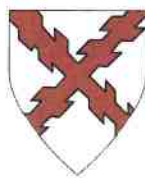


St Austell Town Council



Community Committee

To: All Members of the Community Committee (Councillors: Clemo, Cohen, Double, Fox, George, Guest, Nott, Pearce, Pears, Rowse, Stephens, Thompson and Young).

Dear Councillor

You are summoned to attend a **Meeting** of the **Community Committee** to be held at **Studio 4 Dance, 4FS Youth Dance, 12a - 14 Old Vicarage Place, St Austell, Cornwall, PL25 5YY** on **Monday 27th March 2023 at 6pm.**



David Pooley
Town Clerk

Please note change of venue

21st March 2023

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

AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**

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

- 3. Dispensations**

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

4. Minutes of meeting held Monday 27th February 2023

**Pages
1 to 6**

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

5. 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.

6. 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.*

7. The Coronation Champions Awards

(Purpose: To consider a process for nominations to The Coronation Champions Awards).

<https://www.royalvoluntaryservice.org.uk/volunteering/coronation-champions-awards/>

8. Grounds Maintenance

**Pages
7 to 10**

(Purpose: To receive an update on the Grounds Maintenance Service). (Report attached).

9. Small Grants Scheme

**Pages
11 to 24**

- Climate Action St Austell (CASA)
- St Austell BID
- Woodland House Care Home

10. Projects Update

(Purpose: To receive a verbal report from the Town Clerk on the projects currently being worked on). (Verbal update).

11. Dates of Meetings

(Purpose: To confirm date of forthcoming meeting – Monday 5th June 2023).

MINUTES of ST AUSTELL TOWN COUNCIL COMMUNITY COMMITTEE held on MONDAY 27th FEBRUARY 2023 in the Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD at 6pm.

Present: Councillors: Clemo, Cohen, Double, Fox, George, Nott, Pearce, Stephens and Thompson (Chair).

In attendance: David Pooley (Town Clerk).

CC/22/46) Apologies for absence

Apologies for absence were received from Councillors Guest, Pears, Rowse and Young and Sara Gwilliams (Deputy Town Clerk).

CC/22/47) Declarations of Interest

Councillor Fox declared an interest in the Cornwall College grant application (Agenda Item 8(vi)) by virtue of being employed by the College.

CC/22/48) Dispensations

There were no requests for dispensations received.

CC/22/49) Minutes of the Meeting held on the 28th November 2022

It was **RESOLVED** that the minutes of the meeting held on the 28th November 2022 be approved and signed as a correct record.

CC/22/50) Matters to note

The Clerk advised that further to minute CC/22/35 representations for better maintenance of the roundabouts on the A391 had so far proved unsuccessful. With regard to minute CC/22/44 he advised that the planned works at Truro Road Park would be completed in April/May in conjunction with Bethel Park.

CC/22/51) Public Participation

There were no members of the public present.

CC/22/52) Nick Smith, Chief Executive of Young People Cornwall

The Chairman welcomed Nick Smith to the meeting and invited him to give an insight into the work of Young People Cornwall (YPC). Nick Smith outlined the vision and mission statement of YPC and provided a brief history of the Charity which would celebrate its 50th year in 2024. He listed some of the projects undertaken this year which included:

- Open access youth centres
- Mental Health Work
- Outreach Work
- Victims of Crime
- Participation and Youth Voice
- National Citizen Service
- Mental Health Support Hubs

- Work with unemployed young people
- Parish youth project

Nick Smith outlined how economic and social changes had impacted on the work of YPC and the increasing numbers of safeguarding and mental health issues experienced. He provided statistics to explain the scale of the service provided and the growing demand for support services for young people. He explained how the effectiveness of youth services is measured through an outcome star system which assesses progress for individuals in six areas:

- Making a difference
- Hopes and dreams
- Well-being
- Education & work
- Communicating
- Choices & behaviour

Scores suggest that young people in the St Austell area often start from a relatively low base position when compared with other areas but with support make good progress. He explained that the outcomes that his team work towards are:

- Increasing confidence and self esteem
- Reducing anti-social behaviour
- Increasing community engagement
- Raising aspirations and realising potential
- Developing relationship skills
- Improving mental health and physical well-being
- Enabling young people to have their voice heard.

In response to questions Nick Smith advised Members to report consistent anti-social behaviour involving youths through the Police or Safer St Austell routes and his team would then undertake outreach work as appropriate. Members discussed the impact of the increasing cost of living, the Action for Children contract, recent vandalism in Poltair Park and the importance of youth services and the good work undertaken by YPC. Nick Smith confirmed that the turnover of YPC was now over £2m per annum and that over 70 staff were employed.

