

St Austell Town Council



To: All Members of St Austell Town Council

Dear Councillor

You are summoned to attend the **Annual Meeting** of **St Austell Town Council** to be held in **The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD** on **Wednesday 10th May 2023** at **6.05pm.**


David Pooley
Town Clerk

3rd May 2023

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

AGENDA

1. Election of Mayor

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

2. Election of Deputy Mayor

(Purpose: To elect the Deputy Mayor).

3. Apologies for absence

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

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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 and gifts or hospitality received.

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

5. Dispensations

(Purpose: To consider requests for dispensations).

6. Minutes of Meeting held on 20th March 2023

**Pages
1 to 6**

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

7. Matters to note

(Purpose: A verbal update from the Town Clerk on the actions taken since the last meeting).

Note: No decision may be made under this agenda item.

8. Mayor's/Retiring Mayor's announcements

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

9. Public Participation

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

10. Members' questions (10 minutes maximum)

A Member may ask the Mayor or the Clerk any question concerning the business of the Council, provided 3 clear days notice of the question has been given to the person to whom it is addressed. Every question shall be put and answered without discussion. A person to whom a question is put may decline to answer or undertake to provide a full answer within a timescale agreed with the Member.

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They may also agree to accept a question after the deadline.

- 11. Small Grants Scheme** **Pages 7 - 12**
- St Austell Running Club
- 12. Internal Audit Report for year ending 31st March 2023** **Pages 13 - 18**
- (Purpose: To receive and note the Internal Audit Report for the year ending 31st March 2023).
- 13. Annual Governance Statement** **Pages 19 - 24**
- (Purpose: To agree and approve the Annual Governance Statement as part of the Annual Return for 2022/23). (Attached).
- 14. Annual Return and Accounting Statements 2022/23** **Pages 25 - 32**
- (Purpose: To agree and approve Section 2 of the Annual Return and the detailed Accounting Statements for 2022/23). (Attached).
- 15. Standing Committees** **Pages 33 - 44**
- (Purpose: To review the Terms of Reference and membership of the following Committees:
1. Community Committee
 2. Finance and General Purposes Committee
 3. Planning and Regeneration Committee
 4. Climate and Environment Committee
 5. Staffing Committee
- (Report attached).
- 16. Election of Representatives to outside bodies**
- (Purpose: To elect representatives to the following organisations:

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

Climate Action St Austell (CASA)
(Currently Councillor C Hamilton)

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

Cornwall Council Levelling Up Fund Working Group
(Currently Councillor T French)

Rural Services Network
(Councillor M Thompson)

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

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

Safer St Austell
(Currently Councillor M Thompson)

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

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

St Austell Carnival Committee
(Currently Councillor A Cohen)

St Austell Bay Chamber of Commerce.
(VACANT)

The House Steering Committee
(Currently Councillors Fox and Double)

Townscape Heritage Scheme
(Currently Councillor McDonagh)

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

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|------------|--|--------------------------|
| 17. | Equal Opportunities Policy | Pages
45 - 50 |
| | (Purpose: To consider a revised draft of the Equal Opportunities Policy). | |
| 18. | Schedule of Payments | Pages
51 - 58 |
| | (Purpose: To approve a schedule of payments from 14 th March 2023 to 27 th April 2023). (Attached). | |
| 19. | Community Committee | Pages
59 - 62 |
| | (Purpose: To note the minutes of the Community Committee held on the 27 th March 2023). (Attached). | |
| 20. | Finance and General Purposes Committee | Pages
63 - 66 |
| | (Purpose: To note the minutes of the Finance and General Purposes Committee held on the 3 rd April 2023). (Attached). | |
| 21. | Planning and Regeneration Committee | Pages
67 - 72 |
| | (Purpose: To note the minutes of the Planning and Regeneration Committee held on the 11 th April 2023). (Attached). | |
| 22. | To consider excluding the press and public. | |
| | <i>Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified for the following item:</i> | |
| | Item 23 is confidential because it contains commercially sensitive information. | |

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23. Good Growth Fund

(Purpose: To approve the signing of a funding agreement for feasibility work and authorise the Clerk to arrange a procurement process in conjunction with the St Austell Town Centre Revitalisation Partnership).

24. Dates of Meetings

(Purpose: To note dates of future Town Council Meetings – 10th July 2023)

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MINUTES of a MEETING of ST AUSTELL TOWN COUNCIL held on MONDAY 20th MARCH 2023 in The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD at 6.05pm.

Present: Councillors Brown, Bull, Clemo, Fox, French, Guest, Hamilton, Lanxon, Nott, Pearce, Rowse, Stephens, Styles and Thompson.

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

C/22/129) Apologies for Absence

Apologies for absence were received from Councillors: Cohen, Double, George, Pears and Young.

Councillor Stephens advised that he would be late arriving to the meeting

C/22/130) Declarations of interests and gifts or hospitality received

None.

C/22/131) Dispensations

There were no requests for a dispensation.

C/22/132) Minutes of Meeting held on 30th January 2023

It was **RESOLVED** that the minutes of the meeting held on the 30th January 2023 be approved and signed as a correct record.

C/22/133) Matters to Note

The Clerk advised that he and Councillor French had a meeting with Cornwall Council and Newquay Town Council the following day to discuss Levelling Up Funding Round 3 potential projects and would provide an update on discussions at a future meeting.

C/22/134) Mayor's announcements

The Mayor referred Councillors to her previously circulated engagements list and added that she had also attended a fundraising concert at St Johns Methodist Church in aid of the Turkey Earthquake appeal.

C/22/135) Public Participation

None.

C/22/136) Members' Questions

The Clerk read out a question from Councillor Mike Thompson as follows:

It is now less than 2 years before the Committee on Cornwall's Local Governance can meet again to consider changing the Parish Boundaries.

- 1. What consideration has the Town Clerk given to this matter, and what actions have been brought forward?*

- 2. How closely is the Clerk monitoring the surrounding parishes activities?*
- 3. Has a working group been established to report back to the Council on any firm plans?*
- 4. Is a budget available to enable fully documented consultations to take place for those areas and residents who might consider themselves to be a part of St Austell?*

The Clerk answered each question as follows:

1. The Larger Town Council Clerks share their frustration with regard to the Community Governance Review as the rural Cornwall Councillors outnumber the Town Cornwall Councillors and remain strongly against any boundary changes that might affect their rural parishes. This united front has resulted in very few changes taking place.
2. Town and Parish Clerks meet regularly to keep up to date on projects and activities.
3. No Working Group has been set up and it is probably too soon to do so.
4. The Town Council has no budget for a Community Governance Review consultation. Cornwall Council are unlikely to re-visit this matter particularly quickly once the two years are up so any consultation undertaken now will be out of date and a waste of resource.

The Clerk expressed a recommendation that the Town Council should not re-visit this matter for at least 12 months.

During discussion, Members generally agreed that the Community Governance Review should not be re-visited in the short term and expressed frustration with regard to some of the decisions made.

C/22/137) Nominations for Mayor and Deputy Mayor

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

Members considered the nominations received for Mayor and Deputy Mayor for the 2023/24 Civic Year.

There was one nomination for Mayor. Councillor Pearce was proposed by Councillor French and seconded by Councillor Young.

It was **RESOLVED** to appoint Councillor Pearce as Mayor elect for the 2023/24 civic year.

There was one nomination for Deputy Mayor. Councillor Young was proposed by Councillor Pearce and seconded by Councillor French.

It was **RESOLVED** to appoint Councillor Young as Deputy Mayor elect for the 2023/24 civic year.

Councillor Thompson abstained from voting on this item

Councillor Stephens arrived during the next item

C/22/138) Town Centre Revitalisation Project

The Clerk introduced Mr Chris Sampson, the lead for the St Austell Town Centre Revitalisation (Education Work Stream).

Mr Sampson expressed his disappointment that due to technical and privacy difficulties Councillors were unable to view the short film produced by the students but praised their maturity throughout the project which had been an ambitious undertaking. He added that the cost of producing the report and video had been minimal, with all time on the project given freely.

Mr Sampson advised that there had been a wide range of contributors and outlined the three areas and activities which the work stream focussed on:

1. The opportunities for delivery of educational activities in the town centre
2. Action projects and engagement with young people
3. Engagement with young people below 18 to talk about the future of the town

During discussion, Members thanked Mr Sampson for the detailed report and agreed that it is important to ensure that the actions/recommendations contained within the report are taken forward, particularly with regard to the creation of a young persons forum. Concern was expressed with regard to the lack of A level provision in St Austell and the need for this to be reviewed at the earliest opportunity.

Mr Sampson thanked Mr McCardle for co-ordinating the project and final report.

Members' thanked Mr Sampson for his interesting presentation.

It was **RESOLVED** to:

1. Thank the Town Centre Revitalisation Partnership (Education Work Stream) for the report and research carried out;
2. Broadly welcome the recommendations from the report;
3. Ask the Town Centre Revitalisation Partnership to consider the recommendations and agree who should be responsible for taking the recommendations forward.

C/22/139) Members appointed to outside bodies update reports

Councillor Thompson advised that he had attended a recent Safer St Austell meeting where it was reported that ASB incidents have increased slightly and the key message remains to report incidents of ASB through 101 or 999 in an emergency.

C/22/140) Cornwall Councillor update reports

Councillor Guest – update report

Councillor Thompson advised that the reliability of the number 27 bus between Truro and St Austell is variable and asked when the results of the Mayor for Cornwall consultation will be made public.

Councillor Rowse – update report

Members congratulated Councillor Rowse on his recent marriage.

Following a query with regard to the Aspen Drive planning application, Councillor Rowse advised that the Central Sub-Area Planning Committee is likely to consider this application at their June meeting. He added that the Voice has a new journalist and that the Cornwall Councillor columns are likely to return as a regular feature.

He advised that an announcement on the new Community Area Partnerships (CAP's) will be made soon and Cornwall Council is looking at years 3 & 4 of the Highways Scheme which should result in more money for St Austell. He added that traffic and travel continue to be an issue for local residents and that 20mph speed limits (20 is plenty) are due to be introduced in St Austell during 2024. Following a query with regard to the negative impact that large scale developments generally have on infrastructure and the environment, he advised that Section 106 funding contributions are obtained from developers to help mitigate impacts and are closely monitored by Cornwall Council.

It was **RESOLVED** to note the Cornwall Councillor reports.

C/22/141) Planning and Regeneration Committee

It was noted that on page 2 of the Planning and Regeneration Minutes for the meeting dated Monday 6th February 2023 (page 54 of the agenda), under minute number P/22/120 the voting for Planning Application number PA21/12757 should read as follows:

The following proposal to make no objection to the application subject to a condition was carried 7 votes for, 2 votes against.

It was noted that on page 4 of the Planning and Regeneration Minutes for the meeting dated Monday 6th February 2023 (page 56 of the agenda), under minute number P/22/124 the word "**of**" should be inserted after the word "development"

It was **RESOLVED** that subject to the above amendments the minutes of the Planning and Regeneration Committee meetings held on Monday 6th February 2023 and Monday 6th March 2023 should be noted.

C/22/142) Community Committee

It was **RESOLVED** to note the minutes of the Community Committee meeting held on the 27th February 2023.

C/22/143) Finance and General Purposes Committee

It was **RESOLVED** to note the minutes of the Finance and General Purposes Committee meeting held on the 20th February 2023.

