

MINUTES of the ANNUAL MEETING of ST AUSTELL TOWN COUNCIL held on MONDAY 14th MAY 2018 in the Council Chamber at the St Austell One Stop Shop, Penwinnick Road, St Austell at 6.05pm.

Present: Councillors: Bishop, Bull, Cohen, Colwill, Hanlon, Heyward, Jones, King, Lanxon, Leonard, Oxenham, Palmer, Pearce, Pears, Rees, Styles, Thompson and Walker.

In attendance: David Pooley (Town Clerk), Sara Gwilliams (Deputy Town Clerk), Steve Skinner (Operations Manager).

C/18/01) Election of Mayor

Councillor Walker advised that one nomination form had been received, nominating Councillor King as Mayor of St Austell for the 2018/19 civic year.

It was **RESOLVED** that Councillor King be elected Mayor of St Austell for the 2018/19 civic year.

Councillor King signed a declaration of acceptance of office in the presence of the Town Clerk and took the Chair.

C/18/02) Election of Deputy Mayor

Councillor King advised that Councillor Styles was the approved nomination for Deputy Mayor for the 2018/19 civic year.

It was **RESOLVED** that Councillor Styles be elected Deputy Mayor of St Austell for the 2018/19 civic year.

C/18/03) Apologies for Absence

Apologies for absence were received from Councillors Brown and French.

*** Councillor Lanxon arrived ***

C/18/04) Declarations of interests and gifts or hospitality received

There were no declarations of interest.

C/18/05) Dispensations

There were no requests for a dispensation.

C/18/06) Minutes of Meeting held on 16th April 2018

It was **RESOLVED** that the minutes of the meeting held on the 16th April 2018 be approved and signed as a correct record.

C/18/07) Matters to Note

The Clerk advised that he had nothing to add to the minutes.

C/18/08) Mayor's/Retiring Mayor's announcements

The Mayor congratulated Mr and Mrs Hurst on their success at the Library's recent ballroom dancing event.

Councillor Bull thanked the outgoing Mayor Councillor Walker on behalf of members for his hard work and the way in which he had represented the Council over the last year.

C/18/09) Public Participation

There were no matters raised by members of the public.

C/18/10) Members' Questions

There were no questions from Members.

C/18/11) Internal Audit Report for the year ending 31st March 2018

The Clerk referred Members to the report of the Internal Auditor and explained that these reports were usually reported to the Finance & General Purposes Committee but as the Auditors' findings were relevant to the Annual Return which the Council had to submit for the 2017/18 financial year, the details were reported to the full Council for consideration prior to agreeing the Annual Governance Statement.

The Clerk explained that because Cornwall Council had not yet removed their Trustee details from the Charity Commission's Register, it had not been possible to submit annual reports to the Charity Commission in respect of the Trusts managed. The Auditor has commented on this issue in his report and will send a qualified statement to the External Auditor as a result of this perceived shortcoming.

It was **RESOLVED** to note the contents of the report and, in response to recommendations from the Auditor, to approve the following actions:

- A more comprehensive Risk Register be brought to the Finance and General Purposes Committee by September 2018;
- An expanded Asset Register be produced to comply with the good practice guidance by December 2018;
- The Town Clerk to write to Cornwall Council and the Charity Commission to try to resolve the issues with regard to the registration of Trustees for the Council's Trusts.

C/18/12) Annual Governance Statement

The Town Clerk introduced a report setting out the details of the Annual Return and Governance Statement which is required to be completed and sent to PKF Littlejohn LLP, the Council's External Auditors, by the 2nd July 2018.

Members considered each of the questions in Section 1 of the Annual Governance Statement in detail before agreeing the following responses.

It was **RESOLVED** that the answer to each question should be as follows:

- Question 1 Yes
- Question 2 Yes
- Question 3 Yes
- Question 4 No (due to the early publication of electors' rights for 2016/17)
- Question 5 Yes
- Question 6 Yes
- Question 7 Yes
- Question 8 Yes
- Question 9 No (due to delays in changing Charity Commission registrations)

It was **RESOLVED** that:

- the Responsible Financial Officer and Mayor should be authorised to sign the Annual Governance Statement in the Annual Return on behalf of the Town Council;
- The Town Clerk should advertise the electors' rights after the accounting statements have been approved in accordance with the External Audit guidance;
- Annual meetings of the trustees should be held prior to the next Council meeting and in June/July each year in the future.

C/18/13) Annual Return and Accounting Statements 2017/18

The Clerk referred Members to the Income and Expenditure Account and Balance Sheet for the Town Council. He advised that it was particularly pleasing that a small surplus of £26,000 had been achieved, despite 2017/18 being a very busy year with a number of unforeseen expenses and a great deal of uncertainty during the devolution process. He advised that due to delays in the transfer of the library, savings had been made on library running costs which had enabled greater investment in other services such as parks and open spaces. He advised that the Town Council were in a healthy financial position with reasonable levels of reserves which were not deemed excessive by either the Internal or External Auditor. Members noted the accounting statements and the proposed contributions from reserves. The Clerk outlined the purpose of each of the earmarked reserves and explained that they were as follows:

Elections Reserve	£22,500
Devolution Reserve	£30,000
Service Improvement Reserve	£50,000
Repairs and Renewals Reserve	£30,000
Projects Reserve	£45,661.18

Councillor Jones congratulated the Town Clerk and his team on the Accounting Statements and the management of finances in 2017/18.

