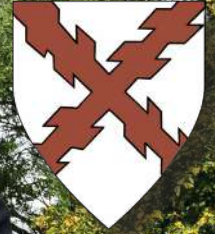




**St Austell  
Town Council**



# **Annual Report 2017/18**

**Your guide to St Austell Town Council,  
what we have achieved and  
how to get in touch**



## 2 Contact

### St Austell Town Council

St Austell Town Council  
The Stable Block  
Pondhu House  
Penwinnick Road  
St Austell  
Cornwall  
PL25 5DP

Telephone: 01726 829859  
E-mail: [info@staustell-tc.gov.uk](mailto:info@staustell-tc.gov.uk)  
Website: [www.staustell-tc.gov.uk](http://www.staustell-tc.gov.uk)



**TOWN TEAM:** (L-R) David Pooley (Town Clerk) Sara Gwilliams (Deputy Clerk), Kimberley Gay (Assistant) and Steve Skinner (Operations Manager)

### St Austell Town Council

St Austell Town Council has the following responsibilities:

- Parks at Bethel, Chapel Fields, Chy Pons, Jubilee Meadow, Landrew Road, Linear Park, Lostwood Road, Manfield Way, Penmere Road, Polmarth Close, Poltair, Prince Charles, Sandy Bottom, The Meadows, Thornpark Road, Truro Road, Woodland Close and Woodland Road.
- St Austell Library

- Priory and Tregonissey Lane End Car Parks
- Public conveniences, Priory Car Park
- Allotments at Alexandra Road and Landrew Road
- Maintenance of footpaths
- Weed spraying
- Grass cutting cemeteries, verges and roundabouts
- Flower beds
- Town centre CCTV

### Cornwall Council

Cornwall Council has wide ranging responsibilities, including:

- Education
- Social Services
- Highways and Transportation
- Determining Planning Applications and Development Control.
- Collection of Council Tax
- Benefits Administration
- Housing and homelessness
- Libraries and Arts
- Fire Brigade
- Refuse collection, recycling and waste disposal
- Environmental Health
- Leisure
- Youth Services

Cornwall Council can be contacted at:

<b>Cornwall Council</b>	<b>Cornwall Council</b>
<b>County Hall</b>	<b>One Stop Shop</b>
<b>Treyew Road</b>	<b>39 Penwinnick Rd</b>
<b>Truro</b>	<b>St Austell</b>
<b>Cornwall</b>	<b>Cornwall</b>
<b>TR1 3AY</b>	<b>PL25 5DR</b>

Telephone: 0300 1234 100

E-mail: [enquiries@cornwall.gov.uk](mailto:enquiries@cornwall.gov.uk)

Website: [www.cornwall.gov.uk](http://www.cornwall.gov.uk)

In the 2017/18 civic year Cornwall Council had five Councillors representing St Austell.

These were Councillors Brown, Bull, French, Heyward and Pears.

# Message from the Mayor

This past year as your Mayor and Town Council Chairman has been incredibly busy, at times quite challenging, thoroughly enjoyable and a huge privilege and honour.

In the space of 18 months, the Town Council has completely transformed itself.

Following extensive consultation, we agreed an ambitious programme of service devolution from Cornwall Council to safeguard services in St Austell and generally improve the environment in a way which would reinstall pride in the town.

So far, we have taken on responsibility for the public conveniences in Priory Car Park, two sets of allotments, the Priory Road car park and 17 parks and open spaces across St Austell as well as St Austell library.

We have had to learn rapidly about these services and adapt to the demands of running them with a very small workforce.

We have had all of the play equipment in the various parks inspected and undertaken urgent repair works to address the issues identified.

We have now in place a robust system of inspection and repairs including weekly routine inspections and in depth operational inspections quarterly.

We have entered into an agency agreement with Cornwall Council to allow the Town Council to cut the grass on highways verges and in cemeteries owned by Cornwall Council across the town.

We have planted over 5,000



**Graham Walker:** Highlights the achievements and hard work by St Austell Town Council during his tenure as Mayor and Chairman of St Austell Town Council.

bulbs and cleared and tidied roundabouts and flower beds around the town and have made good progress with addressing maintenance backlogs across all of the parks and open spaces.

