PADSTOW TOWN COUNCIL

Council Offices
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19 May 2026

TO ALL MEMBERS OF THE COUNCIL
Councillors: Mrs J Dawe (Chair), R Higman (Vice-Chair), G Chapman, D Eddy, K Freeman, A J Hoskin, C J Newman, J O'Keefe, A N Rees, M Rickard and VACANCY x2

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 26 May 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 Annual Meeting held on **12 May 2026** having been previously circulated and taken as read. p1-3

6. **To adopt the minutes** of the Annual Parish Meeting held on **Tuesday 19 May 2026** having previously been circulated and taken as read. To be tabled.

7. **Clerk's Report/Work Programme:** To receive an update for information only. p4-5

8. **Finance: Monthly Accounts and Payments: May** p6 p7
   a) To receive the monthly Finance Report
   b) To approve the accounts for payment and ratify payments made since the last meeting and note the availability of invoices for inspection. p8-10
   c) To note the car park takings p11
   d) To approve in advance for the year the Schedule of Regular Payments and to agree the payment of direct debits and standing orders. p12-13
   e) To approve the transfer of £2500 from the Grants Earmarked Reserve to the General Fund, following payment of the Padstow Football Club grant 2025-26.
   f) Bank Reconciliations: To note their availability for inspection each month

9. **Correspondence:**
   a) To note correspondence for information p14
   b) To give consideration to the following:
      i) Police Deployment – Land Use Request Camel Roadway p15
      ii) Freeman Sails – Land Use Request Railway Car Park p16-17

10. **Non-Attendance - Section 85 Local Government Act 1972**: To note the automatic loss of the Councillor's seat comes into effect on 27 May 2026.

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

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

13. **To Note dates of Future Meeting Dates and b) Date of Next Council Meeting:** Tuesday 30 June 2026 at 7.30 pm. p18

14. **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.

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

16. **Incident – Dog Attack:** To note update in this matter.

17. **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.

Agenda item 5

PADSTOW TOWN COUNCIL

Minutes of the Annual Meeting of Padstow Town Council held on Tuesday 12 May 2026 at 7 pm in in the Council Chamber, Council Offices, Station House, Padstow

Present: Councillors G Chapman, Mrs J Dawe, R Higman, A J Hoskin, C J Newman, J O'Keefe, A N Rees and M Rickard

In Attendance: Mrs K Pemberton (Town Clerk) and Mrs T Trestain (Council Faculties Officer and minute taker)

2026/1 **Election of Chair of the Council/Town Mayor: RESOLVED** that Councillor Mrs J Dawe be re-elected as Chair of the Council/Town Mayoress for 2026/27 and she signed her Declaration of Acceptance of Office.

2026/2 **Election of Deputy Chair of the Council/Deputy Mayor: RESOLVED** that Councillor R Higman be re-elected as Deputy Chair of the Council/Deputy Mayor for 2026/27.

2026/3 **To receive apologies for absence and announcements:**
i) Apologies were received from Councillor K Freeman; and
ii) The Chair announced with regret the resignation of Councillor Mrs J Colwill with immediate effect. A letter of thanks would be sent.

2026/4 **Declarations of interest from Members:** There were no declarations of interest.

2026/5 **Public Participation:** There was no public participation.

2026/6 **RESOLVED** that the minutes of the Full Council Meeting held on **Tuesday 28 April 2026** be signed as a true record.

2026/7 **Committees/Working Group Meetings:**
a) **RESOLVED** to receive the minutes of the Planning and Highways Committee meeting held on 6 May 2026, which were tabled at the meeting.
b) **RESOLVED** to adopt the minutes and approve recommendations (if any) of the Staffing and Personnel Committee meeting held on 20 January 2026.

2026/8 **Annual Review of Delegation Arrangements and Committee Terms of Reference:** Members were referred to the agenda report seeking their views on the same.

RESOLVED to i) make the amendment to the Personnel and Staffing Committee dates as per 1.3 of the report and inclusion of delegation responsibilities within the Personnel and Staffing Committee Terms of Reference (P&S Cttee Min No: PS2025/49

refers) and ii) subject to the changes made as per i) above, to adopt Council's Scheme of Delegation and Committee Terms of Reference with no further changes.

