

# St Austell Town Council



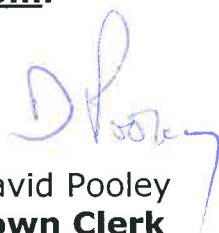
## Finance and General Purposes Committee

### To: All Members of the Finance and General Purposes Committee

(Councillors: Brown, Bull, French, George, Lanxon, Nott, Pearce, Pears, Rowse and Young).

Dear Councillor

You are summoned to attend a **Meeting of the Finance and General Purposes Committee** to be held in **The Council Chamber, Penwinnick Road, St Austell, Cornwall, PL25 5DR** on **Monday 28<sup>th</sup> June 2021 at 6pm.**



David Pooley  
**Town Clerk**

22<sup>nd</sup> June 2021

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## AGENDA

- 1. Election of Chairman**
- 2. Election of Vice-Chairman**

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

**3. Apologies for absence**

**4. Declarations of Interest**

(Purpose: To receive declarations of disclosable pecuniary and other non-registerable interests in respect of items on this agenda).

**5. Dispensations**

(Purpose: To receive requests for dispensations under the Code of Conduct).

**6. Minutes of meeting held on the 6<sup>th</sup> April 2021**

**Pages  
1 - 4**

(Purpose: To agree that the minutes of the above meeting be signed as a correct record). (Attached).

**7. Matters to Note**

A verbal update from the Town Clerk on the actions taken since the last meeting. Note: No decision may be made under this agenda item.

**8. Public participation (15 minutes maximum)**

The Chairman will invite members of the public to address the meeting in relation to the business to be carried out at the meeting.

15 minutes will be allocated for public participation (this can be extended at the Chairman's discretion). Each person addressing the Council will be allocated a maximum of two minutes.

**9. Security Officers**

**Pages  
5 - 10**

(Purpose: To approve detailed proposals for dedicated security officers for St Austell Parish). (Report attached).

**10. St Austell Library**

**Pages  
11 - 14**

(Purpose: To provide Members with an update on the operational activities of St Austell Library). (Report attached).

**11. Internal Audit Report**

**Pages  
15 - 20**

(Purpose: To formally receive and consider the Internal Auditor's report) (Report attached).

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## **12. Budget Monitoring Report**

**Pages  
21 - 26**

(Purpose: To review the Town Council's budget monitoring reports for the period April 2021 to May 2021). (Report attached).

## **13. Members Allowances Scheme**

**Pages  
27 - 36**

(Purpose: To review and approve a Members Allowances Scheme for the Council). (Report attached).

## **14. Communications Protocol**

**Pages  
37 - 40**

(Purpose: To review the Town Council's Communications Protocol). (Report attached).

## **15. Boundary Commission – Review of Parliamentary Boundaries**

**Pages  
41 - 50**

(Purpose: To consider a consultation document published by the Boundary Commission suggesting changes to the parliamentary boundaries). (Correspondence attached).

## **16. Poltair Café**

(Purpose: To receive an update on the current operation of Poltair Café). (Verbal update).

## **17. To consider excluding the press and public.**

Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified for the following item:

Agenda Items 18 and 19 are confidential because they contain sensitive commercial information (Agenda Item 18) and data from which individuals may be identifiable. (Agenda Item 19).

## **18. Telephone System**

(Purpose: To consider quotations for the renewal of the Town Council's office telephone system). (Report attached).

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## **19. DISC**

(Purpose: To receive a demonstration of the Disc System operated by St Austell BID).

## **20. Dates of Next Meetings**

(Purpose: To confirm future dates of the Town Council's Finance and General Purposes Committee: 20<sup>th</sup> September 2021 and 8<sup>th</sup> November 2021).

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**MINUTES of a REMOTE MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held on TUESDAY 6<sup>TH</sup> APRIL 2021 at 6pm.**

**Present:** Councillors: Bishop, Brown, Cohen, Colwill, French, Jones, Lanxon, Oxenham, Palmer, Rees, Styles (Mayor) and Walker.

**In attendance:** David Pooley (Town Clerk), Sara Gwilliams (Deputy Town Clerk), Terry Shaw (Library Manager).

**F/19/126) Apologies for absence**

There were no apologies for absence.

**F/19/127) Declarations of Interest**

None.

**F/19/128) Dispensations**

None.

**F/19/129) Minutes of meeting held on 22<sup>nd</sup> February 2021**

It was **RESOLVED** that the minutes of the meeting held on the 22<sup>nd</sup> February 2021 be approved and signed as a correct record.

**F/19/130) Matters to Note**

The Clerk advised that the legislation permitting virtual meetings was not renewed by the Secretary of State and this has been placed as an agenda item for discussion at the Council meeting on Monday 12<sup>th</sup> April 2021. Councillor Brown advised that Hertfordshire County Council, in conjunction with Local Government Lawyers, is seeking a ruling in the High Court that could still allow meetings to continue virtually.

**F/19/131) Public participation**

None.

**F/19/132) St Austell Library**

The Deputy Town Clerk updated Members on the break in at the library on Wednesday 31<sup>st</sup> March 2021 and the security measures put in place whilst the replacement glass is awaited. The Police have confirmed that the 2 people arrested for the break-in have been charged.

The Deputy Town Clerk advised that the library closed on 23<sup>rd</sup> March 2020 at the start of the pandemic and all staff were put on furlough. On 6<sup>th</sup> July 2020 a click and collect service was introduced and staff were brought back to work utilizing the flexible furlough scheme which has worked well. At the present time St Austell Library remains one of the busiest libraries in Cornwall with approximately 4000 books supplied and issued each month. She advised that according to the Government roadmap, libraries can re-open with effect from Monday 12<sup>th</sup> April as long as they are Covid19 secure and discussions have taken place with the Library Manager and Cornwall Council to agree a proposed way forward.

Terry Shaw, Library Manager advised that a survey has been run on-line and in the library lobby to try to gauge from library users how they would like to see the library operating after 12<sup>th</sup> April and out of 74 participants, the majority favoured a return to limited customer browsing and the continuation of the click and collect service.

In order to manage the hybrid model favoured by users, Mrs Shaw suggested that a click and collect service could be operated from the lobby on Monday, Wednesday and Friday and the library open for browsing on Tuesday, Thursday and Saturday mornings. In order to be Covid19 secure, there would be a limit of 6 customers (plus 4 staff) allowed into the building at any one time, plus 1 family in the childrens' area. Two public computers would be open on a bookable basis. As circumstances change, the browsing offer could be increased by 1 day, reducing the click and collect to 2 days. The staffing hours will be increased slightly to accommodate the additional work and Saturday mornings, but staff will remain on flexible furlough. It is suggested that fines are reinstated with effect from 1<sup>st</sup> May 2021.

The building will be made Covid19 secure by:

- Limiting the numbers permitted in to the building;
- Masks to be worn by all persons entering the building
- Hand sanitiser used by all persons entering the building
- One way routes set up and managed around the building
- Separate entry and exits to and from the building

Mrs Shaw added that Cornwall Council libraries are implementing a model referred to internally as a "drive through", with the emphasis on quick visits. The Home Library Service will continue to be supported by the library staff and the hospital car service hope to resume their service from the work room in May. All being well, seagull sacks will be available for the public to purchase at £4 per bag within the next few weeks.

The Deputy Clerk summarise the recommendations for the operation of the library with effect from 12<sup>th</sup> April 2021 as follows:

1. Customer browsing - Tuesday, Thursday and Saturday morning
2. Click and Collect – Monday, Wednesday and Friday
3. 2 public access computers to be made available on a bookable basis
4. Resume charging with effect from 1<sup>st</sup> May 2021
5. All staff to remain on flexible furlough with an adjustment to hours to accommodate the hybrid arrangement.

Arising from discussions, the Library Manager confirmed that each computer session will be for 45 minutes and that the installation of the library door had made a huge difference to the circulation of air in the building. The Clerk advised that the Town Council has registered to join the Work Place Lateral Flow Testing Scheme and lateral flow tests have been purchased by the Town Council which have been used on occasions. The Library Manager confirmed that the summer reading challenge is going ahead this year but on a paired down basis. Further details are awaited from Cornwall Council.

It was **RESOLVED** that with effect from the 12<sup>th</sup> April 2021, the Library should operate as follows:

1. A limited customer browsing service on Tuesday, Thursday and Saturday;
2. A click and collect service on Monday, Wednesday and Friday;
3. 2 public computers open, on a bookable basis with a time limit of 45 minute per session;
4. The commencement of fees and charges with effect from 1<sup>st</sup> May 2021;
5. All staff to remain on flexible furlough with hours adjusted in line with operational requirements.

#### **F/19/133) Budget Monitoring Report**

The Clerk outlined the loss of car park and library income, furlough/hardship payments and savings to date. He advised that the Town Council is in a healthy position and has come through the 2020/21 financial year reasonably well.

It was **RESOLVED** to note the report.

#### **F/19/134) Financial Accounts – 2020/21**

The Clerk advised that he is due to start the final accounts shortly with a view to a draft being ready for the Annual Parish Meeting and Internal Auditor's visit on the 19<sup>th</sup> and 20<sup>th</sup> April respectively. Early projections indicate a surplus as at 31<sup>st</sup> March 2021.

It was **RESOLVED** to note the report.

#### **F/19/135) Asset Register**

It was **RESOLVED** to approve the Asset Register and Reconciliation of Assets as at 31<sup>st</sup> March 2021.

#### **F/19/136) To consider excluding the press and public**

It was **RESOLVED** that under Section 1 (ii) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the remainder of the business of the meeting in view of the confidential nature of the business to be transacted.

#### **F/19/137) Priory Car Park – Public Conveniences**

The Clerk outlined the current cleaning contract for the Public Conveniences at Priory Car Park and the quotations received for cleaning services with effect from 13<sup>th</sup> June 2021.

It was **RESOLVED** to enter into a contract with APS Construction Services Limited for the cleaning services of Priory Car Park Public Conveniences with effect from 13<sup>th</sup> June 2021.

#### **F/19/138) Dates of next meeting**

It was noted that the next meeting of the Finance and General Purposes Committee is due to take place on 28<sup>th</sup> June 2021.

