

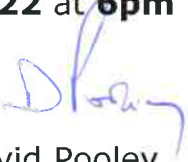
St Austell Town Council



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, 39 Penwinnick Road, St Austell, Cornwall, PL25 5DR on **Monday 9th May 2022 at 6pm**



David Pooley
Town Clerk

3rd May 2022

Tel 01726 829859
e-mail: david.pooley@staustell-tc.gov.uk
Website: www.staustell-tc.gov.uk

AGENDA

1. Election of Mayor

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

2. Election of Deputy Mayor

(Purpose: To elect the Deputy Mayor).

3. Apologies for absence

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

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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 21st March 2022

**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).

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.**

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- 11. Internal Audit Report for year ending 31st March 2022** **Pages 7 to 14**
- (Purpose: To receive and note the Internal Audit Report for the year ending 31st March 2022).
- 12. Annual Governance Statement** **Pages 15 to 18**
- (Purpose: To agree and approve the Annual Governance Statement as part of the Annual Return for 2021/22). (Attached).
- 13. Annual Return and Accounting Statements 2021/22** **Pages 19 to 26**
- (Purpose: To agree and approve Section 2 of the Annual Return and the detailed Accounting Statements for 2021/22). (Attached).
- 14. Standing Committees** **Pages 27 to 38**
- (Purpose: To review the Terms of Reference and membership of the following Committees:
1. Community Committee
 2. Finance and General Purposes Committee
 3. Planning and Regeneration Committee
 4. Climate and Environment Committee
 5. Staffing Committee
- (Report attached).
- 15. Election of Representatives to outside bodies**
- (Purpose: To elect representatives to the following organisations:
- St Austell Carnival Committee.
(*Currently Councillor A Cohen*).
- St Austell Bay Chamber of Commerce.
(*Currently Councillor T Styles*).
- Climate Action St Austell (CASA)
(*Currently Councillor C Hamilton*).

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CALC - Larger Councils Liaison Group.
(Currently Councillor M Brown).

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

Rural Services Network
(Currently Councillor M Thompson)

Rural Services Network – Young Person's Panel
(Currently Councillor E Stephens)

Rural Services Network – Older Person's Panel
(Currently Councillor P Guest)

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

St Austell Business Improvement District (BID)
(Currently Councillor T French)

South East Cornwall Local Action Group (SELAG)
(Currently Councillor M Thompson)

The House Steering Committee
(Currently Councillors J Fox and A Double)

Safer St Austell
(Currently Councillor M Thompson)

Townscape Heritage Scheme
(Currently Councillor McDonagh)

St Austell Revitalisation Partnership
(Currently Councillor George, Councillor Pearce and the
Chair of the Planning and Regeneration Committee)

St Austell & Mevagissey Community Network Panel
(Currently: Councillors Lanxon and Young)
(All Councillors are permitted to attend CNP meetings)

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16. Community Infrastructure Levy (CIL)

(Purpose: To authorise the submission of a CIL expression of interest form for a park improvement scheme). (Verbal report).

17. St Austell Town Centre Revitalisation Partnership

(Purpose: To receive an update and approve proposals for events management and a contract for consultancy services). (Report to follow).

18. Schedule of Payments

**Pages
39 - 44**

(Purpose: To approve a schedule of payments from 12th March 2022 to 29th April 2022). (Attached).

19. Planning and Regeneration Committee

**Pages
45-50**

(Purpose: To note the minutes of the Planning and Regeneration Committee meeting held on 11th April 2022) (Minutes attached).

20. Community Committee

**Pages
51-54**

(Purpose: To note the minutes of the Community Committee meeting held on 28th March 2022) (Minutes attached).

21. Finance and General Purposes Committee

**Pages
55-58**

(Purpose: To note the minutes of the Finance and General Purposes Committee meeting held on 4th April 2022 and approve the RECOMMENDATIONS contained therein) (Minutes attached).

22. Staffing Committee

**Pages
59-62**

(Purpose: To note the minutes of the Staffing Committee held on 19th April 2022 and approve the RECOMMENDATIONS contained therein).

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23. Dates of Meetings

(Purpose: To note dates of future Town Council Meetings
– 11th July 2022 and 5th September 2022).

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MINUTES of a meeting of ST AUSTELL TOWN COUNCIL held on MONDAY 21st MARCH 2022 in the Council Chamber, 39 Penwinnick Road, St Austell, Cornwall, PL25 5DR (Cornwall Council Offices) at 6.00pm.

Present: Councillors: Brown, Bull, Clemo, Cohen, Double, Fox, French, George, Guest, Lanxon, Nott, Pearce, Pears (Mayor), Rowse, Stephens, Styles, Thompson and Young.

In attendance: David Pooley (Town Clerk), Sara Gwilliams (Deputy Town Clerk), Bill McCardle (Regeneration Officer).

Also present: Annie Etheridge, Communication Support Services (accompanying Councillor Nott).

C/21/119) Apologies for absence

Apologies for absence were received from Councillors Hamilton and McDonagh. Councillors Double, Styles and Young advised that they would have to leave early due to other commitments.

C/21/120) Declarations of interest and gifts or hospitality received

There were no declarations made.

C/21/121) Dispensations

There were no requests for a dispensation.

C/21/122) Minutes of meeting held on 31st January 2022

Councillor Thompson advised that on Page 8 of the minutes "Sand Hill Academy" should read "Sandy Hill Academy".

It was **RESOLVED** that the minutes of the meeting held on the 31st January 2022 be approved subject to the above amendment and signed as a correct record.

C/21/123) Matters to Note

The Clerk advised that, further to minute C/21/106, the Woodland Road Park Working Group had met once and were awaiting more information relating to the School proposals and would meet again when the details were available. He explained that the Community Governance Review Working Group had not yet incurred any expenditure against the budget approved in minute C/21/108 and that further meetings with prospective tenants of Poltair Café and builders were due to take place on Friday (Minute C/21/113).

*** Councillor Guest arrived ***

C/21/124) Mayor's announcements

The Mayor advised that he had attended a ceremony at the Library to present South West in Bloom "It's Your Neighbourhood" competition certificates to community groups with refreshments kindly provided by SALSA. The groups receiving certificates were:

- Friends of St Austell station
- Lostwood Community Garden
- ABC Residents Association
- Chandlers Walk.

He had also met a Young at Heart group at the Gospel Hall, chaired a Woodland Road Park Working Group meeting with Cornwall Education Learning Trust and helped to judge the World Pasty Championships at the Eden Project.

C/21/125) Public Participation

Mrs Earl thanked Councillor Fox for organising the St Piran's Day event in St Austell which CASA had supported. She encouraged all that had not already done so to sign up to the GIKI app.

C/21/126) Members' questions

There were no Member's questions.

C/21/127) Nominations for Mayor and Deputy Mayor 2022/23

The Clerk explained that, although legally the Mayor and Deputy Mayor are elected at the Town Council's Annual Meeting in May each year, it was the Council's usual practice to choose a Mayor elect and a Deputy Mayor elect in March to ensure continuity.

Members considered the nominations received for Mayor and Deputy Mayor for the 2022/23 Civic Year.

There was one nomination for Mayor. Councillor Lanxon was proposed by Councillor Cohen and seconded by Councillor Stephens.

It was **RESOLVED** to appoint Councillor Lanxon as Mayor elect for the 2022/23 civic year.

There were two nominations for Deputy Mayor elect.

- Councillor Double was proposed by Councillor Rowse and seconded by Councillor Pears.
- Councillor Pearce was proposed by Councillor Styles and seconded by Councillor Bull.

It was **RESOLVED** to vote on this matter by way of a secret ballot.

Councillor Pearce was elected by 12 votes to 5.

It was **RESOLVED** to appoint Councillor Pearce as Deputy Mayor elect for the 2022/23 civic year.

Councillor Styles left the meeting

Councillor Young left the meeting

C/21/128) Town Centre Revitalisation Project

The Town Clerk advised that the report circulated previously provided an update on the Town Centre Revitalisation Project and explained that in accordance with the agreed procurement processes a tender invitation document has been drafted to reflect the contract required to deliver a number of outputs specified by Cornwall Council. These include a strategy and masterplan for the town centre, an inclusivity and accessibility review, identification of potential leisure provision opportunities in the town and town centre properties which can be re-purposed to better effect.

He outlined the approach and process taken to the development of the four invitation to tender documents (previously circulated by e-mail) and the identification of potential project/issues.

The Clerk drew Members' attention to the previously circulated "Tender Evaluation Criteria" and the need to form a panel to evaluate the tenders received and appoint suitable consultants. He acknowledged that the proposed timescales are tight but stressed the need for the project to be driven on to hit the December deadline imposed by Cornwall Council. The Clerk confirmed that the tenders would be assessed on price and quality with an emphasis on quality.

The Regeneration Officer outlined the workstreams which were being undertaken in parallel with the consultant's work. These included an Education Workstream, an Events and Engagement Workstream and an Active Transport Workstream.

In response to questions, it was advised that it was hoped that consultants would liaise with the Shop Mobility Team and other appropriate organisations with regard to accessibility and inclusivity.

Issues raised by Members included:

- The potential to disaggregate the contract
- The need to drive the project on
- The need to manage consultants
- The membership of the two groups overseeing outputs 3 & 4
- The need to put a mechanism in place should the partnership at their meeting on Tuesday 22nd March 2022 not agree with the documentation and procedures recommended by the Town Council.

It was **RESOLVED** to:

- i. Note the progress outlined in the report;
- ii. Approve the draft tender specification and invitation documents circulated previously;
- iii. Approve the Tender Evaluation document and delegate responsibility for advertising the tender and appointing the consultants who provide the most economically advantageous tender to the Town Clerk in consultation with the Panel;
- iv. Approve the draft timetable.