2026/9 **Appointments to Council Committees: RESOLVED** that the following Councillors to form the committees for 2026/27:

a) **Community and Facilities Committee** (7): Councillors G Chapman, Mrs J Dawe, R Higman, A J Hoskin, A N Rees, M Rickard and 1 x Vacancy.
b) **Personnel and Staffing Committee** (5): Councillors G Chapman, Mrs J Dawe, K Freeman, A Hoskin and M Rickard.
c) **Planning and Highways Committee** (6): Councillors G Chapman, R Higman, C J Newman, J O'Keefe, A N Rees and 1 x Vacancy.

2026/10 **Appointment of Committee Chairs: RESOLVED** that the following Councillors be appointed as Committee Chairs:

a) **Community and Facilities Committee**: Councillor A N Rees.
b) **Personnel and Staffing Committee**: Councillor M Rickard.
c) **Planning and Highways Committee**: Councillor J O'Keefe.

2026/11 **Finance and General Purposes Committee:** The Town Clerk confirmed that as per the Committee's Terms of Reference, the Chair of the Council, Vice Chair of the Council, and the Chairs of the Community and Facilities and Personnel and Staffing Committees were automatically appointed to the Finance and General Purposes Committee. These being Councillors Mrs J Dawe, R Higman, A N Rees and M Rickard respectively and leaving four vacancies remaining for Council to agree.

RESOLVED i) to appoint the following members to the remaining Finance and General Purposes Committee vacancies: Councillors G Chapman, K Freeman, A Hoskin and C J Newman; and ii) to appoint Councillor R Higman as Committee Chair.

2026/12 **Council Representatives to Outside Organisations:**
RESOLVED to elect the following Council Representatives:

Formal appointments:

a) Camel Trail Partnership: Councillor C J Newman
b) Bodmin, Wadebridge, Padstow, St Teath and Tintagel Community Area Partnership (CAP): Councillor Mrs J Dawe and in her absence Councillor M Rickard as reserve Councillor.

Informal appointments:

c) Padstow Sea Cadets Unit Management Team: Councillor Mrs J Dawe.

Noted:

d) It was noted that as Chair, Councillor Mrs J Dawe was the appointed representative to the Cornwall Association of Local Councils (CALC).

2026/13 **Date of Council Meetings: RESOLVED** to agree the meeting dates for 2026/27 as outlined in the agenda papers, which included the updated change in date to the Personnel and Staffing Committee as per the amended terms of reference.

2026/14 **Standing Orders: RESOLVED** to adopt the Padstow Town Council Standing Orders without change.

2026/15 **Financial Regulation: RESOLVED** to adopt the Padstow Town Council Financial Regulations without change.

2026/16 **Freedom of Information – Model Publication Scheme: RESOLVED** to adopt the Padstow Town Council Model Publication Scheme and appendix without change.

2026/17 **Complaints Handling Procedure: RESOLVED** to adopt the Padstow Town Council's Complaints Handling Procedure without change.

2026/18 **Dealing with Press and Media: RESOLVED** to adopt the Padstow Town Council Dealing with Press and Media policy without change.

2026/19 **Council's Insurance Arrangements: RESOLVED** to note Padstow Town Council's insurance cover in respect of all insurable risks as detailed in the agenda report.

2026/20 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

2026/21 **RESOLVED** that the **confidential** minutes of the Full Council Meeting held on **Tuesday 28 April 2026** be signed as a true record subject to amending "Changes" to "Charges" under paragraph f) minute reference 2025/276.