The meeting closed at 6.43pm.





**ST AUSTELL TOWN COUNCIL**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**28<sup>th</sup> JUNE 2021**

**ANTI SOCIAL BEHAVIOUR – SECURITY PERSONNEL**

**1. PURPOSE OF REPORT**

To agree the details of a scheme of employment for security guards for the parish of St Austell in partnership with the St Austell Business Improvement District (BID).

**2. LEGAL AND RISK MANAGEMENT ISSUES**

All tiers of local government have responsibility to consider crime and disorder issues and the Town Council has said that addressing anti-social behaviour is one of its top priorities. The Town Council works closely with Cornwall Council, the Police and other agencies in relation to community safety through the Safer Cornwall and Safer St Austell Partnerships and has organised a number of local ASB summits. The use of security guards is highly regulated and subject to licencing.

**3. RESOURCE ISSUES**

The Town Council budgeted £10,000 as a contribution towards the cost of anti-social behaviour measures in the 2021/22 financial year. It is proposed to allocate this sum to supplement the budget of the St Austell BID to recruit and pay for additional security patrols, primarily in the town centre but also outlying areas of concern within the parish.

**4. EQUALITIES ISSUES**

The Town Council has an Equalities Policy. Any contractors would be required to comply with these policies.

**5. ENVIRONMENTAL ISSUES**

None directly.

## **6. RECOMMENDATIONS**

Members are asked to approve the scheme as explained in the body of this report and to authorise the Town Clerk to proceed to develop an agreement with St Austell BID, the local Police and the various partners within the Safer St Austell Partnership.

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### **Background**

The Town Council's Community Committee at its meeting on Monday 7<sup>th</sup> June 2021 considered an offer from Cornwall Council to replicate the arrangement in the Penzance Police Sector for a dedicated Anti-Social Behaviour Case Worker for the St Austell Police Sector.

Members of the Committee expressed concern with regard to the size and extent of the St Austell Police Sector, the increased cost to the Town Council in year 2 and the extent of the visible patrols and the value for money offered by the proposal and felt that the Town Council's budget could be better used to fund security patrols in partnership with St Austell Business Improvement District (BID) and asked the Town Clerk to develop a more detailed proposal.

Since the meeting of the Community Committee, the Town Clerk has held discussions with representatives of Devon and Cornwall Police, the St Austell BID and Safer Cornwall. The following arrangements are proposed:

- St Austell Bid to provide £15,000.
- St Austell Town Council to provide £10,000.
- Both St Austell BID and St Austell Town Council to apply for funding to increase the pooled budget wherever possible.
- The St Austell BID to let the contract and manage the day to day deployment of staff in consultation with Devon and Cornwall Police, the Town Council and Cornwall Council's Anti-Social Behaviour Officer.
- Security Guards to work in pairs at all times to avoid issues regarding lone working.
- St Austell BID to provide Security Guards with body cameras, uniforms and protective clothing

- Inspector Ed Gard, Devon and Cornwall Police, to arrange mentoring for the security personnel employed, agree clear operational guidelines and help co-ordinate rotas.
- The BID to manage the Shopwatch Radio system in the town centre.
- Security personnel to report back intelligence to the BID Manager and regular liaison meetings to be held between the Town Council, Deputy Town Clerk, BID Manager, the Police and the ASB Caseworker.
- The BID to manage and share a security information system known as "Disc" taking into account data protection and GDPR legislation.
- The Deputy Town Clerk to liaise regularly with grounds maintenance staff and share intelligence and photographs of known offenders to increase the gathering of intelligence across the town.
- A minimum of 20 hours of patrols to be arranged each week based upon the base budget and increased if further funds are successfully obtained. A target of 35 hours of patrols be aimed for subject to obtaining sufficient funding.
- The patrols to be undertaken mainly in the town centre with approximately 10% of the available hours allocated each week for patrols in other areas of the Parish (to be guided by the Police).
- The Police to be consulted regularly on optimum hours for patrols and locations for patrols.
- Devon and Cornwall Police to continue to try to resource a town centre Police Constable for as many hours as possible. If ASB levels in a particular area escalate, Devon and Cornwall Police to consider special measures
- The Town Council to continue to fund the town centre CCTV system and at least one mobile camera. The potential to upgrade the monitoring suite and cameras to include sound be investigated
- A zero tolerance campaign be considered with a publicity campaign to increase reporting and encourage direct

reporting to the police using the various reporting mechanisms available.

- Through the Safer Cornwall Partnership, patrols by other agencies be encouraged with reporting to the BID Manager and/or the ASB caseworker in order to maintain a record of the patrols undertaken and gather intelligence.

Inspector Gard has given firm commitment to joint working in the manner described above and has agreed to investigate the granting of additional powers to security personnel which would improve their functionality and allow enhanced sharing of police intelligence.

In conjunction with the above proposal, it is recommended that the Town Council continues to lobby Cornwall Council to reduce the number of temporary accommodation places in St Austell and the number of people with complex needs housed in and around the town centre of St Austell. This will require a cross department change of culture and policy and co-operation by both commissioning and delivery parts of Cornwall Council.

Only with this co-ordinated approach will ASB become less of an issue in the town centre and the proposed revitalisation measures be effective.

The above proposals are recommended to the Council.

A report from Councillor Tom French, the Town Council's representative on the St Austell BID on security patrols and ASB is attached for information.

A demonstration of the Disc system has been arranged for Councillors in the confidential part of the meeting.

DAVID POOLEY  
TOWN CLERK

## **Cllr Tom French report on St.Austell Business Improvement District (BID).**

### **Specifically on their Security Patrols and ASB Communication System.**

**INTRODUCTION:** Having attended a BID committee meeting and following a briefing from Dale Lovatt (chairman) and Annette Miller (BID manager), I have set out below a report on their excellent innovations to challenge Anti-social behaviour and low level crime in St.Austell town centre.

**ANTI- SOCIAL BEHAVIOUR (ASB):** ASB is one of the major concerns both residents and Councillors have raised when discussing the Town Centre. A great deal of effort and resources have been directed at this issue but while we have a disproportionate number of challenged individuals placed in accommodation in St.Austell we are going to have to find the resources to mitigate this unfair situation.

The Chief Executive and other senior Cornwall Council officers have received strong protests from the Town Council and the local Cornwall Councillors and have said they understand and will take steps to remove the inequality of large numbers in St.Austell – especially any unsupervised locations.

**SECURITY GUARDS:** BID are to be thanked for their own security guard initiative which is in addition to the White River security team. BID pay for two security guards in high vis jackets to patrol the street of St.Austell - currently for 5-hours over 5 days. This last year BID has received funding help of £16,400 from Cornwall council via the Town Council and BID have contributed £15,387 for a total cost of £31,778.

Because Cornwall Council's financial support will currently end in June, St.Austell Town Council is looking at ways of raising £10,000 to ensure the continuation of this excellent scheme of patrols for the next twelve months. These patrols can be adjusted to different days, hours and locations.

The same security firm's staff provide security in drinking establishments on Friday, Saturday and Monday nights as a result are able to identify and develop relationships with potential troublemakers which helps with their daytime deployment for BID. BID's £15,000 per year for the security guards is out of an annual total budget of £99,000 (this figure excludes both COVID expenses and grants).

**ASB app called DISC:** St.Austell BID has also introduced an App called DISC. This system has been used in over 450 towns and city centres and in Plymouth for over seven years. It allows residents or business owners who are DISC members to report ASB events or suspicious behaviour in a report format suitable for BID to instantly co-ordinate with businesses on this network and when appropriate assist Police follow up. As an example, this system is particularly effective giving a description of an individual who is thought to be in town shop lifting or people who are begging or drunks. Used alongside the security patrols it will help drive down low level crime and anti-social behaviour in St.Austell and encourage the public to feel safe when visiting the town centre.

BID has paid the setting up cost of £1,000 and the monthly subscription of £100, thus making this service free to the end-user – I understand of about seventy members.

David Pooley and Sara Gwilliams have access to DISC and I am sure will be able to brief you further.



**ST AUSTELL TOWN COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**28<sup>th</sup> JUNE 2021**  
**ST AUSTELL LIBRARY**

**1. PURPOSE OF REPORT**

To provide an update on the operation of St Austell Library.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

Cornwall Council is legally obliged to provide a library service in Cornwall and the management of St Austell library was devolved to the Town Council in September 2017. St Austell Library was closed in March 2020 due to the pandemic and re-opened on 6th July 2020 operating a click and collect service. In April 2021 the library started to operate a hybrid arrangement (click and collect and browsing).

Risk Assessments have been undertaken to ensure the safety of staff and customers visiting St Austell Library.

The use of hand sanitiser, masks and social distancing is mandatory for all persons entering the library.

**3. RESOURCE ISSUES**

St Austell Library costs in the region of £195,000 per annum to operate. As the library is still not fully operational the staff remain on flexible furlough.

**4. EQUALITIES ISSUES**

The public computers are available for use by the public on a bookable basis. A browsing service and click and collect service is available on Tuesday, Thursday and Saturday morning and click and collect only on Monday, Wednesday and Friday. For the time being, no group sessions (Rhyme Time, Reading or Writing Groups) will be available.

In addition:

- The RVS volunteers are running the Restormel Hospital Car Service and supporting the Home Library Service from the library;
- Reception children for the September 2021 intake are visiting the library with their parents and teachers as part of their school induction process;
- Four students from Penrice Academy will be undertaking their work experience placement in the library during July.

Cornwall Council's Information Service at Penwinnick Road remains closed to the public for the time being except for emergency complex needs cases.

## **5. ENVIRONMENTAL ISSUES**

Coronavirus lockdown measures have reduced traffic and traffic pollution significantly and the Council's carbon footprint will have reduced as a consequence.

## **6. RECOMMENDATIONS**

It is recommended that Members:

- i. note the report and endorse your officers' decision to continue the current hybrid arrangements until July 2021;
- ii. endorse the opening of the library every afternoon, Monday to Friday between 3pm and 5pm (after school hours) to make the Summer Reading Challenge initiative as accessible as possible for families with effect from 12<sup>th</sup> July 2021;
- iii. Authorise the Town Clerk to review and revise Covid19 measures and operational arrangements in line with Government guidance periodically.