In February 2018 we opened a completely refurbished play area in The Meadows which capped several weeks of work to clear paths, improve trees and shrubs, grass cutting, bench repairs and picnic table provision.

A wild flower area is being planted shortly and a number of new trees have been planted. The Meadows park has become a real gem with superb views and wonderful facilities which will be a tremendous asset to residents in the area.

We are working closely with Cornwall Council to develop a Town Heritage Scheme and have been awarded a grant of £980,000 from the Heritage

Lottery Fund, which should generate a total investment in the Town Centre of over £1.3 million for improvements to historic buildings.

This project should start in July and will include some public realm works to improve the wall and fountain on the edge of Holy Trinity Church.

One thing that particularly interests me is services for children and young people. The Town Council has helped to fund and support Young People Cornwall to run youth services out of The House building at Polkyth following cut backs to funding for youth services across Cornwall.

We have negotiated a lease of The House from Cornwall Council.

Improvement works have been undertaken to the building and once completed it is hoped that Young People Cornwall will use the

## 4 Message from the Mayor

building as their headquarters bringing 30 to 40 jobs to St Austell and create a centre of excellence for youth services in the Town.

All towns and cities are suffering from increasing anti-social behaviour and drink and drug related issues.

We recognised this very early and have co-ordinated anti-social behaviour meetings with the key agencies and volunteer groups around the town to help address some of the issues that we are experiencing.

We have lobbied for more police and have addressed issues in parks through our grounds maintenance team clearing areas that have been used historically for drug taking.

We've also installed two additional CCTV cameras at hot spots for anti-social behaviour and increased the monitoring and maintenance budgets for CCTV. We hope to add further CCTV cameras in the near future.

It's been a tremendously busy and rewarding year and the progress made has been fantastic.

I do hope that members of the public will recognise how much work has gone into the last year and how far the Town Council has moved while maintaining a below average council tax and a very lean staffing establishment.

I have thoroughly enjoyed my year as Mayor and undertaken as many engagements as I could during the year.

I've had the pleasure of attending many community and civic events and enjoyed the whole range of birthdays, wedding anniversaries, parties and events that I've been invited to. During these celebrations, it has been a real privilege to meet local residents and to listen to and share life stories and experiences.

I would like to thank all of our partners and the people of St Austell for their help and support during this busy year and record a special thank you to the Council staff who have supported me throughout my period in office.

**Councillor Graham Walker  
Mayor of St Austell 2017/18**



### **Tears and laughter**

August 2017 saw the sad and unexpected passing of fellow St Austell Town Councillor and good friend of Graham Walker Noel 'Sunny' Krishnan (left).

Whilst Deputy Mayor Gary King joins Graham at his Mayor making ceremony inside the civic chambers at Cornwall Council's One Stop Shop.

# St Austell Town Council

St Austell Town Council has 20 elected Councillors (four Councillors representing the Gover Ward, four Councillors representing Poltair Ward, two Councillors representing St Austell Bay Ward, five representing Bethel Ward and five representing Mount Charles Ward). Town Council elections were held on the 4th May 2017.

A list of current Councillors is included on page 15 of this report.

Each year, the Council elects one councillor to be the Mayor who then acts as the civic leader and chairs Council meetings. The Council has adopted

a code of conduct and is committed to proper standards and sound corporate governance arrangements.

Meetings are usually held in Cornwall Council's One Stop Shop or at the Town

Council's offices at The Stable Block, Pondhu House, Penwinnick Road, St Austell. The full Council meets approximately every six weeks. In addition to the full Council meetings, the Council has three standing committees to ensure the effective management of its business, Finance and General Purposes Committee, Planning & Regeneration Committee and Community Committee

There is a public participation session at each of the Council's official meetings to allow members of the public to make comments or raise issues about items on the agenda.

From time to time, working groups are formed to address particular issues. A calendar of Council meetings for the forthcoming year can be found on the Council's website at [www.staustell-tc.gov.uk](http://www.staustell-tc.gov.uk). Agendas and minutes are published on the website.

