

# St Austell Town Council



## Finance and General Purposes Committee

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

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

Dear Councillor

You are summoned to attend a **Meeting of the Finance and General Purposes Committee** to be held in **The Council Chamber, Penwinnick Road, St Austell, Cornwall, PL25 5DR** on **Monday 27<sup>th</sup> June 2022 at 6pm.**

David Pooley  
**Town Clerk**

21<sup>st</sup> June 2022

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

---

### AGENDA

- 1. Election of Chair**
- 2. Election of Vice-Chair**
- 3. Apologies for absence**

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

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

#### **4. Declarations of Interest**

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

#### **5. Dispensations**

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

#### **6. Minutes of meeting held on the 4<sup>th</sup> April 2022**

**Pages  
1 - 4**

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

#### **7. Matters to Note**

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

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

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

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

#### **9. Security Personnel**

(Purpose: To consider a request from St Austell BID for funding towards the cost of security personnel. (Correspondence to follow).

#### **10. Landrew Road Community Garden**

**Pages  
5 - 10**

(Purpose: To consider entering into a lease with Edible St Austell CIC for land at Landrew Road). (Report attached).

#### **11. CCTV – upgrade of recording unit**

**Pages  
11 - 12**

(Purpose: To authorise expenditure on the upgrading of the St Austell CCTV recording unit). (Report attached).

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

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

**12. Scheme of Members' Allowances**

**Pages  
13 - 34**

(Purpose: To review the Scheme of Members' Allowance). (Report attached).

**13. Budget Monitoring Report**

**Pages  
35 - 40**

(Purpose: To review the Town Council's budget monitoring report for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> May 2022). (Report attached).

**14. St Austell Library**

**Pages  
41 - 42**

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

**15. Dates of Next Meetings**

(Purpose: To note the date of next meeting – 19<sup>th</sup> September 2022).

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

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



**MINUTES of a MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held on MONDAY 4<sup>th</sup> 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 21<sup>st</sup> February 2022**

It was **RESOLVED** that the minutes of the meeting held on the 21<sup>st</sup> 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 31<sup>st</sup> 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 27<sup>th</sup> June 2022.

The meeting closed at 7.21pm.





**ST AUSTELL TOWN COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**27<sup>th</sup> JUNE 2022**  
**LANDREW ROAD COMMUNITY GARDEN**

**1. PURPOSE OF REPORT**

To consider entering into a formal lease with Edible St Austell.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

The Town Council agreed in March 2020 that the allotments at Landrew Road could, following due diligence, be converted into a community garden. Since that time, Edible St Austell, led by Duana Pearson, has been running a very successful community garden scheme at the site and they would now like to enter into a formal lease arrangement with the Town Council for the land. Edible St Austell became a CIC in April 2022 which enables them to enter into a lease agreement with the Town Council.

**3. RESOURCE ISSUES**

This community garden requires little resource from the Town Council apart from the occasional help to dispose of large amounts of waste and the maintenance of trees on the site.

It will be easier for Edible St Austell CIC to apply for external grant funding if they have a formal lease agreement in place for the land.

**4. EQUALITIES ISSUES**

The site is not completely accessible at the present time, but Edible St Austell CIC will seek to make gradual improvements and be as inclusive as possible.

**5. ENVIRONMENTAL ISSUES**

Local food production is seen as important to the climate change agenda. It may be possible to leave some parts wild to encourage biodiversity.

## 6. RECOMMENDATIONS

It is recommended that Members:

- (i) Enter into a ten year lease with Edible St Austell as indicated in the terms outlined in the Heads of Terms.

---

### **Background**

Since March 2020, Edible St Austell has been running a very successful Community Garden at the former allotment site at Landrew Road with over 10 members of the community regularly involved in growing vegetables, maintaining the site and organising social events.

Edible St Austell has now become a CIC and have asked if they can formally lease the site from the Town Council.

A draft Heads of Terms to inform a lease is attached for Members' consideration.

Pictures and activities of Edible St Austell CIC can be found on their Facebook page:

<https://www.facebook.com/ediblestaustell>

DAVID POOLEY  
TOWN CLERK

## **Heads of Terms**

### **Landrew Road - lease**

#### **Purpose**

A lease of land owned by St Austell Town Council previously used as non-statutory allotments.

#### **Parties**

1. St Austell Town Council, The Stable Block, Pondhu House, Penwinnick Road, St Austell, PL25 5DP. (The Council)
2. Edible St Austell CIC (the lessee).

#### **Agreement**

The Town Council owns land at Landrew Road which was previously used as informal allotments. Edible St Austell CIC would like to create a community garden and promote the growing of fruit and vegetables and healthy eating. St Austell Town Council would like to lease the land to Edible St Austell CIC to operate a community garden.

#### **Ownership**

The Town Council owns the freehold of the land at Landrew Road. It is registered under title number CL 147013. The land was transferred to the Town Council by Cornwall Council in April 2016 with an overage clause triggered by a planning application for development or sale.