C/22/144) Schedule of Payments

It was **RESOLVED** that the Schedule of Payments for the period 23rd January 2023 to 13th March 2023 totalling £183,112.97 be approved.

C/22/145) 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.

C/22/146) Good Growth Funding

The Clerk provided an update on the status of the bids submitted to the Good Growth Fund. He advised that they all require further work, but one bid in particular is nearing success and now requires the Town Council to demonstrate its commitment to financial support. He outlined the details of the project, the work being undertaken with regard to pre-planning advice and the support sought from Cornwall Council.

It was **RESOLVED** to contribute up to £25,000 by way of match funding for Good Growth Funding application number BUS006-0012 in respect of a feasibility and planning project for a rooftop garden scheme at Old Vicarage Place.

C/22/147) Staffing Matters

It was **RESOLVED** to extend the contract of postholder TC23 on the existing terms and conditions for a further 6 month period.

C/22/148) Dates of Meetings

It was noted that the next Town Council meetings are due to take place on 24th April 2023 (Annual Parish Meeting) and 10th May 2023 (Annual Town Council Meeting).

The meeting closed at 7.40pm.

St Austell Town Council



Small Grants Scheme

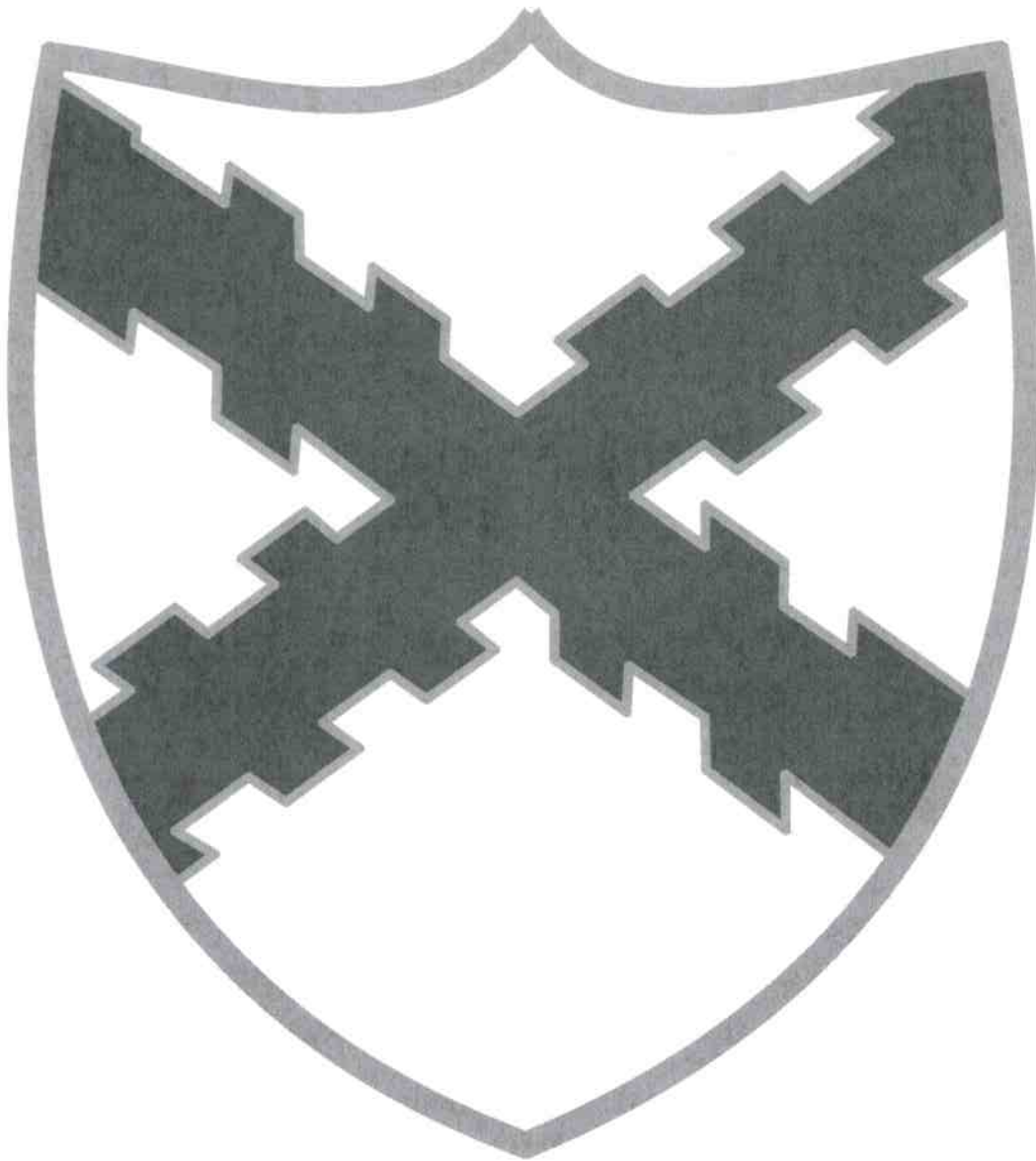
Application Form

PART B

1. Your organisation

Name of Organisation	St. Austell Running Club
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)	No
What are the aims and objectives of your organisation?	To facilitate participation in and promotion of recreational and competitive running in the St. Austell area, amongst the community and related sporting & social activities.

PLEASE LEAVE THIS PAGE BLANK



2. Purpose for which the grant is sought

Project title:	Cornish Imerys Trail Marathon
Description of project (please continue on a separate sheet if necessary):	We're organising the Cornish Imerys Trail Marathon, Half Marathon which is taking place on 14 th May. This local race attracts over 300 runners.
How would this grant be of benefit to the community in St Austell? (please continue on a separate sheet if necessary):	A proportion of people taking part in this event are from the St. Austell area. The event supports the local community by promoting both physical and mental well-being; training, working towards and achieving a running goal. It also promotes physical activity in children who can take part in the Children's Fun Run prior to the main event. It's a family day out where all family members can take part in the event.
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).	We have marshals who will be placed throughout the course, in addition to a tail runner who will ensure all runners reach the finish line safely. We also have medics and first aiders on hand during the event.

3. Finance

What is the total cost of the project?	£3,480
Amount of grant applied for (Up to £250) *	£250
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	a) 2022 & 2019 b) £250 c) Cornish Imerys Marathon

<p>Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)</p>	<p>St Austell Running Club is committed to providing opportunities that are safe, inclusive, accessible, and equitable, regardless of gender, age, ability, race, ethnicity, religious belief, sexuality, or social/economic status.</p> <p>The club ensures that everyone is treated fairly and with respect and that these standards are applied throughout the club.</p> <p>Our aim is to provide an environment where everyone feels welcome, represented, able to participate, safe and free from discrimination, bullying and harassment. The club will not tolerate discrimination, harassment, bullying or victimisation. The club will deal with any discriminatory behaviour seriously according to club disciplinary procedures.</p>
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* 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)
N/A	N/A	N/A	N/A

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.

We will put a post on our race website and our race Facebook page, which has reaches has an audience of 1,000 people.

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



HUDSON ACCOUNTING LTD.
INTERNAL AUDIT REPORT:
TO THE MEMBERS OF ST AUSTELL TOWN COUNCIL
YEAR ENDED 31ST MARCH 2023.

ISSUE DATE: 20/04/2023
ISSUED TO: TOWN CLERK

INTRODUCTION:

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

Scope:

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

Approach:

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

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2022.

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

GENERAL COMMENTS:

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

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

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

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

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

AUDIT COMMENTARY:

Previous Recommendations

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

Accounting Records

The accounts have been properly maintained throughout the year.

Payments

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

Payment

Further testing of payments made and procurement activity revealed no issues to report.

Grants

A sample of grants awarded was cross referenced from the ledger to Member approvals in the Minutes; all were in order.

Risk

Insurance

The Fidelity Guarantee has been increased to £2 million and is now adequate.

Risk

The Council reviewed its risk management arrangements and risk register in February 2023.

Budgets

Setting

The budget and precept for 2023/24 were properly approved by Full Council in December 2022 following a robust process which took into account the various risks posed by the current economic situation.

Monitoring

Budget monitoring activity has been carried out in line with the requirements of Financial Regulations.

Adequacy of Reserves

After allowing for earmarked reserves of £537,408 the general reserve stands at £366,627; equating to 28% of gross expenditure which is within generally accepted parameters.

Income

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

Interest

Interest receipts have been properly reflected in the ledger.

VAT

VAT claims for the year have been submitted and the year-end claim is in accord with balances in the accounting statements.

Rental income

Rental income is limited and is invoiced in line with the Agreements in place.

Petty Cash

Petty cash is well controlled, regularly balanced and the check on cash held tallied with the underlying records.

Assets

The asset register has been updated to reflect asset movements in the year and the total value of assets held is accurately recorded in the AGAR.

Payroll

Testing of the January payroll revealed no issues to report.

The national pay award has been accurately implemented.

Bank Reconciliation

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

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

Accounting Statements

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

Year-end adjustments were properly accounted for.

Trusts

Governance requirements have been met and where applicable Charity Commission Returns are up to date.

INTERNAL AUDIT REPORT RESPONSE RECORD – ST AUSTELL TOWN COUNCIL

No	Recommendation	Management Response	Timescale/ Responsibility	Follow Up (for auditor use)
INTERIM REPORT 2022/23				
1	The lack of 'full' cover afforded by the Fidelity Guarantee is recognised in the Council's risk register; this will also ensure the situation is kept under review.			Increased to £2 million – closed.

Annual Internal Audit Report 2022/23

ST AUSTELL TOWN COUNCIL

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

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable

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

Date(s) internal audit undertaken

29/09/2022 14/02/2023 20/04/2023

Name of person who carried out the internal audit

S P HUDSON C.P.F.A.

Signature of person who carried out the internal audit

S. P. Hudson

Date

20/04/2023

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

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

ST AUSTELL TOWN COUNCIL
COUNCIL MEETING – 10th MAY 2023
ANNUAL GOVERNANCE STATEMENT

1. PURPOSE OF REPORT

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

2. LEGAL AND RISK MANAGEMENT ISSUES

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

The Council is required to submit a summary set of accounts, an Annual Governance Statement, an annual internal audit report and supporting information to external auditors BDO LLP by the 3rdrd July 2023. BDO LLP have been appointed by the Government to undertake an audit of Parish and Town Councils. Members and officers are required to report any conflicts of interest created by this appointment. An internal audit has been undertaken by Hudson Accounting Ltd. The annual internal audit report attached to the return to BDO LLP is based upon the work of Hudson Accounting Ltd. All audit reports and findings are reported to the Finance and General Purposes Committee.

3. RESOURCE ISSUES

None outside of existing budgets.

4. EQUALITIES ISSUES

None.

5. ENVIRONMENTAL ISSUES

None.

6. RECOMMENDATIONS

It is recommended that Members:

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

Background

BDO LLP are newly appointed external auditors. The Council is required to report any conflicts of interest caused by this appointment.

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

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

Each question is discussed below.

Question 1 – The Town Clerk is a qualified accountant. Sound financial systems and practices are in place as evidenced by the recent Internal Audit report. Accounts are produced in accordance with the Practitioners Guide published by the Joint Panel on Accountability and Governance. Bank reconciliations are completed by one officer and checked by another and are subject to reports to Committee and inspection by nominated Councillors and the Internal Auditor.