The Council employs eleven full-time and seven part-time members of staff who are based either at the Stable Block or St Austell Library. Key contacts are:

- David Pooley – Town Clerk
- Sara Gwilliams – Deputy Town Clerk
- Steve Skinner – Operations Manager
- Kimberley Gay – Mayor's Secretary / Administrative Assistant (Part-time)
- Terry Shaw – Senior Library and Information Assistant

The Town Council serves the town of St Austell which has a population of approximately 22,000.

Services and facilities provided within the town of St Austell are also enjoyed by people living in the surrounding villages and by the many tourists who



**St Austell Town Councillors elected in May 2017 inside the council chambers situated in Cornwall Council's One Stop Shop**

visit the town each year.

The Town Council is very keen to improve local pride in St Austell and to ensure that however the town changes in the future the process is managed and that appropriate infrastructure accompanies it.

An important role of the Council is to represent and champion local residents and businesses to ensure that their views are taken into account by the larger organisations operating and investing in the area.

The Town Council is consulted on all planning and some licensing applications in its area and in relation to many of the other services provided by Cornwall Council.

The Town Council seeks to work in partnership with Cornwall Council and other agencies in order to ensure delivery of the highest quality services and facilities to local residents.

# 2017/18 Activities

## Service devolution



St Austell Town Council take over St Austell Library in October 2017

As part of the Town Council's visionary devolution project, the Town Council in the summer of 2013 took on the maintenance of the designated footpaths in St Austell for the first time. Responsibility for weed treatment on public highways and pavements also passed to the Town Council in the spring of 2014.

The Town Council has let and managed contracts with local contractors for these services providing improved value for local council taxpayers.

In November 2015 the Town Council undertook a comprehensive consultation exercise to raise public awareness and gauge public support for the Town Council taking responsibility for a wide range of Cornwall Council functions.

Following this, the Council negotiated a package of services to be devolved to the Town Council from Cornwall Council including toilets, allotments, parks and open spaces, maintenance of highways grassed areas, car parks and the library.

To date public conveniences, allotments, parks and open spaces, roundabouts, grass cutting on local highway verges, two car parks and St Austell Library have transferred. Other community buildings and services may transfer later.

This has involved a tremendous amount of work over the last two years including the recruitment of staff, moving offices, installing new telephone and computer systems, acquiring vehicles and machinery, negotiating the

transfer of land, arranging new contracts for services and supplies and introducing new health and safety and working procedures.

The benefits of the local management of services are already being demonstrated through better maintenance of parks, public conveniences and play areas and more frequent grass cutting.



St Austell Town Council Grounds team maintaining play areas and parks throughout the town

## Anti-Social Behaviour

The Town Council co-ordinates an anti-social behaviour group including representatives of a very broad range of agencies and organisations to deal primarily with town centre anti-social behaviour issues but which will in future deal with a wider geographical area.

This group has been instrumental in contributing towards the reduction in crime in and around the town centre and has been highlighted as a model of good practice.

During 2016 Cornwall Council was persuaded to allocate resource to St Austell from its Safer Cornwall team and is now supporting this work.



Multi-agency visit to St Austell Town Centre in 2017 involving Police and Town Councillors too

## Town Heritage Scheme

The Town Council is working with Cornwall Council and the Market House to implement a Townscape Heritage (TH) scheme for St Austell. The Heritage Lottery Fund has approved a grant of £980,000 which should generate an overall investment of over £1.3 million in St Austell town centre over the next four years.

Townscape Heritage schemes fund quality traditional repairs to targeted historic buildings in Conservation Areas.

The scheme in St Austell will complement planned actions in the Conservation Area Appraisal and Management Plan and the Business Improvement District (BID) scheme.

It will boost the local economy and make the town a better place to live, work and visit.

## St Austell Sites Allocation Development Plan Document

The Town Council has supported Cornwall Council's production of a planning document which sets out a vision and options for the future development and change of the urban area of St Austell and its immediate hinterland.

