

**St Austell  
Town Council**



# Annual Report 2016/17

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



## 2 Contact

### St Austell Town Council

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

### 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
- Social Housing
- Libraries and Arts
- Fire Brigade
- Magistrates Courts and Probation Services
- Waste Disposal and Refuse collection
- Environmental Health
- Leisure and Parks
- Youth Services

Cornwall Council can be contacted at:

**Cornwall Council**  
**County Hall**  
**Treyew Road**  
**Truro**  
**Cornwall TR1 3AY**

**or Cornwall Council**  
**One Stop Shop**  
**39 Penwinnick Road**  
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In the 2016/17 civic year Cornwall Council had five Councillors representing St Austell. These were Councillors Brown, Bull, French, Heyward and King.



# 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 2016/17, in the space of one civic year, the Council has completely transformed itself. Following extensive consultation, we agreed an ambitious programme of service devolution from Cornwall Council.

We have moved offices involving the treatment of woodworm, cleaning, decorating, furnishing, installing alarms, installing internet, computers and telephones as well as co-ordinating the moving of furniture and paperwork. We are proud to say that we remained fully operational and accessible to the public during this period of change.

We recruited an Operations Manager, Steve Skinner, who has helped us to take on a wide range of services from Cornwall Council. We have acquired vans, trailers, lawn mowers, strimmers, hedge cutters, tools and materials for the grounds maintenance service. In fact we didn't even have a screw driver to our name before Steve joined us in September!

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.

We have had to learn rapidly about these services and adapt to the demands of running them with a very small work force. We have had all of the play equipment in the various parks inspected and undertaken urgent repair works that were identified.

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

We have entered into an agency agreement with Cornwall Council to cut the grass on highways verges and in cemeteries owned by Cornwall Council across the town. We planted over 2,500 bulbs and cleared and tidied roundabouts and flower beds around the town.

During the winter, we started to address maintenance backlogs across all of the parks and refurbished over 20 benches.

Our Planning and Regeneration Committee



**MAYOR JACKIE BULL:** Welcomes the wonderful 'Man Engine' to St Austell Town Centre attracting huge crowds in July 2016

has continued to work well and dealt with an amazing 138 planning applications over the last year. As a Council, we have had to deal with major planning applications including the Trehiddle Farm application, the Eco Town and the Wainhomes northern expansion proposals. We supported the first two of these and opposed very strongly the northern expansion project. We played our part in persuading Cornwall Council to refuse this application.

We have worked closely with Cornwall Council to help develop a very important planning document to aid the control of future development in the St Austell area.

This document known as a Site Allocation Development Plan Document has taken many hours of meetings and discussions but is now nearing approval.

We are working closely with Cornwall Council to help develop a Town Heritage Scheme and a Conservation Area Appraisal and Management Plan which will hopefully help to bring over £1M of investment into the Town Centre for improvements to buildings.

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.

## 4 Message from the Mayor

**Continued from page three:** In 2016, we completed an Operational Plan for The House Youth Services with funding from the Our Place Scheme and this in turn helped to attract £83,000 of grants for Young People Cornwall over the next three years to secure youth services in the town for the years to come.

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 all of 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 have installed a CCTV camera in cemetery park which was a hot spot for anti-social behaviour and increased the monitoring and maintenance budgets for CCTV.

We hope to add further CCTV cameras in the near future. We have helped the BID to expand their shopwatch radio system which complements the CCTV system and helps to improve communication and the reporting of any issues more rapidly.

On top of these things, we have done a whole host of small projects including funding and bankrolling the Menacuddle Well clearance project, funding the painting of the church railings by the Community Payback Service in partnership with the BID, organised feast week events in June 2016, negotiated and prepared for the transfer of the library to the Town Council, cleaned the bus shelters across the town, issued 37 grants to voluntary organisations, introduced and adopted new procedures for health and safety to ensure the safety of both our work force and the public.

All in all, it has been a tremendously busy and rewarding year and the progress made has been fantastic.

I 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 have had the pleasure of attending many



Mayor Jackie Bull with Deputy Jenny Stewart community and civic events and enjoyed the whole range of birthdays, wedding anniversaries, parties and events that I have 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.

When I was elected Mayor, I said I wanted to help community groups to co-ordinate their activities. We have started a really helpful new page on our website with contact details for many community groups, charities and sports clubs operating in our area which we will keep updating and improving over time.

