

# PADSTOW TOWN COUNCIL

Unit 5b  
Trecerus Industrial Estate  
Padstow  
Cornwall  
PL28 8RW

Kathy Pemberton  
Town Clerk  
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13 August 2014

**TO: FINANCE AND GENERAL PURPOSES COMMITTEE**

Councillors F J Bealing, K Freeman, R Higman, A Rickard, Mrs K Seaber,  
Mrs A E Symons, Mrs T Walter and C Watson-Smyth

Dear Member

All Members of the Committee are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSES COMMITTEE** at the Council Offices, Unit 5b Trecerus Industrial Estate, Padstow on **Tuesday 19 August 2014** at **7.00pm** for the purpose of considering and resolving upon the business to be transacted as set out hereunder.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Kathy Pemberton', written in a cursive style.

Kathy Pemberton  
Town Clerk

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**Agenda**  
**Press & Public are invited to attend**

- 1. Election of Chairman/Vice Chairman**
  - i) To **ELECT** Committee Chair
  - ii) To **ELECT** Committee Vice-Chair (if Committee so wishes)
- 2. To receive apologies for absence**
- 3. To receive announcements (if any):** For information only
- 4. To receive declarations of interest** relating to items on the agenda in accordance with Padstow Town Council's code of conduct.
- 5. 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.
- 6. To agree the minutes** of the meeting held on **22 April 2014**
- 7. Committee Terms of Reference:** To receive the Committee's terms of reference and make any recommendations for amendment to Council (if necessary)

- 8. Clerks Report/Work Programme:** To receive an update for information
- 9. Correspondence:** To note any correspondence received for information (if any)
- 10. Financial Regulations:** To receive an update on the Council's Financial Regulations.
- 11. Local Audit and Accountability Act 2014 and Governance and Accountability for Local Councils – A Practitioners' Guide (England) March 2014:** To note changes to the Act and the availability of the Practitioners' Guide.
- 12. Budget-v-Actual Overview:** To receive an update to note for information.
- 13. Direct Debits and Standing Orders:** To discuss and decide on recommending approval of Direct Debits and Standing Orders for regular payment to Council.
- 14. Fixed Asset Register:** To note the Fixed Asset Register as at 1 April 2014.
- 15. Bank Account Details and Signatories:** To discuss and decide on recommending bank account details and signatories for approval by Council.
- 16. Audit Recommendations:**
  - a) Internal Financial Control Procedures:** To be updated on the Internal Financial Control Procedures.
  - b) Risk Assessment Management Strategy 2014-15:** To discuss and decide on recommending the approval of the draft Risk Assessment Management Strategy 2014-15 to Council.
- 17. Insurance: Rent Default Insurance:** To discuss and decide on the addition of insurance against rent defaults.
- 18. Non-Domestic Rates:** To receive an update on appeal in respect of Council's Non-Domestic Rates.
- 19. Grants Policy:** To discuss and decide on recommending to Council an updated draft Grants Policy for adoption and apportionment of the "grants pot".
- 20. Pay Phone, Station House:** To discuss and decide on recommending on the future of the Pay Phone at Station House to Council.
- 21. Committees' Earmarked Reserves and Capital Projects:** To give consideration to Committee's proposals for Earmarked Reserves (following end of year accounts) and prioritising Capital Projects to feed into Committees' Budget Discussions.
- 22. Date of next meeting:** Tuesday 18 November 2014 at 7.00 pm (Budget Meeting)
- 23. 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

- 24. To confirm the confidential minutes** of the meeting held on **Tuesday 22 April 2014** having been previously circulated and taken as read.
- 25. New Business Units: Rent Reviews:** To receive an update on progress and discussion and decide on a way forward.
- 26. Leases:** To consider a request from Messrs Steins
- 27. Rentals:** To receive an update on current rentals for Council Tenants.