

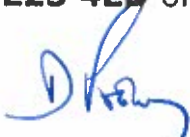
St Austell Town Council



To: All Members of St Austell Town Council

Dear Councillor

You are summoned to attend the **Meeting of St Austell Town Council** to be held in **The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD** on **Monday 16th October 2023** at **6pm**.



David Pooley
Town Clerk

10th October 2023

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

AGENDA

1. Apologies for absence

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

2. Declarations of interest and gifts or hospitality received.

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

3. Dispensations

(Purpose: To consider requests for dispensations).

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

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

4. Minutes of Meeting held on 4th September 2023

**Pages
1 - 6**

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

5. 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.

6. Mayor's announcements

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

7. 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).

Each person addressing the Council will be allocated a maximum of 2 minutes

8. Members' questions (10 minutes maximum)

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

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9. Grounds Maintenance

**Pages
7 - 12**

(Purpose: To receive an update on the Town Council's Grounds Maintenance Service). (Attached).

10. Priory Car Park

(Purpose: To consider granting permission to St John's Methodist Church to instal an accessible ramp from Priory Car Park to St John's Methodist Church). (Verbal report).

11. School Transport – Poltair School

(Purpose: To consider correspondence from Poltair School regarding school transport from Penwithick to Poltair School). (To follow).

12. Priory Car Park – Saturday Christmas Shopping Events – Free Parking Request

(Purpose: To consider a request from St Austell BID to provide free parking in Priory Car Park on Saturday 25th November 2023, Saturday 2nd December 2023, Saturday 9th December 2023 and Saturday 16th December 2023).

13. Planning Application

**Pages
13 - 14**

PA23/06729: Ground Floor Unit 24 - 26 Fore Street St Austell Cornwall. Change of Use from retail unit (E use class) to betting shop (sui generis use class). **Ward: Central & Gover.**

14. Small Grants Scheme

**Pages
15 - 24**

- St Austell Festival of Music and Speech
- St Austell Choral Society

15. Members appointed to outside bodies update reports

(Purpose: To receive reports of any relevant information from Members appointed to outside bodies). (Report attached).

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16. Cornwall Councillor update reports

(Purpose: To receive reports of any relevant information from local Cornwall Councillors). (To follow).

17. Schedule of Payments

**Pages
25 - 30**

(Purpose: To receive a schedule of payments from 24th August 2023 to 5th October 2023)

18. Planning and Regeneration Committee

**Pages
31 - 36**

(Purpose: To note the minutes of the Planning and Regeneration Committee meeting held on Monday 25th September 2023)

19. Community Committee

**Pages
37 - 44**

(Purpose: To note the minutes of the Community Committee meeting held on Monday 11th September 2023).

20. Finance and General Purposes Committee

**Pages
45 - 48**

(Purpose: To note the minutes and approve the **RECOMMENDATIONS** contained therein of the Finance and General Purposes Committee meeting held on Monday 18th September 2023).

21. Staffing Committee

**Pages
49 - 54**

(Purpose: To note the minutes of the Staffing Committee meeting held on Friday 29th September 2023).

22. To consider excluding the press and public.

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:

Item 23 is confidential because it contains commercially sensitive information.

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23. Cornwall Council – Land Disposal

(Purpose: To consider correspondence received from Cornwall Council outlining their intention to dispose of 2 parcels of land in the St Austell Parish).

24. Dates of Meetings

(Purpose: To note dates of future Town Council Meetings: Monday 6th November 2023 and Monday 11th December 2023).

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MINUTES of a MEETING of ST AUSTELL TOWN COUNCIL held on MONDAY 4th SEPTEMBER 2023 in The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD at 6pm.

Present: Councillors: Brown, Double, Fox, French, Guest, Hamilton, Lanxon, Pearce, Pears, Rowse, Stephens, Styles and Thompson

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

C/23/44) Apologies for Absence

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

C/23/45) Councillor Deborah George

A minute's silence was held to reflect upon the passing of Councillor Deborah George.

C/23/46) Declarations of interests and gifts or hospitality received

None.

C/23/47) Dispensations

There were no requests for a dispensation.

C/23/48) Minutes of Meeting held on 10th July 2023

It was **RESOLVED** that the minutes of the meeting held on 10th July 2023 be approved and signed as a correct record.

C/23/49) Matters to Note

The Clerk advised that he had nothing to add.

***Councillor Lanxon arrived ***

C/23/50) Mayor's announcements

The Mayor advised that the holiday period had been quiet with only her weekly meetings with the Town Clerk and one official engagement in Lostwithiel to report since the last Council meeting. She added that Reverend Howard Flint is retiring and moving away from the Parish and suggested that a letter is sent to thank him for his good work including improvements to Holy Trinity Church, the Trinity Centre project, his role on the Revitalisation Partnership, support for the Town Council and his tremendous community work.

It was **RESOLVED** that a letter of thanks be sent to Reverend Howard Flint to thank him for his pastoral work in St Austell and to wish him a happy retirement.

C/23/51) Public Participation

The member of the public present advised that she did not wish to speak.

C/23/52) Members' questions

There were no questions from Members.

Councillor Stephens arrived during the next item

C/23/53) St Austell Town Centre Revitalisation Partnership

The Town Clerk introduced Jonathan Nicholls of Hayhurst & Co Architects and Warren Thorne of AECOM who would be leading the consortium working on the Vicarage Place Rooftop Garden project following a successful bidding process. He explained that the feasibility and design work was only just about to commence but that he was optimistic that the appointed consultants were very able to undertake the work required to a high standard.

Jonathan Nicholls introduced himself, outlined the team and resources available for the project and explained that they had offices in London and Devon. The Company specialises in bespoke work, has experience of rooftop garden projects within their team and has undertaken work in Cornwall and the South-West so has a knowledge of the area.

He explained that he had met with key individuals and would prioritise due diligence and technical appraisals to ensure that the limitations and constraints of the site are fully understood before design work commences. There would be extensive engagement with stakeholders to determine a vision for the project as part of the design stage.

Warren Thorne explained that he would lead on the project planning for the works and that he had experience of a number of town centre projects in market towns with similar issues to St Austell.

Members asked a number of questions exploring the experience and understanding of the consultants, the need for structural tests and the timing of the work.

The Mayor thanked the consultants for their attendance and for the explanations given.

It was noted that there were two vacancies on the Town Centre Revitalisation Partnership for Town Councillor representatives.

It was **RESOLVED** to appoint Councillors French and Pearce to the Town Centre Revitalisation Partnership.

Councillor Brown arrived during the next item

C/23/54) South Cornwall Community Area Partnership

The Mayor welcomed Sarah Scoltock, Cornwall Council Community Link Officer, to the meeting.

Sarah advised that she had recently been appointed as the Community Link Officer for the South Cornwall Community Area Partnership covering St Austell, Mevagissey, St Blazey, Fowey and Lostwithiel and that the second meeting of the partnership is due to take place on the 2nd October 2023 at St Ewe. At the next meeting it is hoped to agree common priorities and draft an action plan accordingly. She explained the two

funding streams which would be administered through the Partnership; the community capacity fund and the community levelling up fund. Sarah advised that there would be a drop-in session on these funding streams at Mevagissey tomorrow.

Arising from the above, Members expressed concern with regard to the differing needs of the towns and parishes within the Partnership, how the funding would be shared out and the location of future meetings.

The Clerk advised that Councillor Brown had been nominated at the inaugural meeting to sit on a funding panel and that in order to regularise this nomination, it would be appropriate for the Town Council to approve Councillor Brown's attendance at future Community Area Partnership and funding panel meetings. The Clerk added that Councillor Lanxon is currently the Town Council's representative at Partnership meetings.

Sarah clarified that the Town Council would have one vote only at the Partnership meetings.

It was **RESOLVED** to note the update and to approve Councillor Brown's attendance at future meetings of the partnership and his appointment to the grant funding panel.

Councillor Brown took the opportunity to apologise for his lateness to the meeting which he advised was due to his bus being delayed.

C/23/55) Councillor Vacancies

The Clerk advised that a Councillor vacancy has arisen in each of the three wards and outlined the process required to fill the vacant positions.

During discussion, Members noted the anticipated costs of an election, and a general view was expressed that co-option would be the preferable way forward. It was noted that a formal process of declaring the vacancies had to commence and that the co-option route could only take place if there was not a valid request from 10 electors for an election in any of the Wards.

It was agreed that Polling Cards should be utilised if there is an election and that the Town Clerk be given delegated authority to proceed with a co-option process if an election is not requested.

It was also agreed that the Town Clerk be given authority to declare any future vacancy under Section 86 of the Local Government Act 1972 should the need arise.

It was **RESOLVED** to:

1. Note and formally declare the vacancies created in the Central & Gover, Bethel & Holmbush and Poltair & Mount Charles Wards;
2. Instruct the Town Clerk to advise Cornwall Council's Electoral Services of the vacancies in order to start the process for filling the positions;
3. In the event of an election(s), advise Cornwall Council that Polling Cards should be used;

4. Delegate authority to the Town Clerk to commence the co-option process should there be no valid requests for an election;
5. Delegate authority to the Town Clerk to declare any future vacancy under Section 86 of the Local Government Act 1972.

Councillor Pears arrived

C/23/56) Cornwall Council – Carlyon Road Steering Group

Councillor Brown submitted apologies for Councillor Bull and took the opportunity to nominate her, in her absence, as one of the Poltair and Mount Charles Ward Members to sit on the Carlyon Road Steering Group. He cited her knowledge of public health and the previous history of the site which he felt would be of value to the group.

Councillor Lanxon advised that she would be happy to sit on the group.

It was **RESOLVED** to nominate Councillors Bull and Lanxon to sit on the Cornwall Council Carlyon Road Steering Group.

C/23/57) CALC Executive Board

It was **RESOLVED** not to nominate a Councillor to the CALC Executive Board.

C/23/58) Local Area Energy Plan

It was **RESOLVED** that the attendance of Councillor Hamilton at the Local Area Energy Plan engagement session in Bodmin on the 25th September 2023 should be made an approved duty.

C/23/59) Safer St Austell – Statistical Information

The Clerk explained that in 2021 after a lot of work and campaigning senior officers at Cornwall Council accepted that St Austell had more than its fair share of complex needs individuals in supported hostels and high numbers of people in temporary/emergency accommodation and that there was an over-concentration of these facilities in or close to the town centre. At that time an action plan was agreed to achieve a "significant reduction" in individuals placed in temporary/emergency accommodation.

In July 2023, Cornwall Council provided an update on the numbers in temporary/emergency accommodation but were unable to provide statistics for placements in supported hostels etc. This report rather than showing a reduction indicated an increase in people in temporary/emergency accommodation. The Clerk felt that this correlates to anecdotal evidence that ASB and gatherings in the town centre appear to be increasing. Unfortunately problems with the systems for reporting and recording ASB issues mean that reliable statistical information on ASB and crime in the town centre is not currently available.

