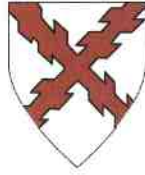


# St Austell Town Council



**To: All Members of St Austell Town Council**

Dear Councillor

You are summoned to attend the **Annual Meeting** of **St Austell Town Council** to be held in the Council Chamber, Cornwall Council Offices, Penwinnick Road, St Austell, Cornwall, PL25 5DR on **Monday 17<sup>th</sup> May 2021** at **6.05pm**.

*\*\* Please arrive at least 15 minutes beforehand in order to familiarise yourself with the Covid19 safety arrangements in place\*\**



David Pooley  
**Town Clerk**

11<sup>th</sup> May 2021

Tel                01726 829859  
e-mail:        [david.pooley@staustell-tc.gov.uk](mailto:david.pooley@staustell-tc.gov.uk)  
Website:      [www.staustell-tc.gov.uk](http://www.staustell-tc.gov.uk)

## **AGENDA**

### **1. Election of Mayor**

(Purpose: To elect the Mayor and receive the signed Declaration of Acceptance of Office).

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.

**2. Election of Deputy Mayor**

(Purpose: To elect the Deputy Mayor).

**3. Apologies for absence**

(Purpose: To accept apologies for non-attendance).

**4. Declarations of interest and gifts or hospitality received.**

(Purpose: To receive declarations of Members' interests and gifts or hospitality received).

**5. Dispensations**

(Purpose: To consider requests for dispensations).

**6. Minutes of Meeting held on 12<sup>th</sup> April 2021**

**Pages  
1 to 6**

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

**7. Matters to note**

(Purpose: 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. Mayor's/Retiring Mayor's announcements**

(Purpose: To receive an update from the Mayor and Retiring Mayor on their engagements and any other civic matters).

**9. Public Participation**

(Purpose: To invite members of the public to address the meeting in relation to the business to be carried out at the meeting).

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**10. Members' questions (10 minutes maximum)**

A Member may ask the Mayor or the Clerk any question concerning the business of the Council, provided 3 clear days notice of the question has been given to the person to whom it is addressed. Every question shall be put and answered without discussion. A person to whom a question is put may decline to answer or undertake to provide a full answer within a timescale agreed with the Member. They may also agree to accept a question after the deadline. **None Received.**

**11. Alex Murdin - St Austell Bay Economic Forum**

(Purpose: To receive a presentation and consider adopting three benches due to be installed by SABEF at Carlyon Road, Holy Trinity Church and Duke Street).

**12. Internal Audit Report for year ending 31<sup>st</sup> March 2021** **Pages 7 to 12**

(Purpose: To receive and note the Internal Audit Report for the year ending 31<sup>st</sup> March 2021).

**13. Annual Governance Statement** **Pages 13 to 16**

(Purpose: To agree and approve the Annual Governance Statement as part of the Annual Return for 2020/21). (Attached).

**14. Annual Return and Accounting Statements 2020/21** **Pages 17 to 24**

(Purpose: To agree and approve Section 2 of the Annual Return and the detailed Accounting Statements for 2020/21). (Attached).

**15. Standing Committees** **Pages 25 to 34**

(Purpose: To review the Terms of Reference and membership of the following Committees:

**1. Community Committee**

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2. Finance and General Purposes Committee
3. Planning and Regeneration Committee
4. Climate and Environment Committee
5. Staffing Committee

(Report attached).

## **16. Election of Representatives to outside bodies**

(Purpose: To elect representatives to the following organisations:

St Austell Carnival Committee.  
(*Currently Councillor S Heyward*).

St Austell Bay Chamber of Commerce.  
(*Currently Councillor R Pears*).

CALC - Larger Councils Liaison Group.  
(*Currently Councillor B Palmer*).

Cornwall and Isles of Scilly Flood Forum  
(*Currently Councillor A Cohen*)

St Austell Bay Economic Forum (SABEF)  
(*Currently Councillor M Brown*)

SABEF Green and Whitegold Working Group  
(*Currently Councillors King and Styles*)

St Austell Business Improvement District (BID)  
(*Currently Councillor B Palmer*)

East Cornwall LAG/CLLD  
(*Currently Councillor N Oxenham*)

The House Steering Committee  
(*Currently Councillors King and P Bishop*)

St Austell Healthcare Patient Participation Group  
(*Currently Councillor J Bull*)

Safer St Austell  
(*Currently Councillor A Lanxon*)

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Townscape Heritage Scheme  
(Currently Councillor Rees)

St Austell Revitalisation Partnership  
(Currently The Mayor – 3 places)

St Austell & Mevagissey Community Network Panel  
(Currently Councillors Jones & Styles)

**17. General Power of Competence**

**Pages  
35 - 36**

(Purpose: To adopt the General Power of Competence for the term of this Council). (Report attached).

**18. Schedule of Payments**

**Pages  
37 - 42**

(Purpose: To approve a schedule of payments from 13<sup>th</sup> March 2021 to 10<sup>th</sup> May 2021). (Attached).

**19. Dates of Meetings**

(Purpose: To note dates of future Town Council Meetings – 12<sup>th</sup> July 2021 and 6<sup>th</sup> September 2021)

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.

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**MINUTES of the MEETING of ST AUSTELL TOWN COUNCIL held on MONDAY 12<sup>th</sup> APRIL 2021 (Remote Meeting) at 6pm.**

**Present:** Councillors: Bishop, Brown, Bull, Cohen, Colwill, French, Heyward, Lanxon, Leonard, Oxenham, Palmer, Pearce, Pears, Styles (Chair), Thompson and Walker.

**In attendance:** David Pooley (Town Clerk), Sara Gwilliams (Deputy Town Clerk).

*\*\*A minute's silence was held in memory of HRH The Duke of Edinburgh\*\**

**C/19/306) Apologies for Absence**

Apologies were received from Councillors: Hanlon, Jones and Rees.

**C/19/307) Declarations of Interest**

Councillor Thompson declared an interest in Agenda Item 11 (ix and xii) by virtue of having already discussed these items at Carlyon Parish Council.

**C/19/308) Dispensations**

There were no requests for a dispensation.

**C/19/309) Minutes of Meeting held on 22<sup>nd</sup> March 2021**

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

**C/19/310) Matters to Note**

The Clerk advised that he had nothing to add.

**C/19/311) Mayor's announcements**

None.

**C/19/312) Public Participation**

Mrs Sharon Bray advised that she lives directly behind 20 Clarence Road and expressed concern with regard to the over-bearing nature and loss of privacy that the proposal could have on the neighbouring properties, poor access down a narrow lane, existing drainage issues in the area and the potential for anti-social behaviour.

Mrs Anne Double asked if Pivotal Homes had been in contact with Cornwall Council regarding the proposed facility and who would be responsible for the placement of individuals into the housing. She also expressed an opinion that another supported accommodation facility in the town would go directly against a recent pledge by Cornwall Council to cut down the number of supported accommodation placements in the town. She added that if the proposal does come forward, she would like the Cornwall Councillor for the Gover area to take it to Cornwall Council's Planning Committee for consideration and not be left to officers to decide.

Mr John Keast expressed concern with regard to the impact on St Johns Methodist Church of the proposed development of an hotel at the Sedgemoor site and advised that he would be interested in the Town Council's views.

**C/19/313) Pivotal Homes - Pre-Application**  
**20 Clarence Road, St Austell, PL25 5NL**

The Mayor advised that representatives from Pivotal Homes were expected at the meeting but unfortunately they were not in attendance. The Clerk added that Cornwall Council encourage potential developers to speak to Town and Parish Councils during the pre-application stage and that Members should keep an open mind during these discussions.