The Chair thanked Nick Smith for his informative presentation and expressed the gratitude of councillors for the work undertaken by YPC.

CC/22/53) Small Grants Scheme

Choose Nature CIC

It was **RESOLVED** to award Choose Nature CIC a grant in the sum of £250 towards the cost of their outdoor kitchen.

Friends of Cornwall Youth Choirs

It was **RESOLVED** to award Friends of Cornwall Youth Choirs a grant in the sum of £500 for funding towards taking 50 singers, four of which are from St Austell, to participate in the Interkultur Hull International Choir Competition.

It was suggested that the group should be encouraged to approach Cornwall Councillors for donations from their Community Chest funds.

Friends of Robert Eliot Court

It was **RESOLVED** to award Friends of Robert Eliot Court a grant in the sum of £250 towards the cost of installing a defibrillator at Robert Eliot Court. It was suggested that the Friends group should be encouraged to become constituted and to contact Cornwall Councillors for donations from their Community Chest funds.

Poltair Residents Association

It was **RESOLVED** to award Poltair Residents Association a grant in the sum of £200 for funding towards an afternoon social gathering and disco to celebrate the Coronation of King Charles III on Monday 8th May 2023.

St Austell Amateur Operatic Society

It was **RESOLVED** to award St Austell Amateur Operatic Society a grant in the sum of £750 for funding towards the cost of hiring a hall for rehearsals for their April 2023 production of Young Frankenstein.

*** Councillor Fox reiterated her interest in the following item and took no part in the debate or voting on it. ***

St Austell College

It was **RESOLVED** to award St Austell College a grant in the sum of £250 for funding towards a Female Empowerment Festival on Wednesday 8th March 2023.

CC/22/54) Trough and Sun Dial

The Clerk reported that Cornwall Council had asked what the Town Council wished to happen to the trough and sun dial outside the Penwinnick Road offices.

It was **RESOLVED** to ask Cornwall Council to relocate the listed trough from Penwinnick Road to Truro Road Park and noted that the sun dial had been stolen several years ago.

CC/22/55) King Charles III Coronation – Saturday 6th May 2023 (At the request of Councillor Lanxon)

It was **RESOLVED** to defer this matter pending receipt of costings and more detail.

CC/22/56) E-Bike Scheme

The Clerk advised that it was hoped that the e-bike scheme would be rolled out in St Austell in the next two months and that a small area of Priory Car Park would be used as a bike docking station.

It was **RESOLVED** to welcome the e-bike trial and to authorise the Town Clerk to enter into a short-term licence with Beryl Bikes for space in Priory Car Park to facilitate the scheme.

CC/22/57) Townscape Heritage Scheme

The Clerk referred Members to the report which had been circulated separately by email and advised that the project was drawing to a close. He praised the work completed and agreed to circulate a survey relating to the project for Members to complete.

Members expressed their gratitude for the project and discussed the number and condition of empty shops in Fore Street. The Clerk advised that the Regeneration Officer was exploring the potential to utilise one or more empty shops through an empty shop/training project subject to obtaining funding and a willing landlord with a suitable property. Councillors Double and Fox undertook to provide the Clerk with details of empty shops initiatives in other towns which they were aware of.

It was **RESOLVED** to note the report and to formally thank Andrew Richards, Cornwall Council's Heritage Officer, for the excellent work completed.

CC/22/58) Projects Update

The Town Clerk provided an update on the projects being worked on as follows:

Town Centre Regeneration

The Clerk advised that the Masterplan had now been published and that a number of grant applications have been prepared for Shared Prosperity funding and discussions are taking place with Senior Economic Development Officers at Cornwall Council about Levelling Up Fund opportunities.

CCTV

All 20 cameras are operational in the town centre and consideration is being given to moving the mobile camera from Chapel Field to Cedar Woods.

Climate Emergency

A Climate Emergency DPD has been approved by Cornwall Council. The Local Cycling and Walking Strategy for St Austell has been completed but Cornwall Council are unable to share it for the moment. The E-bikes scheme should start in St Austell in the next 2-3 months. The EV charging project is progressing and chargers in Priory Car Park should be installed by the end of May 2023.

Town Council activities include 14 semi mature trees planted at Jubilee Meadows, 1 tree at the Library, plants have been purchased for a sensory garden at Bethel Park and a running trail has been created at Linnear Park with signs to encourage use.

Poltair Park

The Town Clerk advised that planning permission for a bat roost would be submitted shortly to Cornwall Council.