Meeting closed at 7.24 pm

Agenda Item 4

PADSTOW TOWN COUNCIL: 26 MAY 2026: CLERK'S REPORT/ WORK PROGRAMME

PROJECT	NOTES/UPDATE
FULL COUNCIL	
Hub	NHS Vaccination Team held two Covid vaccination drop ins (30 April and 18 May 2026) both of which were well attended. DWP held their first Wellbeing Event with input from a wide variety of external support organisations (mental health, utility bill support, health and wellbeing, social prescribing and employment support), attendees were able to drop in or make pre-arranged appointments through organisations such as the Job Centre. Very positive feedback from the DWP and organisations in attendance: 54 attendees – DWP will confirm whether they wish to arrange another event in the Autumn. Further feedback will be provided to Community & Facilities Committee for information. DWP booked their next monthly drop in for 25 June 2026 and will then take a summer break, recommencing in Autumn. Cornwall Council Kernow Parenting Journey held 2 of 10 sessions of their parenting course. All attendees were from Wadebridge so the team decided to move the sessions to Wadebridge to reduce travel for attendees – their series of bookings in the autumn at the Hub are still due to go ahead.
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. As per F&P Committee decision to avoid delay further decisions on this project have been delegated to Town Clerk in consultation with Committee Chair. Tenants have been informed of up coming works which will be scheduled for end of September/October.
Railway Car Park Slip	H&S issue of fly tipping including metal railings and rubble on the cliff above the Railway car park. This was inspected and established was a slip. Council's surveyor contacted, will undertake inspection when next down. Outlined at the moment couldn't see a major issue, low level wall was designed to prevent anything coming into the car park. Insurers have been informed.
Living Sea Wall installation	Further to installation of living sea wall plaques on the harbour walls, the signage and a camera mount (as agreed by Full Council) have been installed for the public to take photos and upload to a website to help record progress of these plaques.
AGAR 2025/26	AGAR has been submitted to the external auditor. Notice of public rights to inspect unaudited accounts will be published on 2 June.
H&S paperwork	Facilities Officer has reviewed several risk assessments, these have been agreed with the Town Clerk and Foreperson. These will be shared with appropriate employees and additional measures investigated. Annual driver declarations are now being undertaken and reviewed. Annual workstation check forms will be issued to office staff by the end of May
COMMUNITIES AND FACILITIES COMMITTEE	
Shelter Windmill	Cornwall Council has confirmed that the bus stop at Windmill is in the wrong location. They have commissioned a design process that will provide two new waiting areas more aligned with the carriageway, these stops will have hardstanding's, bus stop flags, timetables and bench seating. CC has requested that PTC remove the old wooden shelter and concrete hardstanding. This will be scheduled for later in the year.
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	More works have taken place over May with last items being Churchyard and branches overhanging Hill Steps.
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: Maintenance team have scheduled works to take place w/c 18 May.
Trevone Green	2nd Drone cliff inspection has taken place, report received with areas for Council to monitor which will be undertaken by the weekly inspection process. Update report will be provided to next Committee meeting.
Felt Roof inspections	Facilities Officer waiting on costings for recommendations from felt roof inspection report, this has been chased and hope to have item on next Committee meeting agenda for consideration.
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.
Memorial Management	Churchyard: Favourable initial response from PCC re draft memorial management policy. Update from Diocese anticipated w/c 27 April but still awaited. Cemetery – Stability testing taking place w/c 15 June – weather permitting.
Streetlights	Works provisionally scheduled for w/c 1 June to upgrade the Councils streetlights to LED and the first maintenance contract visit.
Community Events	Holiday programme: May half term activity day available to book, posters, website and social media post schedule. This session wasn't available to link to the Time2Move programme, however latest update 12 places already booked, so session should go ahead. Summer Programme: Application to the Time2Move programme has been applied for, working in line with this, will see this year be 5 weeks/sessions from 31 July to 28 August. Community Fun Day: progressing and further information will be updated at next meeting.
Metal reclamation	These items have been collected and paid for.
Annual play inspection	Has taken place and awaiting reports. Once received Facilities Officer will follow the management strategy as agreed by Committee and report will be available at the next meeting.
Electrical condition reports	All public toilet facilities are dur their 5-yr electrical inspection. The order has been placed with contractor to undertake the same. Cory toilets report has been received and number of remedial works being quoted for.
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 updates at its April meeting. Town Clerk's appraisal to be scheduled with Council Chair and Chair of Staffing.

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 approve in advance for the year the Schedule of Regular Payments and to agree the payment of direct debits and standing orders.
e) To approve the transfer of £2500 from the Grants Earmarked Reserve to the General Fund, following payment of the Padstow Football Club grant 2025-26.
f) Bank reconciliations – to note their availability for inspection each month. The Chair of Finance or Town Clerk check and initial the bank reconciliations monthly.

Finance Report - Agenda item 8a

Budget Report for the period 1.4.26 - 30.4.26

	Actual	Budget	Budget 1.4.26-31.3.27
	£	£	£
Revenue Income	162,239	158,348	1,121,150
Revenue Expenditure	100,431	116,248	1,007,150
Capital/project expenditure	2,647	58,375	700,500

