PADSTOW TOWN COUNCIL

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18 February 2026

TO ALL MEMBERS OF THE COUNCIL
Councillors: Mrs J Dawe (Chair), R Higman (Vice-Chair), G Chapman, Mrs J Colwill, D Eddy, K Freeman, A J Hoskin, C J Newman, J O'Keefe, A N Rees, M Rickard and VACANCY

Dear Councillor

All Members of Council are hereby summoned to attend an Extra-Ordinary meeting of **Padstow Town Council** in the **Council Chamber, Council Offices, Station House, Padstow** on **Tuesday 24 February 2026 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
   - To receive the Cornwall Councillor's Report
   - To receive the Police Report

5. **To confirm the minutes** of the Full Council Meeting held on **27 January 2026** having been previously circulated and taken as read. p1-12

6. **Clerk's Report/Work Programme:** To receive an update for information only. p13-14

7. **Committees/Working Group Meetings:**
   a) To receive minutes of the Planning and Highways Committee meeting (17 February 2026) p15-17
   b) To adopt the minutes and approve recommendations (if any) of the:
   i) Community and Facilities Committee meeting (3 February 2026). p18-23
   ii) Finance and General Purposes Committee (17 February 2026) p24-26

8. **Finance: Monthly Accounts and Payments: February** p27.
   a) To receive the monthly Finance Report. p28.
   b) To approve the accounts outstanding, ratify payments made since the last meeting and note the availability of invoices for inspection. p29-30.
   c) To note the car park takings. p31.
   d) Bank reconciliations – to note their availability for inspection each month. The Chair of Finance or Town Clerk check and initial the bank reconciliations monthly.

9. **Correspondence:**
   a) To note correspondence for information p32
   b) To give consideration to the following:
      i) Land Use Request: Nadelik Lowen – Padstow Carnival p33
      ii) Cornwall Council Property Services – Land at Trecerus Industrial Estate p34-35.

10. **Padstow Football Club - Grant Extension Request:** To give consideration to this matter and discuss and decide on the way forward: p36-37

11. **Internal Audit Proposal:** To give consideration to this matter and discuss and decide on the way forward: p38-40

12. **Planning and Highways Committee Terms of Reference:** To give consideration to this matter and discuss and decide on way forward. p41

13. **Community Fun Day – Event Councillors:** To give consideration to this matter and discuss and decide on way forward. p42

14. **Assertion 10: Data Protection Policy and Website Compliance:** To give consideration to this matter and discuss and decide on way forward. p43

15. **Use of Council Land: Railway Car Park:** To receive an update in this regard and discuss and decide on way forward. p43

16. **Reports from Members/Outside Organisations:** To receive reports from meetings attended (if any).

17. **To Note a) Future Meeting Dates and b) Date of Next Council Meeting: Tuesday 31 March 2026** at **7.30 pm**. p44.

18. **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.

19. **To confirm the confidential minutes** of the Full Council Meeting held on **27 January 2026** having been previously circulated and taken as read.

20. **To confirm the confidential minutes** of the Finance and General Purposes Committee meeting (17 February 2026).

21. **Water Contract Renewal:** To give consideration to this matter and discuss and decide on way forward.

22. **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: Unit 1 New Business Units.

Agenda Item 5

PADSTOW TOWN COUNCIL

Minutes of the Full Council Meeting of Padstow Town Council held on Tuesday 26 January 2026 at 7.30pm in in the Council Chamber, Council Offices, Station House, Padstow

Present: Councillors Mrs J Dawe (Chair), R Higman (Vice-Chair), G Chapman, K Freeman, 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) and a representative of Camel Valley Connect.

2025/174 **Apologies for absence and announcements**: i) Apologies were received from Councillors Mrs J Colwill, A J Hoskin, and C J Newman. ii) Members were reminded of the need to advise the office by 5 February 2026 it they wish to attend the Sea Cadet Awards on 13 February at Padstow Social Club.

2025/175 **Declarations of interest**: There were no declarations of interest.

2025/176 **Dispensations**: There were no dispensations.

2025/177 **Presentation: Camel Valley Connect:** Barry Corenlius attended the meeting on behalf of Camel Valley Connect to share with Council its community transport journey and current position. He advised that the project now needs to secure sustainable funding of £26,000 per year to continue to grow and meet the needs of the whole CAP area. A copy of the presentation is appended to these minutes.

2025/178 **Public Participation:** There was no public participation.

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

- Low attendance at the recent community engagement surgeries in both Padstow and Wadebridge (Neighbourhood Police Team and CC Housing) had been reported. It was noted this was a new initiative and was hoped that if consistent, attendees will increase.
- Budget is currently the main topic at CC. Concern that Social and Welfare budget is £10m worse than previously thought. Emergency cabinet meeting to be held Tuesday 27 January. Other key issues are drains, storm damage and potholes.
- Business rates will be going down 15% over the next 3 years.

Police Report: There was no police report. The Chair advised that at the recent CAP meeting, the police had reported an increase of 4.7% in crime across the whole of the CAP area. Largely linked to

bike crime, arson and robbery with incidents predominantly related to Bodmin.

2025/179 **RESOLVED** that the minutes of the Full Council meeting held on Tuesday 25 November 2025 be signed as a true record.

2025/180 **RESOLVED** that the minutes of the Extra Ordinary Full Council meeting held on Tuesday 9 December 2025 be signed as a true record.

2025/181 **Clerks Report/Work Programme**: The report was noted for information.

2025/182 **Committees/Working Group Meetings:**

i) **RESOLVED** to receive the minutes of the Planning Committee meetings held on i) 9 December 2025 and ii) 13 January 2026.

ii) **RESOLVED** to adopt the minutes and approve recommendations of the Community and Facilities Committee meeting held on 16 December 2025.

2025/183 **Finance: Monthly Accounts and Payments January 2026**

a) **RESOLVED** to receive the monthly finance report.

b) It was **RESOLVED** to ratify payments made since the last meeting i) November (b) of £59,692.02 and direct debits of £2,313.53; ii) December (a) of £5,568.49, standing orders or direct debits (regular payments of the same amount) of £10,444.55, direct debits of £1,423.36, and November credit card statement of £491.83; iii) December (b) of £38,608.08, December gross wages, NIC ER's and LGPS ER's of £32,481.08, and direct debits of £1,932.36; iv) December (c) of £5,217.90 and direct debits of £655.21; and v) January (a) of £3,812.55, standing orders or direct debits (regular payments of the same amount) of £1,083.50, direct debits of £2,261.35, and December credit card statement of £89.94; and vi) to note the availability of invoices for inspection.

c) The car park takings were noted.

d) The Budget to Actual variance report for 1.4.25 – 31.12.25 was noted for information.

e) The availability of bank reconciliations for inspection each month was noted.

2025/184 **Correspondence**

a) Correspondence was noted for information.

b) i) Land Use Request: Purple Gecko – Running Events:
Consideration was given to the 4 land use requests submitted by Purple Gecko for running events between July and November 2026 as detailed in the agenda report.

a) **RESOLVED** i) to grant permission for Purple Gecko's "Harlyn Half & Long 10K trail" to use Stile Field from 8 am until 1 pm on 19.7.26 subject to no vehicle access and receiving satisfactory

risk assessment and PLI; and ii) to advise that North Quay toilets are open from 8 am however, attendants usually undertake a first clean between 8 am and 10 am.
b) **RESOLVED** to grant permission for Purple Gecko's "The Saints Way Ricochet and Challenge" on 5.9.26 from 1.30 am until 9 am for runners to go across Lawns Car Park to access Padstow Social Club subject to receiving satisfactory risk assessment and PLI.
c) **RESOLVED** to grant permission for Purple Gecko's "The Saints & Smugglers" event from 2.30 pm on 26.9.26 until 9 am on 27.9.26 for runners to go across Lawns Car Park to access Padstow Social Club subject to receiving satisfactory risk assessment and PLI, provided that it does not clash with the Community Fun Day.
d) **RESOLVED** to grant permission for Purple Gecko's "Lobster Lollipop" to use the Camel Roadway on 14.11.26 from 8 am until 5 pm subject to receiving satisfactory risk assessment and PLI, along with having Railway toilets open from 7 am until 5 pm.

ii) Land Use Request: Marie Curie – Padstow To Rock Swim: It was **RESOLVED** to agree the Marie Curie land use request for 12 July 2026 from 8 am until 8.30 pm for the purpose of the Padstow to Rock Swim to include use of i) the South Quay slipway; and ii) 2 reserved coach bays for volunteer use with parking permits provided for the same; and iii) that permission be subject to a) receiving the appropriate H&S documents to Council officers satisfaction, and b) removing any temporary signage as soon as possible after the event.

iii) Land Use Request: Under The Canopy – Great Tommy Sleepout: It was **RESOLVED** to agree the request by Under The Canopy Cornwall for use of Cory Shelter for 24 – 48 hours for the purpose of taking part in "The Great Tommy Sleepout" to fundraise for homeless veterans in March 2026 subject to i) receiving satisfactory risk assessment and Public Liability Insurance; ii) advertising material being kept in situ throughout the duration of the event; and iii) confirmation of the date/s being delegated to the Town Clerk in consultation with the Council Chair.

iv) Land Use Request: Lawns Car Park – Garden Waste Removal: It was **RESOLVED** to i) permit the request from residents of Hill Street to use the grassed area in the Lawns Car Park as outlined in the agenda report for the purpose of placing a temporary skip for the disposal of garden waste in February subject to i) receiving satisfactory risk assessment and Public Liability Insurance to satisfy Council Officers; ii) that they do not obstruct the car park entrance or signage; iii) that they make good the areas used after the works to the satisfaction of the Council; iv) that alteration to dates and approval of exact dates be delegated to the Town Clerk in consultation with the Council Chair; and v) that no charge be applied to the land used for the skip but that contractors be made aware of the need to pay for parking in the normal way.

v) HMS Dasher: Reaffiliation: Members noted the agenda report and the long affiliation with HMS Dasher, some having been involved in previous events in this regard. There was support for a re-affiliation and involvement in meetings regarding the same, though it was felt that the Council could not commit to an event like that of 2013.

