PADSTOW TOWN COUNCIL

Council Offices
Station House
Station Road
Padstow
Cornwall
PL28 8DA

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

15 July 2026

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

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 21 July 2026** at **7.00 pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

K E Pemberton

Kathy Pemberton
Town Clerk

Agenda
Press & Public are invited to attend.

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

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

3. **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.

4. **To agree the minutes** of the meeting held on **Tuesday 16 June 2026.** (1-3)

5. **Committee Works i) Update:** for information only; **and ii) Programme:** To note and update/amend, as necessary. (4-6)

6. **Annual Review of Information Compliance:** To review current arrangements and discuss and decide on the way forward, if necessary, in relation to **i) Freedom Of Information; ii) Data Protection; and iii) Council Compliments and Complaints.** (7-8)

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

8. **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.

9. **To agree the confidential minutes** of the meeting held on 16 June 2026.

10. **Tenant Request: Messrs Stein:** To give consideration to this matter and discuss and decide on way forward.

PADSTOW TOWN COUNCIL

Minutes of the Finance and General Purposes Committee meeting held on Tuesday 16 June 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, C Newman and A N Rees

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

FGP2026/1 **Apologies and Announcements:** i) Apologies were received from Councillor A Hoskin; ii) There were no announcements.

FGP2026/2 **Election of Vice Chair: RESOLVED** to elect Councillor M Rickard Committee Vice-Chair.

FGP2026/3 **Declarations of Interest:** There were no declarations of interest.

FGP2026/4 **Public Participation:** There was no public participation.

FGP2026/5 **Minutes Tuesday 21 April 2026: RESOLVED** that the minutes of the meeting held on Tuesday 21 April 2026 were a true record of the meeting and they were signed by the chair.

FGP2026/6 **Committee Works: i) Update:** The update was noted for information. In response to a member query the Responsible Financial Officer (RFO) confirmed that petty cash cannot be obtained from the post office due to the Council's accounts requiring dual authorisation for withdrawals. The nearest bank being in Truro. Petty cash items are now purchased with the Council credit card or on occasion by individuals who are then reimbursed. **ii) Programme:** The programme was noted without change.

FGP2026/7 **PTC Community Grant Scheme Review:** The Chair referred members to the agenda report and consideration was given to reviewing the Grant scheme. There was discussion as to the merits of providing support for organisations outside of the grants scheme. It was noted that Council would need to have clear criteria and rational as to which organisations would qualify for funding in this way. Comments from members included:

- Grant application process is helpful in determining level of grant to award, includes details of funding in previous years and from other sources;
- Funding outside of the grants system would likely require greater scrutiny/control of the organisation which may be unwelcome;
- Could cause animosity amongst organisations and be viewed as unfair.

The difficulty of managing expectations from applicants who apply annually was discussed. It was noted that applications can be divisive and it was agreed that the current process for awarding grants was well considered, with each organisation/application deliberated on its own merit. It was felt that some changes to the eligibility criteria would be beneficial. It was suggested generic applications that canvas multiple organisations for funding should be excluded, it was felt this may be captured through the criteria in 2.1 ii) of report. There was support for a provision to exclude applications that would see a grant offset expenditure that could otherwise have been allocated to the purchase/project for which the grant is requested, such as expenditure on charity donations.

Members agreed that applications for purchases/projects which appear more as a "wish" than a "need" have increased. Furthermore, when the sum requested is not met in full by the Council, unless the organisation can find the shortfall, the application is negated as they cannot comply with the need to expend the grant by 31 March. In view of this consideration was given to alternative grant structures including setting a request cap and splitting the grants into a pot for small applications and a pot for large applications. Generally, it was considered better to continue with one pot and not cap requests thoughts being that this was a fairer way to consider all applications on their own merit. It was also noted that some of the larger grants were "one-offs" and unlikely to be requested again. There was a consensus that the "grants meeting" works well in its current format.

Members considered the information to be sent in grants packs and wished to see this reduced, noting that full applications and supporting documentation would continue to be available to view in the Council office or electronically upon request.