Toilets

The toilet cleaning contract is working extremely well with the contractors going the extra mile to keep the toilets up and running, particularly with regard to keeping the

coin machines in working order. There may be a need to replace door locks and payment machines before long.

Anti-social behaviour

The Town Clerk advised that ASB levels had been low but there were signs that issues might be increasing slightly again. The Security Guards funded by the BID and Town Council are playing an integral part in keeping the ASB levels low and are valued by the Police. Other towns are looking at the model in St Austell.

Councillor Fox advised of recent ASB in Lostwood Park and Dobell Road. The Clerk stressed the need to report concerns to the Police.

Library

The Library is still performing very well and a number of significant events are being planned including a Literary Festival and events to commemorate the King's coronation.

The library lease has been renewed. The whole school visits to the library are proving very popular with a class of approximately 30 children attending the library 2-3 times a week from different schools. An additional part-time member of staff has been recruited.

Bethel Park – Community Infrastructure Levy (CIL)

The Clerk advised that a funding application for CIL monies had been successful and a grant of £78,000 offered by Cornwall Council. The Town Council's Finance and General Purposes Committee has approved match funding, mining surveys were being undertaken and a planning application has been submitted.

Grounds Maintenance

A new member of staff has been recruited to replace an employee due to retire at the end of March. A replacement tipper truck and ride-on mower have been acquired in preparation for the new season. Good progress has been made with the winter maintenance schedule which includes play equipment repairs, winter planting, repair of benches and tree and hedge works. The jubilee benches have been installed and flower beds across the town are full of colour and in excellent condition currently. The Clerk in particular highlighted the Trewiddle roundabout and flower beds and the Trinity Street, South Street and Poltair Park flowers which were very attractive at the moment.

CC/22/59) Dates of Meetings

It was noted that the next meeting of the Community Committee is scheduled for Monday 27th March 2023.

The meeting closed at 7.32pm.

ST AUSTELL TOWN COUNCIL

COMMUNITY COMMITTEE – 27th MARCH 2023

GROUNDS MAINTENANCE UPDATE

1. PURPOSE OF REPORT

To update members on the work carried out on the parks and open spaces over the winter.

2. LEGAL AND RISK MANAGEMENT ISSUES

The annual independent play area inspections by RoSPA inspectors were carried out in January and February and whilst a few age-related faults with equipment were identified, overall the parks and open spaces equipment achieved the lowest risk-rating in the 6 years it has been under Town Council management. This is largely down to the huge amount of maintenance work carried out by the grounds maintenance team over winter.

The Operations Manager has scheduled the replacement of the play surface at Truro Road Park, to begin in May 2023. The contractor will carry out these works before they begin the refurbishment of the play area at Bethel Park.

In December 2022, the Operations Manager undertook an annual review of all risk assessments, including the fire risk assessments for the office premises and St Austell Library. No issues were identified during the review.

3. RESOURCE ISSUES

All power tools, grass cutting machinery and trailers have been serviced over the winter by Vincent Tractors, ahead of what will undoubtedly be another busy grass cutting season. One item of machinery, a leaf blower, was deemed end-of-life and will need to be replaced.

The annual RoSPA play reports carried out on the parks and open spaces recommended that a number of replacement parts are required on some items of play equipment, and the Operations

Manager has sourced these parts which have now been installed by the grounds team.

4. EQUALITIES ISSUES

None.

5. ENVIRONMENTAL ISSUES

In November 2022, roughly 6,000 winter bedding plants and shrubs for the horticultural displays in the parks were delivered by Hay Nurseries. 24 larger, heavy-standard trees have been planted across the parks since October 2022, including the planting of 15 trees at Jubilee Meadow in partnership with the Forest for Cornwall team.

In the Town Council's own nursery, there are currently around 130 trees in stock being grown on for planting over the next 18 months, and roughly 500 home-grown perennials to be used in the flower beds around the town this year.

6. RECOMMENDATIONS

It is recommended that members note the report.

Winter 2022/23

The Operations Manager continues to carry out routine visual inspections of the parks and open spaces on a weekly basis, backed up with more in-depth quarterly operational inspections. Following the annual independent inspections by RoSPA, a total of 6 items of play equipment at Truro Road Park and Bethel Park were identified as needing replacement parts or maintenance, in order to make sure the equipment is compliant with the BS EN1176 Standard for Children's Playgrounds.

Since the confirmation that the Town Council has been awarded Community Infrastructure Levy (CIL) funding for the refurbishment of Bethel Park in January of this year, The Operations Manager has been working closely with the chosen contractor, TK Play, to finalise the details for the project.

This includes;

- Ground surveys to ensure ground stability due to the extensive, historic mining works in the area.

