b) accessibility for maintenance and public use is suitable; c) the ambience of the area will be unaffected; and d) there are no known issues with vandalism.

RESOLVED that "space" 194 at Victoria Monument be offered as a memorial bench option when the "space" has been vacant for 12 months (August 2025) and that it be available on a first come, first served basis on the condition that the purpose of the bench is as a memorial dedicated to a resident or former resident of Padstow Parish.

CAF2025/12

Issue Raised:

i) **Plantation – Bamboo:** Members gave consideration to the agenda report detailing concerns raised by a member of the public regarding the spread of bamboo in plantation and its potential impact on the boundary wall. The report noted the advice of Council's tree surveyor being that although not a significant problem, the bamboo is likely to spread and is not a desirable species for the site. Members were supportive of removing the bamboo, using the approach suggested by Council's preferred tree surgeons.

RESOLVED i) to remove the non-native bamboo species in Plantation, accepting the quotation of £1,562.69 ex VAT from contractor Glendale, to remove and dispose of the same using the Capital/projects – LTOS budget; and ii) going forward, the Outside Operatives schedule twice yearly weed spraying of the area where the bamboo was located.

ii) **Harbourside Benches:** It was **RESOLVED** in response to comments received about mobile traders/service providers utilising public benches around the harbour as part of their business, that the Outside Operatives are to notify the office when they see this and, if possible, ask the mobile traders/service providers politely to refrain from using the benches as part of their business, in order to record how often this is occurring and whether they move after being approached.

CAF2025/13

Multi-Use Games Area (MUGA):

i) **Monitoring Update: a) Improvements:** The completion of works to increase the height of the current fence with 2m high netting to prevent balls escaping, and the installation of neoprene washers to the fence fixings to reduce noise and vibration from balls being kicked against the fence was noted.

b) Recent Issues Report: Committee considered the issues logged since the last report. It was noted that one item related to a report from the Council Foreperson of damage to the basketball hoop, thought to have occurred through play. The other two reports were from a neighbouring resident, being the same resident from whom previous concerns about the MUGA have been received, and whom the Committee Chair and Town Clerk have previously meet with to discuss the same. The reports related to concerns that the MUGA is being used in the

evening by noisy teenagers for approx. an hour and a half until 10pm at night.

There was agreement that the general noise of play in the facility was on a par with use of the existing outdoor seating area of the social club, adjacent to the MUGA. It was noted that the resident advised the recent works have improved the issue of balls escaping and the noise of the fence. It was therefore felt that all reasonable steps have now been taken, and it was further noted that as in previous years, use of the facility in the evening is likely to begin to decrease having now past the lightest time of year.

RESOLVED in response to the MUGA incident log, that a letter from the Committee Chair be written to the resident concerned outlining that, as a Committee, it was felt that in considering the resident's complaints and issues raised, it had now done as much as it was able to do to mitigate these and further, to highlight that the MUGA facility is one of many community facilities in the area concerned.

- ii) **MUGA Use request – Padstow Football Club:** Consideration was given to all feedback received to the trial use of the MUGA by Football Club for its winter training sessions. It was noted there had been one issue with the floodlight positioning which following adjustments by the club had been resolved. Committee felt it was satisfied with the conclusions detailed in 2.2 of the agenda report relating to feedback from the Football club itself.

RESOLVED TO RECOMMEND TO COUNCIL (as the request is outside the MUGA's agreed terms of use) that the request by Padstow United to use the MUGA on Tuesdays, Wednesdays and Thursdays from 4.45pm – 8.15pm during October 2025 to March 2026 for the purpose of training, to include use of its own portable floodlights and equipment, be granted subject to i) Padstow United taking responsibility for the whole site noting that one tennis net will remain in place; ii) being mindful of positioning of lights in relation to safety of drivers and neighbouring properties; iii) receiving satisfactory Public Liability Insurance and Risk Assessments; and iv) noting that in acknowledgement of the use being for an extended period, should any issues arise which cannot be resolved permission may be revoked.

CAF2025/14

Cornwall Council Consultation: RESOLVED not to respond to Cornwall Council's Street Trading Policy Review.