RESOLVED to confirm to the Commanding Officer of HMS Dasher that i) the Council is happy to re-affirm its relationship with HMS Dasher; and ii) the Chair and Vice-Chair of the Council, and the Town Clerk would be pleased to be involved in any meetings to organise a re-affiliation and await to hear further on this.

vi) Station House Flagpole Request: Ukrainian Flag: Following discussion of this item it was **RESOLVED** to grant the request from The Sunflowers and Choughs Club to fly the Ukrainian flag from the Station House flagpole on 24 February 2026 to mark the 4th anniversary of Russia's invasion of Ukraine.

Cllr Chapman requested his name be recorded as voting against this decision.

vii) Council Crest Request: Our Only World Charity: It was **RESOLVED** to grant permission to Our Only World to use the Council's crest on the signage being erected in the Railway Car Park.

2025/185 **Storm Goretti:** The agenda report providing an update regarding damage caused by Storm Goretti and action taken was noted for information.

2025/186 **Cornwall Council Consultation:** Following consideration of this item it was **RESOLVED** that no comment be made to the Cornwall Council 2026 Off Street Parking Order consultation.

2025/187 **Assertion 10 – Digital and Data Compliance:** The Town Clerk referred members to the agenda report and the recommendations therein. In response to a member query, she confirmed that support is available from the Cornwall Association of Local Councils (CALC) and the National Association of Local Councils (NALC) should it be needed in relation to data compliance.

It was noted the draft IT Policy had been developed from NALC's template version and updated to fit with the Town Council's policies and practices.

RESOLVED i) to note the Digital and Data Compliance update in appendix 1 to the cover report; ii) to formally agree the Town Clerk undertake the role of Data Protection Compliance; and iii) to adopt the draft Town Council IT Policy, Appendix 2 to the cover report,

subject to it being placed in Town Council template and amending any typographical and numerical errors.

2025/188 **Civility and Respect Pledge and Assurance:** Members were referred to the agenda report and the findings and assurances of the Personnel and Staffing Committee regarding this matter. The Council as a whole then considered agreeing the 8 statements of the Civility and Respect Pledge and associated assurance protocols/statements.

RESOLVED i) that Council a) signs up to the Civility and Respect Pledge agreeing to the statements 1 to 8 outlined in paragraph 2.3 of the agenda report; b) adopts the Model Councillor-Officer Protocol as per Appendix 2 to the agenda report, c) notes the importance of each Councillor signing up the Councillor's Statement of Assurance; and d) agrees that all Councillors should sign the Councillor's Statement of Assurance as per Appendix 2 to the agenda report; and ii) To adopt the minutes and approve recommendations (if any) of the Personnel and Staffing Committee meeting held on 20 January 2026.

2025/189 **Use of Council Land: Railway Car Park:** The Town Clerk referred members to the agenda report providing an update on the matter of the new bus stop having been sent "to follow" and taken as read.

RESOLVED THAT i) Council agree to the final design (Appendix to the agenda report) subject to partial removal of the ACO barrier to allow easier access for pedestrians and retaining the existing barrier; ii) the Town Clerk contact Fernbank directly for other bus stop options and confirmation on any costings; iii) the Town Clerk, Council Chair and Chair of Finance meet with officers from CC concerning the costings; iii) Council request that works commence "sooner rather than later" and before the main holiday season raising their concerns with the Local Cornwall Councillor on the delays; iv) As works have not commenced, that Council extend its permission to allow Go Cornwall to access its car park as per its risk assessment and conditions outlined to them until the new bus stop is in operation; and v) it be noted the Town Clerk will progress formal agreements for the bus stop and use of Council land by Go Cornwall for consideration at a future meeting.

2025/190 **Reports from Members/Outside Organisations:** The Chair reported the following attendances:

- 19 January – CAP meeting (online); and
- 23 January – attended Padstow School assembly for the presentation of Council badges to the School Parliament. She was also asked to address the school on the work of the Town Council. The Chair was impressed with the school and its staff, in particular its child-centred approach and had written a letter of thanks for the invitation.

2025/191 **Future Meeting Dates** a) were noted as per the agenda report, and b) date of the next meeting being Tuesday 24 February 2026 at 7.30 pm was noted.

2025/192 **Town Councillor Vacancy (Trevone Ward):** Having not received any applications to fill this vacancy, consideration was given to the way forward.

RESOLVED to readvertise the Town Councillor vacancy in the Trevone Ward as soon as practical for consideration at Council's March meeting.

2025/193 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

2025/194 **RESOLVED** that the **confidential** minutes of the Full Council Meeting held on **Tuesday 25 November 2025** be signed as a true record.

2025/195 **RESOLVED** that the **confidential** minutes of the Extra Ordinary Full Council Meeting held on **Tuesday 9 December 2025** be signed as a true record.

2025/196 **RESOLVED** to adopt the confidential minutes and approve recommendations of the Staffing and Personnel Committee meeting held on 20 January 2026.

2025/197 **Dock Wall Tenders:** Consideration was given to tenders received. **RESOLVED** to seek further clarification of some points.

2025/198 **Council Debtors':** Members were referred to the agenda report and consideration given to the same. **RESOLVED** to undertake the actions outlined in 5.2 of the agenda report.

2025/199 **Fibre Broadband (Wildanet) – Railway Car Park:** See confidential minutes.

2025/200 **Lease and Tenant Matters:** A report on this matter was tabled and read. Following consideration of the same it was **RESOLVED** to undertake the actions detailed in paragraphs 1.2 and 1.3 of the agenda report.

Meeting closed at 8.50 pm

Full Council Minutes 26/1/26
Appendix

COMMUNITY TRANSPORT

OUR JOURNEY

LANIVET PARISH SPORT AND RECREATIONAL TRUST

1

The Beginning

- Community Centre opened April 2018
- Age UK located EV and charging points October 2019
- Purchased our own minibus Nov 2020
- Then things just took off!!!!

2

The Early Years

- Covid 19 – Prescription and shopping deliveries
- Word got around that we were providing cheap transport
- Other organisations reduced and stopped community transport
- Started working closely with other organisations such as Social Prescribers and Age Uk Cornwall
- Minibus membership grew to 35 organisations including 5 local primary schools
- Constantly turning away requests for the EV
- The EV has been carrying people from the whole of Cap 4 from Camelford to Bugle to St Issey
- Taking people to hospitals at Treliske, Derriford, Hayle, Redruth, Newquay, Liskeard, St Austell and Bodmin.