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## **Background**

Under Government orders, St Austell Library along with all other libraries across the country, closed on 26<sup>th</sup> March 2020 and all staff were furloughed and in line with Government guidelines re-opened on Saturday 4<sup>th</sup> July 2020 operating a "click and collect" service and



all returned items were quarantined for 72 hours before being wiped down and put back into circulation.

In March 2021 further relaxation of the rules allowed libraries to return to browsing and it was agreed with Cornwall Council each library should determine their method and hours of operation.

St Austell library carried out a short survey of customers which revealed an overwhelming preference for the click and collect service to continue alongside a browsing opportunity and in line with customer's wishes on the 12th April 2021 the following model was adopted:

Tuesday, Thursday and Saturday – Browsing and click and collect.

Monday, Wednesday and Friday – Click and Collect only

### **Government Announcement – June 2021**

The Government announced on the 14<sup>th</sup> June 2021 that due to the rising Covid19 infections, a full relaxation of the rules would be delayed for 4 weeks.

### **Summer Reading Challenge – 10<sup>th</sup> July 2021 to 18<sup>th</sup> September 2021**

The theme for this year's Summer Reading Challenge is Wild World Heroes and is due to commence at the beginning on Saturday 10<sup>th</sup> July.

Unlike last year, when the challenge was only available online, children will be allowed into the library to sign up for the challenge come in regularly to exchange books, talk to the library staff about the books that they have read and receive their prizes.

As the library is only open to the public for a limited period of time during the week (Tuesday, Thursday and Saturday mornings), it is suggested that throughout the Summer Reading Challenge period the library is open, in addition to the above, every afternoon Monday to Friday from 3pm to 5pm to enable the children to sign up and complete the challenge. If the weather is good, the front garden at the library will be used for this purpose to enable everybody to remain as Covid safe as possible.

## **Conclusion**

It is your officers view that in light of the increasing Covid19 cases in Cornwall and the Government's decision to delay the total relaxation of the rules, the library should remain running its existing hybrid service until Government guidance suggests that it is safe to open up fully. For the time being, no group sessions (Rhyme Time, Reading or Writing Groups) will be available.

The Summer Reading Challenge is however important for the well being and development of children and in order to give parents and children the best opportunity to sign up to this initiative it is suggested that the library is opened with effect from Saturday 10<sup>th</sup> July as follows on the condition that Covid19 safe arrangements are in place at all times:

### **Monday**

9am to 5pm (click and collect)  
*3pm to 5pm – Summer Reading Challenge*

### **Tuesday**

9am to 5pm (browsing and click and collect)  
*3pm to 5pm – Summer Reading Challenge*

### **Wednesday**

9 am to 5pm (click and collect)  
*3pm to 5pm – Summer Reading Challenge*

### **Thursday**

9am to 5pm – (browsing and click and collect)  
*3pm to 5pm – Summer Reading Challenge*

### **Friday**

9am to 5pm – (click and collect)  
*3pm to 5pm – Summer Reading Challenge*

### **Saturday**

9am to 12pm – (browsing and click and collect)  
*9am to 12pm – Summer Reading Challenge*

DAVID POOLEY - TOWN CLERK



HUDSON ACCOUNTING LTD.  
INTERNAL AUDIT REPORT:  
TO THE MEMBERS OF ST AUSTELL TOWN COUNCIL  
YEAR ENDED 31ST MARCH 2021.

ISSUE DATE: 20/04/2021  
ISSUED TO: TOWN CLERK

**INTRODUCTION:**

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

**SCOPE:**

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return and the Transparency Code.

Areas not covered at the interim stage are included in this report as is any re-testing of areas already covered.

**APPROACH:**

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2020.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed. Due to the pandemic much of the work was carried out remotely with information provided electronically or hard copies collected and returned a few days later. Overall coverage has not been materially affected.

**GENERAL COMMENTS:**

We would like to thank the staff for their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

***The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications, thus in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.***

Also attached is a copy of the completed Internal Audit Report required as part of the Annual Governance & Accountability Return.

## AUDIT COMMENTARY:

Items in **bold text** within the body of the report represent our findings in respect of the application of controls, text in *italics* represent suggested actions and may not necessarily pertain to the application of internal controls.

### Previous Recommendations

The position in respect of previous recommendations is set out in the attached Internal Audit Response Record.

### Accounting Records

Accounting records have been properly maintained throughout the year.

### Payments

#### *Grants:*

All grant payments made were traced to member approval in the Minutes – no issues arose.

#### *Payments:*

All invoices over £1,000 in the final quarter were tested, with no issues to report.

VAT claims are up to date.

### Risk

#### *Risk Assessment:*

The Risk Register was reviewed in February 2021.

#### *Insurance:*

The Fidelity Guarantee is no longer adequate at £1 million.

To ensure that the maximum cash exposure is covered it is recommended that:

### Recommendation 1

The Fidelity Guarantee be increased.

#### *Cash:*

The Investment Strategy was reviewed in February 2021.

### Budgets

#### *Budget 2021/22:*

The 2021/22 budget and precept setting process was robust and both were properly approved by Full Council in January 2021.

#### *Budget Monitoring:*

Regular budget monitoring reports have been provided throughout the year.

#### *Adequacy of Reserves:*

After allowing for earmarked reserves of £319,730, the general reserve stands at £350,583 equating to 36% of gross expenditure in 2020/21. This is towards the bottom end of generally accepted parameters and would have been considerably closer had it not been for the ability to access grants to offset the impact of the pandemic.

### Income

#### *Interest:*

Interest received on Investments with Cornwall Council have been accurately recorded in the ledger.

#### *Library & Public Conveniences:*

Both have been severely restricted by the pandemic and will be reviewed next year.

*Pandemic Hardship Fund:*

Claims to Cornwall Council in respect of the loss of car park income have been made, the outcome of some of which are awaited.

**Petty Cash**

Petty cash is adequately controlled, and monies held matched the underlying records.

**Payroll**

Two re-gradings agreed since our interim visit have been accurately implemented.

Two new apprentices have been taken on; they have been issued with Contracts of Employment.

**Assets.**

The asset register has been updated to include acquisitions during the year and the total value is correctly represented in the AGAR.

**Bank Reconciliations**

Monthly bank reconciliations have been carried out in a timely manner throughout the year.

The year-end reconciliation was found to be accurate; there were no balancing entries or old unrepresented payments.

**Accounting Statements**

The accounts were prepared on an income and expenditure basis and were in accord with underlying records.

A good audit trail was provided, and debtors and creditors are properly reflected.

Supporting information required by the external auditor has been produced.

Publication requirements in respect of the 2019/20 accounts have been met.

**Charities & Trusts**

The Council has met its obligations as Trustee.

# INTERNAL AUDIT RESPONSE RECORD – ST AUSTELL TOWN COUNCIL

No	Recommendation	Management Response	Timescale/ Responsibility	Follow Up (for auditor use)
<b>Final Report 2020/21</b>				
1	The Fidelity Guarantee be increased.			
<b>Interim Report 2019/20</b>				
2	The checking of Library till rolls to banking information is included as part of the Member internal control checking regime. Checking of public convenience and car park takings could also be incorporated.	Agreed		Deferred due to the pandemic



# Annual Internal Audit Report 2020/21

## ST AUSTELL TOWN COUNCIL

staustell-tc.gov.uk/Financial\_Information

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

24/09/2020

15/04/2021

20/04/2021

S P HUDSON C.P.F.A.

Signature of person who carried out the internal audit

S. P. Hudson

Date

20/04/2021

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



**ST AUSTELL TOWN COUNCIL  
FINANCE AND GENERAL PURPOSES COMMITTEE**

**28<sup>th</sup> JUNE 2021**

**BUDGET MONITORING REPORT**

**1. PURPOSE OF REPORT**

To provide Members with an update on expenditure and income to the 31<sup>st</sup> May 2021 and a copy of the Council's latest bank reconciliation statements.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

It is a legal requirement for the Town Council to set a budget annually and it is good practice to monitor that budget at regular intervals. The Town Clerk monitors budgets on a monthly basis and provides regular budget monitoring reports to the Finance and General Purposes Committee. It is part of the remit of the Finance and General Purposes Committee to monitor and manage budgets on behalf of the Town Council.

**3. RESOURCE ISSUES**

None outside of existing budgets.

**4. EQUALITIES ISSUES**

None.

**5. ENVIRONMENTAL ISSUES**

None.

**6. RECOMMENDATIONS**

It is recommended that Members note the attached budget monitoring reports and bank reconciliation statement.

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DAVID POOLEY - TOWN CLERK

## ST AUSTELL TOWN COUNCIL

BANK RECONCILIATION AS AT:

31.5.21

	£	£
Business Current Account		585,236.78
Mayor's Charity Account		467.52
Business Direct Reserve Account		0.00
Petty Cash		80.94
Library Float		100.00
<b>Total in Bank</b>		<u>585,885.24</u>

<b>Total Unpresented Cheques</b>	<u>0.00</u>
	585,885.24

<b>Outstanding receipts</b>	
Late Bankings	0.00
Unreconciled DD	<u>0.00</u>
	585,885.24

Accounting System Bank Balance:

Opening Bank Balance	217,569.90
Expenditure to date	144,956.12
Income to date	<u>513,271.46</u>
	585,885.24

<b>Accounting System Payment Recorded but yet paid</b>	0.00
--	------

<b>Accounting System Bank Balance</b>	<u>585,885.24</u>	0.00
		balanced

Note:

Attach Accounting Statement and remember to adjust for the Outstanding Accounting System Entries after balancing.

