

# St Austell Town Council



**To: All Members of St Austell Town Council**

Dear Councillor

You are summoned to attend a **Meeting of St Austell Town Council** to be held in **The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD** on **Monday 6<sup>th</sup> November 2023 at 6pm.**

*S. Sullivan*

David Pooley  
**Town Clerk**

31<sup>st</sup> October 2023

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

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## AGENDA

### 1. Apologies for absence

### 2. Declarations of Interest

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

### 3. Dispensations

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

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.

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#### **4. Minutes of meeting held on the 16<sup>th</sup> October 2023**

**Pages  
1 to 6**

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

#### **5. Matters to Note**

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

#### **6. Mayor's Announcements**

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

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

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

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

#### **8. Members' Questions**

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.

#### **9. Budget 2023/24 and 2024/25**

**Pages  
7 to 35**

(Purpose: To update Members on work in relation to the revised budget for 2023/24 and the original draft budget for the 2024/25 financial year and issues which may affect these budgets. (Report attached)).

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- 10. Budget Monitoring Report** **Pages 36 to 43**  
(Purpose: To review the Town Council's budget monitoring report for the period 1st April 2023 to 30<sup>th</sup> September 2023). (Report attached).
- 11. Conclusion of Audit – 2022/23 Financial Year** **Pages 44 to 49**  
(Purpose: To note the report of the external auditor on the accounts for 2022/23). (Report attached).
- 12. Internal Audit Report – 2023/24** **Pages 50 to 53**  
(Purpose: To note the interim internal audit report from the Council's Internal Auditor). (Report attached).
- 13. Polling Districts and Polling Places Review - Cornwall Council – 2023.** **Pages 54 to 71**  
(Purpose: To consider the Polling Districts and Polling Places Review consultation paper and respond accordingly).  
  
<https://www.cornwall.gov.uk/the-council-and-democracy/elections/boundary-reviews-and-changes/2023-polling-district-and-polling-places-review/>
- 14. Schedule of Payments** **Pages 72 to 75**  
(Purpose: To receive a schedule of payments from 6<sup>th</sup> October 2023 to 27<sup>th</sup> October 2023. (Report attached).
- 15. Planning & Regeneration Committee**  
(Purpose: To note the minutes of the Planning & Regeneration Committee meeting held on Monday 30<sup>th</sup> October 2023). (To follow).
- 16. Roof Top Garden Project**  
(Purpose: To authorise the Town Clerk to sign off Stage 1 and authorise the commencement of Stage 2 of the roof top garden project in consultation with the Chair of the Planning & Regeneration Committee). (Verbal update).

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**17. Co-option of Councillors to Bethel & Holmbush and Poltair & Mount Charles Wards**

**Pages  
75 to  
79**

(Purpose: To appoint 1 Councillor to Bethel & Holmbush Ward and 1 Councillor to Poltair & Mount Charles Ward). (Applicants attached).

**18. Dates of Next Meetings**

(Purpose: To note the date of the next meeting – 11<sup>th</sup> December 2023

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**MINUTES of a MEETING of ST AUSTELL TOWN COUNCIL held on MONDAY 16<sup>th</sup> OCTOBER 2023 in The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD at 6pm.**

**Present:** Councillors: Brown, Cohen, Double, Fox, French, Guest, Lanxon, Pearce, Pears, Stephens, Thompson and Young.

**In attendance:** David Pooley (Town Clerk), Sara Gwilliams (Deputy Town Clerk) and Steve Skinner (Operations Manager).

**C/23/65) Apologies for Absence**

Apologies for absence were received from Councillors: Bull, Clemo, Hamilton, Rowse and Styles.

Councillors Cohen and Guest advised that they would be late arriving.

**C/23/66) Declarations of interests and gifts or hospitality received**

The Clerk advised that the Deputy Clerk, Operations Manager and he all had an interest in agenda item 21 (Staffing Committee Minutes).

*\*\*Councillor Stephens arrived during the next item\*\**

**C/23/67) Dispensations**

There were no requests for a dispensation.

**C/23/68) Minutes of Meeting held on 4<sup>th</sup> September 2023**

It was **RESOLVED** that the minutes of the meeting held on 4<sup>th</sup> September 2023 be approved and signed as a correct record.

*\*\*Councillor Lanxon arrived during the next item\*\**

**C/23/69) Matters to Note**

The Town Clerk advised that the Bethel & Holmbush and Poltair & Mount Charles Ward vacancies will be filled by co-option at the Town Council meeting on Monday 6<sup>th</sup> November. He added that following due process, a request for an election has been received for the Central & Gover Ward vacancy. If two or more candidates stand, the likely date for an election is Thursday 23<sup>rd</sup> November 2023.

Further correspondence has been received from Cornwall Council with regard to complex needs/temporary accommodation and e-mailed to all Councillors. The Green Fair is scheduled to take place on Saturday 21<sup>st</sup> October at Holy Trinity Church.

Arising from a question, Councillor Pears advised that he would update Members on the proposed ticket office closure at St Austell Railway station under Cornwall Councillor Reports.

### **C/23/70) Mayor's announcements**

The Mayor advised that she had enjoyed her Mayoral engagement at the Deaf fest which took place at Cornwall College in September. She advised that it was a well organised event with representatives from the Fire and Police services and gave attendees an insight into the support that is available for people with a hearing disability. The Mayor added that she is looking forward to attending the Green Fair on Saturday and a Civic Event in Truro hosted by the High Sheriff of Cornwall.

### **C/23/71) Public Participation**

None.

### **C/23/72) Members' questions**

There were no questions from Members.

*\*\*Councillor Guest arrived during the next item\*\**

*\*\*Councillor Cohen arrived during the next item\*\**

### **C/23/73) Grounds Maintenance**

The Operations Manager provided Members with an in depth report on the Grounds Maintenance Services and highlighted the following activities/projects:

- Erection of a "bat house" and demolition of the old toilet block in Poltair Park
- The planting of 637 trees and 6 wildflower areas
- The refurbishment of Bethel Park
- The trialling of a battery operated blower

The Operations Manager explained the Town Council's weed control activity and provided pictures of towns that no longer receive weed treatment. He stressed that he is watching for legislative changes with regard to the use of glyphosate and developments with regard to non-chemical weed spraying treatments. He advised that he is currently looking for a foam stream operator in Cornwall as he has lost contact with a previous contractor.

The Operations Manager highlighted the maintenance of gateways to St Austell and roundabouts as a priority and a commitment to provide more colour on Mount Charles roundabout. He advised that his staff have a long list of winter maintenance jobs across the town which include clearance works at Lostwood Gardens following its return to the Town Council to maintain on Monday 23<sup>rd</sup> October 2023.