Councillors expressed their concern with regard to the apparent lack of a joined up approach to this issue. The causes of homelessness and the role of Safer St Austell were discussed. Councillor Double advised that the MP was also very concerned and had raised his concerns with Cornwall Council.

It was RESOLVED that the Town Clerk should write to Cornwall Council to:

1. Express the town council's disappointment at the increase in the temporary accommodation placements in or near the town centre despite the undertaking given in August 2021 to significantly reduce the number of such placements;
2. Request timely quarterly reports detailing the number of commissioned places in St Austell parish for:
 - a. Supported accommodation
 - b. Temporary accommodation
3. Produce a strategy or action plan for St Austell detailing how a sustained reduction in the Cornwall Council commissioned temporary/emergency accommodation placements in or near the town centre can be achieved;
4. Request that the Town Council be advised, as far as possible, when any additional or new temporary or emergency accommodation is opened in or near the town centre.

C/23/60) Members appointed to outside bodies update reports

Councillor Fox provided an update on a recent House Steering Group meeting and Councillor Hamilton advised that CASA are hosting a Green Fair at the Holy Trinity Church on the 21st October 2023. Councillor Thompson advised that he had persuaded Network Rail to re-paint the green bridge and clear the vegetation on Clifden Road Bridge. Councillor Lanxon advised that the St Austell Football Working Group are currently looking at funding options with Cornwall Council to replace the pitch at St Austell Football Club.

C/23/61) Cornwall Councillor update reports

Members noted the reports from Councillors Double and Rowse.

Councillor Pears advised that due to his recent marriage he had been away for a few weeks but outlined to Councillors some measures undertaken to control speeding in Slades Road, Porthpean Road and Eliot Road.

Arising from a question, Councillor Pears undertook to find out from Cornwall Council what their position is with regard to the closure of Rail Ticket Offices and the roll out of the 20 mph speed areas.

Councillor Rowse advised that St Austell is in the second tranche of the 20 mph speed area roll out which is anticipated to be in 2024. He also undertook to ascertain what the stance is at Cornwall Council with regard to the Ticket Office Closures.

Councillor Double advised that the MP met with the Rail Minister who was surprised at the high percentage of ticket office users at St Austell railway station and has committed to re-visiting the issue.

Members congratulated Councillor Pears on his marriage.

C/23/62) Planning and Regeneration Committee

It was **RESOLVED** to note the minutes of the Planning and Regeneration Committee meetings held on 17th July 2023 and 21st August 2023.

Arising from the above, Councillor Brown asked Councillor Rowse why he had decided not to call Planning Application PA23/01424 to committee after supporting the Town Council's strong objection to the application.

Councillor Rowse advised that after expressing his strong objection to the application, he had talked the drainage, access and mining concerns through with the Planning Officer and she had convinced him that there were no strong planning reasons to call the application to Cornwall Council's Central Sub Area Planning Committee.

Councillor Brown expressed a view that the Town Council should have been kept informed of these developments.

Councillor French left the meeting

C/23/63) Schedule of Payments

It was **RESOLVED** that the Schedule of Payments for the period 1st July 2023 to 23rd August 2023 totalling £326,275.25 be approved.

C/23/64) Dates of Meetings

It was noted that the next Town Council meeting is due to take place on 16th October 2023.

The meeting closed at 7.44pm

AGENDA ITEM: 9

ST AUSTELL TOWN COUNCIL COUNCIL MEETING – 16th OCTOBER 2023 GROUNDS MAINTENANCE SERVICE

1. PURPOSE OF REPORT

To update members on the Grounds Maintenance Service.

2. LEGAL AND RISK MANAGEMENT ISSUES

The work to replace the old safety surfacing in the play areas at Truro Road Park was completed in August by the chosen contractor, TK Play. In total, 530m² of new safety surfacing has been laid to a minimum depth of 40mm to ensure the surface complies with the BS EN 1176 Standard for Children's Playgrounds. The original quote for the works was for the surfacing to be all black, but TK Play very kindly added a mixture of coloured rubber at no extra cost to further improve the play area.

Construction of the new bat mitigation building on the eastern boundary of Poltair Park is now underway, with completion expected in 3-4 weeks. The contractors, APS Construction, will then move over to begin demolition of the old pavilion building on the western boundary of the park. Both the Operations Manager and the contractors are liaising with the adjacent properties to ensure any disruption during demolition is kept to a minimum.

The parks and play areas are inspected either weekly or fortnightly on a risk based approach.

The annual Tree Safety Surveys of the Town Council's entire tree stock are scheduled for November 2023.

3. RESOURCE ISSUES

All 35 items of grounds maintenance machinery have been scheduled for a winter service during December. A further 2 petrol Strimmers will be decommissioned and replaced during winter 2023 due to age-related wear and tear.

4. EQUALITIES ISSUES

None.

5. ENVIRONMENTAL CONSIDERATIONS

Within the Grounds Maintenance service, the protection and enhancement of the environment is at the heart of all activities. To date over 637 trees have been planted, 8 medium-standard size (6-7ft in height) and 18 small trees are currently in the nursery, and 6 wildflower areas have been created. Plants are re-cycled and, where possible, re-cycled park furniture is purchased. Over the winter, new wildflower areas will be created at Bethel Park and Penwinnick Road verge.

Our grass cutting round is in accordance with the Town Council's Parks and Open Spaces Strategy and Grass Cutting Policy.

The Operations Manager has recently purchased a zero-emissions battery leaf blower for the grounds team. The effectiveness and performance of this will be monitored to explore the possibility of phasing out the remaining petrol blowers and replacing them with battery operated machines.

The Town Councils weed spraying contractor, Total Weed Control, will have completed 3 treatments of the towns kerbsides by the end of October.

6. RECOMMENDATIONS

It is recommended that members note the contents of this report.

Horticultural activity

Despite being reduced to 6 members of staff due to sickness for large parts of the grass cutting season, the grounds team are now on the 8th cut of the season. The knowledge and efficiency of the staff has allowed the team to keep on top of the grass cutting whilst also carrying out the planting of the summer bedding plants around the town. The team have performed remarkably well in what has been a very wet summer, to not only provide the capacity to keep the grass cutting on a much more frequent cycle but also to stay on top of other vital summer maintenance, such as weeding, watering and reactive works such as vandalism and graffiti in the parks.

The team have also absorbed the footpath maintenance previously contracted out. It is expected that due to the mild weather the cutting season will run into November, and that 9 cuts will have been completed this season.

Of the 4,500 plants planted for summer this year, around 400 have again been grown from seed in the town council's polytunnel.

Weed Spraying and the use of herbicides in St Austell

The Town Council contracts Total Weed Control Ltd to undertake around 155 kilometres of herbicide application to control weeds and grasses along the kerbsides of street pavements within St Austell. This is carried out 3 times a year using a specialist "quad" vehicle in order to cover such a vast area. The herbicide used by the contractor is a variant of Glyphosate, and is licensed to be used commercially and in the public domain. The Operations Manager continues to keep a close eye on any future legislation changes regarding the use of herbicides such as Glyphosate and, where possible, will continue to reduce its use on Town Council land.

A large number of Unitary Authorities, Town, and Parish Councils in the UK have now opted to completely ban the use of Glyphosate on their land in favour of non-chemical treatments. This is mainly due to environmental concerns. The Operations Manager is regularly exploring these alternatives but to date, there are no viable alternatives to weed control on such a large scale as required in St Austell. In short, ceasing to use chemical weed control methods in St Austell would result in the streets and roads looking very tired and unkempt, as can be seen in the images of Minehead, Brighton and other towns who have recently been criticised in the press.

Within the Town Council parks and open spaces Glyphosate is used sparingly on hard surfaces such as around path edges and entrance gates, by fully trained staff. The Operations Manager has sought to reduce the use of Glyphosate for environmental reasons and from using around 20 litres a year in 2018, the grounds team now use around 10 litres per year.

The foam stream method has been used in the Town Council's parks for the last 2-3 years but the operator has recently become uncontactable. The Operations Manager will explore other operators.

Bethel Park Regeneration Project

The construction of the new play area and accessible path was completed in August.

The park now consists of 9 new items of play equipment including 3 which are classed as accessible to children of all abilities. Officers have received a number of very positive comments from both local residents and parents of children who now regularly use the park, and its popularity is far exceeding expectations. However, there has been a number of reports of anti-social behaviour from groups of teenagers using the equipment and the grounds team have had to replace some damaged planting in the flower bed.

The official opening of the park is scheduled for Thursday 2nd November, with Bishop Bronscombe School hoping to attend with a class of children. It is hoped that there will also be children's entertainment and goody bags to hand out to the children on the day.

Play equipment management

Play equipment continues to be inspected across all parks on a regular basis. Well-equipped, busy parks such as Poltair, Truro Road, Bethel, Sandy Hill, Woodland Road and The Meadows are inspected weekly, with the play equipment on the rest of the sites being inspected fortnightly. Any defects found which are deemed to be of a medium to high risk are rectified as soon as possible. The Operations Manager and one of the grounds team, are qualified RoSPA Play Inspectors and both have attended refresher training earlier this year.

Once the grass cutting season is finished, The Operations Manager will schedule any routine play equipment maintenance to be completed over the winter period.

Gateways to St Austell

Particular attention has been paid to providing colour to the A390 gateways into St Austell this summer. At the St Mewan end, the team have worked very hard on the new roundabout flower tower and flower beds at Trewhiddle, whilst the dahlia displays at ASDA roundabout have received very positive comments from members of the public.

The grounds team have also begun to make some adjustments to the planting at Mount Charles roundabout in anticipation of having more colour next year, and the Operations Manager has agreed with Heligan and GWR to take over the maintenance of the Heligan-sponsored planters at St Austell Station.

Winter work

Since mid-summer, the Operations Manager has been compiling a list of winter jobs which includes play equipment repair, cleaning and painting, gate and bench maintenance, boundary wall/fence repairs, hedge cutting, tree pruning, soft landscaping, wildflower meadow installation, surface repairs, tree planting, footpath clearance, signage replacement, allotment maintenance and graffiti removal.

The grounds staff will also spend a bit of time at Lostwood Gardens during the winter months following its return to the Town Council (from Poltair Residents Association) for maintenance towards the end of the month.

Conclusions

The Council has an excellent grounds maintenance team and their visibility and commitment makes a tremendous contribution to the reputation of the Town Council and the strategic objective of improving local pride of place.