3

EV Useage Data

Year	Prescriptions	Medical	Other	Passengers	Wheelchair	Miles
2019-2020	489	224	996	78	7	9,462
2021	386	168	82	190	17	8,015
2022	270	147	99	382	51	8,095
2023	375	141	140	419	82	11,821
2024	301	106	190	520	60	11,109
2025	189	73	46	253	23	7,230
	2,010	859	1,553	1,842	240	55,732

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Minibus Data

	Trips	Miles	Passengers
2022	49	1,932	580
2023	106	5,013	888
2024	64	2,516	885
2025	61	3,535	602
	280	12,996	2,955

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14th September 2023 Tipping Point

- Over the previous 3 months the demand for the EV was exceeding availability
- Transport options in Wadebridge had been withdrawn
- Took a call from a person with real needs but vehicle already booked
- I was very frustrated and decided I needed to do something about Community Transport in the area
- At this time Sarah Simms our Community Link Officer was seeking revenue projects for the Levelling Up Fund and together we put a case to Cornwall Council for a feasibility study focused around the 4 Community Hubs in the CAP 4 area
- Our application was approved on 19th March 2024 and Cormac were appointed as lead consultants on 27th March 2024

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The Need – Camel Valley Area

- Population – 46,895 (2021)
- Residents over 65 26% (12,091 people) England average 18%
- 2,845 (6%) with Bad or Very Bad Health
- 8,524 registered with a disability
- 1,396 registered with a disability in single occupancy and over 66
- Community Needs Index 9,791 England 17,040 (lower the number the more support needed)
- Depravation – 8,000 residents in the top 3 deciles of deprivation
- 35% of lone pensioner households are without access to a private vehicle
- Taxis Bodmin to Treliske £96.36 one way
- Bus Bodmin to Treliske 2hrs 18mins with a change at St Austell
- Local village Nanstallon no bus service and a 30 min walk to Bodmin
- Public transport is great for those who are fully fit but how do those that aren't get around the area.
- Need a door-to-door service

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Report Recommendations

Collaboration/Engagement
NHS (patient transport services), Age UK, Peninsula Transport, Cornwall Council, Transport Strategy and Policy, Camel Valley CAP, Town and Parish Councils, Community Centres and the designated community hubs, Active Cornwall, Leisure Centres, Chamber of Commerce, Supermarkets, Community Transport Association (CTA), Private sponsorship
Two groups: those with incentives around social and health benefits + those with potential commercial interest

Co-ordination
Expansion of the Bodmin/Lanivet pilot scheme to the whole CAP area
Dependencies: buy-in from organisations who already operate, need a fleet to co-ordinate + successfully getting volunteers + funding
Link to the hubs....

Volunteer Drivers
Volunteer Cornwall, Benefits of volunteering, Incentives (free first aid course, MIDAS training)
New skills, new friends, better physical and mental health, giving something back to community, improved confidence

Infrastructure
Parking and Charging
Consult with CC and private providers

Vehicles
St Isseyand Little Petherick, St Breward, St Teath, Wadebridge (St John Ambulance), Bodmin friendship bus
Aspiration for 1 additional vehicle (minivan) to be based at Wadebridge

8

Partnership Working

- Through the Community Link Officer invited to Camel Valley Community Area Partnership Meeting in October 2024 to raise Community Transport as a priority service
- Adopted as Number one priority
- Now included in a working group within CAP4 on Community Transport
- Started working with other similar organisations in the area, especially IntoBodmin
- Put a joint bid with IntoBodmin into Levelling Up fund for a new EV vehicle to cover Wadebridge and the West of CAP 4
- Funded the purchase of a second-hand minibus for the Bodmin area through DEFRA via IntoBodmin.
- Sucessful joint bid again with IntoBodmin for a pilot project through Pensinsula Transport creating Camel Valley Connect.

9

Camel Valley Connect

- Set up in Partnership with IntoBodmin and funded initially by Peninsula Transport
- Created Community Transport Co-ordinator role
- Managing current fleet of 2 minibuses and Age Uk EV plus hopefully a new EV for the West of the CAP area
- Providing 2 services
  - Medical – hospital , doctors, opticians, dentists and prescriptions
  - Community – trips and taking people to and from community venues
- Creating a ring and ride service for Bodmin and the surrounding area
- Working with other Community Transport providers in the CAP4 area ie
  - St Breward Community Bus
  - Age Uk Cornwall
  - Volunteer Cornwall
  - RVS Community Transport
  - Padstow Community Bus
  - St Teath Community Bus
  - Community Car schemes
- Helping these organisations to maximise their services offering specialist advice such as MIDAS training, DBS checks and funding
- Looking to sustain the funding through income from vehicles , grants and contributions from Parish and Town Councils within CAP4

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The Future

- PACTO – Pembrokeshire Association of Community Transport Organisations
- A charity set up to work with 6 community transport providers in the area with the same remit as Camel Valley Connect
- They have obtained funding from Mobility Foundation for £1m to upgrade stock of minibuses and smaller vehicles and employ staff.

- **The aim of Camel Valley Connect is to bring all the current providers together and evaluate the needs of the area and put a bid for funding together with a number of relevant agencies to deliver a sustainable solution. This model can then be replicated throughout the County.**

PADSTOW TOWN COUNCIL: 24 FEBRUARY 2026:
CLERK'S REPORT/ WORK PROGRAMME

PROJECT	NOTES/UPDATE
FULL COUNCIL	
Hub	Hub usage continues to increase with DWP starting monthly drop-in sessions February (includes Veteran Support and a Social Prescriber in attendance from March). Initial dates for LJD Coaching have been calendared for holiday clubs at Easter and May half term holidays. Hub update to be provided to Community & Facilities Committee on 24 March 2026.
H&S Update	Annual H&S inspection undertaken, awaiting report which will be for Council consideration.
COMMUNITIES AND FACILITIES COMMITTEE	
Shelter Windmill	Committee decision to be taken forward during the better weather, liaising with CC on preferred date. CC to look at finding more suitable bus stop location.
Churchyard Large Memorial	Works have been completed, barrier in place around the memorial as advised by contractor whilst lime mortar sets. Officers will review the barrier and area next week. Footpath has been reopened.
C1 Memorials - Cemetery	Assistant TC/Assistant RFO taking forward decision of Committee, contractor has been instructed - works weather dependent.
Spritty Meadow	Town Clerk has contacted agent for permission, this has not been forthcoming. Works are to remedy ongoing flooding at the access gate between Spritty Meadow and Wheal Jubilee Parc. Town Clerk continues to chase.
North Quay Parade	As per Committee's decision Council's surveyor attended the site to undertake a full conditions survey to ascertain any structural works that may be required before giving thoughts to future plans. Committee noted the same with some minor works being undertaken such as tidying and weeding the area, investigations to be undertaken on ownership issues also.
New Allotments	Agreements have now been finalised, ready for new tenants to occupy.
Annual Tree Inspection	Cornwall Council have approved all tree works applications. Contractor quotes have been accepted and waiting for contactors to schedule in works, however delays due to recent storms.
Fencing i) Stile field and ii)Cemetery	i) Order has been placed for materials, awaiting stock to arrive at local store. ii) Cemetery fence repairs are now complete.
Re-lining works Railway	Order placed with contractor waiting on contractors availability and H&S paperwork. Contractor has updated that due to wet weather November and December there are delays with their schedules.
Trevone Green	Damage has been caused to a section of the tamarisk, Officers have installed signage and team extending the wooden fencing and started the pruning of the tamarisk as per Committees resolutions.
CCTV Review	Public consultation open to support review of CCTV in Lawns area. Questionnaire available on PTC website. Hardcopies upon request. Closing date 4 March.
CHYD Memorial Management	As per Committee's decision, draft policy has been shared with Diocese and PCC for consultation on proposed policy for management of memorials in churchyard. Awaiting responses.

FINANCE AND GENERAL PURPOSES COMMMITTEE	
Councillor Emails	Waiting for IT provider to set up SharePoint permissions so that emails can be rolled out. Assistant TC/RFO has chased.
Grants	2026/27 Grant applications now invited. Closing date 1 April 2026. Applications online or hard copy.
PERSONNEL AND STAFFING COMMITTEE	
Training and Development Policy	This was adopted by Council for both Councillors and staff. Town Clerk and Facilities Officer looking into training providers in order to roll out identified training requirements as set out in the Policy. Copy of the Training Policy provided to all staff and councillors.
Workloads and Planning	Committee being updated in these matters to help inform and plan for staffing levels in the future, alongside the aspirations of Council.
PLANNING AND HIGHWAYS COMMITTEE	
Parking restrictions St Saviours Lane	Committee has requested that CC be contact to request they i) Extend parking restrictions to all year; b) Install hatched lining in front of the gate to Chapel Stile Field indicating no parking at any time, to ensure gateway is kept free; and c) Re-paint the double yellow lines. Expression of interest being submitted to CHIP (Cornwall Highways Improvement Programme) for the same.

Agenda item 7a)

PADSTOW TOWN COUNCIL

Minutes of the Planning and Highways Committee meeting held on Tuesday 17 February 2026 at the Council Chamber, Station House, Station Road, Padstow at 6.30pm

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

In Attendance: S Daly (Deputy Town Clerk / Assistant RFO) and S Ford (Support Officer and minute taker) and one member of the public (part)

P2025/76 **Apologies and Announcements:** i) Apologies were received from Councillor C Newman; and ii) The Chair made the following announcements:

a) The Chair requested Committee members and members of the public to respect all comments, opinions and questions asked in the committee setting, to include prior to and after the meeting. He requested that members of the public all be addressed in the same way to avoid comments being misinterpreted;

b) Agenda Item 5ii a) PA25/09638: 3 Bowen Gardens, Trevone Road, Trevone: The Chair advised that due to the meeting being postponed from 10 February 2026 and the determination date for this application being 16 February 2026, this item could not be discussed. The Council Support Officer has advised the Planning Officer of the same.

P2025/77 **Declarations of interest**: Councillor Higman declared an interest in agenda item 5ii d) PA25/09698: Casa Vista, The Close, Trevone. As a result of this declaration, the Chair advised that committee would not be quorate for this item and would be unable to discuss and comment.