- Services assessment to check for the presence of gas, electricity and water services before excavation can begin.
- Planning Application for large rope climbing tower to be installed in the park.
- Positioning of wheelchair-accessible seating close to the proposed new path.
- Designing and planning out how the soft-landscaping can be best incorporated into the new park and its surroundings, including sensory garden-style planting, and the planting of 4 large, new trees to provide shade and natural boundaries.

During the winter months, the grounds maintenance team have been carrying out extensive maintenance and improvement works to the parks and open spaces. From November through to the start of March, some of the larger jobs that the team have carried out include:

- Replacement of a large timber crossbar on the swings at Truro Road Park.
- Tree pruning and wood-chipping along A390 bypass, Chapel Field Park and The Meadows.
- Replacement of 6 large metal panels on the Helter Skelter at Poltair Park due to corrosion.
- 24 large trees planted.
- Coppicing and chipping of large shrubs at Tregonissey Road Car Park.
- Installation of 12 running/recreational route waymarking posts at Linear Park.
- Safety works to several wind-blown trees at Linear Park, Polmarth Close, and The Meadows.
- Weed and prune of Mount Charles roundabout, including adding 8 tonnes of mulch chippings around the planted areas.
- Replacement of all chains and shackles on play equipment at Poltair, Prince Charles and Truro Road Parks.
- Planting of 5,000 winter bedding plants around the town.

- Refurbishment of climbing unit at Landrew Road Park.
- Replacement of all closers on gates at Truro Road park and Poltair Park.
- Annual hedge cut at The Meadows, Polmarth Close, and Penmere Road Open Space.
- Replacement of all hydraulic rods on 2 large play items at Poltair Park.
- Painting of play equipment and benches across all parks.

Spring/Summer 2023

The grounds team are now working to complete the remaining winter jobs, ahead of the grass cutting season which is due to start around the beginning of April. The Operations Manager believes that the team now has the capacity to resume the grass cutting of verges at Prince Charles and Queens estates, as previously these areas were contracted out.

As in previous years, the team are very conscious of the wildflowers growing in the parks, open spaces and verges at this time of year and will endeavour to leave small areas where they find wildflowers until they have died-off or gone to seed.

STEVE SKINNER
OPERATIONS MANAGER

ST AUSTELL TOWN COUNCIL

COMMUNITY COMMITTEE – 27th MARCH 2023

SMALL GRANTS SCHEME - APPLICATIONS RECEIVED

1. PURPOSE OF REPORT

To consider funding requests received under the Town Council's Small Grants Scheme.

2. LEGAL AND RISK MANAGEMENT ISSUES

The Council has the legal power to grant funding under the General Power of Competence which was formally re-adopted by the Town Council on the 17th May 2021.

3. RESOURCE ISSUES

The Council has earmarked the sum of £8,000 for the small grants scheme in the 2022-23 financial year. To date £6,188 has been awarded leaving a balance of £1,812.

4. EQUALITIES ISSUES

The Small Grants application form asks organisations to demonstrate their commitment to equal opportunities.

5. ENVIRONMENTAL ISSUES

The environmental impact for proposed projects will vary for each grant application received.

6. RECOMMENDATIONS

It is recommended that Members:

- (i) Consider and determine whether they wish to support the grant applications received.

Background

The application forms for the funding requested are reproduced with this report. Supporting information for the grant applications (including financial) can be viewed upon request prior to this meeting.

1. Climate Action St Austell (CASA)

A request has been received from CASA for funding towards a gazebo to provide publicity and shelter at public events.

2. St Austell BID

A request has been received from St Austell BID for funding towards a camera docking station for the BID security team.

3. Woodland House Care Home

A request has been received from Woodland House Care Home for funding towards their Coronation celebrations.

SARA GWILLIAMS
DEPUTY TOWN CLERK

Letter of thanks received from:

Choose Nature CIC
Friends Of Youth Choirs
Friends of Robert Eliot Court
St Austell Amateur Operatic Society
Poltair Residents Association