It was **RESOLVED** to:

- i. Approve the detailed accounting statements and transfers from reserves as shown;

- ii. Approve the accounting statement in Section 2 of the Annual Return for 2017/18; and
- iii. Authorise the Clerk and Mayor to sign the Accounting Statements on the Annual Return on behalf of the Town Council;
- iv. Instruct the Clerk to advertise the period for the exercise of public rights following the meeting, adopting the suggested dates of Monday 4th June 2018 to Friday 13th July 2018.

C/18/14) 2017/18 – Annual Report

The Clerk advised that the Annual Report for the 2017/18 year was nearing completion but was not yet ready for consideration. He advised that it was hoped to have a draft available for the Community Committee meeting on the 4th June 2018.

C/18/15) Standing Committees

Members considered a previously circulated report setting out the latest terms of reference for the standing committees and a suggested committee membership for the 2018/19 civic year.

It was **RESOLVED** that:

1. The Terms of Reference of each committee as set out be approved;
2. The Committee Membership list as set out be approved subject to:
 - o Councillor Hanlon being deleted from the Planning and Regeneration Committee;
 - o Councillors Jones being added to the Planning & Regeneration Committee;
 - o Councillor Styles being added to the Planning and Regeneration Committee and deleted from the Staffing Committee.

C/18/16) Election of representatives to outside bodies

It was **RESOLVED** that the following appointments to outside bodies be made for the 2018/19 civic year:

St Austell Carnival Committee

Councillor Heyward

St Austell Bay Chamber of Commerce

Councillor Pears

CALC - Larger Councils Liaison Group

Councillor Palmer

Cornwall Council – Town Framework Steering Group

Councillors Oxenham, Palmer and King

Cornwall and Isles of Scilly Flood Forum

Councillor Cohen

St Austell Bay Economic Forum (SABEF)

Councillor Brown

St Austell Business Improvement District (BID)

Councillor Palmer

South East Cornwall LAG

Councillor Oxenham

The House Steering Committee

Councillor King

St Austell Youth Council

Councillors Bishop, Cohen and Colwill

St Austell Healthcare Patient Participation Group

Councillor Bull

Anti-Social Behaviour Summit

Councillors Cohen, King, Oxenham and Palmer

Safer St Austell

Proposers and seconders nominated Councillors Palmer, Thompson and Lanxon to be the Town Council's representative on Safer St Austell.

It was **RESOLVED** to hold a ballot to determine the Council's appointment.

After a ballot process, it was **RESOLVED** to appoint Councillor Lanxon as the Town Council's representative and if acceptable, to nominate Councillor Thompson as the Deputy for this position.

St Austell and Mevagissey Community Network Panel

Councillors Jones and Styles.

It was noted that all Councillors were entitled to attend Community Network Panel meetings.

C/18/17) Small Grants Scheme – Duchy Opera Trust Limited

Councillors Bull, Heyward and Jones declared an interest in this matter as Trustees of St Austell Arts Centre and left the meeting prior to consideration of the request for financial assistance.

The Deputy Town Clerk outlined the request for funding received and explained that the production was due to be held on Thursday 24th May 2018 which was prior to the next Community Committee meeting.

It was **RESOVLED** to make no grant towards the planned production.

Councillors Bull, Heyward and Jones returned to the meeting.

C/18/18) Schedule of Payments

It was **RESOLVED** that the Schedule of Payments for the period 9th March 2018 to 4th May 2018 totalling £150,022.46 be approved.

C/18/19) Community Committee

It was **RESOLVED** to note the minutes of the Community Committee meeting held on the 9th April 2018.

C/18/20) Planning and Regeneration Committee

It was **RESOLVED** to note the minutes of the Planning and Regeneration Committee meetings held on the 26th March 2018 and 30th April 2018.

C/18/21) Finance and General Purposes Committee

Members considered the recommendation of the Finance and General Purposes Committee meeting contained in minute F/17/85. The Clerk advised that paragraph 2.9 had been updated to reflect the latest enactment.

It was **RESOLVED** to approve the Financial Regulations as amended.

It was **RESOLVED** to note the minutes of the Finance and General Purposes Committee meeting held on the 16th April 2018.

C/18/22) Patient Participation Group – Councillor Bull

Councillor Bull advised that she had little to add to her note that she had circulated previously but that she felt that there was a big gap between what was happening on the ground and the public perception of St Austell Healthcare. She was particularly pleased with recent developments in cancer care and eye care in St Austell.

C/18/23) Dates of Meetings

It was noted that the next Town Council meetings were due to take place on Monday 16th July 2018 and Monday 10th September 2018.

The Mayor advised that the Mayor Making Ceremony would be at 6.30pm on Friday 1st June 2018 and all members would receive a formal invitation shortly.

The Mayor and Councillor Heyward provided an update on a planning application considered by Cornwall Council's Central Planning Committee earlier on the day of the meeting for a proposed development at 52 Truro Road. They advised that following representations the Planning Committee had refused planning permission.

The meeting closed at 7.20pm.