STEVE SKINNER
OPERATIONS MANAGER



David Pooley
Town Clerk - St Austell Town Council
The Stable Block
Pondhu House
St Austell
Cornwall
PL25 5DP

Your ref:
My ref: PA23/06729
Date: 3 October 2023

Dear Mr Pooley

Application	PA23/06729
Proposal	Change of Use from retail unit (E use class) to betting shop (sui generis use class)
Location	Ground Floor Unit 24 - 26 Fore Street St Austell Cornwall
Applicant	. Done Brothers (Cash Betting) Ltd
Grid Ref	201294 / 52450

The above-mentioned application has been received by the Development Management Service and is available for you to view and submit comments through the "Consultee Access Site".

1. You can access the application on which we are inviting your comments using the following link: <https://planning.cornwall.gov.uk/online-applications>
2. Retrieve the application by entering the reference quoted above and then clicking the "Search" button.
3. Details can then be found by clicking the "Documents" tab and then selecting "View Associated Documents".
4. If possible we would prefer that comments are submitted online by registering then selecting the "submit comments" icon and completing the online form which will immediately update our database and ensure that your comments are made available to the public.

If your response is likely to be longer than the equivalent of one side of A4 paper, please also submit a short executive summary of your comments.

If you are unable to submit comments online, any views you may have on the application should be emailed to planning@cornwall.gov.uk quoting reference number PA23/06729 by 24 October 2023.

In accordance with Section 47 of the Copyright, Design and Patents Act 1988 Cornwall Council, as the Local Planning Authority, gives permission for Town and Parish Councils to reproduce planning applications if they are to be used in any format at their meetings (projecting paperless plans or hard copy).

Kind regards

Peter Daines
Development Officer

Development Management Service
Cornwall Council
Correspondence Address: Cornwall Council Planning, PO Box 676, Threemilestone, Truro, TR1 9EQ
planning@cornwall.gov.uk
Tel: 0300 1234 151 www.cornwall.gov.uk

Development Management Service
Email: planning@cornwall.gov.uk
Tel: 01872 322222

ST AUSTELL TOWN COUNCIL

16th OCTOBER 2023

SMALL GRANTS SCHEME - APPLICATIONS RECEIVED

1. PURPOSE OF REPORT

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

2. LEGAL AND RISK MANAGEMENT ISSUES

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

3. RESOURCE ISSUES

The Council has earmarked the sum of £8,000 for the small grants scheme in the 2023-24 financial year. To date £3,250 has been awarded leaving a balance of £4,750.

4. EQUALITIES ISSUES

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

5. ENVIRONMENTAL ISSUES

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

6. RECOMMENDATIONS

It is recommended that Members:

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

Background

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

1. St Austell Festival of Music and Speech

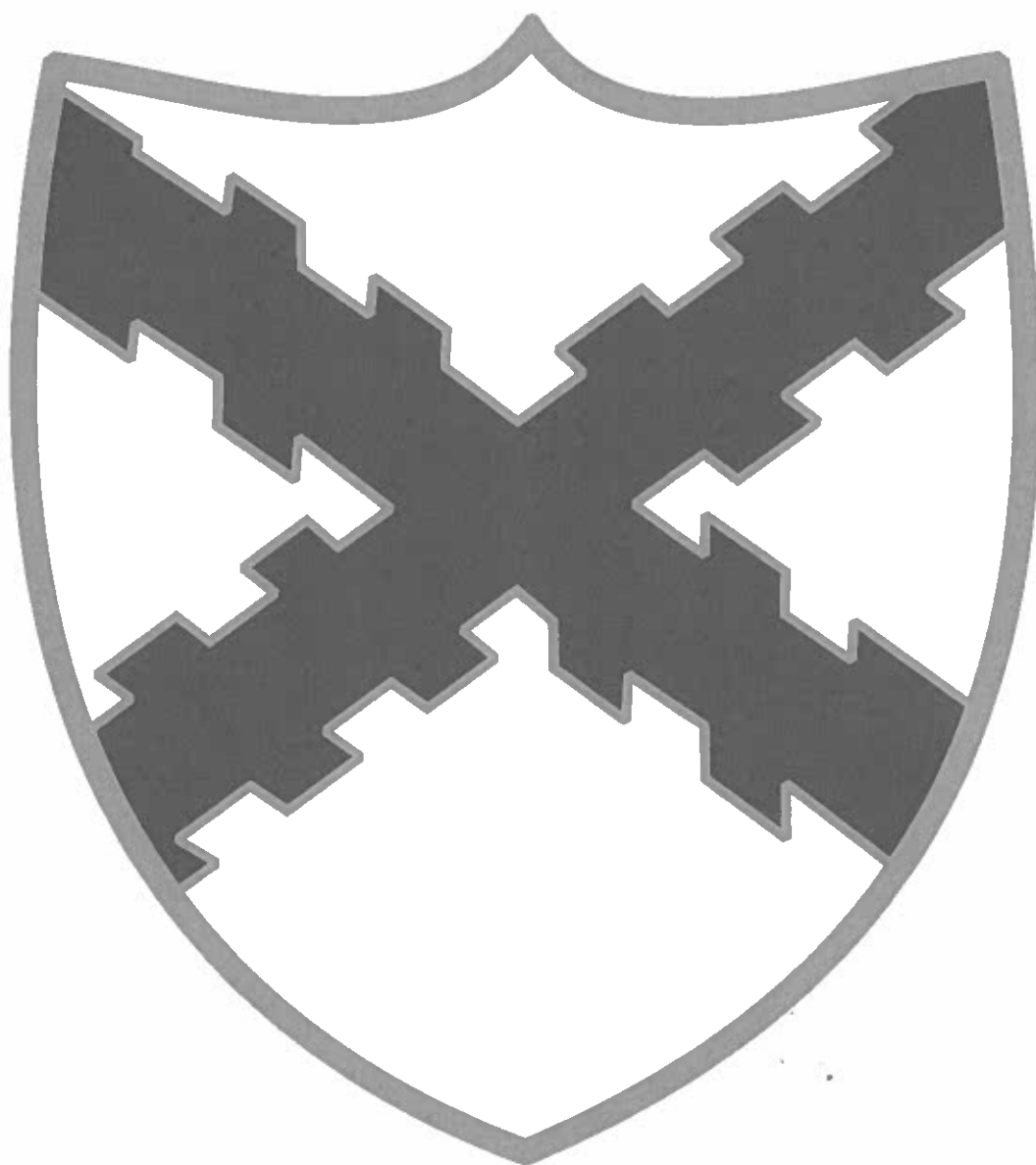
A request has been received from St Austell Festival of Music and Speech for funding towards the costs involved of putting on the Festival.

2. St Austell Choral Society

A request has been received from St Austell Choral Society for funding towards their Autumn Concert.

SARA GWILLIAMS
DEPUTY TOWN CLERK

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St Austell Town Council



Small Grants Scheme

Application Form

PART B

1. Your organisation

Name of Organisation	St Austell Festival of Music and Speech
Charity/company number (if applicable)	Charity No: 1039252 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?	1. To advance the education of the public in the arts and in particular the arts of music and speech in all their branches 2. To encourage interest and activity in music and speech, especially among children and young people
Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)	Our festival offers classes to all age groups from 5 upwards, including adults and to both sexes. It recognises and provides for the needs of people with disabilities and from all ethnic groups. (See the syllabus included and particularly the safeguarding policy on pages 19 and 22)

2. Purpose for which the grant is sought

Project title:	St Austell Festival of Music and Speech 2023
Description of project (please continue on a separate sheet if necessary):	The festival takes place 22 nd – 25 th November (Spoken Word) and 27 th November – 2 nd December (Music). Classes will be adjudicated by professional adjudicators accredited by the British and International Federation of Festivals., of which the St Austell Festival is a member. It concludes with a gala concert on the evening of 2 nd December with highlights from the previous days. The venue throughout is St John's Methodist Church, Bodmin Road, St Austell PL25 5AE.
How would this grant be of benefit to the community in St Austell? (please continue on a separate sheet if necessary):	Approximately 1,200 enter the festival normally each year; over 900 of these being children and young people from the local area. Many people (well over 1,000) come to be involved as audience. The Festival was resumed after the pandemic last year after a break of two years because of Covid. The take-up last year was encouraging, and it is hoped for even better attendance this year. The opportunity to perform in public and be professionally assessed remains invaluable to local talent and plays an important part in building the confidence and self-esteem of children and young people. The large venue enables many to come and enjoy the achievements of people in the St Austell area.
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).	Our committee has been DBS checked. The Chair and Secretary have attended a training course on safeguarding provided by the Federation of Festivals. Other volunteers have job descriptions indicating that their contact with children and young people and vulnerable adults is peripheral to their role. The safeguarding policy is included in our syllabus and programmes and displayed at the festival venue. There is a space on entry forms which must be signed to confirm that the safeguarding policy has been read and accepted. The Festival is now being administered largely on-line.

3. Finance

What is the total cost of the project?	£6,000 (approx.) (£5,500 in 2022)
Amount of grant applied for (Up to £250) *	£250
Have you previously received a grant from St Austell Town Council?	Yes

<p>If "Yes" please indicate:</p> <p>a) When b) Amount received c) For what purpose</p>	<p>2022 £250 for festival costs 2019 £250 for festival costs 2016 and 2017 £250 for festival costs 2015 £850 for festival costs and safety rails for the stage 2009-2013 £250 each year for festival cost (No application made in time in 2018 because the secretary was very busy coping with new data protection regulations and missed the deadline!)</p>

* 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)
Rotary (St Austell and St Austell Bay)	Yes	Will do so very soon	
Lions (St Austell and Roche)	Yes	Will do so very soon	

(We intend also to try for County Council Community Chest Funding.)