Reconciliation Completed:

Date: 01.6.21

Reviewed:

Date: 01.6.21

# Profit & Loss

## St Austell Town Council 1 May 2021 to 31 May 2021

	Actual	Budget	Var GBP	Var %	YTD Actual	YTD Budget	Var GBP	Var %
<b>Income</b>								
Car Park Income	17,830	16,667	1,163	7.0%	29,786	33,334	(3,548)	-10.6%
Council Tax Grant	-	-	-	0.0%	15,100	15,100	-	0.0%
Interest Income	248	167	81	48.2%	488	334	154	46.1%
Library Income	276	417	(141)	-33.9%	372	834	(462)	-55.3%
Other Grants and Contributions	1,708	1,402	306	21.8%	52,959	2,804	50,155	1788.7%
Other Income	-	74	(74)	-100.0%	775	148	627	423.6%
Precept Payments	-	-	-	0.0%	397,675	397,675	-	0.0%
Public Convenience Charges	-	125	(125)	-100.0%	-	250	(250)	-100.0%
Rent Received	-	868	(868)	-100.0%	385	1,736	(1,351)	-77.8%
<b>Total Income</b>	<b>20,061</b>	<b>19,720</b>	<b>341</b>	<b>1.7%</b>	<b>497,541</b>	<b>452,215</b>	<b>45,326</b>	<b>10.0%</b>
<b>Gross Profit</b>	<b>20,061</b>	<b>19,720</b>	<b>341</b>	<b>2.0%</b>	<b>497,541</b>	<b>452,215</b>	<b>45,326</b>	<b>10.0%</b>
<b>Less Operating Expenses</b>								
<b>Employee Expenses</b>								
Recruitment	-	145	(145)	-100.0%	-	290	(290)	-100.0%
Salaries / Wages	26,984	43,769	(16,785)	-38.3%	68,796	87,538	(18,742)	-21.4%
Training	150	558	(408)	-73.1%	670	1,116	(446)	-40.0%
<b>Total Employee Expenses</b>	<b>27,134</b>	<b>44,472</b>	<b>(17,338)</b>	<b>-39.0%</b>	<b>69,466</b>	<b>88,944</b>	<b>(19,478)</b>	<b>-21.9%</b>
<b>Premises Expenses</b>								

# Profit & Loss

	Actual	Budget	Var GBP	Var %	YTD Actual	YTD Budget	Var GBP	Var %
Cleaning & Domestic Supplies	534	679	(145)▼	-21.4%▼	1,397	1,358	39▲	2.9%▲
Electricity	106	700	(594)▼	-84.8%▼	(173)	1,400	(1,573)▼	-112.4%▼
Gas	209	260	(51)▼	-19.5%▼	229	520	(291)▼	-56.0%▼
Grounds Maintenance Supplies	763	1,820	(1,057)▼	-58.1%▼	1,468	3,640	(2,172)▼	-59.7%▼
Play Equipment	4,150	3,750	400▲	10.7%▲	4,150	7,500	(3,350)▼	-44.7%▼
Rates	6,167	6,877	(710)▼	-10.3%▼	15,236	13,754	1,482▲	10.8%▲
Rent / Room Hire	-	444	(444)▼	-100.0%▼	1,295	888	407▲	45.8%▲
Repairs / Maintenance Premises	180	2,537	(2,357)▼	-92.9%▼	2,054	5,074	(3,020)▼	-59.5%▼
Water	79	183	(104)▼	-56.7%▼	(3,394)	366	(3,760)▼	-1027.4%▼
<b>Total Premises Expenses</b>	<b>12,188</b>	<b>17,250</b>	<b>(5,062)</b>	<b>-29.3%</b>	<b>22,261</b>	<b>34,500</b>	<b>(12,239)</b>	<b>-35.5%</b>
<b>Supplies and Services</b>								
Contract Payments	2,594	13,492	(10,898)▼	-80.8%▼	15,664	26,984	(11,320)▼	-42.0%▼
Election Expenses	-	2,083	(2,083)▼	-100.0%▼	-	4,166	(4,166)▼	-100.0%▼
Insurances	-	-	-	0.0%	5,945	5,990	(45)▼	-0.7%▼
IT / Communications	911	1,570	(659)▼	-41.9%▼	3,010	3,140	(130)▼	-4.1%▼
Mayors Allowances	-	63	(63)▼	-100.0%▼	-	126	(126)▼	-100.0%▼
Members Allowance	-	20	(20)▼	-100.0%▼	-	40	(40)▼	-100.0%▼
Miscellaneous Expenses	3,388	2,730	658▲	24.1%▲	(1,328)	5,460	(6,788)▼	-124.3%▼
Miscellaneous Grants	-	3,333	(3,333)▼	-100.0%▼	(468)	6,666	(7,134)▼	-107.0%▼
Office Supplies	280	354	(74)▼	-20.8%▼	359	708	(350)▼	-49.4%▼
Printing and Stationery	215	273	(58)▼	-21.2%▼	298	546	(248)▼	-45.4%▼
Protective Clothing	158	154	4▲	2.8%▲	232	308	(76)▼	-24.7%▼
Publicity	-	158	(158)▼	-100.0%▼	-	316	(316)▼	-100.0%▼
Small Grants Scheme	65	666	(601)▼	-90.2%▼	65	1,332	(1,267)▼	-95.1%▼
Subscriptions	-	583	(583)▼	-100.0%▼	3,574	1,166	2,408▲	206.5%▲

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# Profit & Loss

Total Supplies and Services	Actual	Budget	Var GBP	Var %	YTD Actual	YTD Budget	Var GBP	Var %
	7,611	25,479	(17,868)	-70.1%	27,350	56,948	(29,598)	-52.0%
<b>Transport Related Expenses</b>								
Contract Hire and Operating Leases	1,163	1,087	76▲	7.0%▲	2,091	2,174	(83)▼	-3.8%▼
Fuel	716	542	174▲	32.2%▲	1,228	1,084	144▲	13.3%▲
Other Transport/plant expenses	-	146	(146)▼	-100.0%▼	241	292	(51)▼	-17.6%▼
Repairs/ Maintenance-Vehicles/Plant	178	433	(255)▼	-58.8%▼	178	866	(688)▼	-79.4%▼
Road Fund / Taxes	-	88	(88)▼	-100.0%▼	-	176	(176)▼	-100.0%▼
Transport Insurance	-	225	(225)▼	-100.0%▼	139	450	(311)▼	-69.2%▼
Travel and Subsistence	24	76	(52)▼	-68.4%▼	30	152	(122)▼	-80.2%▼
<b>Total Transport Related Expenses</b>	<b>2,082</b>	<b>2,597</b>	<b>(515)</b>	<b>-19.8%</b>	<b>3,907</b>	<b>5,194</b>	<b>(1,287)</b>	<b>-24.8%</b>
<b>Total Operating Expenses</b>	<b>49,016</b>	<b>89,798</b>	<b>(40,782)</b>	<b>-45.4%</b>	<b>122,984</b>	<b>185,586</b>	<b>(62,602)</b>	<b>-33.7%</b>
<b>Net Profit</b>	<b>(28,954)</b>	<b>(70,078)</b>	<b>41,124</b>	<b>59.0%</b>	<b>374,557</b>	<b>266,629</b>	<b>107,928</b>	<b>40.0%</b>

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**ST AUSTELL TOWN COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**

**28<sup>th</sup> JUNE 2021**

**SCHEME OF MEMBERS' ALLOWANCES**

**1. PURPOSE OF REPORT**

To re-confirm the Scheme of Allowances for St Austell Town Council.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

If the Town Council is to pay any allowances to Members it is required to approve a Scheme of Members' Allowances under powers contained in Section 100 of the Local Government Act 2000 and the Local Authorities (Members Allowances) (England) Regulations 2003.

**3. RESOURCE ISSUES**

The Town Council has within its budget a sum of £750 for the expenses of the Mayor and £250 to cover approved travel expenses of other Members. Any allowances paid to a Member, unless a direct reimbursement of expenses, are likely to be subject to tax and National Insurance.

**4. EQUALITIES ISSUES**

None.

**5. RECOMMENDATIONS**

It is recommended that the attached Scheme of Allowances be re-confirmed.

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Background

In order to pay Councillors any allowances, including an allowance to the Mayor, it is necessary for the Council to adopt a Scheme of

Allowances. Parish Councils are permitted to pay allowances to their Members but this is entirely discretionary. The permitted allowances include a basic allowance to recognise Parish Councillors' time and effort together with allowances for travel and subsistence, inside and outside the Parish. Statutory guidance provides that in considering this issue, Parish Councils must have regard to the recommendations of the local Parish Remuneration Panel. The County Council's independent remuneration panel has agreed a recommended Scheme of Allowances for Parish Councils in Cornwall. A copy of the Independent Remuneration Panel's report can be made available to any member who wishes to read it. The key types of allowances which may be paid are:

- A basic allowance to all Councillors.
- A higher allowance to the Chairman of the Council.
- A travel allowance.
- Subsistence allowance to cover expenses incurred in performing approved duties outside the Parish.

There is no provision within the regulations to pay a higher allowance to a deputy Chairman or chair of a Committee.

Parish Councils must publicise their agreed Scheme of Allowances. A Member may elect not to receive their Allowance (or to forego part of it).

### Allowances in Practice

Practice varies considerably in this area. Many Parish Councils pay no allowance, some pay a Chairman's allowance as a lump sum for the Chairman to manage while others hold a budget and permit the chairman to reclaim reasonable expenses including entertaining, raffles, donations etc. Some Parish Councils pay travel and subsistence only. Only very few pay a basic allowance to all their Councillors. Although the Town Council has to be cognisant of the remuneration panel report, it does not have to follow it.

### Taxation

The basic Parish allowance is treated as income from an office and is taxable. A Chairman's allowance, if paid as a fixed sum is likely to be taxable. The Chairman could however offset any expenses against his and her tax liability. The alternative to paying the Chairman an allowance which the Council has adopted to date is to hold a budget and to reimburse receipted expenses from that budget. This has the advantage of reducing any tax liabilities but may be slightly more onerous in terms of administration. Travel



payments only become taxable when higher than the HMRC approved level. The 45p rate adopted by the Council is equivalent to the HMRC level and would not be taxable.

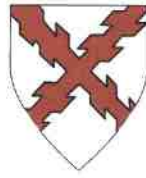
#### Budget Provision

The budget approved by the Town Council is £750 for the Chairman's expenses and £250 for members' travel expenses. Based on experience to date these budget provisions appear adequate. The Mayor's expenses are only paid for receipted items of expenditure incurred on official engagements and this practice appears to be working well.