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 Jackie Bull  
Mayor of St Austell 2016/17**

# St Austell Town Council

St Austell Town Council has 20 elected Councillors (4 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 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
- 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.staustelltowncouncil.com](http://www.staustelltowncouncil.com). Agendas and minutes are published on the website.

The Council employs seven full-time and one part-time members of staff who are based at the

Stable Block, Pondhu House, Penwinnick Road, St Austell, PL25 5DP. These are:

- David Pooley – Town Clerk
- Sara Gwilliams – Deputy Town Clerk
- Kimberley Gay – Mayor's Secretary / Administrative Assistant (Part-time)
- Steve Skinner – Operations Manager
- Kevin Spencer – Grounds Maintenance Operative
- Paul Swiggs – Grounds Maintenance Operative
- Peter Stephens – Grounds Maintenance Operative



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

Tim Wilson – Grounds Maintenance Operative  
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 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 properly and that appropriate infrastructure accompanies it.

An important role of the Council is to represent and lobby on behalf of 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 high quality services and facilities to local residents.

# 2016/17 Activities

## Service devolution



Mayor Jackie Bull and Councillor Tom French at the handover of Priory car park from Cornwall Council to St Austell Town Council

Due to budget constraints and cut backs at Cornwall Council, 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 at a cost significantly lower than being paid by Cornwall Council.

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 and two car parks have transferred.

The library will follow during the summer of 2017. Other community buildings and services may transfer later.

This has involved a tremendous amount of

work over the last twelve months 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 Maintenance team maintaining play areas and parks in the area.

## 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.



## Town Heritage Scheme

The Town Council is working with Cornwall Council and the Market House to bid for a Townscape Heritage (TH) scheme for St Austell. Such bids usually take up to two years to develop. An initial bid in 2014 was unsuccessful but a further bid submitted in August 2015 was successful and should lead to a grant of £980,000 in due course.

Townscape Heritage schemes fund quality traditional repairs to targeted historic buildings in Conservation Areas. A scheme in St Austell would 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 in producing 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 12 months. Once finalised these documents will be part of Cornwall Council's formal planning policies.

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



Town centre conservation plans go on show in St Austell Baptist Church

## 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.

In 2016 the Town Council added a camera in Cemetery Park to the system to help address anti-social behaviour in the park.



St Austell Town Council owned CCTV in Truro Road

## 8 2016/17 Activities

### Youth Services

The Town Council has provided annual funding of £20,000 to secure the future of The House youth project following a decision by Cornwall Council to withdraw its funding for such facilities.

In addition, it has secured a grant of £3,250 from the "Our Place" initiative to help develop an operating plan for the centre and worked closely with Young People Cornwall to improve communications and joint working with regard to youth services.

The operational plan helped Young People Cornwall to attract further funding of in excess of £80,000 over the next three years for the St Austell area.

### Environmental Initiatives

The Town Council undertakes a number of environmental projects each year. In 2016/17 we:

- Supported a community project at Menacuddle Well
- Improved the flower beds in the town centre
- Provided planting in the red tubs in the town centre
- Improved several of the local parks
- In Bloom initiatives



Various community groups collect their South West in Bloom awards from Mayor Jackie Bull

### Other Initiatives

The Town Council has:

- Operated a small grants scheme for local community and charitable groups. The Council gave 37 grants totalling £6,920 in 2016/17;
- Provided a number of larger grants including grants to STAK and CAB for debt advice services, the Man Engine, Cornwall Rural Community Charity, the Street Pastors for a shop watch radio



Coronation Street star Craig Gazey at The House youth project at Polkyth

and the Carnival for their annual torch-light procession;

- 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 and suggest improvements to major planning proposals;
- Helped create and promote a shop-watch/security radio system for the town centre and surrounding area;
- Responded to consultations affecting the town on many issues including Cornwall Council's Local Plan, a Site Allocation Plan, car parking, road improvements, licensing policies and libraries.



The Man Engine proves to be a massive hit drawing thousands of visitors into St Austell



# Feast Week celebrations

St Austell Town Council, along with a large number of community groups, charities, businesses and community interest groups, organised a week of feast-en celebration during June 2016 in St Austell.

The week included historic talks, a schools' concert, an open air church service, theatrical performances, a choir concert, a quiz and an It's a Knockout competition.

Most of the events were

free for the public to attend and geared towards the entire St Austell community.

The Town Council successfully obtained over £3,000 of funding from various sources to enable this event to take place.