Question 2 – Systems of internal control are good with adequate separation of duties and internal check. Internal Audit reports confirm good working practices.

Question 3 – The Council has invested in training of staff in areas of corporate governance, finance, human resources (HR), health and safety and GDPR and subscribes to independent support services for health and safety, HR and legal services. All reports identify legal and risk management issues. There are no known legal proceedings which will affect the Council or its financial standing.

Question 4 – Appropriate notices were placed in notice boards and on the Town Council's website and accounting statements are published together with details of all transactions over £500. No members of the public felt it necessary to question or challenge anything in the Town Council's accounts for 2021/22.

Question 5 – the Council's risk register has been reviewed and made more comprehensive in recent years. Reports on risk management have been considered by the Finance and General Purposes Committee and Council in February/March and the risk register was updated as part of this review. Insurance covers have been reviewed and challenged through a tender exercise.

Question 6 – The Council has appointed Hudson Accounting as its Internal Auditors. The Council receives a thorough professional service and comprehensive reports. The Chair and Vice-Chair of the Finance and General Purposes Committee have undertaken half-yearly checks and spot tests using the approved checklists. In addition the Chairman has received lists of all transactions each month and checked their reasonableness asking questions from time to time on any transactions that concerned him. Budget monitoring reports have been published regularly and the Town Clerk has monitored spending and income levels very closely during this period of high inflation.

Question 7 – all Audit reports are reported to the Finance and General Purposes Committee and the Town Council has an excellent record of dealing with and addressing points raised. There are no outstanding audit recommendations.

Question 8 – All reports to the Council and its committees have separate sections to identify any legal and resource implications to aid consideration of these issues when completing and reviewing the accounting statements. No post-year events with significant financial implications have been identified.

Question 9 relates to Trust funds/assets. Both Poltair Park and Truro Road Park have land held in trust with the Poltair Park trust being a charitable trust registered with the Charity Commission. We have no

funds held in trust and do not therefore need to produce separate accounting statements but we should submit annual returns and hold annual meetings of each trust to formally agree the returns. The meetings of the trusts were last held on the 26th July 2022. The next meetings are due to be held on 10th July 2023.

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

DAVID POOLEY
TOWN CLERK

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

St Austell Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.staustell-tc.gov.uk

OR PUBLICLY AVAILABLE WEBSITE/WESPAGE ADDRESS

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ST AUSTELL TOWN COUNCIL
COUNCIL MEETING – 10TH MAY 2023
ANNUAL RETURN AND ACCOUNTING STATEMENTS

1. PURPOSE OF REPORT

To approve the Annual Accounting Statements for the 2022/23 financial year and Section 2 of the Annual Return which summarises the Council's accounts.

2. LEGAL AND RISK MANAGEMENT ISSUES

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

The Council is required to submit a summary set of accounts, an Annual Governance Statement and an annual internal audit report to external auditors BDO LLP by the 3rd July 2023. Internal audit inspections have been undertaken by Hudson Accounting Ltd. The annual internal audit report attached to the return to BDO LLP is based upon the work of Hudson Accounting Ltd. All audit reports are reported to the Finance and General Purposes Committee.

3. RESOURCE ISSUES

None outside of existing budgets.

4. EQUALITIES ISSUES

None.

5. ENVIRONMENTAL ISSUES

None directly.

6. RECOMMENDATIONS

It is recommended that Members:

- Consider and approve the detailed accounting statements

and transfers to and from reserves as shown;

- Approve the accounting statements in Section 2 of the audit return; and
 - Authorise the Clerk and Mayor to sign the accounting statements on the Annual Return on behalf of the Council.
-

Background

A copy of the detailed financial accounting statements for the Town Council for the year ended the 31st March 2023 is attached for the information of Councillors. Councillors are asked to consider and approve the accounts and the transfers to and from reserves as set out in the statements, to approve the summary accounts section of the Annual Return form and authorise the signing of this document.

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

- a. a financial year-end bank reconciliation;
- b. explanations for significant variances from last year to this year;
- c. quantified explanations for any differences between box 7 and box 8 in section 2;
- d. explanation of any "no" answers in Section 1;
- e. details of earmarked reserves at year end if deemed high (not applicable).
- f. Proof that the Town Council has made appropriate returns to the Charity Commission for any Charitable Trusts.

2022/23 was a difficult year for many of the Council's functions with the coronavirus and flu causing higher than normal staff absences which restricted the resources available. It was also a period of high inflation and shortages of some commodities. Careful management of spending by your officers helped to keep within budget and return a small surplus for the year.

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

- The replacement and repair of safety surfacing at the Meadows and Sandy hill parks;
- Creation of a recreational trail at Linear Park;
- 99 trees planted in the parks and open spaces;
- The creation of wildflower meadows at Bethel Park, Brockstone Road and Cosgarne Triangle;

- Maintained a high quality service and organised various events at the Library which is consistently the second busiest library in Cornwall;
- Obtained funding to improve Bethel Park;
- Helped to fund town centre security guards and used a re-deployable CCTV camera to improve two ASB hotspots;
- Managed a Town Centre Revitalisation Partnership and developed a Town Centre Masterplan utilising a grant of £165,000 from Cornwall Council.

The Financial Outturn

The surplus at the year-end is £5,095.66 after transferring £155,865.95 from reserves and £86,520.00 to reserves (£30,000.00 for the Play Equipment Reserve and £56,520.00 for specific projects). The Council's earmarked reserves are now:

Elections Reserve	£25,000.00
Repairs and Renewals Reserve	£409,676.50
Projects Reserve	£138,731.15
TOTAL	£573,407.65

The Projects Reserve is made up of the following commitments:

- Sea Cadets grant - £10,000
- 4FS Dance Studio loan - £3,000
- Town Heritage Scheme - £13,835.57
- Feast Week funds - £476.14
- St Austell MCTI - £1,324.14
- Poltair Park Café - £5,298
- Poltair Park toilet block demolition - £25,000.00
- Safety surfacing, Truro Road - £44,520.00
- CIL Payment - £4,276.12
- Friends of St Austell Station - £406.29
- Town Centre Revitalisation Project - £30,594.89

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

The Repairs and Renewals Reserve has been created to help fund the cost of replacement and major repairs to play equipment. The Council's play equipment has an estimated replacement cost of over £1million and significant units will require replacement or substantial repairs within the next 5-7 years.

The outcome of the 2022/23 financial year was a surplus of £5,095.66. The Council's General Fund balance has increased from

£366,627 to £361,532. This is considered to be an acceptable balance and described by the independent auditor as "equating to 28% of gross expenditure which is within, but towards the bottom of, generally accepted parameters".

Conclusions

These are very uncertain times and, while the Town Council has survived the pandemic well financially and has had a good year in 2022/23 the Council will experience further adverse impacts on its financial position as a result of the changing global and national economic fortunes. Careful management of the Council's finances will be required over the next few months.

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

DAVID POOLEY
TOWN CLERK

St Austell Town Council
Revenue Account
1 April 2022 to 31 March 2023

31 Mar 22

31 Mar 23

	Income	
£243,984.29	Car Park Income	£260,407.55
£30,199.51	Council Tax Grant	£15,238.60
£3,449.59	Interest Income	£12,837.51
£5,917.66	Library Income	£6,935.35
£256,094.25	Other Grants and Contributions	£866.66
£9,641.89	Other Income	£9,110.46
£795,350.00	Precept Payments	£905,520.00
£2,991.84	Public Convenience Charges	£2,731.88
£10,385.00	Rent Received	£10,350.00
£16,682.78	Transfers from Reserves	£155,865.95
£1,374,696.81	Total Income	£1,379,863.96
£1,374,696.81	Gross Profit	£1,379,863.96
	Less Operating Expenses	
£339,705.98	Transfer to Reserves	£86,520.00
	Employee Expenses	
£543.25	Recruitment	£1,376.60
£511,900.02	Salaries / Wages	£625,830.84
£2,447.44	Training	£1,785.00
£514,890.71	Total Employee Expenses	£628,992.44
	Premises Expenses	
£7,565.03	Cleaning & Domestic Supplies	£8,773.79
£7,712.00	Electricity	£10,386.11
£2,648.82	Gas	£5,930.95
£23,922.71	Grounds Maintenance Supplies	£27,268.38
£45,746.41	Play Equipment	£20,064.00
£73,339.71	Rates	£79,051.10
£6,487.41	Rent / Room Hire	£5,561.00
£35,288.74	Repairs / Maintenance Premises	£31,725.25
£2,220.38	Water	-£1,424.00
£204,931.21	Total Premises Expenses	£187,336.58
	Supplies and Services	
£0.00	Books and Publications	£131.99
£147,384.43	Contract Payments	£151,411.87
£5,282.25	Election Expenses	£0.00
£5,945.19	Insurances	£18,016.67
£20,929.76	IT / Communications	£20,299.88
£0.00	Mayors Allowances	£296.85
£0.00	Members Allowance	£15.30
£24,506.56	Miscellaneous Expenses	£127,975.58
£47,170.96	Miscellaneous Grants	£52,653.06
£2,732.32	Office Supplies	£3,655.86
£2,526.63	Printing and Stationery	£3,600.00
£2,802.83	Protective Clothing	£3,086.56
£1,488.00	Publicity	£890.00
£5,890.12	Small Grants Scheme	£7,223.00
£7,362.29	Subscriptions	£7,750.83

£274,021.34	Total Supplies and Services	£397,007.45
	Transport Related Expenses	
£12,110.92	Contract Hire and Operating Leases	£10,538.66
£6,678.92	Fuel	£9,161.90
£3,044.25	Other Transport/plant expenses	£44,164.06
£3,820.95	Repairs/ Maintenance-Vehicles/Plant	£6,364.67
£1,061.50	Road Fund / Taxes	£1,170.00
£3,035.40	Transport Insurance	£3,066.21
£447.26	Travel and Subsistence	£446.33
£30,199.20	Total Transport Related Expenses	£74,911.83
£1,363,748.44	Total Operating Expenses	£1,374,768.30
£10,948.37	Net Profit	£5,095.66

St Austell Town Council
Balance Sheet
As at 31 March 2023

31 Mar 2022

31 Mar 2023

Assets

Bank

£100.00	Library Cash Account	£100.00
£0.00	Mayors Charity Account	£1,633.11
£194,804.79	NW Current Account	£115,016.33
£104.18	Petty Cash Account	£56.00
£195,008.97	Total Bank	£116,805.44

Current Assets

£185.00	Accounts Receivable	£5,257.59
£25,766.43	Debtors and Prepayments	£16,152.36
£822,552.35	Short Term Investments	£835,389.86
£848,503.78	Total Current Assets	£856,799.81

Fixed Assets

£100,045.71	Ceremonial Assets	£99,745.71
£146,363.71	Land and Buildings	£179,167.73
£15,000.00	Long Term Investment	£13,000.00
£20,851.71	Office Equipment	£21,427.51
£119,314.52	Street Furniture inc Notice Boards	£121,855.85
£84,515.48	Vehicles, Plant & Machinery	£124,210.49
£486,091.13	Total Fixed Assets	£559,407.29

£1,529,603.88	Total Assets	£1,533,012.54
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Liabilities

Current Liabilities

£26,769.01	Accounts Payable	£24,223.26
£16,544.35	Accruals	£14,629.55
£1,266.44	St AUSTELL TC - Credit Card	£2,551.59
-£5,352.33	VAT	-£7,834.14
£39,227.47	Total Current Liabilities	£33,570.26

£39,227.47	Total Liabilities	£33,570.26
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£1,490,376.41	Net Assets	£1,499,442.28
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Equity

£96,892.00	Asset Revaluation Reserve	£96,892.00
£389,199.13	Capital Financing Reserve	£462,515.29
£10,948.37	Current Year Earnings	£5,095.66
£642,753.60	Earmarked Reserves	£573,407.65
£350,583.31	General Reserve	£361,531.68
£1,490,376.41	Total Equity	£1,499,442.28

Section 2 – Accounting Statements 2022/23 for

St Austell Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	670,313	1,004,285	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	795,350	905,520	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	562,664	318,478	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	511,900	625,831	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	512,142	662,417	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,004,285	940,035	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,017,561	952,195	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	485,281	559,407	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	✓			<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Date

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

as recorded in minute reference:

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

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ST AUSTELL TOWN COUNCIL
COUNCIL MEETING – 10th MAY 2023
STANDING COMMITTEES

1. PURPOSE OF REPORT

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

2. LEGAL AND RISK MANAGEMENT ISSUES

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

3. RESOURCE ISSUES

None.