4. Further information enclosed

Information	Enclosed (please tick)
A copy of your organisation's most recent bank statement(s) (mandatory)	Yes
A copy of your constitution (or similar document showing the organisation's status) and also the 2023 syllabus	Yes
A copy of your organisation's latest set of accounting statements (if any exist)	Yes

5. Publicity

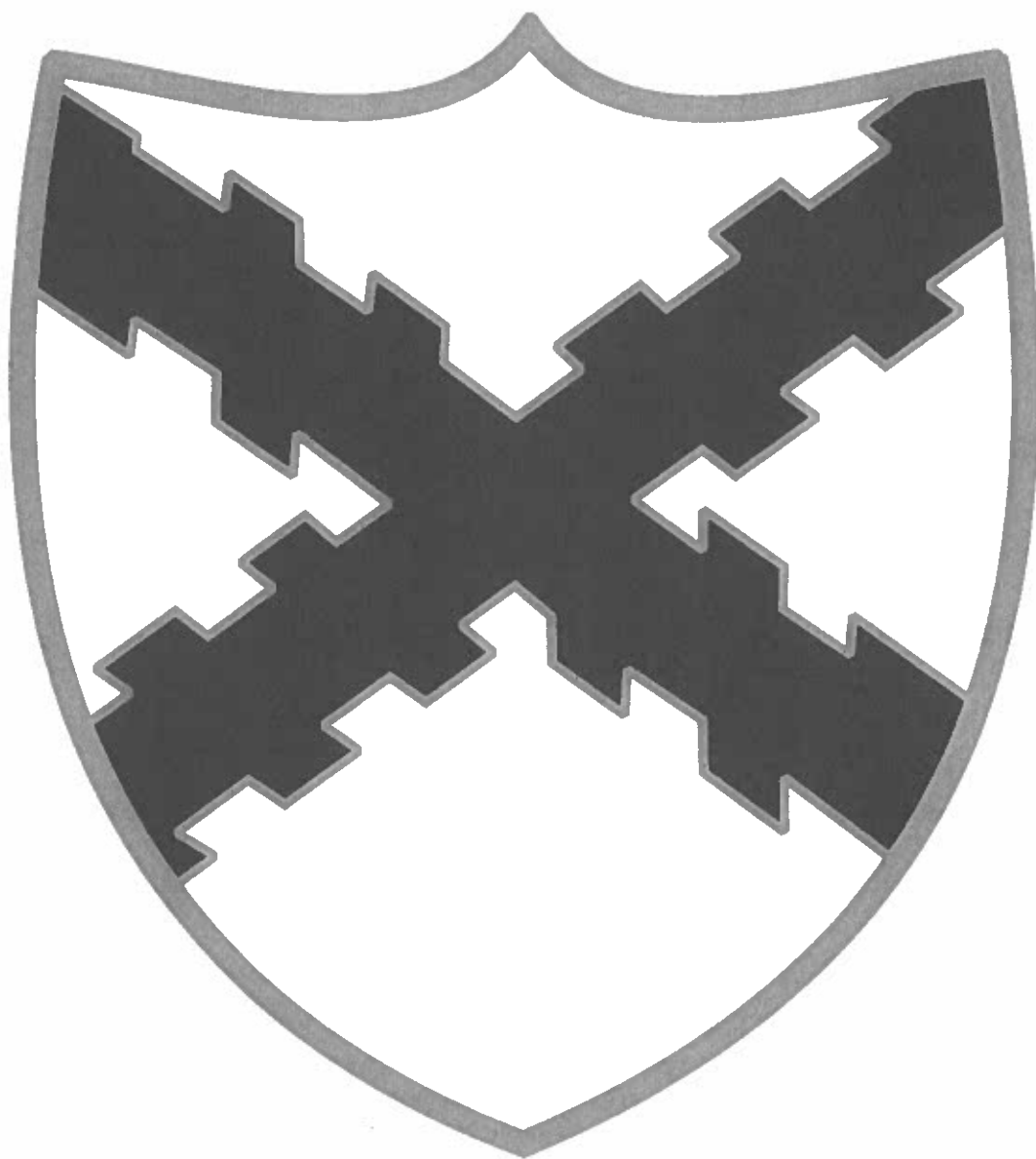
Please explain how you will publicise and acknowledge the Town Council's grant.

This will be acknowledged in the programmes, on posters and flyers etc. and in articles to the press. We shall also get our announcers to acknowledge this regularly during festival sessions. The mayor will be invited for the opening of the festival and for the festival concert, when the support of the Town Council will be emphasised. Mention will also be made on social media and the Festival website

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

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St Austell Town Council



Small Grants Scheme

Application Form

PART B

1. Your organisation

Name of Organisation	St Austell Choral Society
Charity/company number (if applicable)	Charity No: 275480 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?	The St Austell Choral Society's objective is the education of the public in music-making from medieval to modern times by the presentation of concerts and other similar activities.
Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)	Membership under the constitution enclosed (See 7 (1)) is open to any individual providing evidence of their musical ability as the trustees shall require it, but in practice everyone is welcomed into the society, without auditions, including genders, all ages and those with disabilities. Concert and rehearsal venues have facilities for the disabled.

2. Purpose for which the grant is sought

Project title:	St Austell Choral Society Autumn Concert 18 th November 2023
Description of project (please continue on a separate sheet if necessary):	The concert at St Augustine's Roman Catholic Church at 7.30 pm on Saturday 18 November includes popular choral music such as Vivaldi <i>Gloria</i> , Haydn <i>Te Deum</i> and Mendelssohn's <i>Hear my Prayer</i> . The concert will include a rare opportunity to listen to such a repertoire in St Austell. The Society does not have the capacity to put on a concert of this kind without some external grant funding. Hardly any live classical music concert in the UK happens without some kind of grant funding.
How would this grant be of benefit to the community in St Austell? (please continue on a separate sheet if necessary):	The St Austell Choral Society was founded in 1909 and is now the only choral group in St Austell to perform live traditional choral music. It is usually necessary to travel to Truro for a quality concert of such music. Our concert will mean that local people can enjoy good choral singing without travelling further afield. Professional soloists, both instrumental and vocal, who perform regularly throughout the county will be involved in the concert for the audience to enjoy. We hope the concert will bring people from a wider area to the town for an evening of high-quality classical music singing.
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).	The choral society is not involved in working with this client group for this concert, although it would like to do this in future.

3. Finance

What is the total cost of the project?	£1,200
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) each year from 2010-2019; none in 2020 and 2021; one grant in 2022 b) £250 each time c) to contribute towards the cost of one of our concerts
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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)
Private sponsorship	£600		Agreed by email, but not yet paid

4. Further information enclosed

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

5. Publicity

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

The grant will be acknowledged in the concert programme and on our website. Support from the town council will be publicised in advertising material, such as posters, banners and any press release.

Please return your completed form to

Sara Gwilliams

Deputy Town Clerk

The Stable Block

Pondhu House

Penwinnick Road, St Austell, PL25 5DP E-mail: sara.gwilliams@staustell-tc.gov.uk

ST AUSTELL TOWN COUNCIL
COUNCIL MEETING – 16th OCTOBER 2023
SCHEDULE OF PAYMENTS
24th AUGUST 2023 to 5th OCTOBER 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 £250991.02.

DAVID POOLEY - TOWN CLERK

Payment Schedule

St Austell Town Council

For the period 24 August 2023 to 5 October 2023

Cash Basis

Date	Payment Method	Contact	Reference	Amount Cost Centre
24 Aug 2023	Credit Card	Amazon EU S.a.r.l.	CC24.8.23	11.38 Bethel Park
24 Aug 2023	Credit Card	J Parkers	CC24.8.23	12.98 Other Parks and Open Spaces
25 Aug 2023	Direct Debit	Cornwall Council	8100389545	157.00 Library
25 Aug 2023	Credit Card	Microsoft	CC25.8.23	111.78 General Administration
25 Aug 2023	BACS	M-R-S Communications Ltd	249429	96.00 Library
25 Aug 2023	BACS	Glendale Countryside Ltd	GC421-3807	269.16 Other Parks and Open Spaces
25 Aug 2023	BACS	TClarke Contracting Ltd	SL-23080074	859.20 Library
25 Aug 2023	BACS	Logical Cleaning Solutions	INV-6200	695.53 Stable Block/Pondhu House
25 Aug 2023	BACS	Logical Cleaning Solutions	INV-6156	1,030.27 Library
25 Aug 2023	BACS	Dormakaba UK Ltd	0000480956	252.00 Library
25 Aug 2023	BACS	Bonney & Jarman Ltd	5273	3,205.51 Library
25 Aug 2023	BACS	Salaries and oncosts - August		53,844.82 General Administration
29 Aug 2023	Direct Debit	Biffa Waste Services Ltd	522C48737	913.44 Library
29 Aug 2023	Direct Debit	Biffa Waste Services Ltd	522C48733	1,125.18 Other Parks and Open Spaces
30 Aug 2023	Direct Debit	Allstar Business Solutions	E2017515692	439.89 Multiple Categories
01 Sep 2023	BACS	TK Play Ltd	11255	53,424.00 Truro Road Park
01 Sep 2023	BACS	TK Play Ltd	11254	4,560.00 Truro Road Park
01 Sep 2023	Direct Debit	Cornwall Council	8100400679	1,385.00 Stable Block/Pondhu House
01 Sep 2023	Direct Debit	Screwfix Direct Ltd	1393122434	17.96 Library
01 Sep 2023	BACS	SBR Electrical	2324014	377.70 Library
01 Sep 2023	BACS	Complete Weed Control (SW)	SW3572	4,776.00 Other Parks and Open Spaces
01 Sep 2023	BACS	St Austell Foodbank	SAFB23	50.00 Civic Ceremonial
01 Sep 2023	BACS	TK Play Ltd	11253	7,514.40 Bethel Park
01 Sep 2023	Direct Debit	Cornwall Council	802973815-2023/2024-5	173.00 Poltair Park
01 Sep 2023	Direct Debit	Screwfix Direct Ltd	1399050575	23.85 Multiple Categories
01 Sep 2023	Direct Debit	Screwfix Direct Ltd	1396720022	7.96 Multiple Categories
01 Sep 2023	Direct Debit	Screwfix Direct Ltd	1400096685	38.46 Other Parks and Open Spaces
01 Sep 2023	Direct Debit	Screwfix Direct Ltd	1399397826	32.05 Other Parks and Open Spaces
04 Sep 2023	Direct Debit	BT	M088 V5	504.00 General Administration
04 Sep 2023	Direct Debit	British Gas	5413024	43.90 Other Parks and Open Spaces
06 Sep 2023	Direct Debit	Allstar Business Solutions	E2017539154	160.03 Transport and Plant
06 Sep 2023	Direct Debit	Hutchison 3G UK Limited		27.17 Poltair Park