Member of the public left the meeting.

P2025/78 **Public Participation:** None

P2025/79 **RESOLVED** that the **Minutes** of the meeting held on **Tuesday 13 January 2026** be signed as a true record.

P2025/80 **Planning**

i. The following Cornwall Council planning decisions were noted:

a) **PA25/07640: Quay Art, 9 North Quay, Padstow, PL28 8AF:** Replacement windows. **APPROVED**

b) **PA25/06557: St Austell Brewery Co Ltd, Old Custom House Hotel, South Quay, Padstow, PL28 8BL:** Listed Building Consent for Proposed repair, refurbishment and general alterations to G11 listed pub/hotel including removal

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of modern conservatory to be replaced with external seating area, new dedicated plant area and change of use of existing salon to provide additional pub/hotel rooms. **APPROVED**

c) **PA25/06556: St Austell Brewery Co Ltd, Old Custom House Hotel, South Quay, Padstow, PL28 8BL:** Proposed repair, refurbishment and general alterations to G11 listed pub/hotel including removal of modern conservatory to be replaced with external seating area, new dedicated plant area and change of use of existing salon to provide additional pub/hotel rooms. **APPROVED**

d) **PA25/08570: Rest Harrow, Trevone Road, Trevone, PL28 8QX**: Installation of in-ground swimming pool to the rear garden of the property. **APPROVED**

e) **PA25/07961: 11 Old Boatyard, North Quay, Padstow. PL28 8AF:** Demolition in a Conservation Area for the conversion of four existing windows into doors with Juliette balconies. The proposals also include some internal alterations. **APPROVED**

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

a) **PA26/00239: 20 Boyd Avenue, Padstow:** Reconstruction of existing ground floor external walls, ground floor extension, internal alterations and associated works. **SUPPORTED**

b) **PA26/00172: Tesco Stores Ltd, Sarah's Lane, Padstow**: Proposed new DT Compressor Pack and Gas cooler installed on concrete plinth, new 2x AC units to be installed on concrete plinth. **SUPPORTED**

c) **PA25/09698: Casa Vista, The Close, Trevone**: Proposed demolition of the existing attached garage and construction of a 1.5 storey extension, with associated alterations to glazing and internal layout.
No consultee comment provided. There was no discussion of this item as advised by the chair under minute P2025/77 and Committee moved to agenda item 6.

P2025/81 **Parking at St Saviours Lane, Padstow**: There was discussion of this matter with members expressing concern that emergency vehicle access to Chapel Stile Field is impeded by the current parking restrictions in St Saviours Lane.

RESOLVED i) to submit a request to Cornwall Council to amend the parking restrictions for St Saviours Lane to a) Extend parking restrictions to all year; b) Install hatched lining in front of the gate to Chapel Stile Field indicating no parking at any time, to ensure gateway is kept free; c) Re-paint the double yellow lines; and ii) To submit the same as an expression of interest to CHIP (Cornwall Highways Improvement Programme) by the programme deadline of 27 February 2026.

P2025/82 **Update on Neighbourhood Development Plans (NDP) and the changing landscape** (standing item):
The update on the National Planning Policy Framework (NPPF) was noted for information.

Consideration was given to the latest information in respect of Neighbourhood Priorities Statements. Generally, members felt it important to be kept updated on this matter, particularly in relation to neighbouring parishes.

RESOLVED to respond to Cornwall Council Planning and Housing Team to confirm that Padstow Town Council wishes to be formally consulted on other Neighbourhood Priorities Statements and receive draft statements for comment.

P2025/83 **Date of Next Meeting**: Tuesday 10 March 2026 at 7.00pm.

Meeting closed at 6.40pm.

DRAFT

Agenda item 7b i)

PADSTOW TOWN COUNCIL

Minutes of the Community and Facilities Committee meeting held on Tuesday 3 February 2026 in the Council Chamber, Council Offices, Station House, Padstow at 7.00 pm

Present: Councillors Mrs J Dawe (Chair), A N Rees (Vice Chair), G Chapman, Mrs J Colwill and M Rickard

In Attendance: Mrs S Daly (Assistant Town Clerk/RFO) and Mrs T Trestain (Council Facilities Officer and minute taker)

CAF2025/59 **Apologies and Announcements:** i) Apologies were received from Councillor A Hoskin; and ii) There were no announcements.

CAF2025/60 **Declarations of Interest:** There were no declarations of interest.

CAF2025/61 **Public Participation:** There was no public participation.

CAF2025/62 **RESOLVED** that the **minutes** of the meeting held on **Tuesday 16 December 2025** be signed as a true record of the meeting, being the minutes of the previous meeting [not 4 November 2025] and having been tabled and read.

CAF2025/63 **Committee Works: i) Update:** The update was noted as per the agenda report. **ii) Programme:** The programme was noted without change; and **iii) Contingency/Project Budget Update:** The update regarding Committee's spend to date and remaining budget was noted for information.

CAF2025/64 **Memorial Management- St Petroc's Churchyard:** The Chair referred members to the agenda report and draft policy which set out a suggested approach to the proactive management of memorials in the churchyard. It was hoped it would be possible to get a faculty agreement to undertake specific actions under certain circumstances without the need to obtain a faculty for each individual memorial.

RESOLVED to agree the draft Churchyard Memorial Management Policy St Petroc's Church Padstow, as appended to the agenda report subject to including noticeboard advertisement to paragraph 6.1, for the purpose of consultation with i) the Parochial Church Council; and ii) the Diocese Registry, noting that feedback from both will be brought to a future meeting.

CAF2025/65 **North Quay Parade – Conditions Survey:** Members gave consideration to the agenda report and the two appended condition surveys for the North Quay area. It was noted that the Council's Business Plan for 2027/28 includes improvements to this area. Further that the Surveyor's report suggests some potential issues are addressed in not more than 24 months from the date of the report. Comments during the discussion included:

- Concern that future planning for the area cannot progress until Cornwall Council provides clarity over the extent of their

ownership in this area. This having already been requested several times.

- Whether information relating to who undertook previous improvements/adaptations to the area could assist with understanding ownership. However, it was thought any information would no longer be available given the length of time.
- In relation to works around the shelters falling under PTC's remit it was suggested no action be taken at present. There was concern that the removal of vegetation could destabilise the area further, Committee was also mindful of balancing workloads and acknowledged that improvement works would be forthcoming. In response to a member query, it was confirmed that the arrangement for Cornwall Council to use the area behind the Claude Berry shelter was informal and could be repurposed with any improvement woks.

RESOLVED

i) To contact Cornwall Council with the following:

a) Notice that PTC intends to make improvements to its shelters at North Quay.

b) Notice that these works may involve taking back the area behind the Claude Berry shelter currently used informally by CC as a bin store.

c) Copies of the condition surveys commissioned by PTC for the North Quay area, referring CC to the items needing their specific attention as per the agenda report.

d) A request for definitive confirmation as to the extent of CC's ownership in this area.

ii) To copy the local Cornwall Councillor into correspondence and seek his support particularly in relation to i) d) above; and

iii) Not to remove any vegetation raised by the survey at this time, due to concerns this could cause more damage to structures.

CAF2025/66 **Trevone Green:** Committee noted the report outlining damage caused to the hedge line and subsequent additional signage installed. Members were supportive of an additional panel being installed and noted that pruning of the tamarisk and additional planting had been scheduled.

RESOLVED to approve the additional measures relating to the Trevone Green hedge as detailed in paragraphs 1.3 and 1.4 of the agenda report.

CAF2025/67 **Cornwall Council**

a) Grass Cutting – Local Maintenance Partnership and Service Level Agreements (SLAs): The Council Facilities Officer referred members to the agenda report. Committee was pleased to note the office had not received any complaints or comments regarding footpaths in the parish last year following its decision not to enter a

Local Maintenance Partnership to undertake cutting of the same. Furthermore, that the decision had had a positive impact on the Maintenance Team's workload. It was thought Cormac or another contractor may have undertaken the work. It was noted that an offer had come forward for 2026/27, however an initial review of the details showed it to be similar to previous years and as such it was felt it should again be declined.

There was support for continuing with the grass cutting SLAs as per last year. In response to a member query, the Council Facilities Officer advised that the privet hedge along Link Road Car Park is not within the SLA and therefore not cut by the Maintenance Team but instead reported to Cornwall Council when it becomes an issue for grass cutting.