During discussion, Members highlighted the following issues/concerns:

- Cars parking on the verge/grass banking at Lostwood Road and Landrew Road
- Overgrowth and weeds at High Cross Street Car Park
- The impact the Penwinnick Road demolition works may have on the wildflower verges at Penwinnick Road

It was **RESOLVED** to formally thank the Operations Manager and his team for their excellent environmental activities across the town.

### **C/23/74) Priory Car Park**

The Clerk advised that an approach has been made by St John's Methodist Church for permission to instal an access from Priory Car Park to the front of St John's Methodist Church by breaking through a point in the boundary hedge. As well as a stepped access, there would be a 25m ramp with 4 level resting places. The Operations Manager advised that the only impact on the car park is likely to be the loss of one parking space.

It was **RESOLVED** to permit St John's Methodist Church to instal an accessible access from Priory Car Park to St John's Methodist Church subject to:

1. Cornwall Council (landlord) approval
2. Planning approval (if required)
3. Any costs associated with the project to be borne by St John's Methodist Church

### **C/23/75) School Transport – Poltair School**

The Clerk advised that Poltair School is seeking support with regard to a proposal by Cornwall Council to phase out the home to school bus route from Penwithick to Poltair School and that the number of disadvantaged young people using the service appears to be high. The Clerk added that under the phasing out proposal, the young people currently using the home to school bus route will still be able to do so. However, if the proposal is approved, there will be no bus service between Penwithick and Poltair School for new young people attending the school.

During discussion, Members expressed the following:

- The route would involve crossing the busy A391;
- The area being susceptible to poor visibility;
- An increase in air quality issues due to the inevitable increase in cars taking children to school and back home again;
- The potential for young people to hang around in town after school and become involved in anti-social behaviour
- The need to make attending school as easy as possible for children
- A lack of awareness with regard to the consultation

Cornwall Councillors Guest and Pears explained that each route identified would be considered carefully during the final decision making process and following the consultation, some routes might remain. They advised that the routes identified as safe to walk had been assessed by an independent traffic consultant and that the Roche/Bugle school children would remain eligible for the Home to School bus. It was noted that the consultation has closed.

It was **RESOLVED** to write a strong letter to Councillor Barbara Ellenbroek, Portfolio Holder for Children and Families, outlining the Town Council's concerns, copying in Poltair School and Councillor Luke.

***\*\*Councillor Guest voted against this proposal\*\****

***\*\*Councillors Double and Pears abstained from voting\*\****

### **C/23/76) Priory Car Park – Saturday Christmas Shopping Events – Free Parking Request**

In order to assist the town centre Christmas events organised by St Austell BID, it was **RESOLVED** that the Town Council should provide free parking in Priory Car Park on Saturday 25<sup>th</sup> November 2023, Saturday 2<sup>nd</sup> December 2023, Saturday 9<sup>th</sup> December 2023 and Saturday 16<sup>th</sup> December 2023.

### **C/23/77) Planning Application – PA23/06729**

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

### **C/23/78) Small Grants Scheme**

#### *St Austell Festival of Music and Speech 2023*

It was **RESOLVED** to award a grant in the sum of £250 to St Austell Festival of Music and Speech towards the cost of their annual festival due to take place in November and December 2023.

#### *St Austell Choral Society*

It was **RESOLVED** to award a grant in the sum of £250 to St Austell Choral Society towards the cost of their Autumn concert due to take place in November 2023.

### **C/23/79) Members appointed to outside bodies update reports**

Councillor Brown advised that he had attended the inaugural Carlyon Road Working Group headed up by Cornwall Council and Mei Loci. The output will be a vision to guide future development of the Carlyon Road site excluding the Fire Station, Ambulance Station and the Library. The timescale for completion of the project is by the end of the year. A number of stakeholders will be consulted including the Town Council.

As Chair of the Town Centre Revitalisation Partnership, Councillor Brown advised that the last Partnership meeting was well attended on the 26<sup>th</sup> September 2023 and that Hayhurst Consultants introduced themselves to the Partnership. It is hoped that more detail on the work in progress will be provided at the meeting scheduled for the end of the month.

Councillor Brown advised that he had recently attended the Citizens Advice Bureau (CAB) AGM where he was pleased to learn that Cornwall Council is still providing a large grant to assist them with their ever increasing work load. At the present time, they are not sure where their base will be in St Austell following the closure of the Penwinnick Road offices.

Councillor Brown advised that he had been unable to attend the last CALC meeting which focused on Community Safety and invited the Town Clerk to provide an update on his behalf. The Clerk advised that it was very apparent at the meeting that St Austell is in a much better position with regard to Community Safety than other towns due to the excellent CCTV partnership with Newquay Town Council, town centre security guard provision and shop watch radio. Concern was expressed at the meeting with regard to the lack of statistical information and the difficulty in reporting crime utilising the 101 telephone number or on-line reporting form.



Councillor Lanxon advised that she had been unable to attend the Community Area Partnership or the AFC Football Club/Cornwall College Working Group. The Clerk added that Mr Evans from Cornwall College is hoping to attend the Planning and Regeneration Committee meeting on the 30<sup>th</sup> October to update Members on progress with regard to the planned refurbishment at Poltair Park, AFC St Austell site.

### **C/23/80) Cornwall Councillor update reports**

Members noted the written reports received from Councillors Double, Guest and Rowse. Councillor Double added that she is in discussions with Treverbyn Parish Council and the Highways Manager about the need for changes on the Carthew Road following another tragic accident. She also advised that the MP has spoken to the Minister responsible about the proposal to withdraw the ticket office at St Austell station and that a decision is awaited.

Councillor Pears updated Members on the speed monitoring proposals at Slades Road and Porthpean Road and double yellow lines at Morley Close. He advised that 23% of street lighting in Cornwall is now LED and that 226 EV charging points have been installed across Cornwall. Councillor Pears advised that £2.8m has been set aside for Active Travel Schemes and the recent bus improvements include a tap on, tap off system which negates the need for tickets. He added that people are now able to flag down buses if safe to do so and that a £2 bus ticket can now be purchased to travel anywhere in Cornwall.

During discussion, the following issues/concerns were raised:

- What the latest position is with regard to speed monitoring on Porthpean Road and Slades Road;
- An experience of having to use the ticket office as change of ticket required couldn't be done on line;
- Biffa waste collections
- The latest position with regard to plans to build a new crematorium near Bude

A discussion took place with regard to Cornwall Council's stance on the proposal to withdraw the ticket office at St Austell and the extent of the consultation with regard to the Mid Cornwall Metro Project.

Councillor Pears **AGREED** to ascertain which local Councils in Cornwall have been consulted about the Mid Cornwall Metro Project and report back to the next Council meeting.

### **C/23/81) Schedule of Payments**

It was **RESOLVED** that the Schedule of Payments for the period 24<sup>th</sup> August 2023 to 5<sup>th</sup> October 2023 totalling £250,991.02 be approved.