4. EQUALITIES ISSUES

None.

5. ENVIRONMENTAL CONSIDERATIONS

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

6. RECOMMENDATIONS

It is recommended that:

1. The Terms of Reference of each committee be approved as set out in this report.
 2. The membership of each Committee be agreed.
-

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

It is suggested that the committee structures and Terms of Reference for the 2023/24 civic year should be as set out on the following pages. The membership of each committee is as shown. Members are asked to consider they wish to change any of the committees they sit on.

DAVID POOLEY
TOWN CLERK

Planning and Regeneration Committee

Purpose:

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

Responsibilities:

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

Relevant Delegations:

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

Finance and General Purposes Committee

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

Responsibilities:

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

Relevant delegations:

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

Communities Committee

Purpose:

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

Responsibilities:

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

Relevant delegations:

- Grants under the Council's small grants scheme.

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

Climate and Environment Committee

Purpose:

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

Responsibilities:

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

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

Relevant delegations:

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

Staffing Committee

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

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

Delegations

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

Exclusions

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

STANDING COMMITTEES – MEMBERSHIP 2023~24

Planning & Regeneration Committee	Community Committee	Finance and GP Committee	Climate & Environment Committee
Malcolm BROWN	Richard CLEMO	Malcolm BROWN	Anita COHEN
Jackie BULL	Anita COHEN	Jackie BULL	Anne DOUBLE
Anita COHEN	Anne DOUBLE	Richard CLEMO	Deborah GEORGE
Julie FOX	Julie FOX	Tom FRENCH	Peter GUEST
Tom FRENCH	Deborah GEORGE	Deborah GEORGE	Colin HAMILTON
Colin HAMILTON	Peter GUEST	Andrea LANXON	Andrea LANXON
Andrea LANXON	Steve NOTT	Steve NOTT	Patrick MCDONAGH
Patrick MCDONAGH	Crystal PEARCE	Crystal PEARCE	Steve NOTT
Crystal PEARCE	Richard PEARS	Jordan ROWSE	Crystal PEARCE
Tim STYLES	Jordan ROWSE	Julian YOUNG	Tim STYLES
Mike THOMPSON	Ethan STEPHENS		Mike THOMPSON
Ethan STEPHENS	Mike THOMPSON		Julian YOUNG
	Julian YOUNG		
12	13	10	12

Quorate = 4

Quorate = 5

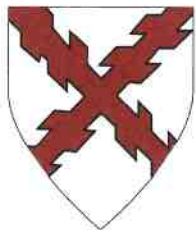
Quorate = 3

Quorate = 4

Ward	Planning Committee	Community Committee	Finance and GP Committee	Climate & Env Committee
Bethel & Holmbush	3	6	5	3
Poltair & Mount Charles	4	4	3	3
Central & Gover	5	3	2	6
Total	12	13	10	12

The Mayor is an ex officio Member of each Committee.

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



ST AUSTELL TOWN COUNCIL

EQUAL OPPORTUNITIES POLICY

1. **Policy Statement**

1.1 St Austell Town Council is committed to pursuing an equal opportunities approach to the way in which services are provided for the public and in the employment of staff and the treatment of councillors and volunteers.

1.2 St Austell Town Council recognises its statutory duties under legislation in terms of service provision and employment and is committed to meet them by complying with this policy.

1.3 The Council is committed to promoting equal access to services and facilities and equal treatment for all employees, job applicants, councillors and volunteers irrespective of:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race (including colour, nationality and ethnic or national origin);
- religion/belief;
- sex;
- sexual orientation.

which are protected characteristics under the Equality Act 2010. This will be managed in such a way that St Austell Town Council complies with Equal Opportunities legislation, codes of practice, the Code of Conduct and approved policies.

2 **Links with other Council Policies and Strategies**

2.1 The Council's Equal Opportunities Policy is one of its most important policies and underpins all other corporate policies, procedures and strategies, therefore providing a strong foundation for Equality of Opportunity in the Council and the services it provides.

2.2 This policy links to the Council's other Human Resources / Employment Policies which incorporate further guidance for staff.

3 **Equality in Service Delivery**

3.1 St Austell Town Council is committed to equality of opportunity in the provision of services and access to its facilities.

3.2 The Council will achieve this by:

- recognising and accepting that particular individuals or groups are denied equality through direct or indirect discrimination either intentional or unintentional;
- providing regular training for all Councillors and employees, so that they have a good understanding of the diverse needs of different people;
- delivering services which are relevant, of the highest possible quality and accessible;
- providing clear information about our services and facilities and where necessary making them available in a variety of formats;
- ensuring that our complaints and feedback procedures are accessible and effective;
- assessing the impact of and monitoring its services to ensure that they do not discriminate and identifying where improvements can be made; and
- ensuring that all employees understand what their roles and responsibilities are in relation to equality in service provision.

4 **Equality in Employment, Training and Organisational Development**

4.1 St Austell Town Council is committed to providing equality of opportunity. All employees will have a part to play in achieving this and the Council will ensure that individuals are aware of their personal responsibility to follow and support the Equal Opportunities Policy.

4.2 Scope - All employees, whether full-time, part-time, fixed term contract, agency workers or temporary staff and all job applicants. This policy has particular relevance to those concerned with recruitment, training and promotion.

4.3 No employee or prospective employee should receive unfair or unlawful treatment due to any of the protected characteristics of the Equality Act 2010. St Austell Town Council will seek to identify and act upon all unlawful discrimination which denies individual opportunity on any of the criteria mentioned above. Employees and applicants have the right to complain about unfair discrimination through the appropriate procedures.

4.4 The Council will achieve this by:

- Ensuring that its recruitment and selection policies and procedures are equitable and fair so that the best people are appointed to deliver its services;

- Only considering applicants for jobs on the basis of their relevant experience, skills and abilities.
- A requirement for occupational qualifications will only be used for specific posts when absolutely necessary;
- ensuring that all employees receive fair and equal treatment in relation to their employment, regardless of whether they are part-time, full-time, or employed on a temporary basis;
- ensuring that employment policies and opportunities are of the highest possible quality and that equality, equity and consistency are embedded in practices, pay and conditions;
- making sure that equal consideration is given to people's needs and develop flexible and responsive employment opportunities to tackle those needs;
- encouraging and supporting employees to reach their full potential within the resources the Council has available to it;
- taking appropriate action against incidents of harassment, bullying or discrimination and offering support and advice to victims or witnesses to incidents; and
- taking disciplinary action against employees who discriminate against people who work for the Council or who seek employment with the Council.

5 **Contractors and Suppliers**

- 5.1 St Austell Town Council will ensure, so far as is reasonably practicable, that all contractors and suppliers carrying out work on behalf of the Council have the appropriate policies and working practices in place to ensure Equality of Opportunity and to comply with the requisite equality legislation and guidance.
- 5.2 The Council will ensure, so far as is reasonably practicable, that:
- contractors and providers have employment policies, procedures and practices that do not discriminate;
 - contractors pay their employees at least the minimum living wage and
 - monitor whether contracts and commissioning arrangements meet these equality commitments.

6 **Councillors**

- 6.1 St Austell Town Council expects Councillors to treat each other with respect and will try to encourage a reasonable cross-section of local residents to be Councillors. It will seek to make reasonable adjustments to allow Councillors with all levels of ability to take part in Council business.

7 **Volunteers**

- 7.1 St Austell Town Council welcomes volunteers to help with the provision of its services. The policy will apply to volunteers and their recruitment.

8 Management and Supervision of this Policy

8.1 Council and Committees

Strong leadership is essential to ensure that this policy is embedded at all levels of the Council. Whilst the Full Council will be ultimately responsible for implementation of this policy, ongoing review of the policy will be the responsibility of the Finance and General Purposes Committee with day to day implementation and monitoring the responsibility of the Staffing Committee in respect of staffing and performance management issues. All will be responsible in terms of Council facilities and services within their remit.

8.2 Councillors

Councillors have overall responsibility for the direction and scrutiny of this policy and will ensure that the principles of fairness and equality guide their behaviour and the decision-making process.

8.3 Line Managers and Supervisors

It is the responsibility of managers/supervisors to:

- (i) ensure that within their areas of responsibilities, the standards established within this policy are followed;
- (ii) contribute to the development of any equal opportunities action plans;
- (iii) review the effectiveness of the policy and all related action plans and communicate their views to senior management.

8.4 Employees

All employees must:

- (i) co-operate with any measures introduced to ensure equal opportunity;
- (ii) report any suspected discriminatory acts or practices;
- (iii) not persuade or attempt to persuade others to practice unlawful discrimination;
- (iv) not victimise anyone as a result of them having reported or provided evidence on discrimination;
- (v) not harass, abuse or intimidate others on account of their race, gender etc;
- (vi) not pressurise job applicants in an attempt to discourage them from applying or taking up a post.

9 Complaints/Breaches of Policy

- 9.1 Any employee or volunteer who has a concern regarding the application of this policy should make use of the Council's grievance procedure.

Any breach of the Equal Opportunities Policy by an employee or volunteer will be dealt with through the disciplinary procedure. Serious offences, such as harassment and victimisation, will be treated as gross misconduct.

9.2 **Existing Employees** – employees wishing to raise a grievance alleging unlawful discrimination during an internal selection procedure should discuss this with the Town Clerk in the first instance. An appeal, where necessary, should be made to the Chairman of the Staffing Committee. An investigation will then be conducted by a senior officer who has not been previously involved in the selection procedure and will report to the Staffing Committee. The Staffing Committee's ruling will be final. The employee will receive written notification as to the outcome.

9.3 **Prospective Employees** – any prospective employee wishing to raise a complaint should do so, in writing, to the Town Clerk within 15 working days, at the latest, of the alleged incident. An investigation will then be conducted by a senior officer who has not been previously involved in the selection procedure and will report to the Staffing Committee. The Staffing Committee's ruling will be final. The individual will receive written notification as to the outcome.

9.4 **Councillors** – any Councillor who has concern with regard to breaches to this policy or the behaviour of Councillors which might breach this policy should talk to the Town Clerk or Mayor in the first instance. Serious breaches by Councillors should be reported to Cornwall Council's Monitoring Officer.

