PADSTOW TOWN COUNCIL

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22 April 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 the meeting of **Padstow Town Council** in the **Council Chamber, Council Offices, Station House, Padstow** on **Tuesday 28 April 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 **31 March 2026** having been previously circulated and taken as read. p1-4

6. **Clerk's Report/Work Programme:** To receive an update for information only. p5-6

7. **Committees/Working Group Meetings:**
   a) To receive minutes of the Planning and Highways Committee meeting (14 April 2026); p7-8
   b) To adopt the minutes and approve recommendations (if any) of the Personnel and Staffing Committee meeting (14 April 2026); To follow

c) To adopt the minutes and approve recommendations (if any) of the Community and Facilities Committee meeting (21 April 2026); and p9-11
d) To adopt the minutes and approve recommendations (if any) of the Finance and General Purposes Committee meeting (21 April 2026). p12-14

8. Finance: Monthly Accounts and Payments: April p15
a) To receive the monthly Finance Report. p16
b) To approve the accounts outstanding, ratify payments made since the last meeting and note the availability of invoices for inspection. p17-19
c) To note the car park takings. p20
d) To note that the Council received Community Infrastructure Levy (CIL) money of £4890.95 on 8.4.26.
e) To give consideration as to whether any Councillor has a conflict of interest with the External Auditor, BDO LLP. p21
f) To note the Non-Domestic Rates for 2026-27 p22
g) 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. Internal Control: To review and approve the effectiveness of the system of Internal Control (page 5 and 6 of the Financial Statements). p23-36

10. Financial Statements: To approve the Financial Statements for the year ended 31.3.2026. p23-36.

11. Budget to Actual Variance Report: To note the Budget to Actual Variance Report 1.4.2025 – 31.3.2026. p37-40.

12. Internal Audit Report: To review the Internal Audit Report and discuss and decide on recommendations (if any). p41-44.

13. Annual Governance and Accountability Return 2025/26 Section 1 Annual Governance Statement: To give consideration to and approve Section 1 Governance Statement of the Annual Governance and Accountability Return 2025/26. p45-50

14. Annual Governance and Accountability Return 2025/26 Section 2 Accounting Statements: p45-50.
a) Consider the Accounting Statements by the members meeting as a whole;
b) Approve the Accounting Statements by resolution; and
c) Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which approval is given.

15. 2026/27 Budget Review
To review 2026/27 budget and discuss and decide on way forward. p51-60.

16. Correspondence:
a) To note correspondence for information p61
b) To give consideration to the following: p62
   i) Land Use Request: Police Community Engagement Van
   ii) Climate Vision: Building Personal Climate Resilience p63-69

17. Guide Hut – Access:
To be updated in this matter and discuss and decide on way forward. To follow.

18. **Fishermen's Mission Request – Revised Dates:** p70
To note change of dates from previous request and ratify decision in this regard.

19. **Cornwall Local Plan: Cornwall Council Community Engagement Events** p71-72
To be updated in this matter and discuss and decide on way forward.

20. **Council IT: Device Security:** To discuss and decide on the way forward. p73

21. **Approval of Reason for Non-Attendance: Section 85 Local Government Act 1972:**
As per advice from Cornwall Association of Local Councils Council to give consideration to this matter and discuss and decided on way forward.

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

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

24. **To Note: i) Future Meeting Dates:** Annual Council Meeting: 12 May 2026 at 7.00 pm and Annual Parish Meeting at 6.30 pm **and ii) Date of Next Council Meeting:** 26 May 2026 at 7.30 pm p74.

25. **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.

26. **To confirm the confidential minutes** of the Full Council Meeting held on **31 March 2026** having been previously circulated and taken as read.

27. To adopt the **confidential minutes** and approve recommendations (if any) of the **Personnel and Staffing Committee** meeting (**14 April 2026**). To follow

28. **Incident – Dog Attack:** To give consideration to matter raised by member of public following a recent incident that took place within the community of Padstow.

29. **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 Unit 1; ii) Deed of Release (Railway); Cycle Hire and Workshop Units 4 and 8 Verbal Update

Agenda Item 5

PADSTOW TOWN COUNCIL

Minutes of the Full Council Meeting of Padstow Town Council held on Tuesday 31 March 2026 at 7.30pm in in the Council Chamber, Council Offices, Station House, Padstow

Present: Councillors Mrs J Dawe (Chair), R Higman (Vice-Chair), K Freeman, A J Hoskin, C J Newman, J O'Keefe, A N Rees and M Rickard

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

2025/229 **Apologies for absence and announcements**: i) Apologies were received from Councillors G Chapman and Mrs J Colwill.
ii) The Chair reminded members that email communications would be moving to official PTC email addresses only from 1 April.

2025/230 **Declarations of interest**: There were no declarations of interest.

2025/231 **Dispensations**: There were no dispensations.

2025/232 **Public Participation:** There was no public participation.
Cornwall Councillor's Report: Cornwall Council J O'Keefe provided the following update to Council:

- Expressions of interest for the Cornwall Highways Improvement Programme closed in February. A meeting to discuss applications has taken place, items put forward by Padstow TC are progressing.
- New 20mph speed limits are being rolled out from September onwards;
- Councillor O'Keefe had met with developer re: houses at the top of Padstow not selling. Confirmed that these properties have Primary Residence on them, as per NDP. He made clear this would not be removed. McCarthy Stone works are now "on hold" and understood that Poltair will be selling land with planning permission;
- New estate road management plan for public spaces now in place by Cornwall Housing.

Police Report: The police report for the period 01/02/26 – 28/02/26 was tabled and read.

2025/233 **RESOLVED** that the minutes of the Full Council meeting held on Tuesday 24 February 2026 be signed as a true record.

2025/234 **RESOLVED** that the minutes of the Extra Ordinary Full Council Meeting held on 10 March 2026 be signed as a true record.

2025/235 **Clerks Report/Work Programme**: The report was noted for information. The Town Clerk added that the Tamarisk at Trevone

had now been planted. In response to a member query, it was noted that Cormac had yet to give a start date for bus stop works.

2025/236 Committees/Working Group Meetings:

a) **RESOLVED** to receive the minutes of the Planning and Highways Committee meeting held on 10 March 2026.
b) **RESOLVED** to adopt the minutes and approve recommendations of the Community and Facilities Committee meeting held on 24 March 2026.

2025/237 Finance: Monthly Accounts and Payments March 2026

a) **RESOLVED** to receive the monthly finance report.
b) It was **RESOLVED** to ratify payments made since the last meeting i) February (b) of £13,243.32, February gross wages, NIC ER's and LGPS ER's of £33,045.80, and direct debits of £2,913.55; ii) March a) of £8,744.56, standing orders or direct debits (regular payments of the same amount) of £19.96, direct debits of £2,864.20, and February credit card statement of £135.04; and iii) to note the availability of invoices for inspection.
c) The car park takings were noted.
d) **RESOLVED** to receive the Member Review of the effectiveness of internal control, noting there were no issues arising.
e) The allocation of the Ladywell parking space to the highest tender of £1,350 plus VAT was noted.
f) **RESOLVED** to approve the following transfers i) £17,407 from the General Fund to a Section 106 Earmarked Reserve for Section 106 money received; and ii) £2,500 from the General Fund to a Grants Earmarked Reserve for Padstow Football Club [per the February decision of Full Council to extend their deadline for claiming/expending their 2025/26 award]
g) The availability of bank reconciliations for inspection each month was noted.

2025/238 Correspondence

a) Correspondence was noted for information.

b) i) Land Use Request: The Fishermen's Mission – Charity Trailer: **RESOLVED** to offer a section of the staff parking spaces on 10 April for 2 weeks for the purpose of parking The Fishermen's Mission's charity trailer subject to i) receiving suitable risk assessment and insurance documents; ii) understanding that if Cornwall Council/Cormac require the area to help with bus re-location works the Council may contact them to move and; iii) advising them this will be the last year the Council can offer the space due to the relocation of the bus stop.

ii) Council View: Flapjackery: Council gave consideration to a request from the Property Services that manage commercial units at Hornabrook close, to share the Council's views on painting the exterior of Unit 3 (Flapjackery) to match their branding.

RESOLVED to feedback Council's view that the paint on the exterior of Unit 3, Hornabrook Close (Flapjackery) should be kept as it is i.e. painted white, and to highlight that the property is within the Conservation Area and therefore appropriate planning advice/permission should be sought.

2025/239 **PTC Website Upgrade:** Consideration was given to the outcome of the meeting between officers and Council's website provider, SeaDog IT regarding improvements in line with assertion 10 and the resulting proposal to upgrade the Council's website.

RESOLVED to i) agree to engage SeaDog IT to upgrade the Council's website to their wordpress website accessibility template, as per their proposal, to better meet the new Digital & Data Compliance requirements and Assertion 10 at a cost of £2,450 plus VAT using the Capital and Project expenditure cost centre; and ii) to agree the payment terms of 50% deposit upon commission.

2025/240 **Health and Safety Review:** Members were pleased with the review and thanked officers for the work involved. In response to member queries the Town Clerk advised she would raise with the consultant the anomalies in the scoring of the following sections: i) page 12 Vibration and ii) page 24 Driving For Work, both having one item scored as 1. The reasons for which being unclear, it was suggested these may be typing errors.

RESOLVED i) To note the 2026 Health and Safety Review for information; and ii) to agree the 2026 health and safety action plan.

2025/241 **Use of Council Land: Railway Car Park:** The Town Clerk provided a verbal update on this item. A start date for works was still to be received, order having been placed at the end of February. The Town Clerk would chase again.

It was noted that the working up of access licenses was continuing to be progressed with Council's solicitor and that as the Council does not have a power to provide a bus stop, a letter of consent from Cornwall Council was also required. The order for the bus shelter had been placed, again start dates required to progress.

2026/242 **Reports from Members/Outside Organisations:** The Chair reported she had attended the following:

- March CAP meeting which had included:
  - Discussion regarding ongoing issue of business rates on car parks. It was noted that having been contacted by the local MP on this matter, the Town Clerk had provided him details of PTC's rates.
  - A presentation highlighting Foster Care Fortnight which takes place in May. There are currently 680 children in Cornwall awaiting foster care placements with foster care opportunities available from a few days to long term.

- Information on Cornwall Council's decision to reintroduce weed spraying for pavements on a 3 year rolling plan.

- The opening of the new Padstow Harbour Commissioner's office, accompanied by the Town Clerk.

The Vice-Chair advised he had presented Golden Wedding Anniversary flowers on behalf of the Chair.

2025/243 **Annual Parish Meeting:** It was **RESOLVED** that the Annual Parish meeting be held on Tuesday 19 May 2026 at Padstow Community Hub, format to be the same as last year.

2025/244 **Future Meeting Dates:** a) **RESOLVED** to hold the Annual Council Meeting on Tuesday 12 May 2026; b) i) **RESOLVED** to hold an Extra Ordinary meeting of the Community and Facilities Committee on Tuesday 21 April at 6.30 pm and future meeting dates, including the date of the next meeting being Tuesday 28 April 2026 were noted as per the agenda report.

2025/245 **Town Councillor Vacancy (Trevone Ward):** There were no applications for co-option to consider. It was **RESOLVED** to readvertise the Town Councillor Vacancy (Trevone Ward) immediately, allowing for a longer response period with applicants to be considered at the Full Council meeting on 30 June 2026.

2025/246 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

2025/247 **RESOLVED** that the **confidential** minutes of the Full Council Meeting held on **Tuesday 24 February 2026** be signed as a true record.

2025/248 **Lease and Tenant Matters:** i) **RESOLVED** to approve the signage request from the tenant of New Business Unit 1 as per appendix 1 of the agenda report having been tabled and read.

ii) The updates in respect of a) Deed of Release (Railway), b) Cycle Hire; and c) Workshop Units 4 and 8 were noted as per the agenda report.

Meeting closed at 8.20 pm

PADSTOW TOWN COUNCIL: 28 APRIL 2026: CLERK'S REPORT/ WORK PROGRAMME

PROJECT	NOTES/UPDATE
FULL COUNCIL	
Hub	Current and future bookings include: NHS Vaccination Drop in, parenting courses by Cornwall Council Kernow Parenting Journey, DWP Wellbeing Event. Padstow Foodbank was closed for three weeks in April due to short staffing at Foodbank. Time2Move Easter Holiday programme took place over the school easter holidays.
Dock Wall	Council confirmed preferred contractor. Council's surveyor has issued Letter of Intent. Commencement date to be confirmed, awaiting to hear from PHC. Expected start date September.
New Business Units Arrest System	March Full Council agreed cost to come from general contingency fund. Facilities Officer has contacted the contractor to understand queries and liaising with them on scheduling the works. As per Committees decision to avoid delay further decisions on this project have been delegated to Town Clerk in consultation with Chair.
Fly tipping Cliff above Railway Car Park	H&S issue of fly tipping including metal railings and rubble on the cliff above the Railway car park. Quotation has been accepted from our regular tree work contractor, to cut section of the hedge and remove items. Have received their RAMS, waiting on start date. Chair has been updated.
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.
Spritty Meadow/ Cemetery Extension	Town Clerk has approached land agent, no response to-date. Will chase.
North Quay Parade	Town Clerk to progress with Committee decision from its last meeting to contact CC.
Annual Tree Inspection	Scheduling further works in Plantation, Churchyard, Wheal Jubilee Parc and North Quay is being taken forward.
Stile field	Wall slip near War Memorial: Slip has been cordoned off and Prideaux-Brune Estate notified (who own wall), Council Facilities Officer has chased. Fencing: Order placed for materials, local store awaiting stock.
Re-lining works Railway	These works are now complete.
Trevone Green	2nd Drone cliff inspection has taken place, report awaited, Council Facilities Officer has chased.
Felt Roof inspections	North Quay toilets report mentioned concern of asbestos in skylight internal structure, sample test undertaken and negative result provided. Facilities Officer waiting on costings for recommendations from felt roof inspection reports.
Grass cutting SLA's	All 3 agreements are now in place.
CCTV Review	Public consultation complete. Responses and review considered by CAF Committee. CCTV has improved issues, remains relevant and supported. Next steps i) action measures agreed, ii) refer comment re Little Hill area lighting to planning and highways committee; iii) review signage and information on website; iv) Policy review to be undertaken.