CAF2025/15

Padstow Cemetery – Memorial Stability Testing: The update was noted as per the agenda report and thanks were expressed for the considerable work undertaken by officers in this regard.

It was outlined that having been through a full cycle of memorial stability testing that tweaks will need to be made to the Memorial Management Policy to better reflect actual practice. This would be included in the Committee's work programme for future consideration.

CAF2025/16 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

CAF2025/17 **Rope Walk Allotment – Allotment Matter:** The agenda report detailing the surrender of plot P was tabled and read by members. Consideration was given to reinstating the plot to a tenenable condition, including the removal of oak and other trees planted, and splitting the plot into two smaller plots going forward.

RESOLVED i) to agree a budget of £1,500 plus VAT for external costs to reinstate allotment P to a tenenable condition, these to be taken from the LTOS grounds maintenance cost centre; and ii) to split Allotment P into two plots, creating an additional plot Q, and for both plots to be charged in line with other Rope Walk allotments of similar size. Further, to avoid delay, any decisions relating to the splitting of the plot be delegated to the Town Clerk in consultation with the Chair and Vice Chair of the Community and Facilities Committee.

Meeting closed 8.14 pm

DRAFT

Full Council - Agenda item 8

Finance Report

- a) To receive the monthly Finance Report.
- b) To approve the accounts outstanding, ratify payments made since the last meeting and note the availability of invoices for inspection.
- c) To note the car park takings.
- d) To note receipt of £17,407.08 Section 106 money from Cornwall Council.
- e) 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: 8a

| | Actual | Budget | Budget |
|-----------------------------|---------------|---------------|-----------------------|
| | £ | £ | 1.4.25-31.3.26 |
| | | | £ |
| Revenue Income | 452,815 | 352,025 | 998,800 |
| Revenue Expenditure | 231,013 | 266,600 | 929,200 |
| Capital/project expenditure | 44,498 | 106,750 | 427,000 |

Debtors outstanding for more than 3 months:

One totalling £4232 net of VAT.

Creditors outstanding for more than 3 months:

None

ACCOUNTS OUTSTANDING
June 'b' 2025

| Date | Cost centre | Supplier | Details | Net | VAI | Total |
|-------------|-----------------------|-------------------------------|---|------------|------------|-----------------|
| 12.6.25 | Capital Expenditure | Masons Kings | John Deere Gator | 19750 | 3950 | 23700 |
| 28.3.25 | Investment Properties | Womble Bond Dickinson LLP | Tenant matters | 5760.5 | 1152.1 | 6912.6 |
| 13.6.25 | Capital Expenditure | Nicholas Roofing Company | New roof system - blockhouse | 3950 | 790 | 4740 |
| 30.5.25 | LTOS | Parcsigns | Trevone Green & Empty Purse - safety signage | 1581.3 | 316.26 | 1897.56 |
| 5.6.25 | Central Services | | Kernow Players - 25/26 Community Grant | | | 800 |
| 15.5.25 | Central Services | | Padstow Rowing Club - 25/26 Community Grant | | | 500 |
| 31.5.25 | HRT | G4S | Car park machines - 1 month | | | 391.2 |
| 16.6.25 | LTOS | Travis Perkins | Post hole borer / concrete/topsoil/wood | 326 | 65.2 | 313.57 |
| 1.6.25 | HRT / LTOS | Churchill Group | Legionella control support - 1 month | 261.31 | 52.26 | 209.4 |
| 10.6.25 | Env - cemetery | Drew Memorials | Make safe C1s May 2025 inspection | 174.5 | 34.9 | 180 |
| 11.6.25 | LTOS | Quay Garage | Rear light unit - Isuzu | 141.17 | 3.25 | 144.42 |
| 17.6.25 | LTOS | James Hallam Ltd | Insurance premium - new gator | 109.1 | 21.82 | 141.25 |
| 29.5.25 | LTOS | JRB Enterprise | Dog waste refill bags | | | 89.5 |
| 8.6.25 | Administration | Midas Touch | Office cleaning x 1 week | | | 89.5 |
| 15.6.25 | Administration | Midas Touch | Office cleaning x 1 week | | | 86.44 |
| 7.4.25 | Administration | Complete | A4 paper | 72.03 | 14.41 | 79.5 |
| 6.6.25 | LTOS | Midas Touch | Hub Cleaning x 1 | | | 77.99 |
| 13.5.25 | LTOS | Quay Garage | Works to rear wheels/brakes - Isuzu | 64.99 | 13 | 68.54 |
| 9.6.25 | LTOS | Harrod Sport | Net hooks for goals at MUGA & WJP. Nut caps for goals at MUGA | 57.12 | 11.42 | 42.60 |
| 25.3.25 | LTOS | Joseph Ash Galvanizing Medway | Play gate tool and screws | 35.50 | 7.10 | 42.00 |
| 9.6.25 | LTOS/Administration | Sea Spray | Hub / Station House window cleaning | | | 42.00 |
| 7.6.25 | Administration | CALC | Data Protection Training part 3 x 1 | 35.00 | 7.00 | 42.00 |
| 8.6.25 | Administration | SeaDog IT | Website - monthly hosting & maintenance fee | | | 34.95 |
| 10.6.25 | Administration | Acronyms | Phone x 1 month | 19.90 | 3.98 | 23.88 |
| | | | | | | <u>40737.82</u> |
| | | | June - gross wages, NIC ER's and LGPS ER's | | | 32913.15 |