It was **FURTHER RESOLVED** that authority be delegated to the Clerk in consultation with the Mayor and Deputy Mayor to make any reasonable amendments required to the documentation following the Partnership meeting on Tuesday 22nd March 2022.

Mr Bill McCardle, Regeneration Officer left the meeting

C/21/129) Community Governance Review – Working Group

The Clerk advised that the Working Group had met and agreed a submission to Cornwall Council which Councillors Brown and French had drafted. He thanked the Working Group members for undertaking this work. Councillor Brown explained that further work may be required when Cornwall Council officers and members consider the representations received. Councillors thanked the Working Group members for their work on this matter.

C/21/130) Premises Licence Applications

1. Premier Express, 10 Alexandra Road, St Austell, Cornwall, PL25 4QP.

Application Type: Variation. **Licensable Activities:** Amend plan, remove existing conditions and replace them with new ones, extend the hours for the sale and supply of alcohol.

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

2. The Stag Inn, 5-7 Victoria Place, St Austell, Cornwall, PL25 5PE.

Application Type: Grant of a Premises Licence. **Licensable Activities:** Supply of Alcohol Live and Recorded Music.

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

Councillor Anne Double left the meeting

C/21/131) 2023 Review of Parliamentary Constituencies

The Clerk advised that a number of representations were being made to include Roche/Bugle in the suggested constituency for Newquay and St Austell as this area related closely to the clay villages. In order to balance the various proposed constituencies there was a need to transfer either St Mawgan/St Columb/St Wenn to North Cornwall or Fowey/St Blazey/Par to South-East Cornwall.

It was **RESOLVED** to strongly support the inclusion of Roche/Bugle in the Newquay and St Austell constituency.

C/21/132) Rural Services Network

It was **RESOLVED** to nominate Councillor Stephens as the Town Council's representative on the Rural Services Network Young People's Panel and Councillor Guest on the Older People's Panel.

C/21/133) Members appointed to outside bodies update reports

Councillor Brown advised that St Austell Bay Economic Forum (SABEF) had not met but was focussing on the completion of artworks planned in the town centre.

Councillor French advised that the BID was planning a window display competition for the Queen's Platinum Jubilee in June 2022.

It was **RESOLVED** to donate a trophy for this competition.

Councillor Guest left the meeting during the next item

C/21/134) Cornwall Councillor update reports

Councillor Rowse provided an update on his latest Cornwall Councillor activities as follows:

- The felling and reduction of diseased trees on Holmbush Road;
- Securing a provisional Tree Preservation Order for a variety of trees on land close to Aspen Drive and Boscoppa Road;
- Meeting with Cormac to address drainage issues on Brockstone Road and Boldventure Road;
- A drive around the Bethel area with the Highways Manager to discuss highways issues and concerns;
- Working with Ocean on issues in Chapel Field and Boldventure Road;
- Tackling noise pollution issue in Holmbush;
- Securing an additional 11 visits from the parking enforcement team to Bethel and Holmbush in the month of February.

In addition, Councillor Rowse thanked the Town Council for the installation of football goals in Bethel Park and the installation and maintenance of four new dog waste bins that he had purchased utilising some of his community chest monies for Town Council sites in Bethel.

Arising from the above, it was suggested that although updates on constituency work were welcome, Members felt that it would be helpful if the Town Council could also have an overview of the strategic issues that the Cornwall Councillors are dealing with and particularly issues that might affect the Town Council.

Councillor Pears advised that following the mothballing of the hydrotherapy pool Cornwall Council are in talks with the NHS and Merlin to try to secure some public access to their facilities. He added that a speed sensor has been installed on Porthpean Road and that the drainage in the Asda underpass has been improved. Councillor Pears concluded by thanking the Town Council for installing football goals at Poltair Park.

In Councillor Double's absence, the Deputy Clerk highlighted some of the strategic work being undertaken by Councillor Double:

- Her work with Cornwall Council officers with regard to the regeneration of the Penwinnick Road site;
- A meeting with a senior Library Officer to discuss the future operation of the library;
- Her work as Chair of the Airport Consultative Forum.

A discussion ensued with regard to the informal library discussions that have taken place so far and the potential need to progress the discussions to a point where the public are consulted.

C/21/135) Planning and Regeneration Committee

It was **RESOLVED** to note the minutes of the Planning and Regeneration Committee meetings held on 7th February 2022 and 7th March 2022.

C/21/136) Finance and General Purposes Committee

It was **RESOLVED** to note the minutes of the Finance and General Purposes Committee meeting held on 21st February 2022.

C/21/137) Community Committee

It was **RESOLVED** to note the minutes of the Community Committee meeting held on 28th February 2022.

C/21/138) Schedule of Payments

It was **RESOLVED** that the Schedule of Payments for the period 22nd January 2022 to 11th March 2022 totalling £130,367.32 be approved.

C/21/139) Schedule of Meetings – 2022/23

It was **RESOLVED** to note the Schedule of meetings for the 2022/23 civic year.

C/21/140) Dates of Meetings

It was noted that the next Town Council meetings are due to take place on Monday 25th April 2022 (Annual Parish Meeting) and Monday 9th May 2022 (Annual Town Council Meeting).

The meeting closed at 7.51pm.



HUDSON ACCOUNTING LTD.
INTERIM INTERNAL AUDIT REPORT:
TO THE MEMBERS OF ST AUSTELL TOWN COUNCIL
YEAR ENDED 31ST MARCH 2022.

ISSUE DATE: 25 April 2022
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.

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 2021.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed.

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.

We have provided a table of audit recommendations that allow for the Council's response which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it is completed and returned to us.

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 that fall short of being a formal recommendation or do not necessarily pertain to the application of internal controls.

Previous Recommendations

The current position in respect of previous recommendations is contained in the attached Internal Audit Response Record.

Accounting Records

The accounts have been properly maintained throughout the year.

Payments

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for, and payment controls were applied.

Payments

Further testing of payments made revealed no issues to report.

Credit Card Payment

The overall use of credit cards is reasonable and is carried out in line with Financial Regulations.

Payments are supported by invoices and controls are consistently applied.

Grants

A sample of grant paid was checked to Member approvals in the Minutes; all were found to be in order.

Risk

Risk Assessment

The Risk Management Strategy and Risk Register were to the Finance & General Purposes Committee meeting in February 2022.

Insurance

The inadequacy of the Fidelity Guarantee has increased due to the surplus which has accrued.

Investments

An Investment Strategy for the coming financial year has been approved.

Budgets

Setting

The budget and precept were properly set by Full Council in December 2021, following a robust process.

Monitoring

Budget monitoring has been carried out in accordance with Financial Regulations.

Adequacy of Reserves

After allowing for earmarked reserves of £642,754 the general reserve stands at £361,530; equating to 27% of gross expenditure which is within, but towards the bottom of, generally accepted parameters.

Income

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

Library

Cash income received is reconciled to the till and bankings made by the Council's cash collection contractor.

Card income, which makes up the majority of income received, is imported 'automatically' into the accounting system and currently there is no reconciliation to the till or card receipts retained.

This constitutes a risk, albeit a small one, and additional controls commensurate with that risk should be implemented.

Grants

The Council has received significant grant funding from the Town Vitality Fund and will need to ensure that grant conditions are met, both in terms of the outputs required and any procurement activity.

Interest

Interest on the Council's investments has been accurately recorded in the ledger.

Rental property

Rental properties are charged in accordance with the Agreements in place.

VAT

VAT claims for the year have been submitted and the year-end debtor reflects the 31st of March claim.

Petty Cash

Petty cash is well controlled and operated in accordance with Financial Regulations; cash held was in accord with the underlying records.

Assets

The asset register was updated for additions and disposals during the year and the total value was accurately reflected in the AGAR.

Payroll

Payroll

January's payroll was tested and there are no issues to report.

New Starters

A new member of staff has been issued a contract of employment and has been paid in accordance with the Terms therein.

Pay Award

The national pay award and associated back-pay have been accurately implemented.

Bank Reconciliation

In year reconciliations have been carried out in a timely manner and have been reviewed by the RFO. Testing revealed no issues to report.

The year-end bank reconciliation was found to be accurate.

Accounting Statements

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

A good audit trail was provided, and debtors and creditors were properly treated.

Trusts

Separate meetings are held and where required Charity Commission returns are up to date.

Other obligations in respect of the Trusts held have also been met.

INTERNAL AUDIT REPORT RESPONSE RECORD – ST AUSTELL TOWN COUNCIL

No	Recommendation	Management Response	Timescale/ Responsibility	Follow Up (for auditor use)
YEAR END REPORT 2020/21				
1	The Fidelity Guarantee should be increased			Consideration deferred until renewal due to the size of the associated premium. – see comment in Final Report 2021/22
INTERIM REPORT 2019/20				
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 -will test during 2022/23

Annual Internal Audit Report 2021/22

ST AUSTELL TOWN COUNCIL

www.staustell-tc.gov.uk/External_Audit_16527.aspx

During the financial year ended 31 March 2022, 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 2021/22 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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) 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 2020/21 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

07/10/2021 22/04/2022 25/04/2022

Name of person who carried out the internal audit

S P HUDSON CPFA

Signature of person who carried out the internal audit

S. P. Hudson

Date

25/04/2022

*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 – 9th MAY 2022
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 1st July 2022. 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, finance, 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 2020/21.

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.

Question 6 – The Council has appointed Hudson Accounting as its Internal Auditors. The Council receives a thorough professional service and comprehensive reports. The Chair and Vice-Chair of the Finance and General Purposes Committee have resumed half-yearly checks and spot tests using the approved checklists. In addition 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. No post-year events with significant financial implications have been identified.

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 remotely on the 27th September 2021. The next meetings are due to be held on 11th July 2022.