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
April 'b' 2026

Date	Cost centre	Supplier	Details	Net	VAT	Total
24.4.26	Grants		Padstow Christmas Lights - PTC Grant 26/27			9,500.00
24.4.26	Grants		Trevone Village Hall - PTC Grant 26/27			6,000.00
24.4.26	Grants		Padstow Guide Hut - PTC Grant 26/27			2,500.00
24.4.26	Grants		Padstow Sea Cadets - PTC Grant 26/27			2,150.00
15.4.26	Administration	SeaDog IT	Website upgrade - 50% part payment	1225	245	1,470.00
24.4.26	Grants		National Coastwatch Institution, Padstow - PTC Grant 26/27			1,325.00
17.4.26	Toilets	Padstow Heating Ltd	Replace boiler in Railway	400	80	480.00
2.4.26	OS spaces/events/hub	Cornwall Blinds	Supply and fit replacement blinds - Hub	340	68	408.00
22.4.26	Car Parks	Cornwall Council	CEO provison x 1 month			374.40
15.4.26	Administration	Konica Minolta	Printing x 1 quarter	255.99	51.2	307.19
22.4.26	OS spaces/events/hub	Masons Kings	Strimmer cord, V-Belt for mower, engine oil	224.01	44.8	268.81
22.4.26	Toilets	Wallgate	Wallgate soap	211.28	42.26	253.54
23.4.26	Grants		Padstow & District Flower Club - PTC Grant 26/27			275.00
10.4.26	Administration	Viking	Envelopes, laminating sheets, kettle, stamps, tipex, blue-tac	234.4	19.79	254.19
5.4.26	OS spaces/events/hub	Chers Funky Faces	Face painting community fun day - 50% deposit			250.00
24.4.26	Grants		Cornwall Air Ambulance - PTC Grant 26/27			250.00
20.4.26	OS spaces/events/hub	LJD Coaching Ltd	Easter holiday programme	153.00	30.60	183.60
21.4.26	Administration	SLCC	ILCA qualification	140.00	28.00	168.00
23.4.26	Administration	Britannia Lanes of Cornwall	Shredding bags	102.00	20.40	122.40
19.4.26	Administration	Midas Touch	Office cleaning x 1 wk			89.50
15.4.26	OS spaces/events/hub	One Stop Promotions	Community Fun Day vinyl stickers	20.00	4.00	24.00
14.4.26	OS spaces/events/hub		Memorial bench nails / radar pump clip (staff reimbursement)			12.57
						26,666.20

			Standing orders or Direct Debits (regular payments of the same amount):	
1st		Cornwall Council	Non Domestic Rates - PTC sites	12794.00
7th			Bank charges	
				12794.00

			Direct Debits			
13.4.26	Various	Scottishpower	Electricity x 1 month - PTC sites	909.89	154.73	1064.62
20.4.26	Toilets	Everflow	Water x 1 month			757.18
20.4.26	Toilets/OS Spaces/events/hub	AUK Hygiene	Gloves, sink & drain cleaner / washing up liquied	95.77	19.16	114.93
30.3.26	OS Spaces/events/hub	Mole Valley Farmers	Poly rope / timber	100.12	20.02	120.14
						2,056.87

ACCOUNTS OUTSTANDING
April 'c' 2026

Date	Cost centre	Supplier	Details	Net	VAT	Total
28.4.26	Grants		Padstow Football Club - PTC Grant 2025/26			2,500.00
8.4.26	Corporate Services	Hudson Accounting Ltd	2025/26 Year-end audit			750.00
						3,250.00