#### **Responsibilities of Edible St Austell CIC**

- To maintain the land in a clean, safe and tidy manner and to use the land for the purpose of maintaining and promoting a community garden.
- To maintain boundary fences and hedges in reasonable condition.
- Not to make any alterations or additions whatsoever to the site which would require planning permission without the express written consent of the Town Council.
- To undertake day to day maintenance of the grounds and to co-operate with the Town Council to enable it to inspect the area from time to time and to perform its responsibilities under the lease.

- To manage waste and its disposal in accordance with legal and good practice guidance, with a particular focus on resourceful recycling of waste and composting.
- Not to display any advertisement, sign boards, name plate, inscription, flag, banner, placard, poster or signs or notices at the site other than those required to promote the community garden without the consent of The Council.
- Not to do or permit to be done on the site anything that is illegal, or which may be or may become a nuisance.
- Maintain adequate employers and public liability insurance cover (minimum £5m) and insure against all risks arising in connection with the operation of the community gardens by the lessee.
- To pay the rent to The Council on the 1<sup>st</sup> June each year in accordance with the agreement (if demanded).
- The lessee shall be responsible for reporting any Defects in relation to the premises that may affect the ability to effectively fulfil the requirements of the lease. Any reports should be made within 3 working days of this becoming to the attention of the lessee. If the defect presents a danger or Health and Safety concern then this shall be reported at the first available opportunity.
- To advise the Town Council of any serious health and safety incidents within 24 hours or as soon as possible of an accident occurring.
- The lessee shall work with the Council in a partnered manner that supports the maintenance of the overall appearance of the gardens and keeps them clean, tidy and free from antisocial behaviour.

### **The Council's responsibilities**

- To keep the entrance to the garden and gates in a clean, good order and safe condition suitable for use by the public.
- To regularly inspect and maintain trees on the boundary of the land.

### **Termination**

To allow the agreement to be terminated upon six months' notice by either party.

**Rent**

The Edible St Austell CIC shall pay a peppercorn rent of £1 per annum (if demanded).

**Commencement**

The agreement to commence on the (Date TBC).

**Term**

Ten years from the commencement date.



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

**27<sup>th</sup> JUNE 2022**

**CCTV – UPGRADE OF RECORDING UNIT**

**1. PURPOSE OF REPORT**

To consider upgrading the CCTV recording unit for St Austell.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

The CCTV recording units are located at Newquay Police station in a secure room and are only accessed by authorised personnel. The Newquay cameras are served by 2 recording units and the St Austell cameras are served by 1 recording unit.

**3. RESOURCE ISSUES**

The Partnership's maintenance contractor has quoted £5,605.90 to upgrade the recording unit for St Austell. The Town Council has a budget of £5,000 for miscellaneous expenses. If Members are mindful to approve this expenditure, the shortfall can be funded from reserves.

To not upgrade at this time, may result in significantly more expenditure in the longer term ie repairs and/or a more expensive replacement unit due to market forces.

**4. EQUALITIES ISSUES**

None.

**5. ENVIRONMENTAL ISSUES**

None.

**6. RECOMMENDATIONS**

It is recommended that Members:

- (i) Authorise the Town Clerk to upgrade St Austell's recording unit as per the recommendation of the partnership's maintenance contractor.
- 

### **Background**

St Austell Town Council entered into a partnership with Newquay Town Council in 2017 to oversee the operating and maintenance systems for the CCTV cameras in their respective towns. The Newquay/St Austell CCTV partnership is championed by the local police for its proactive work and long monitoring hours. The partnership is currently operating under summer hours which is almost 24/7 active monitoring of the cameras in both towns.

### **Recording Units**

The partnership's contractor has notified both Councils that the current recording units are coming up to 7 years old and, due to their age, are beginning to struggle with the demands of recording 24/7. The recording unit is also running windows server 2008 which cannot be upgraded to a newer version due to processing powers which has led to the contractor recommending that all the units are upgraded as a matter of urgency. We are advised that if we go ahead with this upgrade, it should give both Town Councils a robust CCTV system for another 7 years.

### **Upgrade**

A new recording unit has been identified for both Town Councils which comes with a 3 year warranty in the sum of £5605.90 (excluding VAT). Newquay Town Council has 2 recording units and St Austell Town Council has 1 recording unit.

### **Recommendation**

It is recommended that Members' authorise the Town Clerk to liaise with Newquay Town Council and proceed with an upgrade as recommended by the Partnership's contractor.

DAVID POOLEY  
TOWN CLERK



**ST AUSTELL TOWN COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**27<sup>th</sup> JUNE 2022**  
**SCHEME OF MEMBERS' ALLOWANCES**

**1. PURPOSE OF REPORT**

To approve a Scheme of Members' Allowances for St Austell Town Council.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

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

**3. RESOURCE ISSUES**

The Town Council has within its budget a sum of £750 for the expenses of the Mayor and £150 to cover approved travel expenses of other Members. In addition, there is a budget of £2,500 for translation services and £400 for general Member training. Any allowances paid to a Member, unless a direct reimbursement of expenses, are likely to be subject to tax and National Insurance.

There is a separate budget of £5,575 for civic occasions.

**4. EQUALITIES ISSUES**

None.

**5. ENVIRONMENTAL ISSUES**

The provision of portable IT equipment might result in a reduction of paper issued to Members.

## **6. RECOMMENDATIONS**

It is recommended that Members consider the attached Scheme of Allowances and comparisons with other authorities to determine any amendments required.