RESOLVED i) to undertake the 3 [grass cutting] Service Level Agreements (SLAs) in the agenda report, subject to receiving SLAs for 2026/27 with full plans, details on costings, frequency and scope; ii) not to undertake the Local Maintenance Partnership for 2026/27; iii) to delegate progressing the 3 SLAs to the Town Clerk in consultation with the Committee Chair and Vice Chair; and iv) if the agreements are still not forthcoming, to avoid any negative impact on our parish and residents, to continue to undertake the works in respect of these 3 SLAs and raise concern with the local Cornwall Councillor over the ongoing delays in receiving finalised SLAs and Plans

b) Parking Enforcement 2026/27: A report on this item providing an overview of the legal position for off-street parking enforcement and the known details of the 2026/27 SLA was tabled and read. There was much discussion with members being disappointed that Cornwall Council had not provided the full SLA with costings. Discussion included:

- One member expressed concern for the accuracy of the legal position for enforcement.
- It was generally felt that further support and an update on this issue should be sought from the Local MP.
- The benefit of a CC SLA for enforcement was debated. The Assistant Town Clerk/Assistant RFO reaffirmed that the recommendation of the Town Clerk, Responsible Financial Officer and herself was to enter an SLA for parking enforcement.
- It was noted as per the agenda report that ample budget is available to cover the schedule of visits and accommodate price rises, however members were of the opinion the SLA should not be signed until CC confirm the 2026/27 costs.

RESOLVED to i) defer a decision to enter an SLA for enforcement until costings for 2026/27 are available, taking any updates to Full Council to avoid delay; and ii) contact the local MP to ascertain progress on the issue of devolving parking

enforcement.

CAF2025/68 **Community Events 2026/27:** Consideration was given to 2026/27 community events to enable officers to commence planning.

LJD Coaching Limited – Holiday Programme: Committee felt the 2025 programme was very successful and agreed building it up slowly was the best way forward. It was thought it would be interesting to hold a session during May half term and compare the difference in interest when outside of the Time 2 Move Programme.

It was agreed to continue with one day a week, but to extend this to 9 weeks being 2 during Easter, 1 during May half term and 6 during Summer. It was noted that sufficient budget is available.

RESOLVED To work in partnership with LJD Coaching Ltd to provide a holiday programme for 2026 on the same basis as 2025 subject to i) including 2 weeks during the Easter holidays and 1 week during May half term; and ii) the day of the week being determined by LJD Coaching but excluding Thursdays.

Community Fun Day: Members were supportive of holding another Community Fun Day. There was discussion as to the best weekend in September to avoid conflict with land use requests and other activities in and around the local area.

It was agreed the event should generally follow last year's format except for the photography competition. Instead, it was suggested an alternative creative competition be run. Suggestions included child-oriented crafts such as dioramas with the theme "Summer Holidays". It was agreed that Event Councillors would again be required to work the additional stalls and games. It was felt the opportunity should be offered to all Councillors and not limited to Committee, more volunteers would allow shifts to be scheduled.

RESOLVED i) that the Community Fun Day be held on Saturday 19 September 2026 with similar events/format to 2025; ii) to refer the request for volunteers to take on the role of event councillor to the next meeting of Full Council so as to draw from the full pool of Councillors; and iii) investigate a creative competition element to the Fun Day in place of a photography competition.

Photography Competition: A competition at an alternative time of year was discussed. The Chair advised that last year the Council's Christmas Card was an image taken by the Council Facilities Officer and it was thought a competition to find a photograph for 2026 was a good idea. A member commented that many people may have some nice images of the 2025 Padstow Christmas Lights.

RESOLVED to investigate holding a photography competition with the winning image being used for the 2026 Council Christmas Card.

Remembrance Day Parade: The report update was noted as per the agenda report.

Church Christmas Tree Exhibition: Members discussed the 2025 exhibit and agreed the bauble decorations had been a good way of highlighting the Council's work on behalf of the community and to update these for 2026.

RESOLVED to take part in the Church Christmas Tree Exhibition, if held in 2026, and to decorate it similarly to 2025 but updated with the current years projects/spend.

Other events ideas: Members discussed ideas of other community events including holding something in Wheal Jubilee Parc again, possibly another film event. There was also support for holding an October 'make & take' in the Hub with Marvelous Eventures. There was some discussion as to theme but overall, it was thought best to consult Marvelous Eventures.

RESOLVED to investigate the following possible events to be brought back to a future meeting for further consideration i) a film event at Wheal Jubilee Parc in June; ii) a children's make & take session at the Hub with Marvelous Eventures during October Half Term; and iii) to continue to investigate a cost of living event but this be for Jan/Feb 2027.

CAF2025/69 **Policy Reviews:**

Committee Policies: Members were referred to the agenda report and the review of Committee's policies and directed to section iv) Considerations of the agenda papers. Generally, the polices were all working well with no legislative changes to note or significant changes internally or externally to reflect. Amendments mostly reflected points of clarity.

RESOLVED i) to agree the suggested policy review dates as detailed in 1.3 of the agenda report, noting that where changes to legislation arise, or where internal or external changes necessitate adaptions, polices will be brought to Committee sooner; ii) **TO RECOMMEND TO FULL COUNCIL** the draft version 2 of the Memorial Bench Policy be agreed as per the tracked changes as appended to the agenda report, iii) To note the findings of the Annual Parking Permit Policy review and agree that no changes be made save for adding a review date of February 2028; and iv) **TO RECOMMEND TO FULL COUNCIL** that the Free Town Council Parking Policy be agreed as per appendix 3 of the agenda report;

CCTV System: Members initial thoughts to the CCTV policy and system review were that CCTV has reduced the amount of vandalism and anti-social behaviour in the Lawns Area, however, they agreed consultation with stakeholders and the wider community was now required. The

Assistant Town Clerk/RFO advised that Council's online consultations are usually undertaken using SurveyMonkey but that following changes to SurveyMonkey's subscription plans, it was recommended that the Council upgrades to a purchased plan at a cost of £75. Not upgrading would necessitate detrimental adaptations to the draft questionnaire.

RESOLVED i) to undertake a public and stakeholder consultation as outlined in 3.2 of the agenda report as part of a CCTV system review and that this be based on the appended draft questionnaire; ii) to agree a one month SurveyMonkey subscription at a cost of £75.00 for the purpose of the questionnaire; and iii) to postpone a review of the CCTV Policy and Procedures until after the CCTV system review.

CAF2025/70 **Outside Works and Maintenance:** The Council Facilities Officer provided a verbal update at this time. She outlined various works which have been undertaken including repairs following Storm Goretti, the completion of the new allotment areas, the 9 weekly cemetery review, and deep cleans of the public toilets and shelters.

The Council Facilities Officer further updated that twice weekly meetings were being undertaken with the outside team, the Town Clerk and the Council Facilities Officer, with work being more task focused and this seemed to be working well. Committee was pleased to note that overall moral was good.

CAF2025/71 **Street Lights Upgrade:** The Chair referred members to the agenda report. In response to queries, the Council Facilities Officer advised she would investigate the possibility of including the streetlight on the Camel Roadway and the light at Lawns near the blockhouse within the street light maintenance visits.

RESOLVED to i) upgrade the 9 non-serviceable streetlights to LED fittings at the cost of £5888.00 + VAT; ii) undertake 1 year of Planned Preventative Maintenance visits (2 visits) at a total cost of £700 plus VAT to be taken from the HRT equipment service and repairs; and iii) **TO RECOMMEND TO COUNCIL** that the cost of i) above be taken from the HRT Contingency budget.

Meeting closed 8.20pm

Agenda Item 7b ii)

PADSTOW TOWN COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Tuesday 17 February 2026 at 7.00 pm in the Council Chamber, Station House, Padstow

Present: Councillors R Higman (Chair), M Rickard (Vice-Chair), G Chapman, Mrs J Dawe, K Freeman and A Rees

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

FGP2025/35 **Apologies and Announcements:** i) Apologies were received from Councillors A Hoskin and C Newman; and ii) There were no announcements.

FGP2025/36 **Declarations of Interest:** There were no declarations of interest.

FGP2025/37 **Public Participation:** There was no public participation.

FGP2025/38 **Minutes Tuesday 18 November 2025: RESOLVED** that the minutes of the meeting held on Tuesday 18 November 2025 were a true record of the meeting and they were signed by the chair.

FGP2025/39 **Committee Works: i) Update:** The update was noted for information. **ii) Programme:** The programme was noted without change.

FGP2025/40 **Policy Reviews: a) Finance policies:** Members were referred to the agenda report and the review of Committee's policies. There were no legislative changes to reflect in the reviewed policies, nor any significant changes to the internal or external environment to incorporate. Proposed changes reflected points of clarity and increased effectiveness.

RESOLVED to agree the suggested policy review dates as detailed in 1.3 of the agenda report, noting that where changes to legislation arise, or where internal or external changes necessitate adaptations, policies will be brought to Committee sooner.

RESOLVED TO RECOMMEND TO FULL COUNCIL that, subject to amendments to formatting and typing errors, the following policies be approved as appended to the agenda report:

i) The Padstow Town Council Investment Strategy Draft V2.1 (appendix 1);

ii) The Padstow Town Council Risk Management Policy Statement and Risk Management Scheme Draft V1.1 (appendix 2); and

iii) The Padstow Town Council Local Government Pension Scheme (LGS)Employer Discretions Policy V2 Draft (appendix 3).

b) Financial Regulations: The Chair referred members to page 38 of the agenda papers and to the suggested amendments set out in paragraph 2 of the report.