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 2021/22

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 2022, that:

	Agreed		Yes	No*	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

ST AUSTELL TOWN COUNCIL

COUNCIL MEETING – 9TH MAY 2022

ANNUAL RETURN AND ACCOUNTING STATEMENTS

1. PURPOSE OF REPORT

To approve the Annual Accounting Statements for the 2021/22 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 1st July 2022. 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 2021/22.

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.
-

Background

A copy of the detailed financial accounting statements for the Town Council for the year ended the 31st March 2022 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 has made appropriate returns to the Charity Commission for any Charitable Trusts.

2021/22 was a difficult year for many of the Council's functions with the coronavirus pandemic and staff absences restricting the projects that could be delivered and continuing to affect 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:

- The replacement of safety surfacing and installation of

- pedestrian safety barrier at Poltair Park;
- Three new 5 a-side pitches created at Bethel Park, The Meadows and Poltair Park;
- 120 trees planted in the parks and open spaces;
- The creation of wildflower meadows at Bethel Park, Brockstone Road and Cosgarne Triangle;
- New river bank fence constructed at Linear Park;
- Normal service has resumed at the Library which is consistently the second busiest library in Cornwall;
- New cashless car park payment system introduced;
- Helped to fund town centre security guards and acquired a re-deployable CCTV camera;
- Created a Town Centre Revitalisation Partnership and obtained a grant of £165,000 from Cornwall Council to develop a masterplan to improve the town centre.

The Financial Outturn

The surplus at the year-end is £10,948.37 after transferring £16,682.78 from reserves and £339,705.98 to reserves (£134,676.50 for the Play Equipment Reserve and £205,029.48 for specific projects). The Council's earmarked reserves are now:

Elections Reserve	£25,000.00
Repairs and Renewals Reserve	£379,676.50
Projects Reserve	£238,077.10
TOTAL	£642,753.60

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 toilet block demolition - £18,000.00
- New ride-on mower - £19,000.00
- CIL Payment - £4,276.12
- CASA - 224.92
- Friends of St Austell Station - £419.29
- Town Centre Revitalisation Project - £165,000.00

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

The Repairs and Renewals Reserve has been created to help fund the cost of replacement and major repairs to play equipment. The

Council's play equipment has an estimated replacement cost of over £1million and significant units will require replacement or substantial repairs within the next 5-7 years.

The outcome of the 2021/22 financial year was a surplus of £10,948.37. The Council's General Fund balance has increased from £350,583 to £361,532. This is considered to be an acceptable balance and described by the independent auditor as "equating to 27% of gross expenditure which is within, but towards the bottom of, generally accepted parameters".

Coronavirus Impact

Coronavirus 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. Library and public convenience income also suffered. In 2021/22 income levels recovered to some extent but not to the levels enjoyed pre-pandemic.

The Library staff remained on a flexible furlough arrangement until September 2021 as the Library for part of the year offered a reduced service. 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 claimed £69,900.12 in 2020/21 and £9,678.89 in 2021/22 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 received £80,986 in 2020/21 and £46,094 in 2021/22 from Cornwall Council's parish council hardship scheme. This has proved invaluable through these difficult times.

During much of the 2021/22 financial year, officers were cautious with regard to spending on projects and services and this has delivered a saving for the year.

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.

The other major factors which will impact on the finances of the Town

Council are the impact of world events in Ukraine and China and the increasing levels of inflation generally and fuel inflation in particular.

It is important that Members regularly monitor income and expenditure against budgets and formulate strategies for dealing with these issues as matters progress and become clearer.

Conclusions

These are very uncertain times and, while the Town Council has survived the pandemic well financially and has had a good year in 2021/22 the Council will experience further adverse impacts on its financial position as a result of the changing global and national 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

St Austell Town Council
Revenue Account
For the year ended 31 March 2022

2021 Account	2022
£	£
Income	
130,736.49 Car Park Income	243,984.29
31,066.56 Council Tax Grant	30,199.51
3,156.10 Interest Income	3,449.59
542.15 Library Income	5,917.66
182,526.25 Other Grants and Contributions	256,094.25
3,582.53 Other Income	9,641.89
762,958.00 Precept Payments	795,350.00
692.54 Public Convenience Charges	2,991.84
10,382.00 Rent Received	10,385.00
121,081.51 Transfers from Reserves	16,682.78
1,246,724.13 Total Income	1,374,696.81
Expenditure	
7,519.65 Cleaning & Domestic Supplies	7,565.03
13,778.10 Contract Hire and Operating Leases	12,110.92
136,879.64 Contract Payments	147,384.43
0.00 Election Expenses	5,282.25
7,051.04 Electricity	7,712.00
5,295.70 Fuel	6,678.92
2,416.13 Gas	2,648.82
19,581.11 Grounds Maintenance Supplies	23,922.71
5,863.64 Insurances	5,945.19
14,548.78 IT / Communications	20,929.76
42,370.85 Miscellaneous Expenses	24,506.56
26,179.87 Miscellaneous Grants	47,170.96
2,514.50 Office Supplies	2,732.32
12,772.03 Other Transport/plant expenses	3,044.25
52,327.55 Play Equipment	45,746.41
2,957.21 Printing and Stationery	2,526.63
3,131.89 Protective Clothing	2,802.83
2,000.00 Publicity	1,488.00
83,173.20 Rates	73,339.71
360.00 Recruitment	543.25
5,180.00 Rent / Room Hire	6,487.41
21,201.04 Repairs / Maintenance Premises	35,288.74
4,912.67 Repairs/ Maintenance-Vehicles/Plant	3,820.95
802.50 Road Fund / Taxes	1,061.50
477,256.80 Salaries / Wages	511,900.02
5,870.00 Small Grants Scheme	5,890.12
7,314.73 Subscriptions	7,362.29
1,869.88 Training	2,447.44
2,614.38 Transport Insurance	3,035.40
165.95 Travel and Subsistence	447.26
5,072.28 Water	2,220.38
191,463.14 Transfer to Reserves	339,705.98
1,164,444.26 Total Expenditure	1,363,748.44
82,279.87 Surplus	10,948.37

St Austell Town Council
Balance Sheet
As at 31 March 2022

31 Mar 2021

31 Mar 2022

Assets

Bank

£100.00	Library Cash Account	£100.00
£467.52	Mayors Charity Account	£0.00
£216,921.44	NW Current Account	£194,804.79
£80.94	Petty Cash Account	£104.18
£217,569.90	Total Bank	£195,008.97

Current Assets

£0.00	Accounts Receivable	£185.00
£9,532.61	Debtors and Prepayments	£25,766.43
£10,899.86	VAT	£5,352.33
£469,102.76	Short Term Investments	£822,552.35
£489,535.23	Total Current Assets	£853,856.11

Fixed Assets

£96,866.00	Ceremonial Assets	£100,045.71
£123,698.13	Land and Buildings	£146,363.71
£10,000.00	Long Term Investment	£15,000.00
£17,599.83	Office Equipment	£20,851.71
£119,314.52	Street Furniture inc Notice Boards	£119,314.52
£83,649.66	Vehicles, Plant & Machinery	£84,515.48
£451,128.14	Total Fixed Assets	£486,091.13

£1,158,233.27	Total Assets	£1,534,956.21
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Liabilities

Current Liabilities

£16,975.94	Accounts Payable	£26,769.01
£17,427.61	Accruals	£16,544.35
£2,387.87	Credit Card	£1,266.44

£36,791.42	Total Current Liabilities	£44,579.80
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£36,791.42	Total Liabilities	£44,579.80
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£1,121,441.85	Net Assets	£1,490,376.41
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Equity

£96,892.00	Asset Revaluation Reserve	£96,892.00
£354,236.14	Capital Financing Reserve	£389,199.13
£82,279.87	Current Year Earnings	£10,948.37
£319,730.40	Earmarked Reserves	£642,753.60
£268,303.44	General Reserve	£350,583.31
£1,121,441.85	Total Equity	£1,490,376.41

Section 2 – Accounting Statements 2021/22 for

St Austell Town Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	517,652	670,313	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> 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	762,958	795,350	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	362,684	562,664	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	477,257	511,900	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	495,724	512,142	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	670,313	1,004,285	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	686,673	1,017,561	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	451,128	485,281	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	N/A
	✓		
			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 2022 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
COUNCIL MEETING – 9th MAY 2022
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 2022/23 civic year should be as set out on the following pages. The membership of each committee is as shown. Members are asked to consider they wish to change any of the committees they 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.

STANDING COMMITTEES – MEMBERSHIP 2022~23

Planning & Regeneration Committee	Community Committee	Finance and GP Committee	Climate & Environment Committee
Malcolm BROWN	Richard CLEMO	Malcolm BROWN	Anita COHEN
Jackie BULL	Anita COHEN	Jackie BULL	Anne DOUBLE
Anita COHEN	Anne DOUBLE	Richard CLEMO	Deborah GEORGE
Julie FOX	Julie FOX	Tom FRENCH	Peter GUEST
Tom FRENCH	Deborah GEORGE	Deborah GEORGE	Colin HAMILTON
Colin HAMILTON	Peter GUEST	Andrea LANXON	Andrea LANXON
Andrea LANXON	Steve NOTT	Steve NOTT	Patrick MCDONAGH
Patrick MCDONAGH	Crystal PEARCE	Crystal PEARCE	Steve NOTT
Crystal PEARCE	Richard PEARS	Richard PEARS	Richard PEARS
Richard PEARS	Jordan ROWSE	Jordan ROWSE	Tim STYLES
Tim STYLES	Ethan STEPHENS	Julian YOUNG	Mike THOMPSON
Mike THOMPSON	Mike THOMPSON		Julian YOUNG
Ethan STEPHENS	Julian YOUNG		
13	13	11	12

Quorate = 4

Quorate = 5

Quorate = 3

Quorate = 4

Ward	Planning Committee	Community Committee	Finance and GP Committee	Climate & Env Committee
Bethel & Holmbush	3	6	5	2
Poltair & Mount Charles	5	4	4	4
Central & Gover	5	3	2	6
Total	13	13	11	12

The Mayor is an ex officio Member of each Committee.