St Austell Town Council



Small Grants Scheme

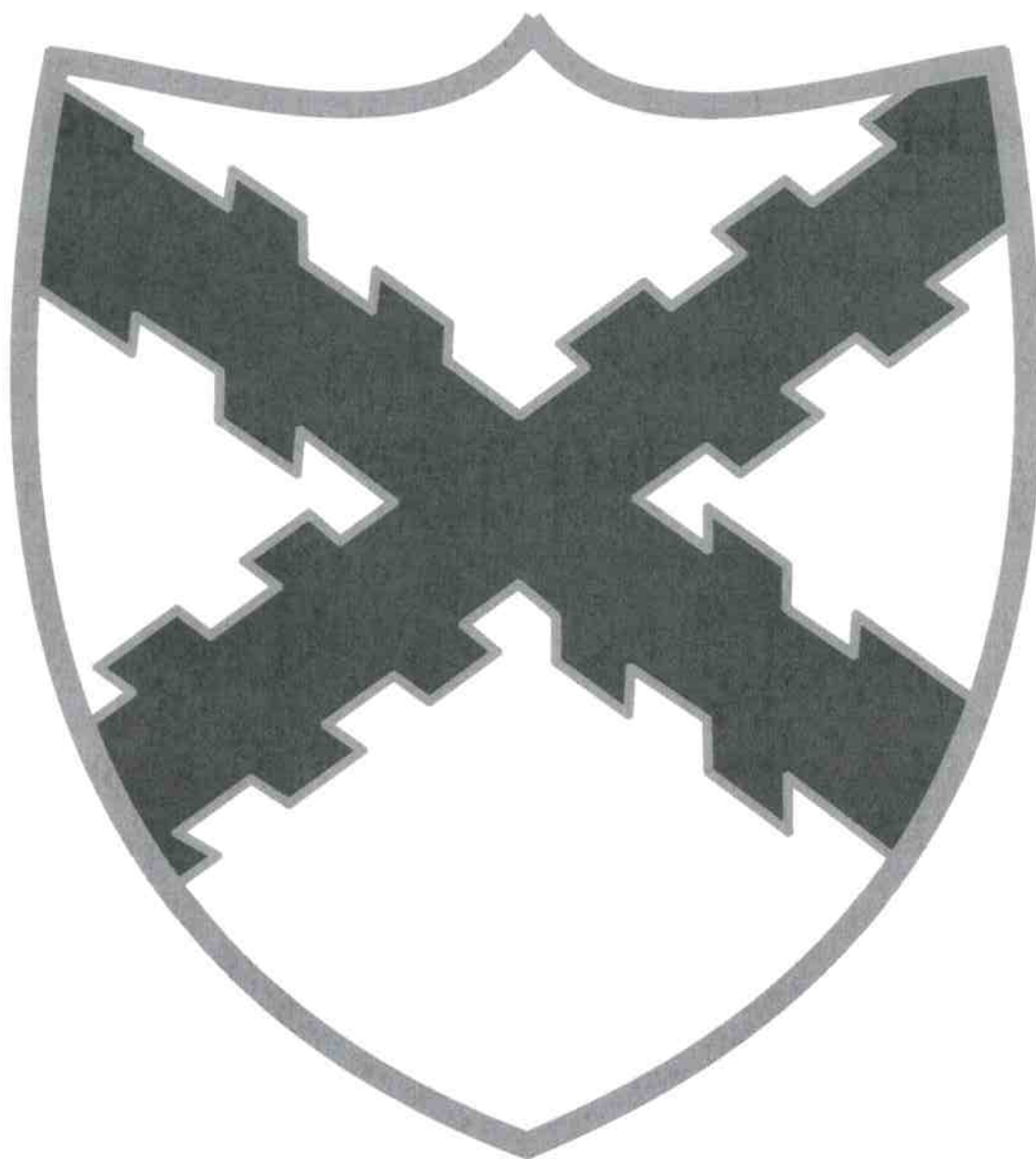
Application Form

PART B

1. Your organisation

Name of Organisation	Climate Action St Austell
Charity/company number (if applicable)	Charity No: n/a Company No:n/a
Are there any Members of St Austell Town Council on your Committee? (if so, please list them)	Yes Cllr Colin Hamilton
What are the aims and objectives of your organisation?	To inform and involve the citizens of St Austell on Climate Change.
Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)	Involvement means everybody being included.

PLEASE LEAVE THIS PAGE BLANK



2. Purpose for which the grant is sought

Project title:	Gazebo
Description of project (please continue on a separate sheet if necessary):	A gazebo would provide better publicity at public events as well as providing all weather protection enabling CASA to be better known and increase public engagement.
How would this grant be of benefit to the community in St Austell? (please continue on a separate sheet if necessary):	The more people engaged the more CO2 emissions are reduced. Trying to make St Austell the 'Green Heart of Cornwall' as was proposed a few years ago.
What arrangements do you have in place to ensure safeguarding of children and young people (applicable only if your project involves working with this client group).	n/a

3. Finance

What is the total cost of the project?	£ 800.00
Amount of grant applied for (Up to £250) *	£500.00
Have you previously received a grant from St Austell Town Council?	Yes/No
If "Yes" please indicate: a) When b) Amount received c) For what purpose	2020/21 £582 setting up website and publicity. 2021/22 £250 litter picking tools and publicity leaflets.