Direct Debits

| | | | | | | |
|---------|--------------------|-------------------|---|---------|--------|----------------|
| 31.5.25 | Corporate Services | RingGo | RingGo fees - 1 month (partly received as income) | 2370.39 | 474.08 | 2844.47 |
| 3.6.25 | Env - toilets | AUK Hygiene | Toilet rolls/gloves | 369.03 | 73.81 | 442.84 |
| | Various | EDF | Electricity - 1 month PTC sites | 336.34 | 16.81 | 353.15 |
| 11.6.25 | LTOS | Npower | Electricity 1 month | 52.26 | 2.61 | 54.87 |
| 1.6.25 | Env - toilets | Southwest Hygiene | Sanitary and nappy bin disposal x 1 month | 225.39 | 45.08 | 270.47 |
| | | | | 291.69 | 58.34 | 350.03 |
| | | | | | | <u>4315.83</u> |

ACCOUNTS OUTSTANDING
July 'a' 2025

| Date | Cost centre | Supplier | Details | Net | VAT | Total |
|-------------|-----------------------|---------------------------|---|------------|------------|------------------|
| 26.6.25 | Investment Properties | Wombie Bond Dickinson LLP | Provision of legal services | 4676.19 | 935.24 | 5611.43 |
| 30.7.25 | Corporate Services | IPS Group | CC transaction fee/monthly secure gateway/wireless data - 1 month | 1429.9 | 285.98 | 1715.88 |
| 19.6.25 | Capital Projects/HRT | Parcsigns | Camel roadway signage | 1269.68 | 253.94 | 1523.62 |
| 20.6.25 | Investment Properties | Wombie Bond Dickinson LLP | Provision of legal services | 750 | 150 | 900 |
| 16.6.25 | LTOS | Churchill Group | Remedial Works - Hub family room | 695 | 139 | 834 |
| 20.6.25 | Investment Properties | Wombie Bond Dickinson LLP | Provision of legal services | 691.3 | 138.26 | 829.56 |
| 18.16.25 | LTOS | Glasdon UK Limited | Memorial bench replacement (direct recharge) | 585 | 117 | 702 |
| 30.6.25 | LTOS | Acronyms | Additional Wifi access - Hub | 555 | 111 | 666 |
| 30.6.25 | Administration/LTOS | Acronyms | IT support, licenses, security and wifi SH & Hub | 427 | 85.4 | 512.4 |
| 6.6.25 | Administration | SeaDog IT | Website additional features (new committee structure) | | | 495 |
| 27.6.25 | HRT | Cornwall Council | CEO provision x 1 month | | | 482.4 |
| 25.6.25 | Administration | Konica Minolta | Printing x 3 months | 353.78 | 70.76 | 424.54 |
| 1.7.25 | LTOS | Padstow Petrol Station | Fuel x 1 month | 347.51 | 69.5 | 417.01 |