Agenda Item 6

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. Substantive update is anticipated w/c 27 April.
Streetlights	Order has been placed to upgrade the Councils streetlights to LED and agreed the maintenance contract as per committee decision. Waiting confirmation on upgrade date.
Community Events	Easter holiday programme has taken place with 29 children booked over the 2 dates, 6 no shows. 9 places were subsided by the Town Council. Organisations for May half term is underway, have been advised this May date will not be part of the Time 2 Move programme, so will be interesting to see if enough places are book to make it viable.
Metal reclamation	The company have paid the £300 we await collection of the items.
FINANCE AND GENERAL PURPOSES COMMMITTEE	
2026/27 Grants	The 2026/27 PTC community grant scheme received applications requesting a total of £99,831.11. FGP has delegated authority to award grants and after due consideration, awarded the Council's full £35,000 budget shared amongst 16 organisations that provide a demonstrable benefit to Padstow and Trevone.
PERSONNEL AND STAFFING COMMITTEE	
Training and Development Policy	Town Clerk and Facilities Officer looking into training providers in order to roll out identified training requirements as set out in the Policy. Report taken to Committee outlining difficulties to obtain face-to-face training opportunities, Committee agreed to progress with online options.
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.
Staff Appraisals	These took place in March, with Committee receiving update in this regard at its April meeting. Town Clerk's appraisal to be scheduled with Council Chair and Chair of Staffing.

Agenda Item 7a)

PADSTOW TOWN COUNCIL

Minutes of the Planning and Highways Committee meeting held on Tuesday 14 April 2026 at the Council Chamber, Station House, Station Road, Padstow at 7.07pm

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

In Attendance: Mrs K Pemberton (Town Clerk) and S Ford (Support Officer and minute taker)

P2025/96 **Apologies and Announcements:** No apologies were received and no announcements were made.

P2025/97 **Declarations of interest**: There were no declarations of interest.

P2025/98 **Public Participation:** There was no public participation.

P2025/99 **RESOLVED** that the **Minutes** of the meeting held on **Tuesday 10 March 2026** be signed as a true record.

P2025/100 **Planning**

i. The following Cornwall Council planning decisions were noted:

a) **PA26/00239: 20 Boyd Avenue, Padstow, PL28 8ER:** Reconstruction of existing ground floor external walls, ground floor extension, internal alterations and associated works. **APPROVED**

b) **PA25/09698: Casa Vista, The Close, Trevone, PL28 8QT**: Proposed demolition of the existing attached garage and construction of a 1.5 storey extension, with associated alterations to glazing and internal layout. **APPROVED**

c) **PA26/00728: Cranbrook, Trevone Road, Trevone, PL28 8QX:** Demolition of existing garage, front and side extension, new roof structure to the first floor to provide additional bedrooms and reconfiguration of the layout. **APPROVED**

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

a) **PA26/01209: 22 Church Lane, Padstow, PL28 8AY**: Listed Building Consent to remove the existing natural slate roof which will then be refurbished if necessary and returned to the roof. **SUPPPORTED**

b) **PA26/01556: The Old Vicarage, Padstow, PL28 8RS**: Formation of additional access onto the B3276 and including improvements to the existing drive to facilitate safe vehicular access to and from the site. **SUPPORTED**

DRAFT

c) **PA26/01557: The Old Vicarage, Padstow, PL28 8RS**: Listed Building Consent for formation of additional access onto the B3276 and including improvements to the existing drive to facilitate safe vehicular access to and from the site. **SUPPORTED**

d) **PA26/01641: Rockpool, Trevone Road, Trevone**: Proposed first floor extension over existing first floor roof terrace, creation of new gable windows to bedroom and associated works. **SUPPORTED**

e) **PA26/01063: St Edmunds Cottage, St Edmunds Lane, Padstow:** Replacement of existing UPVC sash windows with white painted timber sash windows; erection of external log burning flue; construction of a single rear dormer; installation of AC Condenser in garden area. **SUPPORTED provided comply with conditions set out by Historic Environment Planning.**

f) **PA26/02024: 8 Barrys Lane, Padstow, PL28 8AU**: Proposed extension, loft conversion, remodelling and replacement annexe (resubmission of approved scheme). **SUPPORTED i) provided keep access to Little Theatre open at all times as per previous condition; and ii) provided the annexe is only occupied by members of the family or non-paying guests of the occupiers of the dwelling as outlined in previous condition.**

P2025/101 **PA26/01339: Land North of 24 Duke Street, Padstow:** Application for Permission in Principle for the construction of a single new dwelling (minimum of 1, maximum of 1). Committee noted agenda report which detailed 'No Comment' response due to there being no meeting within the timescale requested by the Planning Officer.

P2025/102 **Helland Parish Council Request:** A request seeking a Council representative to attend a meeting to discuss a proposed wind-turbine development in Helland, near Bodmin was considered. Committee agreed that they generally didn't have a concern with the proposed wind-turbine development. **RESOLVED** not to send a representative to the meeting.

P2025/103 **Update on Neighbourhood Development Plans (NDP) and the changing landscape** (standing item). It was noted that there were no updates.

P2025/104 **Date of Next Meeting**: To be confirmed

Meeting closed at 7.23pm

Agenda Item 7c)

PADSTOW TOWN COUNCIL

Minutes of the Community and Facilities Committee meeting held on Tuesday 21 April 2026 in the Council Chamber, Council Offices, Station House, Padstow at 6.30 pm

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

In Attendance: Mrs K Pemberton (Town Clerk), Mrs S Daly (Assistant Town Clerk/RFO and minute taker) and 2 members of the public

CAF2025/90 **Apologies and Announcements:** i) Apologies were received from Councillor Mrs J Colwill; and ii) Chair confirmed agenda order would be amended taking agenda item 5 before agenda item 4.

CAF2025/91 **Declarations of Interest:** Councillor G Chapman declared an interest in agenda item 4 Community Hub Improvements, Proposed Toilet Facilities Lawns Car Park and Railway Toilet Improvements.

CAF2025/92 **Public Participation:** Members of the public confirmed that they did not wish to address Committee instead attended to be updated on the latest in respect of agenda item 4.

CAF2025/93 **Cornwall Council Re-Introduction of Weed Treatment:** Councillor A Hoskin arrived at the meeting part way though this agenda item.

The Chair advised Committee that Cornwall Council had met today and a motion on this issue was raised. Cornwall Association of Local Councils sent an email to all parish and town councils which she read out as follows:

"There was lengthy discussion and whilst many spoke against the use of glyphosate, some spoke in favour - regardless of the position on the use of chemicals there was widespread condemnation and apologies regarding how our sector was treated in the process. The Cornwall Council decision today was to:

1. Recognise that the decision to reintroduce chemical weed treatment using glyphosate represents a significant policy reversal with ecological, public health and democratic implications for communities across Cornwall.

2. Pause the commencement of chemical weed treatment currently scheduled for May 2026 until a meaningful public consultation process has been completed.

3. Recognise the wholly inadequate three week opt out window provided to parish and town councils which included Easter and commits to extending this to 30 days after the public consultation results have been published.

4. Give town/parish councils more clarity on the minimum required standards of the urban network.

5. Urgently review the financial terms of the opt-out scheme, which as currently structured are coercive: town and parish councils that exercise their democratic right to refuse glyphosate treatment are penalised by the simultaneous removal of wider targeted estate improvement works, and are offered funding covering only the chemical treatment element (£343.45 per km), leaving them to bear the full additional cost of alternative weed management, waste clearance and public liability insurance from their own precept. Decouple the opt-out from the loss of estate improvement funding.

CALC will continue conversations with Cornwall Council regarding the process failures with information-sharing and consultation with town and parish councils."

In light of this latest information, it was **RESOLVED** to note Cornwall Council's decision of 21 April 2026 on the re-introduction of weed treatment and await further information on a public consultation in due course.

CAF2025/94 **Community Hub Improvements, Proposed Toilet Facilities Lawns Car Park and Railway Toilet Improvements:**

Councillor G Chapman left the meeting for this item.

Referring to the agenda report Committee gave this matter their due consideration making the following comments:

- Noting the Project Manager's suggestion for tiled walls in toilets instead of washable panels and agreeing with the same provided they were washable;
- Noting the Maintenance Team's preference to replace current flooring in the Railway family room and disabled toilet with floor tiles but that attention be given to the type of tile to avoid grime building up. The Town Clerk outlined that these were currently in both North Quay and Cory toilets with no issues or concern being raised;
- The Town Clerk would seek clarification from the Project Manager on how ventilation in Railway could be improved and also access to boiler and toilet cisterns in the Cory Toilets.
- New toilet block in Lawns Car Park to be located to the righthand side of the Hub as a separate building, preference being two toilets – 1) disabled and family toilet with a hoist, if possible; and 2) unisex to include a toilet and urinal in the same space.
- The Chair mentioned ultraviolet toilet disinfectant that could also be used for odours, this was successful in school toilets. The Town Clerk confirmed she had requested the Council Facilities Officer to contact the school to seek advice in this regard.
- At the invitation of the Chair, a member of public commented that new facilities would need appropriate signage.

RESOLVED to i) merge the Community Hub Improvements and proposed toilet facilities project with the public toilet improvements

project as per the reasons in 3.1 of the agenda report; ii) agree the scope of these works as outlined in the agenda report and as detailed in these minutes to enable Council's Surveyor to pull together a specification and plans for consideration by Committee at future meeting; and iii) that the draft timetable be noted.

Councillor G Chapman returned to the meeting.

CAF2025/95 **Date of Next Meeting:** To be confirmed.

Meeting closed 6.52 pm

Agenda Item 7 d)

PADSTOW TOWN COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Tuesday 21 April 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, A Hoskin, C Newman and A Rees

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

FGP2025/49 **Apologies and Announcements:** i) There were no apologies for absence. ii) There were no announcements.

FGP2025/50 **Declarations of Interest:** The following interests were declared under agenda item 6) Community Grant Scheme: 2026/27 Applications:

- Councillor M Rickard: Padstow Rotary Club;
- Councillor G Chapman: Blue Ribbon Obby Oss Party, and The Old Oss Party;
- Councillor Mrs J Dawe: Padstow Parochial Church Council, PCC, Kernow Players, Blue Ribbon Obby Oss Party, The Old Oss Party, Nadelik Lowen, and Padstow Christmas Lights;
- Councillor A Hoskin: Blue Ribbon Obby Oss Party, and The Old Oss Party;
- Councillor C Newman: Padstow Parochial Church Council, Trevone Village Association, and Kernow Players;
- Councillor A Rees: Blue Ribbon Obby Oss Party, The Old Oss Party, and Nadelik Lowen.

FGP2025/51 **Public Participation:** One member of the public spoke in support of the grant applications made on behalf of Trevone Village Hall. Comments included:

- Thanks were expressed for Council's previous support of the works to rebuild the large hall;
- Had thought would no longer need to fundraise, however have subsequently found the floor of the old small hall is rotting;
- The small hall is needed to ensure that coffee mornings and toddler group sessions can continue whilst the large hall is in use by other groups. The new hall being successful with bookings for art groups etc.
- If unsuccessful, likelihood is that the small hall will need to be closed for the foreseeable future until funds are available.

FGP2025/52 **Minutes Tuesday 17 February 2026: RESOLVED** that the minutes of the meeting held on Tuesday 17 February 2026

were a true record of the meeting and they were signed by the chair.

FGP2025/53 **Committee Works: i) Update:** The update was noted for information. The RFO advised that a clear internal audit had been received and that the Accounts and Annual Governance and Accountability Return would be taken to Full Council for consideration in April.

ii) Programme: The programme was noted without change.

FGP2025/54 **Community Grant Scheme: 2026/27 Applications:** Committee considered the grant applications. It was **RESOLVED** that grants be released as per the Council's Policy and that the following grants for 2026/27 be offered:

a) LGA Miscellaneous Provisions Act s19

i)	Padstow Sea Cadet Unit	£2,150

Councillor M Rickard left the meeting for the following item:

ii)	Rotary Club of Padstow	£nil

Councillor M Rickard returned to the meeting.

iii)	Harlyn Surf School	£nil
iv)	Trevone Village Hall	£6,000

Councillors Mrs J Dawe and C Newman left the meeting for the following item:

v)	Padstow Parochial Church Council	£500

Councillors Mrs J Dawe and C Newman returned to the meeting.

vi)	Trevone WI	£nil

Councillor C Newman left the meeting for the following item:

vii)	Trevone Village Association	£nil

Councillor C Newman returned to the meeting.

viii)	Padstow Flower Club	£275
ix)	Padstow Guide Hut *Subject to noting that the grant awarded does not constitute permission and the decision of Full Council under minute ref 2025/231 as communicated to the Guide Hut Committee by letter dated 8 May 2025 still stands.*	£2,500
x)	Padstow Social Club	£nil

Councillors Mrs J Dawe and C Newman left the meeting for the following item:

xi)	Kernow Players	£1,000

Councillors Mrs J Dawe and C Newman returned to the meeting.

xii)	Padstow Sailing Club	£nil
xiii)	Padstow Rowing Club	£500
xiv)	Padstow School PFTA	£nil
xv)	Padstow United FC	£750
xvi)	Friends of Wadebridge Leisure Cnetre CIC	£nil

b) LGA 1972 s145 Entertainment

Councillors G Chapman, Mrs J Dawe, A Hoskin and A Rees left the meeting for the following items:

i)	Padstow Blue Ribbon Obby Oss Party	£2,250
ii)	The Old Obby Oss Party	£2,250

Councillors G Chapman and A Hoskin returned to the meeting.

iii)	Nadelik Lowen *Subject to receiving copy invoices totalling the amount of the award.*	£3,250

Councillor A Rees returned to the meeting.

c) LGA 1972 s 144 Tourism

i)	Padstow Christmas Lights Committee	£9,500

Councillor Mrs J Dawe returned to the meeting

d) Local Government and Rating Act 1997 s26-29

i)	Lanivet Parish Sport & Recreational Trust *Subject to receiving copy invoices totalling the amount of the award.*	£500
ii)	Padstow & District Community Transport *Subject to receiving copy invoices totalling the amount of the award.*	£2,000

e) Localism Act 2011 General Power of Competence

i)	Cornwall Air Ambulance	£250
ii)	National Coastwatch Institution	£1,325

FGP2025/55 **Future Meetings:** To be confirmed.