Councillors are asked to consider whether they wish to re-confirm the attached Scheme of Allowances as shown at Appendix 1.

DAVID POOLEY  
TOWN CLERK





# **ST AUSTELL TOWN COUNCIL**

## **MEMBERS' ALLOWANCES SCHEME**

**2021/2022**

## **ST AUSTELL TOWN COUNCIL**

### **REMUNERATION SCHEME**

The St Austell Town Council, in exercise of the powers contained in the Local Authorities (Members' Allowances) (England) Regulations 2003 and having considered the report of the Cornwall County Council Independent Remuneration Panel dated June 2004, hereby makes the following scheme:

#### **1. Citation and Operation**

St Austell Town Council Members Remuneration Scheme and shall come into operation on 1 April 2009.

#### **2. Meaning of Councillor**

"Councillor" means an elected (not co-opted) member of St Austell Town Council.

#### **3. Parish Basic Allowance**

A Parish Basic Allowance shall be paid to each councillor. This sum in the year ending 31 March 2022 will be £0.

#### **4. Forgoing Allowances**

A councillor may by notice in writing to the Town Clerk elect to forgo all or any part of their entitlement to an allowance under this scheme. This right must be exercised prior to 1 April in any year and will apply for the whole of the ensuing year ending 31 March.

#### **5. Part-Year Entitlements and Withdrawal of Allowances**

(1) Where the term of office begins or ends otherwise than at the beginning or end of a year (which, for the purposes of this scheme, is the period commencing on 1 April in any year and ending on 31 March in the following year) the entitlement of that councillor to a Parish Basic Allowance shall be an entitlement to the payment of such proportion of the Parish Basic Allowance accrued on the basis of whole days completed or remaining in the year.

(2) Where a councillor is suspended or partially suspended from his or her responsibilities or duties as a councillor in accordance with Part III of the Local Government Act 2000 or regulations made under that Part or any subsequent re-enactment of it the proportion of the Parish Basic Allowance payable may be withheld by the Council.

(3) Where payment of the Parish Basic Allowance has been made in respect of any period during which the councillor is:

- (a) suspended or partially suspended from their responsibilities or duties as a member of the Council under Part III of the Local Government Act 2000 or any subsequent re-enactment of it;
- (b) ceases to be a councillor; or
- (c) is in any other way not entitled to receive the Parish Basic Allowance in respect of that period the Council may require that such part of the Allowance as relates to the period concerned be repaid to the Council.

## 6. Parish Travelling and Subsistence Allowance

(1) Where it is necessary for Councillors to travel outside of the Parish area, the Council will pay to councillors allowances in respect of travelling and subsistence undertaken or incurred in connection with the performance of any duty within one or more of the following categories:

- (a) attendance at a meeting of the Council or of any committee, sub-committee, working group or panel of it or of any other body to which the Council makes appointments or nominations or of any committee, sub-committee, working group or panel of such a body;
- (b) attendance at a meeting of any association of authorities of which the Council is a member;
- (c) the performance of any duty in pursuance of any standing order made by the Council under Section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- (d) the performance of any duty in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the Council to inspect or authorise the inspection of premises; and
- (e) the carrying out of any other duty approved in advance by the Council, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the Council or of any of its committees, sub-committees, working groups or panels.
- (f) attendance on behalf of the Town Council at Planning Committees of Cornwall Council and Planning Appeals Inquiries to represent the views of the Town Council shall be deemed an approved duty.
- (g) attendance at civic events by the Mayor and/or the Deputy Mayor organised by other Councils in Cornwall.

(2) Where a councillor is suspended or partially suspended from his or her responsibilities or duties as a councillor in accordance with Part III of the Local Government Act 2000 or regulations made under that Part or any subsequent re-enactment of it any Parish Travelling and Subsistence Allowance payable to him or her in respect of the responsibilities or duties from which he or she is suspended may be withheld by the Council.

(3) Where payment of Parish Travelling and Subsistence Allowance has already been made in respect of any period during which the councillor is:

- (a) suspended or partially suspended from their responsibilities or duties as a member of the Council under Part III of the Local Government Act 2000 or any subsequent re-enactment of it;
- (b) ceases to be a councillor; or
- (c) is in any other way not entitled to receive the Parish Basic Allowance in respect of that period the Council may require that such part of the Allowance as relates to the period concerned be repaid to the Council;

such part of the Allowance as relates to any such period shall be repaid to the Council.

(4) The rates for Parish Travelling and Subsistence Allowance are as set out in the Appendix to this Scheme.

## **7. Claims and Payments**

(1) Payments of the Parish Basic Allowance shall be made through the monthly payroll process, payable on the last day of the month following the month to which the Allowance relates. Income Tax at the basic rate and employees National Insurance contributions will be deducted at source.

(2) Claims for payments of Parish Travelling and Subsistence Allowance shall be submitted monthly and paid through the payroll system.

(3) A councillor who is also a member of another council may not claim or receive payments from more than one council in respect of the same duties.

## **8. Review**

(1) The Parish Basic Allowance will be reviewed in February or March each year and may be increased in line with changes to the Retail Price Index.

(2) The Parish Travelling and Subsistence Allowance will be reviewed annually.

(3) This Scheme shall be reviewed in its entirety quadrennially by the Finance and General Purposes Committee.

## **9. Amendment and Revocation of Scheme**

(1) This Scheme may be amended at any time by a simple majority of those present and voting at a meeting of the full Council. For the avoidance of doubt the annual review of the amounts payable under the scheme in accordance with Clause 8 above shall not be construed as amendments for the purpose of this Clause.

(2) The Scheme may only be revoked in its entirety with effect from the beginning of a Council Year.

## **10. Records of Allowances**

(1) In accordance with Regulation 31 of the Local Authorities (Members' Allowances) (England) Regulations 2003 the Council will maintain records of the payments made by it to each councillor of the amounts paid to him or her in respect of Parish Basic Allowance and Parish Travelling and Subsistence Allowance.

(2) These records will be available for inspection by any local government elector for St Austell who will be provided with a copy of such record or records as they request.

(3) By 30 April of each year the Council will publish a notice stating the sums paid to each councillor in respect of Parish Basic Allowance and Parish Travelling and Subsistence Allowance.

## **PARISH TRAVELLING AND SUBSISTENCE ALLOWANCE**

### **Application**

Notwithstanding anything within the Regulations the Parish Travelling and Subsistence Allowance shall only be payable in respect of attendances at approved duties outside the town boundary.

### **Travelling Allowances**

- (1) The rate for travel by a councillor's own private motor vehicle, or one belonging to a member of his or her family or otherwise provided for his or her use shall be paid at the rate of:
 

(a) for the use of a motor car of all cylinder capacities	45.0p per mile
(b) for the use of a motor cycle of all cylinder capacities	24.0p per mile
- (2) The rate for travel by taxi shall not exceed the actual fare paid and must be supported by a receipt.
- (3) Bus fares, rail fares (Standard Class only), ferry fares, tolls and parking fees will be reimbursed at actual cost and should be supported by a receipt.

### **Subsistence Allowances**

#### ***Meals***

- (1) Subsistence allowances for meals will only be paid when a councillor is required to undertake an approved duty more than five miles from St Austell. Breakfast can only be claimed for if a councillor needs to leave St Austell prior to 7.00am; thereafter up to three meals per day can be claimed at intervals of five hours or more if meals are not otherwise provided. Receipts must be provided to support any claim.
- (2) The amount which may be claimed for a particular meal is the lower of the actual cost and the following maximum allowances:
 

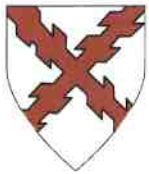
Breakfast	£5.00
Lunch	£5.00
Dinner	£10.00
Dinner (in London)	£10.00

#### ***Accommodation***

- (1) A councillor who necessarily stays overnight in a hotel will, on production of a receipt, be able to claim the reasonable cost of bed and breakfast accommodation. If the cost exceeds £100.00 per night written justification of the costs involved will be required. Such justification might include personal safety if cheaper hotels are located in areas regarded as less safe than town centres or proximity to a meeting location.







## **ST AUSTELL TOWN COUNCIL**

### **COMMUNICATIONS PROTOCOL**

#### **A Town Council Correspondence**

- (i) The point of contact for the Town Council is the Clerk, and it is to the Clerk that all correspondence for the Town Council should be addressed.
- (ii) The Clerk should deal with all correspondence required following a meeting.
- (iii) No individual Councillor or Officer should be the sole custodian of any correspondence or information in the name of the Town Council, a committee, sub-committee or working party. Councillors and Officers do not have the right to obtain confidential information/documentation unless they can demonstrate a 'need to know'.
- (iv) All official correspondence should be sent by the Clerk in the name of the council using council letter headed paper or official e-mail.
- (v) Where correspondence including e-mails from the Clerk to a Councillor, a Councillor to the Clerk or between Councillors is copied to another person, the addressee must be made aware that a copy is being forwarded to that other person.

#### **B. Agenda Items for Council, Committees, Sub-Committees and Working Parties**

- (i) Agendas should be clear and concise. They should contain sufficient information to enable Councillors to make an informed decision and for the public to understand what matters are being considered and what decisions are being taken at a meeting.
- (ii) Items for information should be kept to a minimum on an agenda.
- (iii) Where the Clerk or a Councillor wishes fellow Councillors to receive matters for "information only", this information will be circulated via the Clerk.

#### **C. Communications with the Press and Public**

- (i) The Clerk will clear all non-technical press reports, or

comments to the media, with the Mayor or the Chair of the relevant committee.

- (ii) The Mayor in agreement with the Clerk may issue press releases on behalf of the Council.
- (iii) Press reports from the council, its committee or working parties should be from the Clerk, an officer, the Mayor or via the reporter's own attendance at a meeting.
- (iv) Press releases issued on behalf of the Town Council should be sent to all Members for their information at the same time that the press release is issued to the media.
- (v) Unless a Councillor has been authorised by the council to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view.
- (vi) Unless a Councillor is absolutely certain that he/she is reporting the view of the council, they must make it clear to members of the public that they are expressing a personal view.
- (vii) If Councillors receive a complaint from a member of the public, this should be dealt with under the Council's adopted complaints procedure, or via a council agenda item.
- (viii) The Clerk should maintain the Town Council's website in an accessible, timely manner and ensure that all statutory requirements for the publication of information are met.
- (ix) The Clerk should maintain and monitor an up to date and informative Facebook page on behalf of the Council, taking care to ensure no political bias.