| 24.6.25 | Corporate Services | Kestrel Guards | Check call service x 1 month | 324 | 64.8 | 388.8 |
| 18.6.25 | LTOS | County Signs | Hub signage | 285 | 57 | 342 |
| 20.6.25 | Admin/LTOS | Golant Fire & Security | Station House/Museum/Hub - Biannual Fire Alarm Service | 255 | 51 | 306 |
| 20.6.25 | Investment Properties | Wombie Bond Dickinson LLP | Provision of legal services | 229 | 45.8 | 274.8 |
| 27.6.25 | LTOS | Masons Kings | Seat covers | 185 | 37 | 222 |
| 30.6.25 | LTOS/Env-cemetery | Viking | Rivet gun, dewalt drill, banding machine, trimmer heads (staff reimbursement) | | | 207.95 |
| 18.6.25 | Admin/LTOS | One Stop Promotions | Envelopes/laminating pouches/a4 sign holder. Hub - tea towels/dustpan & brush | 123.89 | 24.78 | 148.67 |
| 20.6.25 | Capital Projects | T Morgan & Sons Ltd | Community day banners | 120.5 | 24.1 | 144.6 |
| 24.6.25 | Env - toilets | Tudor environmental | Accessible toilet lockset | 97 | 19.4 | 116.4 |
| 25.6.25 | Env - cemetery | Midas Touch | Lawn sand, knife blades strimmer | 82.2 | 16.44 | 98.64 |
| 22.6.25 | Administration | Midas Touch | SH office cleaning x 1 week | | | 89.5 |
| 29.6.25 | Administration | Midas Touch | SH office cleaning x 1 week | | | 89.5 |
| 21.6.25 | Administration | CALC | Data Protection Part 1 x 1 | 35 | 7 | 42 |
| 2.6.25 | Administration | SeaDog IT | 2FA reset/ DNS settings re cloud project | | | 39 |
| 23.6.25 | LTOS | | Hub emergency light test key set (staff reimbursement) | | | 19.99 |
| | | | | | | <u>17,643.69</u> |
| 7th | Corporate Services | Barclays Bank | Standing orders or Direct Debits (regular payments of the same amount): | | | 17.00 |
| 1st | | Cornwall Council | bank charges | | | 10419.00 |
| | | | Non Domestic Rates - PTC sites | | | <u>10436.00</u> |
| 30.6.25 | LTOS | Biffa | Direct Debits | 1030.4 | 206.08 | 1236.48 |
| 1.7.25 | Various | EDF | General waste disposal x 1 month | 637.42 | 102.43 | 739.85 |
| 30.6.25 | Env - Toilets /Admin | AUK Hygiene | Electricity PTC sites | 372.74 | 74.54 | 447.28 |
| 24.6.25 | LTOS/Admin | AUK Hygiene | Toilet rolls/ neutraliser/toilet & washroom cleaner | 219.59 | 43.91 | 263.5 |
| 1.7.25 | Administration | Sage | Drain cleaner & brush, sacks, centrefeed rolls, extension lead | 52.5 | 10.5 | 63 |
| | | | Sage payroll | | | <u>2750.11</u> |