Members during discussion expressed a view that the proposal is over development and overbearing with unsuitable access by means of a poorly maintained narrow lane. Concern was also expressed with regard to the design of the proposals and the impact it would have on the neighbouring properties in the high density residential area. Members also expressed concern that the building is described as derelict in the pre application advice when somebody is known to be living there.

It was **RESOLVED** that the Clerk should write to Pivotal Homes expressing the Town Council's concerns with regard to this pre-application proposal.

**C/19/314) St Austell Revitalisation Partnership**

The Clerk referred Members to a draft bid for funding from Cornwall Council's Town Revitalisation Fund. He explained that the bid reflected the priorities and projects identified previously and requested £150,000 to fund various works. He explained the various projects in more detail and re-assured Members that the bid was not cast in stone and that there would be opportunities to vire funds between projects.

The Clerk asked Members to approve the draft submission and authorise him to submit the bid subject to any minor wording changes agreed. He suggested that Members should seek to influence the specifications and contracts let in due course and feed into the processes that follow if the bid should be successful.

Members raised a number of issues including:

- The importance of public transport including busses and rail;
- The potential of electric bikes and scooters;
- The need to embrace a circular economy and encourage the use of local contractors where possible;
- The explanation of some of the projects was not clear;
- Smarter targets could be incorporated ;
- The bid needed to be uplifting;
- The potential to increase the Town Council's representation on the St Austell Revitalisation Partnership.

Councillor Brown advised that he is the Chair of the Adult Education Committee and declared an interest in any projects that might involve Adult Education.

The Mayor thanked Helen Nicholson for her work in drafting the bid.

It was **RESOLVED** unanimously to:



1. Approve the draft bid to Cornwall Council's Town Revitalization Fund and authorise the Clerk to submit the bid subject to any wording adjustments required to reflect the comments made at the meeting.
2. Receive progress reports at future Planning & Regeneration Committee meetings.

### **C/19/315) Town Council Meetings**

The Clerk advised that the Government has not renewed the regulations permitting virtual meetings beyond 7<sup>th</sup> May 2021 but that a legal challenge to the Government's withdrawal of permission for formal virtual meetings is due to be heard on the 21<sup>st</sup> April 2021.

He explained that it is currently illegal to hold face to face meetings for more than 6 people under the coronavirus legislation but this changes on the 17<sup>th</sup> May 2021 when meetings will be permitted, up to a maximum of 30 people, subject to appropriate Covid19 safety measures. The Clerk advised that the Town Council has its Annual Town Council Meeting on Monday 17<sup>th</sup> May 2021, which to be legal within the current legislation, may have to take place face to face to elect a Mayor, Deputy Mayor and approve the Accounts.

The Clerk asked Members if they would be comfortable in approximately 5 weeks' time (17<sup>th</sup> May 2021) to meet in person in either Cornwall Council's Chamber/Committee Room at Penwinnick Road, a church building or, weather depending, in the car park.

Overall, Members advised that they would be comfortable meeting face to face if the room is large enough to accommodate all Members, officers and the public in a Covid19 safe way but the preference would be to continue meeting virtually for the time being as long as it is legally permitted to do so.

Members expressed a preference not to grant further delegated powers to the Town Clerk at the present time although this could be reviewed in the future.

It was **RESOLVED** to continue with virtual meetings for the time being if legislation permits after 7<sup>th</sup> May 2021 but if legislation does not permit, re-commence face to face meetings provided the meeting space is large enough and Covid19 recommended safeguards are in place.

### **C/19/316) Planning Applications**

- i. **PA21/01006:** Car Park Sedgemoor Centre Priory Road St Austell.  
Proposed 60 Bed Hotel with associated car parking and servicing.

Members considered the proposals and welcomed the economic benefit that a hotel in the centre of town could bring. They however expressed concern with regard to the modern design of the building and its proximity to the Conservation Area and St John's Church. Concern was also expressed with regard to potential drainage issues and the impact on the existing residential properties at the site.

It was **RESOLVED** to support this application subject to the design of the proposal being referred to Cornwall Council's Design Panel to consider improvements to mitigate against any harm to the setting of St Johns Methodist Church.

*\*Councillors Brown, Bull and Lanxon abstained from voting on this item\**

- ii. **PA21/01438:** 34 Gowan Road St Austell Cornwall PL25 3JP. Works to a tree subject to a TPO to trim overhanging branches of Oak (T5).

It was **RESOLVED** to make no objection to this application subject to the Tree Officer being satisfied with the proposals.

*\*Councillor Bull abstained from voting on this item\**

- iii. **PA21/01559:** 1 Cannis Road St Austell PL25 4EB. Removal of existing detached garage to create new side extension incorporating integral garage and additional room.

It was **RESOLVED** to make no objection to this application.

*\*Councillors Bull and Heyward abstained from voting on this item\**

- iv. **PA21/01847:** 96 Eastbourne Road St Austell PL25 4ST. Proposed extension and conversion of attached kitchen/dining room and garage to provide a living/kitchen/dining room and replacement of flat roof with pitched roof.

It was **RESOLVED** to make no objection to this application.

*\*Councillor Bull abstained from voting on this item\**

- v. **PA21/01950:** 31 And 33 Dennison Avenue St Austell PL25 3HD. Works to trees namely - Oak (G8), crown reduction, reduction of 25%, cut epicormic growth - Hawthorn (G8), reduction of 30% - Oak (T9), crown reduction - subject to a Tree Preservation Order(TPO) applicant is the owner of G8 trees. Neighbour is the owner of T9 tree.

It was **RESOLVED** to make no objection to this application subject to the Tree Officer being satisfied with the proposals.

*\*Councillor Bull abstained from voting on this item\**

- vi. **PA21/02028:** 21 Porthmeor Road St Austell PL25 3LT. Non-material amendment to PA20/09124 to change roof tiles to Brazilian slate graphite and amendment to dormer on north elevation.

It was **RESOLVED** to make no objection to this application.

*\*Councillor Bull abstained from voting on this item\**

- vii. **PA21/02282:** 52 Retallick Meadows St Austell Cornwall PL25 3BY. Proposed integral garage conversion to form a study.

It was **RESOLVED** to make no objection to this application.

*\*Councillor Bull abstained from voting on this item\**

- viii. **PA21/02380:** 52 Tregonissey Road St Austell PL25 4DH. Reserved Matters application following Outline approval PA20/06386 dated 27<sup>th</sup> October 2020 (appearance, landscaping, layout and scale).

It was **RESOLVED** to make no objection to this application.

*\*Councillor Bull abstained from voting on this item\**

*\*Councillor Thompson reiterated his interest in the next two items and left the meeting\**

- ix. **PA21/02467:** Land Adjacent To A390 Holmbush Road. Non Material Amendment in respect of PA17/07933, to alter the Natural Stone product specified to the type previously approved under PA19/07587 for plots 1,4,35,85,86,97,98,100,101,103,104,114,123,124,125,126,132,153,158,168,173,174,175,176,177,178,179,180,181,190.

The Clerk advised that this application had already been approved.

It was **RESOLVED** to note this application.

*\*Councillor Bull abstained from voting on this item\**

- xii **PA21/02844:** Land Adjacent To A390 Holmbush Road St Austell. Non Material Amendment in respect of PA18/10255 to adjust the as built position change of plot 9 and proximity to existing boundary.

It was **RESOLVED** to make no objection to this application.

*\*Councillor Bull abstained from voting on this item\**

*\*Councillor Thompson returned to the meeting\**

- x. **PA21/02543:** 104 Holmbush Road St Austell PL25 3LP. Outline application for up to two dwellings and formation of parking including two existing cottages.

It was **RESOLVED** to object to this application on the grounds of inadequate access arrangements.

