

Work Plan 2024-2026

Action	Responsible Officer/Committee	Deadline	Progress
Implement winter maintenance programme	Operations Manager Community Committee	November 2024	Winter maintenance underway
Recruit additional officer to support library and office	Town Clerk/Deputy Town Clerk Staffing Committee	December 2024	Job advertised and filled.
Complete feasibility work and finalise report for Vicarage Place Rooftop Garden project in accordance with SPF grant conditions	Town Clerk Council	December 2024	Report anticipated in January 2025
Instal new CCTV cameras as approved by Council	Town Clerk Council	January 2025	Order placed
Organise a Climate Awareness Event at the Library	Deputy Town Clerk/Library Manager Climate & Environment Committee	March 2025	Library Manager looking at dates.
Achieve LCAS Quality Status	Town Clerk/Deputy Town Clerk Council	March 2025	Foundation Level Achieved – summer 2018. Work commenced on Gold status.
Review funding arrangements for security personnel	Town Clerk Council	March 2025	Awaiting OPCC decision on future funding.

Approved 27th January 2025

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Complete feasibility study for provision of student accommodation in High Cross Street	Town Clerk Council	March 2025	Ongoing.
Replace banners in town centre in accordance with grant conditions	Town Clerk Regeneration Officer Council	March 2025	Contract let.
Complete the development of a piazza at the Holy Trinity Church	Town Clerk Regeneration Officer Council	March 2025	Tenders received. Final permissions awaited.
Re-surfacing at Priory Car Park	Operations Manager Finance & General Purposes Committee	March 2025	
Delivery of improvements to Landrew Road Park and The Meadows utilising CIL Funding.	Town Clerk/Operations Manager Council	March 2025	Completion anticipated end of February 2025.
Design and implement a programme of events across the Parish.	Deputy Town Clerk/Library & Projects Officer Community Committee	May 2025	Being progressed.
Arrange Mayor Making event	Deputy Town Clerk/Admin Assistant Finance & General Purposes Committee	June 2025	Being progressed.

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Arrange external decoration of Library	Deputy Town Clerk Operations Manager Finance & General Purposes Committee	June 2025	To be progressed in the spring.
Support the Literary Festival for St Austell	Deputy Town Clerk/Library Manager Community Committee	June 2025	Library supporting.
Attract and induct new councillors	Town Clerk/Deputy Town Clerk Council	February 2025	Election due 1.5.25
Introduce additional planting to "green" Priory Car Park	Operations Manager Community Committee	June 2025	Spring 2025
Upgrade Priory toilet doors/locking systems	Operations Manager Finance & General Purposes Committee	June 2025	Prices/options to be sought
Review Town Council Climate Change Action Plan	Town Clerk Deputy Town Clerk Operations Manager Climate & Environment Committee	July 2025	Reviewed regularly.
Contribute to development plans for Penwinnick Road site	Town Clerk Deputy Town Clerk Planning and Regeneration Committee	July 2025	Contact from Treveth expected March/April.

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Ensure that adequate resources are in place for a proposed Mayor's Fun Day on 14.08.25	Deputy Town Clerk/Library & Projects Officer Council	August 2025	Funding identified.
Help to attract funding and delivery of phase 2 of Holy Trinity Church grounds improvement	Town Clerk Regeneration Officer Council	August 2025	Church progressing.
Implement a programme of engagement with young people	Deputy Town Clerk/Library & Projects Officer Community Committee	August 2025	Work commenced.
Undertake annual review of staffing structure and remuneration	Town Clerk Deputy Town Clerk Operations Manager Staffing Committee	September 2025	
Secure the future operational base of St Austell Town Council beyond the lease termination in 2025	Town Clerk Council	September 2025	Discussions to commence shortly.
Secure meeting facilities for Town Council meetings	Town Clerk Deputy Town Clerk Finance & General Purposes Committee	September 2025	Awaiting completion of new CC offices
Consider a programme of vehicle replacements	Town Clerk/Operations Manager Council	October 2025	For consideration when setting the 2026/27 budget.

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Repair safety surfacing at Thornpark Road Park	Operations Manager Finance & General Purposes Committee	November 2025	
Arrange Remembrance Day Parade and Service	Deputy Town Clerk/Admin Assistant Finance & General Purposes Committee	November 2025	
Review the effectiveness of the ASB joint working arrangements	Town Clerk Deputy Town Clerk Council	December 2025	
Review effectiveness and management of CCTV system	Town Clerk Council	December 2025	
Lobby Cornwall Council to improve IT facilities in the library	Town Clerk Deputy Town Clerk Finance and General Purposes Committee	December 2025	
Engage with consultation re Blantyre site to achieve a good extra care scheme	Town Clerk Council	December 2025	
Support the White River Project and identify ways in which it might benefit St Austell parish	Town Clerk Council	December 2025	
Review Parking charges and signage	Town Clerk Operations Manager Council	December 2025	

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Negotiate the replacement of the library boiler	Town Clerk Deputy Town Clerk Finance and General Purposes Committee	January 2026	Boiler nearing end of life. CC advised.
Implement a programme of community events in the Library	Deputy Town Clerk/Library Manager Finance and General Purposes Committee	March 2026	Working with SALSA to deliver
Complete new lease with St Austell Bowls Club	Town Clerk Council	March 2026	
Monitor and identify funding opportunities for further economic investment in the town	Town Clerk Council	Ongoing	Ongoing discussions with CC regarding vacant units.
Monitor and identify funding opportunities generally	Town Clerk Council	Ongoing	SPF announced. Guidelines awaited from CC.
Monitor changes to national planning guidance and respond to significant further consultations and seek maximum involvement in work relating to the Cornwall local plan drawing from experience on original plan	Town Clerk Deputy Town Clerk Planning and Regeneration Committee	Ongoing	Consultation from CC awaited.
Review and update the Council's Communication Strategy in light of progress made and planned.	Deputy Town Clerk Finance and General Purposes Committee	September 2025	

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To consider seeking to secure further grant funding to make progress towards achieving the Vicarage Place Rooftop Garden	Town Clerk Council	Ongoing	
To monitor proposals from the Government and Cornwall Council on the restructuring of local government and structures which affect Cornwall and respond accordingly.	Town Clerk Council	Ongoing	