10. **Information and Training**

10.1 Employees, Councillors and volunteers will be provided with appropriate training in this policy and generally regardless of age, disability, gender reassignment, race, religion / belief, sex, sexual orientation, marriage / civil partnership and pregnancy / maternity.

10.2 The Council will:

- seek to ensure that all employees are developed by the provision of appropriate and accessible learning opportunities in line with organisational needs;
- provide training that complies with the Council's Equalities Policies;
- Include a copy of the Council's Equal Opportunities Policy as part of the induction programme / documentation;
- Provide equalities awareness training as part of its corporate learning and organisational development programme; and
- include equalities training as part of its Member development programme.

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11 Alternative Formats

- 11.1 The Equality Act 2010 – copies of this document in large print (A3 Format) or larger font size, or recorded onto tape as a 'talking book' can be made available for those with sight impairment on request from the Council Office or by telephoning 01726 829859 or e-mailing david.pooley@staustell-tc.gov.uk.
- 11.2 The Council can also arrange to provide versions in other languages.

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ST AUSTELL TOWN COUNCIL
COUNCIL MEETING – 10th MAY 2023
SCHEDULE OF PAYMENTS
14th MARCH 2023 to 27th APRIL 2023

1. PURPOSE OF REPORT

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

2. LEGAL AND RISK MANAGEMENT ISSUES

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

3. RESOURCE ISSUES

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

4. EQUALITY ISSUES

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

5. ENVIRONMENTAL ISSUES

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

6. RECOMMENDATIONS

It is recommended that Councillors approve the attached Schedule of Payments totalling £186705.15.

DAVID POOLEY - TOWN CLERK

Detailed Account Transaction Report

St Austell Town Council

From 14 March 2023 to 27 April 2023

Date	Payee	Reference	Payment Method	Amount	Cost Centre	Account Name
14/03/2023	Payment: Royal Mail	CC14.3.23	Credit Card	£82.50	General Administration	Office Supplies
15/03/2023	Payment: Cornwall Council	80262013X-2022/23-12	Direct Debit	£4,893.00	Priony Car Park	Rates
15/03/2023	Payment: Cornwall Council	802635724-2022/23-12	Direct Debit	£1,164.00	Library	Rates
15/03/2023	Payment: Allstar Business Solutions	E2016753831	Direct Debit	£186.68	Transport and Plant	Fuel
15/03/2023	NatWest - Bankline charges		Direct Debit	£53.10	General Administration	Miscellaneous Expenses
16/03/2023	K A Gay - Key cutting	PC33	Petty Cash	£15.00	Priony Toilets	Repairs / Maintenance Premises
16/03/2023	Payment: Future Garden Ltd	CC16.3.23	Credit Card	£102.60	Other Parks and Open Spaces	Grounds Maintenance Supplies
16/03/2023	Payment: Agrovista UK Ltd	CC16.3.23	Credit Card	£208.30	Other Parks and Open Spaces	Grounds Maintenance Supplies
16/03/2023	Steve Skinner - Teaspoons	PC34	Petty Cash	£3.00	Stable Block/Pondhu House	Office Supplies
16/03/2023	Payment: Cornwall Council	CC16.3.23	Credit Card	£234.00	Bethel Park	Miscellaneous Expenses
20/03/2023	Payment: Glendale Countryside Ltd	GC421-3672	BACS	£597.22	Other Parks and Open Spaces	Repairs / Maintenance Premises
20/03/2023	Payment: SBR Electrical	2223351	BACS	£250.50	Poltair Park	Repairs / Maintenance Premises
20/03/2023	Payment: Source for Business	3081240912	BACS	£27.12	Library	Water
20/03/2023	Payment: Source for Business	3081240912	BACS	£33.78	Library	Water
20/03/2023	Payment: Source for Business	3081241186	BACS	£42.91	Poltair Park	Water
20/03/2023	Payment: Southern Cars	INV-14501	BACS	£283.90	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
20/03/2023	Payment: ITEC	CW1140238	BACS	£48.00	General Administration	IT / Communications
20/03/2023	Payment: Interpreter 1	000080	BACS	£90.00	Civic Ceremonial	IT / Communications
20/03/2023	Payment: CASA		BACS	£224.92	Misc. Projects/Grants	Miscellaneous Grants
20/03/2023	Payment: Corserv Ltd	CINV-016175	BACS	£878.43	Library	Contract Payments
20/03/2023	Payment: Flowbird Smart City UK Limited	UK160863	BACS	£3,180.56	Priony Car Park	Contract Payments
20/03/2023	Payment: Zurich Municipal	521728629	BACS	£10,745.05	General Administration	Insurances
20/03/2023	Payment: Cornwall Council	8100350780	BACS	£156.00	Library	Miscellaneous Expenses
21/03/2023	Payment: Worldpay (UK) Ltd	246057909	Direct Debit	£4.82	General Administration	Miscellaneous Expenses
21/03/2023	Payment: Worldpay (UK) Ltd	246057909	Direct Debit	£39.00	General Administration	Miscellaneous Expenses
21/03/2023	Payment: Worldpay (UK) Ltd	246158310	Direct Debit	£9.93	Library	Miscellaneous Expenses
21/03/2023	Payment: Worldpay (UK) Ltd	246158310	Direct Debit	£21.00	Library	Miscellaneous Expenses
22/03/2023	Payment: Allstar Business Solutions	E2016772095	Direct Debit	£183.04	Transport and Plant	Fuel
24/03/2023	Salaries inc. oncosts - March 2023	Various	BACS	£52,445.24	General Administration	Salaries / Wages
24/03/2023	Payment: Kent County Council	G8675005	BACS	£1,165.10	Library	Gas
24/03/2023	Payment: M A Grigg Ltd	SO8514	BACS	£11.40	Other Parks and Open Spaces	Grounds Maintenance Supplies
24/03/2023	Payment: M A Grigg Ltd	SO3590	BACS	£204.95	Other Parks and Open Spaces	Grounds Maintenance Supplies
24/03/2023	Payment: M A Grigg Ltd	SO7459	BACS	£4.70	Other Parks and Open Spaces	Grounds Maintenance Supplies
24/03/2023	Payment: M A Grigg Ltd	SO8059	BACS	£40.92	Other Parks and Open Spaces	Grounds Maintenance Supplies
24/03/2023	Payment: M A Grigg Ltd	S11781	BACS	£57.12	Other Parks and Open Spaces	Grounds Maintenance Supplies
24/03/2023	Payment: M A Grigg Ltd	S16431	BACS	£47.41	Other Parks and Open Spaces	Grounds Maintenance Supplies
24/03/2023	Payment: M A Grigg Ltd	S98477	BACS	£75.36	Other Parks and Open Spaces	Grounds Maintenance Supplies
24/03/2023	Payment: M A Grigg Ltd	SO1207	BACS	£129.18	Other Parks and Open Spaces	Grounds Maintenance Supplies
24/03/2023	Payment: M A Grigg Ltd	SO7117	BACS	£83.96	Other Parks and Open Spaces	Grounds Maintenance Supplies
24/03/2023	Payment: M A Grigg Ltd	SO3549	BACS	£34.42	Poltair Park	Grounds Maintenance Supplies
24/03/2023	Payment: M A Grigg Ltd	S16871	BACS	£57.85	Other Parks and Open Spaces	Grounds Maintenance Supplies
24/03/2023	Payment: M A Grigg Ltd	SO2908	BACS	£88.20	Climate Change	Grounds Maintenance Supplies

24/03/2023	Payment: James Hallam Ltd	522346526	BACS	£292.73	Transport and Plant	Transport Insurance
24/03/2023	Payment: Cornwall Signs	42137	BACS	£240.00	Transport and Plant	Other Transport/plant expenses
24/03/2023	Payment: Vickery Holman	INV016486	BACS	£780.00	Priory Car Park	Contract Payments
24/03/2023	Payment: Newquay Town Council	TC-608	BACS	£6,788.21	CCTV	Contract Payments
24/03/2023	Payment: Cornwall Signs	42170	BACS	£30.00	General Administration	Miscellaneous Expenses
27/03/2023	Payment: Biffa Waste Services Ltd	522C07588	Direct Debit	£1,239.16	Other Parks and Open Spaces	Contract Payments
29/03/2023	Payment: Allstar Business Solutions	E2016801153	Direct Debit	£210.23	Transport and Plant	Fuel
30/03/2023	EDF Energy - Fore Street Pillar		Direct Debit	£7.00	Other Parks and Open Spaces	Electricity
31/03/2023	Payment: Elliott Window Cleaning Services	1984	BACS	£69.00	Library	Cleaning & Domestic Supplies
31/03/2023	Payment: Logical Cleaning Solutions	INV-5719	BACS	£626.34	Stable Block/Pondhu House	Cleaning & Domestic Supplies
31/03/2023	Payment: In2Play	00938	BACS	£438.49	Poltair Park	Play Equipment
31/03/2023	Payment: In2Play	00938	BACS	£15.74	Truro Road Park	Play Equipment
31/03/2023	Payment: Steve Skinner	Travel Feb/March	BACS	£28.35	General Administration	Travel and Subsistence
31/03/2023	Payment: BT	M083 RT	BACS	£69.30	General Administration	IT / Communications
31/03/2023	Payment: Interpreter 1	000082	BACS	£90.00	Civic Ceremonial	IT / Communications
31/03/2023	Payment: ITEC	841190	BACS	£182.66	General Administration	Printing and Stationery
31/03/2023	Payment: St Austell BID	Camera Docking Station /2023	BACS	£342.00	Misc. Projects/Grants	Small Grants Scheme
31/03/2023	Payment: CASA	Grant1	BACS	£500.00	Misc. Projects/Grants	Small Grants Scheme
31/03/2023	Payment: Woodland House Residential Home	Grant4	BACS	£250.00	Misc. Projects/Grants	Small Grants Scheme
31/03/2023	Payment: Sara Gwilliams		BACS	£23.25	General Administration	Miscellaneous Expenses
31/03/2023	Payment: H D Pooley		BACS	£23.20	General Administration	Miscellaneous Expenses
31/03/2023	The Information Commissioner - Data Protection Registration 2023/24		Direct Debit	£55.00	General Administration	Miscellaneous Expenses
1/04/2023	Payment: Amazon EU S.a.r.l.	CC1.4.23	Credit Card	£7.49	Other Parks and Open Spaces	Grounds Maintenance Supplies
3/04/2023	Payment: Screwfix Direct Ltd	1344121624	Direct Debit	£34.99	Other Parks and Open Spaces	Grounds Maintenance Supplies
3/04/2023	Payment: Screwfix Direct Ltd	1342750977	Direct Debit	£6.48	Other Parks and Open Spaces	Grounds Maintenance Supplies
3/04/2023	Payment: Screwfix Direct Ltd	1342750977	Direct Debit	£42.30	Other Parks and Open Spaces	Grounds Maintenance Supplies
3/04/2023	Payment: Screwfix Direct Ltd	1344975011	Direct Debit	£100.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
3/04/2023	Payment: BT	M083 B1	Direct Debit	£504.00	General Administration	IT / Communications
3/04/2023	Payment: FindParkPay Ltd	SA-0408	BACS	£219.01	Priory Car Park	Contract Payments
5/04/2023	Payment: Allstar Business Solutions	E2016834830	Direct Debit	£124.04	Transport and Plant	Fuel
5/04/2023	Payment: Amazon EU S.a.r.l.	CC5.4.23	Credit Card	£11.02	General Administration	Office Supplies
5/04/2023	Payment: Amazon EU S.a.r.l.	CC5.4.23	Credit Card	£19.28	General Administration	Miscellaneous Expenses
6/04/2023	Hutchison 3G UK Limited - WIFI Poltair Cafe		Direct Debit	£26.00	Poltair Park	IT / Communications
7/04/2023	Payment: Amazon EU S.a.r.l.		Credit Card	£11.99	Library	Cleaning & Domestic Supplies
10/04/2023	Payment: Amazon EU S.a.r.l.	CC07.04.23	Credit Card	£26.48	General Administration	Miscellaneous Expenses
11/04/2023	Payment: Safer Systems UK Ltd	CC10.04.23	Credit Card	£64.20	Priory Toilets	Repairs / Maintenance Premises
11/04/2023	Payment: Cornwall Council	429591	BACS	£630.00	Library	Rates
11/04/2023	Payment: Cornwall Council	650155461	Direct Debit	£162.00	Priory Toilets	Rates
11/04/2023	Payment: Cornwall Council	650156672	Direct Debit	£2,475.00	Priory Car Park	Rates
11/04/2023	Payment: Cornwall Council	650156681	Direct Debit	£80.00	CCTV	Electricity
11/04/2023	Payment: Cafe Tengo	Inv3	BACS	£442.84	Library	Cleaning & Domestic Supplies
11/04/2023	Payment: Rentokill Initial UK Limited	60367299	BACS	£100.78	Stable Block/Pondhu House	Cleaning & Domestic Supplies
11/04/2023	Payment: Rentokill Initial UK Limited	60367790	BACS	£11.28	Other Parks and Open Spaces	Grounds Maintenance Supplies
11/04/2023	Payment: D May & Son Ltd	2/000067468	BACS	£12.61	Other Parks and Open Spaces	Grounds Maintenance Supplies
11/04/2023	Payment: D May & Son Ltd	1/0000037729	BACS	£43.85	Other Parks and Open Spaces	Grounds Maintenance Supplies
11/04/2023	Payment: D May & Son Ltd	1/0000037728	BACS	£35.94	Other Parks and Open Spaces	Grounds Maintenance Supplies
11/04/2023	Payment: D May & Son Ltd	2/000066501	BACS	£194.94	Other Parks and Open Spaces	Grounds Maintenance Supplies
11/04/2023	Payment: D May & Son Ltd	3/0000021753	BACS			