The Chair closed the meeting at 7.45pm and immediately reopened the meeting to consider agenda items 8 and 9.

FGP2025/56 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

FGP2025/57 **Confidential Minutes Tuesday 17 February 2026:**
RESOLVED that the minutes of the meeting held on Tuesday 17 February 2026 were a true record of the meeting and they were signed by the chair.

Meeting closed at 7.46 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) To note that the Council received Community Infrastructure Levy (CIL) money of £4890.95 on 8.4.26.
e) To give consideration as to whether any Councillor has a conflict of interest with the External Auditor, BDO LLP.
f) To note the Non-Domestic Rates for 2026-27
g) 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

Budget Report for the period 1.4.25 - 31.3.26

	Actual	Budget	Budget 1.4.25-31.3.26
	£	£	£
Revenue Income	1,466,424	998,800	998,800
Revenue Expenditure	852,460	949,200	949,200
Capital/project expenditure	93,284	427,000	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
March 'b' 2026

Date	Cost centre	Supplier	Details	Net	VAT	Total
23.3.26	Env - Cemetery	Drew Memorials	C1 memorial safety repair x 6	1350	270	1620
12.3.26	LTOS	Padstow Carpentry & Building Ltd	VAT only invoice relating to Hub works invoiced w/o VAT pending VAT registration		15798.15	15798.15
19.3.26	Corporate Ser/Invest P	Womble Bond Dickinson LLP	General Property Queries	2250	450	2700
13.3.26	LTOS	Glasdon UK Limited	Replacement memorial bench (direct recharge)	608.4	121.68	730.08
16.3.26	LTOS	Padstow Auto Care	Isuzu - loss of power investigation and repair	337.5	67.5	405
13.3.26	Cemetery/LTOS	Travis Perkins	Top soil, paint roller and cold lay	165.06	33.01	198.07
24.3.26	Corporate Services	Total Pest Control	Removal of dead fox	150	30	180
12.3.26	LTOS	Parcsigns	Stile field no parking sign	138.41	27.68	166.09
23.3.26	LTOS	ServoChem UK Ltd	Power clean x 2	108	21.6	129.6
17.3.26	Administration	Complete	Stationary	75.66	15.13	90.79
15.3.26	Administration	Midas Touch	Office cleaning x 1 week			89.5
22.3.26	Administration	Midas Touch	Office cleaning x 1 week			89.5
24.3.26	Investment Properties	Womble Bond Dickinson LLP	Provision of legal services	74.4	14.88	89.28
9.3.26	LTOS	Brunel Engraving	Replacement memorial plaque (direct recharge)	52.9	10.58	63.48
10.3.26	Administration	Acronyms	Telephone x 1 month	19.9	3.98	23.88
17.3.26	LTOS		Memorial plaque return postage (direct recharge) Reimburse staff member			4.25
						22,377.67
26.3.26			March gross wages, NIC ER's and LGPS ER's			32,370.56
			Standing orders or Direct Debits (regular payments of the same amount):			
1st		Cornwall Council	Non Domestic Rates - PTC sites			12802.50
						12802.50
			Direct Debits			
13.3.26	Toilets/Admin/LTOS	AUK Hygiene	toilet rolls, sacks, bin liners, mopheads, cloths, cleaner, c.feed rolls, soap, gloves	567.33	113.46	680.79
18.3.26		Everflow	Water x 2 month			955.79
3.3.26	HRT/LTOS	Mole Valley Farmers	Sleepers, screws, hose & connector, garden mesh, polypost, paint	291.63	58.32	349.95
15.3.26	Various	ScottishPower	Electricity x 1 month - PTC sites	952.91	168.29	1121.20
						3,107.73

Approved by 2 Councillors who are signatories:

ACCOUNTS OUTSTANDING
March 'c' 2026

Date	Cost centre	Supplier	Details	Net	VAT	Total
26.3.26	Env - Cemetery	Duch Cemetery's	Sexton fee (direct recharge)			600
25.3.26	HRT	Amos Pumps	Bi annual inspection of chamber	464.75	92.95	557.7
26.3.26	HRT	Cornwall Council	CEO provision x 1 month			406.8
19.3.26	LTOS	Brunel Engraving	Memorial plaques x 2 (direct recharge)	87.85	17.57	105.42
29.3.26	Administration	Midas Touch	Office cleaning x 1 week			89.5
26.3.26	LTOS	Ashridge Trees Ltd	Mulch mats, tamarisk, rootgrow	47.95	9.59	57.54
29.3.26	Democratic Core	Fleurations Cornwall Ltd	Mayor's flowers - Golden Wedding	47.46	9.49	56.95
						1,873.91
			Standing orders or Direct Debits (regular payments of the same amount):			
7th	Corporate Services	Barclays Bank	bank charges			20.48
						20.48
			Direct Debits			
26.2.26		ScottishPower	Electricity - PTC Sites (omitted invoice)	168.65	33.73	202.38
3.3.26	LTOS	Mole Valley	Poly Rope	7.82	1.56	9.38
						211.76
			Credit Card - March			
27.2.26	LTOS	TYSR Limited	Asbestos sampling kit	41.62	8.33	49.95
4.3.26	LTOS	Amazon	nails, sandpaper, paint brushes, hammerite paint	43.13	8.68	51.81
4.3.26	LTOS	SurveyMonkey	Survey subscription x 1 month			62.5
5.3.26	Env Toilets	FEW Ltd	Baby changing table			134.95
10.3.26	LTOS	DVLA	12 month vehicle tax			347.5
						646.71

ACCOUNTS OUTSTANDING
April 'a' 2026

Date	Cost centre	Supplier	Details	Net	VAT	Total
						£
26.3.26	Investment Properties	Womble Bond Dickinson LLP	Provision of legal services	1900	380	2280.00
31.3.26	Capital/Invest Prop	Nova Surveyors	Dock wall prep work to end March 26 / Unit 1 NBU Lease Plan	990	198	1188.00
1.4.26	Corporate Services	Cornwall ALC Ltd	CALC Annual membership 2026/27	1004.81	164.27	1169.08
31.3.26	Capital/Projects	Keith Clemes Line Marking Service	Railway car park - line marking repairs	627	125.4	752.4
31.3.26	Admin/OS Spaces/Events/Hub	Acronymns	Microsoft 365, email security, IT support, wifi / Hub wifi	591.71	118.34	710.05
1.4.26	Corporate Services	South West Councils	Associate membership to South West Councils 2026/27	555	111	666
31.3.26	Corporate Services	IPS UK Ltd	CC transaction fees / monthly secure gateway & wireless data fee	543.5	108.7	652.2
1.4.26	Outside (OS) Spaces/Events/Hub	Padstow Petrol Station	Fuel x 1 month	522.78	104.55	627.33
31.3.26	Corporate Services	Kestrel Guards	Check call service x 1 month	324	64.8	388.80
31.3.26	Car Parks	G4S	Cash collection x 1 month	249.48	49.9	299.38
6.4.26	Admin/OS Spaces/Events/Hub	Midas Touch Cleaning	Station House office clean x 2 weeks / Hub clean x 1			258.5
1.4.26	Various	Churchill Group	Monthly legionella control support x 1 month	186.54	37.31	223.85
7.4.26	OS Spaces/Events/Hub	Kernow Training Ltd	Lantra combined mower training x 1			200.00
9.4.26	Administration	Konica Minolta	Photocopier x 1 month	138.09	27.62	165.71
1.4.26	Corporate Services	ICCM	Institute of Cemetery & Crematorium Management membership 2026/27			110.00
13.4.26	Admin/OS Spaces/Events/Hub	Sea Spray Window Cleaning	Station House and Hub window cleaning			44.00
10.4.26	Administration	Acronymns	Telephone x 1 month	19.9	3.98	23.88
3.4.216	Toilets		Cistern lever / dual flush siphon - staff reimbursement			15.88
13.4.26	Administration		Office milk - staff reimbursement			6.00
						9781.06
23.4.26			April gross wages, NIC ER's and LGPS ER's			31,861.27
			Direct Debits			
31.3.26	OS Spaces/Events/Hub	Biffa	Bulk waste emptying x 1 month	661.5	132.3	793.80
10.4.26	Toilets	AUK Hygiene	Toilet rolls/toilet,washroom cleaner/sacks/bin liners/mop head	601.81	120.36	722.17
31.3.26	Corporate Services	RingGo	RingGo fees x 1 month	504.91	100.98	605.89
1.4.26	Toilets	South West Hygiene	Sanitary and nappy bin disposal x 1 month	225.39	45.08	270.47
1.4.26	Administration	Sage (UK) Ltd	Sage payroll subscription x 1 month	57.5	11.5	69.00
3.4.26	OS Spaces/Events/Hub	ScottishPower	Electricity x 1 month	266.06	13.3	279.36
2.4.26	Toilets	Smartestenergy	Electricity x 1 month	5.65	0.28	5.93
3.4.26	OS Spaces/Events/Hub	ScottishPower	Electricity x 1 month	143.82	7.19	151.01
						2897.63

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

Railway car park	2023-24	2024-25	**2025-26**	Budget 2025-26
Apr	45,608	39,345	**57,837**	40,000
May	51,836	55,245	**66,686**	55,000
Jun	59,007	56,899	**68,400**	55,000
Jul	68,377	66,603	**81,916**	65,000
Aug	78,606	76,992	**95,238**	75,000
Sep	58,955	56,526	**65,572**	55,000
Oct	44,632	43,559	**52,396**	45,000
Nov	17,950	18,842	**18,927**	20,000
Dec	26,737	18,309	**34,083**	15,000
Jan	11,366	11,603	**12,749**	10,000
Feb	17,322	19,034	**19,803**	20,000
Mar	27,525	26,703	**28,882**	25,000
	507,921	489,660	602,489	480,000

Lawn car park	2023-24	2024-25	**2025-26**	Budget 2025-26
Apr	14,672	12,287	**19,473**	15,000
May	18,095	19,680	**23,208**	20,000
Jun	23,241	22,235	**24,768**	25,000
Jul	28,727	26,564	**32,814**	30,000
Aug	31,866	30,890	**37,595**	35,000
Sep	22,270	20,839	**23,560**	20,000
Oct	13,917	11,994	**15,372**	15,000
Nov	4,273	4,399	**4,332**	5,000
Dec	8,543	4,733	**10,868**	5,000
Jan	2,001	2,343	**3,417**	2,000
Feb	3,217	3,738	**4,249**	3,000
Mar	7,066	5,046	**7,105**	10,000
	177,888	164,748	206,761	185,000

Railway sub totals Apr 2025-Mar 2026	507,921	489,660	602,489	480,000

Lawn sub totals Apr 2025-Mar 2026	177,888	164,748	206,761	185,000

	2023-24	2024-25	**2025-26**	Budget 2025-26
	£	£		£
Railway	507,921	489,660	**602,489**	480,000
Lawn	177,888	164,748	**206,761**	185,000
Total	685,809	654,408	**809,250**	665,000

Car park takings

April 2025 - March 2026 car park takings are £809,250, which is £144,250 more than the Budget and £154,842 more than the same period last year.

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	PADSTOW TOWN COUNCIL

☐ I confirm that there are no conflicts of interest with BDO LLP.

☐ I confirm the following conflicts of interest (please detail below:

_____

_____

_____

_____

_____

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
28.4.26	

Signed (Clerk/RFO)

Print Name

Signed (Chair)

Print Name

Padstow Town Council

Cornwall Council Non-Domestic Rates Bills

	Nominal code		*Rateable value*	Rates 2022-23	Rates 2023-24	Rates 2024-25	Rates 2025-26	**Rates 2026-27**	*2026-27 Payments due: Apr*	*May-Jan*		***Budget Rates 2026-27***
1	5317	Railway car park PL28 8DA	*110000*	56320	65024	69342	70485	**91630.5**	*9163.5*	*9163*		*80000*
2	7017	Station House offices PL28 8DA	*18000*	8982	9106.75	9106.75	9106.75	**8619**	*721*	*718*	*until March*	*9500*
3	5717	The Cemetery, Padstow PL28 8BG	*3250*	1621.75	1621.75	1621.75	1621.75	**1701.7**	*171.7*	*170*		*1700*
4	6217	MUGA PL28 8EA	*1200*	598.8	536.43	536.43	536.43	**470.4**	*54.4*	*52*	*until Dec*	*600*
5	5417	The Lawn Car Park PL28 8EA	*30000*	14970	17215.50	20958	20958	**24101.7**	*2411.7*	*2410*		24000
6	6217	Padstow Community Hub PL28 8EB	*2900*	1447.1	1347.3	1347.3	1347.3	**1372**	118	114	*until March*	1500
		" old library area	*4500*		1057.57	2245.5	2245.5	**1999.2**	*162.20*	*167*	*until March*	*2500*
			169850	83939.65	95909.3	105157.7	106300.7	**129894.5**	*12802.5*	*12794*		119800

Agenda Items 9 and 10.