RESOLVED TO RECOMMEND TO FULL COUNCIL that subject to any necessary amendments to formatting and typing errors, the Financial Regulations Draft V2.1 be approved and adopted as appended to the agenda report.

FGP2025/41 **Review of Effectiveness of Internal Audit:** Using the agenda report as a starting point, Committee gave consideration as to the effectiveness of the system of internal audit.

The RFO advised that subsequent to sending the agenda, Hudson Accounting Ltd had provided a quotation for services for 2026/27, this would be taken to the next meeting of Full Council for consideration. In response to a member query the RFO confirmed that the Council had a good working relationship with the internal auditor, whose pragmatic and approachable attitude was appreciated.

RESOLVED to agree that the system of Internal Audit is sufficiently effective.

FGP2025/42 **Review of Effectiveness of Internal Control:** The Chair outlined that this was a new review step introduced by Committee last year allowing the Council to further integrate the effectiveness of its internal controls in support of the asserts made in the Financial Statements at the year end. It was noted this would need to take place before the March Full Council meeting.

RESOLVED to i) appoint Councillor M Rickard to undertake the Councillor's internal control step to feed into the Council's overall review of the effectiveness of internal control; and ii) approve the proposed control tests as appended this report.

FGP2025/43 **Community Grant Scheme: i) Update 2025/26:** The update was noted for information. Officers advised that the two organisations yet to claim their grant had been sent reminders in January. Committee was supportive of not sending any further reminders. The Assistant Town Clerk/Assistant RFO advised that following the agenda despatch, an extension request had been received from Padstow United Football Club. She was seeking clarification as to whether the extension was being requested for the grant release form deadline, or for the spending deadline. The request would be taken to the February meeting of the Full Council as per the grants policy.

In considering whether to view any of the works or purchases funded by the 2025/26 Community Grant Scheme, it was agreed not to make arrangements to do this.

ii) Update 2026/27: Committee noted the timings and budget for the 2026/27 Community Grants as per the agenda report. In response to a member query, the Assistant Town Clerk/Assistant RFO advised applications were either made at the very beginning or the very end of the application period regardless of its length. Therefore, the current timeframe of 6 weeks worked well administratively.

FGP2025/44 **New Business Units Fall Arrest System:** Members considered this matter and agreed to accept and act upon the professional safety recommendations.

RESOLVED TO RECOMMEND TO FULL COUNCIL that the quotation from PTSG to update the new business units fall arrest system, as strongly recommended by the professionals, at a cost of £10,055 plus VAT, be accepted and funded via the general contingency fund; and it was **RESOLVED** ii) to avoid delay with this project, any further details be delegated to the Town Clerk in consultation with the Committee Chair.

FGP2025/45 **Future Meetings:** Future meeting dates and times were noted as per the agenda, next meeting being Tuesday 21 April 2026 (grants) at 7.00 pm.

FGP2025/46 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

FGP2025/47 **Confidential Minutes Tuesday 18 November 2025: RESOLVED** that the confidential minutes of the meeting held on Tuesday 18 November 2025 were a true record of the meeting and they were signed by the chair.

FGP2025/48 **Lease Renewals and Rent Review Updates: RESOLVED** to i) request the Town Clerk to instruct Council's Surveyor as per 4.4 of the confidential agenda report and Committees thoughts supporting 4.5; and ii) to agree recommendations ii) and iii) of the same.

Meeting closed at 7.20 pm

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) 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

Budget Report for the period 1.4.25 - 31.1.26

	Actual	Budget	Budget 1.4.25-31.3.26
	£	£	£
Revenue Income	1,383,636	934,183	998,800
Revenue Expenditure	763,395	810,350	949,200
Capital/project expenditure	91,486	355,833	427,000

Debtors outstanding for more than 3 months:
One totalling £4232 net of VAT.
One totalling £2630 net of VAT.

Creditors outstanding for more than 3 months:
None

ACCOUNTS OUTSTANDING
January 'b' 2026

Date	Cost centre	Supplier	Details	Net	VAT	Total
						£
7.1.26	HRT	IPS UK	Car Park SLA 2026-27	2,047.50	409.50	2457.00
11.1.26	Corporate Services		2025-26 PTC Community Grant - P&D Community Transport			1500.00
31.12.25	Capital/Projects	Acronyms	Replacement workstation and screen - equipment end of life	800.00	160.00	960.00
9.1.26	LTOS	Glasdon UK Ltd	Replacement memorial bench donation	608.40	121.68	730.08
14.1.26	Investment Properties	PTSG Access and Safety LTD	NBU Annual test & inspection on Fall Arrest Equip	291.00	58.20	349.20
9.1.26	Administration	Konica Minolta	Printing x 1 quarter / rental x 1 quarter	281.01	56.20	337.21
8.1.26	Administration	Viking	Stationery, foot rest, noticeboard and stamps	238.23	21.96	260.19
13.1.25	Administration	Britannia Lanes of Cornwall	Confidential shredding bags	202.00	40.40	242.40
15.1.25	LTOS	Travis Perkins	Fence post, postcrete, screws	191.19	38.24	229.43
1.1.26	Various	Churchill Group	Legionella control support x 1 month	186.54	37.31	223.85
18.1.25	Admin/LTOS	Midas Touch Clean	Office cleaning x 1 wk/ Hub cleaning			169.00
6.1.26	LTOS	JRB Enterprise Ltd	Dog waste - dispenser refill bags	83.95	16.79	100.74
11.1.26	Administration	Midas Touch Clean	SH office cleaning x 1 week			89.50
8.1.26	Administration	SeaDog IT	Website monthly hosting fee	35.00	7.00	42.00
9.1.25	Investment Properties	James Hallam	Additional premium			28.00
10.1.25	Administration	Acronyms	Telephone x 1 mth	19.9	3.98	23.88
						7742.48
22.1.25			January gross wages, NIC ER's and LGPS ER's			32334.44
			Direct Debits			
31.12.25	HRT	RingGo	RingGo fees x 1 month	653.81	130.76	784.57
1.1.26	Env - toilets	Southwest Hygiene	Sanitary and nappy bin disposal x 1 month	225.39	45.08	270.47
19.12.25	Env - toilets/Admin	AUK Hygiene	toilet rolls, mop heads, compactor sacks, toilet cleaner, sanitiser	276.45	55.29	331.74
15.1.26	Env - toilets	Smartestenergy	Electricity x 1 month - Corey Toilets	101.17	5.06	106.23
Jan-26	Various	Scottishpower	Electricity x 1 month - PTC sites	1509.1	237.9	1747
						3240.01

Agenda Item 8b)

ACCOUNTS OUTSTANDING
February 'a' 2026

Date	Cost centre	Supplier	Details	Net	VAT	Total
						£
3.12.25	Investment Properties	Nova Surveyors	Site visits/dilapidations PTC tenants	1520	304	1824.00
27.11.25	LTOS	NBB Recycled Furniture	2 x benches U12s play area	885	177	1062.00
16.1.26	Corporate Services	Womble Bond Dickinson LLP	Provision of legal services	800	160	960.00
20.1.26	HRT	Clear-flow	Clear NBU chamber x 2 (both direct recharge)	669.7	133.94	803.64
27.1.26	LTOS	Padstow Auto-Care	4 x new tyres / window labour and repair	636.66	127.34	764.00
31.1.26	Admin/LTOS	Acronyms	IT support/365/security/wifi x 1 month	596.71	119.34	716.05
9.2.26	Administration	Padstow Heating Ltd	Boiler service plus supply and fit filter system	535	107	642.00
20.1.26	HRT	Clear-flow	Empty silt from drains - Railway	334.86	66.97	401.83
4.2.26	LTOS	Kestrel Guards	Check call service x 1 month	324.00	64.80	388.80
23.1.26	HRT	Cornwall Council	CEO provision x 1 month			337.20
31.1.26	HRT	G4S Cash Solutions (UK) Ltd	Car park cash collection x 1 month	178.20	35.64	213.84
1.1.26	Administration	ICCM	EROB online training x 1	150.00	30.00	180.00
1.2.26	LTOS	Padstow Petrol Station	Fuel x 1 month	145.83	29.16	174.99
1.2.26	LTOS	Total Pest Control	Quarterly charge Rope Walk allotments	143.78	28.76	172.54
30.1.26	Administration	Complete	Toner cartridge	139.23	27.85	167.08
3.2.26	LTOS	Brunel Engraving	Memorial bench plaques x 2 (direct recharge)	95.85	19.17	115.02
4.2.26	LTOS	JRB Enterprise Ltd	Dog waste bags	84.40	16.88	101.28
30.1.26	LTOS	Tudor Environmental	Jerry Can / Grass Seed Mix	87.73	3.71	91.44
25.1.26	Administration	Midas Touch	Office cleaning x 1 week			89.50
1.2.26	Administration	Midas Touch	Office cleaning x 1 week			89.50
8.2.26	Administration	Midas Touch	Office cleaning x 1 week			89.50
2.2.26	LTOS	ServoChem UK Ltd	PowerClean	66.50	13.30	79.80
9.2.26	Admin/LTOS	Sea Spray Window Cleaning	Station House/Hub window cleaning			44.00
8.2.26	Administration	SeaDog IT	Monthly website fees	35.00	7.00	42.00
17.1.26	Administration		Staff member eye test (reimbursement)			25.00
			Milk (reimbursement)			6.50
						9581.51
			Standing orders or Direct Debits (regular payments of the same amount):			
7th	Corporate Services	Barclays Bank	bank charges			17.00
1st		Cornwall Council	Non Domestic Rates - PTC sites			1058.00
						1075.00
			Direct Debits			
31.1.26	LTOS	Biffa	General waste collection x 1 month	529.20	105.84	635.04
31.1.26	HRT	RingGo	RingGo processing fee x 1 month	231.11	46.22	277.33
3.2.26	Toilets/Admin	AUK Hygiene	Toilet rolls/toilet cleaner/bactericidal cleaner/mop heads	156.48	31.30	187.78
1.2.26	Administration	Sage (UK) Ltd	Payroll monthly subscription	57.50	11.50	69.00
30.1.26	Toilets	AUK Hygiene	Evans neutraliser	35.96	7.19	43.15
1.2.26	Toilets	South West Hygiene	Sanitary and nappy bin disposal	225.39	45.08	270.47
6.2.26	Toilets	AUK Hygiene	Gloves	15.8	3.16	18.96
4.2.26	Various	Smartestenergy	Electricity x 1 month	57.4	3.02	60.42
						1562.15
			Credit Card - January			
6.1.26	Administration	ICS Learn	AAT L3 Course			524.00
15.1.26	Admin / LTOS	Amazon	Window film/ grease cartridges/payslip envelopes	103.22	20.65	123.87
19.1.26	Administration	Screwfix	Work Boots x 2 and trousers x 1 admin team	115.93	6	121.93
19.1.26	Administration	AAT	Registration for L3			243.00
25.1.26	LTOS	Amazon	Allotment padlock and keys	11.57	2.31	13.88
26.1.26		Amazon	Mould res paint/Mould spray/Portable pressure washer/sandpaper/wood filler	94.83	17.98	112.81
						1139.49