*\*Councillors Bull and French abstained from voting on this item\**

- xi. **PA21/02597:** 8 Cromwell Road St Austell PL25 4PS. Proposed two storey extension, covered parking area and garage.

It was **RESOLVED** to make no objection to this application.

*\*Councillor Bull abstained from voting on this item\**

## **C/19/317) Premises Licence Applications**

None.

#### **C/19/318) Planning Decisions**

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

#### **C/19/319) Cornwall Council – Urgent Delegated Planning Decisions**

None.

#### **C/19/320) Appeal Decision - PA20/03743 Land at Holmbush Road, St Austell PL25 3HQ**

It was **RESOLVED** to note the Appeal decision.

#### **C/19/321) Schedule of Payments**

It was **RESOLVED** that the Schedule of Payments for the period from 13<sup>th</sup> March 2021 to 6<sup>th</sup> April 2021 totalling £65,257.19 be approved.

#### **C/19/322) Finance and General Purposes Committee**

The Clerk advised that Councillor Rees' name is missing from the list of attendees and would be amended accordingly.

It was **RESOLVED** to note the minutes of the Finance and General Purposes Committee meeting held on 6<sup>th</sup> April 2021.

#### **C/19/323) Community Committee**

It was **RESOLVED** to note the minutes of the Community Committee meeting held on 29<sup>th</sup> March 2021 and approve the **RECOMMENDATION** contained therein.

#### **C/19/324) Dates of Meetings**

It was noted that the dates of the next meetings of the Council are 19<sup>th</sup> April 2021 (Annual Parish Meeting) and 17<sup>th</sup> May 2021 (Annual Town Council Meeting).

The meeting closed at 7.53pm.



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

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

24/09/2020 15/04/2021 20/04/2021

Name of person who carried out the internal audit

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**  
**COUNCIL MEETING – 17<sup>th</sup> MAY 2021**  
**ANNUAL GOVERNANCE STATEMENT**

**1. PURPOSE OF REPORT**

To approve the responses required for the Annual Governance Statement which is a requirement of the annual audit undertaken by the Council's external auditors.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

The annual audit of accounts is governed by the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015.

The Council is required to submit a summary set of accounts, an Annual Governance Statement, an annual internal audit report and supporting information to external auditors PKF Littlejohn LLP by the 2<sup>nd</sup> July 2021. An internal audit has been undertaken by Hudson Accounting Ltd. The annual internal audit report attached to the return to PKF Littlejohn LLP is based upon the work of Hudson Accounting Ltd. All audit reports and findings are reported to the Finance and General Purposes Committee.

**3. RESOURCE ISSUES**

None outside of existing budgets.

**4. EQUALITIES ISSUES**

None.

**5. ENVIRONMENTAL ISSUES**

None.

**6. RECOMMENDATIONS**

It is recommended that Members:

- Approve the responses to be shown within the Annual Governance Statement against each of the questions;
  - Authorise the Clerk and Mayor to sign the Annual Governance Statement on behalf of the Council.
  - Instruct the Town Clerk to advertise the electors' rights after the accounting statements have been approved in accordance with the External Audit guidance.
  - Agree to hold annual meetings of trustees after the next Council meeting in July.
- 

### **Background**

A copy of Section 1 of the return to be submitted to PKF Littlejohn LLP is attached for the information of Councillors. The Council is required to answer "Yes" or "No" to a number of questions and explain any answers of "No".

The answers to Questions 1-9 should all be "Yes".

Each question is discussed below.

Question 1 – The Town Clerk is a qualified accountant. Sound financial systems and practices are in place as evidenced by the recent Internal Audit report.

Question 2 – Systems of internal control are good with adequate separation of duties and internal check.

Question 3 – The Council has invested in training of staff in areas of corporate governance, human resources (HR), health and safety and GDPR and subscribes to independent support services for health and safety, HR and legal services. All reports identify legal and risk management issues.

Question 4 – Appropriate notices were placed in notice boards and on the Town Council's website and accounting statements are published together with details of all transactions over £500. No members of the public felt it necessary to question or challenge anything in the Town Council's accounts for 2019/20.

Question 5 – the Council's risk register has been reviewed and made more comprehensive in recent years. Insurance covers have been reviewed and challenged through a tender exercise involving three

separate insurers.

Question 6 – The Council has appointed Hudson Accounting as its Internal Auditors. The Council receives a thorough professional service and comprehensive reports. It has not been possible because of the pandemic for the Chair and Vice-Chair of the Finance and General Purposes Committee to undertake the usual half-yearly checks and spot tests using the approved checklists since February 2020. Instead the Chairman has received lists of all transactions each month and checked their reasonableness asking questions from time to time on any transactions that concerned him. Budget monitoring reports have been published regularly and the Town Clerk has monitored spending and income levels very closely during the pandemic.

Question 7 – all Audit reports are reported to the Finance and General Purposes Committee and the Town Council has an excellent record of dealing with and addressing points raised.

Question 8 – All reports to the Council and its committees have separate sections to identify any legal and resource implications to aide consideration of these issues when completing and reviewing the accounting statements. The Coronavirus pandemic has been identified as a post-year end event which will impact on the Council's finances and will require extra budget reviews and close management.

Question 9 relates to Trust funds/assets. Both Poltair Park and Truro Road Park have land held in trust with the Poltair Park trust being a charitable trust registered with the Charity Commission. We have no funds held in trust and do not therefore need to produce separate accounting statements but we should submit annual returns and hold annual meetings of each trust to formally agree the returns. The meetings of the trusts were held after the Council meeting in July 2020. The next meetings are due to be held on 12th July 2021.

Councillors are asked to agree the suggested responses to the questions within the Annual Governance Statement section of the form, approve the actions recommended and authorise the signing of the completed document.

DAVID POOLEY  
TOWN CLERK



## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

St Austell Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

[www.staustell-tc.gov.uk](http://www.staustell-tc.gov.uk)

**ST AUSTELL TOWN COUNCIL**  
**COUNCIL MEETING – 17TH MAY 2021**  
**ANNUAL RETURN AND ACCOUNTING STATEMENTS**

**1. PURPOSE OF REPORT**

To approve the Annual Accounting Statements for the 2020/21 financial year and Section 2 of the Annual Return which summarises the Council's accounts.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

The annual audit of accounts is governed by the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015.

The Council is required to submit a summary set of accounts, an Annual Governance Statement and an annual internal audit report to external auditors PKF Littlejohn LLP by the 2<sup>nd</sup> July 2021. Internal audit inspections have been undertaken by Hudson Accounting Ltd. The annual internal audit report attached to the return to PKF Littlejohn LLP is based upon the work of Hudson Accounting Ltd. All audit reports are reported to the Finance and General Purposes Committee.

**3. RESOURCE ISSUES**

None outside of existing budgets but see body of report for discussion of impact of coronavirus in 2020/21.

**4. EQUALITIES ISSUES**

None.

**5. ENVIRONMENTAL ISSUES**

None directly.

**6. RECOMMENDATIONS**

It is recommended that Members:

- Consider and approve the detailed accounting statements and transfers to and from reserves as shown;
- Approve the accounting statements in Section 2 of the audit return; and
- Authorise the Clerk and Mayor to sign the accounting statements on the Annual Return on behalf of the Council.

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### **Background**

A copy of the detailed financial accounting statements for the Town Council for the year ended the 31<sup>st</sup> March 2021 is attached for the information of Councillors. Councillors are asked to consider and approve the accounts and the transfers to and from reserves as set out in the statements, to approve the summary accounts section of the Annual Return form and authorise the signing of this document.