PADSTOW TOWN COUNCIL

Financial Statements

For the year ended 31st March 2026

Padstow Town Council Financial Statements 31 March 2026

Contents

	Pages
Explanatory Foreword	1 - 2
Statement of Accounting Policies	3 - 4
Statement of Internal Control	5-6'
Statement of Responsibilities for the Accounts	7
Income and Expenditure Account	8
Income and Expenditure Account Notes	9'
Modified Balance Sheet	10'
Balance Sheet Notes	11-12'

Padstow Town Council Financial Statements 31 March 2026

Explanatory Foreword

1. These Accounts are drawn up in accordance with the arrangements for intermediate bodies with annual turnover below £6.5 million, to enable local authority accounting to secure and demonstrate economy, efficiency and effectivenesss in the provision of services to the community.

2. The Council's Accounts consist of:

i) The Income and Expenditure Account - this shows the income and expenditure on all services for which the Council is responsible, and demonstrates how the cost has been financed.
ii) The Modified Balance Sheet - this sets out the financial position of the Council on the Financial Year End, with regard to its assets and liabilities other than fixed assets that are disclosed by way of note.

3. The Council raises money by renting properties and operating 2 car parks in the town, from grants and contracts. The council has not raised a Precept. The Precept is the charge to the town's Council Tax payers to fund the work done by the Council. It is usually collected by Cornwall Council as part of the Council Tax.

The Council is responsible for maintaining and improving the properties owned by the Town Council. Padstow Town Council is working closely with the Cornwall Council, is pro-active and has partnerships with Cornwall Council and numerous other organisations to improve the parish.

4. The Accounts are supported by the Statement of Accounting Policies and various notes to the accounts.

5. During the year the Council employed Hudson Accounting to undertake Internal Audit. This looks at controls in place to ensure the Council meets, monitors and complies with its obligations.

6. The Council's capital expenditure is funded internally from revenue and reserves.

7. Revenue - Revenue expenditure and income refers to the day to day transactions, such as salaries, running expenses, fees and charges etc.

Capital - Capital expenditure relates essentially to spending on fixed assets, which by definition will last more than one year.

8. Financial needs and resources - the Council maintains adequate reserves to meet meet normal, anticipated revenue expenses and capital projects and has no borrowings. It complies with the JPAG guidance to hold 3-12 months' revenue expenditure in reserves. The Council is reliant on non-guaranteed sources of income, so holds a prudent level of reserves.

9. Review of Results - the results for the year compared to the budget are set out on page 2.

Padstow Town Council Financial Statements 31 March 2026

	Actual £	Budget £	Variance £
Income			
Central Services	**71,349**	100	71,249
Car parks (previously HRT)	**822,674**	678,000	144,674
Cemetery	**11,495**	4,000	7,495
Communities & Facilties (previously LTOS)	**16,506**	4,700	11,806
Investment Properties	**508,546**	300,000	208,546
Other Operating Income (interest received)	**35,854**	12,000	23,854
	1,466,424	998,800	467,624
Operating Expenses			
Democratic Core	**3,011**	15,900	-12,889
Corporate Services	**54,230**	60,300	-6,070
Grants (Central Services)	**32,400**	35,000	-2,600
Railway car park	**93,344**	126,200	-32,856
Lawn car park	**27,577**	36,200	-8,623
Cemetery	**28,134**	36,250	-8,116
Toilets	**82,748**	79,500	3,248
Communities & Facilities	**174,776**	196,700	-21,924
Investment Properties	**82,804**	84,200	-1,396
Administration	**273,436**	278,950	-5,514
	852,460	949,200	-96,740
Net profit before capital & project expenditure & reserve movements	**613,964**	**49,600**	
Capital & Project expenditure	**93,284**	427,000	-333,716
Net Profit/(Loss)	**520,680**	**-377,400**	

Padstow Town Council Financial Statements 31 March 2026

Statement of Accounting Policies

The Accounts have been drawn up in accordance with the Governance and Accountability for Local Councils A Practitioners Guide (England), which is recognised by statute as representing proper accounting practices.

1. **Fixed Assets** - Fixed Assets are valued in accordance with best practice.
When the revaluation of assets is carried out, all assets of the same class (that is of similar nature, function or use) will be re-valued. These are not included in the balance sheet to comply with the accounting requirements for smaller public bodies whose turnover is above £200,000 but below £6.5 million.

The assets were re-valued on 18th October 2021 by an external valuer Charterwood. The valuations were carried out in accordance with the Appraisal and Valuation Manual of the RICS. The Council's insurers were notified and the insurance values updated where necessary.

Fixed Assets are classified into the following groupings as required by the Code of Practice on Local Authority Accounting:

Operational Land and Properties
Non-Operational assets (including investment properties)
Plant, equipment and vehicles
Infrastructure assets
Community assets (which are included at historic cost)

New purchases above a de minimis level of £10,000 are added to the Asset Register at the cost of acquisition.

2. **Capital charges to Revenue Accounts** - A capital charge is not made to the service revenue accounts and central support services.

3. **Asset Usage**
Under the accounting guidelines for parish and town councils of this size fixed assets are recorded in a memorandum account and do not form part of the Balance Sheet.

4. **Leasing** - Rentals payable under operating lease are charged on a straight-line basis over the term of the lease. No figure is included within either the balance sheet or the assets register for the value of any leased equipment. There are no current financial leases.

5. **Investments & Interest**
Long-term Investments would be shown in the Fixed Asset Memorandum at cost. Interest earned is shown as a separate line in the Income and Expenditure Account. The Council has adopted, and reviews annually a policy for the investment of short-term surplus funds.

6. **Debtors and Creditors**
The accounts are maintained on an accruals basis, in accordance with the code of practice. Debtors and creditors are raised based on either known amounts or best estimates.
The debtors appear on the balance sheet and they represent sums due to the Council which had not been received at the Financial Year End.
Creditors included in the balance sheet relate to goods and services received or submitted during the year of account where payments had not been made by the Financial Year End.

7. **Reserves**
Amounts set aside for purposes falling outside the definition of provisions are considered as reserves and transfer to and from them are distinguished from service expenditure disclosed in the accounts. The Council maintains various Earmarked Reserves.

8. **Capital Receipts**
Income from the disposal of fixed assets is accounted for on an accruals basis and, subject to de minimus, is a capital receipt. Capital receipts are held in the capital Earmarked Reserve until such time as they are used to either finance capital expenditure or to voluntarily repay external loans or liabilities on credit arrangements. Only interest for such receipts can be transferred to a different reserve and used to fund some specific revenue expenditure.

9. **Cost of Support Services**
The costs of management and administration comprising both central support services and departmental support have not been allocated to users. Overheads are not apportioned to services.

10. **Government Grants**
The Council receives neither government Rate Support grant nor any share of the Non Domestic Rates.

11. **Prior Year Adjustments**
Timing differences and/or prior year adjustments that are discovered after the accounts are signed off will only be adjusted if they exceed materiality levels set by the external auditors.

12. **Value Added Tax**
The accounts show the income or expenditure net of VAT. However, if the VAT is irrecoverable it is included in the cost of the items reported in the financial statements.

13. **Contingent assets/liabilities**
Provisions for liabilities and charges have been established and are based on realistic and prudent estimates of the expenditure required to settle future legal or constructive obligations that exist at the Balance Sheet date.

14. **Fixed Asset impairment and disposal**
The Council considers annually whether there is any major revaluation/impairment of fixed assets.

Padstow Town Council Financial Statements 31 March 2026
Statement of Internal Control

1. Scope of Responsibility

Padstow Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

In discharging this overall responsibility the Council is also responsible for ensuring that there is a sound system of internal control, which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure, to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process, designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and to manage them efficiently, effectively and economically.

There is up to date of approval of the annual report and accounts and there are not any significant internal contol issues.

3. The Internal Control Environment

The Council:

The Council has appointed a Chair, who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.
The Council reviews its obligations and objectives and approves budgets and, if necessary, the level of precept for the following financial year at its November meeting. Currently no precept has been levied.

The Chair of Finance monitors progress against objectives, financial systems and procedures, budgetary control and carries out regular reviews of financial matters. The Full Council meets 10 times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Town Clerk and the Council's RFO.
Service Committees have delegated budget authority and the Chairs of service committees are on the Finance Committee to provide integration.

Clerk to the Council/Responsible Financial Officer

The Council has appointed a Clerk to the Council, who acts as the Council's advisor and administrator. The Council's Responsible Financial Officer is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments

All payments are reported to the Council for approval and minuted. Two members of the Council who are bank signatories email approval of the Accounts Outstanding, cheques and any other payments.

Risk Assessment/Risk Management
The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

Internal Audit
The Council has appointed an Independent Internal Auditor , Hudson Accounting, who reports to the Council on the adequacy of its:

Records
Procedures
Systems
Internal Control
Regulations
Risk management
Reviews

All reports of the Internal Auditor are considered and actioned appropriately.

External Audit
The Council's External Auditor, BDO LLP, submits an annual Certificate of Audit which is presented to the Council. All reports of the External Auditor are considered and actioned appropriately.

4. Review of Effectiveness
The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

the Full Council;
the Clerk to the Council and Responsible Financial Officer, who have responsibility for the development and maintenance of the internal control environment and managing risk;
the independent Internal Auditor who reviews the Council's systems of internal control;
BDO LLP, the Council's External Auditor, who makes the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chair of the Council, Town Clerk and Internal Auditor. The External Auditor issues an annual audit certificate;

and: the number of significant issues that are raised during the year.

5. Significant Internal Control Issues
No significant internal control issues were identified during this financial year.
The focus of internal audit was system integrity, governance and risk management.
A Councillor undertook a Member Review of the Effectiveness of Internal Control during the year, there were no issues arising and the review was received by the Full Council under minute ref 2025/237.

Whilst no significant internal control issues were identified during the year, the Council strives for the continuous improvement of the system it has adopted for internal control and has addressed all the minor issues and weaknesses raised and reported during the review processes.

Signed

Councillor R Higman
Chair of Finance Committee

K Pemberton
Town Clerk

Padstow Town Council Financial Statements 31 March 2026

Statement of Responsibilities for the Accounts

The Town Council's Responsibilities:

The Town Council is required:

To make arrangements for the proper administration of its financial affairs and to secure that one of its officers has responsibility for the administration of those affairs. In this Council, the officer is the Responsible Financial Officer (RFO).

To manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.

Approve the statement of accounts.

The Responsible Financial Officer's Responsibilities:

The RFO is responsible for the preparation of the Council's Statements of Accounts in accordance with proper practices.

These ensure a fair representation of the Council's financial position at the accounting date, and its income and expenditure for the year ended 31 March 2025.

In preparing this Statement of Accounts the RFO has:

Selected suitable accounting policies and applied them consistently;
made judgements and estimates that were reasonable and prudent; and
complied with proper practices.

The RFO has also:

Kept proper accounting records which were up-to-date; and
taken reasonable steps for the prevention and detection of fraud and other irregularities.

Certificate of the Responsible Financial Officer

The following pages include the Statement of Accounts for the year ended 31 March 2025, prepared in accordance with the relevant Code of Practice. They present fairly the financial position of Padstow Town Council.

Signed

Councillor R Higman
Chair of Finance Committee

date

N Barnes
Responsible Financial Officer

date 20.4.26

Padstow Town Council Financial Statements 31 March 2026
INCOME and EXPENDITURE ACCOUNT

	2025 £	2026 £
Income		
Central Services	40,991	**71,349**
Highways, Roads & Transport	671,511	**822,674**
Environment	10,691	**11,495**
Leisure	14,243	**16,506**
Investment Properties	474,303	**508,546**
Other Operating Income (interest received)	31,646	**35,854**
	1,243,385	**1,466,424**
Operating Expenses		
Democratic Core	823	**3,011**
Corporate Services	53,035	**54,230**
Central Services	33,536	**32,400**
HRT Railway car park	92,097	**93,344**
HRT Lawn car park	27,812	**27,577**
Environment Cemetery	32,777	**28,134**
Environment Toilets	61,882	**82,748**
Leisure Open Spaces	156,819	**174,776**
Investment Properties	71,877	**82,804**
Administration	258,230	**273,436**
	788,888	**852,460**
Net profit before capital & project expenditure movements	454,497	**613,964**
Other Operating Expenses (Capital & Project expenditure)	170,497	**93,284**
Net Profit/(Loss)	284,000	**520,680**
Precept	0'	**0'**

Note 1
Trading operations The Council had no trading operations in the year of audit.

Note 2
Section 137 expenditure is no longer required as the Council has the General Power of Competence.

Note 3
Publicity Expenditure
Under section 5(1) of the Local Government Act 1986 the Authority incurred expenditure on publicity as set out below

	2025	2026
Recruitment advertising	0	0
Other advertising	0	0
	0	0

Note 4
Agency income and expenditure The Council has no agency agreements.

Note 5
Pensions
The Council offers the Local Government Pension Scheme (LGPS) and contributes to the LGPS for its staff.