### **C/23/82) Planning and Regeneration Committee**

It was **RESOLVED** to note the minutes of the Planning and Regeneration Committee meeting held on 25<sup>th</sup> September 2023.

### **C/23/83) Community Committee**

It was **RESOLVED** to note the minutes of the Community Committee meeting held on 11th September 2023.

### **C/23/84) Finance and General Purposes Committee**

It was **RESOLVED** to note the minutes of the Finance and General Purposes Committee meeting held on 18th September 2023 and **APPROVE** the **RECOMMENDATIONS** contained therein.

### **C/23/85) Staffing Committee**

Councillor Brown suggested that within minute number S/23/09 it should read:

***..... The Clerk added that a Community Project Officer is not a priority within resources at the present time, .....***

It was **RESOLVED** that subject to the above amendment, the minutes of the Staffing Committee meeting held on 29<sup>th</sup> September 2023 should be noted.

### **C/23/86) To consider excluding the press and public.**

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

### **C/23/87) Cornwall Council – Land Disposal**

The Clerk advised that Cornwall Council is looking to dispose of two small plots of land at Eliot Road and is offering them to the Town Council before they consider other options.

It was **RESOLVED** to thank Cornwall Council for offering the two plots of land at Eliot Road to the Town Council but advise that after due consideration, the Town Council does not wish to proceed.

### **C/23/88) Dates of Meetings**

It was noted that the next Town Council meetings are due to take place on Monday 6<sup>th</sup> November 2023 and Monday 11<sup>th</sup> December 2023.

The meeting closed at 7.31pm.

**ST AUSTELL TOWN COUNCIL**

**COUNCIL - 6<sup>th</sup> NOVEMBER 2023**

**BUDGETS 2023/24 AND 2024/25**

**1. PURPOSE OF REPORT**

To update Members on work in relation to the revised budget for 2023/24 and the original draft budget for the 2024/25 financial year and issues which may affect these budgets.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

Cornwall Council requires Town and Parish Councils to submit budget and precept details for the 2024/25 financial year by the 31<sup>st</sup> December 2023. It is good practice to project budgets forward for two to three years.

An informal meeting of the Council took place on 10<sup>th</sup> October 2023 to review the progress made by the Council and discuss a direction and strategy for budget setting for next year. The budget will be formally set by the Town Council on the 11<sup>th</sup> December 2023.

**3. RESOURCE ISSUES**

The budget will set the resource level available to the Council and determine the extent and speed with which projects and initiatives can be delivered and improvements made. The Council relies heavily on car park revenue. Changing retail patterns have had a serious impact on town centre footfall and this has reduced car park revenue. The extent to which the town centre will ultimately recover is still uncertain. Rising energy costs and general inflation are increasing the Council's running costs.

**4. EQUALITIES ISSUES**

None directly.

## **5. ENVIRONMENTAL ISSUES**

Provision has been made for climate emergency measures in the budget together with many ongoing functions and services which contribute positively to the climate change agenda.

## **6. RECOMMENDATIONS**

It is recommended that Members note the attached report including the draft budget and suggested Council Tax increase (both of which will be subject to updates) and formal adoption at the next full Council meeting.

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### **Background**

The Town Council is required to set its budget and to notify Cornwall Council, as the billing authority, of its precept requirements for the 2024/25 financial year by 31<sup>st</sup> December 2023. The precept is the total amount of council tax income required by the Town Council.

The Town Council owns and manages 17 parks and open spaces, it leases and manages two car parks, The House youth centre, the Library and the Stable Block and it maintains grass verges, roundabouts, cemeteries, footpaths and a number of parcels of land under an agency agreement for Cornwall Council. The Town Council is very lean with 22 (17 FTE) staff currently employed. Contractors are employed from time to time to provide specialist support services. The Council employs local contractors and procures locally where possible and has an annual turnover of in excess of £1.4 million.

### **Government policy for Council Tax setting**

It is not known yet how much the council tax elements for Cornwall Council and Devon and Cornwall Police will increase next year. These together will account for over 93% of the council tax payable by householders.

The Secretary of State has the power to insist that Parish and Town Councils should hold a referendum before increasing their council tax by more than a certain percentage. Exercising this power in a fair and practical way across all parishes would be complicated and difficult. To date this power has not been invoked by the Secretary of State and it is your officer's view that referendum principles are very unlikely to be introduced for Parish and Town Councils in the foreseeable future as they would severely curtail the localism

agenda. Notwithstanding this, prudent and responsible budgeting is essential in these difficult times in order to maintain services in an efficient, cost effective and accountable manner.

### **Council Tax Base**

The Billing Authority, Cornwall Council, has yet to advise Town and Parish Councils of the Council Tax Base for the 2024/25 financial year. It is anticipated that an announcement will be made during November.

The Tax Base for 2023/24 was 6,493.15 Band D equivalent properties. It is estimated that the council tax base for St Austell parish will be approximately 6,550.00 year. A more accurate figure will be available shortly and will be used in the report to the full Council in December.

### **Budget preparation**

The calculations and projections for the detailed budgets for 2023/24 and 2024/25 are progressing well. Key assumptions which are being built into the budget projections are as follows:

- Pay awards – national pay negotiations for April 2023 are on-going. A 7% increase has been budgeted for. More details may be available soon;
- General inflation will continue at similar rates for 12 months – 9% and then start to reduce;
- Pension contribution rates will remain at the current level;
- Insurance cost – inflationary increases in short term;
- Office and staffing provision – little change; a Community Projects Officer or a Regeneration Officer to be employed;
- The existing agency agreements for public rights of way, grass verges, closed cemeteries and weed treatment to continue on similar terms;
- Car Parks fees to remain substantially the same across the budget period;
- Library management and staffing arrangements will remain largely unchanged but more community events anticipated;
- Poltair Park café pilot operation to continue subsidised by the Council;
- No other significant devolution of services in 2024/25 unless self-funding or funded from reserves;
- Small grants provision to continue at £8,000;
- A Climate Change budget of approximately £10,000 per annum will be set for future years and reviewed periodically;
- Security Officer provision of £26,000 increasing with inflation.

Members' views on these assumptions would be appreciated.

The staffing budgets as shown assume the continuation of the existing staffing structure with provision for a part-time community projects officer or a regeneration officer and a small allowance for overtime in case it is needed. The Council is a Real Living Wage employer and will have to monitor changes in the rates that apply as a number of employees are paid only slightly above the approved rate. The budget assumes no significant increases in workload. The budget allows for steady progress and improvement but not for major changes or increased services or liabilities.

Members have identified the control of anti-social behaviour across the town as a very high priority. A contribution of £26,000 for security personnel was approved in 2023/24 and is assumed to be an annual commitment. Provision is also made for the maintenance and upgrade as necessary of the CCTV system. If funding can be found, it is hoped to acquire a further redeployable camera.