* Should you wish to apply for a grant over £250, the Council may consider a larger grant in exceptional circumstances, but you may be asked to provide a presentation to the Town Council.

Please list any applications you have made for funding from other organisations.

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

4. Further information enclosed

Information	Enclosed (please tick)
A copy of your organisation's most recent bank statement(s) (mandatory)	n/a
A copy of your constitution (or similar document showing the organisation's status)	attached
A copy of your organisation's latest set of accounting statements (if any exist)	Held by TC

5. Publicity

Please explain how you will publicise and acknowledge the Town Council's grant.

We would like to include an acknowledgement of the TC grant as part of the artwork.

Please return your completed form to:

Sara Gwilliams
Deputy Town Clerk
The Stable Block
Pondhu House
Penwinnick Road, St Austell, PL25 5DP

E-mail: sara.gwilliams@staustell-tc.gov.uk

St Austell Town Council



Small Grants Scheme

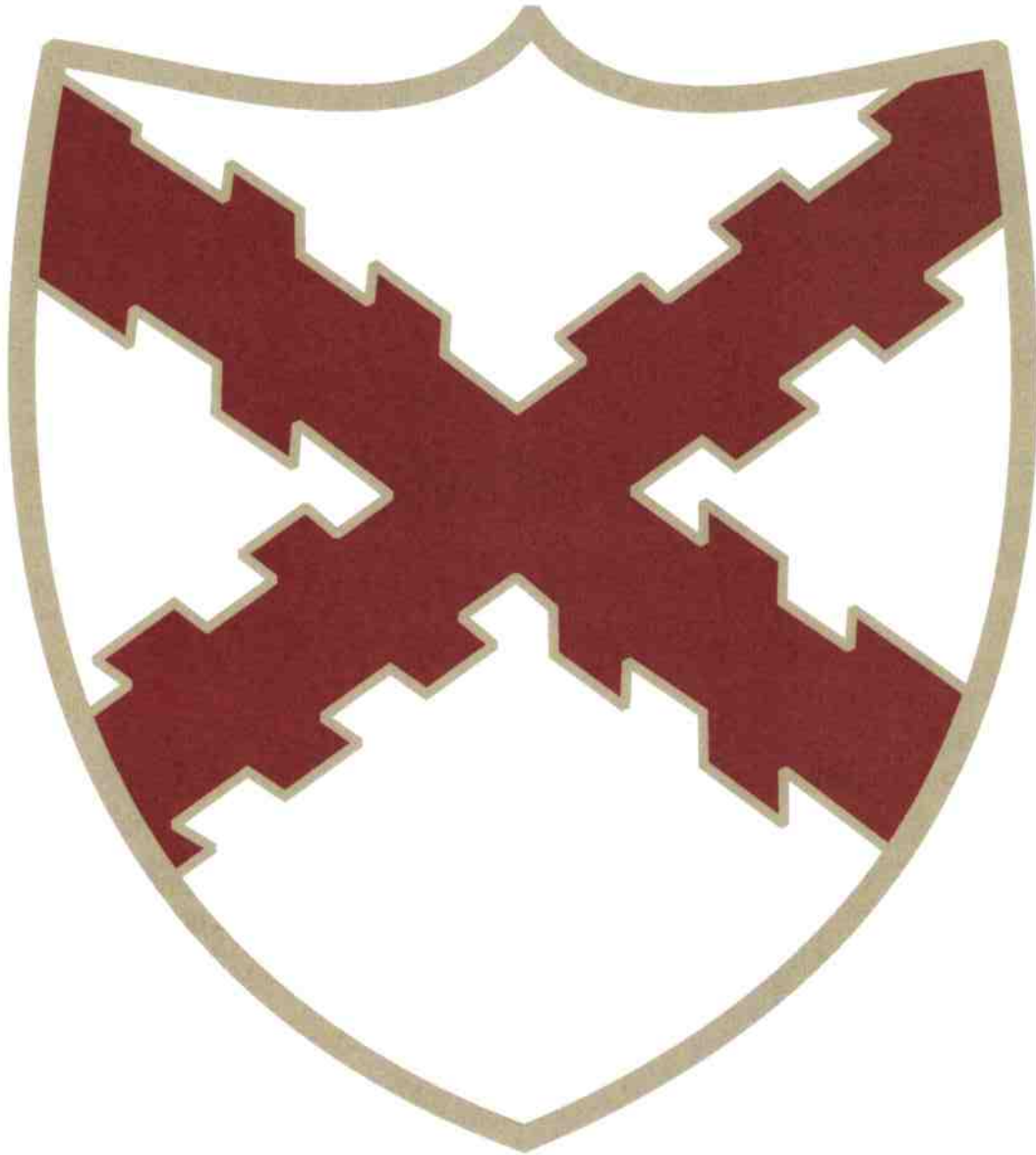
Application Form

PART B

1. Your organisation

Name of Organisation	St Austell BID
Charity/company number (if applicable)	Charity No: Company No: 8336173
Are there any Members of St Austell Town Council on your Committee? (if so, please list them)	Cllr. Tom French
What are the aims and objectives of your organisation?	To help make the town safe & secure, marketing & events, Attractive & accessible and represent business interests.
Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)	Attached.