#### **D. Councillor Correspondence to external parties**

- (i) The Clerk should send the majority of correspondence to external bodies. Should a Councillor send any correspondence to an external body, they should make it clear that they are either writing in a personal capacity or should ensure that they have the authorisation of the Town Council to do so.
- (ii) A copy of outgoing correspondence relating to the council, council business or a Councillor's role within it where relevant, should be sent to the Clerk, and it be noted on the

correspondence, e.g. "copy to Clerk" so that the recipient is aware that the Clerk has been advised.

- (iii) If Members participate in social networking sites (whether in a personal capacity or in their role as a Town Councillor) they should make it clear in their communications, where appropriate, whether they are speaking on behalf of the Council or in a personal capacity.

## **E. Communications with Town Council Staff**

- (i) Councillors must not give instructions to any member of staff, unless authorised to do so (for example, three or more Councillors sitting as a committee or sub-committee with appropriate delegated powers from the council).
- (ii) No individual Councillor, regardless of whether or not they are the Chair of the council, the Chair of a committee or a working group may give instructions to the Clerk or to another employee which are inconsistent or conflict with council decisions or arrangements for delegated power.
- (iii) Telephone calls should be appropriate to the work of the Town Council.
- (iv) E-mails:
  - Instant replies should not be expected from the Clerk (reasons for urgency should be stated);
  - Information to Councillors should normally be directed via the Clerk;
  - E-mails from Councillors to external parties where relevant should be copied to the Clerk;
  - Councillors should acknowledge their e-mails when requested to do so.
- (v) Meetings with the Clerk or other officers:
  - Wherever possible an appointment should be made;
  - Meetings should be relevant to the work of that particular officer;
  - Councillors should be clear that all matters are legitimate council business.





**EMBARGOED UNTIL 00.01 ON 8 JUNE 2021**

**Boundary Commission for England publishes initial proposals for new Parliamentary constituencies**

The Boundary Commission for England (BCE) today (8 June) has published its initial proposals for new constituency boundaries. The public are now able to view and provide feedback on the proposed constituencies as part of an eight-week consultation process.

The 2023 Review of Parliamentary constituencies was formally launched in January this year. The Commission is required to ensure that the number of electors in each constituency is more equal; in doing so, the number of constituencies in England will increase from 533 to 543. The Commission is undertaking an independent review of all constituency boundaries in England and will present final recommendations to Parliament by July 2023.

Publication of the initial proposals today is the first time people get to see what the map of new constituencies might look like. The rules that the Commission work to are such that wide scale change is inevitable. Under the proposals announced today, just under 10% of the existing 533 English constituencies remain unchanged.

Members of the public are encouraged to visit [www.bcereviews.org.uk](http://www.bcereviews.org.uk) to view maps showing the proposed new boundaries and provide feedback before the consultation closes on **2 August 2021**. People can comment on anything from where the proposed new boundary lines are to the names of the constituencies. There will be a further two rounds of consultation in 2022. Following the conclusion of all three consultation periods, the Commission will look at all the evidence received and form its final recommendations.

**Tim Bowden, Secretary to the Boundary Commission for England, said:**

**"Today's proposals mark the first time people get to see what the new map of Parliamentary constituencies might look like. But they are just the Commission's initial thoughts. Help us draw the line to make the number of electors in each Parliamentary constituency more equal. Each constituency we recommend is required by law to contain between 69,724 and 77,062 electors, meaning there will be significant change to current boundaries. We want to hear the views of the public to ensure that we get the new boundaries for Parliamentary constituencies right."**

**We consider all feedback received during the consultation process, and it is your local knowledge that helps us to shape constituencies that best reflect your local area. It is easy to get involved - view our proposals and have your say on our online consultation portal - [www.bcereviews.org.uk](http://www.bcereviews.org.uk).**

## Notes to editors

1. The Boundary Commission for England is an independent and impartial advisory body, constituted under the Parliamentary Constituencies Act 1986. It is responsible for conducting reviews of UK Parliament constituencies in England and making recommendations to Parliament. The reviews for Scotland, Wales and Northern Ireland are the responsibility of separate Commissions in those parts of the United Kingdom.
2. The statutory framework for how a review of constituencies must be conducted was most recently changed by the [Parliamentary Constituencies Act 2020](#).
3. The key changes made by this Act are summarised in [our news release](#), published 16 December 2020. These include retaining a total of 650 constituencies across the UK; an additional 'protected' constituency of Ynys Môn (Anglesey); and the removal of Parliamentary debates from the process, meaning that future draft Orders will go directly to the Privy Council.
4. The Act also requires the Commission to base this review on electorate data from 2 March 2020. According to the UK's electorate figures published on 5 January 2021 by the [Office for National Statistics](#), each constituency that we recommend must contain no less than 69,724 Parliamentary electors, and no more than 77,062 (except two 'protected' constituencies for the Isle of Wight). England will be allocated 543 constituencies for the new review, which constitutes an increase of ten constituencies.
5. The publication of our Initial Proposals for new constituencies today (8 June 2021) launches an eight week consultation period, in which the BCE invites comments on the proposals from the public. Members of the public can view and comment on the initial proposals online at [www.bcereviews.org.uk](http://www.bcereviews.org.uk). Hard copies of the proposals can be viewed at places of deposit in each constituency.
6. In early 2022, we will publish the feedback to the initial proposals. We will conduct a six week secondary consultation, including holding a number of public hearings across the country, in which the public is invited to respond. After the publication of the revised proposals in the autumn of 2022, the Commission will conduct a four-week written consultation and invite the public to respond to these proposals.
7. The Commission must then submit its final report and recommendations to the Speaker of the House of Commons by 1 July 2023.
8. Our Guide to the Review, which explains the statutory framework and policies followed by the Commission in conducting the Review, is available to read on our website [here](#).
9. For media enquiries contact our press office on 07821 637558 or email [press@boundarycommissionengland.gov.uk](mailto:press@boundarycommissionengland.gov.uk)

10. For general enquiries contact 020 7276 1102 or email  
[information@boundarycommissionengland.gov.uk](mailto:information@boundarycommissionengland.gov.uk)



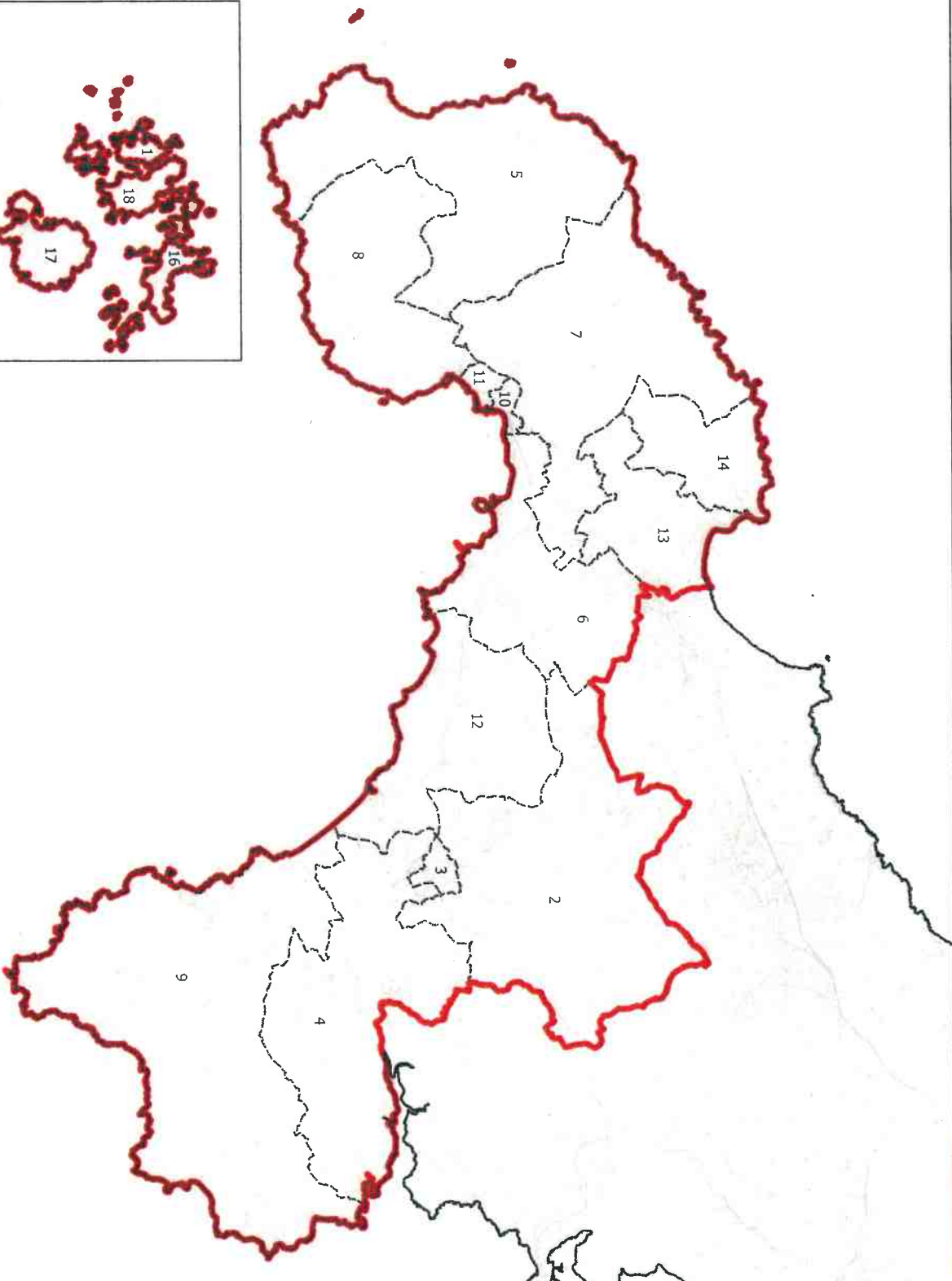


# Boundary Commission for England - Initial Proposals for the South West Region

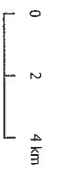
St Ives County Constituency - Electorate 70,107