Election costs are significant particularly in the year when the whole Council is elected. £9,000 has been allowed for a by-election in the current year. The next full election for the Town Council is anticipated to be in 2025. The cost of this election will depend on whether other elections are held in tandem. A cost of £25,000 has been assumed.

A provision of £10,000 has been made for climate emergency initiatives and a general contingency of £50,000 is included to fund unforeseen liabilities, cost increases, new projects and opportunities.

The latest draft budgets reflecting the above assumptions are attached. Work will continue to refine these figures and they may change before the Council approves the formal budget but are unlikely to change significantly.

### **Reserves**

Provision has been made for minor repairs of play equipment and for the replacement of small areas of safety surfacing each year. It was hoped to make a contribution to a reserve for the replacement of aging play equipment each year to save up for the major bills which are inevitable in a few years' time. An exercise has been completed which demonstrates that a significant proportion of the Council's play equipment will need replacement in the next 5 years and it is important to save up (in the order of £1,000,000) for this

eventuality. Currently the Play Equipment Reserve has a balance of £361,676.50 after utilising £78,000 to help fund Bethel Park improvements. If opportunities arise further sums should be saved into this reserve.

It is anticipated that total reserves will reduce in the current financial year from £940,035 to £821,678 as the Council completes a number of projects including a town centre planning exercise. Within the latter figure the Council's earmarked reserves which are set aside for known liabilities including elections and play equipment amount to £454,753. The Council's general fund or working balance is approximately £360,000 which equates to about 3 months expenditure. There is very little available for any unforeseen circumstances/emergencies. The level of reserves held by the Council is adequate but less than many comparable councils.

### **Town Centre Revitalisation Project**

The town centre revitalisation project received £140,000 grant funding from Cornwall Council for consultancy support to create an improvement plan for the town centre and £25,000 towards the cost of a Regeneration Officer to support a Town Centre Partnership and help manage and co-ordinate the project. The improvement plan was completed in December 2022 and funding is being sought to progress key projects identified.

It is essential that the projects identified are prioritised and worked up to delivery stage and then delivered in a phased manner as funding can be found. In order to do this resource will be needed. Funding applications are being prepared to try to get additional resource but it may be necessary for the Town Council to fund or pump prime some of the project delivery.

### **Conclusion**

The Council's costs are increasing with inflation. This budget allows no growth and Members may wish to be more ambitious, but this will require further resource. It is important to maintain services during this difficult economic time and to help maintain the health and well-being of residents. The latest projections suggest that the Council Tax for 2024/25 needs to increase by in the region of £15.60 per annum or 9.49% which is in line with RPI and will require a Council Tax of in the region of £179.96 for a Band D Property. Most residents in St Austell are in Band A or Band B. A Band B property would pay £12.13 extra a year. Those entitled to council tax support would pay less.

The average Parish Council Band D council tax in Cornwall in 2023/24 is £157.04. The Town Council's council tax is currently £164.36. This is slightly more than the average for parish councils but compares very favourably with other town councils. A summary of the council tax and precepts of other town councils is attached at Appendix 2 for information.

Members are invited to comment on these budget projections and to note them. Further work will be undertaken as information becomes available and a final report will be presented to the Council meeting on the 11<sup>th</sup> December 2023.