07 Sep 2023	Direct Debit	British Gas	5455725	68.05 Priority Toilets
08 Sep 2023	BACS	WorkNest Ltd	SINV051943	3,681.91 General Administration
08 Sep 2023	BACS	Spot-On Supplies Ltd	21570689	94.08 Library
08 Sep 2023	BACS	Npower	IN08230322	184.37 Other Parks and Open Spaces
08 Sep 2023	BACS	Interpreter 1	000098	90.00 Civic Ceremonial
08 Sep 2023	BACS	ObjectiveIT Services	3386	590.05 General Administration
08 Sep 2023	BACS	DJR Water Hygiene	SI-598	200.00 Multiple Categories
08 Sep 2023	BACS	Steve Andrews Tyres Ltd	SAI-24624	93.10 Transport and Plant
08 Sep 2023	BACS	James Hallam Ltd	526585406	29.00 Transport and Plant
08 Sep 2023	BACS	Complete Weed Control (SW)	SW3575	72.00 Priority Car Park
08 Sep 2023	BACS	Grahams Garden Machinery Ltd	101800	106.00 Transport and Plant
08 Sep 2023	BACS	PJL Security Ltd	32441	180.00 Stable Block/Pondhu House
08 Sep 2023	BACS	Sara Gwilliams	Refreshments	108.98 Civic Ceremonial
08 Sep 2023	BACS	D May & Son Ltd	2/000009901	347.85 Multiple Categories
08 Sep 2023	BACS	D May & Son Ltd	2/000009432	41.40 Other Parks and Open Spaces
12 Sep 2023	Direct Debit	EE Limited	V02143747889	185.70 General Administration
13 Sep 2023	Direct Debit	Allstar Business Solutions	E2017580973	236.90 Multiple Categories
14 Sep 2023	Petty Cash	K A Gay	PC05	6.85 General Administration
15 Sep 2023	Direct Debit	NatWest	Bank Charges	48.80 General Administration
15 Sep 2023	BACS	M A Grigg Ltd	S25865	18.72 Other Parks and Open Spaces
15 Sep 2023	BACS	M A Grigg Ltd	S31520	6.00 Other Parks and Open Spaces
15 Sep 2023	BACS	Bemrose Mobile Limited	B3122410	338.52 Priority Car Park
15 Sep 2023	BACS	M A Grigg Ltd	S25879	78.65 Other Parks and Open Spaces
15 Sep 2023	BACS	M A Grigg Ltd	S26857	96.10 Other Parks and Open Spaces
15 Sep 2023	Direct Debit	Cornwall Council	802628607-2023/24-6	55.00 Tregonissey Lane End
15 Sep 2023	BACS	M A Grigg Ltd	S43205	17.38 Other Parks and Open Spaces
15 Sep 2023	BACS	M A Grigg Ltd	S34894	8.78 Other Parks and Open Spaces
15 Sep 2023	BACS	Vincent Tractors Ltd	160862	1,486.67 Transport and Plant
15 Sep 2023	BACS	APS Construction Services Limited	3349	172.80 Priority Toilets
15 Sep 2023	BACS	Bemrose Mobile Limited	B3122360	540.36 Priority Car Park
15 Sep 2023	BACS	M A Grigg Ltd	S45206	16.02 Other Parks and Open Spaces
15 Sep 2023	BACS	ITEC	CWI146650	234.18 General Administration
15 Sep 2023	Direct Debit	Cornwall Council	8100392457	157.00 Library
15 Sep 2023	Direct Debit	Cornwall Council	802635724-2023/24-6	1,206.00 Library
15 Sep 2023	BACS	Volunteer 1		13.50 Library
15 Sep 2023	BACS	CHAOS Radio	Grant1	1,000.00 Misc. Projects/Grants
15 Sep 2023	BACS	G4S	2023082630	704.22 Multiple Categories
15 Sep 2023	Direct Debit	Cornwall Council	80262013X-2023/24-6	4,309.00 Priority Car Park
15 Sep 2023	BACS	Garden Services (SW) Ltd	ST AUSTELL/184	720.00 Other Parks and Open Spaces
15 Sep 2023	BACS	St Blazey Amateur Operatic Society	Grant6	1,000.00 Misc. Projects/Grants
15 Sep 2023	BACS	SBR Electrical	2324225	413.05 Stable Block/Pondhu House
19 Sep 2023	Direct Debit	Worldpay (UK) Ltd	271291663	21.00 General Administration

19 Sep 2023	Direct Debit	Worldpay (UK) Ltd	271477808	51.76	General Administration
19 Sep 2023	Direct Debit	Worldpay (UK) Ltd	271246567	39.00	General Administration
20 Sep 2023	Direct Debit	Allstar Business Solutions	E2017617439	289.51	Transport and Plant
22 Sep 2023	Direct Debit	Cornwall Council	8100406799	390.41	Priory Car Park
22 Sep 2023	BACS	Source for Business	4083186691	84.02	Library
22 Sep 2023	BACS	Elliott Window Cleaning Services	2143	75.00	Library
22 Sep 2023	BACS	St Austell BID	INV-0016	14,700.00	Misc. Projects/Grants
22 Sep 2023	BACS	James Hallam Ltd	526980334	2,976.20	Transport and Plant
22 Sep 2023	BACS	ITEC	906706	6,507.60	General Administration
22 Sep 2023	BACS	Kent County Council	G8989857	131.38	Library
22 Sep 2023	BACS	Newquay Town Council	TC-753	13,071.72	CCTV
22 Sep 2023	BACS	CASA	Grant2	250.00	Misc. Projects/Grants
22 Sep 2023	Direct Debit	Cornwall Council	8100406798	39.15	Tregonissey Lane End
22 Sep 2023	BACS	CEF Ltd	SAU/460972	26.64	Stable Block/Pondhu House
22 Sep 2023	BACS	Booths Print	67517	228.00	General Administration
22 Sep 2023	BACS	Source for Business	4083186870	43.24	Poltair Park
25 Sep 2023	Direct Debit	Biffa Waste Services Ltd	522C57451	1,039.52	Other Parks and Open Spaces
25 Sep 2023	BACS	Salaries and oncosts - September	EBP	53,884.84	General Administration
27 Sep 2023	Direct Debit	Allstar Business Solutions	E2017636177	453.06	Transport and Plant
28 Sep 2023	Direct Debit	British Gas	5609043	38.08	Other Parks and Open Spaces
29 Sep 2023	BACS	Georges	SATC	120.96	Town Centre Revitalisation Project
29 Sep 2023	BACS	Cornwall Signs	43445	162.00	Other Parks and Open Spaces
29 Sep 2023	BACS	Open Spaces Society	3101/SS	80.00	General Administration
29 Sep 2023	BACS	Parkside Garage	SJ025473	157.80	Transport and Plant
29 Sep 2023	BACS	Steve Skinner	Aug/Sept Travel	34.20	General Administration
02 Oct 2023	Direct Debit	Screwfix Direct Ltd	1401002862	3.19	Other Parks and Open Spaces
02 Oct 2023	Direct Debit	Screwfix Direct Ltd	1405673931	29.18	Other Parks and Open Spaces
02 Oct 2023	Direct Debit	Screwfix Direct Ltd	1408306875	48.62	Other Parks and Open Spaces
02 Oct 2023	Direct Debit	Screwfix Direct Ltd	1408306875	0.00	
02 Oct 2023	Direct Debit	Cornwall Council	802973815-2023/2024-6	173.00	Poltair Park
04 Oct 2023	Direct Debit	BT	M089 ZS	504.00	General Administration
04 Oct 2023	Direct Debit	Allstar Business Solutions	E2017670553	194.59	Transport and Plant
05 Oct 2023	Direct Debit	British Gas	5664526	46.74	Priory Toilets
Total Payments				250,991.02	

MINUTES of a MEETING of ST AUSTELL TOWN COUNCIL PLANNING AND REGENERATION COMMITTEE held on MONDAY 25th SEPTEMBER 2023 in The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD at 6pm.

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

Also present: Councillor Double.

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

P/23/58) Apologies for absence

Apologies for absence were received from Councillors Fox, Pearce (expected to be late) and Rowse.

P/23/59) Declarations of Interest

There were no declarations of interest.

P/23/60) Dispensations

None.

P/23/61) Minutes from the Meeting dated 21st August 2023

It was **RESOLVED** that the minutes of the meeting held on the 21st August 2023 be approved and signed as a correct record.

P/23/62) Matters to note

The Clerk advised that, further to minute P/23/54, he had received a response to his request for information on temporary/emergency and supported accommodation and would report it to the next Council meeting. He also advised that highways schemes would be discussed later.

Councillor Brown advised that he would like to discuss Cornwall Council's stance with regard to potential enforcement action at Morcom Close. He added that Councillor Rowse's explanation with regard to the process adopted for 32 Brockstone Road had been helpful and interesting.

P/23/63) Public participation

There were no members of the public present.

P/23/64) Planning Applications

- i. **PA23/04607:** 20 Edgcumbe Road St Austell Cornwall PL25 5DX. Single-storey rear extension.

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

- ii. **PA23/04772:** Trevaunance 40 Trevarrick Road St Austell Cornwall. Installation of solar panels on flat roof garage.

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

- iii. **PA23/05531:** 5 Trenance Place St Austell Cornwall PL25 5NS. Two storey flat roof, rear extension to a semi-detached property creating 1 new first floor bedroom and 1 new ground floor family/dining room.

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

Councillor Stephens arrived to the meeting

- iv. **PA23/06098:** Land Southwest Of Avonwynn View St Austell Cornwall PL25 5NA. Construction of 5 dwellings with garages with new access road.

Members noted the consent for two dwellings in 1999 and consent for a further dwelling to the north of the site and that this application represents a net gain of three units on brownfield land. During discussion, Members identified design, access and ecology as the main issues to consider and Councillor French provided a google map of the site to help Members assess the proposal.

It was **RESOLVED** to make no objection to this application subject to the Highways Officer and Network Rail being satisfied with the proposal.

- v. **PA23/06242:** 47 Chough Crescent St Austell Cornwall PL25 3AY. Second storey extension to rear & side of property over existing single storey extension & internal refurbishment works.

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

- vi. **PA23/06246:** 40 Growan Road St Austell Cornwall PL25 3JP. Works to trees subject to a tree preservation order (TPO) Reduction of hanging branches and reduce height by 2 to 3 meters on 2 trees and general tree maintenance to four boundary trees as location map.

It was **RESOLVED** to make no objection to this application subject to the tree officer being satisfied with the proposal.

- vii. **PA23/06319:** 65 Victoria Road St Austell Cornwall PL25 4QF. Change of use of ground floor hairdressing salon to form a flat.

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

- viii. **PA23/06498:** Land Adj To 16 Sandy Hill St Austell Cornwall PL25 3AT. Outline application with all matters reserved: Construction of a dwellinghouse.

Members expressed concern with regard to the density, overcrowding, overlooking and poor access arrangements that would arise if a dwelling was constructed on this site.

It was **RESOLVED** to object to this application on the grounds that the committee felt that it would be impossible to construct a dwelling on this site without creating issues of density, overcrowding, overlooking and poor access.

Councillor Styles abstained from voting on this proposal

- ix. **PA23/06553:** St Austell Churchyard St Austell. Works to trees under a tree preservation order (TPO) namely: T1: Light prune to clear 0.80m to nearest suitable growth points, remove 1.5m strip around the base of the tree. Prune to achieve 6m clearance above the road.

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

- x. **PA23/06570:** 1B Cooperage House Brewery Drive St Austell Cornwall. Installation of a wheelchair platform lift to the front of Cooperage House. To include all ancillary works.

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

- xi. **PA23/06696:** 61 Laura Drive St Austell Cornwall PL25 3EQ. Two storey extension to existing dwelling.