In addition to the Annual Return the Town Council is required to submit the following information to the external auditor:

- a financial year-end bank reconciliation;
- explanations for significant variances from last year to this year;
- quantified explanations for any differences between box 7 and box 8 in section 2;
- explanation of any "no" answers in Section 1;
- details of earmarked reserves at year end if deemed high (not applicable).
- Proof that the Town Council is registered for PAYE with HMRC.

2020/21 was a difficult year for many of the Council's functions with the coronavirus pandemic and various lockdowns restricting the projects that could be delivered and badly affecting income from services such as the Council's car park, library and public convenience. A cautious approach to spending, the postponement of projects, the freezing of vacant posts and the furloughing of staff have all helped to keep the Council solvent and allowed it to bolster its general fund working balance to make it more resilient and reflect the higher level of financial risk which now applies.

Despite the pandemic, some important achievements were made in the year including:

- A new wheelchair accessible roundabout at Poltair Park and the replacement of safety surfacing;



- Replacement of play equipment at Truro Road and Chapel Field Parks;
- The creation of wildflower meadows and tree planting at the Meadows and Woodland Close Parks;
- Refurbishment of Manfield way open space and footpath;
- A "click and collect" service has been maintained at the Library most of the year;
- Council meetings have been held virtually saving travel time and expense and improving accessibility for the public;
- A climate emergency action plan and environmental policies have been developed;
- A parks and open spaces strategy has been developed which includes a strategy for the maintenance of these areas in an environmentally friendly way and identifies opportunities for tree planting, pollinating shrubs, wildlife areas and wildflower areas.

### **The Financial Outturn**

The surplus at the year-end is £82,279.87 after transferring £121,081.51 from reserves and £191,463.14 to reserves (£80,000 for the Play Equipment Reserve as planned (plus return of the £90,000 set aside for Coronavirus) and £21,463.14 for specific projects). The Council's earmarked reserves are now:

Elections Reserve	£25,000.00
Repairs and Renewals Reserve	£245,000.00
Projects Reserve	£49,730.40
TOTAL	£319,730.40

The Projects Reserve is made up of the following commitments:

- Sea Cadets grant - £10,000
- Town Heritage Scheme - £13,835.57
- Feast Week funds - £476.14
- St Austell MCTI - £1,324.14
- Sandy Hill Park Friends Group funds - £222.92
- Poltair Park Café - £5,298
- Poltair Park safety surfacing - £14,676.50
- CIL Payment - £1,496.64
- CASA - 382.00
- Friends of St Austell Station - £2,018.49

The Elections Reserve is an amount set aside to fund the 2021 and future elections.

The Repairs and Renewals Reserve has been created to help fund the cost of replacement and major repairs to play equipment. Members agreed a contribution of £80,000 to this reserve when setting the budgets in January 2021.

Earmarked reserves were used to create a Coronavirus Reserve of £90,011 and rolled into the General Reserve to help the Town Council survive the effects of the Coronavirus pandemic on its finances in the 2020/21 financial year. More about the impact of Coronavirus is provided below.

The outcome of the 2020/21 financial year was a surplus of £82,279.87. The Council's General Fund balance has increased from £268,303 to £350,583. Under normal circumstances this would be a healthy balance but given the continuing levels of uncertainty surrounding the Coronavirus and the economy it is now no more than adequate despite the surplus in 2020/21.

### **Coronavirus Impact**

Coronavirus has had a major impact on the 2020/21 financial year. The Council's car parks had to be made free of charge to help key workers and reduce the risks associated with using car park machines and handling coins for much of the year. Combined with reduced usage during charging periods income was approximately £165,000 less than budget. In addition, the changes to the operational arrangements for the library and public conveniences lost another £14,000.

Grounds maintenance, library and administrative staff were all furloughed at the end of March 2020 and brought back gradually at different times throughout the year as working practices changed. The Library staff remain on a flexible furlough arrangement as the Library has not fully returned to normal working. After some uncertainty at the outset about whether parish councils could claim compensation under the Government's Coronavirus Job Retention Scheme (CJRS) it now seems certain that they can. The Town Clerk took the view that the Town Council did qualify and has claimed £69,900.12 under the CJRS.

Cornwall Council was one of a very few principal authorities which agreed to pass on some of its Government compensation to parish and town councils. The Town Council has received £80,986 from Cornwall Council's parish council hardship scheme.

Because of the uncertainty throughout much of the year a very cautious approach to procurement and staff recruitment was taken and this resulted in savings against budget.

Staff costs were £59,000 below budget and general operating costs were approximately £41,000 below budget.

At the beginning of 2020/21 £90,011 was stripped out of earmarked reserves to bolster the General Fund balance which was deemed low given the level of risk. The measures taken during the year will permit this amount to be returned to earmarked reserves to help with the replacement and repair of playground equipment.

At this time the economic effects and the impact on the town centre of changes to retail and shopping habits will not be known for some time but it seems highly unlikely that car park revenue will recover in the short to medium term to the levels experienced pre-pandemic. It is important that Members monitor income and expenditure against budgets and formulate a strategy for dealing with this issue as matters progress and become clearer.

### **Conclusions**

These are very uncertain times and, while the Town Council has survived the pandemic well financially in 2020/21, in 2021/22 the Council will experience further adverse impacts on its financial position as a result of the coronavirus pandemic and changing economic fortunes. Careful management of the Council's finances will be required over the next few months.

Members are asked to approve the draft accounting statements and the transfers to and from reserves set out in this report.

DAVID POOLEY  
TOWN CLERK

## Section 2 -- Accounting Statements 2020/21 for

### St Austell Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	428,054	517,652	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	672,800	762,958	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	442,660	362,684	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	468,501	477,257	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	557,361	495,724	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	517,652	670,313	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	514,342	686,673	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	390,499	451,128	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

**ST AUSTELL TOWN COUNCIL  
REVENUE ACCOUNT  
For the Year ended 31st March 2021**

**31 Mar 20**

**31 Mar 21**

	<b>Income</b>	
£305,920.38	Car Park Income	£130,736.49
£32,422.89	Council Tax Grant	£31,066.56
£3,510.69	Interest Income	£3,156.10
£11,641.65	Library Income	£542.15
£68,143.89	Other Grants and Contributions	£182,526.25
£11,859.96	Other Income	£3,582.53
£672,800.00	Precept Payments	£762,958.00
£3,612.04	Public Convenience Charges	£692.54
£5,548.50	Rent Received	£10,382.00
£35,690.27	Transfers from Reserves	£121,081.51
<b>£1,151,150.27</b>	<b>Total Income</b>	<b>£1,246,724.13</b>

	<b>Less Operating Expenses</b>	
£78,479.00	Transfer to Reserves	£191,463.14

	<b>Employee Expenses</b>	
£270.00	Recruitment	£360.00
£468,500.99	Salaries / Wages	£477,256.80
£2,592.32	Training	£1,869.88
<b>£471,363.31</b>	<b>Total Employee Expenses</b>	<b>£479,486.68</b>

	<b>Premises Expenses</b>	
£7,536.23	Cleaning & Domestic Supplies	£7,519.65
£7,602.99	Electricity	£7,051.04
£2,408.94	Gas	£2,416.13
£27,162.11	Grounds Maintenance Supplies	£19,581.11
£9,872.32	Play Equipment	£52,327.55
£85,070.28	Rates	£83,173.20
£5,180.00	Rent / Room Hire	£5,180.00
£49,684.34	Repairs / Maintenance Premises	£21,201.04
£2,193.58	Water	£5,072.28
<b>£196,710.79</b>	<b>Total Premises Expenses</b>	<b>£203,522.00</b>