---

### **Background**

In order to pay Councillors any allowances, including an allowance to the Mayor, it is necessary for the Council to adopt a Scheme of Allowances. Parish Councils are permitted to pay allowances to their Members but this is entirely discretionary. The permitted allowances include a basic allowance to recognise Parish Councillors' time and effort together with allowances for travel and subsistence, inside and outside the Parish.

Statutory guidance provides that in considering this issue, Parish Councils must have regard to the recommendations of the local Parish Remuneration Panel. The County Council's independent remuneration panel in 2004 agreed a recommended Scheme of Allowances for Parish Councils in Cornwall. A copy of the Independent Remuneration Panel's report is attached to this report (Appendix 1).

The key types of allowances which may be paid are:

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

Unlike for principal authorities, there is no provision within the regulations to pay a higher allowance to a deputy Chairman or chair of a Committee.

The Remuneration Panel in 2004 resolved that the thresholds for allowances should be indexed linked. The current rates are:

Members    £216.38  
Chairman   £319.60

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

## **Allowances in Practice**

Practice varies considerably in this area. Many Parish Councils pay no allowance, some pay a Chairman's allowance as a lump sum for the Chairman to manage while others hold a budget and permit the chairman to reclaim reasonable expenses including entertaining, raffles, donations etc. Some Parish Councils pay travel and subsistence only. Some provide computer equipment. Only very few pay a basic allowance to all of their Councillors. A survey of Town Councils is summarised in the attached table (Appendix 2). Although the Town Council has to be cognisant of the remuneration panel report, it does not have to follow it.

## **Taxation**

The basic Parish allowance is treated as income from an office and is taxable. A Chairman's allowance, if paid as a fixed sum is likely to be taxable. The Chairman could however offset any expenses against his or her tax liability. The alternative to paying the Chairman an allowance which the Council has adopted to date is to hold a budget and to reimburse receipted expenses from that budget. This has the advantage of reducing any tax liabilities but may be slightly more onerous in terms of administration. Travel payments only become taxable when higher than the HMRC approved level. The 45p rate adopted by the Council is equivalent to the HMRC level and would not be taxable.

## **Town Council's current position**

The Town Council has adopted a Scheme of Allowances (Appendix 3) which includes provision for:

- An allowance of 45p per mile for approved travel outside of the Parish
- A small subsistence allowance for meals purchased for approved duties/training
- Priory Car Park pass for the Mayor and Deputy Mayor for use on Council business

There is currently no provision for:

- Chairman's allowance
- Members' allowance
- IT equipment

The budget approved by the Town Council is £750 for the Chairman's expenses and £150 for members' travel expenses. Based on experience to date these budget provisions appear adequate. The Mayor's expenses are only paid for receipted items of expenditure incurred on official engagements and this practice appears to be working well.

### **Civic Events**

There is a separate budget of £5,575 which covers civic events such as the Mayor Making Ceremony, Remembrance Day Service and ad hoc civic events hosted by the Town Council.

Councillors are asked to consider whether they wish to re-confirm the attached Scheme of Allowances as shown at Appendix 3 or approve a revised scheme.

Items for consideration:

- An allowance for the Mayor (this would be taxable)
- An allowance for all Members (this would be taxable)
- A Car Park Pass for all Councillors
- A Laptop/tablet/i-pad for all Councillors

Members' views are sought.

DAVID POOLEY  
TOWN CLERK

**REPORT OF**

**CORNWALL COUNTY COUNCIL'S**

**INDEPENDENT REMUNERATION PANEL**

**ON**

**CORNWALL'S PARISH COUNCILS' ALLOWANCES**

**(EXCEPT THOSE PARISHES FALLING WITHIN CARRICK DISTRICT  
COUNCIL'S AREA)**

Please note that these allowances are not relevant to Parish  
Meetings

**JUNE 2004**

## **FOREWORD**

**This is the first report of Cornwall County Council's Independent Remuneration Panel, meeting as the Parish Remuneration Panel, to make recommendations about the allowances that should be paid to members of parish councils in Cornwall (except for those in the area of Carrick District Council).**

**The regulations for parish council allowances were introduced on 1 January 2004. Before setting their own allowances parish councils should have regard to the recommendations of this Panel. These recommendations are applicable to all the parishes within Cornwall (except for those in the Carrick area)**

**The Panel appreciates that the parishes within Cornwall vary considerably in size, shape and style and hopes that its recommendations will be seen to be fair and even-handed. Above all, the Panel recognises that all parish councils are being encouraged to improve and raise their standards. The Panel hopes that as Councils strive to improve the quality of services they deliver in their community they will look to pay a reasonable level of allowances to their members.**

**Albert Lampey  
Debbie Wilshire  
Owen Withers**

**County Hall, Truro TR1 3AY**

**June 2004**

## **SUMMARY OF RECOMMENDATIONS**

The Independent Remuneration Panel recommends the following allowances for parish and town councils:

1. That those parishes who wish to do so may pay a parish basic allowance of up to £166 per year to each of its members
2. That where a parish council decides to pay a parish basic allowance the chair of that council should be entitled to a higher allowance of £249 per year.
3. That those parish councils who wish to do so should pay a travel allowance of 40p per mile for cars, 24p per mile for motor bikes and 20p per mile for cycles, for any return journey of more than 8 miles.
4. That those parish councils who wish to do so should reimburse expenditure for subsistence for approved duties outside the parish on production of receipts and up to the maximum figures set out below:

Absence from usual place of residence of more than 4 hours:	£
Breakfast taken before 11am (left home before or at 7am)	5.07
Lunch (away the entire period between 12 noon and 2pm)	6.97
Evening meal (finish at 7pm or later finish)	8.63

### **Overnight subsistence**

overnight in London	93.77
overnight elsewhere	82.22

These rates are for a period of 24 hours beginning at the time of departure from home.