# Standing committees 2016/17

## Planning Committee

Derek Collins  
John Colwill  
Gary King  
Noel Krishnan  
Andrea Lanxon  
Tom French  
Peter Murtagh  
Nicky Oxenham  
Brian Palmer  
Richard Pears  
Jenny Stewart  
Graham Walker

## Community Committee

Jackie Bull  
Derek Collins  
John Colwill  
Anne Double  
Sandra Heyward  
John Keast  
Monica Lake  
Robin Leonard  
Brian Palmer  
Richard Pears  
Jenny Stewart

## Finance and General Purposes Committee

Malcolm Brown  
Tom French  
Noel Krishnan  
Andrea Lanxon  
Robin Leonard  
Peter Murtagh  
Nicky Oxenham  
Brian Palmer  
Graham Walker

## Priory car park a valuable asset



Since acquiring Priory Car Park from Cornwall Council in April, St Austell Town Council in partnership with the BID has already reinstated Coach bays enabling tour operators to easily bring visitors to the town.

This is seen as a vital lifeline

to shopkeepers and businesses in the area who depend on the summer influx of tourists to bolster their takings as well as re-establishing commerce links that previously avoided the Town because of the lack of commercial parking and easy access to shops..

New signs go up heralding the end of an era as the Town Council takes control of local assets.

# Annual accounts 2016/17

The Council's Statement of Accounts for 2016/17 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 Grant Thornton, an external auditor, for final appraisal.

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2017

2015/16 £		2016/17 £
	<b>RECEIPTS</b>	
0.00	Allotments	0.00
6,774.95	Miscellaneous Income and Grants	43,820.00
0.00	Toilet Income	4,264.90
2,449.21	Feast Week	1,617.60
2,403.87	Interest received	2,448.93
217,250.00	Precepts	440,142.00
29,070.46	Council Tax Support Scheme	24,478.12
2,559.01	Mayors Charities Income	3,339.79
2,729.64	Gorsedh	0.00
<b>263,237.14</b>	<b>Total Receipts</b>	<b>520,111.34</b>
	<b>PAYMENTS</b>	
	<b>Employee Expenses</b>	
105,338.34	Salaries and Wages (inc oncosts)	161,362.10
145.00	Recruitment costs	735.00
939.67	Training Expenses	2,935.00
443.46	Travelling and Subsistence	2,779.59
489.37	Chairmans Allowance	366.38
50.00	Members Allowance	-50.00
<b>107,405.84</b>		<b>168,128.07</b>
	<b>General Administration</b>	
105.00	Room Hire	120.00
5,180.00	Office Accommodation	17,470.25
339.88	Office Supplies	2,148.10
0.00	Meeting costs	0.00
357.45	Refreshments	310.37
1,368.86	Printing and binding	2,707.69
806.55	Postage	724.52
0.00	Telephone	1,775.17
33.33	IT Support & Software	14,501.41
285.00	Website	0.00
0.00	General Publicity	800.00
1,056.97	Noticeboards	0.00
2,509.26	Insurance	5,559.80
0.00	Bank Charges	92.40
0.00	Public Notices	0.00



## 12 Annual Accounts

### INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2017 (continued)

2015/16 £		2016/17 £
	<b>PAYMENTS</b>	
3,188.85	Subscriptions	6,345.87
<u>93.75</u>	Books and Publications	<u>101.45</u>
<b>15,324.90</b>		<b>52,657.03</b>
	<b>Miscellaneous Expenses</b>	
7,524.19	Elections	0.00
0.00	Public Conveniences	22,920.93
13,112.60	Grounds Maintenance	76,590.83
3,856.83	Feast Week	4,359.72
3,011.42	Gorsedh	0.00
1,858.58	Youth Council	0.00
30,278.15	Grants	43,306.58
25,200.83	Projects	37,521.14
42,420.53	CCTV	37,367.79
0.00	Allotments	11.95
2,052.79	Civic Ceremonial	1,912.81
1,100.00	Audit fees	1,075.00
<u>2,559.01</u>	Mayors Charities	<u>3,339.79</u>
<b>132,974.93</b>		<b>228,406.54</b>
<b>255,705.67</b>	<b>Total Expenses</b>	<b>449,191.64</b>
<u>7,531.47</u>	<b>Surplus for Year</b>	<b>70,919.70</b>
136,194.78	General Fund Balance B/Fwd	130,510.99
7,531.47	Add Surplus for Year	70,919.70
11,932.33	Add Contributions from Reserves	25,395.45
25,147.59	Less Contributions to Reserves	16,824.14
<b>130,510.99</b>	<b>General Fund Balance C/Fwd</b>	<b>210,002.00</b>