Work has taken place throughout the year with Cornwall Councillors and Cornwall Council's planning officers to produce a Site Allocation document and evidence to support it known as the Town Framework document.

A number of consultation exercises and meetings have taken place and it is hoped that final documents will be in place within the next few months.

Once finalised these documents will be part of Cornwall Council's formal planning policies and will help to steer where future development takes place.

## St Austell Business Improvement District (BID)

The Business Improvement District (BID) for St Austell became operational in April 2013.

This is an initiative funded by local business ratepayers in the town centre to enhance and promote the BID area.

The Town Council has supported the BID in its first five years of operation and is pleased that it has just received approval for another five year term.



Plans to regenerate St Austell's ancient Market House are made public in 2017

It is making significant progress and has organised a number of events and environmental and security initiatives in the town centre.

## CCTV

In April 2015 the CCTV system previously owned by Cornwall Council transferred to the Town Council. Cornwall Council upgraded the system prior to hand over and St Austell Town Council is now running the system and sharing monitoring arrangements with Newquay Town Council. The Town Council has added cameras in Cemetery Park, Truro Road Park and Priory Car Park to the system to help address anti-social behaviour.

## Youth Services

The Town Council has provided annual funding of £20,000 to secure the future of The House youth project (below)

It is close to securing the long-term future of The House. A lease is being negotiated and improvement works have commenced.

It's hoped that Young People Cornwall will re-locate their headquarters to the building and create a centre of excellence for youth services in St Austell.



The House re-opens after a facelift in March

## 8 2017/18 Activities

### Environmental Initiatives

The Town Council undertakes a number of environmental projects each year. In 2017/18 we:

- Planted over 100 trees which were donated to the Town Council;
- Improved the flower beds in the town centre;
- Worked with the Community Payback team to improve Truro Road Park and play equipment at Landrew Road;
- Improved several of the local parks including a major scheme at The Meadows;
- Undertaken works at Linear Park to reduce flooding;
- Achieved a 4 star award for Poltair Park in the South West in Bloom Pride in Parks Scheme.



Town Council Operations Manager Steve Skinner joins volunteers tree planting at The Meadows (above) Poltair Park achieves a 4 star award (below) in March this year



### Other Initiatives

The Town Council has:

- Operated a small grants scheme for local community and charitable groups. The Council gave 26 grants totalling £7,100 in 2017/18;
- Provided a number of larger grants including grants to Wheel Martyn (£5,000), Torchlight Carnival (£3,000), St Austell BID (£5,276), Restormel Arts (£2,000) and St Austell Bay Economic Forum (£2,500);
- Undertaken pre-planning consultations with a number of developers, arranged

a number of large scale public meetings to give residents the opportunity to raise concerns or suggest improvements to major planning proposals and responded to 140 planning application consultations;

- Replaced the Town Council website (below) and installed a new financial management system.





# Enjoying green spaces

St Austell enjoys a wide variety of green spaces and play areas which are used by individuals, community groups, charitable

institutions and other organisations for a range of activities. They are looked after and maintained in all weath-

ers by a dedicated team of St Austell Town Council workers under the supervision of Operations Manager Steve Skinner.



10 Committees

# Standing committees 2017/18

**Planning Committee**

Jackie Bull  
 John Colwill  
 Gary King  
 Jamie Hanlon  
 Tim Jones  
 Andrea Lanxon  
 Robin Leonard  
 Nicky Oxenham  
 Brian Palmer  
 Crystal Pearce  
 Mike Thompson  
 \*Graham Walker (Mayor)

**Community Committee**

Peter Bishop  
 Malcolm Brown  
 Jackie Bull  
 Anita Cohen  
 John Colwill  
 Jamie Hanlon  
 Sandra Heyward  
 Gary King  
 Robin Leonard  
 Crystal Pearce  
 Richard Pears  
 Mike Rees  
 Tim Styles  
 Mike Thompson  
 Graham Walker (Mayor)

**Finance and General Purposes Committee**

Malcolm Brown  
 Peter Bishop  
 Anita Cohen  
 Tom French  
 Tim Jones  
 Andrea Lanxon  
 Nicky Oxenham  
 Brian Palmer  
 Mike Rees  
 Tim Styles  
 Graham Walker (Mayor)

Ward	Planning Committee	Community Committee	Finance and GP Committee
Bethel	3	5	3
Gover	1	4	2
Mount Charles	3	4	2
Poltair	4	2	2
St Austell Bay	1	0	2

\*The Mayor is an ex officio Member of each Committee.