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11/04/2023	Payment: D May & Son Ltd	2/000069688	BACS	£33.28	Other Parks and Open Spaces	Grounds Maintenance Supplies
11/04/2023	Payment: Vincent Tractors Ltd	154455	BACS	£110.04	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154460	BACS	£111.78	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154473	BACS	£52.54	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154465	BACS	£111.83	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154458	BACS	£64.68	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154451	BACS	£71.54	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154476	BACS	£245.30	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154474	BACS	£64.68	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154466	BACS	£63.36	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154464	BACS	£82.22	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154462	BACS	£166.46	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154456	BACS	£93.89	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154453	BACS	£124.67	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154447	BACS	£95.16	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154477	BACS	£122.63	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154472	BACS	£73.54	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154471	BACS	£92.06	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154470	BACS	£71.54	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154469	BACS	£82.34	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154468	BACS	£80.96	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154467	BACS	£55.66	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154463	BACS	£149.65	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154459	BACS	£73.54	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154457	BACS	£123.53	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154454	BACS	£114.56	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154452	BACS	£124.93	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154450	BACS	£93.89	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154449	BACS	£1,060.08	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Vincent Tractors Ltd	154448	BACS	£223.04	Transport and Plant	Other Transport/plant expenses
11/04/2023	Payment: Cornwall Scale & Equipment Ltd	20630	BACS	£654.00	Library	Office Supplies
11/04/2023	Payment: Interpreter 1	000083	BACS	£90.00	Civic Ceremonial	IT / Communications
11/04/2023	Payment: ObjectiveIT Services	3320	BACS	£358.52	General Administration	IT / Communications
11/04/2023	Payment: St Austell BID	BACS	BACS	£20,400.00	CCTV	Miscellaneous Grants
11/04/2023	Payment: Garden Services (SW) Ltd	ST AUSTELL/182	BACS	£720.00	Other Parks and Open Spaces	Contract Payments
11/04/2023	Payment: Enverveo	900016588	BACS	£3,001.01	CCTV	Contract Payments
11/04/2023	Payment: Cornish Engineering Surveys Ltd	3534	BACS	£1,482.00	Other Parks and Open Spaces	Contract Payments
11/04/2023	Payment: Cornwall Association of Local Councils Limited	2324_130	BACS	£2,523.94	General Administration	Subscriptions
11/04/2023	Payment: Cornwall Association of Local Councils Limited	2324_130	BACS	£1,193.43	General Administration	Subscriptions
12/04/2023	Source for Business	Credit1	BACS	£99.70	Priory Toilets	Water
12/04/2023	Source for Business	3081629460	BACS	-£99.70	Priory Toilets	Water
12/04/2023	Payment: Allstar Business Solutions	E2016876685	Direct Debit	£325.33	Transport and Plant	Fuel
12/04/2023	Payment: EE Limited	V02094920602	Direct Debit	£186.24	General Administration	IT / Communications
13/04/2023	Payment: Amazon EU S.a.r.l.	CC13.4.23	Credit Card	£339.98	General Administration	Office Equipment
14/04/2023	Payment: Npower	IN06697042	BACS	£292.39	Other Parks and Open Spaces	Electricity
14/04/2023	Payment: Spot-On Supplies Ltd	21561756	BACS	£70.46	Library	Cleaning & Domestic Supplies
14/04/2023	Payment: Spot-On Supplies Ltd	21561710	BACS	£45.24	Other Parks and Open Spaces	Grounds Maintenance Supplies

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14/04/2023	Payment: M A Grigg Ltd	S27971	BACS	£7.45 Other Parks and Open Spaces	Grounds Maintenance Supplies
14/04/2023	Payment: M A Grigg Ltd	S27971	BACS	£44.64 Other Parks and Open Spaces	Grounds Maintenance Supplies
14/04/2023	Payment: M A Grigg Ltd	S22029	BACS	£66.00 Other Parks and Open Spaces	Grounds Maintenance Supplies
14/04/2023	Payment: M A Grigg Ltd	S17854	BACS	£449.04 Other Parks and Open Spaces	Grounds Maintenance Supplies
14/04/2023	Payment: M A Grigg Ltd	S23123	BACS	£64.30 Other Parks and Open Spaces	Grounds Maintenance Supplies
14/04/2023	Payment: M A Grigg Ltd	S26075	BACS	£77.57 Other Parks and Open Spaces	Grounds Maintenance Supplies
14/04/2023	Payment: M A Grigg Ltd	S36790	BACS	£91.43 Other Parks and Open Spaces	Grounds Maintenance Supplies
14/04/2023	Payment: M A Grigg Ltd	S17449	BACS	£104.75 Other Parks and Open Spaces	Grounds Maintenance Supplies
14/04/2023	Payment: M A Grigg Ltd	S23126	BACS	£3.84 Other Parks and Open Spaces	Grounds Maintenance Supplies
14/04/2023	Payment: M A Grigg Ltd	S23112	BACS	£123.65 Other Parks and Open Spaces	Grounds Maintenance Supplies
14/04/2023	Payment: Proludic Ltd	SIN007208	BACS	£3,700.30 Truro Road Park	Play Equipment
14/04/2023	Payment: Vincent Tractors Ltd	155003	BACS	£89.45 Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
14/04/2023	Payment: Cornwall Scale & Equipment Ltd	20840	BACS	£28.74 Library	Office Supplies
14/04/2023	Payment: BT	20035866	BACS	£1,320.00 CCTV	IT / Communications
14/04/2023	Payment: G4S	2023033072	BACS	£685.15 Priory Car Park	Contract Payments
14/04/2023	Payment: G4S	2023033072	BACS	£19.07 Library	Contract Payments
14/04/2023	Payment: DJR Water Hygiene	SI-559	BACS	£50.00 Stable Block/Pondhu House	Contract Payments
14/04/2023	Payment: DJR Water Hygiene	SI-559	BACS	£50.00 Library	Contract Payments
14/04/2023	Payment: DJR Water Hygiene	SI-559	BACS	£100.00 Priory Toilets	Contract Payments
14/04/2023	Payment: Cornwall Council	8100360856	BACS	£70.81 Tregonissey Lane End	Contract Payments
14/04/2023	Payment: Cornwall Council	8100360249	BACS	£404.79 Priory Car Park	Contract Payments
14/04/2023	Payment: GB Tool Hire Ltd	76813	BACS	£350.82 Other Parks and Open Spaces	Protective Clothing
14/04/2023	Payment: M A Grigg Ltd	S36790	BACS	£24.99 Other Parks and Open Spaces	Protective Clothing
17/04/2023	Payment: Cornwall Council	80262013X-2023/24-1	Direct Debit	£4,313.00 Priory Car Park	Rates
17/04/2023	Payment: Cornwall Council	802628607-2023/24-1	Direct Debit	£59.00 Tregonissey Lane End	Rates
17/04/2023	Payment: Cornwall Council	802635724-2023/24-1	Direct Debit	£1,205.00 Library	Rates
17/04/2023	NatWest - Bankline charges		Direct Debit	£54.80 General Administration	Miscellaneous Expenses
18/04/2023	Payment: Garden Store	CC18.4.23	Credit Card	£340.00 Other Parks and Open Spaces	Grounds Maintenance Supplies
19/04/2023	Payment: Alistar Business Solutions	E2016913128	Direct Debit	£288.47 Transport and Plant	Fuel
19/04/2023	Payment: Worldpay (UK) Ltd	250566873	Direct Debit	£5.09 Library	Miscellaneous Expenses
19/04/2023	Payment: Worldpay (UK) Ltd	250566873	Direct Debit	£21.00 Library	Miscellaneous Expenses
19/04/2023	Payment: Worldpay (UK) Ltd	250437977	Direct Debit	£16.07 General Administration	Miscellaneous Expenses
19/04/2023	Payment: Worldpay (UK) Ltd	250437977	Direct Debit	£39.00 General Administration	Miscellaneous Expenses
19/04/2023	Payment: Buy A Plan	CC19.4.23	Credit Card	£19.19 Library	Miscellaneous Expenses
20/04/2023	Payment: Buy A Plan	CC20.4.23	Credit Card	£9.59 Library	Miscellaneous Expenses
21/04/2023	Payment: DJR Water Hygiene	SI-563	BACS	£300.00 Priory Toilets	Repairs / Maintenance Premises
21/04/2023	Payment: Kent County Council	E8716342	BACS	£607.30 Poltair Park	Electricity
21/04/2023	Payment: Cornwall Council	8100361231	BACS	£1,441.88 CCTV	Electricity
21/04/2023	Payment: Kent County Council	E8716334	BACS	£2,195.22 Library	Electricity
21/04/2023	Payment: Kent County Council	G8714940	BACS	£1,303.84 Library	Gas
21/04/2023	Payment: Elliott Window Cleaning Services	2002	BACS	£75.00 Library	Cleaning & Domestic Supplies
21/04/2023	Payment: Steve Skinner		BACS	£22.00 General Administration	Travel and Subsistence
21/04/2023	Payment: Andrea Lanxon		BACS	£7.20 Civic Ceremonial	Travel and Subsistence
21/04/2023	Payment: ITEC	CW1141414	BACS	£48.00 General Administration	IT / Communications
21/04/2023	Payment: BT	M084 VI	BACS	£79.03 General Administration	IT / Communications
21/04/2023	Payment: Enerveo	900016987	BACS	£378.96 CCTV	Contract Payments
21/04/2023	Payment: South West Councils	0000069319	BACS	£582.00 General Administration	Subscriptions

21/04/2023	Payment: SALSA (St Austell Library Support Association)	202223	BACS	£453.50	Library	Miscellaneous Expenses
24/04/2023	Payment: Cornwall Council	CC24.04.23	Credit Card	£316.00	Library	Miscellaneous Expenses
25/04/2023	Salaries - April 2023	Various	BACS	£33,190.95	General Administration	Salaries / Wages
				£186,705.15		

MINUTES of ST AUSTELL TOWN COUNCIL COMMUNITY COMMITTEE held on MONDAY 27th MARCH 2023 at Studio 4 Dance, 4FS Youth Dance, 12a – 14 Old Vicarage Place, St Austell, Cornwall, PL25 5YY at 6pm.