Staffing Committee Councillors: Mayor of St Austell (Chairman), Tom French, Jackie Bull, Crystal Pearce, Anne Double.

**ST AUSTELL TOWN COUNCIL
COUNCIL MEETING – 9th MAY 2022**

SCHEDULE OF PAYMENTS

12th MARCH 2022 to 29th APRIL 2022

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 £227,203.01.

DAVID POOLEY - TOWN CLERK

Detailed Account Transaction Report
St Austell Town Council

From 12 March 2022 to 29 April 2022

Cash Basis

Date	Payee	Payment Method	Reference	Amount	Cost Centre	Account Name
25/03/2022	March Salaries inc. oncosts	BACS	EBP	£50,177.99	General Administration	Salaries / Wages
25/04/2022	April Salaries inc. oncosts	BACS	EBP	£42,565.45	General Administration	Salaries / Wages
1/04/2022	Payment: Cornwall Association of Local Councils Limited	BACS		£36.00	Civic Ceremonial	Training
29/04/2022	Payment: AD Sales Limited T/A Newquay & St Austell Voice	BACS	478729	£144.00	General Administration	Recruitment
25/03/2022	Payment: Glasdon UK Limited	BACS	S1834228	£477.31	Other Parks and Open Spaces	Repairs / Maintenance Premises
25/03/2022	Payment: Glasdon UK Limited	BACS	S1834152	£477.31	Other Parks and Open Spaces	Repairs / Maintenance Premises
1/04/2022	Payment: D A Thomas & Son Ltd	BACS	03202	£11,791.20	Priony Car Park	Repairs / Maintenance Premises
8/04/2022	Payment: Flowbird Smart City UK Limited	BACS		£58.80	Priony Car Park	Repairs / Maintenance Premises
25/04/2022	Payment: CEF Ltd	BACS	SAUJ408069	£15.90	Library	Repairs / Maintenance Premises
29/04/2022	Payment: APS Construction Services Limited	BACS	2884	£5,152.86	Other Parks and Open Spaces	Repairs / Maintenance Premises
29/04/2022	Payment: Cornwall Signs	BACS	39628	£240.00	Other Parks and Open Spaces	Repairs / Maintenance Premises
25/03/2022	Payment: Cornwall Council	BACS	8100228916	£1,385.00	Stable Block/Pondhu House	Repairs / Maintenance Premises
15/03/2022	Payment: Cornwall Council	Direct Debit	80262013X/12	£4,948.00	Priony Car Park	Rent / Room Hire
19/04/2022	Payment: Cornwall Council	Direct Debit	802635724/12	£1,164.00	Library	Rates
19/04/2022	Payment: Cornwall Council	Direct Debit	802635724-2022/23-1	£1,168.00	Library	Rates
19/04/2022	Payment: Cornwall Council	Direct Debit	802628607-2022/23-1	£53.90	Tregonissey Lane End	Rates
19/04/2022	Payment: Cornwall Council	Direct Debit	80262013X-2022/23-1	£4,697.00	Priony Car Park	Rates
25/04/2022	Payment: Cornwall Council	Direct Debit	650094783/4	£2,200.00	Priony Car Park	Rates
25/04/2022	Payment: Cornwall Council	Direct Debit	65009621X/4	£144.00	Priony Toilets	Rates
25/04/2022	Payment: Cornwall Council	Direct Debit	650096579/4	£560.00	Library	Rates
31/03/2022	EDF Energy - Fore Street Pillar	Direct Debit		£7.00	Other Parks and Open Spaces	Electricity
8/04/2022	Payment: Cafe Tengo	BACS	Inv2	£55.00	CCTV	Electricity
25/04/2022	Payment: Cornwall Council	BACS	8100247635	£624.78	CCTV	Electricity
25/04/2022	Payment: SSE Business Energy	Direct Debit	41817533/0014	£77.19	Priony Toilets	Electricity
29/04/2022	Payment: Kent County Council	BACS	E8188737	£1,335.91	Library	Electricity
29/04/2022	Payment: Kent County Council	BACS	E8188750	£520.31	Poltair Park	Electricity
29/04/2022	Payment: Kent County Council	BACS	G8136198	£390.86	Library	Gas
25/04/2022	Payment: Kent County Council	BACS	G8172662	£513.84	Library	Gas
25/03/2022	Payment: Source for Business	BACS	207370341	£29.21	Poltair Park	Water
25/03/2022	Payment: Source for Business	BACS	2077562747	£237.12	Priony Toilets	Water
25/03/2022	Payment: Source for Business	BACS	2077454076	£25.75	Library	Water
25/03/2022	Payment: Source for Business	BACS	2077454076	£32.96	Library	Water
29/04/2022	Payment: Source for Business	BACS	3077737214	£32.23	Library	Water
29/04/2022	Payment: Source for Business	BACS	3077737214	£40.96	Library	Water
29/04/2022	Payment: Source for Business	BACS	3077737288	£33.23	Poltair Park	Water
18/03/2022	Payment: Spot-On Supplies Ltd	BACS	21537219	£59.71	Library	Cleaning & Domestic Supplies
1/04/2022	Payment: Logical Cleaning Solutions	BACS	INV-4514	£588.98	Stable Block/Pondhu House	Cleaning & Domestic Supplies
11/04/2022	Payment: Rentokill Initial UK Limited	Direct Debit	60287243	£91.61	Stable Block/Pondhu House	Cleaning & Domestic Supplies
19/04/2022	Payment: Spot-On Supplies Ltd	BACS	21538957	£102.96	Library	Cleaning & Domestic Supplies
25/04/2022	Payment: Elliott Window Cleaning Services	BACS	1711	£69.00	Library	Cleaning & Domestic Supplies
29/04/2022	Payment: Logical Cleaning Solutions	BACS	INV-4620	£615.06	Stable Block/Pondhu House	Cleaning & Domestic Supplies
15/03/2022	K A Gay - Key cutting	Petty Cash	PC20	£13.50	Other Parks and Open Spaces	Grounds Maintenance Supplies
16/03/2022	Payment: Plenty of Bang Ltd	Credit Card	CC16.3.22	£19.98	Other Parks and Open Spaces	Grounds Maintenance Supplies
16/03/2022	Payment: J Parkers	Credit Card	CC16.3.22	£303.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
18/03/2022	Payment: D May & Son Ltd	BACS	2000037965	£66.60	Other Parks and Open Spaces	Grounds Maintenance Supplies
21/03/2022	Payment: D May & Son Ltd	BACS	30000011230	£41.20	Other Parks and Open Spaces	Grounds Maintenance Supplies
18/03/2022	Payment: Mail Order Trees	Credit Card	CC21.3.22	£67.94	Other Parks and Open Spaces	Grounds Maintenance Supplies
22/03/2022	Payment: J Parkers	Credit Card	CC22.3.22	£115.14	Other Parks and Open Spaces	Grounds Maintenance Supplies
1/04/2022	Payment: Contec South West Limited	BACS	94344	£87.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
1/04/2022	Payment: D May & Son Ltd	BACS	3000011534	£41.58	Other Parks and Open Spaces	Grounds Maintenance Supplies
1/04/2022	Payment: Contec South West Limited	BACS	94359	£383.70	Other Parks and Open Spaces	Grounds Maintenance Supplies
1/04/2022	Payment: Screwfix Direct Ltd	Direct Debit	1234657511	£47.96	Other Parks and Open Spaces	Grounds Maintenance Supplies