ACCOUNTS OUTSTANDING
July 'b' 2025

| Date | Cost centre | Supplier | Details | Net | VAI | Total |
|-------------|-----------------------|--------------------------------|---|------------|------------|------------------|
| 24.6.25 | Corporate Services | Womble Bond Dickinson LLP | Provision of legal services | 1,132.20 | 226.44 | 1,358.64 |
| 24.6.25 | Investment Properties | Womble Bond Dickinson LLP | Provision of legal services | 850.00 | 170.00 | 1,020.00 |
| 3.7.25 | LTOS | Mark Harrod LTD | 2 x Basket ball hoop backboards | 515.00 | 103.00 | 618.00 |
| 30.6.25 | HRT | G4S | Car park cask collection | 358.60 | 71.72 | 430.32 |
| 14.7.25 | Env - Toilets | Intelligent Facility Solutions | Hand Dryer - Railway | 327.99 | 65.60 | 393.59 |
| 3.7.25 | Investment Properties | Energy Performance Southwest | EPC x 1 | | | 275.00 |
| 10.7.25 | Various | Churchill | Monthly legionella control support package | 174.50 | 34.90 | 209.40 |
| 1.7.25 | Administration | ADT Fire & Security | Signalling Transmission services x 12 months | 171.00 | 34.20 | 205.20 |
| 8.7.25 | Administration | Konica Minolta | Printer quarterly fee | 144.90 | 28.98 | 173.88 |
| 9.7.25 | LTOS | Travis Perkins | Coo-var floor paint | 112.38 | 22.48 | 134.86 |
| 9.7.25 | Env - Toilets | City Plumbing | Flush sensor - NQ Ladies | 104.87 | 20.97 | 125.84 |
| 8.7.25 | Administration | Accountancy Learning | AAT exam fee - staff reimbursement | | | 125.00 |
| 6.7.25 | Administration | Midas Touch | Office cleaning x 1 week | | | 89.50 |
| 13.7.25 | Administration | Midas Touch | Office cleaning x 1 week | | | 89.50 |
| 6.7.25 | LTOS | Midas Touch | Hub cleaning | | | 79.50 |
| 4.7.25 | Administration | Complete | Paper | | | 86.44 |
| 11.7.25 | LTOS | Masons Kings | Strimmer cord | 72.03 | 14.41 | 86.44 |
| 10.7.25 | LTOS | Masons Kings | Safety boots (staff reimbursement) | 70.00 | 14.00 | 84.00 |
| 7.7.25 | Admin/LTOS | Sea Spray | Station house / Hub window cleaning | | | 54.99 |
| 8.7.25 | Administration | SeaDog IT | Monthly website hosting/management | | | 44.00 |
| 10.7.25 | Administration | Acronyms | Telephone x 1 month | | | 34.95 |
| 7.7.25 | LTOS | Vital Skills HSQE | Manual Handling awareness training x 1 | 19.90 | 3.98 | 23.88 |
| 4.7.25 | Administration | Amazon | Computer cables (staff reimbursement) | | | 14.40 |
| 3.7.25 | LTOS | Tudor Environmental | Blade line cutter x 1 | 3.71 | 0.74 | 12.98 |
| | | | | | | 4.45 |
| | | | | | | <u>5,688.32</u> |
| | | | July - gross wages, NIC ER's and LGPS ER's | | | 30,939.83 |
| | | | Direct Debits | | | 6,837.96 |
| 19.5.25 | Env - toilets | Everflow | Water - PTC sites | | | 44.79 |
| 7.7.25 | Corporate Services | EDF | PTC sites - June | 42.66 | 2.13 | 44.79 |
| 30.6.25 | Env - toilets | RingGo | RingGo fees - 1 month (partly received as income) | 2,302.87 | 460.58 | 2,763.45 |
| 2.7.25 | Env - toilets | EDF | Electricity x 1 month | 122.67 | 6.13 | 128.80 |
| 10.7.25 | LTOS | Npower | Electricity x 1 month | 50.57 | 2.53 | 53.10 |
| 1.7.25 | Env - toilets | Southwest Hygiene | Sanitary and nappy bin disposal x 1 month | 225.39 | 45.08 | 270.47 |
| | | | | | | <u>10,098.57</u> |