	<b>Supplies and Services</b>	
£359.50	Books and Publications	£0.00
£164,302.05	Contract Payments	£136,879.64
£5,631.23	Insurances	£5,863.64
£16,785.33	IT / Communications	£14,548.78
£273.23	Mayors Allowances	£0.00
£49.77	Members Allowance	£0.00
£27,290.15	Miscellaneous Expenses	£42,370.85
£43,467.27	Miscellaneous Grants	£26,179.87
£3,145.57	Office Supplies	£2,514.50
£3,034.92	Printing and Stationery	£2,957.21
£1,412.19	Protective Clothing	£3,131.89
£1,470.00	Publicity	£2,000.00
£7,502.00	Small Grants Scheme	£5,870.00



**Balance Sheet**  
**St Austell Town Council**  
**As at 31 March 2021**

**31 Mar 2020**

**31 Mar 2021**

**Assets**

	<b>Bank</b>	
£100.00	Library Cash Account	£100.00
£467.52	Mayors Charity Account	£467.52
£48,033.17	NW Current Account	£216,921.44
£44.37	Petty Cash Account	£80.94
<b>£48,645.06</b>	<b>Total Bank</b>	<b>£217,569.90</b>
<b>Current Assets</b>		
£14,907.89	Debtors and Prepayments	£9,532.61
£5,329.23	VAT	£10,899.86
£465,946.66	Short Term Investments	£469,102.76
<b>£486,183.78</b>	<b>Total Current Assets</b>	<b>£489,535.23</b>
<b>Fixed Assets</b>		
£96,866.00	Ceremonial Assets	£96,866.00
£84,381.58	Land and Buildings	£123,698.13
£10,000.00	Long Term Investment	£10,000.00
£17,599.83	Office Equipment	£17,599.83
£110,201.29	Street Furniture inc Notice Bo	£119,314.52
£71,450.49	Vehicles, Plant & Machinery	£83,649.66
<b>£390,499.19</b>	<b>Total Fixed Assets</b>	<b>£451,128.14</b>
<b>£925,328.03</b>	<b>Total Assets</b>	<b>£1,158,233.27</b>

**Liabilities**

	<b>Current Liabilities</b>	
£11,020.19	Accounts Payable	£16,975.94
£4,927.08	Accruals	£17,427.61
£1,229.36	Credit Card Account	£2,387.87
<b>£17,176.63</b>	<b>Total Current Liabilities</b>	<b>£36,791.42</b>
<b>£17,176.63</b>	<b>Total Liabilities</b>	<b>£36,791.42</b>
<b>£908,151.40</b>	<b>Net Assets</b>	<b>£1,121,441.85</b>

**Equity**

£96,892.00	Asset Revaluation Reserve	£96,892.00
£293,607.19	Capital Financing Reserve	£354,236.14
£46,808.98	Current Year Earnings	£82,279.87
£249,348.77	Earmarked Reserves	£319,730.40
£221,494.46	General Reserve	£268,303.44
<b>£908,151.40</b>	<b>Total Equity</b>	<b>£1,121,441.85</b>

**ST AUSTELL TOWN COUNCIL**  
**COUNCIL MEETING – 17<sup>th</sup> MAY 2021**  
**STANDING COMMITTEES**

**1. PURPOSE OF REPORT**

To confirm the Terms of Reference and membership of each of the Council's standing committees.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

It is good practice at the Annual Meeting of the Council to review the Terms of Reference for each committee and to agree the membership of each committee.

**3. RESOURCE ISSUES**

None.

**4. EQUALITIES ISSUES**

It is good practice to have both male and female Members on the Staffing Committee.

**5. ENVIRONMENTAL CONSIDERATIONS**

The Council has declared a climate emergency. All Committees and decisions should take into account environmental implications.

**6. RECOMMENDATIONS**

It is recommended that:

1. The Terms of Reference of each committee be approved as set out in this report subject to acceptance that the paragraphs relating to committee budgets are not yet operational;
2. The membership of each Committee be agreed.

It is good practice at each Annual General Meeting to review the Terms of Reference of standing committees and to agree the membership of each committee.

It is suggested that the committee structures and Terms of Reference for the 2021/22 civic year should be as set out on the following pages. Members are asked to consider which committees they wish to sit on.

DAVID POOLEY  
TOWN CLERK



## **Planning and Regeneration Committee**

### **Purpose:**

To deal with planning, regeneration, economic development, highways and licensing matters on behalf of the Council.

### **Responsibilities:**

- To respond, on behalf of the Town Council, to consultations on planning matters and other consultations relating to matters within the remit of the Committee;
- To consider issues, consultation documents and policy initiatives relating to the regeneration and economic development of the St Austell area and to respond, on the Council's behalf, as appropriate;
- To direct all activity designed to regenerate the town and promote economic development in the St Austell area;
- To prepare an annual budget estimate for the areas within its remit for submission to full Council;
- Spending Limit: Up to £10,000 on any one item, subject to expenditure being within an agreed budget head and policy and a suitable procurement process being put in place. (Expenditure outside these limits to be recommended to full Council for approval).

### **Relevant Delegations:**

- Responses to planning consultations and other consultations within the remit of the Committee;
- To direct activity designed to regenerate the town and promote economic development in the St Austell area;
- Approval of planning and other relevant training within budget;
- The Clerk in consultation with the Chair and Vice Chair (and the local Cornwall Council Ward Member where appropriate) may agree a response to consultations in cases when a response is required urgently.

## **Finance and General Purposes Committee**

To oversee the governance arrangements of the Council including its financial and administrative arrangements and the management of the Council's property, information technology and communications. To manage public conveniences, car parks and the library service.

### **Responsibilities:**

- To oversee the financial management of the Council and support the Responsible Financial Officer of the Council;
- To regularly monitor income and expenditure against budgets on behalf of the Council;
- To direct the Council's communications activity, including public information, consultation and engagement, and media relations;
- To manage the Council's public conveniences, car parks and library services;
- To maintain adequate and robust internal and external audit arrangements and to receive and ensure that audit reports are properly considered and acted on;
- To manage the Council's property portfolio and maintain and review appropriate asset registers and insurance arrangements;
- To oversee and approve the Council's information technology requirements including telecommunications;
- To manage and oversee the Council's risk management and health and safety arrangements;
- To review policies and procedures at agreed intervals;
- To prepare an annual budget estimate for the areas within its remit for submission to full Council;
- Spending Limit: Up to £10,000 on any one item, subject to expenditure being within an agreed budget head and policy and a suitable procurement being put in place. (Expenditure outside these limits to be recommended to full Council for approval).

**Relevant delegations:**

- Appointment of Internal Auditor.
- Risk Management
- Health and Safety
- Insurance arrangements.
- Banking and Treasury Management arrangements.
- Allotment administration (subject to £2,000 limit per annum)
- To approve responses to consultation papers on governance matters.
- The Town Clerk be authorised to transfer monies between bank accounts and to undertake investment activities in accordance with approved Treasury Management Strategies.
- See separate paper detailing specific financial delegations.

## **Communities Committee**

### **Purpose:**

To direct all activity designed to improve the community and cultural life of the St Austell area including the environment.

### **Responsibilities:**

- To direct all activity designed to benefit the town and its community, except those aspects reserved to other Committees;
- To operate the Council's Small Grants Scheme, and recommend revisions to the Scheme for approval by full Council;
- To manage the allotments, sports grounds, open spaces, verges and bus shelters which are owned, leased or managed by the Town Council;
- The management of contracts for CCTV, parks and open spaces, footpath maintenance and weed treatment works within budget;
- To approve responses to consultation papers relating to matters within the remit of the Committee;
- To manage the Council's input to issues relating to youth services and The House;
- To maintain the Council's environmental initiatives;
- To prepare an annual budget estimate for the areas within its remit for submission to full Council;
- Spending Limit: Up to £10,000 on any one item, subject to expenditure being within agreed budget head and policy and a suitable procurement process being put in place. (Expenditure outside these limits to be recommended to full Council for approval).