Agenda item 8 c)

Padstow Town Council
Railway & Lawn car park takings 2025-26

Railway car park	2023-24	2024-25	**2025-26**	Budget 2025-26	Lawn car park	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	**81,916**	65,000		28,727	26,564	**32,814**	30,000
Aug	78,606	76,992	**95,238**	75,000		31,866	30,890	**37,595**	35,000
Sep	58,955	56,526	**65,572**	55,000		22,270	20,839	**23,560**	20,000
Oct	44,632	43,559	**52,396**	45,000		13,917	11,994	**15,372**	15,000
Nov	17,950	18,842	**18,927**	20,000		4,273	4,399	**4,332**	5,000
Dec	26,737	18,309	**34,083**	15,000		8,543	4,733	**10,868**	5,000
Jan	11,366	11,603	**12,749**	10,000		2,001	2,343	**3,417**	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	553,804	480,000		177,888	164,748	195,407	185,000
Railway sub totals Apr 2025-Jan 2026	463,074	443,923	553,804	435,000	Lawn sub totals Apr 2025-Jan 2026	167,605	155,964	195,407	172,000

Apr-Dec 2025	2023-24	2024-25	**2025-26**	Budget 2025-26
	£	£		£
Railway	463,074	443,923	**553,804**	435,000
Lawn	167,605	155,964	**195,407**	172,000
Total	630,679	599,887	**749,211**	607,000

Car park takings

April 2025 - January 2026 car park takings are £749,211, which is £142,211 more than the Budget and £149,324 more than the same period last year.

PADSTOW TOWN COUNCIL – Tuesday 24 February 2026

AGENDA ITEM 9 a): CORRESPONDENCE
Councillors Correspondence for Information – February 2026

Item	From	Referring To	Notes
A	Cornwall Council Planning	Planning Newsletter: Winter 2026	Planning News - Winter 2026 Shared with Planning & Highways Committee members
B	Making Space for Sand	Winter newsletter	This Project is funded by Defra as part of Coastal Innovation Programme, managed by the Environment Agency. Newsletter includes info on recent Cornwall Flood Forum meeting, Info boards installed at dunes in Par/Bude, storm impact etc.
C	Devon & Cornwall Police	Bodmin & Wadebridge Neighbourhood Police Team newsletter: February 2026	Added to News page on Town Council website
D	Cornwall Council	Skills and Careers Fair: March 2026	Inviting organisations to attend to promote their vacancies, apprenticeships, work experience etc. Posted on Town Council Facebook page together with a link to Eventbrite to book tickets for those who wish to attend the event
E	Cornwall Council	Town & Parish Council Newsletter: 13 February 2026	

PADSTOW TOWN COUNCIL: 24 FEBRUARY 2026

AGENDA ITEM 9i) Land Use Request: Nadelik Lowen – Padstow Carnival

1. Overview

1.1 The Council have received a Land Use Request for Lawns Car Park and Padstow Community Hub for Saturday 1 August 2026 from 8am until 8pm for Padstow Carnival.

2. Further information

2.1 This is an annual request for Padstow carnival which usually includes a vintage rally aspect and food truck in location. Their request on this occasion does also note flags attached to perimeter and around the hub building.

2.2 The Council have previously agreed use of the Lawns Car Park and the Community Hub, both being free of charge. Understanding that this means complete closure of the Lawns Car Park on the day of the event and partial closure on the afternoon before the event. The day of the event also includes the use of the Hub which will not be used by any other organisation during that time.

2.3 As in previous years it should be 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 their best being:

- Installing signage on the entrance signs to the car park.
- Installing a road traffic sign at the entrance to the car park.
- Having notices on the car parking machines themselves.
- Set up an 'event day' closures on the RingGo and IPS car parking machines back office.
- Partially close the car park on the afternoon before the event by putting a barrier across the entrance with a sign.
- Have slips to put on any cars in the morning of the event.

2.4 As with all events Nadelik Lowen will need to provide their public liability insurance certificate and risk assessment which will need to satisfy Council Officers.

3. Decision

3.1 Does Council wish to grant approval for Nadelik Lowen to use the Lawns Car Park and Community Hub on Saturday 1 August 2026 from 8.00am to 8.00pm for the Carnival 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; iii) and that Council will follow the process as outlined in 2.3 above, including the partial closure of the car park on the afternoon before the event and total closure the day of the event.

PADSTOW TOWN COUNCIL: 24 FEBRUARY 2026

AGENDA ITEM 9bii) Cornwall Council Property Services: Land at Trecerus Industrial Estate

1. Overview

1.1 Cornwall Council have been in contact regarding a piece of land at Trecerus Industrial Estate that they are looking to dispose of. The Council are asked i) if they have any views of Cornwall Council disposing of the asset; ii) are they interested in the asset and; iii) if interested, to provide details regarding the likely future use - so this can be considered by Cornwall Council.

2. Further information

2.1 Appendix 1 provides Cornwall Highways report on the asset which incudes a picture of the area.

2.2 Cornwall Councils has already undertaken its first step to consider whether any other Cornwall Council service department requires the asset for operational purposes, but none have been identified.

2.3 As no internal use has been identified, alternative options may be considered, which include (but are not limited to):

(i) Examining the potential to transfer the asset to a local council or community group where service delivery will be maintained or improved, or alternative community benefit is identified, as part of the Council's devolution programme.

(ii) Disposal of the asset. If disposal is pursued, this may be via sale or lease on the open market or a range of other transfer options. This could include an option to sell or lease the asset to a local council or community group, where this is appropriate.

2.4 The Local Cornwall Councillor has already been consulted as part of Cornwall Council's asset release process.

2.5 Before Cornwall Council commences activity to dispose of the asset, they engage with the local town/parish council to ensure they have an opportunity to provide any views.

2.6 Cornwall Council has a legal duty to obtain best consideration when disposing of its property, therefore any transfer to a local council at lower than Market Value would need justification.

2.7 The deadline to provide a response is by 3rd April 2026 and they ask a simple form is completed either way and returned to them. The form has two sections i) Does your town/parish Council have an interest in the asset; ii) Please provide some brief details regarding the likely further us of the asset by your council.

3. Decision

3.1 The Council are asked i) if they have any views of Cornwall Council disposing of the asset; ii) are they interested in the asset and; iii) if interested, to provide details regarding the likely future use.