1/04/2022	Payment: Screwfix Direct Ltd	Direct Debit	1238307833	£91.81	Other Parks and Open Spaces	Grounds Maintenance Supplies
1/04/2022	Payment: Screwfix Direct Ltd	Direct Debit	1237386039	£48.98	Other Parks and Open Spaces	Grounds Maintenance Supplies
8/04/2022	Payment: EMS Waste Services Ltd (Masters Skips)	BACS	68487	£84.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
8/04/2022	Payment: EMS Waste Services Ltd (Masters Skips)	BACS	67396	£84.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
8/04/2022	Payment: EMS Waste Services Ltd (Masters Skips)	BACS	65273	£80.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
8/04/2022	Payment: EMS Waste Services Ltd (Masters Skips)	BACS	71939	£84.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
8/04/2022	Payment: EMS Waste Services Ltd (Masters Skips)	BACS	70735	£192.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
19/04/2022	Payment: M A Grigg Ltd	BACS	S57030	£212.50	Other Parks and Open Spaces	Grounds Maintenance Supplies
19/04/2022	Payment: M A Grigg Ltd	BACS	S75915	£12.31	Other Parks and Open Spaces	Grounds Maintenance Supplies
19/04/2022	Payment: M A Grigg Ltd	BACS	S50673	£272.87	Other Parks and Open Spaces	Grounds Maintenance Supplies
19/04/2022	Payment: M A Grigg Ltd	BACS	S59414	£71.40	Other Parks and Open Spaces	Grounds Maintenance Supplies
19/04/2022	Payment: M A Grigg Ltd	BACS	S63801	£85.58	Other Parks and Open Spaces	Grounds Maintenance Supplies
19/04/2022	Payment: M A Grigg Ltd	BACS	S69880	£18.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
19/04/2022	Payment: M A Grigg Ltd	BACS	S50687	£18.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
19/04/2022	Payment: M A Grigg Ltd	BACS	S52686/2	£94.52	Other Parks and Open Spaces	Grounds Maintenance Supplies
19/04/2022	Payment: M A Grigg Ltd	BACS	S52888	£71.92	Other Parks and Open Spaces	Grounds Maintenance Supplies
19/04/2022	Payment: M A Grigg Ltd	BACS	S62479	£19.43	Other Parks and Open Spaces	Grounds Maintenance Supplies
19/04/2022	Payment: M A Grigg Ltd	BACS	S62479	£4.30	Other Parks and Open Spaces	Grounds Maintenance Supplies
19/04/2022	Payment: M A Grigg Ltd	BACS	S69830	£112.27	Other Parks and Open Spaces	Grounds Maintenance Supplies
21/04/2022	K A Gay - Key cutting	Payby Cash	PC1	£40.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
25/04/2022	Payment: D May & Son Ltd	BACS	2000040305	£143.40	Other Parks and Open Spaces	Grounds Maintenance Supplies
25/04/2022	Payment: D May & Son Ltd	BACS	3000012214	£1.44	Other Parks and Open Spaces	Grounds Maintenance Supplies
25/04/2022	Payment: D May & Son Ltd	BACS	3000012190	£78.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
18/03/2022	Payment: The Play Inspection Company Ltd	BACS	52778	£1,053.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
25/03/2022	Payment: TK Play Ltd	BACS	11049	£26,637.60	Pollair Park	Play Equipment
8/04/2022	Payment: H D Pooley	BACS		£15.75	General Administration	Travel and Subsistence
8/04/2022	Payment: Steve Skinner	BACS		£25.78	General Administration	Travel and Subsistence
16/03/2022	Payment: Alistar Business Solutions	Direct Debit	E2015128823	£101.47	Transport and Plant	Fuel
23/03/2022	Payment: Alistar Business Solutions	Direct Debit	E2015155386	£112.70	Transport and Plant	Fuel
30/03/2022	Payment: Alistar Business Solutions	Direct Debit	E2015179243	£83.48	Transport and Plant	Fuel
6/04/2022	Payment: Alistar Business Solutions	Direct Debit	E2015201177	£86.60	Transport and Plant	Fuel
13/04/2022	Payment: Alistar Business Solutions	Direct Debit	E2015249331	£438.84	Transport and Plant	Fuel
20/04/2022	Payment: Alistar Business Solutions	Direct Debit	E2015274428	£172.72	Transport and Plant	Fuel
27/04/2022	Payment: Alistar Business Solutions	Direct Debit	E2015291452	£170.93	Transport and Plant	Fuel
8/04/2022	Payment: Steve Andrews Tyres Ltd	BACS	SAI-9278	£191.52	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
16/03/2022	Payment: DVLA Swansea	Credit Card	CC16.3.22	£277.50	Transport and Plant	Road Fund / Taxes
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140324	£69.70	Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140300	£89.44	Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140329	£129.20	Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140301	£74.04	Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140316	£65.69	Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140321	£37.06	Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140331	£54.34	Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140327	£71.63	Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140326	£58.40	Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140298	£303.54	Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140308	£59.17	Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140309	£54.34	Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140312	£79.57	Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140318	£89.70	Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140330	£85.48	Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140328	£54.34	Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140323	£71.63	Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140322	£69.70	Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140299	£238.73	Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140307	£71.63	Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140310	£60.34	Transport and Plant	Other Transport/plant expenses

1/04/2022	Payment: Vincent Tractors Ltd	BACS	140311	£71.63 Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140314	£78.34 Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140315	£89.44 Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140317	£38.99 Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140319	£85.88 Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140320	£114.04 Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140325	£71.63 Transport and Plant	Other Transport/plant expenses
1/04/2022	Payment: Vincent Tractors Ltd	BACS	140585	£300.96 Transport and Plant	Other Transport/plant expenses
8/04/2022	Payment: Vincent Tractors Ltd	BACS	140726	£41.81 Transport and Plant	Other Transport/plant expenses
19/04/2022	Payment: Vincent Tractors Ltd	BACS	140313	£114.31 Transport and Plant	Other Transport/plant expenses
15/03/2022	Payment: Royal Mail	Credit Card	CC15.3.22	£81.50 General Administration	Office Supplies
15/03/2022	Payment: Royal Mail	Credit Card	CC15.3.22	£89.50 General Administration	Office Supplies
8/04/2022	Payment: Lyreco UK Limited	BACS	6723191192	£90.53 General Administration	Office Supplies
8/04/2022	Payment: Lyreco UK Limited	BACS	6723191194	£24.41 General Administration	Office Supplies
8/04/2022	Payment: Lyreco UK Limited	BACS	6723191193	£8.76 General Administration	Office Supplies
8/04/2022	Payment: Lyreco UK Limited	BACS	6723191190	£33.77 Library	Office Supplies
8/04/2022	Payment: Lyreco UK Limited	BACS	6723191191	£21.53 General Administration	Office Supplies
14/03/2022	Payment: EE Limited	Direct Debit	6723191195	£972.05 General Administration	IT / Communications
23/03/2022	Payment: EE Limited	Direct Debit	V01968177339	£78.39 General Administration	IT / Communications
23/03/2022	BT	Direct Debit	V01968177339	£18.00 General Administration	IT / Communications
23/03/2022	BT	Direct Debit	N070 H0	£88.72 General Administration	IT / Communications
25/03/2022	Payment: Interpreter	Direct Debit	M071 E&	-£88.72 General Administration	IT / Communications
8/04/2022	Payment: BT	BACS	000051	£90.00 Civic Ceremonial	IT / Communications
8/04/2022	Payment: BT	BACS	M071 ZW	£515.80 General Administration	IT / Communications
8/04/2022	Payment: ObjectiveIT Services	BACS	3162	£334.26 General Administration	IT / Communications
8/04/2022	Payment: ITEC	BACS	CW1128841	£46.20 General Administration	IT / Communications
12/04/2022	Payment: Interpreter	Direct Debit	000054	£90.00 Civic Ceremonial	IT / Communications
12/04/2022	Payment: EE Limited	Direct Debit	V01977965315	£82.22 General Administration	IT / Communications
18/04/2022	Payment: EE Limited	Direct Debit	V01977965315	£18.00 General Administration	IT / Communications
29/04/2022	BT	Direct Debit	N070 H0	£89.30 General Administration	IT / Communications
29/04/2022	Payment: BT	Direct Debit	M072 IQ	-£69.30 General Administration	IT / Communications
25/03/2022	Payment: Interpreter	BACS	20033879	£1,320.00 CCTV	IT / Communications
25/03/2022	Payment: ITEC	BACS	000055	£90.00 Civic Ceremonial	IT / Communications
1/04/2022	Payment: Brookside/Parkway residents	BACS	697971	£115.42 General Administration	Printing and Stationery
29/04/2022	Payment: Young People Cornwall	BACS	Jubilee Grant	£100.00 Misc. Projects/Grants	Miscellaneous Grants
8/04/2022	Payment: ABC Residents Association	BACS	2097	£5,000.00 The House/Youth Services	Miscellaneous Grants
8/04/2022	Payment: St Austell Running Club	BACS	Grant4	£200.00 Misc. Projects/Grants	Miscellaneous Grants
8/04/2022	Payment: Cornwall Pride	BACS	Grant2	£250.00 Misc. Projects/Grants	Small Grants Scheme
18/03/2022	Payment: St Austell St Piran's Event	BACS	Grant1	£500.00 Misc. Projects/Grants	Small Grants Scheme
21/03/2022	Payment: TClarke Contracting Ltd	BACS	SL-22030087	£72.24 Stable Block/Pondhu House	Contract Payments
25/03/2022	Payment: Biffa Waste Services Ltd	Direct Debit	522C07108	£728.99 Other Parks and Open Spaces	Contract Payments
25/03/2022	Payment: Cormac Solutions	BACS	IN130108	£967.86 Library	Contract Payments
25/03/2022	Payment: TClarke Contracting Ltd	BACS	SL-22030259	£165.60 Library	Contract Payments
25/03/2022	Payment: Newquay Town Council	BACS	TC-385	£6,788.21 CCTV	Contract Payments
25/03/2022	Payment: Flowbird Smart City UK Limited	BACS	UK148095	£2,789.96 Priory Car Park	Contract Payments
8/04/2022	Payment: Flowbird Smart City UK Limited	BACS	UK148270	£1,612.80 Priory Car Park	Contract Payments
19/04/2022	Payment: In2Play	BACS	00843	£900.00 Other Parks and Open Spaces	Contract Payments
19/04/2022	Payment: G4S	BACS	2022033377	£474.12 Priory Car Park	Contract Payments
19/04/2022	Payment: G4S	BACS	2022033377	£15.84 Library	Contract Payments
19/04/2022	Payment: Garden Services (SW) Ltd	BACS	ST AUSTELL/179	£1,200.00 Other Parks and Open Spaces	Contract Payments
19/04/2022	Payment: Cornwall Council	BACS	8100246853	£362.98 Priory Car Park	Contract Payments
19/04/2022	Payment: Eneveo	BACS	SH273342	£1,095.00 Other Parks and Open Spaces	Contract Payments
25/04/2022	Payment: Bemrose Mobile Limited	BACS	B3122304	£1,245.28 Priory Car Park	Contract Payments
25/04/2022	Payment: Biffa Waste Services Ltd	Direct Debit	522C15575	£920.09 Other Parks and Open Spaces	Contract Payments
25/04/2022	Payment: Eneveo	BACS	REPA273599	£3,001.01 CCTV	Contract Payments
29/04/2022	Payment: Hudson Accounting	BACS	623	£550.00 General Administration	Contract Payments