DAVID POOLEY  
TOWN CLERK



**ST AUSTELL TOWN COUNCIL**  
**SUMMARY BUDGET PROJECTIONS**

	2021/22 Actual £	2022/23 Actual £	2023/24 Original £	Actual to 31.10.23	2023/24 Revised	2024/25 Original £	2025/26 Projected £	2026/27 Projected £	Notes
<b>Income</b>									
Car Park Income	243,984	260,408	245,000	138,219	240,000	240,000	240,000	240,000	
Council Tax Grant	30,200	15,238	0	0	0	0	0	0	
Interest Income	3,450	12,838	7,000	14,236	27,500	20,000	20,000	20,000	
Library Income	5,918	6,935	6,600	3,605	6,300	6,300	6,300	6,300	
Other Grants and Contributions	255,472	777	0	84,575	278,980	900	900	900	
Other Income	11,565	7,567	2,145	3,218	3,250	2,050	2,100	2,150	
Precept Payments	795,350	905,520	1,067,220	1,067,220	1,067,220	1,178,720	1,247,920	1,272,970	
Public Convenience Charges	2,992	2,732	3,000	1,452	2,750	2,750	2,750	2,750	
Rent Received	10,581	10,350	10,896	5,450	10,450	10,450	10,450	10,450	
<b>Total Income</b>	<b>1,359,510</b>	<b>1,222,364</b>	<b>1,341,861</b>	<b>1,317,975</b>	<b>1,636,450</b>	<b>1,461,170</b>	<b>1,530,420</b>	<b>1,555,520</b>	
<b>Gross Income</b>	<b>1,359,510</b>	<b>1,222,364</b>	<b>1,341,861</b>	<b>1,317,975</b>	<b>1,636,450</b>	<b>1,461,170</b>	<b>1,530,420</b>	<b>1,555,520</b>	
<b>Less Operating Expenses</b>									
<b>Employee Expenses</b>									
Recruitment	348	1,377	1,100	33	750	1,100	1,100	1,100	
Salaries / Wages	502,422	625,831	694,500	338,134	708,300	751,750	804,170	842,250	
Training	2,447	1,785	4,400	2,303	4,450	4,400	4,400	4,400	
<b>Total Employee Expenses</b>	<b>505,218</b>	<b>628,992</b>	<b>700,000</b>	<b>340,470</b>	<b>713,500</b>	<b>757,250</b>	<b>809,670</b>	<b>847,750</b>	
<b>Premises Expenses</b>									
Cleaning & Domestic Supplies	7,565	8,774	8,500	10,938	18,865	19,000	19,250	19,500	
Electricity/Gas	10,361	16,317	13,900	10,849	21,015	21,010	21,010	21,010	
Grounds Maintenance Supplies	23,923	26,591	22,700	11,816	24,050	23,700	23,700	23,700	
Play Equipment	45,746	20,064	50,000	212,923	230,000	50,000	50,000	50,000	
Rates	73,340	79,051	72,440	34,381	72,069	75,615	79,385	83,285	
Rent / Room Hire	6,487	5,561	6,240	2,770	5,690	6,240	10,700	10,700	
Repairs / Maintenance Premises	33,549	31,725	31,450	8,572	62,850	39,950	37,450	37,900	
Water	2,220	-1,424	2,550	1,302	2,450	2,530	2,610	2,690	
<b>Total Premises Expenses</b>	<b>203,192</b>	<b>186,659</b>	<b>207,780</b>	<b>293,550</b>	<b>436,989</b>	<b>238,045</b>	<b>244,105</b>	<b>248,785</b>	
<b>Supplies and Services</b>									
Books and Publications	0	132	150	0	135	150	150	150	
Contract Payments	148,896	151,412	219,015	76,826	389,800	159,100	163,100	166,800	
Election Expenses	5,282	0	0	0	9,500	0	25,000	0	
Grants	57,171	51,020	50,000	55,250	66,250	67,300	68,665	70,100	
Subscriptions	7,362	7,751	7,400	7,259	8,050	8,450	8,875	9,300	
Insurances	5,945	18,017	18,500	10,745	10,800	11,340	11,900	12,500	
IT / Communications	20,041	20,300	21,700	12,453	21,420	21,170	22,170	21,170	
Mayors Allowances	59	297	750	92	750	750	750	750	
Members Allowance	0	15	150	0	100	150	150	150	
Miscellaneous Expenses	22,479	127,603	39,550	20,143	55,750	50,650	50,700	50,750	
Office Supplies	2,706	3,656	2,800	1,171	2,900	2,900	2,900	2,900	
Printing and Stationery	2,527	3,566	3,200	1,201	3,900	3,400	3,400	3,400	
Protective Clothing	2,803	3,121	2,750	1,592	2,750	2,750	2,750	2,750	
Publicity	1,488	890	1,550	278	1,300	1,100	1,200	1,300	
Small Grants Scheme	5,890	7,223	8,000	3,750	8,000	8,000	8,000	8,000	
<b>Total Supplies and Services</b>	<b>282,649</b>	<b>395,001</b>	<b>375,515</b>	<b>190,759</b>	<b>581,405</b>	<b>337,210</b>	<b>369,710</b>	<b>350,020</b>	
<b>Transport Related Expenses</b>									
Contract Hire and Operating Leases	12,111	10,539	6,945	263	550	550	550	550	
Fuel	6,679	9,162	8,100	6,371	11,000	11,770	12,480	13,220	
Other Transport/Plant expenses	3,044	44,164	3,250	172	550	23,550	1,550	1,550	
Repairs/ Maintenance-Vehicles/Plant	3,821	6,365	5,550	5,456	20,950	7,400	7,600	7,900	
Road Fund / Taxes	1,062	1,170	1,060	323	1,170	1,200	1,200	1,200	
Transport Insurance	3,035	3,066	2,900	3,033	3,040	3,100	3,300	3,500	
Travel and Subsistence	389	446	550	271	520	520	520	520	
<b>Total Transport Related Expenses</b>	<b>30,141</b>	<b>74,912</b>	<b>28,355</b>	<b>15,888</b>	<b>37,780</b>	<b>48,090</b>	<b>27,200</b>	<b>28,440</b>	
<b>Total Operating Expenses</b>	<b>1,021,199</b>	<b>1,285,565</b>	<b>1,311,650</b>	<b>840,668</b>	<b>1,769,674</b>	<b>1,380,595</b>	<b>1,450,685</b>	<b>1,474,995</b>	
<b>Contingency</b>	<b>0</b>	<b>0</b>	<b>30,000</b>		<b>15,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	
<b>Net Surplus/ Deficit (-)</b>	<b>338,311</b>	<b>-63,201</b>	<b>211</b>	<b>477,307</b>	<b>-148,224</b>	<b>30,575</b>	<b>29,735</b>	<b>30,525</b>	
Contributions to Reserves	339,706	86,520	0		30,000	30,000	30,000	30,000	
Contributions from Reserves	16,683	155,866	0		178,521	0	0	0	
<b>Adjusted Surplus/Deficit (-)</b>	<b>15,288</b>	<b>6,145</b>	<b>211</b>	<b>477,307</b>	<b>297</b>	<b>575</b>	<b>-265</b>	<b>525</b>	
Precept	795,350	905,520	1,067,220		1,067,220	1,178,720	1,247,920	1,272,970	
Council Tax Base	6,166.56	6,385.45	6,493.15		6,493.15	6,550.00	6,600.00	6,650.00	
Council Tax - Band D	128.98	141.81	164.36		164.36	179.96	189.08	191.42	
Increase £ per annum	6.02	12.83	22.55		22.55	15.60	9.12	2.35	

Increase £ per week	0.12	0.25	0.43	0.43	0.30	0.18	0.05
Increase %	4.90%	9.95%	15.90%	15.90%	9.49%	5.07%	1.24%

**ST AUSTELL TOWN COUNCIL**  
**SUMMARY BUDGET PROJECTIONS**

	2021/22	2022/23	2023/24	Actual to	2023/24	2024/25	2025/26	2026/27	Notes
	Actual	Actual	Original	31.10.23	Revised	Original	Projected	Projected	
	£	£	£	£	£	£	£	£	
<b>Community Committee:</b>									
Allotments	135	-610	-115	90	-60	-160	-160	-160	
CCTV and security	-55926	-70218	-77020	-52477	-82010	-88310	-91675	-95810	
Misc. Projects and Grants	-18485	-21294	-24000	-23164	-34200	-34200	-34200	-34200	
Parks and Open Spaces	-280105	-342784	-399775	-322300	-550225	-429140	-458090	-476720	
Public Conveniences	-16946	-18386	-21550	-15813	-22555	-24955	-22505	-23055	
Public Rights of Way	-889	-495	-150	982	985	900	950	1000	
The House/Youth Services	-11795	-10000	-11500	-5000	-10500	-11500	-11500	-11500	
<b>Sub Total</b>	<b>-384011</b>	<b>-463787</b>	<b>-534110</b>	<b>-417681</b>	<b>-698565</b>	<b>-587365</b>	<b>-617180</b>	<b>-640445</b>	
<b>Finance and Gen. Purposes Committee</b>									
Civic Expenses	-12765	-6581	-11900	-4692	-18950	-8850	-34850	-8850	
General Admin.	-185337	-253638	-304199	-107346	-257715	-294040	-308755	-317000	
Library	-172466	-206182	-229365	-122338	-233840	-244920	-256740	-271000	
Priory Car Park	152661	175308	156465	98670	131560	144750	140900	137920	
Stable Block/Pondhu House	-20797	-14128	-16090	-9118	-18655	-17790	-22500	-22750	
Transport and Plant	-28725	-73758	-26060	-14739	-22280	-47120	-26230	-27470	
Tregonissey Lane End Car Park	-549	-903	-1250	-375	-1299	-1310	-1330	-1350	
<b>Sub Total</b>	<b>-267978</b>	<b>-379883</b>	<b>-432399</b>	<b>-159938</b>	<b>-421179</b>	<b>-469280</b>	<b>-509505</b>	<b>-510500</b>	
<b>Planning and Regeneration Committee</b>									
Town Centre Revitalisation Project	165000	-139030	-60000	-12293	-74600	-31000	-31000	-31000	
<b>Sub Total</b>	<b>165000</b>	<b>-139030</b>	<b>-60000</b>	<b>-12293</b>	<b>-74600</b>	<b>-31000</b>	<b>-31000</b>	<b>-31000</b>	
<b>Climate and Environment Committee</b>									
Climate and Environment	-250	-1259	-10500	0	-6100	-10500	-10500	-10500	
<b>Sub Total</b>	<b>-250</b>	<b>-1259</b>	<b>-10500</b>	<b>0</b>	<b>-6100</b>	<b>-10500</b>	<b>-10500</b>	<b>-10500</b>	
<b>Contingency</b>	<b>0</b>	<b>0</b>	<b>-30000</b>	<b>0</b>	<b>-15000</b>	<b>-50000</b>	<b>-50000</b>	<b>-50000</b>	
Contributions to Reserves	-487239	-983959	-1067009	-589913	-1215444	-1148145	-1218185	-1242445	
Contributions from Reserves	339,706	86,520	0	30,000	30,000	30,000	30,000	30,000	
	16,683	155,866	0	178,521	0	0	0	0	
	-810,262	-914,613	-1,067,009	-589,913	-1,066,923	-1,178,145	-1,248,185	-1,272,445	
Council Tax Grant	30,200	15,238	0	0	0	0	0	0	
Precept	795,350	905,520	1,067,220	1,067,220	1,067,220	1,178,720	1,247,920	1,272,970	
Net Surplus/Deficit(-)	15,288	6,145	211	477,307	297	575	-265	525	