### **Relevant delegations:**

- Grants under the Council's small grants scheme.

- Grants up to £10,000 provided they are within an approved budget.
- Small environmental projects costing less than £10,000 within budget.
- The management of contracts for CCTV, parks and open spaces, footpath maintenance and weed treatment works within budget.
- To approve responses to consultation papers relating to matters within the remit of the Committee.

## **Climate and Environment Committee**

### **Purpose:**

To direct activity designed to reduce the Council's carbon footprint. To investigate and report such measures that will impact efforts to meet the challenges of a climate emergency and make recommendations to full Council.

### **Responsibilities:**

- To develop a climate emergency plan;
- To oversee environmental initiatives within the remit of the Committee;
- Approval of climate and environmental training within budget;
- To advise other committees, when relevant, about proposed changes that they have responsibility for that may impact negatively on carbon emissions;
- To consider issues, consultation documents and policy initiatives relating to the climate emergency and to respond on the Council's behalf, as appropriate;
- Work with Cornwall Council and other agencies where mutual benefits exist;
- To support and work with neighbouring parish councils where appropriate;
- Investigate appropriate sources of external funding;
- To liaise with Government agencies, Cornwall Council, strategic partners and members of the community to educate, inform and advise on carbon reduction;
- To prepare an annual budget estimate for the areas within its remit for submission to full Council;
- Spending Limit: Up to £10,000 on any one item, subject to expenditure being within agreed budget head and policy and a suitable procurement process being put in place.

(Expenditure outside these limits to be recommended to full Council for approval).

**Relevant delegations:**

- Carbon accounting and monitoring;
- To approve responses to consultation papers relating to matters within the remit of the Committee.

## **Staffing Committee**

To deal with all staffing matters on behalf of the Council including:

- Making recommendations to the Council on changes to the staffing establishment;
- Appointments within the staffing establishment approved by the Council, except as delegated to the Town Clerk;
- Performance review and training;
- Disciplinary, capability and grievance procedures in accordance with the procedures approved by the Council;
- Terms and conditions, pay and pensions issues in accordance with national and local policies and practices approved by the Council.

## **Delegations**

- As above, where such matters are within approved budgets.
- Town Clerk to deal with staffing matters within the scope of the approved Scheme of Delegations.
- The Mayor and one other member of the Staffing Committee to undertake the performance review of the Town Clerk.

## **Exclusions**

The full Town Council to approve the Council's staffing establishment and the procedures to be adopted for the recruitment and selection of the Town Clerk.



**ST AUSTELL TOWN COUNCIL**

**17<sup>TH</sup> MAY 2021**

**GENERAL POWER OF COMPETENCE**

**1. PURPOSE OF REPORT**

To invite the Council to re-adopt the General Power of Competence in accordance with the provisions of the Localism Act 2011 for the next four years.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

Section 1 of the Localism Act 2011 provided for a new General Power of Competence for Councils in England. The General Power is available to Parish and Town Councils which meet conditions of eligibility for the exercise of the Power as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

**3. RESOURCE ISSUES**

None.

**4. EQUALITIES ISSUES**

None.

**5. RECOMMENDATIONS**

It is recommended that the Council resolves that it meets the conditions prescribed by the Secretary of State in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and once again adopts the General Power of Competence for the period until the Annual Meeting following the next ordinary election.

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The General Power of Competence is a relatively new measure introduced by Section 1 of the Localism Act 2011 which allows eligible Parish Councils the power to do anything that individuals

generally may do as long as it is not illegal. In order to adopt the General Power of Competence a Town or Parish Council has to meet the criteria laid down by the Government and formally adopt the power.

The Town Council adopted this power at its meeting on the 12<sup>th</sup> November 2012 and once again on the 15<sup>th</sup> May 2017. It is a legal requirement to re-adopt the power at or after the Annual Meeting of the Council after an "ordinary election".

Your Clerk, Deputy Clerk and Administrative Assistant have received training in the General Power of Competence and have passed the requisite examinations. Each hold the Certificate in Local Council Administration. The Council therefore qualifies as an eligible Town Council and is free to adopt the General Power of Competence once again if it so wishes.

DAVID POOLEY  
TOWN CLERK

**ST AUSTELL TOWN COUNCIL**  
**COUNCIL MEETING – 17<sup>th</sup> MAY 2021**  
**SCHEDULE OF PAYMENTS**  
**13th MARCH 2021 to 10th MAY 2021**

**1. PURPOSE OF REPORT**

To approve a schedule of payments made since the last meeting.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

There is a requirement for the Town Council to approve all payments made. All payments are authorised by at least two signatories and all payments must be within the budgets approved by the Council. Payments methods used are cheque, BACS, direct debit, credit card and petty cash.

**3. RESOURCE ISSUES**

The payments made and proposed are all within the Council's approved budgets.

**4. EQUALITY ISSUES**

None. Payments are usually made promptly to small contractors and charitable groups to help avoid cashflow difficulties.

**5. ENVIRONMENTAL ISSUES**

All items procured are delivered to the office by van or lorry. Where possible items are procured locally and from sustainable sources or using recycled materials.

**6. RECOMMENDATIONS**

It is recommended that Councillors approve the attached Schedule of Payments totalling £155,736.83.