PLEASE LEAVE THIS PAGE BLANK



2. Purpose for which the grant is sought

Project title:	Safer St Austell
Description of project (please continue on a separate sheet if necessary):	To be able to charge our cameras in our offices without having to rely on a 3 rd party to charge and store our cameras.
How would this grant be of benefit to the community in St Austell? (please continue on a separate sheet if necessary):	It would give us an extra 15 minutes a day patrolling the town.
What arrangements do you have in place to ensure safeguarding of children and young people (applicable only if your project involves working with this client group).	Attached

3. Finance

What is the total cost of the project?	£ 285.00 + VAT
Amount of grant applied for (Up to £250) *	£ 250.00
Have you previously received a grant from St Austell Town Council?	Yes
If "Yes" please indicate: a) When b) Amount received c) For what purpose	3 November 2022 £4,485.50 50% contribution to the Christmas lights electrics and infrastructure.

* Should you wish to apply for a grant over £250, the Council may consider a larger grant in exceptional circumstances, but you may be asked to provide a presentation to the Town Council.

Please list any applications you have made for funding from other organisations.

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

4. Further information enclosed

Information	Enclosed (please tick)
A copy of your organisation's most recent bank statement(s) (mandatory)	Attached
A copy of your constitution (or similar document showing the organisation's status)	Attached
A copy of your organisation's latest set of accounting statements (if any exist)	Attached

5. Publicity

Please explain how you will publicise and acknowledge the Town Council's grant.

We always include the Town Council on all our publicity

Please return your completed form to:

Sara Gwilliams
Deputy Town Clerk
The Stable Block
Pondhu House
Penwinnick Road, St Austell, PL25 5DP