Staffing Committee: Councillors: Walker (Mayor), Bull, French, Jones, Lanxon, Palmer and Styles.

# Local council elections



# Annual accounts 2017/18

The Council's Statement of Accounts for 2017/18 has been prepared in accordance with the Accounts and Audit Regulations 2015. The Council's Accounts are audited annually by an independent internal auditor and forwarded to PKF Littlejohn LLP, an external auditor, for final appraisal.

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2018

31 March 17 £		31 March 18 £
	<b>Income</b>	
0.00	Car Park income	318,367.74
24,478.12	Council Tax Grant	36,832.30
2,448.93	Interest Income	3,111.62
43,820.00	Other grants/Contributions	31,060.00
4,957.39	Other income	10,119.09
440,142.00	Precept payments	462,576.00
4,264.90	Public Convenience charge	4,283.18
0.00	Rent received	588.33
8,571.31	Transfers from Reserves	10,776.00
<b>528,682.65</b>	<b>Total Income</b>	<b>877,714.26</b>
	<b>Less Operating Expenses</b>	
	<b>Employee Expenses</b>	
735.00	Recruitment costs	840.00
161,362.10	Salaries/Wages	328,969.95
2,935.00	Training	2,843.00
<b>165,032.10</b>	<b>Total Employee Expenses</b>	<b>332,652.95</b>
	<b>Premises Expenses</b>	
3,930.22	Cleaning and Domestic supplies	6,028.82
218.86	Electricity	920.05
0.00	Gas	2,266.33
0.00	Grounds maintenance supplies	21,842.47
2,779.03	Play Equipment	29,469.67
1,210.05	Rates	78,692.70
5,300.00	Rent/Room Hire	5,235.00
27,789.23	Maintenance/Repairs	30,544.76
2,062.82	Water	1,201.12
<b>43,290.21</b>	<b>Total Premises Expenses</b>	<b>176,200.92</b>
	<b>Supplies and Services</b>	
101.45	Books and Publications	118.95
85,436.09	Contract Payments	149,542.15
0.00	Election Expenses	22,787.67
4,756.11	Insurances	5,454.51

## 12 Annual Accounts

### INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2018 (continued)

31 March17		31 March 18
£		£
316.38	Mayors Allowance	60.50
16,276.58	IT/Communications	19,138.98
49,335.75	Miscellaneous Expenses	49,464.12
36,386.58	Miscellaneous Grants	34,795.00
2,148.10	Office Supplies	1,987.64
2,719.64	Printing/Stationery	4,479.22
0.00	Protective Clothing	1,159.26
800.00	Publicity	357.14
6,920.00	Small Grants Scheme	7,099.98
6,345.87	Subscriptions	6,347.37
<b>211,542.55</b>	<b>Total Supplies and Services</b>	<b>302,792.49</b>
	<b>Transport Related Expenses</b>	
3,627.03	Contract Hire and Operating leases	14,295.05
671.47	Fuel	4,421.44
21,445.00	Other Transport/plant expenses	13,652.57
0.00	Repairs/Maintenance	2,578.44
0.00	Road Fund/Taxes	242.50
803.69	Transport Insurance	3,243.00
2,779.59	Travel and subsistence	692.48
<b>29,326.78</b>	<b>Total Transport Related Expenses</b>	<b>39,125.48</b>
<b>449,191.64</b>	<b>Total Operating Expenses</b>	<b>850,771.84</b>
	<b>Net Surplus</b>	<b>26,942.42</b>
<b>79,491.01</b>		