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

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

CC/22/60) Apologies for absence

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

CC/22/61) Declarations of Interest

None.

CC/22/62) Dispensations

There were no requests for dispensations received.

CC/22/63) Minutes of the Meeting held on the 27th February 2023

It was **RESOLVED** that the minutes of the meeting held on the 27th February 2022 be approved and signed as a correct record.

CC/22/64) Matters to Note

The Clerk advised that further to minute CC/22/53 (Friends of Robert Eliot Court) the friends group have obtained a defibrillator free of charge and would like to re-purpose the £250 grant for outdoor signage (depicting the location of the defibrillator) and replacement pads.

It was **RESOLVED** that the £250 assigned for the purchase of a defibrillator should be repurposed for outdoor signage and replacement pads.

CC/22/65) Public Participation

There were no members of the public present.

CC/22/66) The Coronation Champions Awards

The Deputy Town Clerk advised that Councillor French has asked the Town Council to consider The Coronation Champions Awards initiative and agree a process for nominations as they see fit. The Deputy Clerk outlined the criteria and volunteering categories and advised Members that the deadline for nominations is 2nd April 2023.

During discussion, Members felt that on balance it would be appropriate for Councillors to make nominations on an individual basis.

It was **RESOLVED** that individual Councillors should nominate a volunteer for a Coronation Champions Award if they wished to do so.

Councillor George abstained from voting on this item

CC/22/67) Grounds Maintenance

The Town Clerk expressed his delight with regard to the maintenance work carried out over the winter months and the comprehensive spring floral displays around the town. He advised that the Bethel Park refurbishment project utilising CIL monies is due to commence in May/June and explained that due to height limits, a planning application has had to be submitted for one piece of play equipment. He advised that planning permission has been sought for a bat house at Poltair Park and, with permission from Cornwall Council, 10,000 snowdrops have been removed from the Penwinnick Road offices and re-planted around the town. The Clerk advised that the Polytunnel is well used with a number of plants and trees being grown on. A new member of staff has just started to replace a member of staff due to retire at the end of the week and the grass cutting rounds will start in April.

During discussion, Members expressed their grateful thanks to the grounds maintenance team and their support for the purchase of a second polytunnel if required.

It was **RESOLVED** to note the update and thank the Grounds Maintenance Team for their hard work.

CC/22/68) Small Grants Scheme

Climate Action St Austell

It was **RESOLVED** to award a grant in the sum of £500 towards the purchase of a gazebo to provide better publicity and weather protection at events.

St Austell BID

Members expressed their support for the security guards and felt that the full cost of the body camera docking station should be agreed.

It was **RESOLVED** to award a grant in the sum of £285 towards the purchase of a body camera docking station.

Cornwall Care

It was **RESOLVED** to award a grant in the sum of £250 towards the cost of hosting an indoor street party to celebrate the Coronation for the residents and families of Woodland House, St Austell.

CC/22/69) Project Update

The Town Clerk and Deputy Town Clerk provided an update on the following projects:

Town Centre Regeneration

The Town Council has approved an extension of the contract for the Regeneration Officer and grant applications have been submitted to the Shared Prosperity Fund, one of which is looking particularly hopeful.

CCTV

All cameras are working across the town and the monitoring will soon switch to summer monitoring hours which is almost 24/7. The mobile CCTV has been re-located to a road near the urban village on the recommendation of the Police, Housing Association and ASB caseworker.

Climate Emergency

The Beryl Bikes scheme is due to be rolled out across St Austell during the week commencing 3rd April and EV charging points should be in Priory Car Park by the end of May.

Arising from a question, the Clerk advised that he hoped that the e-bikes project would in due course extend to Wheal Martyn and Heligan. He added that users will be fined if the bikes are not returned to docking stations which should discourage vandalism and/or abandonment.

Bus Stop at Holmbush

A £3,000 grant has been awarded to the Town Council from Cornwall Council for the erection of a bus shelter over the bench on the A390 outside of Tesco at Holmbush.

Poltair Park and Cafe

A planning application has been submitted for the bat roost at Poltair Park which has to be in situ before the demolition of the old toilet block. The café has a tenant operating under a Tenancy at Will and appears to have a reasonable trade at the present time. A review of the arrangements will take place later in the year.

Priory Car Park and toilets

Following a proposal from St Austell BID, the Car Park Working Group has met to review the recommendations. The proposal was not well received, particularly as one of the recommendations was to charge on a Sunday. An update will be provided to the Finance Committee next week. Car park income is better than budget but still below pre-pandemic levels. The season tickets are still steady with regular users and the Pay 2 Park App has proved a success. There have been no issues with the toilets of late apart from the ladies door sticking occasionally. This might need replacing soon.

Anti social behaviour

Inspector Joliffe has moved on to another role and the Inspector for the St Austell Sector is now Inspector Matt Trevivian. There has been an increase in ASB amongst teenagers which is being dealt with by a special task group. The security guards are still working well with the Police along with the comprehensive CCTV monitoring, Shop Watch Radio and DISC system. The Penwinnick Road offices have now been boarded up with no security presence. Cornwall Council is keeping an eye on the homeless situation in that location.

St Austell Library

The library is performing well with lots of community events planned, including the Mayor/Coronation Cream Team Event on 5th June 2023. The whole school visits are proving very popular as well as the usual rhyme time for young children, reading, writing and support groups.

Agency Agreement for grass cutting – 31st March 2022 renewal

A copy of the final sealed document is still awaited from Cornwall Council.

Truro Road Park – Safety Surfacing

The safety surfacing at Truro Road park is due to commence in May 2023.

Allotments/Footpaths and weed control

A couple of the allotments are not being tended to regularly. The Operations Manager will review shortly. The Town Council is under contract to cut a number of footpaths across the town under a maintenance agreement with Cornwall Council. This work was previously contracted out but is now in-house. The Town Council still uses a foam stream contractor for weed clearance of the play surfaces and paths at Poltair Park. Unfortunately, it is not robust enough to treat the weeds on the highways, so a separate contractor is used for this.

It was **RESOLVED** to note the projects update.

CC/22/70) Dates of Meetings

It was noted that the next meeting of the Community Committee is scheduled for Monday 5th June 2023.

The meeting closed at 6.55pm

MINUTES of a MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held on MONDAY 3rd APRIL 2023 in The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD at 6pm.

Present: Councillors: Brown, French, George, Lanxon, Pearce and Young.

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

F/22/62) Apologies for absence

Apologies for absence were received from Councillors Bull, Clemo and Nott.

Councillor Lanxon advised that she needed to leave at 7pm

F/22/63) Declarations of Interest

None.

F/22/64) Dispensations

None.

F/22/65) Minutes of meeting held on 20th February 2023

It was **RESOLVED** that the minutes of the meeting held on the 20th February 2023 be approved and signed as a correct record.

F/22/66) Matters to Note

Further to minute number F/22/52, the Clerk passed around a 3D image of the proposed improvement project at Bethel Park which is due to start in May. The legal agreement in relation to the CIL funding should be received from Cornwall Council shortly.

The Equal Opportunities Policy referred to in minute F/22/59 has been re-drafted and will be considered at the next Council meeting.

F/22/67) Public participation

There were no members of the public present.

F/22/68) Priory Car Park

The Town Clerk advised that the Car Park Working Group met on 13th March 2023 and considered a proposal from St Austell BID which suggested that in order to increase footfall into the town centre the charges during the week should be reduced with any loss of income re-couped by charging on a Sunday. The group considered the proposal carefully but unanimously felt that it was not a proposal they could support and agreed that they would prefer to assist the BID and the town centre in other ways such as contributing towards an increase in the security guard hours.

Councillor Pearce (Chair of the Working Group) advised that it was a good meeting made up of cross party representation but the group felt unable to risk a potential

loss of £40,000 from car park income which would ultimately have to be precepted for. Councillor Young added that people tend to park in the car park which is most convenient and that a 20p difference between car parks would probably not persuade people to change.

Arising from a question, the Clerk advised that 50 Beryl Bikes are due to be delivered to St Austell during the week and placed in 21 locations and assured Members that Beryl Bikes are indemnifying the Town Council against any claims arising from their installation in Priory Car Park. A discussion took place with regard to the hire charges and the French referendum on e-scooters.

It was **RESOLVED** to endorse the views of the Car Park Working Group and make no changes to the 2023-24 car park charges.

F/22/69) Asset Register

The Clerk referred to the Town Council's Asset Register and confirmed that following the closure of Penwinnick Road, all civic assets are now located at the Stable Block with the exception of a granite trough which is due to be re-located to Truro Road Park and a wooden planter that has gone missing from Cornwall Council's offices.

Following discussion, Members agreed that once the Town Council is certain of its future location, a discussion should take place with regard to the practicalities of displaying some of the Town Council's civic assets.

It was **RESOLVED** to approve the Asset Register as at March 2023.

It was **FURTHER RESOLVED** that the Town Clerk should bring a report back in 12 months' time to give Members the opportunity to consider the practicalities of displaying some of the Town Council's assets.

F/22/70) Budget Monitoring Report

The Clerk explained the larger variances in the budget monitoring report for the financial year to the 28th February 2023 and predicted that the overall year-end position will show a small under-spend.

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

F/22/71) Internal Audit

The Clerk advised that the Chair and Vice-Chair inspect the Town Council's records on a ½ yearly basis which involves carrying out spot checks on the Council's financial systems such as payroll and petty cash.

Councillor Brown advised of an error with regard to a tick against the wrong line on page 13 (Bank Reconciliation).

It was **RESOLVED** to:

1. Thank the Chair and Vice-Chair for carrying out the audit
2. Note the Internal Audit report subject to the Town Clerk amending page 13 to show the correct response.

F/22/72) St Austell Library

The Deputy Town Clerk introduced the Library Manager's report and advised that in addition to the activities outlined in the report, the library's IT has been disconnected from the Penwinnick Road offices but a few issues are still to be resolved before it is fully functioning. She added that the library is supporting the literary festival in June and is hosting one of the author talks. The new member of staff is making good progress and February's statistics show the library continuing to perform well.

Arising from a question, the Deputy Town Clerk confirmed that she would make arrangements for Town Council agendas to be placed in both the Library and Town Centre notice boards.