ACCOUNTS OUTSTANDING
May 'a' 2026

Date	Cost centre	Supplier	Details	Net	VAT	Total
						£
30.4.26	OS spaces/events/hub	Glendale Countryside	Railway vegetation / Tree works - Lawns, Cemetery & Wheal Jubilee	1,321.79	264.36	1,586.15
30.4.26	OS spaces/events/hub	Glendale Countryside	Tree works - plantation	1,246.55	249.31	1,495.86
5.5.26	Central & Democratic		Kernow Players - PTC grant 26/27			1,000.00
30.4.26	Central & Democratic	IPS	CC transaction fees/ secure gateway / data fee	823.20	164.64	987.84
27.4.26	OS spaces/events/hub	Glasdon UK ltd	Memorial bench replacement - direct recharge	608.40	121.68	730.08
30.4.26	Admin/ OS spaces/events/hub	Acronyms	Security, IT support, 365 licenses wifi / hub wifi	591.71	118.34	710.05
6.5.26	Administration	Hydro-X Training Ltd	Legionella training x 2	490.00	98.00	588.00
5.6.26	OS spaces/events/hub	Padstow Petrol Station	Fuel x 1 month	399.21	79.84	479.05
29.4.26	Central & Democratic	Kestrel Guards	Check call service x 1 month	337.28	67.46	404.74
5.5.26	Cemetery & Toilets	Ian Dawe Electrical Contractor	Electrical Installation Condition Report - Cory Toilets/Shelter	250.00	50.00	300.00
17.4.26	OS spaces/events/hub	Masons Kings	Mirror - Gator	232.37	46.47	278.84
30.4.26	Car Parks	G4S Cash Solutions	Car park cash collection	221.41	44.28	265.69
12.5.26	OS spaces/events/hub	Masons Kings	Mower blade, mulch, multispray	202.53	40.51	243.04
1.5.26	Various	Churchill Group	Monthly legionella control support	186.54	37.31	223.85
1.5.26	OS spaces/events/hub	Total Pest Control	Quarterly charge for services - Rope Walk	143.78	28.76	172.54
10.5.26	Admin/ OS spaces/events/hub	Midas Touch	Office Clean / Hub clean - 1 week			169.00
24.4.26	OS spaces/events/hub	Harrod Sport	MUGA football net clips	90.84	18.17	109.01
27.4.26	Administration	Complete	A4 Paper	79.47	15.89	95.36
4.5.26	Administration	Midas Touch	Office Cleaning x 1 week			89.50
11.5.26	Admin/ OS spaces/events/hub	Sea Spray Window Cleaning	SH and Hub window clean			44.00
8.5.26	Administration	SeaDog IT	Website hosting x 1 month	35.00	7.00	42.00
10.5.26	Administration	Acronyms	Telephones x 1 month	19.90	3.98	23.88
						10,038.48
			May gross wages, NIC ER's and LGPS ER's			32,940.00
			Direct Debits			
30.4.26	Central & Democratic	RingGo	RingGo fees x 1 month	943.76	188.76	1,132.52
30.4.26	OS spaces/events/hub	Biffa	General waste collection x 1 month	936.6	187.32	1,123.92
29.4.26	OS spaces/events/hub	Scottishpower	Electricity PTC sites x 1 month	357.61	71.52	429.13
5.5.26	Cemetery & Toilets	AUK Hygiene	Toilet rolls / compactor sacks	345.95	69.19	415.14
28.4.26	Cemetery & Toilets	AUK Hygiene	Odour neutraliser / sink & drain cleaner	85.28	17.06	102.34
23.4.26	OS spaces/events/hub	Mole Valley Farmers	Creosote posts / mulch	449.50	89.90	539.40
6.5.26	OS spaces/events/hub	Biffa	Overweight container charge - Dec - Jan	36.80	7.36	44.16
1.5.26	Administration	Sage	Sage payroll subscription charge	57.5	11.5	69.00
1.5.26	Cemetery & Toilets	South West Hygiene	Sanitary and nappy bin disposal x 1 month	234.58	46.91	281.49
						4,137.10
			Credit Card - April			
25.3.26	OS spaces/events/hub	Peugeot Accessories Store	Rubber brake pedal cover			14.80
						14.80

10

Padstow Town Council
Railway & Lawn car park takings 2026-27

Railway car park	2024-25	2025-26	2026-27	Budget 2026-27
Apr	39,345	57,837	49,346	55,000
May	55,245	66,686		65,000
Jun	56,899	68,400		65,000
Jul	66,603	81,916		80,000
Aug	76,992	95,238		90,000
Sep	56,526	65,572		60,000
Oct	43,559	52,396		50,000
Nov	18,842	18,927		15,000
Dec	18,309	34,083		25,000
Jan	11,603	12,749		10,000
Feb	19,034	19,803		15,000
Mar	26,703	28,882		20,000
	489,660	602,489	49,346	550,000
Railway sub totals Apr 2026	39,345	57,837	49,346	55,000

Lawn car park	2024-25	2025-26	2026-27	Budget 2026-27
	12,287	19,473	15,578	18,000
	19,680	23,208		20,000
	22,235	24,768		20,000
	26,564	32,814		32,000
	30,890	37,595		37,000
	20,839	23,560		22,000
	11,994	15,372		15,000
	4,399	4,332		3,000
	4,733	10,868		10,000
	2,343	3,417		3,000
	3,738	4,249		4,000
	5,046	7,105		6,000
	164,748	206,761	15,578	190,000
Lawn sub totals Apr 2026	12,287	19,473	15,578	18,000

	2024-25	2025-26	2026-27	Budget 2025-26
	£			£
Railway	39,345	57,837	49,346	55,000
Lawn	12,287	19,473	15,578	18,000
Total	51,632	77,310	64,924	73,000

Car park takings

April 2026 car park takings are £64,924, which is £8076 less than the Budget and £12,386 less than the same period last year.