29/04/2022	Payment: TClarke Contracting Ltd	BACS	SL-22040116	£268.80	Stable Block/Pondhu House	Contract Payments
18/03/2022	Payment: James Hallam Ltd	BACS	513480425	£17,383.33	General Administration	Insurances
18/03/2022	Payment: James Hallam Ltd	BACS	513550553	£597.77	General Administration	Insurances
25/04/2022	Payment: Cornwall Association of Local Councils Limited	BACS	2223_130	£2,438.48	General Administration	Subscriptions
25/04/2022	Payment: Cornwall Association of Local Councils Limited	BACS	2223_130	£1,170.61	General Administration	Subscriptions
25/04/2022	Payment: South West Councils	BACS	0000068531	£558.00	General Administration	Subscriptions
15/03/2022	NatWest - Bankline charges	Direct Debit		£47.20	General Administration	Miscellaneous Expenses
18/03/2022	Payment: Kennall Consulting Ltd	BACS	59	£2,432.98	Town Centre Revitalisation Project	Miscellaneous Expenses
21/03/2022	Payment: Worldpay (UK) Ltd	Direct Debit	194909964	£21.00	General Administration	Miscellaneous Expenses
21/03/2022	Payment: Worldpay (UK) Ltd	Direct Debit	195105050	£3.64	Library	Miscellaneous Expenses
21/03/2022	Payment: Worldpay (UK) Ltd	Direct Debit	195105050	£21.00	Library	Miscellaneous Expenses
22/03/2022	Payment: Amazon EU S.a.r.l.	Credit Card	CC22.3.22	£10.45	General Administration	Miscellaneous Expenses
22/03/2022	Payment: Amazon EU S.a.r.l.	Credit Card	CC22.3.22	£18.29	General Administration	Miscellaneous Expenses
23/03/2022	Sara Gwilliams - Milk and coffee	Petty Cash	PC21	£8.65	General Administration	Miscellaneous Expenses
25/03/2022	Payment: CASA	BACS	Inv6	£44.00	Misc. Projects/Grants	Miscellaneous Expenses
31/03/2022	The Information Commissioner - Data Protection Registration 2022/23	Direct Debit		£55.00	General Administration	Miscellaneous Expenses
19/04/2022	Payment: Cornwall Council	BACS	8100247166	£150.00	Library	Miscellaneous Expenses
19/04/2022	NatWest - Bankline charges	Direct Debit		£51.20	General Administration	Miscellaneous Expenses
20/04/2022	Payment: Worldpay (UK) Ltd	Direct Debit	199758297	£3.23	Library	Miscellaneous Expenses
20/04/2022	Payment: Worldpay (UK) Ltd	Direct Debit	199758297	£21.00	Library	Miscellaneous Expenses
20/04/2022	Payment: Worldpay (UK) Ltd	Direct Debit	199647724	£13.08	General Administration	Miscellaneous Expenses
20/04/2022	Payment: Worldpay (UK) Ltd	Direct Debit	199647724	£21.00	General Administration	Miscellaneous Expenses
29/04/2022	Payment: Strimmer damage	BACS	001	£160.92	Other Parks and Open Spaces	Miscellaneous Expenses
29/04/2022	Payment: Manor Made Cornwall	BACS	INV-0033	£223.75	Civic Ceremonial	Miscellaneous Expenses
				£227,203.01		

7

MINUTES of a MEETING of ST AUSTELL TOWN COUNCIL PLANNING AND REGENERATION COMMITTEE held on MONDAY 11th APRIL 2022 in the Council Chamber, 39 Penwinnick Road, St Austell, Cornwall PL25 5DR at 6pm.

Present: Councillors: Brown (Chair), Cohen, Fox, French, Hamilton, Lanxon, McDonagh and Pearce.

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

P/21/117) Apologies for absence

Apologies for absence were received from Councillors Bull, Stephens, Styles, Thompson and Pears.

The Clerk advised that Councillor French had submitted his apologies for a late arrival.

P/21/118) Declarations of Interest

None.

P/21/119) Dispensations

None.

P/21/120) Minutes from the Meeting dated 7th March 2022

The Chair expressed his disappointment that the 1 minute silence for Ukraine was not minuted and felt that in the light of the escalating issues, the Town Council's support should be noted.

Councillor Lanxon asked that a 1 minute silence be undertaken to remember Mr Derek Collins, former Mayor of St Austell and Chair of the Town Council's Planning and Regeneration Committee who had recently passed away.

The Committee held a minute's silence to remember Mr Derek Collins

It was **RESOLVED** that subject to the addition of the minute's silence for Ukraine, the minutes of the meeting held on the 7th March 2022 be approved and signed as a correct record.

P/21/121) Matters to Note

The Clerk advised that he had nothing to add.

P/21/122) Public participation

There were no members of the public present.

Councillor Pearce arrived during this item

P/21/123) Planning Applications

- i. **PA22/00967:** Chy Nessa Boldventure Road St Austell Cornwall PL25 3EA. Non Material Amendment (1) to Application No. PA21/05452 dated 7th September 2021 for proposed two storey side and front extension and proposed single garage, namely, increase the existing hallway size and in turn push the porch out further to the east.

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

- ii. **PA22/01405:** 21 Aglets Way St Austell Cornwall PL25 4GA. Proposed conversion of garage to family room and widening of drive.

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

- iii. **PA22/01871:** 21 Chy Pons St Austell Cornwall PL25 5DH. Proposed 2 storey side extension.

Members expressed mixed views with regard to the proposal, particularly with regard to the mass, density, scale and potential overlooking.

A proposal to object to the proposal was lost 2 votes for, 3 votes against.

A proposal to make no objection to the application subject to the Tree Officer's recommendations was carried 4 votes for, 1 vote against.

It was **RESOLVED** to make no objection to this application subject to compliance with the Tree Officer's recommendations.

- iv. **PA22/02060:** Sedgemoor Heights 46 Bodmin Road St Austell Cornwall. Change of use and conversion of coach house/garage to 1 No. dwelling, erect single storey extension.

During discussion, although keen to see a derelict building brought into use, Members expressed concern with regard to the presence of bats and the poor access to the site.

It was **RESOLVED** to make no objection to this application subject to:

The Highways Officers being happy with the proposal
Suitable bat surveys being carried out
The production of a construction plan

Councillor French arrived at the meeting

- v. **PA22/02182:** 51 Aylmer Square St Austell Cornwall PL25 5LJ. Change of use from shop to Sui Generis use as a tattoo studio with piercing and laser facilities as well as merchandise sales.

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

Councillor Lanxon abstained from voting on this item

- vi. **PA22/02344:** 17A Pentewan Road St Austell Cornwall PL25 5BU. Two storey extension to the existing dwelling and increase the scale of an annexe approved under planning consent PA21/03123.

It was **RESOLVED** to make no observations.

- vii. **PA22/02379:** 50 Jubilee Meadow St Austell Cornwall PL25 3EX. Conversion of existing garage into self-contained annexe.

It was **RESOLVED** to make no objection to this application subject to the Tree Officer's guidance being observed and the annex only being used in conjunction with the host dwelling.

P/21/124) Premises Licence Applications

- 1. Premises Name and Address: All About You, 11 Trinity Street, St Austell, Cornwall, PL25 5LS. Application Type:** Grant of a premises licence. Licensable Activities: Supply of alcohol on sales.

Members noted that the licencing hours requested coincide with the opening hours of the beauty premises and that there would be no off site sales.

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

P/21/125) Planning Decisions

Members noted that PA22/00001 (8 Growan Road, St Austell) had been withdrawn.

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

P/21/126) Cornwall Council – Urgent Delegated Planning Decisions

The Clerk advised that under the 5 day protocol, planning application number PA21/08030 (10 Chy Pons) had been approved following the removal of the side windows and written confirmation from South West Water that they consent to the works as this was in line with the Town Council's recommendations. The Clerk further advised that the Chair and Vice-Chair had maintained their objection to PA22/11820 (20 Clarence Road) and that the Cornwall Councillor has asked for it to go to the Cornwall Council Central Sub Area Planning Committee for a decision.

The Clerk advised that a 5 day protocol had been received in respect of planning application number PA21/08915 (9/10 Aglets Way) and is recommended for approval following the developer's agreement to add more screening to the balconies in the form of trellis.

It was **RESOLVED** to withdraw the Town Council's objection subject to a suitable plan and planning condition to ensure that the balconies are screened to a satisfactory standard.

P/21/127) St Austell Town Centre Revitalisation Partnership

The Town Clerk advised that the tender for the Masterplan was advertised on contract finder on the 23rd March and so far 3 expressions of interest have been received. The closing date is the 3rd May with an evaluation process due to take place shortly after. He advised that the Regeneration Officer is working with the BID and other key stakeholders who are producing a plan of events to satisfy Output 3 (Engagement and Activity) and Chris Sampson is leading on Output 4 (Education) and is working with Cornwall College and others to deliver events involving primary schools in July 2022 and secondary schools in Sept/Oct 2022. The college, supported by the BID and local businesses are researching the skills needs of town centre businesses.

Arising from a question, the Town Clerk confirmed that the tender evaluation process would be based on quality and price and evaluated by Sandra Heyward, Chair of the Partnership, Peter Moody and Malcolm Brown (Vice-Chairs) and Councillor Tom French (Town Council representative).

P/21/128) St Austell Housing Data Report

It was agreed to discuss the housing data and planning statement together (see below).

P/21/129) Penwinnick Road Planning Statement

The Chair introduced the two papers circulated with the agenda and a housing paper circulated earlier in the day and read out a statement from Councillor Bull. He expressed his disappointment that the Town Council had not been consulted on the planning statement before its publication and asked Members for their views, stressing that he would like the Committee to focus on planning issues rather than property issues.