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

- xii. **PA23/06702:** 3 Tremena Road St Austell Cornwall PL25 5QG. Work to Trees in a Conservation Area - namely T1 = Cypressus Macrocarpa Height reduction from 22m to 17m a reduction of 5m. L1 = Lime Tree. Height reduction from 20m to 16m a reduction of 4m. The sides being reduced by 2m and Light Crown thin/Deadwood removed. L2 = Lime Tree. Entwined with L1. Height reduction from 20m to 16m a reduction of 4m. The sides being reduced by 2m and Light Crown thin/Deadwood removed.

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

- xiii. **PA23/06813:** 8 Nancarrow Court St Austell Cornwall PL25 4RE. Single storey side extension and associated refurbishment works.

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

- xiv. **PA23/06845:** 30 Holmbush Road St Austell Cornwall PL25 3LQ. Works to trees subject to a tree preservation order (TPO) Fell Common Beech tree to ground level.

It was **RESOLVED** to make no objection to this application subject to the tree officer being satisfied with the proposal and that the felled tree is replaced with a suitable specimen.

- xv. **PA23/06933:** Trelawney House Trinity Street St Austell Cornwall. Non material amendment in relation to Decision Notice PA23/01954 dated 08/06/2023 to on the East Elevation change fenestration to the block K Adult Education classroom cupboards change from clear to ceramic backed glazing to hide the Adult Education laptop storage cupboards. 2. North East Elevation: Reduced extent of work to existing rendered facade to the 1st floor, Re-using existing window penetrations to allow replacement of existing windows as shown, Amendments to the rainscreen, signage and incorporation of automatic sliding entrance door to ground floor, Omit of the glazed canopy. North West Elevation - Reduction in extent of building works and adaptations local to this elevation, its existing Gf brickwork faced walling, windows, DPC, lintels and their physical openings, Introduction of a new curtain walling screen, in place of 4no. new single window openings previously proposed, Retention of the mural.

It was noted that this application had been determined.

- xvi. **PA23/07036:** 66 Victoria Road St Austell PL25 4QD. Sub division of 1 dwelling house to create 2 dwelling houses.

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

- xvii. **PA23/07108:** 7 Eastbourne Road St Austell Cornwall PL25 4SZ. Application for Non-Material Amendment to PA21/07134 for a Proposed extension to existing annexe to provide dwelling. Non compliance of Condition 2 in respect of decision PA20/09421 Dated 13/01/2021, namely 1) Minor revision to layout to allow a phased construction to provide an initial 1-bed dwelling.

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

- xviii. **PA23/07156:** 6 Jubilee Meadow St Austell Cornwall PL25 3EX. Works to an Ash tree subject to a TPO: Remove tree as it is suffering from ash die back.

It was **RESOLVED** to support this application subject to the tree to be removed being replaced with a suitable specimen.

P/23/65) Premises Licence Applications

None.

P/23/66) Planning Decisions

The Chair advised that he was prepared to talk to neighbours of 48 Morcom Close to decide if the previous request for enforcement action should be strengthened (Planning application PA22/09639 refers).

It was **RESOLVED** to note the report and authorise the Chair to investigate the case for enforcement in relation to 48 Morcom Close and to liaise with the Clerk accordingly.

P/23/67) Cornwall Council – Urgent Delegated Planning Decisions

The Clerk advised that the Town Council had recommended refusal of planning application PA23/04028 – 23 Pentewan Road but planning officers were mindful to approve the application. A 5 day protocol letter was issued and following consultation with the Chair and Vice Chair it was decided to “agree to disagree”.

Councillor Double left during the following item

P/23/68) St Austell Town Centre Revitalisation Partnership

The Clerk advised that:

1. The Town Centre Revitalisation Partnership is due to meet on the 26th September.
2. The rooftop garden feasibility and design work is progressing and tenders have been sought for surveys which will be procured by the Town Council so that it owns the results.
3. A representative from the High Street Taskforce visited St Austell on the 22nd September and talked to a number of stakeholders. She praised the town centre masterplan and will produce a report recommending key actions and projects in due course.
4. The Penwinnick Road site including Pondhu House and the Stable Block has now transferred from Cornwall Council to Treveth and a new approach to the design and layout of the site is proposed.

Arising from the above Members discussed at length the extent of the consultation to date, the timescales for the proposed demolition of the offices, the redevelopment of the site, the Town Council’s future at Penwinnick Road and the safeguarding of trees.

It was **RESOLVED** to instruct the Clerk to write to Treveth to:

- Share the Council’s comments made previously to Cornwall Council on proposals for the site and ask that Treveth consult the Town Council at appropriate stages;

- Ask that they contact the Town Council before undertaking any tree works other than required to deal with diseased trees or for good husbandry.

P/23/69) Cornwall Council Highways Schemes

The Clerk advised that, as instructed by the Planning and Regeneration Committee, he had asked the Community Link Officer if a meeting could be arranged between the Cornwall Councillors, Highways Officers and the Town Council to discuss the use of the remaining spend for the 2024/25 financial year for the St Austell and Mevagissey Community Network Area. Unfortunately, the Community Link Officer has been reluctant to arrange this meeting and the Highways Manager is now on leave until the end of October. The guidance from Cornwall Council states that the Town Council can submit one Expression of Interest and each Cornwall Councillor can submit one Expression of Interest.

Members referred to the "Highways Request List" circulated by the Community Link Officer and noted that some of the schemes on the list had been requested several years ago. Members also felt that it would be helpful to have a list of the priorities identified by the Cornwall Councillors to avoid duplication. Members asked if the deadline for responding could be extended until Tuesday 31st October 2023, to allow the Town Council to consider and vote on the further information requested and any additional minor highways schemes put forward.

It was **RESOLVED** to:

- Ask the Community Link Officer for an extension to the 31st October 2023 to provide a response to Cornwall Council;
- Ask the Community Link Officer to update the "Highways Request List" to reflect only the schemes in St Austell that have not been progressed;
- Consider the requested information and vote accordingly at the Planning and Regeneration Committee on Monday 30th October 2023.

P/23/70) Dates of Meetings

It was noted that the dates of the next meetings of the Planning and Regeneration Committee are Monday 30th October 2023 and Monday 4th December 2023.

The meeting closed at 7.54pm.

MINUTES of ST AUSTELL TOWN COUNCIL COMMUNITY COMMITTEE held on MONDAY 11th SEPTEMBER 2023 at The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD at 6pm.

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

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

CC/23/16) Apologies for absence

Apologies for absence were received from Councillors Pearce, Rowse and Young.

CC/23/17) Declarations of Interest

Arising from a question, the Clerk confirmed that Councillor Fox's employment at Cornwall College (where Keay Theatre is located) did not preclude her from taking part in discussions at agenda item 7 (Small Grants Scheme – St Blazey Amateur Operatic Society).

CC/23/18) Dispensations

None.

CC/23/19) Minutes of the Meeting held on the 5th June 2023

It was **RESOLVED** that the minutes of the meeting held on the 5th June 2023 be approved and signed as a correct record.

CC/23/20) Matters to Note

The Clerk advised that he had nothing to add.

CC/23/21) Public Participation

There were no members of the public present.

Councillor Stephens arrived during the next item

CC/23/22) Small Grants Scheme

CHAOS Radio

Nathan Hunkin and Henry Rosewall advised that CHAOS has partnered with Radio St Austell Bay which has been re-branded as CHAOS Radio. They advised that they have lots of exciting plans for the radio station and hope to provide a community platform for local voices, cover community events, air local and national news bulletins, play a variety of feel good music and engage in fund raising to ensure sustainability of the station. Mr Hunkin advised that they would like to recruit, train and develop local volunteers and provide them with opportunities to become community reporters and presenters. Members noted that if successful the funding applied for would go towards volunteer uniforms, promotional material, a portable recorder and replacement headphones.

During discussion, Mr Hunkin confirmed that they had linked in with Cornwall College and that due to a lack of software, they are unable to provide an accurate figure of listeners.

It was **RESOLVED** to award a grant in the sum of £1,000 towards the CHAOS Community Radio Development Project.

Climate Action St Austell

Mr Gray advised that CASA is in the process of organising a St Austell Green Fair at the Holy Trinity Church on Saturday 21st October 2023 and that so far, 7 organisations have signed up to attend, with hopefully 16 stalls in total. CASA are hoping to have on display a bicycle that will produce energy and the event will be educational and informative on the issue of climate change.

Arising from a question, Mr Gray confirmed that the gazebo purchased by CASA utilising grant funding from the Town Council is regularly used.

It was **RESOLVED** to award a grant in the sum of £250 to Climate Action St Austell towards the cost of their St Austell Green Fair in October 2023.

St Blazey Amateur Operatic Society

Mrs Prater thanked the Town Council for their previous support in the sum of £750 towards their annual theatre productions and outlined their 2024 production of "Jack and the Beanstalk" at Keay Theatre.

Members expressed their gratitude to St Blazey Amateur Operatic Society for their amazing productions over the years and a proposal was put forward to increase the grant request from £750 to £1,000 to assist with the rising costs involved.

It was **RESOLVED** to award a grant in the sum of £1,000 to St Blazey Amateur Operatic Society towards the cost of their January 2024 production of "Jack and the Beanstalk".

CC/23/23) Town Centre Christmas Lights

The Clerk advised that in 2015 the Town Council agreed to contribute £5,276 per annum for five years to St Austell BID by way of a contribution to the town centre Christmas lights. He further advised that following their recent re-election a further request has been received to assist with the funding of the Christmas lights on another 5 year term.

Mrs Miller and Mr Lovatt from St Austell BID explained that a new design for the lights has been chosen for Fore Street which will hopefully provide maximum impact yet be robust enough to withstand the high winds and rain which has been experienced in Cornwall over recent years. The design also includes festoon lighting which remains in situ all year round and can be switched on when needed for other town centre events. Pictures of the proposed Christmas lighting for Fore Street, Biddicks Court, side of Boots, Chandos Place, outside Iceland and Old Vicarage Place, North Street, Victoria Place, High Cross Street, South Street, Duke Street and Trinity Street were circulated to Councillors. During discussion, Members expressed support for the new stars design for Fore Street.

The Clerk advised that without St Austell BID, the Town Council would probably be asked to fund the full cost of Christmas lights in the town centre and that contributing 50% towards the total cost is reasonable, particularly as the costs involved include the installation, removal and maintenance of the lights. Arising from a question, Mrs Miller advised that the use of holograms on buildings has been explored and is cost prohibitive.

It was **RESOLVED** to increase the annual contribution to St Austell BID for Christmas lights from £5,276 to £12,500 per annum for five years.

CC/23/24) Poltair Residents Association

The Clerk advised that a letter has been received from the Chair of Poltair Residents Association to advise that at their Annual General Meeting in August it was agreed that the Association should be dissolved at the end of the year and that Lostwood Community Garden should be returned to St Austell Town Council to maintain with effect from Monday 23rd October 2023.