E-mail: sara.gwilliams@staustell-tc.gov.uk

St Austell Town Council



Small Grants Scheme

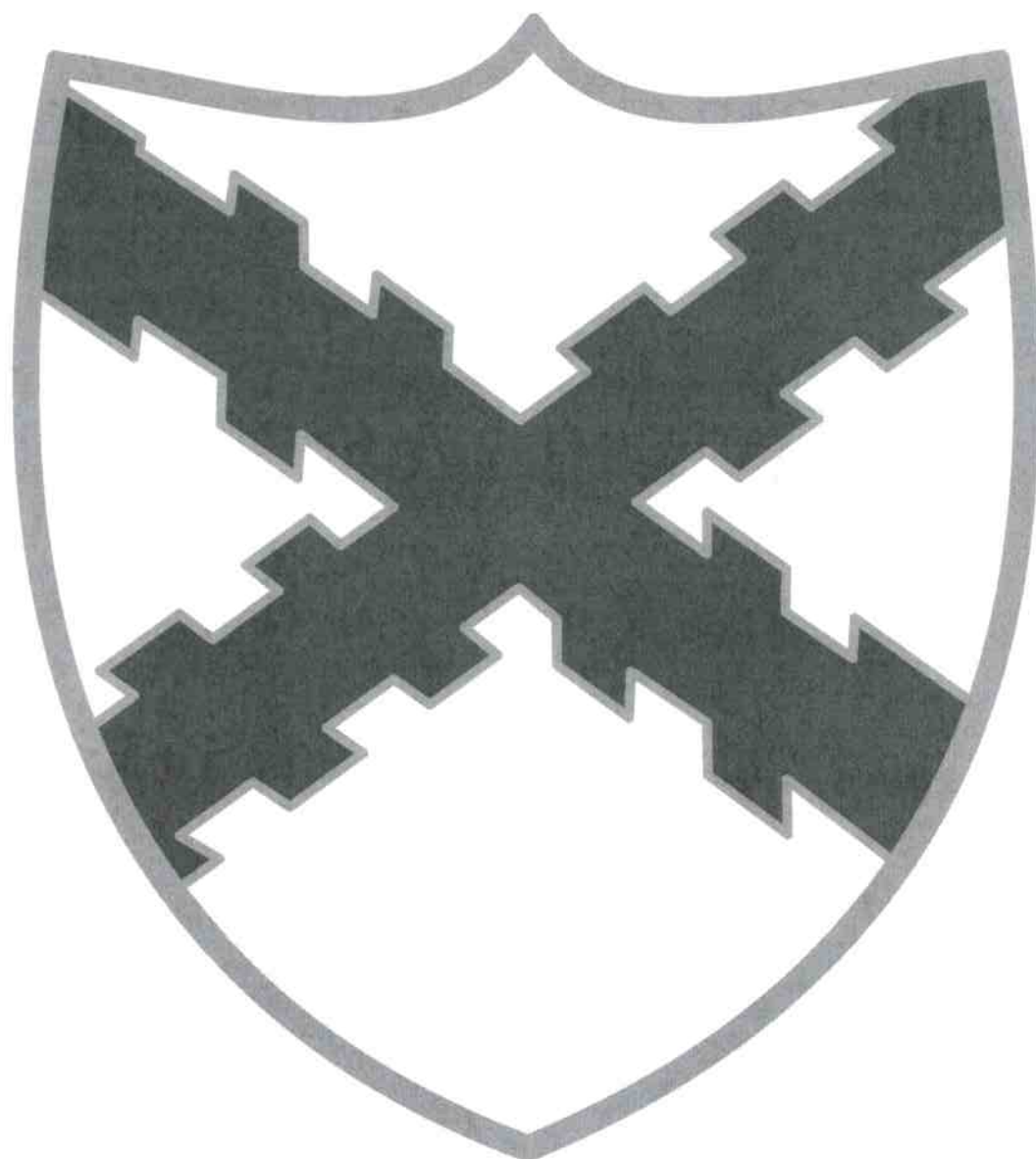
Application Form

PART B

1. Your organisation

Name of Organisation	Cornwall Care, Woodland House Residential Care Home
Charity/company number (if applicable)	Charity No: 1053486 Company No:
Are there any Members of St Austell Town Council on your Committee? (if so, please list them)	No
What are the aims and objectives of your organisation?	Providing excellent care across Cornwall, promoting independence and wellbeing.

PLEASE LEAVE THIS PAGE BLANK



<p>Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)</p>	<p>As an organisation we are inclusive of everyone, be that by adapting our menus to suit dietary needs, respecting religion and providing the means for residents to take part in sermons etc. Also adapting activities to suit all of our residents' needs which is a main part of my job role.</p>
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2. Purpose for which the grant is sought

<p>Project title:</p>	<p>King Charles' Coronation</p>
<p>Description of project (please continue on a separate sheet if necessary):</p>	<p>Woodland House are hosting an indoor street party, we will decorate down one of our wings which leads to our garden to provide outdoor seating under a marquee. We plan to decorate our dining room which will be the main event area, putting on a buffet, celebration cake, entertainment and party games. Residents and their families will be cordially invited to this event through a 'Royal Invitation' and posters will be put out to our local community should they wish to join us.</p>
<p>How would this grant be of benefit to the community in St Austell? (please continue on a separate sheet if necessary):</p>	<p>Woodland House has deep roots within the community of St Austell as demonstrated at our regular fundraising events. We would like to bring the community together during this joyful celebration.</p>
<p>What arrangements do you have in place to ensure safeguarding of children and young people (applicable only if your project involves working with this client group).</p>	<p>This does not apply as any children will be accompanied by their families.</p>

3. Finance

<p>What is the total cost of the project?</p>	<p>£250.00</p>
<p>Amount of grant applied for (Up to £250) *</p>	<p>£250.00</p>

Have you previously received a grant from St Austell Town Council?	Yes
If “Yes” please indicate: a) When b) Amount received c) For what purpose	£250 last year to go towards our dining room revamp.

* Should you wish to apply for a grant over £250, the Council may consider a larger grant in exceptional circumstances, but you may be asked to provide a presentation to the Town Council.

Please list any applications you have made for funding from other organisations.

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

4. Further information enclosed

Information	Enclosed (please tick)
A copy of your organisation's most recent bank statement(s) (mandatory)	✓
A copy of your constitution (or similar document showing the organisation's status)	✓
A copy of your organisation's latest set of accounting statements (if any exist)	

5. Publicity

Please explain how you will publicise and acknowledge the Town Council's grant.

Information on this donation will be displayed on posters put out to the community and displayed within our home.

Please return your completed form to:

Sara Gwilliams
Deputy Town Clerk
The Stable Block
Pondhu House
Penwinnick Road, St Austell, PL25 5DP

E-mail: sara.gwilliams@staustell-tc.gov.uk