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DAVID POOLEY - TOWN CLERK



# Detailed Account Transaction Report

St Austell Town Council

From 13 March 2021 to 10 May 2021

Date	Payee	Payment Method	Reference	Amount	Cost Centre	Account Name
25-03-2021	Salaries and oncosts - March 2021	BACS	EBP	£42,245.02	General Administration	Salaries / Wages
23-04-2021	Salaries and oncosts - April 2021	BACS	10958.1	£41,811.72	General Administration	Salaries / Wages
15-03-2021	Lorne Stewart - Repair of water tap - Library	BACS	109812	£90.12	Library	Repairs / Maintenance Premises
25-03-2021	Lorne Stewart - Door repairs	BACS	190321	£82.80	Library	Repairs / Maintenance Premises
25-03-2021	Enviro Weed Control - Weed treatment - Poltair Park	BACS	37538	£201.40	Poltair Park	Repairs / Maintenance Premises
1-04-2021	Cornwall Signs - Signs - Priory Car Park	BACS	90894	£528.00	Priory Car Park	Repairs / Maintenance Premises
15-04-2021	St Austell Glass - Library repairs	BACS	8100120564	£906.00	Library	Repairs / Maintenance Premises
15-04-2021	Cornwall Council - Energy recharge for 11 CCTV camera connections 2021/22	BACS	UK137230	£568.88	CCTV	Repairs / Maintenance Premises
19-04-2021	Flowbird Smart City UK Limited - Priory Car Park - machine repairs	BACS	110123	£90.00	Priory Car Park	Repairs / Maintenance Premises
25-04-2021	Lorne Stewart - Door repairs	BACS	8100111092	£165.60	Library	Repairs / Maintenance Premises
15-03-2021	Cornwall Council - Stable Block rent	BACS	802635724-2020/21-12	£1,295.00	Stable Block/Pondhu House	Rent / Room Hire
15-03-2021	Cornwall Council - Business rates	Direct Debit	802635724-2020/21-12	£1,164.00	Library	Rates
15-03-2021	Cornwall Council - Business rates	Direct Debit	80262013X-2020/21-12	£5,191.00	Priory Car Park	Rates
15-03-2021	Cornwall Council - Business rates	Direct Debit	802552521-2020/21-9	£384.00	Priory Toilets	Rates
15-04-2021	Cornwall Council - Business rates	Direct Debit	802628607/1	£53.90	Tregonissey Lane End	Rates
15-04-2021	Cornwall Council - Business rates	Direct Debit	80262013X/1	£4,942.86	Priory Car Park	Rates
15-04-2021	Cornwall Council - Business rates	Direct Debit	802635724/1	£1,168.00	Library	Rates
3-04-2021	E.ON - Electricity March 2021 Streetlights	BACS	H19AB14072	£268.49	Other Parks and Open Spaces	Electricity
15-04-2021	Kent County Council - Electricity - Library	BACS	E7719773	£939.12	Library	Electricity
15-04-2021	Kent County Council - Electricity - Poltair Park Cafe	BACS	E7719780	£83.56	Poltair Park	Electricity
15-04-2021	Kent County Council - Electricity - lights & CCTV Poltair Park	BACS	E7719777	£65.44	Poltair Park	Electricity
15-04-2021	Kent County Council - Electricity - Poltair Park events outlet	BACS	E7719778	£32.30	Poltair Park	Electricity
14-04-2021	Kent County Council - Gas - Library	BACS	G7717510	£371.62	Library	Gas
16-03-2021	Source for Business - Water	BACS	1073589366	£175.19	Priory Toilets	Water
7-04-2021	Source for Business - Water	BACS	2073770193	£11.03	Poltair Park	Water
7-04-2021	Source for Business - Sewerage	BACS	2073770193	£13.40	Poltair Park	Water
14-04-2021	Source for Business - Water	BACS	2073870269	£13.57	Library	Water
24-03-2021	The Safety Supply Company - Sanitising station	BACS	2073870269	£15.95	Library	Water
25-03-2021	Logical Cleaning Solutions - Stable Block cleaning	BACS	8444207	£76.68	Library	Cleaning & Domestic Supplies
1-04-2021	Elliott Window Cleaning Services - Library window cleaning	BACS	INV-3225	£576.56	Stable Block/Pondhu House	Cleaning & Domestic Supplies
1-04-2021	Spot-On Supplies Ltd - Cleaning supplies - Library	BACS	1498	£68.00	Library	Cleaning & Domestic Supplies
1-04-2021	Rentokill Initial UK Limited - Sanitary disposal	BACS	21513180	£113.16	Library	Cleaning & Domestic Supplies
25-04-2021	Logical Cleaning Solutions - Stable Block cleaning	BACS	60185830	£86.42	Stable Block/Pondhu House	Cleaning & Domestic Supplies
26-04-2021	Spot-On Supplies Ltd - Hand wash - Library	BACS	INV-3344	£576.56	Stable Block/Pondhu House	Cleaning & Domestic Supplies
17-03-2021	Screwfix Direct Ltd - Grounds maintenance supplies	Direct Debit	1146386466	£82.00	Library	Cleaning & Domestic Supplies
18-03-2021	Screwfix Direct Ltd - Grounds maintenance supplies	Direct Debit	1146731248	£52.38	Other Parks and Open Spaces	Grounds Maintenance Supplies
19-03-2021	Masters Skips Ltd - Waste disposal	BACS	0043653	£23.89	Other Parks and Open Spaces	Grounds Maintenance Supplies
19-03-2021	Masters Skips Ltd - Waste disposal	BACS	0043652	£486.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
30-03-2021	M A Grigg Ltd - Line marking paint	BACS	S74666	£486.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
30-03-2021	M A Grigg Ltd - Gloves	BACS	S74666	£20.74	Other Parks and Open Spaces	Grounds Maintenance Supplies
31-03-2021	Screwfix Direct Ltd - Black hooks	Direct Debit	1150414863	£13.98	Other Parks and Open Spaces	Grounds Maintenance Supplies
1-04-2021	Spot-On Supplies Ltd - Blue roll and plasters	BACS	21514477	£94.78	Other Parks and Open Spaces	Grounds Maintenance Supplies
1-04-2021	Spot-On Supplies Ltd - Refuse sacks	BACS	21512778	£198.14	Other Parks and Open Spaces	Grounds Maintenance Supplies

9-04-2021	Screwfix Direct Ltd - Grounds maintenance supplies	Direct Debit	1152594087	£12.98	Other Parks and Open Spaces	Grounds Maintenance Supplies
16-04-2021	Screwfix Direct Ltd - Grounds maintenance supplies	Direct Debit	1154459810	£16.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
23-04-2021	St Austell Garden Centre - Bedding plants	Credit Card	230421	£17.57	Other Parks and Open Spaces	Grounds Maintenance Supplies
30-03-2021	Fenland Leisure Products Ltd - Toddler cradle seat	BACS	SIN039814	£348.00	Other Parks and Open Spaces	Play Equipment
19-04-2021	Steve Skinner - Travel expenses	BACS		£6.12	General Administration	Travel and Subsistence
19-04-2021	Steve Skinner - Travel expenses	BACS		£36.18	General Administration	Travel and Subsistence
17-03-2021	Allstar Business Solutions - Fuel	Direct Debit	E2013679241	£241.97	Transport and Plant	Fuel
31-03-2021	Allstar Business Solutions - Fuel	Direct Debit	E2013720194	£140.98	Transport and Plant	Fuel
7-04-2021	Allstar Business Solutions - Fuel 6.4.21	Direct Debit	E2013762749	£158.28	Transport and Plant	Fuel
14-04-2021	Allstar Business Solutions - Fuel	Direct Debit	E2013795138	£183.85	Transport and Plant	Fuel
21-04-2021	Allstar Business Solutions - Fuel	Direct Debit	E2013816680	£236.17	Transport and Plant	Fuel
28-04-2021	Allstar Business Solutions - Fuel	Direct Debit	E2013826533	£36.22	Transport and Plant	Fuel
12-04-2021	WPS Ltd - Insurance - Kubota	BACS	506308229	£138.72	Transport and Plant	Fuel
24-03-2021	Radmore & Tucker - Strimmer heads	BACS	181942	£95.04	Other Parks and Open Spaces	Transport Insurance
31-03-2021	Lyreco UK Limited - Office supplies	BACS	6722942430	£47.11	Library	Office Supplies
31-03-2021	Lyreco UK Limited - Office supplies	BACS	6722942431	£2.64	General Administration	Office Supplies
31-03-2021	Lyreco UK Limited - Office supplies	BACS	6722942429	£39.98	General Administration	Office Supplies
30-04-2021	Lyreco UK Limited - Office supplies	BACS	6722964077	£9.70	Library	Office Supplies
18-03-2021	BT - Internet March 2021	Direct Debit	M059 KB	£476.40	General Administration	IT / Communications
18-03-2021	BT - Telephone charges March 2021	Direct Debit	M058 W8	£141.90	General Administration	IT / Communications
1-04-2021	ObjectiveIT Services - IT support services	BACS	SATC1005/10	£524.70	General Administration	IT / Communications
4-04-2021	Xero (UK) Ltd - Xero Subscription 4.4.21 - 3.5.21	Credit Card	INV-8334541	£28.80	General Administration	IT / Communications
4-04-2021	EE Limited - Mobile Phone charges	Direct Debit	V01860269829	£75.79	General Administration	IT / Communications
4-04-2021	EE Limited - Mobile Phone charges	Direct Debit	V01860269829	£18.00	General Administration	IT / Communications
18-04-2021	BT - Telephone charges April 2021	Direct Debit	M059 &U	£150.72	General Administration	IT / Communications
20-04-2021	BT - Internet April 2021	Direct Debit	M060 QF	£476.40	General Administration	IT / Communications
24-04-2021	Microsoft - Subscription for Microsoft Office 17.4.21 - 16.4.22	Credit Card	E0200E71YB	£912.00	General Administration	IT / Communications
1-05-2021	ObjectiveIT Services - IT support services	BACS	SATC1005/11	£334.26	General Administration	IT / Communications
4-05-2021	Xero (UK) Ltd - Xero Subscription - 4.5.21 - 3.6.21	Credit Card	INV-8564885	£28.80	General Administration	IT / Communications
4-05-2021	EE Limited - Mobile Phone charges	Direct Debit	V01870000987	£76.39	General Administration	IT / Communications
4-05-2021	EE Limited - Mobile Phone charges	Direct Debit	V01870000987	£18.00	General Administration	IT / Communications
19-03-2021	ITEC - Printing	BACS	363324	£87.07	General Administration	Printing and Stationery
22-04-2021	ITEC - Printing	BACS	366712	£99.72	General Administration	Printing and Stationery
16-03-2021	Young People Cornwall - Grant - January, February and March 2021	BACS	1967	£5,000.00	The House/Youth Services	Miscellaneous Grants
16-03-2021	G4S - Missed services	BACS	11023362	-£115.01	Priority Car Park	Contract Payments
22-03-2021	Flowbird Smart City UK Limited - machines maintenance - 2021/22	BACS	UK136675	£2,605.01	Priority Car Park	Contract Payments
25-03-2021	SSE Contracting Ltd - CCTV maintenance January to March 2021	BACS	REPA086038	£3,001.01	CCTV	Contract Payments
26-03-2021	Biffa Waste Services Ltd - Wheelie bin collection	Direct Debit	522C16925	£572.60	Other Parks and Open Spaces	Contract Payments
29-03-2021	Cornmac Solutions - Priority toilets - cleaning	BACS	IN117575	£1,725.83	Priority Toilets	Contract Payments
29-03-2021	Cornmac Solutions - Library - cleaning	BACS	IN117571	£935.10	Library	Contract Payments
31-03-2021	In2play - Litter picking & grass cutting	BACS	00662	£900.00	Other Parks and Open Spaces	Contract Payments
2-04-2021	G4S - Amendments to contract	BACS	02515263	£470.78	Priority Car Park	Contract Payments
2-04-2021	G4S - Contract services - 1st May 2021 to 31st May 2021	BACS	02515261	£470.78	Priority Car Park	Contract Payments
12-04-2021	PJL Security Ltd - Mobile patrols - Library	BACS	28037	£268.80	Library	Contract Payments
15-04-2021	TClarke Contracting Ltd - Site visit - Library Alarm check	BACS	SL-21040102	£72.00	Library	Contract Payments
15-04-2021	TClarke Contracting Ltd - Site visit - Library CCTV check	BACS	SL-21040100	£72.00	Library	Contract Payments
20-04-2021	Hudson Accounting - 2020/21 Year-end audit	BACS	552	£550.00	General Administration	Contract Payments
23-04-2021	Biffa Waste Services Ltd - Wheelie bin collection	BACS	522C23861	£604.46	Other Parks and Open Spaces	Contract Payments



