PADSTOW TOWN COUNCIL

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10 June 2026

TO: MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
Councillors R Higman (Chair), G Chapman, Mrs J Dawe, K Freeman, A Hoskin, C Newman, A N Rees and M Rickard

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** in the **Council Chamber, Council Offices, Station House, Padstow** on **Tuesday 16 June 2026** at **7.00 pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

Kathy Pemberton
Town Clerk

Agenda
Press & Public are invited to attend.

1. To receive **apologies for absence and announcements (if any)**

2. **Election of Vice Chair:** To **ELECT** Committee Vice-Chair (if Committee so wishes)

3. To receive **declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's code of conduct.

4. **Public Participation**: to receive submissions from members of the public relating to items on the agenda, in accordance with the Council's code of conduct & standing orders.

5. **To agree the minutes** of the meeting held on **Tuesday 21 April 2026** p1-3

6. **Committee Works i) Update:** for information only; **and ii) Programme:** To note and update/amend, as necessary. p4-6

7. **PTC Community Grant Scheme Review:** To give consideration to this matter and discuss and decide on the way forward. p7-9

8. **Future Meetings (commencement of each is 7pm unless stated):**
Tuesday 21 July 2026
Tuesday 15 September 2026
Tuesday 17 November 2026 (Budget)
Tuesday 16 February 2027
Tuesday 20 April 2027 (Grants)

9. **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.

10. **Lease Renewals Update:** To receive an update for information.

Agenda Item 5

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

FINANCE AND GENERAL PURPOSES COMMITTEE: 16 JUNE 2026
WORK PROGRAMME

COUNCIL'S AIMS AND OBJECTIVES

This Committee links to all 5 of Council's **AIMS** and links directly to 11 of Council's 24 **OBJECTIVES** noting that some of these will cross with other Committees.

AIM 1: To be open, transparent and accountable to our community

OBJ 1.3: Publishing a 3-year Council Business Plan and introducing an annual report detailing the work undertaken over the preceding year.
OBJ 1.5: Processing any Freedom of Information requests in the timescales prescribed.

AIM 2: To continue to effectively manage the Council's finances, services and assets

OBJ 2.1: To provide regular financial reporting to Full Council/Finance and General Purposes Committee.
OBJ 2.2: To have in place appropriate insurance cover.
OBJ 2.3: To ensure regular internal audit inspections are undertaken, publishing the full report and addressing any recommendations as required in a timely manner.
OBJ 2.5: To ensure that the Council maintains its Asset Register.

AIM 3: To continue with and build upon Council community led events

OBJ 3.1: To budget for and maintain the annual Community Day event, with a view to build upon and improve.
OBJ 3.3: To budget for and providing assistance to the Local British Legion in the delivery of the Remembrance Parade.

AIM 4: To help local organisations and groups to support all members of our community

OBJ 4.1: To endeavour to provide financial assistance to help organisations to support the local community via Council's Community Grant Scheme.

AIM 5: To foster inclusion and enjoyment for all of our community

OBJ 5.3: To proactively promote the Council's Community Grants Scheme, encouraging inclusion from all groups and organisations.
OBJ 5.5: To ensure appropriate budgets are allocated for the maintenance of Council's open spaces and recreational facilities.

Agenda Item 6

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COMMITTEE WORK UPDATES: FOR INFORMATION ONLY

- **AGAR:** Sent to external auditor, copy published on Council website together with Notice of Public Rights as required.
- **Grants: 2025/26:** Padstow United Football Club grant now claimed. **2026/27:** 8 grants totalling £22,750 claimed.
- **Approved mileage rates:** the government increased the approved mileage rates from 45p to 55p per mile from 2026-27. This applies to Councillor and Officer travel expenses and was noted at Personnel & Staffing on 2.6.26.
- **Petty cash:** petty cash is no longer used because PTC now has a credit card and local banks closed.
- **Website Upgrade:** Officers met online with Council's website provider to view progress on the new website. Works are progressing with the new site more intuitive and streamlined as well as meeting accessibility requirements. Estimate for completion is end of July.

WORK PROGRAMME: TO NOTE, UPDATE/AMEND AS NECESSARY

DRAFT AGENDA ITEM TITLE	ITEM DETAIL (if necessary)	PROGRESS UPDATE (if any)
ITEMS FOR FUTURE MEETINGS 2026-27		
MEETING DATE: 21 JULY 2026 (Agenda Despatch: 15 JULY 2026)		
Annual Review of Information Compliance	To review arrangements for: • Freedom Of Information • Data Protection • Complaints And to monitor any requests/complaints/ matters arising from the above.	
MEETING DATE: 15 SEPTEMBER 2026 (Agenda Despatch: 9 SEPTEMBER 2026)		
Annual Review of Insurance Arrangements	To review the current arrangements, including any claims that have arisen, ahead of the insurance policy renewals in November	
Audit Recommendations (External 2025-26)	To monitor the implementation of any recommendations arising from the external audit report (if any)	
Debt Monitoring and Recovery	To give consideration to and make recommendations to Full Council, where necessary.	
Budget Monitoring 2026-27	To give consideration to the 2026-27 budget and to consider taking action on the virement of funds (if required)	Budget v Actual to be noted at July, October and January FC meetings as per Standing Orders.
MEETING DATE: 17 NOVEMBER 2026 (Agenda Despatch: 11 NOVEMBER 2026)		
Audit Recommendations (Internal 2026-27)	To monitor the implementation of any recommendations arising for the mid-year internal audit report.	