## **Background**

1. Under the Local Authorities (Members' Allowances)(England) Regulations 2003 certain provisions were introduced which had a direct effect on the allowances that parish councils could pay. They:
  - enable parish councils to pay a parish basic allowance and travel and subsistence allowances to members
  - enable parish remuneration panels to make recommendations on allowances paid by parish councils
  - remove the option for parish councillors of claiming financial loss allowance.
2. The Guidance issued with the 2003 Regulations states that when they pay allowances parish councils should have regard to the recommendations of a parish remuneration panel. This panel is set up by a district or a county council within whose area a parish council is situated.
3. In Cornwall it was agreed by the County and District Council Chief Executives that it would be most sensible to ask the County Council's Independent Remuneration Panel to form the Parish Remuneration Panel so that was a uniformity of approach across the County. However, Carrick District Council set up its own Independent Remuneration Panel to make recommendations to parishes within its area. **Therefore the recommendations of this report are not applicable to those parishes within Carrick District Council's area.**
4. The County Council's Independent Remuneration Panel was convened on 1 June 2004 to meet as the Cornwall Parish Remuneration Panel. The Panel comprises:
  - Albert Lampey, recently retired Secretary of the South West Regional Assembly, who has considerable experience in public sector personnel and management issues. He is presently a beef farmer in Somerset, and a consultant.
  - Debbie Wilshire, Deputy Chief Executive of Cornwall College, which operates further and higher education bases across Cornwall.
  - Owen Withers, a retired aircraft engineer, who, in the recent past, has been a member and chairman of a parish council in North Cornwall. He has served as secretary to the North Cornwall Association of Town and Parish Councils.
5. The Panel was advised by Sarah Mason, assistant secretary of the Cornwall Association of Local Councils, and John Sawle, Chief Executive's Office, Cornwall County Council.
6. Before the Panel met the Cornwall Association of Local Councils had circulated a questionnaire to all its members to ascertain whether they wished to pay a parish basic allowance, and/or travel and subsistence expenses for duties within or outside the parish. Parishes were also asked to identify the number of electors, the number of councillors and their precept for 2004/5.



The returns of this questionnaire were used to inform the deliberations of the Panel.

7. The Panel recognised that the 209 (*Sarah – is this the correct number?*) parish councils in Cornwall vary greatly in size and complexity. For example, one town council has an electorate of nearly 10,000, a precept of about £573,000 and 16 councillors. A small parish council, on the other hand, has an electorate of 300, a precept of £3,500 and 11 councillors.
8. The Panel deliberated the following issues:
  - whether or not to recommend a parish basic allowance, and, if so, whether the chairman of the parish council should be entitled to a higher allowance than ordinary councillors
  - whether or not to recommend travel and subsistence allowances, and, if so, for what duties and at what level.

## **A Parish Basic Allowance**

*Parish councils may choose to pay their members an allowance, known as 'parish basic allowance', to recognise the time and effort they put into their parish duties. There is no obligation on parish councils to pay such allowances. Each parish council may make an allowance available to its chair only, or to each of its members. Where all members receive an allowance, the amount payable to the chair may be different to that paid to other members, but otherwise the amount paid to each member must be the same. Parish basic allowance is a discretionary allowance. It may be paid in a lump sum, or at intervals throughout the year.*

*If a parish council wishes to pay a basic allowance, it should have regard to a recommendation from its parish remuneration panel. The panel will make a recommendation as to whom basic allowance should be paid, and the level of the allowance.*

(Guidance on Consolidated Regulations for Local Authority Allowances, paragraphs 91 and 92 ODPM 2003)

9. The Panel recommends that those councils willing and able to pay a parish basic allowance should do so, in recognition that some councillors are less able or willing to bear their own costs incurred in being a councillor.
10. The Panel was keen to recognise that those councils achieving, or striving to achieve, the ethos of 'quality parish status' should benefit from the new ability to pay a basic allowance in recognition of their higher quality threshold. For example, a quality parish council should
  - demonstrate that it is working effectively with outside bodies
  - acknowledge the need to train its members
  - actively communicate with the parish, showing the benefits it brings to the community
  - maintain its own website, on which it publishes its minutes etc.