SCHEDULE OF REGULAR PAYMENTS: Council is asked to approve in advance for the year the Schedule of Regular Payments due in relation to a continuing contract or obligation and that where stated, these be taken by direct debit or standing order.

PAYMENT		MONTHLY	QUARTERLY	ANNUALLY	METHOD
Staffing Costs					
Salaries, Net pay	Variable	£19,720.00			BACS
Cornwall Pension Fund, LPGS, ERs & EEs	Variable	£5,876.00			BACS
HMRC, PAYE	Variable	£7345.00			BACS
(Estimated 2026-27, prior to National Pay Award)					
Subscriptions					
CALC Membership	Fixed			£985.64	BACS
NALC Membership	Fixed			£183.44	BACS
South West Councils Membership	Fixed			£666.00	BACS
ICCM Membership	Fixed			£110.00	BACS
The National Allotment Society	Fixed			£84.00	BACS
Compliance					
HMRC, VAT	Variable				BACS
James Hallam, Insurance (Long term agreement, subject to inflation)	Variable			£46,424.5	BACS
Steve Hudson, Internal audit	Fixed			£1,500.00	BACS
BDO LLP, External audit	Fixed			£2100.00	BACS
Information Commissioner's Office	Fixed			£52.00	DD
Churchill, Legionella service contract	Fixed	£217.00			BACS
Professional Fees					
Worknest HR services & Insurance	Fixed			£3,686.25	BACS
James Hallam H&S Consultancy	Variable			£1,434.00	BACS
Bank charges	Variable	£17.00			DD
Sage financial software	Fixed	£57.50		£888.00	BACS
SAMM software license	Fixed			£195.00	BACS
Kestrel Guards, Check call service	Fixed	£324.00			BACS
Alarm maintenance and monitoring	Fixed			£947.25	BACS
Total Pest Control, Stile Field	Fixed		£143.78		BACS
Total Pest Control, Rope Walk allotments	Fixed		£143.78		BACS
Biffa, Bulk waste bin emptying	Variable	£835.94			BACS
South West Hygiene, sanitary and nappy bin servicing (public conveniences).	Variable	£224.67			BACS
PAT testing, PTC sites	Variable				BACS
Play Inspection Company, Lawns, WJP	Fixed			£202	BACS
Outdoor Play People, Play equipment maintenance contract	Fixed			£327	BACS
Clearflow, clean inspection chambers / clear drain silt	Variable		£334.17		BACS
Amos Pumps, Inspection Chamber checks	Variable			Bi-annual £464.75	BACS
Streetlight Maintenance	Fixed			£700.00	BACS
Non Domestic Rates		Average			
Railway car park	Fixed	£9,163.05			DD
Station House offices	Fixed	£718.25			DD
The Cemetery, Padstow	Fixed	£170.17			DD

Multi-Use Games Area (MUGA)	Fixed	£52.77			DD
The Lawn Car Park	Fixed	£2,410.17			DD
Community Hub (main)	Fixed	£114.33			DD
Community Hub (former library area)	Fixed	£166.6			DD
Utilities					
ScottishPower / Smartest Energy (PTC sites)	Variable	£1483.16 (inc vat)			DD/DD
Everflow, Water (PTC sites)	Variable	£1989.78			DD
Station House					
Office cleaning (estimated 26/27)	Variable	£453			BACS
Window cleaning (estimated 26/27)	Variable	£288.00			BACS
Annual fire inspection & biannual checks	Variable			£497.50	BACS
Boiler and unvented cylinder service (estimate)	Variable			£100	BACS
IT and Communications					
Acronyms, Telephones	Variable	£19.90			BACS
Acronyms, IT support, licences, security and broadband (SH)	Fixed	£586.71			BACS
SeaDog IT, Website hosting	Fixed	£35			BACS
SeaDog IT, Website support & licence	Variable			£194.00	BACS
Domain Renewal – every 2 years (est)	Fixed			£200.00	BACS
Konica Minolta, Printer/scanner/copier	Variable		£138.08 + printing		BACS
Car Parks					
G4S, Cash collections	Variable	£262.22			BACS
IPS, Machine monthly secure gateway/wireless date fee and credit card transaction fees / SLA	Fixed/ Variable	£1,160.15		£2047.50	BACS
RingGo, Service fees	Variable	£1342.72			DD
Padstow Community Hub					
Annual fire inspection & biannual checks	Variable			£497.50	BACS
Acronyms, Broadband	Fixed	£40.00			BACS
Hub cleaning (estimated 25/26)	Variable	£89.50			BACS
Window Cleaning (estimated 25/26)	Fixed	£240.00			BACS
Direct Debit Goods Suppliers		Average			
AUK Supplies, General supplies – facilities, Station House and Hub	Variable	£730.29			DD
Mole Valley Farmers, General supplies – facilities	Variable	£124.91			DD