## Allotments

2021/22 Actual £ 2022/23 Actual £ 2023/24 Original £ 2023/24 Revised £ 2024/25 Original £ 2025/26 Projected £ 2026/27 Notes

2021/22 Actual £ 2023/24 Original £ 2023/24 Revised £ 2024/25 Original £ 2025/26 Projected £ 2026/27 Projected £

2021/22 Actual £ 2023/24 Original £ 2023/24 Revised £ 2024/25 Original £ 2025/26 Projected £ 2026/27 Projected £

Income

Other Income

Rent Received

Total Income

Gross Income

Less Operating Expenses

Repairs / Maintenance Premises

Total Premises Expenses

Supplies and Services

Miscellaneous Expenses

Printing and Stationery

Total Supplies and Services

Total Operating Expenses

Net Surplus/Deficit(-)

Committee

Budget Officer

Community Committee

SG/SS

## CCTV and Security

	2021/22	2022/23	2023/24	Actual to	2023/24	2024/25	2025/26	2026/27	Notes
	Actual	Actual	Original	25.10.23	Revised	Original	Projected	Projected	
	£	£	£	£	£	£	£	£	
Income									
Other Grants and Contributions	0	158	0	0	0	0	0	0	
Other Income	0	16	0	0	0	0	0	0	
<b>Total Income</b>	<b>0</b>	<b>173</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Gross Income</b>	<b>0</b>	<b>173</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Less Operating Expenses									
Employee Expenses									
Training	0	0	0	0	0	0	0	0	
<b>Total Employee Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Premises Expenses									
Electricity	616	576	870	1282	1360	1360	1360	1360	1
Repairs / Maintenance Premises	0	450	1000	0	500	1000	1000	1000	
<b>Total Premises Expenses</b>	<b>616</b>	<b>1026</b>	<b>1870</b>	<b>1282</b>	<b>1860</b>	<b>2360</b>	<b>2360</b>	<b>2360</b>	
Supplies and Services									
Contract Payments	44211	48686	48000	23966	47000	51500	53500	56200	2
Miscellaneous Grants	10000	17000	20000	26000	26000	27300	28665	30100	4
IT / Communications	1100	3404	2150	1100	2150	2150	2150	2150	5
Miscellaneous Expenses	0	276	5000	130	5000	5000	5000	5000	3
<b>Total Supplies and Services</b>	<b>55310.6</b>	<b>69365.8</b>	<b>75150</b>	<b>51196</b>	<b>80150</b>	<b>85950</b>	<b>89315</b>	<b>93450</b>	
<b>Total Operating Expenses</b>	<b>55926</b>	<b>70391.5</b>	<b>77020</b>	<b>52477</b>	<b>82010</b>	<b>88310</b>	<b>91675</b>	<b>95810</b>	
<b>Net Surplus/Deficit(-)</b>	<b>-55926.3</b>	<b>-70218.1</b>	<b>-77020</b>	<b>-52477.2</b>	<b>-82010</b>	<b>-88310</b>	<b>-91675</b>	<b>-95810</b>	

1. CC recharge and private contributions
2. Monitoring and maintenance contracts
3. Camera repairs/upgrades £5000 per annum .
4. Security personnel
5. Upgrade storage 2022/23 plus mobile camera software and links to Newquay

Committee  
Budget Officer

Community Committee  
DP

## Civic Ceremonial/Members

	2021/22 Actual £	2022/23 Actual £	2023/24 Original £	2023/24 Actual to 25.10.23 £	2023/24 Revised £	2024/25 Original £	2025/26 Projected £	2026/27 Projected £	Notes
<b>Income</b>									
Other Grants and Contributions	0	0	0	0					
Other Income	0	0	0	0					
<b>Total Income</b>	0	0	0	0	0	0	0	0	
<b>Gross Income</b>	0	0	0	0	0	0	0	0	
<b>Less Operating Expenses</b>									
<b>Employee Expenses</b>									
Training	330	100	400	0	400	400	400	400	
<b>Total Employee Expenses</b>	330	100	400	0	400	400	400	400	
<b>Premises Expenses</b>									
Rent / Room Hire	0	0	500		100	500	500	500	
<b>Total Premises Expenses</b>	0	0	500	0	100	500	500	500	
<b>Supplies and Services</b>									
Election Expenses	5282	0	0	0	9500	0	25000	0	
IT / Communications	1418	2888	2000	1896	2500	1750	2750	1750	
Mayors Allowances	59	297	750	92	750	750	750	750	
Members Allowance	0	15	150	0	100	150	150	150	
Miscellaneous Expenses	5422	2910	7800	2179	5000	5000	5000	5000	
Printing and Stationery	255	236	300	247	300	300	300	300	
Publicity		136		278	300				
<b>Total Supplies and Services</b>	12435	6481	11000	4692	18450	7950	33950	7950	
<b>Total Operating Expenses</b>	12765	6581	11900	4692	18950	8850	34850	8850	
<b>Net Surplus/Deficit(-)</b>	-12765	-6581	-11900	-4692	-18950	-8850	-34850	-8850	