## **The Level of the Basic Allowance**

11. The Panel is required to recommend the level at which the basic allowance is set. In order to achieve this the Panel decided to follow the logic and pattern set by the Panel when considering the remuneration for county councillors. This required some basic assumptions to be made about:
- the average time spent on parish council duties
  - the amount of time given voluntarily
  - the average rate of pay for the job of being a parish councillor.
12. The Panel was well aware of the dangers of applying single standards across the range of parish councils in Cornwall, but felt that it had to create a logical and transparent framework irrespective of size and complexity of the work undertaken by different councils.
13. The Panel decide that, on average, a parish councillor would spend at least\* 10 hours a month on parish council business. It recognised that most people put themselves up for election to a parish council because they wish to influence the way the community in which they live develops. Therefore most of their work is undertaken voluntarily. The Panel thought that up to 90% of their work should be regarded as voluntary (ie not remunerated). The Panel recognised that in those councils that achieve quality status perhaps up to 75% of the councillors work could be regarded as voluntary. However, the Panel felt that since the 'quality council' initiative is still being developed it should stick with the 90% discount for the moment.
14. The Panel decided that it would adopt its previous estimate of the 'rate for the job' as applied to county councillor allowances ie £13.82 per hour. This figure is derived from a Local Government Association rate, based on the mean male non-manual wage, updated in line with pay increases for local government staff.
15. Consequently the Panel calculated the **parish basic allowance** on the following formula:
- **10 hours per month = 120 hours per year**
  - **120 hours x £13.82 per hour (based on the LGA-derived rate) = £1,658 per year**
  - **minus 90% (in recognition that most of the work is done voluntarily)**
  - **= £166 per year**
16. The Panel was of the firm opinion that as parish councils move towards the standards of quality status the 90% figure should be progressively lowered to 75% – giving a basic allowance total of £415 per year.

#### **Additional Allowance for Chair**

17. The Panel agreed that where the parish council decided to pay the chair should be entitled to a different amount. They agreed that on average a chair would put in at least\* 15 hours of work per month. The same proportion (90%) would be voluntary, and the rate for the job would remain constant.
18. Therefore, the recommended rate of allowance for a **chair** should be **£249 per year**.
19. **Travel and Subsistence Allowances**

*A parish council may also pay its members allowances in respect of travel and subsistence. These are discretionary allowances. They may be paid in respect of travel and subsistence both inside and outside the boundary of the parish. Allowances for travel may include allowances for travel by non-motorised transport, such as a bicycle.*

*Travel and subsistence allowances may only be paid for travel and subsistence in respect of:*

*a meeting of the authority*

*a meeting of a committee or sub-committee of the authority*

*a meeting of some other body to which the authority make appointments or nominations*

*a meeting of a committee or sub-committee of a body to which the authority make appointments or nominations*

*duties undertaken on behalf of the authority in pursuance of any standing order requiring a member or members to be present while tender documents are opened.*

*a meeting of a local authority association of which the authority is a member*

*duties undertaken on behalf of the authority in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises*

*any other duty approved by the authority in connection with discharging the duties of the authority or its committees or sub-committees.*

*(Guidance on Consolidated Regulations for Local Authority Allowances, paragraphs 93 and 94 ODPM 2003)*

20. The Panel considered whether or not it wished to recommend travel and subsistence allowances, and, if so, at what levels and for which duties.
21. On **travel**, the Panel was mindful that an allowance was probably not a major issue for councils based in towns, but was likely to be so in those large rural parishes serving several communities. It agreed that a mileage rate could be claimed if a return journey was above 8 miles.
22. In setting the mileage rate the Panel was aware of the County Council and the Carrick District Council rates for their members. The Panel noted that both councils paid above the Inland Revenue's Approved Mileage Allowance Payments (or AMAPs) – the rates at which no tax is payable. The current AMAP rates are:

Kind of vehicle	Rate per mile
Car or van	40p for the first 10,000 miles
	25p after that
Motor cycle	24p (all miles)
Cycle	20p (all miles)

23. The Panel recognised that County Council staff can claim allowances at these rates, and that their administration is straightforward because there is no tax liability.
24. **There the Panel recommends that the rates of the travel allowances should be as set out above, payable only if the return journey is more than 8 miles.**
25. If passengers are carried the rate would be increased by 3p for the first passenger, and 2p for each additional passenger.
26. On **subsistence**, the Panel decided that parish councillors should claim for **receipted expenditure for meals, up to the maximum of the rates paid to County Councillors, but only for duties performed outside the parish.**
27. The current County Council rates are as follows:

Absence from usual place of residence of more than 4 hours:	£
Breakfast taken before 11am (left home before or at 7am)	5.07
Lunch (away the entire period between 12 noon and 2pm)	6.97
Evening meal (finish at 7pm or later finish)	8.63
Overnight subsistence	
overnight in London	93.77
overnight elsewhere	82.22

These rates are for a period of 24 hours beginning at the time of departure from home.

28. The Panel agreed further that when it was necessary to travel by train the cheapest standard class ticket should normally be purchased.
29. The Panel decided that the travel and subsistence allowances could be claimed for any of the duties specified in the Guidance, as follows:
- a meeting of the council
  - a meeting of a committee or sub-committee of the council
  - a meeting of some other body to which the council make appointments or nominations
  - a meeting of a committee or sub-committee of a body to which the council make appointments or nominations

- duties undertaken on behalf of the council in pursuance of any standing order requiring a member or members to be present while tender documents are opened.
- a meeting of a local authority association of which the council is a member
- duties undertaken on behalf of the council in connection with the discharge of any function of the council conferred by or under any enactment and empowering or requiring the council to inspect or authorise the inspection of premises
- any other duty approved by the council in connection with discharging the duties of the council or its committees or sub-committees.