| Padstow Town Council | | | | | | | | | |
|---|----------------|----------------|----------------|-------------------|---------------|----------------|----------------|---------------|-------------------|
| Railway & Lawn car park takings 2025-26 | | | | | | | | | |
| Railway car park | | | | | Lawn car park | | | | |
| | 2023-24 | 2024-25 | 2025-26 | Budget 2025-26 | | 2023-24 | 2024-25 | 2025-26 | Budget 2025-26 |
| Apr | 45,608 | 39,345 | 57,837 | 40,000 | | 14,672 | 12,287 | 19,473 | 15,000 |
| May | 51,836 | 55,245 | 66,686 | 55,000 | | 18,095 | 19,680 | 23,208 | 20,000 |
| Jun | 59,007 | 56,899 | 68,400 | 55,000 | | 23,241 | 22,235 | 24,768 | 25,000 |
| Jul | 68,377 | 66,603 | | 65,000 | | 28,727 | 26,564 | | 30,000 |
| Aug | 78,606 | 76,992 | | 75,000 | | 31,866 | 30,890 | | 35,000 |
| Sep | 58,955 | 56,526 | | 55,000 | | 22,270 | 20,839 | | 20,000 |
| Oct | 44,632 | 43,559 | | 45,000 | | 13,917 | 11,994 | | 15,000 |
| Nov | 17,950 | 18,842 | | 20,000 | | 4,273 | 4,399 | | 5,000 |
| Dec | 26,737 | 18,309 | | 15,000 | | 8,543 | 4,733 | | 5,000 |
| Jan | 11,366 | 11,603 | | 10,000 | | 2,001 | 2,343 | | 2,000 |
| Feb | 17,322 | 19,034 | | 20,000 | | 3,217 | 3,738 | | 3,000 |
| Mar | 27,525 | 26,703 | | 25,000 | | 7,066 | 5,046 | | 10,000 |
| | 507,921 | 489,660 | | 480,000 | | 177,888 | 164,748 | | 185,000 |
| Railway | 156,451 | 151,489 | 192,923 | 150,000 | Lawn | 56,008 | 54,202 | 67,449 | 60,000 |
| sub totals | | | | | sub totals | | | | |
| Apr-June 2025 | | | | | Apr-June 2025 | | | | |
| Apr-June 2025 | 2023-24 | 2024-25 | 2025-26 | Budget 2025-26 | | | | | |
| | £ | £ | | £ | | | | | |
| Railway | 156,451 | 151,489 | 192,923 | 150,000 | | | | | |
| Lawn | 56,008 | 54,202 | 67,449 | 60,000 | | | | | |
| Total | 212,459 | 205,691 | 260,372 | 210,000 | | | | | |
| Car park takings | | | | | | | | | |
| April - June 2025 car park takings are £260,372, which is £50,372 more than the Budget and £54,681 more than the same period last year. | | | | | | | | | |
| Car park tariffs were increased on 1.4.25. | | | | | | | | | |

Full Council meeting 29.7.25 Agenda item 9

Budget Report

| | Year to Date | | | Prior Year | | |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | 1.4.25 - | 1.4.25 - | Variance | 1.4.25 - | 1.4.24 - | Variance |
| | Actual | Budget | £ | Actual | Actual | £ |
| Income | | | | | | |
| Central Services | 51224 | 25 | 51199 | 51224 | 34843 | 16381 |
| Highways, Roads & Transport | 270931 | 217000 | 53931 | 270931 | 216074 | 54857 |
| Environment | 1440 | 1000 | 440 | 1440 | 1035 | 405 |
| Leisure | 2628 | 250 | 2378 | 2628 | 907 | 1721 |
| Investment Properties | 119800 | 130750 | -10950 | 119800 | 212215 | -92415 |
| Other Operating Income (int recvd) | 6792 | 3000 | 3792 | 6792 | 6824 | -32 |
| | 452815 | 352025 | 100790 | 452815 | 471898 | -19083 |
| Operating Expenses | | | | | | |
| Democratic Core | 106 | 3975 | -3869 | 106 | 363 | -257 |
| Corporate Services | 15023 | 14950 | 73 | 15023 | 12857 | 2166 |
| Central Services - grants | 12335 | 27000 | -14665 | 12335 | 17198 | -4863 |
| HRT Railway Car Park | 27026 | 31925 | -4899 | 27026 | 27518 | -492 |
| HRT Lawn Car Park | 7784 | 9050 | -1266 | 7784 | 7010 | 774 |
| Environment Cemetery | 7716 | 9063 | -1347 | 7716 | 8657 | -941 |
| Environment Toilets | 17522 | 19875 | -2353 | 17522 | 12911 | 4611 |
| Leisure Sport & Recreation | 1565 | 3750 | -2185 | 1565 | 0 | 1565 |
| Leisure Open Spaces | 39335 | 44525 | -5190 | 39335 | 37617 | 1718 |
| Investment Properties | 37670 | 32300 | 5370 | 37670 | 36475 | 1195 |
| Administration | 64930 | 70187 | -5257 | 64930 | 63155 | 1775 |
| | 231012 | 266600 | -35588 | 231012 | 223761 | 7251 |
| Other Operating Expenses (Capital/Project items) | 44498 | 106750 | -62252 | 44498 | 22738 | 21760 |
| Net Profit/(Loss) | £177,305 | -£21,325 | £198,630 | £177,305 | £225,399 | -£48,094 |

Full Council 29.7.25 Agenda item 9

Budget to Actual Variance Report 2025-26 1.4.25 – 30.6.25

Overview

Total income from 1.4.25 – 30.6.25 is £452,815 compared with the budget of £352,025.