Civic pride: Mayor Jackie Bull leads the Town Council civic service at St John's Methodist Church where she was joined by community groups including The Guides (ABOVE)

# Balance sheet as at March 31, 2017

31.3.16 £		31.3.17 £	Notes
	<b>Fixed Assets</b>		
98,015.00	Ceremonial assets	98,015.00	1
1.00	Allotments and other premises	13.00	
26,674.21	Street Furniture inc Notice Board	26,674.21	
0.00	Vehicles, Plant and Equipment	27,111.99	
<u>6,140.35</u>	Office Equipment	<u>13,428.49</u>	
<b>130,830.56</b>		<b>165,242.69</b>	
	<b>Current Assets</b>		
2,602.18	Debtors	14,303.31	2
3,017.28	Prepayments	7,398.85	
87,262.15	Bank Balances	134,002.67	
253,955.73	Short Term Investments	256,300.03	
16.97	Cash in Hand	77.18	
<b>346,854.31</b>		<b>412,082.04</b>	
	<b>Current Liabilities</b>		
18,834.83	Creditors and advance payments	13,142.86	3
<b>328,019.48</b>	<b>Net Current Assets</b>	<b>398,939.18</b>	
<b>458,850.04</b>	<b>Net Assets</b>	<b>564,181.87</b>	
	Represented by:		
98,016.00	Asset Revaluation Reserve	98,028.00	
32,814.56	Capital Financing Reserve	67,214.69	
130,510.99	General Reserve Balance	210,002.00	
197,508.49	Earmarked Reserves	188,937.18	4

## Notes:

1: Ceremonial assets have been valued by independent valuers using an insurance methodology as at March 31st 2010. It is not considered necessary to revalue assets annually. Other assets are included in cost.

2: Made up of Cornwall Council and VAT due at year end.

3: Creditors at the year end include operational expenses and monies collected for the Mayor's charities

4: The following sums have been set aside as earmarked reserves:

	£
Project Reserve	56,437.18
Elections	22,500.00
Devolution of Services	30,000.00
Service Improvement Reserve	50,000.00
Repairs and Renewals Reserve	<u>30,000.00</u>
	<b><u>188,937.18</u></b>



## A busy year for our Mayor Jackie Bull





St Austell Town Council



Councillors

	<b>Bishop, Peter</b> Mount Charles Ward 01726 71130 petebishop007@hotmail.co.uk		<b>Krishnan, Noel (Sunny)</b> Gover Ward 07583455664 noelkrishnan@yahoo.co.uk
	<b>Brown, Malcolm</b> Bethel Ward 01726 63696 mabrown77@btinternet.com		<b>Lanxon, Andrea</b> Poltair Ward 01726 74640 andrealanxon@yahoo.co.uk
	<b>Bull, Jackie</b> Poltair Ward 01726 74619 jackie.bull@cornwallcouncillors.org.uk		<b>Leonard, Robin</b> Mount Charles Ward 01726 70719 me.robin@rocketmail.com
	<b>Cohen, Anita</b> Bethel Ward 07871060969 anita@anitacohen.co.uk		<b>Oxenham, Nicky</b> Bay Ward 07891346689 noxenham@btinternet.com
	<b>Colwill, John</b> Bethel Ward 01726 68494 john.colwill@outlook.com		<b>Palmer, Brian</b> Poltair Ward 01726 65379 brianpalmer379@btinternet.com
	<b>French, Tom</b> Bay Ward 01726 73735 tgfrench1@gmail.com		<b>Pearce, Crystal</b> Bethel Ward 07552502024 conservativecrystal@outlook.com
	<b>Hanlon, Jamie</b> Poltair Ward jamie.poltairward@gmail.com		<b>Pears, Richard</b> Mount Charles Ward 07793113150 richard.pears@cornwallcouncillors.org.uk
	<b>Heyward, Sandra</b> Gover Ward 01726 65045 sandra.heyward@cornwallcouncillors.org.uk		<b>Rees, Mike</b> Gover Ward 01726 69590 mreesstaustellcouncil@outlook.com
	<b>Jones, Tim</b> Mount Charles Ward 07976490942 timjones4staustell@gmail.com		<b>Styles, Tim</b> Gover Ward 01726 216106 styles.tim@gmail.com
	<b>King, Gary</b> Mount Charles Ward 01726 77944 garyking4mountcharles@gmail.com		<b>Walker, Graham</b> Bethel Ward 01726 63707 gwalker1@gmail.com

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