Note 6	2025	2026
Members Allowances	£	£
The total of allowances paid to members was	0	0

Note 7
Employee Remuneration

Number of employees that received remuneration in excess of £50,000	1	1

Note 8
Related parties
The following have been identified as potential related parties whose transactions are material or who might be able to influence the decisions of the Authority:
Central Government including HM Revenue and Customs
Members
The Clerk
Members of the families of members and the Clerk
Any businesses or trusts controlled by members or the Clerk
Cornwall Council

The Authority may enter into relationships with other organisations that could result in it being able to influence the financial and operating policies of that organisation.
These could be organisations receiving funding assistance from the Authority.
The Authority has reviewed its transactions and the following have been identified as material with related parties.

Organisation

		2025	2026
		£	£
Cornwall Council	Income	8094	7524
	Expenditure	109564	110875

Padstow Town Council
Modified Balance Sheet at 31 March 2025

*** Fixed Assets are not included in the Balance Sheet as the Council is deemed an intermediate size Council. They are disclosed in note 9.

	Notes	2025	2026
Current Assets			
Debtors	10	130,379	53,256
Cash and Bank		1,677,408	2,291,392
Total Assets		**1,807,787**	**2,344,648**
Current Liabilities			
Creditors	11	84,155	100,336
Total assets less current liabilities		**1,723,632**	**2,244,312**
Total assets less liabilities		**1,723,632**	**2,244,312**
Earmarked Reserves	12	235,000	654,907
General Fund		1,488,632	1,589,405
		1,723,632	**2,244,312**

Notes to the Balance Sheet

Note 9
Memorandum Account for Fixed Assets which are not carried on the modified balance sheet

	Operational Other land and buildings	Vehicles plant and equipment	Infra-structure assets	Community assets	Total	Non-Operational Total	Total
Cost or Valuation							
At 31st March 2024	**5,021,601**	**280,904**	**0**	**67,748**	**5,370,253**	**1,649,425**	**7,019,678**
Additions	10,438	25,750					
Disposals		-11,450					
Impairment							
Revaluation							
Reclassification							
At 31st March 2025	**5,032,039**	**295,204**	**0**	**67,748**	**5,394,991**	**1,649,425**	**7,044,416**

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

Capital expenditure and financing

	2025	2026
Capital investment		
Operational assets	0	0
Non-operational assets	0	0
Deferred charges	0	0
	0	**0**

Nature of Fixed Assets held

The following is an extract of the principal assets held at the Financial Year End:
2 Car Parks
Station House, Padstow
Tenanted Industrial Unit - South Quay
8 Workshop Units - Railway land, South Quay
New Business Units - South Quay
Other tenanted properties about South Quay
2 Tennis Courts - MUGA
3 Garages
Chapel Stile Field and Memorial 14.33 Acres
Jubilee Field and Memorial 1.1 acres
Public Conveniences North Quay
Padstow Cemetery 3.5 acres
Headland amenity land Trevone 0.5 acre
Wheal Jubilee Park
North Quay Shelters
Children's Play Areas - by the Lawn car park, 0.5 acre
The Plantation 2.43 acres amenity land
Cory Shelter and Long Lugger
Railway toilet block
Padstow Community Hub (previously called the Core Building)

Valuation information

A market valuation report was undertaken by an external valuer, Charterwood Chartered Surveyors, Truro the effective date of which was 18th October 2021.
The valuation was required solely for Local Authority accounting purposes and, so far as the valuer was aware, no conflict of interest arose.
The expected useful life of assets, where appropriate, has been indicated by the valuer.

Capital commitments

	2025	2026
The value of capital expenditure commited at the year end was:	0	0

Note 10
Debtors

	2025	2026
Debtors comprise:	£	£
Trade debtors	103,205	25,815
Accrued Income	2,000	2,000
Sundry debtors and prepayments	25,174	25,441
	130,379	**53,256**

Note 11
Creditors
Creditors comprise:

	2025	2026
	£	£
Trade creditors	-1,035	1,255
Other creditors	5,959	0
Deferred Income	70,235	85,615
Sundry creditors and accruals	2,850	5,295
VAT	6,146	8,171
	84,155	**100,336**

Note 12
Earmarked and Other Reserves

	2025 B/Fwd £	Taken from reserves £	Added to reserves £	2026 C/Fwd £
Properties & Grounds Maintenance	160,000			160,000
Vehicle & machinery replacement	25,000			25,000
Investigate options for aquiring Cemetery land	50,000			50,000
Dock Wall	0		400,000	400,000
Section 106	0		17,407	17,407
Grants	0		2,500	2,500
	235,000	**0**	**0**	**654,907**

Note 13
Contingent liabilities
There are no known contingent liabilities at the Financial Year End.

Full Council 28.4.26 Agenda item 11

Budget to Actual Variance Report 2025-26 1.4.25 – 31.3.26

Overview

Total income from 1.4.25 – 31.3.26 is £1,466,424 compared with the budget of £998,800.

Total revenue expenditure from 1.4.25– 31.3.26 is £852,460 compared with the budget of £949,200. Capital/project expenditure is £93,284 and the budget is £427,00.

Explanations for significant variances are detailed below:

Income

Central Services

Central Services income is £71,249 more than the Budget because Community Infrastructure Levy (CIL) payments of £52,428 and S106 money of £17,407 were received from Cornwall Council (CC).

Car parks

Car park income is £144,674 more than the Budget due to a prudent approach being taken with potential car park income and car park tariffs were increased on 1.4.25.

Cemetery

Cemetery income is £7495 more than the Budget because burial income is higher.

Communities and Facilities

Communities and Facilities income is £11,806 more than the Budget due to memorial bench income being greater than anticipated.

Investment Properties

Investment Properties income is £208,546 more than the Budget due to the invoicing of back rent etc following rent reviews.

Other operating income

Other operating income (interest received) is £23,854 higher than the Budget because funds were placed in a longer notice account with higher interest rates and interest rates remained at a higher level than expected.

Expenses:

Democratic Core

Democratic Core expenses are £12,889 lower than the Budget due to a provision being included for a contested election, that was not required.

Railway car park

Railway car park expenses are £32,856 less than the Budget due to staff costs being lower (allocated from timesheets), a provision was included for higher Non-Domestic Rates and equipment & materials costs are less than anticipated.

Lawn car park

Lawn car park expenses are £8623 less than the Budget due to staff costs being lower (allocated from timesheets) and a provision was included for higher Non-Domestic Rates.

Cemetery

Cemetery costs are £8116 less than the Budget because equipment, materials & repairs are less than expected.

Toilets

Toilets expenses are £3248 more than the Budget because staff costs (allocated from the timesheets) are greater than anticipated. The total staff costs across all cost centres are within the Budget set.

Communities and Facilities

Communities and Facilities costs are £21,924 less than the Budget as staff costs, training and grounds maintenance expenses are lower than anticipated.

Administration

Administration expenses are £5514 less than the Budget because staff costs are less than expected.

Capital/projects expenses

Capital/projects costs are £333,716 less than the budget due to the contingency provisions.

Prior Year Report

Overview

Total income from 1.4.25 – 31.3.26 is £1,466,424 compared with £1,243,385 for the same period last year.

Central Services income is £30,358 higher than the previous year following receipt of CIL and S106 money in the current year.

Car park income is £151,163 higher due to car park tariffs increasing from 1.4.25.

Investment Properties income is £34,243 more than the previous year due to the invoicing of back rent etc due following various rent reviews.

Total revenue expenditure from 1.4.25 – 31.3.26 is £852,460 compared with £788,888 for the same period last year.

Toilet expenses are £20,866 more than the previous year following Everflow issues with invoices last year and staff costs are higher.

Communities & Facilities expenses are £17,957 more than last year because staff costs, machinery repairs and Hub costs are higher.

Investment Properties expenses are £10,927 greater than the prior year due to legal costs being higher.

Administration expenses are £15,206 more than last year because staff and cleaning costs are higher.

Capital and project expenditure is £93,284 this year (Gator, IT, MUGA fence, site inspections, Cemetery sign, Hub refurbishment, Trevone steps etc) and £170,497 last year (Padstow Community Hub refurbishment, Camel roadway repairs, sewage pipe repairs, dock wall surveys, slipway railings, MUGA retention etc).

Full Council meeting 28.4.26 Agenda item
Budget Report 11

	Year to Date			Prior Year		
	1.4.25 - 31.3.26 Actual £	1.4.25 - 31.3.26 Budget £	Variance £	1.4.25 - 31.3.26 Actual £	1.4.24 - 31.3.25 Actual £	Variance
Income						
Central Services - CIL & Section 106	71,349	100	71,249	71,349	40,991	30,358
Car parks (previously HRT)	822,674	678,000	144,674	822,674	671,511	151,163
Cemetery (Environment)	11,495	4,000	7,495	11,495	10,691	804
Communities & Facilities (LTOS)	16,506	4,700	11,806	16,506	14,243	2,263
Investment Properties	508,546	300,000	208,546	508,546	474,303	34,243
Other Operating Income (interest received)	35,854	12,000	23,854	35,854	31,646	4,208
	1,466,424	998,800	467,624	1,466,424	1,243,385	223,039
Operating Expenses						
Democratic Core	3,011	15,900	- 12,889	3,011	823	2,188
Corporate Services	54,230	60,300	- 6,070	54,230	53,035	1,195
Grants (Central Services)	32,400	35,000	- 2,600	32,400	33,536	- 1,136
Railway Car Park	93,344	126,200	- 32,856	93,344	92,097	1,247
Lawn Car Park	27,577	36,200	- 8,623	27,577	27,812	- 235
Cemetery	28,134	36,250	- 8,116	28,134	32,777	- 4,643
Toilets	82,748	79,500	3,248	82,748	61,882	20,866
Communities & Facilities (LTOS)	174,776	196,700	- 21,924	174,776	156,819	17,957
Investment Properties	82,804	84,200	- 1,396	82,804	71,877	10,927
Administration	273,436	278,950	- 5,514	273,436	258,230	15,206
	852,460	949,200	- 96,740	852,460	788,888	63,572
Capital & project expenditure	93,284	427,000	- 333,716	93,284	170,497	- 77,213
Net Profit/(Loss)	**520680**	**-377400**		**520680**	**284,000**	**236,680**

Agenda Item 12

HUDSON ACCOUNTING LTD.
INTERNAL AUDIT REPORT:
TO THE MEMBERS OF PADSTOW TOWN COUNCIL
YEAR ENDED 31ST MARCH 2026.

ISSUE DATE: 08/04/2026
ISSUED TO: TOWN CLERK & RFO

INTRODUCTION:
Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Scope:
The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return.

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

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2025.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed.

GENERAL COMMENTS:
We would like to thank the staff for their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications, thus in all significant respects, the control objectives were achieved throughout the financial year to a standard adequate to meet the needs of the Council.

We have provided a table of audit recommendations, if required, to allow for the Council's response which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it is completed and returned to us.

AUDIT COMMENTARY:

Previous Recommendations

There are no previous recommendations requiring action.

Accounting Records

The accounts have been properly maintained throughout the year.

Payments

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for, and payment controls were applied.

Payment

Further testing of payments made revealed no issues to report.

Procurement

Procurement activity is carried out in line with Financial Regulations.

Risk

Insurance

The Fidelity Guarantee remains adequate at £2.25 million.

Risk

The Council reviewed its risk management arrangements and risk assessment in February 2026.

IT & Data protection

The Council uses a .gov.uk domain for its website and Officer and Member e-mails.

An Information Technology Policy was adopted in January 2026 and the GDPR Policy was reviewed in February 2026.

The website loads easily, is easy to navigate and Transparency Code information is held in the 'Council Finance' webpages.

The procurement information (items over £5,000) requires updating.

The website has an Accessibility Statement which is dated 2020. Weaknesses were identified and a further review is in progress.

Budgets

Setting

The 2026/27 budget was properly approved by Full Council in November 2025; no precept was required.

Detailed estimates were considered by the Council's Committees and the Finance & General Purposes Committee prior to approval.

Monitoring

Regular budget monitoring reports have been considered throughout the year.

There has been a significant surplus generated, in excess of £500K. About half is due to better-than-expected car park income, rent reviews and CIL.

The remaining variance should be reviewed and the reasons for it incorporated in future budgets if necessary.

Adequacy of Reserves

After allowing for earmarked reserves of £654,907 the general reserve stands at £1,589,405; equating to 168% of gross expenditure which is above generally accepted parameters.

Income

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

Interest

Interest received has been accurately reflected in the Ledger.

VAT

VAT claims for the year have been submitted.

The year-end claim is in accord with balances disclosed in the Accounting Statements.

Burials

Testing of burial income revealed no issues to report.

Allotments

A register is in place and tenants are invoiced in line with the agreed charges. Adequate arrangements are in place to ensure payment.

Petty Cash

Petty cash is sparingly used and adequately controlled.

Assets

The asset register has been updated to reflect acquisitions and disposals and the total value of assets held has been accurately disclosed in the AGAR.

Payroll

Testing of January's payroll revealed no issues to report.

Bank Reconciliation

Bank reconciliations have been carried out in a timely and accurate manner throughout the year.

The year-end bank reconciliation was found to be accurate.

Accounting Statements

The accounts were produced on an income and expenditure basis and are in accord with underlying records.

Debtor and creditor balances have been properly treated.

Agenda item 13 and 14

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.

2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2026
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at **31 March 2026** been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB**: do not send trust accounting statements unless requested.		

Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from **www.nalc.gov.uk or from **www.ada.org.uk**

Annual Internal Audit Report 2025/26

PADSTOW TOWN COUNCIL

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

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✔		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✔		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✔		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✔		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✔		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✔		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✔		
H. Asset and investments registers were complete and accurate and properly maintained.	✔		
I. Periodic bank account reconciliations were properly carried out during the year.	✔		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✔		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")*			✔
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✔		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✔		
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	✔		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✔		

P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✔

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

16/10/2025 09/02/2026 08/04/2026

Name of person who carried out the internal audit

S P HUDSON CPFA

Signature of person who carried out the internal audit

Date 08/04/2026

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required. the annual internal audit report **must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Padstow Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✔		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes / No / N/A		*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

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

Chair

Clerk

www.padstow-tc.gov.uk

Section 2 – Accounting Statements 2025/26 for

Padstow Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	1,439,632	1,723,632	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	0	0	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	1,243,385	1,466,424	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	371,639	401,229	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	587,746	544,515	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	1,723,632	2,244,312	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	1,677,408	2,291,392	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	7,019,678	7,044,416	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?		✔	*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Date 20/04/2026

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

as recorded in minute reference:

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

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of Padstow Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

External Auditor Signature Date

So

PADSTOW TOWN COUNCIL: 28 APRIL 2026

AGENDA ITEM 15: BUDGET 2026-27 REVIEW

1. Overview

1.1 The Finance and General Purposes Committee reviewed the Budget reports and Draft Budget 2026-27 at a meeting held on 18 November 2025. The Budget 2026-27, which included the Committees' recommendations, was then agreed at the November 2025 meeting of the Full Council. A nil precept notification was sent to Cornwall Council in December 2025, as required.

1.2 When the Budget was set, it was agreed to review the Capital and projects cost centre at a later date due to the dock wall tender timeline. Furthermore, additional information that will have a material impact on some of the other budgeted figures has since been received. This relates to Non-Domestic Rates, Insurance, and Earmarked Reserves. Therefore, in consultation with the Chair of Finance, the RFO recommends that Council now reviews the Budget 2026-27 and a revised budget is appended for consideration.

2. Capital and project expenditure

2.1 Dock Wall: The tender process for the dock wall has concluded and a contractor has been appointed for the sum of £120,570 plus a contingency of £60,000 (10 March 2026 ref 2025/228). The RFO suggests setting a total budget of £200,000.

2.2 Bus Stop Works: Following an update of costings from Cornwall Council, Council agreed a budget of up to £50,000 for the bus stop and associated works (24 February 2026 ref 2025/215). Date of works to be confirmed.

2.3 New Business Units (NBU) Fall Arrest System: Following the professional safety recommendations of PTSG, it was agreed to update this system at a cost of £10,055 (17 February 2026 ref FGP2025/44, approved 24 February 2026 ref 2025/207). Date of works to be confirmed.

2.4 Streetlight Upgrade: It was agreed to upgrade the 9 non-serviceable streetlights in the Council's car parks to LED fittings at a cost of £5888.00, further that this be taken from the HRT Contingency Budget (3 February 2026 ref CAF2025/71, approved 24 February 2026 ref 2025/207). Date of works to be confirmed.

2.5 The RFO recommends including specific provisions for 2.1, 2.2 and 2.3 in the Capital and Project cost centre. As the cost of the streetlight upgrade is under £10,000, it is suggested that instead of including a specific

provision (there being no HRT Contingency following the committee restructure) it is suggested this cost be taken from the original Budget 2026-27 Community and Facilities £100,000 contingency provision. There are no other suggested changes to the capital and project budgets.

3. Non-Domestic Rates

3.1 The Non- Domestic Rates bills for the following financial year are received at the end of March each year, which is after the Budget has been set during the previous November. Councillors will note the summary of the Non-Domestic Rates included in the Finance Report.

3.2 Most significantly, Railway car park NDR has increased from £70,485 in 2025-26 to £91,630.50 in 2026-27, which is an increase of £21,145.50 or 30%. The Budget 2026-27 included a budget of £80,000 for Railway NDR.

3.3 Lawn car park NDR has also increased, from £20,958 in 2025-26 to £24,101.70 in 2026-27, which is an increase of £3143.70 or 15%. The Budget 2026-27 included a budget of £24,000 for Lawn NDR.

3.4 The RFO recommends increasing the Budget 2026/27 for the car park NDRs according.

4. Insurance

4.1 The RFO anticipates the Council will need to increase its Fidelity Guarantee in response to the increased funds it holds. Furthermore, the 5-yearly asset review is now due and any possible increased asset values may impact insurance costs. This needs to be looked at in more detail, however the RFO considers it would be prudent to increase the provision at this time.

5. Earmarked Reserves

5.1 The Earmarked Reserves (EMR) are detailed on the first page of the Revised Budget 2026-27 (appended).

5.2 The RFO recommends transferring the Dock Wall EMR of £400,000 to the Properties and Grounds Maintenance EMR, amalgamating ongoing dock wall maintenance with the rest of Council's Properties and Grounds Maintenance going forward.

5.3 The Community Infrastructure Levy (CIL) money received was not spent in 2025-26, the RFO therefore recommends transferring £52,428 from the General Fund to a Community Infrastructure Levy (CIL) EMR.

6. Consideration

6.1 Council is asked to consider agreeing the following revisions to the Budget 2026-27:

i) The following provisions be included in the Capital and Projects cost centre: a) £200,000 for Dock Wall repairs; b) £50,000 for bus stop works and associated costs; c) £10,500 for the New Business Units Fall arrest system; and d) it be noted that the cost for upgrading the Council's streetlighting as agreed and approved under minute refs CAF2025/71 and 2025/207 be taken from the existing Community and Facilities contingency within this cost centre;

ii) In response to increased Non-Domestic Rates, to increase a) nominal code 5317 Railway car park NDR from £80,000 to £92,000; and b) nominal code 5417 Lawn car park NDR from £24,000 to £24,500.

iii) To adopt a prudent approach to possible rises in insurance costs as outlined in 4.1 of the agenda report and to increase nominal code 6923 from £44,000 to £55,000.

iv) To agree the following amendments to the Council's Earmarked Reserves (EMR): a) to transfer the Dock Wall EMR of £400,000 to the Properties and Grounds Maintenance EMR; and b) to transfer £52,428 from the General Fund to a Community Infrastructure Levy (CIL) EMR.

v) Subject to any further amendments by Council, to approve the revised Budget 2026-27, as set out in appendix 1 to the agenda papers.

Padstow Town Council
Revised Budget 2026-27

Income	Actuals to 31.3.25	Actuals to 31.3.26	Budget 2026-27	Revised Budget 2026-27
Central & Democratic Services	£40,991	£71,349	£100	**£100**
Car parks	£671,511	£822,674	£750,000	**£750,000**
Cemetery	£10,691	£11,495	£5,000	**£5,000**
Communities & Facilities	£14,243	£16,506	£5,050	**£5,050**
Investment Properties	£474,303	£508,546	£346,000	**£346,000**
Other Operating Income	£31,646	£35,854	£15,000	**£15,000**
	£1,243,385	£1,466,424	£1,121,150	**£1,121,150**
Expenditure				
Democratic Core	£824	£3,011	£9,500	**£9,500**
Corporate Services	£53,035	£54,230	£70,300	**£70,300**
Grants	£33,536	£32,400	£35,000	**£35,000**
Railway Car Park	£92,099	£93,344	£115,500	**£127,500**
Lawn Car Park	£27,812	£27,577	£33,000	**£33,500**
Cemetery	£32,777	£28,133	£38,750	**£38,750**
Toilets	£61,881	£82,748	£85,500	**£85,500**
Communities & Facilities	£156,818	£174,775	£214,450	**£214,450**
Administration	£258,230	£273,437	£295,650	**£295,650**
Investment Properties	£71,877	£82,804	£86,000	**£97,000**
Total expenditure	£788,889	£852,459	£983,650	**£1,007,150**
Net Revenue/(Expenditure)	£454,496	£613,965	£137,500	**£114,000**
Capital expenditure from Revenue	£170,497	£93,285	£440,000	**£700,500**
Net Rev/(Exp) after capital expenditure	£283,999	£520,680	-£302,500	**-£586,500**

Balance Sheet	31.3.26	Transfers to/from EMR	30.4.26
Earmarked Reserves:			
Dock wall repairs	£400,000	-£400,000	£0
Properties and Grounds Maintenance	£160,000	£400,000	£560,000
Vehicle and machinery replacement	£25,000		£25,000
Investigate options for aquiring Cemetery land	£50,000		£50,000
Section 106	£17,407		£17,407
Grants	£2,500		£2,500
Community Infrastructure Levy (CIL)		£52,428	£52,428
General Fund	£1,589,405	-£52,428	£1,536,977
Total assets less liabilities	£2,244,312		£2,244,312

Agenda Item 15
Appendix 1

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Padstow Town Council

Central & Democratic

(FGP Committee)

Income	nominal codes:	Actuals to 31.3.25	Actuals to 31.3.26	Budget 2026-27	Revised Budget 2026-27	
Misc income including CIL income	4300	£40,991	£71,349	£100	**£100**	
		£40,991	£71,349	£100	**£100**	
Expenditure						
Democratic Core						
Councillors' expenses	5008	£68	£108	£400	**£400**	Councillors' expenses to travel to training and events out of the parish.
Training	5049	£237	£757	£3,500	**£3,500**	Provision for Councillor training.
Contingency	5050	£112	£1,205	£2,000	**£2,000**	Contingency provision
Mayor's Allowance	5060	£407	£350	£600	**£600**	Bouquets for parishioners with significant birthdays/anniversaries.
Election expenses	5064	£0	£591	£3,000	**£3,000**	Provision for a possible Election.
		£824	£3,011	£9,500	**£9,500**	
Corporate Services						
Subscriptions - CALC, ICCM	5110	£996	£1,053	£1,200	**£1,200**	Cornwall Association of Local Councils etc subscriptions.
Bank charges incl RingGo & IPS fees	5111	£29,732	£28,565	£38,000	**£38,000**	Car park payment credit/debit card & RingGo fees.
Legal services	5124	£6,623	£11,020	£12,000	**£12,000**	Solicitor's legal advice re PTC assets etc.
Internal Audit	5125	£1,500	£1,500	£1,600	**£1,600**	PTC must have its accounts etc reviewed by an independent Internal Auditor.
External Audit	5127	£2,100	£2,100	£2,500	**£2,500**	PTC must have its accounts etc reviewed by an independent External Auditor.
Other professional services	5129	£12,084	£9,992	£15,000	**£15,000**	Health & Safety review, check call service, HR advice etc. Asset valuation due at £4k.
		£53,035	£54,230	£70,300	**£70,300**	
Grants						
Grants	5242	£33,536	£32,400	£35,000	**£35,000**	Grants are awarded annually in accordance with PTC Grants Policy.
		£33,536	£32,400	£35,000	**£35,000**	

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Padstow Town Council

Car parks
(Communities & Facilities Committee)

Income	nominal codes:	Actuals to 31.3.25	Actuals to 31.3.26	Budget 2026-27	Revised Budget 2026-27	
Railway car park	4404	£489,660	£602,489	£550,000	**£550,000**	
Lawn car park	4406	£164,748	£206,761	£190,000	**£190,000**	
Car Park Season Tickets	4408	£6,188	£5,771	£5,000	**£5,000**	
Misc income incl RingGo	4448	£10,915	£7,653	£5,000	**£5,000**	
		£671,511	£822,674	£750,000	£750,000	
Expenditure						
Railway Car Park						
Staff costs	5301	£4,765	£5,807	£15,000	**£15,000**	PTC staff checking car park machines, litter picking etc.
Electricity	5315	£1,330	£1,159	£1,500	**£1,500**	Car park machines and pump station electricity.
Non-Domestic Rates (NDR)	5317	£69,342	£70,485	£80,000	**£92,000**	Non- Domestic Rates.
Equipment & materials	5332	£1,396	£976	£2,000	**£2,000**	Minor repairs.
Equip service & repair	5333	£6,791	£5,479	£4,000	**£4,000**	Pump chamber emptying etc.
CC CEO - PTC car parks	5334	£4,406	£4,981	£6,000	**£6,000**	Cornwall Council Civil Enforecement Officer (CEO) patrolling PTC car parks.
Car park machines	5351	£2,168	£1,687	£3,000	**£3,000**	Annual maintenance agreement and repairs.
Car park tickets	5353	£0	£738	£2,000	**£2,000**	Car park tickets for coin and card car park users.
Car park machines cash collections	5354	£1,901	£2,032	£2,000	**£2,000**	Coin collections have reduced as most people use RingGo and debit or credit cards.
		£92,099	£93,344	£115,500	£127,500	
Lawn Car Park						
Staff costs	5401	£1,886	£3,671	£4,000	**£4,000**	PTC staff checking car park machines, litter picking etc.
Electricity	5415	£746	£272	£1,000	**£1,000**	Car park machines electricity.
Non-Domestic Rates (NDR)	5417	£20,958	£20,958	£24,000	**£24,500**	Non Domestic Rates.
Equipment service & repair	5432	£1,814	£250	£1,000	**£1,000**	Minor repairs and provision to update PTC Parking Order, signs etc
Car park machines	5451	£1,445	£819	£1,500	**£1,500**	Annual maintenance agreement, repairs and update car park tariffs..
Car park tickets	5453	£0	£492	£600	**£600**	Car park tickets for coin and card car park users.
Car park machines cash collections	5454	£963	£1,115	£900	**£900**	Coin collections have reduced as most people use RingGo and debit or credit cards.
		£27,812	£27,577	£33,000	£33,500	

Padstow Town Council

Cemetery & toilets

(Communities & Facilities Committee)