RESOLVED TO RECOMMEND TO COUNCIL a) to update the PTC Community Grant scheme with i) the eligibility criteria outlined in 2.1 of the agenda report; ii) a provision which excludes applications which free up existing funds for alternative uses, such as charitable donations; and iii) that no further changes be made to the policy;

b) Not to investigate further the possibility of funding organisations outside of the grants policy for the reasons outlined in the minutes above;

c) To reduce the contents of the grants packs sent to Councillors ahead of the "grants meeting" as detailed in 3.1 of the agenda report.

FGP2026/8 **Future Meetings:** Future meeting dates and times were noted as per the agenda report, next meeting being Tuesday 21 July 2026.

FGP2026/9 **It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

FGP2026/10 **Lease Renewals Update:** The update was noted as per the confidential agenda report.

Meeting closed at 7.44 pm

FINANCE AND GENERAL PURPOSES COMMITTEE: 21 JULY 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 5.

COMMITTEE WORK UPDATES: FOR INFORMATION ONLY

- **Grants: 2026/27:** 9 grants totalling £25,000 have been claimed.
- **AGAR:** Still with external auditor, additional information has been provided as requested. Response will be taken to Full Council when received.
- **Website Upgrade:** New website is now "live", some small minor changes to make following cross over of sites. Staff training is being arranged.
- **IT Equipment:** 2 x replacement laptops have been purchased due to existing equipment reaching end of life.

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: 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)	RFO to prepare initial draft budget by October. Committees to give consideration and make recommendations to FGP.

	• Precept 2027-28 Business Plan	
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: 21 JULY 2026

AGENDA ITEM 6: ANNUAL REVIEW OF INFORMATION COMPLIANCE

1. Overview

1.1 These annual review reports are a way in which Committee can ensure that the Council is compliant, alongside policy reviews.

1.3 Furthermore, it's considered advantageous that Committee also monitor complaint matters to ensure that due process is followed with any issues i.e. service delivery being dealt with via the appropriate Committee. This Committee's oversight is one of compliance i.e. was a complaint dealt with in the appropriate timescale.

2. Annual Reviews

i) FREEDOM OF INFORMATION

Period 1 April 2025 to 31 March 2026

NO.	FOI Date Rec'd	FOI Response Deadline	FOI Deadline Met?	FOI Request Relating to	Comments
1/25	23.10.25	20.11.25	18.11.25	Council Car Parks	Response provided before deadline.
2/25	3.3.26	31.3.26	19.3.26	Cashless Parking and Car Park Machines	Response provided before deadline.

Key:

Deadline Met or Exceeded	
Deadline Extended	
Deadline Missed	

Notes:
Responses to the above FOIs were compliant having been responded to by the 20-working day deadline or before the deadline.

No Internal Reviews were requested in regard to the responses given and no matters referred to the Information Commissioner's Office.

Period 1 April 2026 to 30 June 2026: No FOI requests received.

ii) DATA PROTECTION

Period 1 April 2025 to 31 March 2026:
i) No requests received.
ii) No breaches reported by either staff or Councillor.

Period 1 April 2026 to 30 June 2026:
i) No requests received.
ii) No breaches reported by either staff or Councillor.

Notes:
The Council has a Councillor and Staff Training and Development Policy which the Personnel and Staffing Committee review and have oversight. Training is being arranged for both Councillors and Staffing in respect of Data Protection and Equality, Diversity and Inclusion. These training sessions will be delivered remotely (dates to be confirmed). These are being delivered via Breakthrough Communication with the package also including one-to-one support with regards to FOI/GDPR requests and Council communications. It is also a Hub of useful information such as toolkits and on demand bitesize training.

iii) COUNCIL COMPLAINTS AND COMPLIMENTS

Complaints recorded are formal via the Council's Complaints Handling Procedure.

Compliments recorded are emails/letters received.

Period 1 April 2025 to 31 March 2026:

	No. Received	Detail
Compliments	**15**	10 x Thanks for grants awarded. 1 x members of staff respect during internment and M/T how well cemetery kept 1 x wedding anniversary flowers 1 x PTC support given to Padstow to Rock Swim 1 x free and clean toilets 1 x PTC condolences Mr PB
Complaints	**0**	

Period 1 April 2026 to 30 June 2026:

	No. Received	Detail
Compliments	**6**	4 x thanks for grants awarded 1 x wedding anniversary flowers 1 x thanks to staff and Council placing of Fishermen Mission trailer
Complaints	**0**	