It was **RESOLVED** to note the Library Manager's report and thank the Library Manager and staff for their continued excellent work.

F/22/73) Dates of next meeting

It was noted that the next meeting of the Finance and General Purposes Committee is due to take place on 26th June 2023.

The meeting closed at 6.48pm.

MINUTES of a MEETING of ST AUSTELL TOWN COUNCIL PLANNING AND REGENERATION COMMITTEE held on TUESDAY 11th APRIL 2023 in The Registrar's Office, Carlyon Road St Austell, Cornwall, PL25 4LD at 6pm.

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

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

Also in attendance: Councillor Rowse

P/22/141) Apologies for absence

Apologies for absence were received from Councillors Double, Pears and Stephens.

P/22/142) Declarations of Interest

Councillor Styles declared an interest in agenda item 8 (iii) by virtue of being a Director of Harbour Housing.

Councillor Bull declared an interest in agenda item 8 (i) by virtue of knowing the applicant.

Councillor French declared an interest in agenda item 8 (i) by virtue of being a close neighbour and knowing the applicant.

P/22/143) Dispensations

None.

P/22/144) Minutes from the Meeting dated 6th March 2023

It was **RESOLVED** that the minutes of the meeting held on the 6th March 2023 be approved and signed as a correct record.

P/22/145) Matters to note

The Chair advised that Planning Application Number PA21/12757 (Land West of Evergreen Cottages) was considered and approved at Cornwall Council's Central Sub-Area Planning Committee on Monday 13th March 2023.

P/22/146) Public Participation

In order to accommodate the members of the public present, the Chair advised that Planning Application (iii) would be considered first, after the presentation from Kingsley Developers.

P/22/147) Higher Trewiddle

The Chair welcomed four representatives from Kingsley Developers to the meeting.

Mr Abe Simpson explained that the retail sector is facing huge challenges and despite numerous attempts to secure tenants (including well known supermarket brands) for the proposed retail park at Trewiddle there has been no success. He

explained that pre Brexit and Covid, there had been some interest, but unfortunately shopping habits have changed considerably in the last 2-3 years with a huge move to online shopping. Mr Simpson explained that he has been talking to Cornwall Council about the potential to replace the retail element with residential development on the site and has been asked to seek the views of local Members.

During discussion, Members acknowledged the difficulties that retail is facing at the present time and asked if other non-residential uses or small scale units have been considered alongside housing to make the estate more sustainable. Mr Simpson explained the sequential testing technicalities required by Cornwall Council but advised that he would investigate this, possibly as a separate planning application. The shops/services at Nansledden in Newquay were put forward as a good example of small community facilities within a housing development.

The Chair thanked Mr Simpson for his update and welcomed his willingness to explore the potential for smaller shops/services on the site.

P/22/148) Planning Applications

Councillor Styles reiterated his interest in the following application and left the meeting

- (iii) **PA23/01372:** 26 Truro Road St Austell Cornwall PL25 5JF. Proposed extension to provide two flats; one to be wheelchair-purpose built and the other to be mobility-friendly.

Representatives from Harbour Housing explained that they have received Government funding to extend 26 Truro Road into two flats which would be used for people leaving hospital who are not well enough to go home. They explained that the neighbour's concerns have been taken into consideration and the application adjusted accordingly. They also confirmed that the view of the viaduct would not be compromised by the extension.

During discussion, Members were broadly supportive but expressed concern with regard to the contaminated land reports, access for ambulances and subsidence on the site.

A proposal to support this application was carried on the casting vote of the Chair.

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

Councillor Styles returned to the meeting

Councillors Bull and French reiterated their interest in the following application and left the meeting

- i. **PA23/01101:** Land East Of 9 Trevone Crescent Trevone Crescent St Austell Cornwall. Application for Outline Planning Permission with all matters reserved for the construction of a dwelling.

Although a large plot, members expressed concern with regard to over-development of the site, the domination of the proposal and the impact on the street scene and building line.

It was **RESOLVED** to object to this application on the grounds of:

Being detrimental to the integrity and coherence of the street scene
Over dominant
Over development
Not in keeping with the building line.

Councillors Bull and French returned to the meeting

- ii. **PA23/01112:** 15 Mountstephen Close St Austell Cornwall PL25 5DZ.
Extension of garage to convert to self-contained unit.

It was **RESOLVED** to make no objection to this application subject to the annex only being used in conjunction with the host building.

- iv. **PA23/01412:** 23 Pentewan Road St Austell Cornwall PL25 5BU.
Demolition of existing dwelling and construction of two dwellings.

The Clerk advised that this application has been withdrawn.

- v. **PA23/01424:** Land North Of 32 Brockstone Road Brockstone Road St Austell Cornwall. Creation of new access, proposed dwelling and associated works.

Members reviewed the history of the site and the approval of two properties. During discussion they felt that the proposal is overdevelopment and expressed disappointment that the access proposed is onto a mini roundabout. They expressed concern with regard to the scale and massing of the proposal and the impact on neighbouring properties.

It was **RESOLVED** to object to this application on the grounds of:

- Overdevelopment
- Out of character with the street scene
- Massing and scale of the proposal
- Impact on the privacy of the neighbouring properties.

- vi. **PA23/01574:** Bethel Park Bucklers Lane St Austell Cornwall. St Austell Town Council would like to install a piece of play equipment known as a Birds Nest Tree. The item is a 6 metre-high pole with climbing nets attached.

The Clerk outlined the proposed new play area at Bethel Park utilising CIL funding and the requirement for planning consent for one piece of play equipment.

Arising from a query, the Town Clerk **AGREED** to review the specification and safety surfacing for the Birds Nest Tree.

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

- vii. **PA23/01801:** Play Area Poltair Park Carlyon Road St Austell. Construction of purpose built structure for Bat Mitigation due to the removal of existing dilapidated former pavilion within park.

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

- viii. **PA23/01854:** Holy Trinity Church Church Street St Austell Cornwall. Listed Building Consent to mount a decoratively tiled stainless steel frame surrounding a water bottle dispenser to the Church boundary wall.

It was **RESOLVED** to support this application subject to the Historic Environment Officer being happy with the proposal.

- ix. **PA23/01954:** Block 7 White River Place St Austell Cornwall. Alterations to existing premises to provide a Integrated Services Hub for Cornwall Council.

Members broadly supported the proposals but concern was expressed with regard to the lack of free parking and nearby disabled parking for people with mobility issues. The need to increase footfall into the town centre and the retention of jobs was acknowledged. It was accepted that White River Place has two bus stops nearby. Members welcomed the meeting room space proposed and expressed a wish that the space for civic meetings should be no smaller than proposed in the plans.

It was **RESOLVED** to support the application subject to the meeting space being no smaller than proposed in the plans.

- x. **PA23/02076:** 43 North Street St Austell Cornwall PL25 5QE. Works to trees subject to a tree preservation order TPO- Fell (T7 Beech) due to identification of the fungus at its base. Tree is liable to windthrow.

It was **RESOLVED** to make no objection to this application subject to the Tree Officer's recommendations with regard to re-planting being conditioned.

- xi. **PA23/02161:** 80 Porthpean Road St Austell Cornwall PL25 4PN. Proposed loft conversion.

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

- xii. **PA23/02238:** 14 Dobell Road St Austell Cornwall PL25 4NB. Proposed detached double garage to existing dwelling.

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

- xiii. **PA23/02358:** 47 Roslyn Close St Austell Cornwall PL25 3UN. Proposed residential extension plus associated works.

It was **RESOLVED** to make no objection to this application subject to the South West Water conditions being put in place.

- xiv. **PA23/02679:** 26 Edgcumbe Green St Austell Cornwall PL25 5EF. Proposed replacement garage, extension, remodelling and associated works.

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

P/22/149) Premises Licence Applications

1. Premises Name and Address: Fresko Land Deli, 5 Old Vicarage Place, St Austell, Cornwall, PL25 5YY. Application Type: Grant. Licensable Activities: Sale of Alcohol – Off Sales.

The Clerk advised that the application is for the supply of alcohol (off sales) between the hours of 9am and 9pm, 7 days a week.

During discussion, Members expressed their support for the proposal but expressed a concern with regard to the potential sale of strong lager and/or single cans.

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

P/22/150) Planning Decisions

The Clerk provided the details of the planning decisions that did not agree with the Town Council's response.

It was **RESOLVED** to note the planning decisions.

P/22/151) Cornwall Council – Urgent Delegated Planning Decisions

None.

P/22/152) St Austell Town Centre Revitalisation Partnership

The Clerk advised that all applications submitted to the Good Growth Fund apart from one have been refused, with a final answer still awaited for the Old Vicarage Place proposal. St Austell BID have just re-submitted the Events bid, the result of which is awaited. If the Old Vicarage Place bid is accepted, a tender and procurement process will take place to appoint suitable consultants. The Clerk added that he is in discussions with Cornwall Council about potential projects for a Levelling Up Fund bid, possibly in conjunction with complimentary projects in Newquay.

The Chair added that the Partnership held their last meeting at the College where they received a very interesting presentation from a student who had been working on a virtual app covering the town centre. He added that he had volunteered to go through the Masterplan to try to identify non-spatial projects/actions which it might be possible to progress. The findings will be reported to the Town Council in due course.

P/22/153) Cornwall Council Highways Schemes

The Clerk advised that Helen Nicholson has arranged for a TEAMS meeting to take place on Monday 17th April 2023, 6pm with Cornwall Council Highways Officers to give Town Councillors the opportunity to talk about the different highways schemes, funding arrangements and hopefully local issues.

P/22/154) PA22/09153: Land Between Aspen Drive And Boscoppa Road Aspen Drive St Austell Cornwall. Outline application with all matters reserved for proposed development of site to create fifty dwellings. A mix of open market and affordable homes.

The Chair expressed concern with regard to the lack of progress with Planning Application Number: PA22/09153 which the Town Council strongly objected to on 1st November 2023 and suggested three actions that the Town Council could take forward:

1. Write to Cornwall Council expressing concern that the application has not been refused under delegated powers;
2. Ask Cornwall Council if the application is going to a planning committee and if so strongly suggest that a site visit is held where everyone can attend and the public can speak;
3. Write to Steve Double MP explaining the reasons why the Town Council strongly objects to the application and ask him to contact Cornwall Council stating the objections and request a site visit.

During discussion, Members expressed a view that the application should not be re-visited within six months and that it might not be appropriate to contact the MP on the matter. It was also suggested that the Town Council should request a formal site **meeting** not a site visit.

Councillor Rowse, Cornwall Councillor for Bethel expressed his frustration with the application and the lack of information and delays from Cornwall Council. He advised that he had escalated the matter to Senior Officers but welcomed any assistance the Town Council can give.

It was **RESOLVED** to:

1. Write to Cornwall Council expressing concern that the application has not been refused under delegated powers;
2. Ask Cornwall Council if the application is going to a planning committee and if so strongly suggest that a site meeting is held where everyone can attend and the public can speak;
3. Write to Steve Double MP explaining the reasons to strongly object to the application and ask him to contact Cornwall Council stating the objections and requesting a site meeting.

Councillor Cohen voted against this proposal

P/22/155) Dates of Meetings

It was noted that the dates of the next meetings of the Planning and Regeneration Committee are Monday 15th May 2023 and Monday 19th June 2023.

The meeting closed at 8.04pm