### **Other Issues**

#### **Backdating**

30. The Panel agreed to recommend that parish councils may backdate the recommended allowances to 1 January 2004, when the regulations first came into force.

#### **Annual Adjustment**

31. The Panel agreed that the allowances should be adjusted annually by reference to an index. The basic allowance should be linked to the annual local government pay percentage increase; travel and subsistence should be increased in line with any percentage increases awarded to County Council staff.

#### **Withholding Allowances**

32. The Panel suggests that if parish councils decide to make these allowances available to their members they include provision to withdraw allowances from a member if they are fully or partially suspended from their duties.

#### **Publicity**

33. The Panel wishes to remind councils of the requirement to publicise their allowances, once they are determined, in accordance with paragraph 99 of the Guidance.



**MEMBERS' ALLOWANCES SUMMARY**

**Mayor's Allowance**

Do you pay a Mayor's Allowance

St Austell	Newquay	Falmouth	St Ives	Truro	Bude-Stratton	Camborne	Hayle	Redruth	Saltash	Helston	Bodmin	Launceston
Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
No	£5,000	No	£3,000	£7,915	No	No	£2,000	£2,000	£4,959	£2,000	£2,000	£1,000
Yes	No	£6,500	No	No	Yes	Yes	No	Sometimes	No	No	No	£1,500 expenses

**Members Allowances**

Do you pay an allowance

No	No	No	No	No	£15 per month	No	No	No	£220	No	£100	£185.73
----	----	----	----	----	---------------	----	----	----	------	----	------	---------

Other benefits

Parking passes for Mayor/Deputy	Laptop or iPad	Tablet	Parking for meetings and ipads	Parking pass for Council business	Parking pass	Ipads plus car park pass	Laptops	Tablet	Laptop or iPad	No	Laptop	Parking pass for Council business
---------------------------------	----------------	--------	--------------------------------	-----------------------------------	--------------	--------------------------	---------	--------	----------------	----	--------	-----------------------------------

Travel allowance within Parish

No	No	Yes	No	No	Yes	No	No	No	No	No	No	No
----	----	-----	----	----	-----	----	----	----	----	----	----	----

Travel allowance journeys outside Parish

Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
-----	-----	-----	-----	-----	-----	-----	-----	-----	----	-----	-----	-----







# **ST AUSTELL TOWN COUNCIL**

## **MEMBERS' ALLOWANCES SCHEME**

**2021/2022**

## **ST AUSTELL TOWN COUNCIL**

### **REMUNERATION SCHEME**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 6. Parish Travelling and Subsistence Allowance

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

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

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

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

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

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

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

## **7. Claims and Payments**

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

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

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

## **8. Review**

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

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

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

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

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

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

## **10. Records of Allowances**

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

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

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

## **PARISH TRAVELLING AND SUBSISTENCE ALLOWANCE**

### **Application**

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

### **Travelling Allowances**

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

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

### **Subsistence Allowances**

#### **Meals**

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

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

#### **Accommodation**

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



**ST AUSTELL TOWN COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**27<sup>th</sup> JUNE 2022**  
**BUDGET MONITORING REPORT**

**1. PURPOSE OF REPORT**

To provide Members with an update on expenditure and income to the 31<sup>st</sup> May 2022 and a copy of the Council's latest bank reconciliation statements.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

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

**3. RESOURCE ISSUES**

None outside of existing budgets.

**4. EQUALITIES ISSUES**

None.

**5. ENVIRONMENTAL ISSUES**

None.

**6. RECOMMENDATIONS**

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

-----

DAVID POOLEY - TOWN CLERK





# Profit & Loss

37

## St Austell Town Council 1 May 2022 to 31 May 2022

	Actual	Budget	Var GBP	Var %	YTD Actual	YTD Budget	Var GBP	Var %
<b>Income</b>								
Car Park Income	20,729	18,000	2,729▲	15.2%▲	38,010	36,000	2,010▲	5.6%▲
Council Tax Grant	-	-	-	0.0%	7,619	7,619	-▲	0.0%▲
Interest Income	403	263	140▲	53.2%▲	782	526	256▲	48.7%▲
Library Income	612	417	195▲	46.8%▲	789	834	(45)▼	-5.4%▼
Other Grants and Contributions	80	13,229	(13,149)▼	-99.4%▼	80	26,458	(26,378)▼	-99.7%▼
Other Income	840	139	701▲	504.4%▲	969	278	691▲	248.7%▲
Precept Payments	-	-	-	0.0%	452,760	452,760	-	0.0%
Public Convenience Charges	129	304	(175)▼	-57.7%▼	129	608	(479)▼	-78.8%▼
Rent Received	-	866	(866)▼	-100.0%▼	340	1,732	(1,392)▼	-80.4%▼
<b>Total Income</b>	<b>22,793</b>	<b>33,218</b>	<b>(10,425)</b>	<b>-31.4%</b>	<b>501,479</b>	<b>526,815</b>	<b>(25,336)</b>	<b>-4.8%</b>
<b>Gross Profit</b>	<b>22,793</b>	<b>33,218</b>	<b>(10,425)</b>	<b>-31.0%</b>	<b>501,479</b>	<b>526,815</b>	<b>(25,336)</b>	<b>-5.0%</b>
<b>Less Operating Expenses</b>								
<b>Employee Expenses</b>								
Recruitment	-	146	(146)▼	-100.0%▼	120	292	(172)▼	-58.9%▼
Salaries / Wages	44,285	50,512	(6,227)▼	-12.3%▼	86,851	101,024	(14,173)▼	-14.0%▼
Training	-	575	(575)▼	-100.0%▼	-	1,150	(1,150)▼	-100.0%▼
<b>Total Employee Expenses</b>	<b>44,285</b>	<b>51,233</b>	<b>(6,948)</b>	<b>-13.6%</b>	<b>86,971</b>	<b>102,466</b>	<b>(15,495)</b>	<b>-15.1%</b>
<b>Premises Expenses</b>								