Income	nominal codes:	Actuals to 31.3.25	Actuals to 31.3.26	Budget 2026-27	Revised Budget 2026-27	
Cemetery fees	4511	£10,665	£11,495	£5,000	**£5,000**	
Seagull-proof sacks	4513	£26	£0	£0	**£0**	No longer sold.
		£10,691	£11,495	£5,000	**£5,000**	
Expenditure						
Cemetery						
Staff costs	5701	£16,306	£17,226	£19,000	**£19,000**	Grass cutting, strimming & general maintenance.
Non-Domestic Rates (NDR)	5717	£1,622	£1,622	£1,700	**£1,700**	Cemetery Non Domestic Rates.
Water	5718	£0	£0	£50	**£50**	Cemetery water.
Grounds maintenance	5720	£8,656	£5,291	£10,000	**£10,000**	Excavate graves (recharged), topsoil etc.
Stability testing	5721	£6,035	£2,350	£4,000	**£4,000**	Stability testing of graves.
Equipment, materials & repairs	5732-3	£158	£1,644	£4,000	**£4,000**	Repairs and signs.
		£32,777	£28,133	£38,750	**£38,750**	
Toilets						
Staff costs	5801	£28,301	£33,405	£28,000	**£28,000**	Toilet cleaning, restocking supplies, maintenance etc.
Electricity	5815	£5,502	£4,048	£5,500	**£5,500**	Hand washer/dryers.
Water	5818	£8,698	£25,538	£28,000	**£28,000**	3 sets of public toilets - Railway, North Quay & Cory .
Cleaning & domestic supplies	5819	£12,452	£11,474	£14,500	**£14,500**	Includes toilet rolls, sanitary/nappy bin service, legionella checks etc.
Equipment & materials	5832	£746	£1,092	£2,000	**£2,000**	Toilet repairs
Equipment service & repair	5833	£6,182	£7,191	£7,500	**£7,500**	Includes Wallgate hand washer/dryers maintenance.
		£61,881	£82,748	£85,500	**£85,500**	

Padstow Town Council

Outside spaces, events and Padstow Community Hub

(Communities & Facilities Committee)

	nominal codes:	Actuals to 31.3.25	Actuals to 31.3.26	Budget 2026-27	**Revised Budget 2026-27**	
Income						
Memorial benches & plaques	4600	£5,132	£8,003	£500	**£500**	
Grass cutting for Cornwall Council	4630	£8,094	£7,523	£4,000	**£4,000**	
Allotments	4648	£1,017	£980	£500	**£500**	
Padstow Community Hub	4649			£50	**£50**	new nominal code for Hub bookings
		£14,243	£16,506	£5,050	**£5,050**	
Expenditure						
Community Events	6044	£0	£4,837	£15,000	**£15,000**	Budget for Community Day and other local events.
Staff costs (outside spaces)	6201	£100,661	£107,498	£119,000	**£119,000**	Grass cutting & strimming Stile Field, Link Road, WJP, estates etc, bin emptying etc
Electricity	6215	£3,877	£2,703	£5,500	**£5,500**	Blockhouse, garages etc.
NDR - Padstow Community Hub & MUGA	6217	£4,014	£4,129	£4,600	**£4,600**	Non Domestic Rates - Padstow Community Hub & Multi Use Games Area (MUGA)
Grounds maintenance costs	6220	£18,769	£16,347	£25,000	**£25,000**	bulk bin emptying, treeworks, pest control, play inspections, drone inspections etc.
Rent	6221	£175	£175	£200	**£200**	Spritty meadow annual rent.
Vehicle insurance	6222	£2,380	£2,417	£2,700	**£2,700**	PTC vehicles insurance.
Equipment & materials	6232	£13,472	£18,040	£18,000	**£18,000**	Maintenance, small items of equipment, paint, wood, signs, outside team safety boots etc.
Padstow Community Hub - alarm, cleaning etc	6233	£3,058	£6,373	£6,500	**£6,500**	Hub alarms, cleaning, maintenance etc.
Training	6249	£1,064	£303	£3,500	**£3,500**	Outside team equipment training, First Aid etc.
Fuel	6265	£4,729	£4,232	£6,000	**£6,000**	PTC vehicles & machinery fuel costs.
Machinery repairs	6266	£1,754	£4,375	£4,000	**£4,000**	Ride on mowers, push mowers, strimmers etc repairs.
Vehicle service & repair	6267	£1,985	£2,706	£3,500	**£3,500**	PTC vehicles MOT, service, repairs etc.
Vehicle tax	6268	£880	£640	£950	**£950**	PTC vehicles road tax.
		£156,818	£174,775	£214,450	**£214,450**	

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Padstow Town Council

Administration

(FGP Committee)

Income	nominal codes:	Actuals to 31.3.25	Actuals to 31.3.26	Budget 2026-27	Revised Budget 2026-27	
Interest income	4949	£31,646	£35,854	£15,000	**£15,000**	
Precept	4950	£0	£0	£0	**£0**	
		£31,646	£35,854	£15,000	**£15,000**	
Expenditure						
Staff costs - gross pay	7001	£219,722	£233,622	£249,000	**£249,000**	Town Clerk, RFO, Assistant Town Clerk & Assistant RFO, Facilities Officer & Support Officer.
Subscriptions - SWC etc	7010	£554	£642	£700	**£700**	South West Councils, National Allotments etc subscriptions.
Building maintenance	7014	£950	£216	£2,000	**£2,000**	Station House maintenance - alarms, gutter clearing, electric checks etc.
Electricity	7015	£5,655	£6,168	£6,800	**£6,800**	Station House electricity (includes heating PTC office & chamber for meetings)
NDR - Station House	7017	£9,222	£9,107	£9,500	**£9,500**	Non Domestic Rates - Station House
Water	7018	£0	£0	£100	**£100**	Water
Office cleaning & consumables	7019	£4,527	£5,356	£5,000	**£5,000**	Office cleaning & consumables.
Equipment & materials	7032	£2,023	£2,399	£2,200	**£2,200**	Accounts & Payroll software, First Aid kits, shredding bags etc.
Equipment, services & repairs	7033	£2,333	£2,759	£2,500	**£2,500**	Fire alarm, intruder alarm service etc,
Printing	7034	£1,372	£1,402	£1,500	**£1,500**	Photocopier & toner for printing Agendas, reports etc.
Stationery	7035	£2,417	£1,589	£2,500	**£2,500**	Paper, laminating pouches, pens etc.
Postage	7036	£458	£594	£600	**£600**	Stamps for sending Agendas & reports etc.
Telephone	7039	£424	£604	£1,000	**£1,000**	PTC office telephone and calls.
Computer	7040	£6,546	£6,241	£8,500	**£8,500**	IT support, FTTP, anti virus & security, licences, website, updates, Councillor emails etc.
Advertising	7047	£0	£0	£250	**£250**	Advertising job vacancies etc.
Training	7049	£2,027	£2,738	£3,500	**£3,500**	CALC, First Aid, AAT etc.
		£258,230	£273,437	£295,650	**£295,650**	

Padstow Town Council

Investment Properties

(FGP Committee)

	nominal codes:	Actuals to 31.3.25	Actuals to 31.3.26	Budget 2026-27	Revised Budget 2026-27	
Income						
Rental income	4702	£434,190	£465,113	£308,000	**£308,000**	
Miscellaneous rents - leeway charges	4703	£40,113	£43,433	£38,000	**£38,000**	
		£474,303	£508,546	£346,000	£346,000	
Expenditure						
Buildings maintenance	6914	£291	£322	£2,000	**£2,000**	Latchway testing and minor maintenance.
Premises insurance	6923	£41,297	£43,904	£44,000	**£55,000**	Commercial combined insurance - increased due to higher turnover, Fidelity Guarantee etc.
Legal services	6924	£14,121	£30,738	£20,000	**£20,000**	Legal advice re leases etc.
Surveyors	6926	£16,168	£7,840	£20,000	**£20,000**	Surveyor's fees for negotiating rent reviews.
		£71,877	£82,804	£86,000	£97,000	

Capital and Project Expenditure

n/c 9096 Projects funded from Revenue (items costing less than £10k)
n/c 9097 Cap Exp funded from Revenue (items costing over £10k)

Misc repairs, maintenance etc	£2,050	£1,563	£5,000	**£5,000**	Minor repairs.
Community events	£7,148		£0	**£0**	Now included under n/c 6044.
Computers - hardware & software	£1,125	£8,932	£10,000	**£10,000**	Updates to hardware and software as required.
Multi Use Games Area (MUGA)	£5,032			**£0**	
Contingency - projects (previously HRT)	£26,284	£1,130	£0	**£0**	The contingencies will now be only General and Communities & Facilities (this was the HRT contingency).
Padstow Community Hub improvements	£81,446	£9,400	£150,000	**£150,000**	Hub roof, guttering and toilets.
Camel roadway improvements	£37,770			**£0**	
Dock wall - pressure washing/survey	£9,642			**£0**	
Update vehicles and machinery		£21,865	£25,000	**£25,000**	Provision to update vehicles & machinery.
Communities & Facilities contingency		£45,770	£100,000	**£100,000**	Communities & Facilities contingency (previously the LTOS contingency).
General Contingency		£3,950	£100,000	**£100,000**	General contingency
Dock Wall repairs		£675		**£200,000**	Dock wall repairs.
Public toilet improvements			£50,000	**£50,000**	Railway & Cory toilet improvements.
Bus stop works				**£50,000**	Bus stop works
Fall arrest system (NBU)				**£10,500**	Fall arrest system
	£170,497	£93,285	£440,000	£700,500	

PADSTOW TOWN COUNCIL – Tuesday 28 April 2026

AGENDA ITEM 16a): CORRESPONDENCE
Councillors Correspondence for Information – April 2026

Item	From	Referring To	Notes
A	Mr and Mrs Gard	Golden Wedding Anniversary	Card of thanks received: "To All at the Town Council, Thank you very much for our beautiful bouquet on our Golden Wedding Anniversary, John and Barbara Gard".
B	Cornwall Council	Town & Parish Council Newsletter: 10 April 2026	Includes information and update on the Cornwall Local Plan. Information about a Blue Badge Webinar was shared on the Town Council's Facebook Page 10.4.26
C	Cornwall Council and Making Space 4 Sand	Spring 2026 Newsletter	Making Space for Sand Spring 2026 Newsletter

FULL COUNCIL: TUESDAY 28 APRIL 2026

AGENDA ITEM 16bi: Land Use Request: Police Community Engagement Van

1. Overview

The local police team would like to use their community engagement van along the Camel Road Way on occasions.

2. Further details

2.1 The local police team would like to utilise the engagement van as much as possible, likely to be during main school holidays when it is busier along the Camel Roadway, which they feel is good location to capture the right audience for some of their campaigns.

2.2 Initially they are thinking about raising awareness of the bike marking scheme, where bikes are marked with unique code and added to the national bike register database, making them less desirable to potential thieves. Also, about educating people on the use e-bikes. They may add or change the avenue of the community engagement depending on the time of year and current issues.

2.3 The police have provided their generic risk assessment for Deployment of Mobile Police Stations (MPS) / Community Engagement Vans (CEVs). Council Facilities Officer is currently liaising with the Local PSCO to clarify some points on the generic risk assessment as its unclear all the control measures which will be used for CEV. Therefore, Officers have asked if an additional document such as a method statement or a separate site/activity specific risk assessment could be provided to give more clarity.

3. Clarification

3.1 At present the local police team have not been specific on any dates which suggests an "ad hoc" approach be taken. As Council will know this is a busy area and therefore like with any land use request, confirmation on dates and timings are required.

3.2 Confirmation is also being sought on location along the Camel Roadway they would like the community engagement van to be located.

4. Decision

4.1 It is hoped that further information will be forthcoming for the meeting in order that Council can give due consideration to this request being subject to i) risk assessment and public liability insurance being up to date and satisfying the Councils Officers.

FULL COUNCIL: TUESDAY 28 APRIL 2026

AGENDA ITEM 16bii): Letter from Climate Vision: Building Personal Climate Resilience

1.0 **Overview – Open Letter to MPs**

1.1 Council have received a letter from Climate Vision (a Cornwall-based social enterprise organisation focussing on environmental and social concerns and building resilience into communities, businesses and local authorities by reducing climate related risks). Climate Vision have shared a letter they have sent to nine Cornwall MPs, Chairs of Environmental, Food and Rural Affairs Committee (EFRA), the Environmental Audit Committee (EAC) and relevant All-Party Parliamentary Groups (APPGs) regarding practical climate resilience for communities. The open letter to these groups is attached as Appendix 1.

Their letter responds to a recent parliamentary debate on 10 March 2026 and asks MPs to consider supporting or tabling the following question: "*Given that the Climate Change Act 2008 established the Adaptation Reporting Power to assess how well critical infrastructure is preparing for climate risks, and noting that it has only once been used as originally intended, will the Government now commit to exercising this power on a mandatory basis to ensure Parliament has a complete and transparent picture of the UK's resilience to climate impacts"?*

2.0 Local Councils

2.1 Climate Vision have written to local councils asking them to consider:

- Reading the attached open letter;
- Sharing it with others;
- Writing to their MP, supporting asking them to raise this question too
- Supporting Climate Visions LinkedIn post (see Appendix 2)
- Supporting Climate Visions Facebook Post (see Appendix 2)

3.0 **Consideration**

3.1 Do Council wish to consider taking forward any of the bullet points requested by Climate Vision in 2.1 above?

Appendix 1

Climate VISION

An Open Letter to Members of Parliament and the Press 11/3/26
Regarding the Debate: "Extreme Climate and Weather Events: National Resilience" (10/3/26)

Dear Members of Parliament and Members of the Press,

I am writing to congratulate **Jayne Kirkham MP** for securing and leading the recent parliamentary debate on *Extreme Climate and Weather Events: National Resilience* on 10 March 2026. The debate highlighted the urgent need to strengthen the United Kingdom's preparedness for increasingly frequent and severe climate impacts.