GREEN CREDENTIALS: St Austell Town Council takes delivery of an all-electric van

# Balance sheet as at March 31, 2018

31.3.17 £		31.3.18 £
	<b>Assets</b>	
	<b>Bank</b>	
0.00	Library Cash Account	140.00
2,628.28	Mayors Charity Account	74.99
126,535.00	NW Business Reserve Account	6,554.14
37,337.47	NW Current Account	87,716.88
77.18	Petty Cash	64.83
<b>166,577.93</b>	<b>Total Bank</b>	<b>94,550.84</b>
	<b>Current Assets</b>	
502.80	Accounts Receivable	0.00
7,398.85	Debtors and Prepayment	18,686.80
256,300.03	Short Term Investments	309,392.51
<b>264,201.68</b>	<b>Total Current Assets</b>	<b>328,079.31</b>
	<b>Fixed Assets</b>	
98,015.00	Ceremonial Assets	97,015.00
13.00	Land and Buildings	41,472.80
13,428.49	Office Equipment	14,312.98
26,674.21	Street Furniture inc Notice Boards	47,586.73
27,111.99	Vehicles, Plant & Machinery	38,560.98
<b>165,242.69</b>	<b>Total Fixed Assets</b>	<b>238,948.49</b>
<b>596,022.30</b>	<b>Total Assets</b>	<b>661,578.64</b>
	<b>Liabilities</b>	
	<b>Current Liabilities</b>	
8,112.83	Accounts Payable	10,650.90
-8,770.48	Accruals	815.37
0.00	Credit Card	70.17
32,498.08	Uncleared Cheques 31.3.17	0.00
0.00	VAT	-4,011.89
<b>31,840.43</b>	<b>Total Current Liabilities</b>	<b>7,524.55</b>
<b>31,840.43</b>	<b>Total Liabilities</b>	<b>7,524.55</b>



## Balance sheet as at March 31, 2018

31.3.17		31.3.18
£		£
564,181.87	<b>Net Assets</b>	654,054.09
	<b>Equity</b>	
98,028.00	Asset Revaluation reserve	97,037.00
67,214.69	Capital Financing reserve	141,911.49
188,937.18	Earmarked Reserve	178,161.18
210,002.00	General Reserve	236,944.42
<b>564,181.87</b>	<b>Total Equity</b>	<b>654,054.09</b>

### Notes

1. Ceremonial assets have been valued by independent valuers using an insurance methodology as at 31st March 2010. It is not considered necessary to revalue all assets annually. Other assets are included at cost.
2. Debtors and prepayments include insurance premiums, car park income in transit, BID levy fees and a car park maintenance contract.
3. Accounts payable relate largely to operational expenses paid by direct debit after the year end.
4. The following sums have been set aside as earmarked reserves:

	£
Projects Reserve	45,661.18
Elections Reserve	22,500.00
Devolution of Services Reserve	30,000.00
Service Improvement Reserve	50,000.00
Repairs and Renewals Reserve	30,000.00
	<b>178,161.18</b>



St Austell Town Council



Councillors

	<b>Bishop, Peter</b> Mount Charles Ward 01726 71130 petebishop007@hotmail.co.uk
	<b>Brown, Malcolm</b> Bethel Ward 01726 63696 mabrown77@btinternet.com
	<b>Bull, Jackie</b> Poltair Ward 01726 74619 jackie.bull@cornwallcouncillors.org.uk
	<b>Cohen, Anita</b> Bethel Ward 07871060969 anita@anitacohen.co.uk
	<b>Colwill, John</b> Bethel Ward 01726 68494 john.colwill@outlook.com
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	<b>Styles, Tim</b> Gover Ward 01726 216106 styles.tim@gmail.com
	<b>Thompson, Mike</b> Gover Ward 07505952790 darkbluebox1@gmail.com
	<b>Walker, Graham</b> Bethel Ward 01726 63707 gwalkera1@gmail.com

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The Stable Block  
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Website: [www.staustell-tc.gov.uk](http://www.staustell-tc.gov.uk)

# St Austell Town Council Annual Report 2017/18



**A busy year in office for Mayor Graham Walker**



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