Budget 2027-28	To consider the following and make recommendations to Full Council, where necessary: • Members' Allowances • Committee Recommendations • Draft Budget 2027-28 (including fees and charges) • Precept 2027-28 Business Plan	RFO to prepare initial draft budget by October. Committees to give consideration and make recommendations to FGP.
MEETING DATE: 16 FEBRUARY 2027 (Agenda Despatch: 10 FEBRUARY 2027)		
Finance Policies	To give annual consideration to: • Investment Strategy • Risk Management Policy Statement and Risk Management Scheme • Any other FGP policies due for review And make recommendations to Full Council, where necessary.	
Annual Governance Reviews	To consider the following and make recommendations to Full Council, where necessary: • Financial Regulations • Effectiveness of Internal Audit Effectiveness of Internal Control	
MEETING DATE: 20 APRIL 2027 (Agenda Despatch: 14 APRIL 2027)		
Community Grant Scheme: 2027/28 Applications	To discuss and decide on the allocation of grants as per Council's Grant Scheme	
ITEMS FOR FUTURE MEETINGS 2027-28		

Council properties – Lease/licence/tenancy/rent review issues to be considered by Committee as appropriate.

PADSTOW TOWN COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE: 16 JUNE 2026

AGENDA ITEM 7: PTC COMMUNITY GRANT SCHEME POLICY REVIEW

1. Introduction

1.1 The Community Grant Scheme policy is due for review in February 2027. However, it was considered prudent to begin this process now whilst the matter is fresh, and in view of the increasing sums requested.

1.2 It was also felt an opportune time to seek feedback from Committee on the grants process from a member's perspective, to understand what, if any, changes would be helpful. Members were asked to provide feedback by 3 June with 2 Committee members responding. Comments received included:

i) Consider it prudent to look at eligibility given rise in number of requests;
ii) Review whether any organisations should/could be supported outside of the grants system.
iii) Grants Packs – reduce supplementary paperwork (bank accounts and quotations) to a spreadsheet. For bank data include start of year and closing balances. Original paperwork to be available to view in office as usual.

2. For Consideration

2.1 **Eligibility:** The following points arose from the 2026/27 grant applications, and Committee is asked to consider if these should be included within the policy:

i) Specify that commercial organisations are not eligible;
ii) Specify that national and regional charities/organisations are not eligible unless they have a specific Padstow or Trevone branch;
iii) Make clear that tenants of the Council applying for a grant which relates to/impacts their tenancy need to demonstrate that permission has been given by the Council;
iv) Specify that grants to fund an event on Council land will only be considered following the successful application of a Land Use Request.

2.2 **Support For Organisations Outside the Grants System:** Comment was made as to the merits of this as a way to ensure that there is a bigger grant pot available.

2.2.1 The Town Clerk and RFO recommend that for transparency and consistency contributions should be via the grant scheme. Furthermore, it should be noted that contributing to a local not for profit organisation outside of the grant scheme would not necessarily increase the grants

allocation, as the whole budget for community support (which would also include Grants, and Community Events) is determined annually based upon the Council's finances. If there were insufficient funds to increase the grants allocation for 2027/28, this could see the grants allocation reduced by the sum allocated for the not for profit organisation outside of the usual grants process.

2.2.2 If Committee is minded to include a provision within the Council's budget for a not for profit organisation, Committee would need to be clear and fair as to the rationale for why that organisation should be treated differently. The provision would need to be considered on an annual basis during the budget setting process in November and recommended to the Full Council as part of the draft budget.

Should Committee wish to give this due consideration, this will require further investigation for consideration at a future meeting. Does Committee have a view, if so what are initial thoughts on rationale?

2.3 **Grant Amounts:** Over the last three years, applications for grants exceeding £5,000 have increased year on year. In 2026, the total sum of requests exceeding this amount was £52,706 equalling 150.6% of the available budget. In 2025 it was £34,988, 99.9% of the budget. In 2024 it was £24,729, 70.6% of the budget.

2.3.1 When awarding grants, sums exceeding £5,000 are relatively few as follows:

2026 – £6,000 to Trevone Village Hall / £9,500 to Christmas Lights
2025 - £5,500 to Nadelik Lowen / £9,000 to Christmas Lights
2024 - £8,000 to Christmas Lights
2023 - £6,000 to the Football Club / £8,000 to Christmas Lights

Reflections on this are:

i) Does the lack of a cap on the amount that can be requested impact the requests being received? Are some applications made from a wish list rather than a need, and does this unfairly impact other applications which then may not receive full funding? Does this create an avoidable burden to the administrative process for all parties, including applicants?
ii) Would setting a request cap of £5,000 or £6,000 be beneficial?
iii) Would there be any merit in setting aside a portion of the grants pot, e.g £2,500, specifically for grant applications of up to a specified lower amount e.g £500, to encourage applications from smaller groups? These to be considered first, with any surplus then added back to the pot for grants over £500 before then considering grants over £500.

3. Grants Packs

3.1 Officers will look to reduce the volume of the grant's packs sent to members, summarising in a table key information instead of sending copies should Committee agree the same. Full supporting

documentation would be available to view in the office as ever. Views are welcomed.

4. Summary

4.1 Committee is asked to discuss and decide on the following:

a) Does Committee wish to include the additional eligibility criteria outlined in 2.1 above?
b) Committee's view in respect of support to organisations outside of the grants system, outlined in 2.2 above.
c) Does Committee wish to set a cap on the amount of grant that can be requested by applicants?
d) Does Committee wish to split the grants pot to support smaller applications – example outlined in 2.3.1 iii) above.
e) Does Committee wish to see the grants pack reduced and summarised as detailed in 3.1 above?
f) Committees' additional views on the Grants Policy are sought.