Committee  
Budget Officer

F & GP Committee  
SG

NB No provision for by-elections

## CLIMATE CHANGE

	2021/22 Actual £	2022/23 Actual £	2023/24 Original £	2023/24 Actual to 25.10.23 £	2023/24 Revised £	2024/25 Original £	2025/26 Projected £	2026/27 Projected £	Notes
<b>Income</b>									
Other Grants and Contributions	0	0	0	0		0			
Other Income	0	0	0	0		0			
<b>Total Income</b>	0	0	0	0		0			
<b>Gross Income</b>	0	0	0	0	0	0	0	0	
<b>Less Operating Expenses</b>									
<b>Employee Expenses</b>									
Training	0	0	0	500	250	500	500	500	
<b>Total Employee Expenses</b>	0	0	0	500	250	500	500	500	
<b>Premises Expenses</b>									
Grounds Maintenance Supplies		1259			600				
<b>Total Premises Expenses</b>	0	1259	0	0	600	0	0	0	
<b>Supplies and Services</b>									
Miscellaneous Grants	250				250				
Miscellaneous Expenses	0	0	10000		5000	10000	10000	10000	
Printing and Stationery									
<b>Total Supplies and Services</b>	250	0	10000	0	5250	10000	10000	10000	
<b>Total Operating Expenses</b>	250	1258.82	10500	0	6100	10500	10500	10500	
<b>Net Surplus/Deficit(-)</b>	-250	-1258.82	-10500	-10500	-6100	-10500	-10500	-10500	

Committee  
Budget Officer

Climate and Environment  
DP

## General Administration

	2021/22	2022/23	2023/24	Actual to	2023/24	2024/25	2025/26	2026/27	Notes
	Actual	Actual	Original	25.10.23	Revised	Original	Projected	Projected	
	£	£	£	£	£	£	£	£	
Income									
Interest Income	3450	12838	7000	14236	27500	20000	20000	20000	4
Other Grants and Contributions	46094	0	0	2679	2680	0			
Other Income	1486	25	0						
Rent Received	186	0	1		0	0	0	0	
Total Income	51215	12863	7001	16916	30180	20000	20000	20000	
<b>Gross Income</b>	<b>51215</b>	<b>12863</b>	<b>7001</b>	<b>16916</b>	<b>30180</b>	<b>20000</b>	<b>20000</b>	<b>20000</b>	
Less Operating Expenses									
Employee Expenses									
Recruitment	315	1377	500	0	500	500	500	500	
Salaries / Wages	193981	213684	255000	88964	238460	263850	277430	284500	
Training	397	790	1500	2108	2500	1500	1500	1500	
<b>Total Employee Expenses</b>	<b>194693</b>	<b>215850</b>	<b>257000</b>	<b>91072</b>	<b>241460</b>	<b>265850</b>	<b>279430</b>	<b>286500</b>	
Premises Expenses									
Cleaning & Domestic Supplies	0	0	0	0	0	0	0	0	
Grounds Maintenance Supplies	0	0	0	0	0	0	0	0	
Rent / Room Hire	0	20	200	0	50	200	200	200	
<b>Total Premises Expenses</b>	<b>0</b>	<b>20</b>	<b>200</b>	<b>0</b>	<b>50</b>	<b>200</b>	<b>200</b>	<b>200</b>	
Supplies and Services									
Books and Publications	0	132	150	0	135	150	150	150	1
Contract Payments	3725	3847	3700	2724	4100	4100	4100	4100	2
Subscriptions	7362	7751	7400	7259	8050	8450	8875	9300	
Insurances	5945	18017	18500	10745	10800	11340	11900	12500	3
IT / Communications	17523	13855	17500	9299	16500	17000	17000	17000	
Miscellaneous Expenses	1584	1795	1700	1059	1800	1850	1900	1950	
Office Supplies	2459	2122	1500	938	1600	1600	1600	1600	
Printing and Stationery	1417	1926	1600	954	2000	2000	2000	2000	
Protective Clothing	0	0	0	0	0	0	0	0	
Publicity	1488	754	1550	0	1000	1100	1200	1300	
<b>Total Supplies and Services</b>	<b>41504.4</b>	<b>50198.2</b>	<b>53600</b>	<b>32978.6</b>	<b>45985</b>	<b>47590</b>	<b>48725</b>	<b>49900</b>	
Transport Related Expenses									
Travel and Subsistence	354	432	400	211	400	400	400	400	
<b>Total Transport Related Expenses</b>	<b>354.26</b>	<b>432.38</b>	<b>400</b>	<b>211</b>	<b>400</b>	<b>400</b>	<b>400</b>	<b>400</b>	
<b>Total Operating Expenses</b>	<b>236552</b>	<b>266501</b>	<b>311200</b>	<b>124262</b>	<b>287895</b>	<b>314040</b>	<b>328755</b>	<b>337000</b>	
<b>Net Surplus/Deficit( )</b>	<b>-185337</b>	<b>-253638</b>	<b>-304199</b>	<b>-107346</b>	<b>-257715</b>	<b>-294040</b>	<b>-308755</b>	<b>-317000</b>	

1. Confidential waste recycling, audit and payroll
2. CALC,SWC, SLCC, Ellis Whittam,CIPD and PMA.
3. Telephones, internet, software licences and IT support
4. CIRS and CC Hardship funding

Committee  
Budget Officer

F & GP Committee  
SG



## Library

	2021/22 Actual £	2022/23 Actual £	2023/24 Original £	Actual to 25.10.23 £	2023/24 Revised £	2024/25 Original £	2025/26 Projected £	2026/27 Projected £	Notes
Income									
Other Grants and Contributions	11225	0	0						4 5
Other Income	6862	3777	120	147	175	150	150	150	5
Library Income	5918	6935	6600	3605	6300	6300	6300	6300	
Rent Received	10	10	10	10	10	10	10	10	
Total Income	24015	10722	6730	3762	6485	6460	6460	6460	
<b>Gross Income</b>	<b>24015</b>	<b>10722</b>	<b>6730</b>	<b>3762</b>	<b>6485</b>	<b>6460</b>	<b>6460</b>	<b>6460</b>	
Less Operating Expenses									
Employee Expenses									
Recruitment	33	0	300	33		300	300	300	
Salaries / Wages	151747	163236	183000	97960	183800	194030	204020	216500	
Training	0	0	500	0	500	500	500	500	
<b>Total Employee Expenses</b>	<b>151780</b>	<b>163236</b>	<b>183800</b>	<b>97993</b>	<b>184300</b>	<b>194830</b>	<b>204820</b>	<b>217300</b>	
Premises Expenses									
Cleaning & Domestic Supplies	1188	1938	1600	6663	11500	11500	11500	11500	
Electricity/Gas	6006	11200	8250	5719	13305	13300	13300	13300	
Grounds Maintenance Supplies	0	40	100	0	100	100	100	100	
Rates	14532	15162	15050	7236	15100	15800	16600	17400	
Rent / Room Hire		1							
Repairs / Maintenance Premises	4687	5141	5000	3412	5500	6000	6500	6950	1
Water	577	724	750	418	750	780	810	840	
<b>Total Premises Expenses</b>	<b>26990</b>	<b>34206</b>	<b>30750</b>	<b>23449</b>	<b>46255</b>	<b>47480</b>	<b>48810</b>	<b>50090</b>	
Supplies and Services									
Contract Payments	11645	13890	16000	2566	6000	6500	7000	7500	2
IT / Communications									
Miscellaneous Expenses	4862	3286	3500	1799	2700	1500	1500	1500	3
Office Supplies	183	1531	800	232	800	800	800	800	
Printing and Stationery	38	0	100	0	100	100	100	100	
Protective Clothing	5	34	50	0	50	50	50	50	
<b>Total Supplies and Services</b>	<b>16732.69</b>	<b>18740.71</b>	<b>20450</b>	<b>4597.41</b>	<b>9650</b>	<b>8950</b>	<b>9450</b>	<b>9950</b>	
Transport Related Expenses									
Contract Hire and Operating Leases	943	707	945	0	0	0	0	0	
Travel and Subsistence	35	14	150	60	120	120	120	120	
<b>Total Transport Related Expenses</b>	<b>977.7</b>	<b>721.35</b>	<b>1095</b>	<b>60</b>	<b>120</b>	<b>120</b>	<b>120</b>	<b>120</b>	
<b>Total Operating Expenses</b>	<b>196481</b>	<b>216905</b>	<b>236095</b>	<b>126100</b>	<b>240325</b>	<b>251380</b>	<b>263200</b>	<b>277460</b>	
<b>Net Surplus/Deficit (-)</b>	<b>-172466</b>	<b>-206182</b>	<b>-229365</b>	<b>-122338</b>	<b>-233840</b>	<b>-244920</b>	<b>-256740</b>	<b>-271000</b>	