(based on Financial Year 2025/26 information)

PADSTOW TOWN COUNCIL – Tuesday 26 May 2026

AGENDA ITEM 9a): CORRESPONDENCE
Councillors Correspondence for Information – May2026

Item	From	Referring To	Notes
A	Lanivet Parish Community Centre and Padstow Rowing Club	Community Grant Allocation 2026/27	Forwarding their thanks to Council for allocation of their grant for 2026/27
B	Cornwall Council	Further consultation with Town and Parish Councils on weed spraying will be investigated	Sent to Community & Facilities Committee members as they are aware of the item after their April meeting.
C	Devon & Cornwall Police	Bodmin & Wadebridge Neighbourhood Police Team Newsletter: May 2026	Newsletter added to the News page on the Council's website
D	Padstow Guide Hut	Community Grant 2026/27	Letter of thanks for allocation of grant
E	Cornwall Council Planning & Housing	Quarterly Planning Newsletter: Spring 2026	Planning News for Local Councils and Agents.
F	Cornwall Council	Town and Parish Council Newsletter: 8 May 2025	Town and Parish Council Newsletter: 8 May 2026 Neighbourhood Priorities Statements – Update will be added to next Planning & Highways Committee agenda for June 2026
G	Nadelik Lowen	2026 27 Community Grant Award	Email from Nadelik Lowen dated 14 May 2026: "Nadelik Lowen wishes to thank the council for the recent community grant awarded of £3,250 and their continued support"
H	Cornwall Mammal Group	Harvest mouse survey results 2024/25	Council allowed them to survey Stile Field in January. The results report gives an overview of their whole 2024/25 season which included numerous sites.

FULL COUNCIL: TUESDAY 26 MAY 2026

AGENDA ITEM 9bi: Police Deployment – Land Use Request Camel Roadway

1. Overview

1.1 The police team would like to seek approval from Council to have an arrangement in place so that they can use their Community Engagement Van or future deployments along the Camel Roadway without having to seek approval for each individual event via the Full Council meeting process.

2. Background

2.1 April 2026 Full Council approved the police using their Community Engagement Van along the Camel Roadway on 27th May 2026 advising that they use the area closest to the entrance to the Camel trail and subject to risk assessment and public liability insurance being up to date and satisfying the Councils Officers.

2.2 The Council has received the police public liability insurance and a risk assessment, however this is a generic risk assessment and not a site-specific version, therefore some points of clarification has been discussed and emails noted on Councils record.

3. Considerations

3.1 As Council will be aware, on occasion there maybe works taking place along the Camel Roadway such as tree works, line marking and South West Water works to the pump station. As well as events that may seek permission such as Lobster Lollop and Padstow to Rock Swim. Therefore, it is recommended that the police team should contact the office at least 1 working day in advance of deployment so the office can check if they are aware of any other works/events which may affect the area.

3.2 Position of the deployment, as per 2.1 Council have advised closest to the entrance of the Camel Trail would be preferred as this will have less impact on tenant's areas and not hinder access to the public slipway.

3.3 Risk assessment, as mentioned in 2.2 some points of clarification has been sought for the 27th May 2026 event. Therefore, if Council wish to proceed in a more flexible arrangement it would be wise to seek further/updated documentation on the points raised, so its clear moving forward.

4. Decision

4.1 Would Council be satisfied to allow the police team to utilise some space along the Camel Roadway for their police community engagement subject to:

a) Contacting the office at least 1 day working day in advance to check that area isn't being used for an event or works scheduled, understanding if something is already scheduled they will not attend.
b) That they will look to position themselves closest to the entrance of the Camel Trail, so not to hinder tenants and access to the public slipway.
c) That up-to-date public liability insurance and risk assessment/documents be provided to the office and satisfy officers.

FULL COUNCIL: TUESDAY 26 MAY 2026

AGENDA ITEM 9bii: Freeman Sails – Land Use Request Railway Car Park

1. Overview

1.1 Freeman Sails are asking for use of a motorhome space in Railway Car Park in June for approx. 36 hours, to park and work on a customer boat which will be on trailer.

2. Further details

2.1 They will use ladders to access the boat and work on the outside of the hull, mentioning that worse case scenario would be two ladders as they move around the boat to fit a cover.