# Profit & Loss

38

	Actual	Budget	Var GBP	Var %	YTD Actual	YTD Budget	Var GBP	Var %
Cleaning & Domestic Supplies	559	681	(122)▼	-17.9%▼	1,565	1,362	203▲	14.9%▲
Electricity	7	743	(736)▼	-99.1%▼	290	1,486	(1,196)▼	-80.5%▼
Gas	264	247	17▲	6.8%▲	264	494	(230)▼	-46.6%▼
Grounds Maintenance Supplies	3,539	1,820	1,719▲	94.4%▲	5,378	3,640	1,738▲	47.7%▲
Play Equipment	-	4,167	(4,167)▼	-100.0%▼	-	8,334	(8,334)▼	-100.0%▼
Rates	5,912	6,711	(799)▼	-11.9%▼	14,735	13,422	1,313▲	9.8%▲
Rent / Room Hire	-	474	(474)▼	-100.0%▼	-	948	(948)▼	-100.0%▼
Repairs / Maintenance Premises	9,896	2,808	7,088▲	252.4%▲	14,452	5,616	8,836▲	157.3%▲
Water	80	217	(137)▼	-63.3%▼	(3,574)	434	(4,008)▼	-923.6%▼
<b>Total Premises Expenses</b>	<b>20,256</b>	<b>17,868</b>	<b>2,388</b>	<b>13.4%</b>	<b>33,109</b>	<b>35,736</b>	<b>(2,627)</b>	<b>-7.3%</b>
<b>Supplies and Services</b>								
Books and Publications	-	-	-	0.0%	-	50	(50)▼	-100.0%▼
Contract Payments	13,399	13,221	178▲	1.3%▲	21,920	26,442	(4,522)▼	-17.1%▼
Insurances	-	-	-	0.0%	17,981	6,300	11,681▲	185.4%▲
IT / Communications	1,044	1,845	(801)▼	-43.4%▼	4,027	3,690	337▲	9.1%▲
Mayors Allowances	-	63	(63)▼	-100.0%▼	-	126	(126)▼	-100.0%▼
Members Allowance	-	12	(12)▼	-100.0%▼	-	24	(24)▼	-100.0%▼
Miscellaneous Expenses	2,190	15,825	(13,635)▼	-86.2%▼	6,874	31,650	(24,776)▼	-78.3%▼
Miscellaneous Grants	834	3,333	(2,499)▼	-75.0%▼	1,034	6,666	(5,632)▼	-84.5%▼
Office Supplies	204	271	(67)▼	-24.8%▼	428	542	(114)▼	-21.0%▼
Printing and Stationery	612	256	356▲	139.0%▲	718	512	206▲	40.2%▲
Protective Clothing	834	229	605▲	264.2%▲	834	458	376▲	82.1%▲
Publicity	-	158	(158)▼	-100.0%▼	-	316	(316)▼	-100.0%▼
Small Grants Scheme	-	667	(667)▼	-100.0%▼	-	1,334	(1,334)▼	-100.0%▼
Subscriptions	130	607	(477)▼	-78.6%▼	3,798	1,214	2,584▲	212.8%▲

# Profit & Loss

	Actual	Budget	Var GBP	Var %	YTD Actual	YTD Budget	Var GBP	Var %
<b>Total Supplies and Services</b>	<b>19,246</b>	<b>36,487</b>	<b>(17,241)</b>	<b>-47.3%</b>	<b>57,613</b>	<b>79,324</b>	<b>(21,711)</b>	<b>-27.4%</b>
<b>Transport Related Expenses</b>								
Contract Hire and Operating Leases	1,163	1,006	157▲	15.6%▲	2,066	2,012	54▲	2.7%▲
Fuel	713	567	146▲	25.7%▲	1,451	1,134	317▲	27.9%▲
Other Transport/plant expenses	-	104	(104)▼	-100.0%▼	35	208	(173)▼	-83.3%▼
Repairs/ Maintenance-Vehicles/Plant	444	433	11▲	2.6%▲	532	866	(334)▼	-38.6%▼
Road Fund / Taxes	-	88	(88)▼	-100.0%▼	-	176	(176)▼	-100.0%▼
Transport Insurance	-	263	(263)▼	-100.0%▼	-	526	(526)▼	-100.0%▼
Travel and Subsistence	98	72	26▲	36.5%▲	98	144	(46)▼	-31.8%▼
<b>Total Transport Related Expenses</b>	<b>2,418</b>	<b>2,533</b>	<b>(115)</b>	<b>-4.5%</b>	<b>4,181</b>	<b>5,066</b>	<b>(885)</b>	<b>-17.5%</b>
<b>Total Operating Expenses</b>	<b>86,206</b>	<b>108,121</b>	<b>(21,915)</b>	<b>-20.3%</b>	<b>181,874</b>	<b>222,592</b>	<b>(40,718)</b>	<b>-18.3%</b>
<b>Net Profit</b>	<b>(63,413)</b>	<b>(74,903)</b>	<b>11,490</b>	<b>15.0%</b>	<b>319,605</b>	<b>304,223</b>	<b>15,382</b>	<b>5.0%</b>