- Wards:**
- 1 Bryher
  - 2 Crowan, Sithney & Wendron
  - 3 Helston North
  - 4 Helston South & Meneage
  - 5 Land's End
  - 6 Long Rock, Marazion & St Ethn
  - 7 Ludgvan, Madron, Gulval & Hean Moor
  - 8 Mousehole, Newlyn & Buryan
  - 9 Mullion & St Keverne
  - 10 Penzance East
  - 11 Penzance Promenade
  - 12 Porthleven, Breage & Germoe
  - 13 St Ives East, Lelant & Carbis Bay
  - 14 St Ives West & Towednack
  - 15 St. Agnes
  - 16 St. Martin's
  - 17 St. Mary's
  - 18 Treco



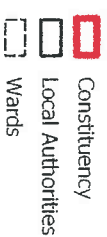
- Constituency
- Local Authorities
- Wards



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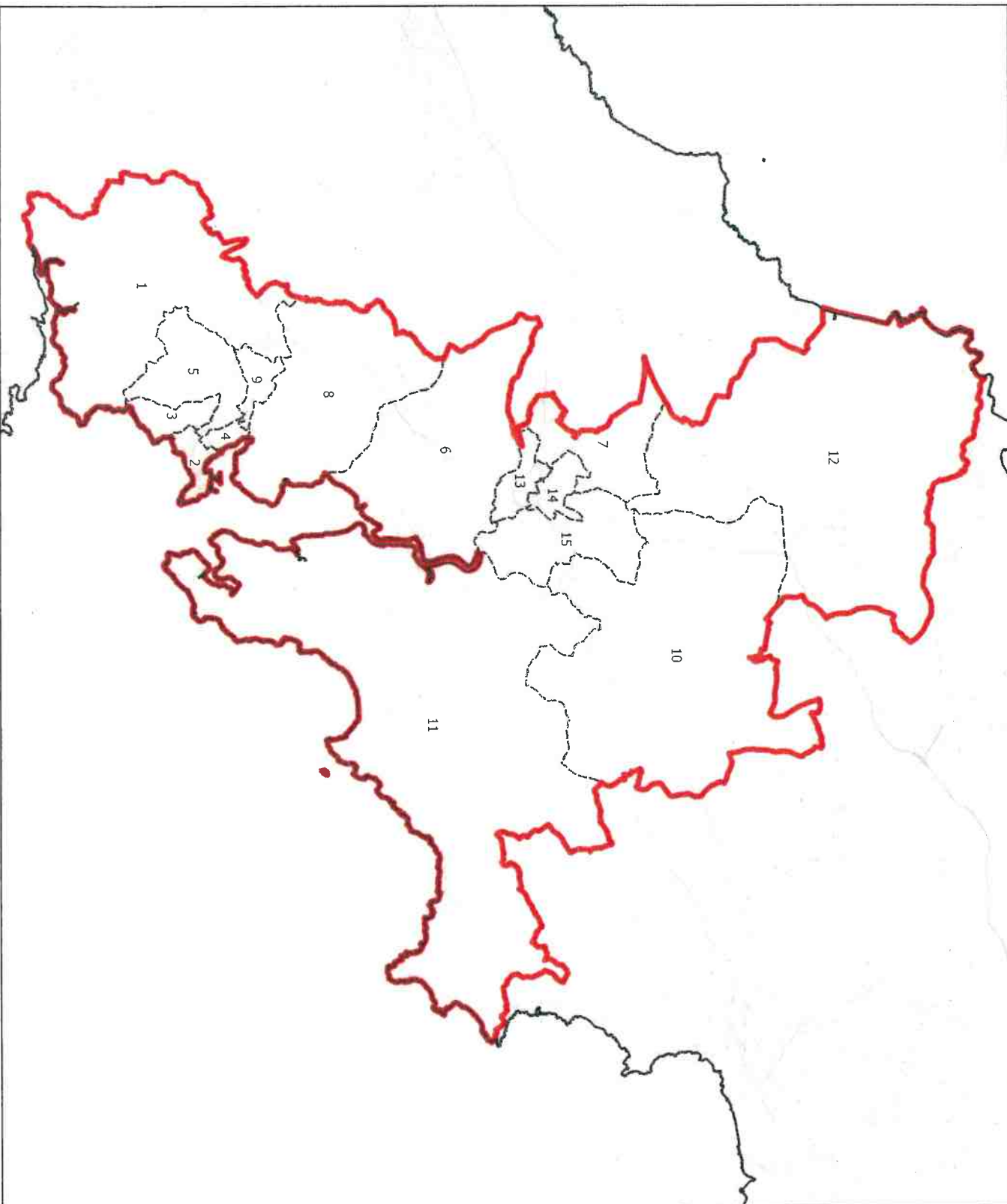
**Boundary  
Commission  
for England**

- 1 Camborne Roskear & Tuckington
- 2 Camborne Trelowarren
- 3 Treswithian
- 4 Four Lanes, Beacon & Troon
- 5 Gwinnear-Gwithian & Hayle East
- 6 Hayle West
- 7 Illogan & Portreath
- 8 Lanner, Stithians & Gwennap
- 9 Perranporth
- 10 Pool & Telidy
- 11 Redruth Central, Carriack & St Day
- 12 Redruth North
- 13 Redruth South
- 14 St Agnes
- 15 Threemilestone & Chacewater



# Boundary Commission for England - Initial Proposals for the South West Region

## Truro and Falmouth County Constituency - Electorate 74,342



### Wards:

- 1 Constantine, Mabe & Mawnan
- 2 Falmouth Arwenack
- 3 Falmouth Boslowick
- 4 Falmouth Penwerris
- 5 Falmouth Trescobeeas & Budock
- 6 Feock & Kea
- 7 Gloweth, Malabar & Shortlanesend
- 8 Mylor, Perranarworthal & Pensarnooth
- 9 Penryn
- 10 Probus & St Erme
- 11 St Goran, Tregony & the Roseland
- 12 St Newlyn East, Cubert & Goonhavern
- 13 Truro Boscawen & Redannick
- 14 Truro Moresk & Trelaverne
- 15 Truro Tregolls

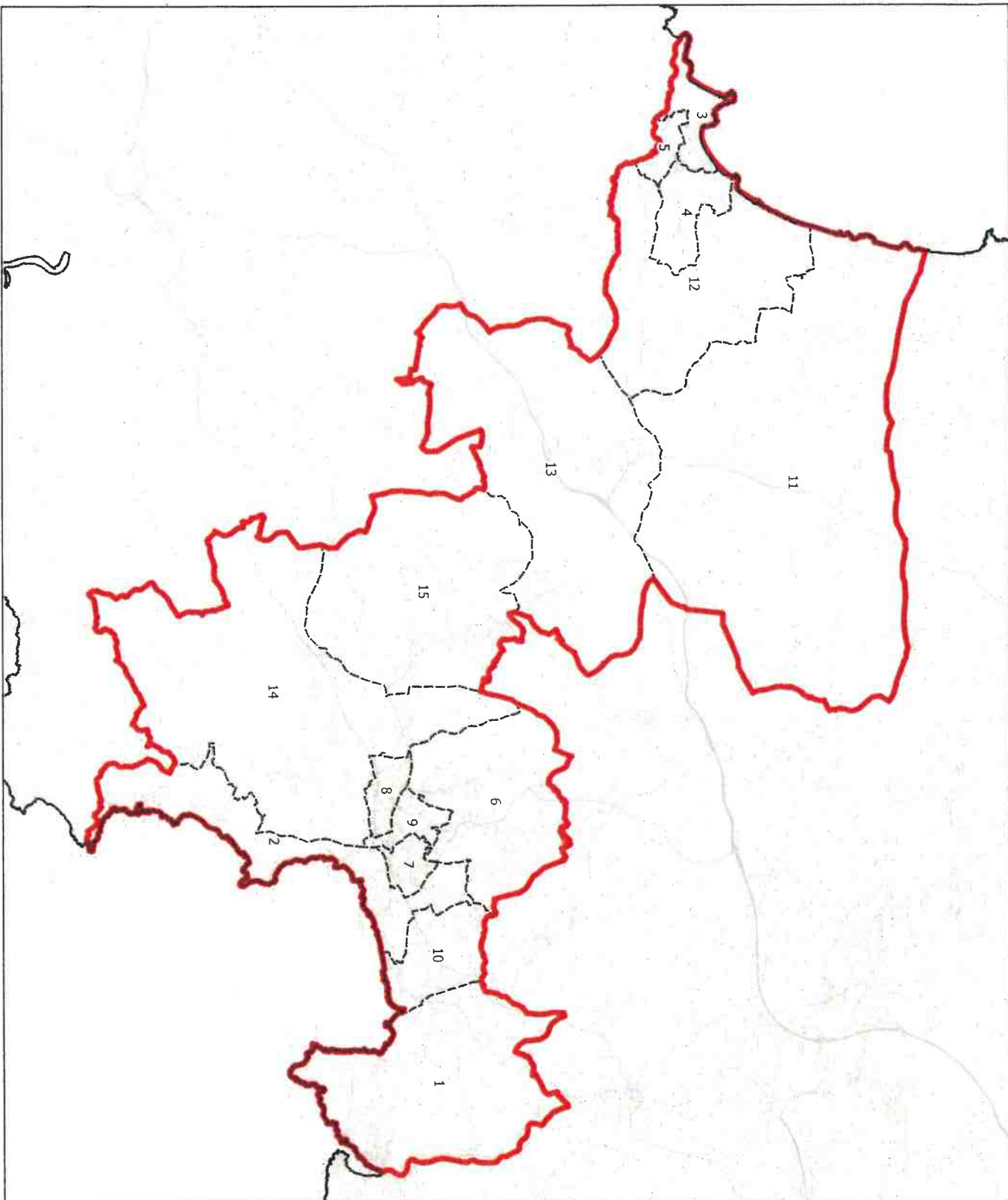
- Constituency
- Local Authorities
- Wards