26-04-2021	SSE Contracting Ltd - Street lighting - routine maintenance January - March 20;	BACS	088771	£1,183.81	Other Parks and Open Spaces	Contract Payments
28-04-2021	Glendale Countryside Ltd - Eastbourne Road cemetery	BACS	GC089-014048	£1,130.45	Other Parks and Open Spaces	Contract Payments
28-04-2021	Glendale Countryside Ltd - Queens estate	BACS	GC089-014050	£563.08	Other Parks and Open Spaces	Contract Payments
28-04-2021	Glendale Countryside Ltd - Prince Charles estate	BACS	GC089-014049	£563.08	Other Parks and Open Spaces	Contract Payments
29-04-2021	Complete Weed Control (SW) - Weed treatment 1st treatment - April 2021	BACS	SW-3091	£4,440.00	Other Parks and Open Spaces	Contract Payments
29-04-2021	Complete Weed Control (SW) - 1st treatment - Priory Car Park	BACS	SW-3091	£72.00	Priory Car Park	Contract Payments
30-04-2021	In2play - Litter picking & grass cutting	BACS	00677	£1,200.00	Other Parks and Open Spaces	Contract Payments
30-04-2021	In2play - Wiper blade	BACS	00677	£27.89	Transport and Plant	Contract Payments
30-04-2021	In2play - Swing fitting	BACS	00677	£240.00	Other Parks and Open Spaces	Contract Payments
30-04-2021	ChapmanGain Accountants - Monthly payroll for year ended 05.04.21	BACS	3688/S176	£600.00	General Administration	Contract Payments
15-03-2021	WPS Ltd - Insurance Cover 2021/22	BACS	505698703	£5,945.19	General Administration	Insurances
1-04-2021	Cornwall Association of Local Councils Limited - CALC subscription	BACS	2122_130	£2,353.60	General Administration	Subscriptions
1-04-2021	Cornwall Association of Local Councils Limited - NALC subscription	BACS	2122_130	£1,167.46	General Administration	Subscriptions
7-04-2021	South West Councils - Annual subscription to South West Councils 1st April 202	BACS	67593	£534.00	General Administration	Subscriptions
24-03-2021	Spontex Workwear - Pulsar coat	BACS	46566	£59.63	Other Parks and Open Spaces	Protective Clothing
15-03-2021	NatWest - Bankline charges	Direct Debit		£42.00	General Administration	Miscellaneous Expenses
18-03-2021	Middleway Surgery - Hepatitis B vaccinations	BACS	525	£45.59	General Administration	Miscellaneous Expenses
18-03-2021	Chryseis - CASA	BACS	VERT00001	£200.00	Misc. Projects/Grants	Miscellaneous Expenses
22-03-2021	Charles French & Co - Professional fees re lease of Bowls Club	BACS	21/24207	£420.00	Pollair Park	Miscellaneous Expenses
22-03-2021	Charles French & Co - Legal expenses re lease of Bowls Club	BACS	21/24207	£58.00	Pollair Park	Miscellaneous Expenses
22-03-2021	Charles French & Co - Legal fees paid previously	BACS	21/24207	-£220.00	Pollair Park	Miscellaneous Expenses
23-03-2021	Displaypro Ltd - Sneeze guard	BACS	29503	£61.99	Library	Miscellaneous Expenses
24-03-2021	PayPal - PayPal charges	BACS	Inv1	-£1.00	General Administration	Miscellaneous Expenses
31-03-2021	The Information Commissioner - Data Protection Registration 2021/22	Direct Debit		£55.00	General Administration	Miscellaneous Expenses
31-03-2021	St Austell BID - Town marshalls	BACS	Wardens4	£4,320.00	Misc. Projects/Grants	Miscellaneous Expenses
31-03-2021	Worldpay (UK) Ltd - Charges for March 2021	Direct Debit	PO3029233275	£21.00	General Administration	Miscellaneous Expenses
31-03-2021	Worldpay (UK) Ltd - Charges for March 2021	Direct Debit	PO3029233275	£1.61	General Administration	Miscellaneous Expenses
31-03-2021	Worldpay (UK) Ltd - Credit card system	Direct Debit	PO40151358122	£0.77	Library	Miscellaneous Expenses
31-03-2021	Worldpay (UK) Ltd - Credit card system	Direct Debit	PO40151358122	£21.00	Library	Miscellaneous Expenses
1-04-2021	St Austell BID - Covid measures	BACS	Covid/2021	£2,388.00	Misc. Projects/Grants	Miscellaneous Expenses
15-04-2021	NatWest - Bankline charges	Direct Debit		£49.20	General Administration	Miscellaneous Expenses
				<b>£155,736.83</b>		