During discussion, Members raised the following issues:

- The lack of consultation with the Town Council before the document was published
- The traffic congestion and air quality issues on Penwinnick Road
- The density of the proposed flats
- The proposal being out of keeping with the street scene
- Concern with regard to the impact any development would have on the Grade II listed building Pondhu House
- The potential and need for public open space
- The need to ascertain the views of the Cornwall Councillors

- The potential for a Community Land Trust to help develop the area
- The regeneration opportunities that the proposal could bring for the town
- The need for a high quality development with good construction and planning

It was **RESOLVED** that the Chair and Vice-Chair of the Committee should, in consultation with the Clerk, draft a report on the Planning Statement for circulation to the members of the Planning Committee for approval and submission to Cornwall Council.

Arising from the above, the Clerk advised that he would contact the Cornwall Council officers leading on the project to ascertain the appropriate timeframe for the Town Council's comments to be considered and reflected in design work.

P/21/130) Dates of Meetings

It was noted that the dates of the next meetings of the Planning and Regeneration Committee are Monday 16th May 2022 and Monday 20th June 2022.

The meeting closed at 8.06pm.

MINUTES of ST AUSTELL TOWN COUNCIL COMMUNITY COMMITTEE held on MONDAY 28th MARCH 2022 in the Council Chamber, Cornwall Council Information Centre, 39 Penwinnick Road, St Austell, Cornwall, PL25 5DR.

Present: Councillors: Clemo, Cohen, Double, Fox, Guest, Pearce, Pears, Rowse, Stephens, Thompson and Young.

Also Present: Councillor Styles.

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

CC/21/58) Apologies for absence

Apologies for absence were received from Councillors George and Nott.

CC/21/59) Declarations of Interest

Councillor Fox declared an interest in the grant application for a St Piran's Day Event as one of the organisers of the event.

CC/21/60) Dispensations

There were no requests for dispensations received.

*** Councillor Clemo arrived ***

CC/21/61) Minutes of the Meeting held on the 28th February 2022

It was noted that the word "Week" on page 6 of the minutes should read "Weed".

It was **RESOLVED** that, subject to the above amendment, the minutes of the meeting held on the 28th February 2022 be approved and signed as a correct record.

CC/21/62) Matters to note

The Deputy Town Clerk advised that further to minute CC/21/54 the residents of Brookside/Parkway had provided more details and a grant of £100 had been awarded under the delegated procedure approved.

CC/21/63) Public Participation

None.

*** Councillor Pearce arrived ***

CC/21/64) Small Grants Scheme

Cornwall Pride

It was **RESOLVED** to award Cornwall Pride £250 towards their St Austell Pride celebrations.

Daisy Dukes

Members felt that the grant application lacked sufficient detail to support a grant of the scale requested and suggested that more detail and representation from the applicant at a future meeting would help Members to make a decision.

It was **RESOLVED** to defer a decision on this application and to request that the applicant provides more details to support the application and attends a future meeting to answer any questions that Members have.

St Austell Running Club

It was **RESOLVED** to award St Austell Running Club £250 towards their Imerys Trail Marathon.

St Austell St Piran's Day Event

Councillor Fox explained the plans to make the St Austell St Piran's Day Event a sustainable annual event and left the meeting.

It was **RESOLVED** to award the organisers of the St Austell St Piran's Day Event £500 towards the 2023 St Piran's Day event in St Austell town centre.

*** Councillor Fox returned to the meeting ***

CC/21/65) Grounds Maintenance update

The Deputy Town Clerk advised that the Operations Manager could not attend this evening and introduced his report setting out a summary of the winter maintenance undertaken this year. She explained that grass cutting would start this week but that the Council had two vacancies following an unsuccessful recruitment process and that temporary arrangements were being put in place to cover some of the shortfall of resource while remuneration and recruitment issues were being addressed.

She explained that the Enabling Agreement with Cornwall Council for highways verge, flower bed and roundabout maintenance etc is due to be renegotiated later this week.

Councillor Double thanked the grounds maintenance team for the prompt erection of barriers at Poltair Park.

In response to questions the Deputy Town Clerk confirmed that the grounds maintenance team had been affected by Covid and that she would provide Councillor Fox with the contact details for Edible St Austell.

CC/21/66) Queen's Platinum Jubilee – Bench

The Deputy Town Clerk advised that a suitable bench made from recycled plastic had been identified by the Operations Manager which could be purchased with the Queen's Platinum Jubilee 2022 emblem at a cost of £700-800. It was suggested that one could be acquired for each of the three wards.

A debate took place and a suggestion was put forward to invest in trees for the jubilee rather than purchase benches. The Clerk confirmed that the purchase of 3 benches could be funded from the grounds maintenance budget.

A proposal to order 3 benches and ask the Operations Manager to determine the appropriate location for each received 5 votes for and 5 votes against. The motion was passed on the casting vote of the Chair.

It was **RESOLVED** that the Operations Manager should acquire 3 benches for the Platinum Jubilee and determine suitable locations for each.

CC/21/67) Projects Update

The Deputy Town Clerk provided the following update:

CCTV

An alternative location is being explored for one of the town centre cameras due to a change of ownership of the building that it is attached to and a further camera has recently been obscured due to building works in the vicinity. Both issues will hopefully be resolved shortly. The cameras are being monitored very comprehensively on their winter hours and will revert to almost 24/7 monitoring during the summer months.

Mount Charles Park

The Woodland Road Park Working Group met on the 1st March and it was agreed to meet again in April at which time it is hoped that the Community Education Learning Trust (CELT) will have some further information to enable the Working Group to make a recommendation to full Council.

Poltair Park/Poltair Cafe

The safety surfacing has been renewed in the small children's area at Poltair Park and building works are due to take place at the café shortly to make it a more usable space. It is hoped that the interested tenants will open it in May on a trial basis.

Priory Car Park

The surface repairs to the area next to St John's have been done with further sections of the car park due to take place next year. On the whole, the car park is in good repair. The G4S contract is working reasonably well, but one cash collection was missed recently. The car park income is slightly better than budget but significantly down on previous years. The season tickets sales are steady and the Falmouth University mobile phone payment system trial (Pay 2 Park) is still going well.

Youth Services

Young People Cornwall are continuing to provide outreach work in the town with Lostwood Gardens recently added to the areas currently being targeted due to complaints about youths gathering in the area. Poltair Park, Thornpark Road and Linear Park are also on their patrol list.

Anti Social Behaviour

A potential funding stream for security personnel has been identified through the Safer Streets Fund, which if successful, would provide more funding to add to the

hours currently funded by the BID and the Town Council. The finer weather has brought out some street drinkers which the Police and Security Guards are aware of. The Deputy Clerk clarified that the Public Spaces Protection Order in the town centre does not ban drinking but enables a Police Officer to confiscate alcohol.

Library Statistics

The Deputy Clerk advised that a full report with regard to the Library will go to the Finance and General Purposes Committee next week.

Agency Agreement

The Clerk and Operations Manager are due to meet with Cornwall Council later in the week to agree the terms of a new Agency Agreement as the current one is due to expire at the end of the month. She explained that the agreement is between Cornwall Council and the Town Council and outlines the responsibilities and standards for grass cutting, maintenance of roundabouts, shrubberies, floral displays and benches.

Bethel Park improvements

The Deputy Clerk advised that the Operations Manager is engaged with the National Lottery with regard to an improvement scheme for Bethel Park but is finding it difficult to evidence engagement with a variety of minority groups and asked the Councillors for their thoughts.

Arising from the above, Councillor Rowse advised that the Leader at Cornwall Council has been in talks with the National Lottery about the demographic of Cornwall compared to major cities and the need to tailor demographic evidence accordingly. Councillor Rowse will update the Clerk on any developments. Praise was expressed for the Town Council's CCTV partnership with Newquay Town Council and reference was made to the Tolvaddon Partnership which does not have the comprehensive hours of monitoring that the towns Newquay and St Austell enjoy.

CC/21/68) Dates of Meetings

It was noted that the next meeting of the Community Committee is scheduled for Monday 6th June 2022.

The meeting closed at 6.55pm.

MINUTES of a MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held on MONDAY 4th APRIL 2022 in the Council Chamber, 39 Penwinnick Road, St Austell, PL25 5DR (Cornwall Council Offices) at 6pm.

Present: Councillors Brown, Bull, French (Chair), George, Lanxon, Nott, Pearce and Young.

Also Present: Councillor Hamilton.

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

F/21/72) Apologies for absence

Apologies for absence were received from Councillors Clemo, Pears and Rowse.

F/21/73) Declarations of Interest

None.

F/21/74) Dispensations

None.

F/21/75) Minutes of meeting held on 21st February 2022

It was **RESOLVED** that the minutes of the meeting held on the 21st February 2022 be approved and signed as a correct record.

Arising from a question, the Clerk read out a statement from Simon Mould, Head of Communities, advising that he and his colleagues are still working through the impacts of the changes within the Localism Service and are not able to update the Town Council at the present time. Members expressed their disappointment and asked that the Clerk secures a date for Mr Mould to update the Committee as soon as possible on the changes within the Localism Service and, in particular, the role of the Community Link Officer.

F/21/76) Matters to Note

The Clerk advised that the Community Infrastructure Levy (CIL) bidding guidance has been received from Cornwall Council and a report will be submitted to a future meeting of the Council to consider an improvement project for Bethel Park utilising CIL funding. He added that securing lottery funding for Bethel Park is proving difficult and that bidding for CIL funding could be a better option.

F/21/77) Public participation

There were no members of the public present.

F/21/78) Risk Management

The Clerk advised that he had updated the Town Council's risk register to reflect the points raised at the last Finance and General Purposes Committee meeting.

During discussion, the following points were raised:

Risk No: 1.13

It was suggested that this risk could better reflect the impact a lack of formal consultation from Cornwall Council officers and Cornwall Councillors may have on the Town Council being able to influence major decisions that affect the future growth and prosperity of the town.

Risk No: 8.7 and 8.8

It was suggested that this risk could better reflect the possibility that the Government might not be able to deliver the large regeneration project grant funding anticipated.