Total revenue expenditure from 1.4.25– 30.6.25 is £231,012 compared with the budget of £266,600. Capital/project expenditure is £44,498 and the budget is £106,750.

Explanations for significant variances are detailed below:

Income

Central Services

Central Services income is £51,199 more than the Budget because Community Infrastructure Levy (CIL) payment of £32,718 and S106 money of £17,407 were received from Cornwall Council (CC).

Highways, Roads & Transport

HRT income is £53,931 more than the Budget due to a prudent approach being taken with potential car park income.

Investment Properties

Investment Properties income is £10,950 lower than the Budget due to the late payment of a rental invoice.

Other operating income

Other operating income (interest received) is £3792 higher than the Budget because interest rates remained at a higher level than expected.

Expenses:

Democratic Core

Democratic Core expenses are £3869 lower than the Budget due to a provision being included for a contested election.

Central Services - Grants

Central Services - Grants costs are £14,665 less than the Budget because some successful Grant Applicants have not submitted their Grant Release Form or met the criteria that FGP set yet.

Highways, Roads and Transport

HRT Railway expenses are £4899 less than the Budget due to staff costs (allocated from timesheets) are less than anticipated.

Leisure Open Spaces

Leisure Open Spaces costs are £5190 less than the Budget as staff costs and grounds maintenance expenses are lower than anticipated.

Investment Properties

Investment Properties expenses are £5370 higher than the Budget because legal costs are more than anticipated.

Administration

Administration expenses are £5257 less than the Budget because staff costs are less than expected.

Capital/projects expenses

Capital/projects costs are £62,252 less than the budget due to the timings of the capital projects and the contingency provisions.

Prior Year Report

Overview

Total income from 1.4.25 – 30.6.25 is £452,815 compared with £471,898 for the same period last year.

Central Services income is £16,381 higher than the previous year following receipt of the S106 money in the current year.

HRT income is £54,857 higher due to car park tariffs increasing from 1.4.25.

Investment Properties income is £92,415 lower than the previous year due to the invoicing of back rent due following various rent reviews last year.

Total revenue expenditure from 1.4.25 – 30.6.25 is £231,012 compared with £223,761 for the same period last year.

Central Services (grants) expenses are £4863 less than last year due to the timing of when Grant Release forms are received.

Environment – Toilet expenses are £4611 more than the previous year following issues with receiving invoices last year.

Other operating expenses (capital and project expenditure) are £44,498 this year (Gator, IT, MUGA fence etc) and £22,738 last year (slipway railings, MUGA retention etc).

AGENDA ITEM 10: CORRESPONDENCE

Councillors Correspondence for Information – July 2025

| Item | From | Referring To | Notes |
|-------------|---|---|---|
| A | Cornwall Council Planning and Housing | Briefing Paper: July 2025 | Briefing paper and opportunity to respond to consultations included in Planning & Highways agenda on 8 July 2025. |
| B | Ocean Housing | Information on shared ownership marketing – St Petrocs | Shared with Councillors by email on 23 June 2025 |
| C | Nadelik Lowen Padstow | Grant thank you email and Mayor/Cllr carnival invite | Thank you email regarding the grant awarded. Invite for Mayor to be part of the presentation awards at the Carnival (Mayor accepted) along with extended invite for all Cllrs. |
| D | Bodmin & Wadebridge Police Team | Newsletter: July 2025 | Also added to website |
| E | Cornwall Council | Town and Parish Council Newsletter: 4 July 2025 | Items include: Government Planning Consultations (on Planning & Highways agenda for 8 July 2025); Planning essentials training (Planning Councillors previously advised of training dates); Postal Vote changes (this information was added to the Town Council Facebook page 4 July 2025). |
| F | NHS Cornwall & Isles of Scilly | Cornwall Together Newsletter: July 2025 | |
| G | Cornwall Council Development Officer, Planning Department | PA25/04964: 56 Church Street, Padstow: Non material amendment | For information only: Comments invited on this non-material amendment. An extension to the deadline was requested to allow this to be included on the Full Council agenda on 29.7.25 but was declined by the Planning Officer advising “However, in accordance with Planning Practice Guidance, Paragraph: 005 Reference ID: 17a-005-20140306, as an application to make a non-material amendment is not an application for planning permission, the existing Town and Country Planning (Development Management Procedure) (England) Order 2015 provisions relating to statutory consultation and publicity do not apply. Therefore, local planning authorities have discretion in whether and how they choose to inform other interested parties or seek their views. The letter sent out to today is effectively a notification instead of the usual statutory consultation letter”. Original application PA24/09438 was SUPPORTED by Padstow Town Council. |