I would respectfully ask fellow MPs to support this agenda by helping to secure or table a parliamentary question to the Government on a specific issue of national importance: the use of the **Adaptation Reporting Power under the Climate Change Act 2008**.

By way of background, I hold two degrees in climate change and have spent the past fifteen years working in climate risk, flooding, and community resilience, including contributing to two Defra Pathfinder projects. Through my **Climate Skills through Creativity Programme (2024–2026)**, I have been developing practical and accessible ways to help individuals and communities build resilience to climate impacts, such as preparing simple emergency kits and developing household heat and flood plans, in ways that are engaging, positive and empowering.

Alongside this work, I have served in several resilience and environmental roles, including with the South West Regional Flood and Coastal Committee, the Cornwall Strategic Resilience Board, the Cornwall Catchment Partnership, and the Cornwall Community Flood Forum. A full report from the Climate Skills through Creativity Programme will be available on 31 March, and I will be offering this toolkit to Government as a contribution to strengthening national resilience.

The debate itself clearly demonstrated the breadth of the challenge and the need for a more coordinated approach across Government, **that my question will address.**

> Rachel Gilmour MP highlighted the need *"to embed a truly comprehensive climate resilience strategy across all Government Departments and agencies at the heart of decision making -one that shifts our posture as much as possible from reaction to prevention."*
>
> Jayne Kirkham MP noted that the Environment, Food and Rural Affairs Committee currently has *"an ongoing inquiry into climate and weather resilience."*
>
> Tessa Munt MP captured the practical reality faced by many communities when she observed that *"what we need is for the pumps to be there already, so that they can start to pump water away as the storms come in."*

t: 07909 530 730 • e: info@climatevision.co.uk • w: climatevision.co.uk
Climate Vision, 7 Broad Street, Truro, Cornwall TR1 1JD

Andrew George MP reflected on the cultural barriers that can exist within institutions, describing *"the culture that exists among service providers, and indeed Government Departments, of always seeking to reassure Ministers that everything is under control and presenting a very different picture from the one that I was seeing on the ground."*

Members also highlighted the specific vulnerabilities of rural and coastal regions. Perran Moon MP pointed out that *"all six Cornish constituencies appear at the bottom of the rankings in terms of mobile connectivity,"* highlighting the communications challenges that can arise during extreme events.

Jayne Kirkham MP also drew attention to the economic consequences of infrastructure disruption, recalling that the Valentine's Day storm of 2014 left the far south-west cut off for eight weeks, with estimated losses of between £60 million and £1.2 billion according to the Devon Maritime Forum.

She further highlighted the structural challenges faced by rural communities adapting to climate change, including the high proportion of homes off the gas grid in Cornwall and the barriers residents sometimes face when seeking permission for renewable energy installations. Importantly, she also emphasised the importance of preparedness at the household level, noting that *"there is a conversation to be had about personal resilience. We all need to be more prepared. Having a basic emergency kit sounds simple, but it makes a big difference."*

In response to the debate, the Minister of State, Dan Jarvis MP, stated that the Government recognises the Climate Change Committee's assessment of the third National Adaptation Programme and is *"not simply relying on short-term measures."*

A key legislative mechanism already exists that could significantly strengthen Parliament's understanding of the nation's preparedness: the **Adaptation Reporting Power (ARP)** established under the Climate Change Act 2008. This power was designed to allow Government to require critical infrastructure providers to report on how they are assessing and preparing for climate risks.

Yet the power has only once been used as originally intended.

For this reason, I respectfully ask that MPs consider supporting or tabling the following parliamentary question:

Given that the Climate Change Act 2008 established the Adaptation Reporting Power to assess how well critical infrastructure is preparing for climate risks, and noting that it has only once been used as originally intended, will the Government now commit to exercising this power on a mandatory basis to ensure Parliament has a complete and transparent picture of the UK's resilience to climate impacts?

Strengthening transparency in this way would support the very goal articulated during the debate: shifting our national approach from reactive crisis management towards proactive resilience.

I recognise that Members of Parliament face difficult decisions and competing priorities. However, transparency and public engagement on this issue are essential. In my experience working across resilience partnerships and community flood initiatives, the cultural challenge described during the

debate - where reassurance can sometimes take precedence over honest assessment is real, and it must change if we are to prepare effectively for the impacts that are already unfolding.

I hope this letter contributes to a constructive public conversation and encourages meaningful action in support of the legislation and the resilience of communities across the United Kingdom.

Yours sincerely,

Luci Isaacson BEM, Truro
Climate Risk and Resilience Practitioner
07909 530 730

Sent to:

Jayne Kirkham MP
Perran Moon MP
Ben Maguire MP
Anna Gelderd MP
Noah Law MP
Andrew George MP
Rachel Gilmour MP
Tessa Munt MP
Dan Jarvis MP

Climate Vision LinkedIn post

Luci Isaacson BEM MSc
Climate Vision • 2K followers
1mo

Today I'm sending an open letter to Members of Parliament about practical climate resilience for UK communities.

Across the UK, people are already experiencing the real impacts of climate change - infrastructure disruption, rising insurance costs, and significant stress for households, businesses, and local authorities. These impacts are increasingly costly and distressing for communities.

The UK already has a mechanism designed to help Parliament understand how well the country is preparing for these risks: the Adaptation Reporting Power under the Climate Change Act 2008. But it has only been used once as originally intended.

So the question I am asking MPs to raise is this:

"Given that the Climate Change Act 2008 established the Adaptation Reporting Power to assess how well critical infrastructure is preparing for climate risks, and noting that it has only once been used as originally intended, will the Government now commit to exercising this power on a mandatory basis to ensure Parliament has a complete and transparent picture of the UK's resilience to climate impacts?"

If you think this is a reasonable question for Parliament to address, please consider:

- Reading the attached open letter
- Sharing it with others
- Writing to your MP asking them to raise this question too

Whether it's #sewage, buckled #rail track, #flooding, #watershortage, #overheating, or other local impacts, change often starts by asking the right question collectively. Adaptation isn't optional; alongside mitigation, it's essential.

#ClimateResilience #ClimateAdaptation #PublicPolicy #ClimateRisk

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Climate Vision Facebook Post
(see below)

Climate Vision's post

Climate Vision
12 March ·

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👉💚 *Writing to your MP asking them to raise this question too*💚👈

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Alongside this work, I have served in several resilience and environmental roles, including with the South West Regional Flood and Coastal Committee, the Cornwall Strategic Resilience Board, the Cornwall Catchment Partnership, and the Cornwall Community Flood Forum. A full report from the Climate Skills through Creativity Programme will be available on 31 March, and I will be offering this toolkit to Government as a contribution to strengthening national resilience.

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reassure Ministers that everything is under control and presenting a very different picture from the one that I was seeing on the ground."

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Sent to:

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Anna Gelderd MP
Noah Law MP
Andrew George MP
Rachel Gilmour MP
Tessa Munt MP
Dan Jarvis MP

FULL COUNCIL: TUESDAY 28 APRIL 2026

AGENDA ITEM 18: The Fishermen's Mission Request – Revised Dates

1. Update

1.1 March 2026 Full Council agreed a section of the staff parking beside the Council Chamber to be used for parking the Fishermen's Mission charity trailer from 10 April for 2 weeks subject to some conditions.

1.2 Following this decision the Fishermen's Mission Chairty asked if the dates could be revised and instead run from 24 April for 2 weeks due to delays with the company who wraps the trailer with their advertisement.

1.3 The delay was discussed with the Town Clerk who advised the Officer to consult both the Chair and Vice Chair of the Council. Both the Chair and Vice Chair couldn't see any problems in the change of dates, noting that the same conditions, as agreed by Council would be applied namely:

i) receiving suitable risk assessment and insurance documents;

ii) on the understanding that if Cornwall Council/Cormac require the area to help with bus re-location works the Council may contact them to move and;

iii) advising them that this will be the last year the Council can offer the space due to the relocation of the bus stop.

1.4 Following this consultation the Fishermen's Mission was advised that their date changes were permitted. They have provided their risk assessment and insurance documents which satisfies Council Facilities Officer.

2. Decision

2.1 Council is asked to ratify the decision to amend the dates for the Fishermen's Mission charity trailer to use a section of the staffing parking area from 24 April for 2 weeks by the Town Clerk in consultation with the Chair and Vice Chair of the Council.

AGENDA ITEM 19: Cornwall Local Plan 2050 – Community Engagement Events

1.0 Overview

1.1 Council have received correspondence from Cornwall Council's Head of Housing and Policy requesting assistance from town and parish councils for the next stage of community engagement for the Cornwall Local Plan 2050.

Cornwall Council's current local plan was written in 2016 and will need to be re-written before 2030. The new Cornwall Local Plan will cover the period up to 2050.

Since November 2025 Cornwall Council have delivered 24 informal community drop-in events within CAP areas across towns and villages across the county. These sessions were led by Creative Kernow and provided residents and workers with the opportunity to share what they treasure about the places they live and work. The things that are important to them and any changes they would like to see happen over the next 20 years.

2.0 Community Engagement Event Request

2.1 To progress the Local Plan Cornwall Council are planning further place-specific engagement sessions (with pre-agreed invitation lists) from September 2026 to March 2027 and are requesting the following from town and parish councils:

- Provide name and contact details of a key contact in our area (this could be Town Clerk) with whom Cornwall Council can liaise with to define an invitation list of stakeholders and those who do not usually engage with Town Council meetings
- Select a date for our community event (Appendix 1: attached list of dates). To note that all dates suggested are Tuesdays. Timings will be 1730 - 1930
- Suggestions of suitable accessible local venue to host up to x25 participants plus a Cornwall Council team of x3.

2.2 Once a date has been confirmed, the engagement sessions will be formed/arranged as follows:

- Meetings will focus on larger settlements, but Cornwall Council recognise that in many places it could also be helpful to involve directly adjoining parishes;
- These town-level conversations will inform the place-specific policies in the Cornwall Local Plan for each area, and the workshop can help inform Padstow's production of the Neighbourhood Priority Statement (NPS);
- Town and Parish Councils will be asked to help draw up an invitation list of up to 25 invitees and stakeholders and motivating people to attend;
- The sessions will form a mix of planned/facilitated activities, small group discussions and info sharing; and
- Cornwall Council will circulate notes to all participants shortly after the meeting.

2.3 The Council Support Officer has so far responded to Cornwall Council with details of the Community Hub and will contact the event organisers again following this meeting advising of Council's decision.

3.0 Consideration

3.1 Do Council wish to respond to Cornwall Council with regard to 2.1 above and if so, what contact name and date do they wish to provide, bearing in mind the involvement of the town council to provide a list of attendees etc leading up to the event.

Appendix 1

Cornwall Local Plan engagement dates as at 16 April 2026

Cornwall Council have provided councils with a link to a live list of engagement dates where dates can be booked. Therefore, some dates listed below may not be available at the time of the meeting.

Note that all dates are Tuesdays.

Date	Time (approx.)
15/09/2026	1700 – 1900
22/09/2026	1700 – 1900
29/09/2026	1700 – 1900
06/10/2026	1700 – 1900
13/10/2026	1700 – 1900
27/10/2026	1700 – 1900
03/11/2026	1700 – 1900
10/11/2026	1700 – 1900
17/11/2026	1700 – 1900
24/11/2026	1700 – 1900
01/12/2026	1700 – 1900
12/01/2027	1700 – 1900
19/01/2027	1700 – 1900
26/01/2027	1700 – 1900
02/02/2027	1700 – 1900
09/02/2027	1700 – 1900
16/02/2027	1700 – 1900
23/02/2027	1700 – 1900
02/03/2027	1700 – 1900
09/03/2027	1700 – 1900
16/03/2027	1700 – 1900
23/03/2027	1700 – 1900
30/03/2027	1700 – 1900

FULL COUNCIL: TUESDAY 28 APRIL 2026

AGENDA ITEM 20: COUNCIL IT: DEVICE SECURITY

1. Overview

1.1 Council's IT provider, Acronyms has contacted with a recommendation that the Council's device security package be upgraded from Basic to Standard reasons being

- Increasingly seeing more sophisticated attacks;
- Standard device security will provide stronger, more proactive protection, including improved threat detection and faster response if something suspicious occurs, reducing risk of downtime and data loss;
- Standard is more suited to Council's size and setup.

2. Budget

2.1 The current Basic device security is charged at £5.00 per device, per month. The cost of the Standard package is £10.00 per device.

2.2 The Council has 7 devices, therefore the total cost per month would be £70, an increase of £35 per month. There is sufficient budget in the 2026/27 Admin cost centre to meet this cost.

3. Consideration

3.1 Does Council wish to accept the recommendation from the Council's IT provider and upgrade its's device security package to Standard?

Agenda Item 24

PADSTOW TOWN COUNCIL
NOTIFICATION OF COUNCIL/COMMITTEE MEETINGS 2026

Council at its Annual Meeting (12 May 2026) will agree full list Council and Committee meeting dates for the year.

Council is asked however to note meetings for May 2026. *NB: Planning and Highways Committee meeting Council Support Officer is liaising with Planning and Highways Committee Chair and Committee members with a provisional date of Wednesday 6 May.

**NB: Extra-ordinary Planning and Highways Committee meetings to be held at 7.00pm, prior to Full Council meeting (if required).

Date	Time	Meeting
2026		
*Wed 6 May	7.00 pm	Planning and Highways Committee
Tues 12 May	**7.00 pm**	**Annual Council**
Tues 19 May	6.30 pm	Annual Parish Meeting (Community Hub)
**Tues 26 May	7.00 pm	Planning and Highways Committee
Tues 26 May	**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).