Risk No: 9.25

It was suggested that the control in place should read "informal discussions and staff and public consultation to be undertaken before any formal decision to re-locate **or not**"

Risk No: 9.26 and 9.27

It was suggested that an audit could be undertaken of the meeting facilities in St Austell to ascertain the venues that can accommodate small as well as large scale meetings.

Arising from the above, the Deputy Town Clerk advised that an audit of meeting facilities had been undertaken a few years ago and that she would endeavour to locate the document for circulation.

It was **RECOMMENDED THAT** subject to the above amendments, the Council should approve the Strategic Risk Register.

F/21/79) Budget Monitoring Report

The Clerk advised that the budget monitoring report for February is showing a slightly better position than will be shown at the year end due to safety surface repairs at Poltair Park and a section of tarmacking at Priory Car Park having been carried out recently, both of which will be reflected in the 2021/22 financial year. Car park income although down on previous years is slightly better than budget and the grant income received during the year exceeds budget. Members noted that there are two vacant Grounds Maintenance posts and that the election costs ended up being lower than anticipated. He concluded that the Town Council is in a healthy position and that the year end accounts for the 2021/22 financial year will show a surplus.

F/21/80) Asset Register

It was **RESOLVED** to approve the Asset Register and Reconciliation of Assets as at 31st March 2022.

F/21/81) Internal Audit

It was **RESOLVED** to note the Internal Audit checks carried out by the Chair and Vice Chair of the Committee.

F/21/82) Bus Shelter Grants

The Town Clerk advised that Cornwall Council is offering £3,000 to Town and Parish Councils to instal bus shelters in their parish and that a shelter over the seat at Holmbush Road, outside of Tescos has been identified as a suitable location. He explained that the pavement at this location is very narrow and that only a slim bus shelter would be suitable for the site.

Arising from the above, it was suggested that a bus stop on the north side of Carclaze Road might benefit from a shelter. The Clerk advised that he would contact the Clerk at Treverbyn Parish Council to see if they would like to pursue this further. In response to a question, the Clerk confirmed that funding for electronic signage is not on offer.

It was **RESOLVED** that the Clerk should explore with Cornwall Council the feasibility of installing a bus shelter over the seat located on Holmbush Road, outside of Tescos.

F/21/83) 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/21/84) St Austell Library/Cornwall Council Services

The Clerk outlined the confidential discussions so far with Cornwall Council and the space currently occupied by the library at Carlyon Road. He advised that the lease on the library is due to expire in September and that there is a need to start negotiations for a new lease with effect from September 2022 for a further 5 year period.

During discussion, Members expressed their support for the library to remain where it is and not be part of Cornwall Council's town centre office development.

It was **RECOMMENDED** that the Town Clerk should:

- (i) Formally decline the proposal from Cornwall Council to transfer St Austell Library to the town centre;
- (ii) Enter into negotiations with Cornwall Council to allow the Town Council to manage St Austell Library for a further five year period with effect from September 2022;
- (iii) Arrange an agenda item at a future meeting of the Town Council to discuss Cornwall Council's strategy on their land holdings.

F/21/85) Dates of Next Meetings

It was noted that the next meeting of the Finance and General Purposes Committee is due to take place on 27th June 2022.

The meeting closed at 7.21pm.

MINUTES of a MEETING of the ST AUSTELL TOWN COUNCIL STAFFING COMMITTEE held on TUESDAY 19th APRIL 2022 at 6pm in the Stable Block, Pondhu House, Penwinnick Road, St Austell, PL25 5DP.

Present:

Councillors: Double, French, Pearce and Pears (Chair).

In attendance:

David Pooley (Town Clerk), Sara Gwilliams (Deputy Town Clerk).

S/21/12) Apologies for Absence

Apologies for absence were received from Councillor Bull.

S/21/13) Declarations of Interest

The Town Clerk and Deputy Town Clerk declared an interest in elements of Agenda Item 6 (Review of Staffing) and agreed to leave the room, if required, at the appropriate time.

S/21/14) Minutes of meeting held on the 5th November 2021

It was **RESOLVED** that the minutes of the Staffing Committee held on 5th November 2021 should be approved and signed as a correct record.

S/21/15) Matters to Note

The Clerk advised that the 1.75% pay award was approved by the Unions before the year end and applied accordingly. He added that Mr Bill McCardle was appointed to the post of Regeneration Officer and is working well on the Town Centre Revitalisation Project.

S/21/16) 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.

S/21/17) Review of Staffing

Grounds Maintenance

The Clerk advised of the difficulties in recruiting Grounds Maintenance staff and provided salary comparisons with other Town Councils and the private sector.

Following an in depth discussion, Members felt that in order to be competitive in the job market and aid staff retention, they would support an increase in the pay scale for the Grounds Maintenance Team and suggested that the pay scale for a Grounds Maintenance Operative should be increased from scale point 5 to scale point 7-12.

During discussions, the Clerk outlined the importance of the Foreman's role within the Grounds Maintenance Team and recommended that Members consider an increase in his pay scale commensurate with the Grounds Maintenance Operative pay scale suggested.

The Clerk advised that the two Apprentices are nearly at the end of their training and are both likely to pass their college course within the next couple of months. He advised that they have integrated well into the team and are now able to work with minimal supervision and recommended that they should be made permanent members of staff and placed on the Grounds Maintenance Operative pay scale upon completion of their training.

It was **RESOLVED** to:

- (i) Regrade postholders, TC5-7, TC17-18 and TC20 from spinal column point 5 to spinal column points 7-12 and advance the experienced personnel to scale point 12 with effect from 1st June 2022;
- (ii) Regrade postholder TC8 from spinal column point 12 to spinal column point 19 with effect from 1st June 2022;
- (iii) Designate postholders TC21 and TC22 as permanent members of staff and advance them to scale point 7 upon successful completion of their apprenticeships with an increase to scale point 8 after satisfactory performance for 12 months.

Senior Library and Information Assistant

The Town Clerk outlined the excellent work of the Senior Library and Information Assistant, particularly throughout the pandemic and recommended that to better reflect the workloads and supervisory responsibilities of the post, Members should consider a review of the salary and the re-designation of the post to Library Manager.

It was **RESOLVED** to:

- (i) Regrade postholder TC15 from scale point 17 to scale point 18 and redesignate the post as Library Manager.

Community and Projects Support Officer

The Town Clerk advised that he had reviewed the staffing establishment as requested by the previous staffing committee, the result of which had identified a need for more resource to support community development and project work and possibly some administrative and committee tasks. He advised that pre-pandemic the establishment included a Community and Project Support Officer who was employed for 2 days a week, but the post was deleted to balance the budget for the 2021/22 financial year. He explained the benefits that the post had brought to the Town Council and suggested that a Community and Projects Support Officer should be recruited on three days a week to build capacity within the management/administrative team.

During discussions, Members reviewed the staffing structures, services and precept levels of other Cornish Town Councils and acknowledged the lack of resource within St Austell Town Council compared to other Councils of similar size.

Administrative Support

The Town Clerk highlighted the lack of administrative support in the Town Council compared to other Councils, particularly with regard to administering routine financial management tasks which he advised were often carried out by himself. He advised that the review of the staffing resource had identified a need for additional administrative support and felt that 1 extra day per week would be sufficient for the time being. He added that the Finance/Administrative Assistant is currently working towards a Finance SLCC qualification, and the completion of this training would permit more complex finance tasks and warrant an increase in pay.

Members acknowledged the lack of financial administration capacity within the management/administrative team and supported the Town Clerk's suggestion for extra resource and the need to acknowledge more complex finance tasks being allocated to the Finance/Administrative Assistant once she had completed her training.

The Deputy Town Clerk declared an interest in the next item and left the meeting

Deputy Town Clerk/Operations Manager

The Town Clerk highlighted the continued excellent work of both officers and the intense workloads. He added that there is a lot of discretionary effort by both officers which often goes unrecognised and without which the existing workloads would be unmanageable.

Members expressed their gratitude to both officers for their excellent work and loyalty to the Town Council and the need to acknowledge their value and performance.

Town Clerk

The Town Clerk advised that he would like to explore in due course the potential to reduce his hours to 4 days a week later in the year when resource permits. He expressed a desire to concentrate on more strategic issues if his hours are reduced and explained that this would be possible if more of the routine finance work could be passed to the Finance and Administrative Assistant and some committee work allocated to the Community Project Support Officer. He stressed that this is at exploratory stage at the moment and would need to be considered by the full Council in due course. A discussion ensued with regard to succession planning and the need to identify training opportunities which the Clerk undertook to explore. Members expressed their gratitude to the Town Clerk for his excellent leadership and the achievements of the Town Council with the little resource available to it.

*** The Deputy Town Clerk returned to the meeting***

It was **RECOMMENDED** to:

- (i) Authorise the recruitment of a part-time Community and Project Support Officer on Scale Point 22;
- (ii) Authorise one extra day per week administrative support, to be offered in the first instance to the Finance and Administrative Support Officer;
- (iii) Regrade postholder TC4 from scale point 7 to scale point 11 upon successful completion of the SLCC local council finance qualification;
- (iv) Advance postholders TC2 and TC3 by one increment from spinal column point 32 to spinal column point 33;
- (v) Advance postholder TC1 by one increment from spinal column point 52 to spinal column point 53;
- (vi) Support in principle postholder TC1 reducing his hours to four days a week later in the year when resources permit.

S/21/18) Staff Sickness Absence

Members reviewed the sickness absence report for all staff and noted that overall the sickness levels are within acceptable parameters.

S/21/19) Date of Next Meeting

It was suggested that the Committee should meet at 3 monthly intervals to monitor the proposed resourcing changes.

The meeting closed at 7.20pm.