Information Classification: CONTROLLED

Asset Management Group Briefing Document

	Comment
Site name and address	Land at Trecerus Industrial Estate, Padstow, PL28 8RT
UPRN	14265
Service	Highways
Property Description	Verge and forecourt area which does not form part of the highway and has been built upon by adjacent businesses therefore not required for highways purposes.
Plan Insert or attach	
Photograph Insert or attach	
Recommendation	If there are no internal interest, follow the asset release process.
Surveyor	[redacted]
Date prepared	01/12/2025

PADSTOW TOWN COUNCIL: 24 FEBRUARY 2026

AGENDA ITEM 10: Padstow Football Club - Grant Extension Request:

1. Overview of grant policy

1.1 The Town Council operates its community grant scheme on annual basis. It is a condition of the scheme that grants are awarded for one financial year and must be expended by the end of the financial year in which they are awarded, being 31 March.

1.2 To meet the need to spend the award by 31 March as per the policy, the deadline for submitting a grant release form is 1 March 2026.

1.3 The grants policy provides an option to request an extension to the deadline in certain circumstances. Paragraphs 5.4 and 5.5 of the policy are extracted below:

> *5.4 Where a project/event is delayed beyond 31 March for reasons outside of an organisation's control, a written request for an extension can be made. The request must be received at the Town Council Office 6 weeks prior to 31 March and will be taken to the next appropriate meeting of the Full Council for consideration.*
>
> *5.5 The Full Council may agree to "ring fence" an unclaimed approved grant to enable the organisation to claim the grant by a revised date in the new financial year. The decision to "ring fence" a grant is discretionary and the Council's decision will be final.*

1.4 To meet the timeframe for requesting an extension the request must be received by 17 February 2026.

2. Grant Award and Extension Request

2.1 Padstow United Football Club was awarded a grant of £2,500 subject to receiving copy of invoices totalling the award amount. The grant was awarded to buy new goals for their increased number of teams.

2.2 On 13 February 2026 the Town Council received the following written request from Padstow United Football Club:

> *Hi Sarah,*
>
> *With regards to our 2025/26 grant. Due to the break-in at Jury park, last April and the insurance not paying out until Jan this year our funds had to be moved around.*
> *we have now budgeted for the new goals to be ordered in March , alongside the FA and Football Foundation. We would like an extension on the grant until 31/3 please.*
>
> *Kind regards*

2.3 As the club has until 31 March 2026 to spend the grant, Officers have contacted them to ascertain whether they are asking for an extension to the claiming deadline of 1 March 2026. In seeking clarification, they have been reminded that the grant release form can be submitted and the money released as soon as their supplier can provide a formal quote or a pro-forma invoice which they can share with Council. A response has yet to be received.

3. Consideration

3.1 Officers hope to bring clarification of the request to the meeting for Council's consideration.

PADSTOW TOWN COUNCIL: 24 FEBRUARY 2026

AGENDA ITEM 11. Internal Audit Proposal

1. Overview

1.1 The Council must appoint an Internal Auditor and has used the services of Hudson Accounting Ltd since 2017. The current contract with Hudson Accounting Ltd expires in the 2025-26 Financial Year.

2. Internal Audit Proposal

2.1 Hudson Accounting Ltd's Internal Audit Proposal February 2026 is attached as Appendix 1. The Proposal is for the financial years 2026-27 to 2028-29 and is subject to annual renewal by mutual consent. The fee is £1500 per annum, which is the same fee as the 2023-24 to 2025-26 financial years.

2.2 Steve Hudson of Hudson Accounting Ltd has provided an excellent service for many years. He is a fully qualified local government accountant with thirty years post qualification experience at senior levels. He is an experienced local council auditor and has been a parish clerk, so is conversant with the issues facing local councils.

2.3 At its meeting on 17 February 2026, the Finance and General Purposes Committee was satisfied with the independence and competence of Hudson Accounting Ltd, having considered this as part of its review of the effectiveness of internal audit for 2025/26.

3. Recommendation

3.1 The Town Clerk and RFO recommend that Council considers extending the contract with Hudson Accounting Ltd for a further three years, subject to annual renewal by mutual agreement as per the appended proposal.

INTERNAL AUDIT PROPOSAL

PADSTOW TOWN COUNCIL

FEBRUARY 2026

SUBMITTED BY:

HUDSON ACCOUNTING LTD.

Directors: Steve Hudson BA (Hons), C.P.F.A
Company Registration: 6935832 (England & Wales)
Registered Office: Brynmor, St. Ives Road, Carbis Bay, St. Ives, Cornwall, TR26 2SF

Approach:
Audit work is carried out in accordance with guidance issued by the National Association of Local Councils (NALC) in their publication *Governance & Accountability for Local Councils* and will allow us to sign off the appropriate part of the Annual Governance & Accountability Return and provide assurance around the Council's Governance Statement.

All work and communication with the Council is undertaken by the Directors of the Company.

For Councils of your size, we always include interim audit visits and we provide comprehensive reports at both the interim and final audit stage.

Independence:

To the best of my knowledge there are no relationships with Officers or Members of the Council that would constitute a conflict of interest or would compromise my independence.

Experience:
I am a fully qualified local government accountant with thirty years post qualification experience at senior levels including nine years as a S151 Officer and a year seconded as Chief Internal Auditor.

We are experienced local council internal auditors and I was also a part-time parish clerk so we feel we are uniquely placed to provide a high-quality service that is fully conversant with current issues facing local councils.

Our Anti-Money Laundering Regulations obligations are undertaken under the supervision of H.M. Revenues & Customs and we carry £50,000 of Professional Indemnity insurance.

Fee: Our fee would be £1,500 per annum; we are happy to fix this price for the three financial years 2026/27 to 2028/29 subject to annual renewal by mutual consent.

S P Hudson

S P Hudson
Director

E Mail: hudsonaccounting@btinternet.com
Phone: 01736 799637
Mobile: 07751 206296

PADSTOW TOWN COUNCIL: 24 FEBRUARY 2026

AGENDA ITEM 12: PLANNING AND HIGHWAYS COMMITTEE TERMS OF REFERENCE

1. Background

1.1 In readiness for May Council Committees were reviewed and restructured. This included updating and amending all Terms of Reference including the Planning and Highways Committees'.

2. Oversight

2.1 When undertaking this review it has only now come to light an oversight with the quorum for the Planning and Highways Committee, it currently stands at 4, which was correct when the former Committee had a membership of 7.

2.2 However, the membership was revised to 6 and at that time the quorum should also have been amended.

3. Delegated Functions

3.1 The Town Clerk also considered advantages at this time to also include under Delegated Functions - "*To respond on behalf of the Council on any consultations within the remit of the Committee.*"

4. Council Consideration

4.1 Council is asked to consider the amending the Planning and Highways Committee Terms of Reference to: i) amend quorum from 4 to 3; and ii) add under Delegated Functions - "*To respond on behalf of the Council on any consultations within the remit of the Committee.*"

PADSTOW TOWN COUNCIL: 24 FEBRUARY 2026

AGENDA ITEM 13: Community Fun Day – Event Councillors:

1. Overview

1.1 The Community and Facilities Committee have referred the request for volunteer Councillors for the Community Fun Day 2026 to this meeting. Volunteer Councillors are required to help support the event on the day.

1.2 It is helpfully to understand how many Councillors will be able to help on the day, so Officers can consider this when planning the event.

2. Further details

2.1 The 2026 Community Fun Day is being held on Saturday 19 September.

2.2 There are several duties that require covering such as:

- Stalls – last year we had 'Play your cards right' and 'activity booklets'
- Manning the car park barrier – this can only be undertaken by people with the appropriate training.
- Manning the Lost Child space
- Helping set up/set down

2.3 General Timings
9am until 5pm – barrier is manned.
9am until 11.30am – setting up the space
10am – 5pm – medical cover in place
10.30-11.30am – suppliers arrive to set up
12 noon – 4pm – event open to public
4 -5pm – pack event down and clear areas.

3. Council Consideration

3.1 To appoint volunteers Councillors to assist with the Community Fun Day on 19 September 2026.

PADSTOW TOWN COUNCIL: 24 FEBRUARY 2026

AGENDA ITEM 14: ASSERTION 10 - DATA PROTECTION POLICY AND WEBSITE COMPLIANCE

Following Council's decision that the Town Clerk undertake the role of Data Protection Compliance, Council's Data Protection Policy is being reviewed and will be sent "to follow" for Council's consideration. The Town Clerk is also seeking clarification on Council's website compliance and will update Council accordingly.

AGENDA ITEM 15: USE OF COUNCIL LAND - RAILWAY CAR PARK

As per Council's decision at its last meeting, the Council Chair, Vice Chair and Town Clerk met with Cornwall Council and Cormac officers to discuss the costings for the bus stop works, as well as proposed timescales. This proved a helpful meeting.

The costings will be revised and tabled at the meeting, along with an update on timescales. Consideration of Council is to formally agree to the costings, it has given its "in principle" decision, in order that the matter can progress and works scheduled.

Agenda item 17

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

Date	Time	Meeting
2026		
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~~	*Defined under LGA 1972 as last day of Easter break – no meetings*	
Tues 14 April	7.00 pm	Planning and Highways Committee
Tues 21 April	7.00 pm	Finance and General Purposes Committee (grants)
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).