## **ST AUSTELL TOWN COUNCIL**

### **BANK RECONCILIATION AS AT:**

**31.05.22**

	£	£
Business Current Account		522,334.88
Mayor's Charity Account		0.00
Business Direct Reserve Account		0.00
Petty Cash		231.55
Library Float		100.00
<b>Total in Bank</b>		<b>522,666.43</b>

<b>Total Unpresented Cheques</b>	<b>0.00</b>
	<b>522,666.43</b>

<b>Outstanding receipts</b>	
Late Bankings - Car park season tickets	0.00
	<b>522,666.43</b>

<b><u>Accounting System Bank Balance:</u></b>	
Opening Bank Balance	195,008.97
Expenditure to date	193539.96
Income to date	521197.42
	<b>522,666.43</b>

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

<b>Accounting System Bank Balance</b>	<b>522,666.43</b>	0.00
		balanced

#### **Note:**

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

Reconciliation Completed: Date: 10.06.22

Reviewed: Date: 10.06.22

## **St Austell Library Newsletter – June 2022**

I expect, as perhaps many of you, can't quite believe where the time has gone! My last Library update to you was when we were still navigating our way out of Covid times and restrictions and we are now heading into summer and another Summer Reading Challenge, and although we haven't forgotten how difficult things were, it's surprising how we are now more or less back to normal. We said a very sad farewell to our Diane Hooper, who retired after a 25-year service and welcomed new recruit Lucy Hewitt.

Our footfall has been steadily increasing each month since coming out of the lockdowns with customers feeling that they are comfortable entering our building and all the measures that we had put in place, to the extent that the last three months have been our busiest yet, with well over 4,000 through the doors with May just a little short of 5,000. Book issues are still consistently good, keeping us the second busiest library across the county and we are seeing plenty of new joiners contacting us to use our services. The public access computers are still in constant use, although, not quite as busy as pre-pandemic, we think customers managed to access the services they need by other methods and are continuing to do so.

The hospital car service running from our back office is again in high demand with the office volunteers constantly on their toes trying to locate drivers, who are in short supply, for their customers who require driving to appointments.

Our in-house Reading and Writing groups are proving as popular as ever, although we did split our Writing group into two as the numbers attending that are quite high, and this seems to be working very well. We are about to resurrect our Knit & Stitch group and are thinking how best to re-start our children's singing groups and, maybe, including a new story-time session. These may best be started with a new launch in September, as currently we are gearing up for the Summer Reading Challenge launch at the beginning of July and we usually stop our children's groups for the summer to accommodate this.

Already this year we have supported two work experience placements from St Austell College studying vocational studies and three Yr10 students for work experience. One student required a Teaching Assistant with them for additional needs, which was also a different experience for us too, supporting both student and TA. A further two students are pencilled in for work experience in July, a Penrice student and a home-schooled student.

We currently are supporting two D of E students, one from Poltair and the other from the Roseland. Our Poltair student is undertaking his silver D of E and we are also supporting his fund-raising venture to attend the Scouting Jamboree in South Korea next year, for which he has been selected as part of the Southwest contingent from the UK. We will make available withdrawn books for him to sell and swell his coffers.

The Summer Reading Challenge theme this year is Gadgeteers, and we are hoping to support this by working with St Austell College to run a competition to get the children to design a working mechanism for our Library Garden on a Roland Emmet type design (he was the man of the Potts contraptions in the film Chitty Chitty Bang Bang) and the winner will have their design made up by the college students. We will also be working with the Sensory Trust to get children using a microscope app in the Library garden and building gadgets with the Playmake Theatre.

SALSA, our support association, are working hard to find funding and arrange events to tempt the public back. For World Book Night in April, we held a very successful evening of Alan Bennet plays by the Perranporth Players and we supported the Queen's Platinum

Jubilee celebrations with an apple tree dedication by the Mayor followed by a Library garden tea party with music, games and a cream tea. Online comments were very complimentary about the afternoon.....even though the sun failed to make an appearance until we were packing up! Salsa has also secured some grant funding to bring the "Arts to the Community", so keep a look out for anything from a sea shanty group to an open mic night. Below is fun at the Jubilee Tea Party!



We hope the sun shines brightly on you all this summer.

With kind regards from Terry and the Team at the Library.