During discussion, Members expressed their gratitude to Poltair Residents Association for their successful funding applications, maintenance of Lostwood Community Garden and various community events over the years.

It was **RESOLVED** that the Town Clerk should write to Poltair Residents Association to acknowledge their dissolution at the end of the year, the return of Lostwood Community Garden to the Town Council with effect from 23rd October 2023 and thank them for their community activities in Poltair over the last 20 years.

CC/23/25) Climate & Environment Projects Update

The Clerk explained that every effort was made to incorporate environmental considerations into all of the Council's activities. He outlined a number of projects to demonstrate the Council's commitment including:

- Bethel Park – recycled furniture and recycled rubber mulch used for paths, sensory garden and planting schemes, earth used on-site to reduce transport.
- Beryl bikes – chasing installation of racks and usage reports but scheme appears to have settled down.
- Mid Cornwall including St Austell will be a pilot for the new waste management scheme and the library will host a number of roadshow events promoting the new arrangements.
- The polytunnel and tree nursery are producing 5-10% of our plants.
- EV charging points should be operational in Priory Car Park shortly.

Arising from a question, the Clerk advised that he has chased Beryl Bikes for a report on their use in the town and a timescale for the installation of bike racks.

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

CC/23/26) Garden Festival – Review of Suggestions

The Clerk advised that at the Garden Festival in June, the public were encouraged to suggest ways in which the town centre could be improved. The suggestions were placed anonymously in a "suggestions box".

The Clerk advised that the suggestions had been summarised and circulated a list of the comments to Members. Although, very grateful for the suggestions and comments, it was noted that with the exception of assisting with the co-ordination of town centre activities, the Town Council are unable to, for example, authorise the removal of the statue in Aylmer Square or deal with matters outside its remit.

It was **RESOLVED** to note the comments and to continue encouraging outside organisations to hold events and activities in the town centre.

CC/23/27) Park Events

The Deputy Town Clerk explained that casual use of the parks by small groups (eg: childrens' nurseries) is permitted but there is an approval process for events where the public are invited which includes consulting the local Ward Members. She outlined the process adopted and the checks made eg: evidence of public liability insurance, risk assessments and toilet facilities.

Events held in recent months include:

1. Coronation Celebration at Chapel Field
2. Party in the Park at Poltair Park
3. Charity Dog Show at Poltair Park
4. Big Butterfly Count at Linear Park
5. Summer Garden Party at Landrew Road Community Garden
6. Time to Move Childrens' Summer Event – Linear Park
7. Homestart Kernow Summer Picnic at Poltair Park

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

CC/23/28) Projects Update

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

Town Centre Regeneration

The contract for the roof top garden has been awarded and work has commenced in the form of site visits and engagement with the landlord. Unfortunately, the GWR funding bid for station improvements was unsuccessful but funding is being explored to improve the church grounds and replace the banner on the side of Poundland. The High Street Task Force (Government Body) is visiting St Austell on the 22nd September and will meet with Cornwall Council and Town Centre Regeneration Partnership representatives. Four SABEF benches have been installed (2 at Biddicks Court, 1 at Carlyon Road and 1 at Holy Trinity Church), the fifth one has been damaged and will be installed at a later date.

CCTV

The CCTV cameras are currently on their summer monitoring hours which is almost 24/7. The re-deployable camera has had two major successes resulting in closure orders. The next site for its location is being explored.

Poltair Park

The bat licences and planning permission is in place which should allow the installation of the bat house and demolition of the toilet block to be completed by the end of the year.

Poltair Park Café

The café is still operational under a tenancy at will which is due to be reviewed later in the year. The Town Council is still covering utilities and partial business rate costs.

Car Park and Toilets

The car park income is slightly below budget although income picked up during August due to the wet weather which brings people into town. The season tickets are well received with a number of regular users and a separate report is due to be considered by the Finance and General Purposes Committee next week recommending an upgrade of the car park machines which are nearing end of life. The "Pay 2 Park" web based payment system is working well. The App "Phone and Pay" has issues from time to time.

The cleaning contractors for the toilets are extremely good with very little ASB reported. The coin machines and automatic opening/closing toilet doors are aging and quotations are being sought for their replacement.

Anti-social behaviour

Sector Inspector Matt Trevivian introduced himself to Town Councillors at their last Council meeting and is very supportive of the Town Council and St Austell BID. The security guards are working extremely well with the police and their good work in conjunction with the CCTV monitoring, shop watch radio and CCTV is keeping anti-social behaviour reasonably in check. Unfortunately, complaints have been received over recent weeks about large gatherings of people around the town centre and a letter has been sent to Kate Kennally requesting a review, particularly with regard to the emergency/temporary accommodation placements in or near St Austell town centre.

St Austell Library

Statistical information received from Cornwall Council shows St Austell Library as the top performing library in Cornwall for books/CD's issued in July. The library has had an extremely busy summer reading challenge and continues to provide many reading, writing and support group activities as well as social events hosted by SALSA. The school visits are proving extremely popular with up to 30 children in the library when they visit.

Bethel Park Improvement

The Bethel Park refurbishment has been completed and is extremely popular. Project completion documentation has been issued to Cornwall Council which should enable the release of the CIL grant funding to the Town Council.

Truro Road Park

The new safety surfacing work has been completed in Truro Road and the Regeneration Officer is exploring funding to replace the outdoor gym equipment.

Landrew Road Park

Funding is being sought for a potential improvement project at Landrew Road Park. If funding is identified, a report will be produced for Members' consideration.

Young People Cornwall (YPC)

YPC is still extremely active in the town and has been carrying out some outreach work at Lostwood Community Garden and Landrew Road Park. The Police have also requested outreach in a few other hot spot areas.

Allotments

A final reminder has been issued to an allotment holder at Alexandra Road. No response has been received so another tenant will be pursued.

Grounds Maintenance

The grounds staff will shortly be working on Mount Charles roundabout to formalise and add colour and the anchor on the Field of Hope has been painted by the Rotary Club. Grass cutting is still the main priority and will be until October/November. The parks have all been very busy which has resulted in extra litter over the summer months. St Austell is in the first phase of the new waste contract roll out which will see general waste being collected bi-weekly. Officers will monitor the impact on the Town Council's parks and open spaces.

Arising from a question, the Clerk undertook to speak to the Operations Manager about the Town Council's footpath cutting responsibilities at Gypsy Lane which was raised as an issue. It was noted that only a section of the footpath is maintained by the Town Council.

Members generally welcomed the work proposed at Mount Charles roundabout and the Clerk undertook to speak to the Operations Manager about the health of the hydrangeas on the Field of Hope.

Footpaths

The Town Council is responsible for cutting a number of footpaths under an agency agreement with Cornwall Council. This is now undertaken by the Town Council's grounds maintenance staff and no longer contracted out.

CC/23/29) 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.

CC/23/30) Small Grant Scheme – Non-compliance of funding conditions

The Clerk outlined the circumstances relating to the suspected non-compliance with grant conditions by a local organisation who was awarded a grant in 2022. Members noted the grant conditions agreed by the recipient at the time and felt strongly that recovery of the grant should be sought.

It was **RESOLVED** that the Town Clerk should seek recovery of the grant and report back to the November meeting.

CC/23/31) Dates of Meetings

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

The meeting closed at 7.29pm.

MINUTES of a MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held on MONDAY 18th SEPTEMBER 2023 in The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD at 6pm.

Present: Councillors: Brown, Clemo, Lanxon and Pearce.

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

F/23/17) Apologies for absence

Apologies of absence were received from Councillors: Bull, French and Young.

F/23/18) Declarations of Interest

None.

F/23/19) Dispensations

None.

F/23/20) Minutes of meeting held on 26th June 2023

It was **RESOLVED** that the minutes of the meeting held on the 26th June 2023 be approved and signed as a correct record.

F/23/21) Matters to Note

The Clerk advised that he hoped to do the work shortly to enable the Sea Cadet legal charge to be lifted. The new photocopier has been installed and the old photocopier removed which is likely to be donated to a local charity.

F/23/22) Public participation

There were no members of the public present.

F/23/23) Budget Monitoring Report

The Town Clerk explained a number of variances in the budget monitoring report for the year to May 2023. He advised that car park income is below budget but is showing signs of recovery following a wet August. Other budget heads highlighted:

Grants - £3,000 grant income received from Cornwall Council for a bus shelter at Holmbush. The recent grant approvals for BID security guard funding and Studio 4 has created an overspend.

Play Equipment - Following the Bethel Park refurbishment project and the Truro Road Park safety surfacing renewal the budget head is over budget. The Bethel Park project will be partially funded by CIL funding and the balance will be met from Town Council reserves. The end of year accounts will reflect the income and transfers from reserves to cover the expenditure.

Salaries - The salaries are below budget as the April pay award is still being negotiated with the Unions.

Utilities and fuel costs are slightly over budget, but savings have been made on the insurance renewal. The House, Carlyon Road rental income will be invoiced shortly and a review of the tenancy at Poltair café will be undertaken in the autumn which will include the payment of business rates.

During discussion, Members felt that it would be helpful to have a footnote on the monthly budgeting reports to provide an explanation of the large variances. Arising from a question, the Clerk confirmed that the Planning and Regeneration Committee is responsible for the Town Centre Revitalisation Project but due to the scale of some of the expenditure the full Council is required to approve large projects. A financial statement will be presented to the Revitalisation Partnership at their next meeting and circulated to a later Planning and Regeneration Committee.

It was **RESOLVED** to note the budget monitoring reports and bank reconciliation statement.

F/23/24) Budget Process 2024/25

The Clerk advised that he would like to talk to Members informally about priorities and budgets during October and two informal meeting dates of Tuesday 10th October 2023 and Tuesday 24th October 2023 (if required) have been identified. He added that once priorities have been identified he would produce a report and budget for the Finance and General Purposes Committee to consider and make a recommendation to full Council in December.

It was **RESOLVED** to approve the budget timetable as set out in the report.

F/23/25) Car Park Machines

The Clerk advised that the car park payment machines are coming to the end of their life which has led to them failing fairly frequently, particularly during damp weather. Due to their age, the machines are no longer manufactured and new parts are difficult to obtain.

The existing supplier has advised that the replacement of all four machines would cost in the region of £28,000 to £32,000 but a partial upgrade of all four machines, including the installation of a contactless payment system would be £13,062.50 (£3,265 per machine). The partial upgrade would retain the main carcass of each machine with just the doors being changed which hold the inner workings. The upgrade would include a contactless payment system, a touch colour screen, new main board, new printer, new coin selector and 4G modem and supporting parts.

The Clerk advised that the Town Council has a very small budget for car park machine repairs so any replacement or partial upgrade would have to be funded from reserves.