2.2 They require more space than their own parking area allows, this is to provide additional clearance around the boat to complete the project efficiently. This is not something Freeman Sails has asked for before as far as the Council Facilities Officer can recall.

2.3 If agreed by Council, they are happy to pay for the parking and understand Council will need to notify Cornwall Council who undertaking the parking enforcement.

2.4 Initially the request came in asking for the works to take place the following week, however after further correspondence the works were delayed by the customer. Currently the customer has mentioned dates of Friday 5 and Saturday 6 June, although this is not confirmed.

2.5 Officers have mentioned in correspondence that requests should go via Council for their consideration and the delay in the works have made this possible.

2.6 It is thought that Council may not want to make a habit of allowing this type of operation to happen regularly. Would they like to inform Freeman Sails of the Land Use Request Policy and application form which details a minimum of 6 weeks' notice and that all such request needs to be considered at an appropriate meeting.

2.7 Officers have asked for a risk assessment and public liability insurance, the office has already received the insurance documents and is waiting on risk assessment, but they have confirmed so far that they would look to have the trailer/boat arrived early in the morning and picked up later in the day when the car park is less busy and that they won't hamper any hatched areas.

3. Decision

3.1 Would Council like to approve use of a motorhome space for Freeman Sails to work on a boat (on a trailer) for maximum of 3 days subject to;

i) Providing public liability and risk assessment which satisfy officers;

ii) That the motorhome space is paid for; and

iii) That dates are confirmed to the Council Office in advance and work take place during June 2026.

iv) Would Council also like to make mention as details in 2.6?

Agenda item 13.

PADSTOW TOWN COUNCIL
NOTIFICATION OF COUNCIL/COMMITTEE MEETINGS 2026-27

Date	Time	Meeting
2026		
Tues 19 May	**6.30pm**	**Annual Parish Meeting (Community Hub)**
Tues 26 May	**7.30pm**	**Full Council**
Tues 2 June	7.00pm	Personnel & Staffing Committee
Tues 9 June	7.00pm	Planning & Highways Committee
Tues 16 June	7.00pm	Finance and General Purposes Committee
Tues 30 June	**7.30pm**	**Full Council**
Tues 7 July	7.00pm	Community and Facilities Committee
Tues 14 July	7.00pm	Planning & Highways Committee
Tues 21 July	7.00pm	Finance & General Purposes Committee
Tues 28 July	**7.30pm**	**Full Council**
Tues 11 August	7.00pm	Planning & Highways Committee
Tues 1 September	7.00pm	Community & Facilities Committee
Tues 8 September	7.00pm	Planning & Highways Committee
Tues 15 September	7.00pm	Finance & General Purposes Committee
Tues 22 September	7.00pm	Personnel & Staffing Committee
Tues 29 September	**7.30pm**	**Full Council**
Tues 13 October	7.00pm	Planning & Highways Committee
Tues 27 October	**7.00pm**	**Full Council**
Tues 3 November	7.00pm	Community & Facilities Committee (budget)
Tues 10 November	7.00pm	Planning & Highways Committee
Tues 10 November	7.15pm or on rising of P&H Cttee, whichever later	Personnel & Staffing Committee (budget)
Tues 17 November	7.00pm	Finance & General Purposes Committee (budget)
Tues 24 November	**7.30pm**	**Full Council (budget)**
Tues 8 December	7.00pm	Planning & Highways Committee
2027		
~~Tues 5 January~~	*No meeting due to Christmas break,*	
Tues 12 January	7.00pm	Planning & Highways Committee
Tues 19 January	7.00pm	Community & Facilities Committee
Tues 26 January	**7.30pm**	**Full Council**
Tues 2 February	7.00 pm	Personnel & Staffing Committee (appraisals)
Tues 9 February	7.00pm	Planning & Highways Committee
Tues 16 February	7.00pm	Finance & General Purposes Committee
Tues 23 February	**7.30pm**	**Full Council**
Tues 2 March	7.00pm	Community & Facilities Committee
Tues 9 March	7.00pm	Planning & Highways Committee
Tues 16 March	7.00pm	Personnel & Staffing Committee
Tues 23 March	**7.30 pm**	**Full Council**
~~Tues 30 March~~	*Defined under LGA 1972 as last day of Easter break – no meetings*	
Tues 13 April	7.00pm	Planning & Highways Committee
Tues 20 April	7.00pm	Finance & General Purposes Committee (grants)
Tues 27 April	**7.30pm**	**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).

Updated 12.5.26