PADSTOW TOWN COUNCIL
NOTIFICATION OF COUNCIL / COMMITTEE MEETINGS 2025-26

| Date | Time | Meeting |
|--------------------------|--|--|
| 2025 | | |
| Tues 29 July | 7.30pm | Full Council |
| Tues 12 August | 7.00 pm | Planning and Highways Committee |
| Tues 2 September | 7.00 pm | Community and Facilities Committee |
| Tues 9 September | 7.00 pm | Planning and Highways Committee |
| Tues 16 September | 6.00pm | Personnel and Staffing Committee |
| Tues 16 September | 7.00 pm or on rising of Personnel & Staffing Cttee, whichever is later | Finance and General Purposes Committee |
| Tues 30 September | 7.30pm | Full Council |
| Tues 14 October | 7.00 pm | Planning and Highways Committee |
| Tues 28 October | 7.30pm | Full Council |
| Tues 4 November | 7.00 pm | Community and Facilities Committee (<i>budget</i>) |
| Tues 11 November | 7.00 pm | Planning and Highways Committee |
| Tues 11 November | 7.30 pm or on the rising of Planning & Highways Cttee, whichever the later | Personnel and Staffing Committee (<i>budget</i>) |
| Tues 18 November | 7.00 pm | Finance and General Purposes Committee (<i>budget</i>) |
| Tues 25 November | 7.30pm | Full Council (<i>budget</i>) |
| Tues 9 December | 7.00 pm | Planning and Highways Committee |
| Tues 16 December | 7.00 pm | Community and Facilities Committee |
| 2026 | | |
| Tues 6 January | <i>No meeting due to Christmas Break</i> | |
| Tues 13 January | 7.00 pm | Planning and Highways Committee |
| Tues 20 January | 7.00 pm | Personnel and Staffing Committee (<i>appraisals</i>) |
| Tues 27 January | 7.30pm | Full Council |
| Tues 3 February | 7.00 pm | Community and Facilities Committee |
| Tues 10 February | 7.00 pm | Planning and Highways Committee |
| Tues 17 February | 7.00 pm | Finance and General Purposes Committee |
| Tues 24 February | 7.30pm | Full Council |
| Tues 10 March | 7.00 pm | Planning and Highways Committee |
| Tues 17 March | 7.00 pm | Personnel and Staffing Committee |
| Tues 24 March | 7.00 pm | Community and Facilities Committee |
| Tues 31 March | 7.30 pm | Full Council |
| Tues 7 April | <i>Defined under LGA 1972 as last day of Easter break – no meetings</i> | |
| Tues 14 April | 7.00 pm | Planning and Highways Committee |
| Tues 21 April | 7.00 pm | Finance and General Purposes Committee (<i>grants</i>) |
| Tues 28 April | 7.30 pm | Full Council |

All meetings held at the Council Chamber, Station House, Station Road, Padstow PL28 8DA, unless stipulated otherwise. Alternative venue would be *Padstow Community Hub, Lawns Car Park, Hill Street, Padstow, PL28 8EB.

Meeting venue will be stated on the meeting agenda of each meeting, published 3 working days prior to the meeting.

Notification of Council/Committee meetings list subject to change, extra meetings to be arranged as required. NB: Additional extra-ordinary Planning and Highways Committee meetings to be held at 7.00pm, prior to Full Council meeting (if required).