In answer to questions, the Clerk confirmed that if the machines were upgraded they would still take cash and that the installation of a contactless payment system might have an adverse impact on the "Phone and Pay" app and the "Pay 2 Park" web based payment system.

It was **RECOMMENDED** that the four car park payment machines in Priory Car Park be upgraded to the A1000 Contactless system at a total cost of £13,062.50.

F/23/26) Car Park Working Group

The Clerk advised that if Members would like to review the car park charges, he would be happy to facilitate a working group to undertake a review and make a recommendation to full Council. He added that the climate for increasing car park charges is very sensitive at the present time and suggested that it might be prudent to freeze the current charges for the 2024/25 financial year.

During discussion, it was suggested that charging could be introduced on a Sunday but overall Members felt that in the light of the ongoing economic crisis it would be prudent to keep the car park charges at the same level for the time being.

A proposal to consider charging on a Sunday was lost 1 vote for, 3 votes against.

A proposal to freeze the car park charges for the 2024/25 financial year and not convene a working group was carried 3 votes for, 1 vote against.

It was **RESOLVED** to freeze the car park charges for the 2024/25 financial year and not convene a working group.

F/23/27) Equality, Diversity and Inclusion Policy

The Clerk advised that the Equality Policy had been re-drafted following consideration by the Town Council and re-wording suggestions from Councillors Bull and Fox. The Clerk confirmed that the title had been changed to reflect the amendments made.

It was **RECOMMENDED** to approve the Equality, Diversity and Inclusion Policy.

F/23/28) Internal Audit Checks

Members noted the Internal Audit checks carried out by the Chair and Vice-Chair of the Committee and the comments notated.

In addition, the Clerk advised that the current agreement with the Town Council's Internal Auditor is due for renewal and a quotation in the sum of £1,100 per annum for three years has been received. The Clerk added that the Internal Auditor visits the Town Council twice a year, on the quarters that checks are not carried out by the Chair and Vice Chair of the Committee and includes the auditing of the year end accounts.

During discussion, the Clerk advised that the "Cyber Essential" accreditation is desirable, but the "Gold Quality Status" is of more value to the Town Council, particularly as the "Foundation Quality Status" achieved a few years ago has expired. It is hoped that time can be found over the coming months to progress the work required to achieve Gold Quality Status.

It was **RESOLVED** to:

- (i) Note the Internal Audit report undertaken by the Chair and Vice-Chair of the Committee and;

- (ii) Appoint Hudson Accounting for a further three year term in the sum of £1,100 per annum.

F/23/29) St Austell Library

The Deputy Town Clerk advised that she is extremely pleased with the performance of the library which is the top performing site in Cornwall in August for all issues (books/DVD's). She added that the computers are still well used and that they had an excellent Summer Reading Challenge with 901 children signing up to the challenge. She referred to a recent incident in the library and the very professional way that the staff had handled it.

Members expressed their gratitude to the Library Manager and staff for their continued good work and the excellent performance of St Austell Library. Particular thanks was made to the staff for their excellent handling of the incident outlined.

Arising from a question, the Deputy Town Clerk advised that following the success of the Childrens' Literacy Festival she would liaise with the Library Manager about the arrangements so far for the 2024 event and the overall sustainability for it to become an annual event.

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

F/23/30) Dates of next meeting

It was noted that the next meeting of the Finance and General Purposes Committee is due to take place on 6th November 2023.

The meeting closed at 7.11pm.

MINUTES of a MEETING of the ST AUSTELL TOWN COUNCIL STAFFING COMMITTEE held on FRIDAY 29th SEPTEMBER 2023 at 10am in the Stable Block, Pondhu House, Penwinnick Road, St Austell, PL25 5DP.

Present:

Councillors: Brown, Double, French and Pearce

In attendance:

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

S/23/01) Election of Chair

The Town Clerk asked for nominations for Chair. A nomination was received for Councillor Pearce.

It was **RESOLVED** that Councillor Pearce be elected Chair of the Staffing Committee for the 2023-24 civic year.

S/23/02) Election of Vice-Chair

The Chair asked for nominations for Vice-Chair. A nomination was received for Councillor French.

It was **RESOLVED** that Councillor French be elected Vice-Chair of the Staffing Committee for the 2023-24 civic year.

S/23/03) Apologies for Absence

Apologies were received from Councillor Bull.

Councillor Double advised that she had to leave early.

S/23/04) Declarations of Interest

None.

S/23/05) Minutes of meeting held on the 5th December 2022

It was **RESOLVED** that the minutes of the Staffing Committee held on 5th December 2022 should be approved and signed as a correct record.

S/23/06) Matters to Note

The Clerk advised that he had nothing to add.

S/23/07) Public Participation

There were no members of the public present.

S/23/08) To consider excluding the press and public

It was **RESOLVED** that under Section 1 (ii) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the remainder of the business of the meeting in view of the confidential nature of the business to be transacted.

S/23/09) Review of Staffing

The Town Clerk outlined the lean nature of the Council's management and administration team and the need to extend the contract of the Regeneration Officer for a further 6 months to help deliver town centre and park projects. He emphasised that the team functioned well and that the Town Council was fortunate to have excellent employees and teams across the board. The Clerk added that at the present time, there is no requirement for a Community/Project Officer, but recommended that the post is kept within the establishment as there might be a need for project work resource once the full extent of the masterplanning work is known.

A general discussion took place with regard to succession planning, and it was agreed that a paper should be produced for consideration by the Staffing Committee in the short to medium term.

It was **RESOLVED** that:

1. The Regeneration Officer post be extended for a further 6 months based on one day per week.
2. The Community and Project Support Officer post remains vacant for the time being.
3. A succession planning paper is drafted for the Staffing Committee to consider in either March or April 2024.

The Deputy Town Clerk left the room while the next item was discussed

The Town Clerk outlined the excellent work of the Deputy Town Clerk and Operations Manager and the qualifications recently achieved.

It was **RESOLVED** that:

4. The Deputy Town Clerk and Operations Manager (Posts TC2 and TC3) be advanced one increment from SCP 33 to 34 with effect from 1st October 2023.

The Deputy Town Clerk returned to the meeting

The Town Clerk left the room whilst the next item was discussed

Members made reference to the Town Clerk's excellent leadership for both the Town Council and the Town Centre Regeneration Partnership and felt that he should be advanced one increment to recognise his efforts.

It was **RESOLVED** that:

5. The Town Clerk (Post TC1) be advanced one increment from SCP 53 to 54 with effect from 1st October 2023.

The Town Clerk returned to the room

*** Councillor Double left the meeting ***

The Town Clerk explained that the Finance/Administrative Officer had passed a financial qualification and was absorbing additional responsibilities.

It was **RESOLVED** that:

6. The Finance/Administrative Officer (Post TC4) be advanced one increment from SCP 11 to 12 with effect from 1st October 2023.

Members discussed the position of Regeneration Officer and noted that the salary had remained unaltered since taking up employment. Members expressed a wish to increase the salary of the postholder in line with inflation.

It was **RESOLVED** that:

7. The Regeneration Officer's salary be increased, with effect from 1st October 2023, in line with inflation since his appointment in January 2022.

The Town Clerk explained that a part-time Grounds Maintenance Operative (Postholder TC6) had given notice of his intended retirement on the 31st December 2023 and the opportunity it provided to recruit an Apprentice.

It was **RESOLVED** that:

8. Postholder TC6 be replaced with an apprentice on terms to be agreed with the college.

The Deputy Town Clerk advised that a part-time Library assistant (Postholder TC10) had given notice of her intended retirement on the 30th November 2023. A discussion took place about the merits of having a Deputy Library Manager and sharing the hours relinquished among existing staff. The Deputy Town Clerk advised that it is likely that only one member of staff will be interested in taking on the additional hours.

It was **RESOLVED** that:

9. Postholder TC10 be replaced upon retirement by offering the extra hours to existing staff on a six month temporary basis with a review thereafter to ensure that the arrangements are operationally sound.

10. The contents of this report be noted.

S/23/10) Staff Sickness Absence

Members considered a report setting out the sickness absences recorded for each member of staff. The Deputy Town Clerk explained the use of the Bradford scoring system and explained that there were no areas of concern currently.

Members noted the report.

S/23/11) Pension Discretions

Members reviewed the Council's pension discretions and agreed a number of amendments.

It was **RESOLVED** that the following discretions identified by Cornwall Council be confirmed:

- i. Shared Cost Additional Voluntary Contributions (AVC). *St Austell Town Council will not contribute to an employee's AVC.*
- ii. Early Payment of Retirement Benefits – Waiving Actuarial Reduction. *St Austell Town Council will only allow the waiving of actuarial reductions for early retirements where it is deemed to be in the interests of the employer both financially and operationally.*
- iii. Early Payment of Retirement Benefits between aged 55 and 60 – transitional provisions regulations. *St Austell Town Council will not "switch on" the 85 year rule for early retirement.*
- iv. Early Retirement on Compassionate Grounds. *St Austell Town Council will not fund the additional pension costs for early retirement on compassionate grounds unless there are good operational or financial reasons to do so.*
- v. Flexible Retirement. *St Austell Town Council will permit flexible retirement where it can demonstrate that it is in the interest of the employer both financially and operationally. Similarly, it will consider waiving any actuarial reduction only where it can be demonstrated that it is in the interest of the employer.*
- vi. Increase of Pension by Employer. *St Austell Town Council will allow employees made redundant to have the option of converting any compensation payment in to additional pension. The Council will not purchase additional pension under any other circumstances.*
- vii. Transfer of Service into the LGPS. *St Austell Town Council will not extend the 12-month time limit for employees to request Cornwall Pension Fund to investigate the option of transferring any pension benefits from previous employments into the Cornwall Pension Fund.*
- viii. Deadline to elect for a shared cost APC after unpaid leave. *St Austell Town Council will not extend the 30 day deadline for a member of the pension fund to elect for a shared cost APC upon return from a period of absence from work with permission with no pensionable pay (otherwise than because of illness or injury, relevant child-related leave or reserve force service leave).*

It was further **RESOLVED** that the Town Clerk be designated as the person who will receive and deal with stage 1 formal complaints under the Internal Dispute Resolution Procedure (IDRP) for pension matters.

S/23/12) Staff Development Reviews

Members considered the staff development review forms for the Town Clerk, Deputy Town Clerk and Operations Manager. Amongst other things, the division of responsibilities, the workloads of officers, the importance of the library management role performed by the Deputy Town Clerk, the relative roles of the Operations Manager and the Foreman and the proposals for training were discussed.

It was **RESOLVED** to note the staff development review forms.

S/23/13) Date of Next Meeting

Another meeting to be held within this civic year. Date to be confirmed.

The meeting closed at 11.39am.