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# Boundary Commission for England - Initial Proposals for the South West Region

## St Austell and Newquay County Constituency - Electorate 74,179



### Wards:

- 1 Fowey, Tywardreath
- 2 Mevagissey & St Austell Bay
- 3 Newquay Central & Pentire
- 4 Newquay Porth & Tretherras
- 5 Newquay Trenance
- 6 Penwithick & Boscopa
- 7 St Austell Bethel & Holnbush
- 8 St Austell Central & Gover
- 9 St Austell Pollair & Mount Charles
- 10 St Blazey
- 11 St Columb Major, St Mawgan & St Wenn
- 12 St Columb Minor & Colan
- 13 St Dennis & St Enoder
- 14 St Mewan & Grampond
- 15 St Stephen-in-Brannel

- Constituency
- Local Authorities
- Wards

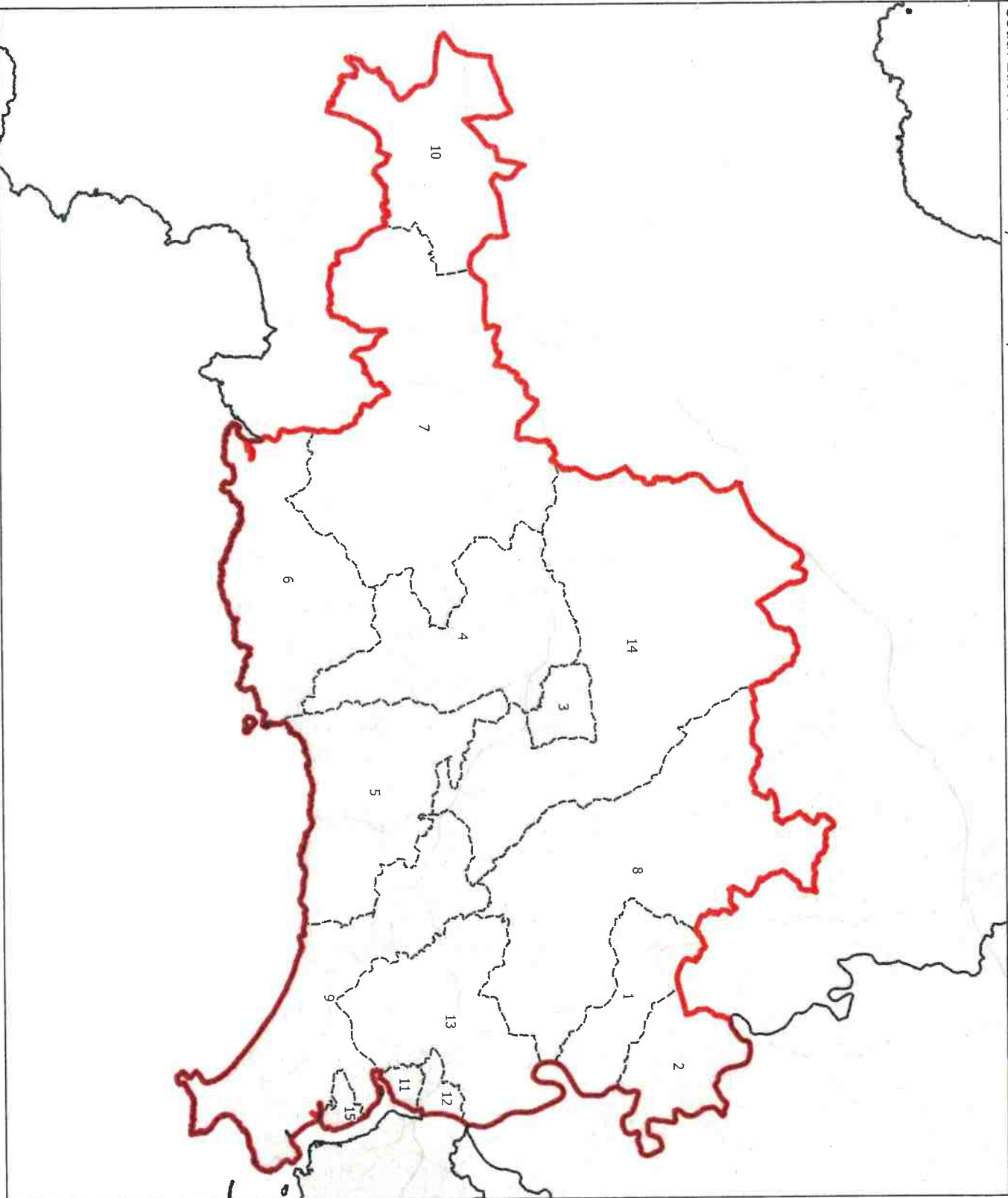


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# Boundary Commission for England - Initial Proposals for the South West Region

## South East Cornwall County Constituency - Electorate 76,847



### Wards:

- 1 Callington & St Dominic
- 2 Calstock
- 3 Liskeard Central
- 4 Liskeard South & Dobwalls
- 5 Looe East & Deviock
- 6 Looe West, Pelynt, Lansallos & Lanteglos
- 7 Lostwithiel & Lanreath
- 8 Lynher
- 9 Rame Peninsula & St Germans
- 10 Roche & Bugle
- 11 Saltash Essa
- 12 Saltash Tamar
- 13 Saltash Trematon & Landrake
- 14 St Cleer & Menheniot
- 15 Torpoint

- Constituency
- Local Authorities
- Wards

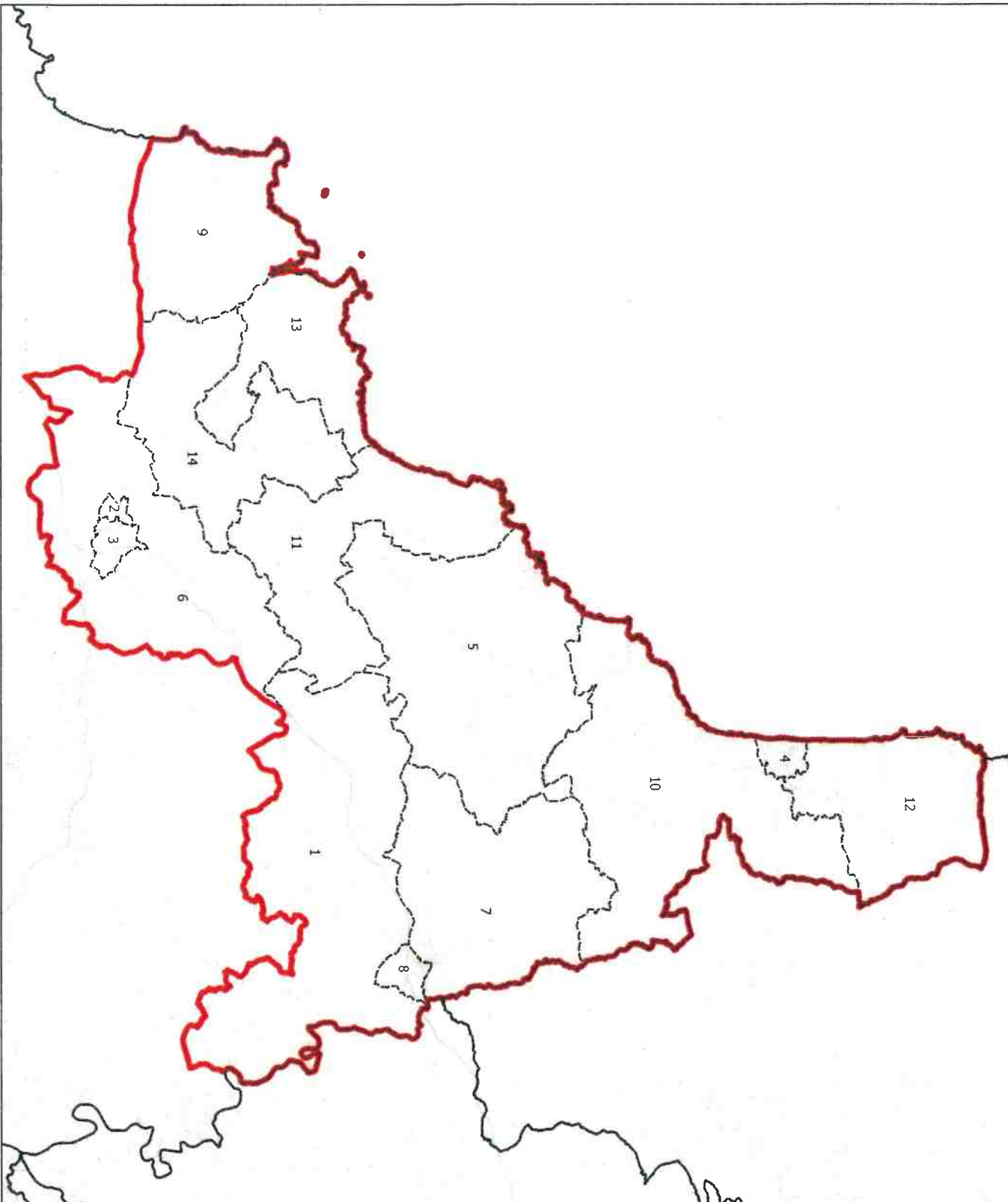
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# Boundary Commission for England - Initial Proposals for the South West Region

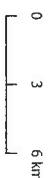
## North Cornwall County Constituency - Electorate 70,327



### Wards:

- 1 Altarnun & Stoke Climsland
- 2 Bodmin St Mary's & St Leonards
- 3 Bodmin St Petroc's
- 4 Bude
- 5 Carnelford & Boscastle
- 6 Lantivet, Blisland & Bodmin St Lawrence
- 7 Launceston North & North Petherwin
- 8 Launceston South
- 9 Padstow
- 10 Poundstock
- 11 St Teath & Tintagel
- 12 Stratton, Kilhampton & Morwenstow
- 13 Wadebridge East & St Minver
- 14 Wadebridge West & St Mabyn

- Constituency
- Local Authorities
- Wards



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