1. Maintenance
2. Contracts - cleaning, security, litter, recycling/waste, legionella
3. SALSA activities, HLS
4. CJRS, SALSA grants
5. SALSA contributions, CC compensation re fines, insurance claim

Committee  
Budget Officer  
F & GP Committee  
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## Misc. projects and grants

	2021/22 Actual £	2022/23 Actual £	2023/24 Original £	Actual to 25.10.23 £	2023/24 Revised £	2024/25 Original £	2025/26 Projected £	2026/27 Projected £	Notes
<b>Income</b>									
Other Grants and Contributions	28414	80	0			0			1
Other Income	1000	2000	0	0	0	0			2
<b>Total Income</b>	<b>29414</b>	<b>2080</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Gross Income</b>	<b>29414</b>	<b>2080</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Less Operating Expenses</b>									
<b>Supplies and Services</b>									
Contract Payments	207			164	200	200	200	200	
Grants	26921	14020	10000	19250	20000	20000	20000	20000	3
Miscellaneous Expenses	14881	2131	6000	0	6000	6000	6000	6000	4
Small Grants Scheme	5890	7223	8000	3750	8000	8000	8000	8000	
<b>Total Supplies and Services</b>	<b>47899</b>	<b>23374.3</b>	<b>24000</b>	<b>23164</b>	<b>34200</b>	<b>34200</b>	<b>34200</b>	<b>34200</b>	
<b>Total Operating Expenses</b>	<b>47899</b>	<b>23374</b>	<b>24000</b>	<b>23164</b>	<b>34200</b>	<b>34200</b>	<b>34200</b>	<b>34200</b>	
<b>Net Surplus/Deficit(-)</b>	<b>-18485</b>	<b>-21294</b>	<b>-24000</b>	<b>-23164</b>	<b>-34200</b>	<b>-34200</b>	<b>-34200</b>	<b>-34200</b>	

### Notes:

1. RHSSF £10440 CIL £2779 WBF £15195
2. Grants reimbursed

Committee  
Budget Officer

Community Committee  
SG

# **Parks And Open Spaces** **Inc. Poltair Park and Truro Road Park**

	2022/22	2022/23	2023/24	Actual to	2023/24	2024/25	2025/26	2026/27	Notes
	Actual	Actual	Original	25.10.23	Revised	Original	Projected	Projected	
	£	£	£	£	£	£	£	£	
Income									
Other Grants and Contributions	4738	539	0	81896	81900	900	900	900	1
Other Income	1594	915	1175	1210	1210	1000	1000	1000	
Rent Received	250	750	350	350	350	350	350	350	
Total Income	6582	1704	1925	83456	83460	2250	2250	2250	
Gross Income	6582	1704	1925	83456	83460	2250	2250	2250	
Leas Operating Expenses									
Employee Expenses									
Recruitment	0	0	300	0	250	300	300	300	
Salaries / Wages	156694	217440	256500	145567	275040	282870	311720	330250	
Training	1720	895	1500	195	800	1500	1500	1500	
Total Employee Expenses	158414	218335	258300	145762	276090	284670	313520	332050	
Premises Expenses									
Cleaning & Domestic Supplies	0	177	250	0	250	250	250	250	
Electricity	3678	4205	4250	3251	5500	5500	5500	5500	
Grounds Maintenance Supplies	22533	24989	22000	11816	23000	23000	23000	23000	
Play Equipment	45746	20064	50000	212923	230000	50000	50000	50000	2
Rates	0	2039	3000	1037	2075	2200	2300	2400	
Repairs / Maintenance Premises	7707	24838	10000	2945	38000	12000	12000	12000	3
Water	601	-2232	700	325	700	700	700	700	
Total Premises Expenses	80266	74080	90200	232296	299525	93650	93750	93850	
Supplies and Services									
Contract Payments	50617	40184	45000	17747	45000	40000	40000	40000	4
IT / Communications	153	153	50	158	270	270	270	270	
Miscellaneous Expenses	-5493	8649	5000	8202	10000	10000	10000	10000	5
Protective Clothing	2798	3087	2700	1592	2700	2700	2700	2700	
Total Supplies and Services	47922.57	52073.01	52750	27697.61	57970	52970	52970	52970	
Transport Related Expenses									
Other Transport/Plant expenses	26	0	250	0	50	50	50	50	
Repairs/ Maintenance-Vehicles/Plant	57	0	200	0	50	50	50	50	
Travel and Subsistence	83.5	0	450	0	100	100	100	100	
Total Transport Related Expenses	286686	344488	401700	405756	633685	431390	460340	478970	
Total Operating Expenses	280105	-342784	-399775	-322300	-550225	-429140	-458090	-476720	
Net Profit									

Notes:  
1. Funding for apprentices, sponsorship and grants received.  
2. £25,000 provision for safety surfaces and £25,000 for play equipment  
3. Includes Poltair Café works and toilet demolition.  
4. Weeds , CC waste , Biffa, Glendale ,SSE, Grasscutting, tree works etc  
5. Includes café, tree surveys etc

Committee  
Budget Officer

Community Committee  
SS

## Priory Car Park

	2021/22	2022/23	2023/24	Actual to	2023/24	2024/25	2025/26	2026/27	Notes
	Actual	Actual	Original	25.10.23	Revised	Original	Projected	Projected	
	£	£	£	£	£	£	£	£	
Income									
Car Park Income	243984	260408	245000	138219	240000	240000	240000	240000	
Other Grants and Contributions	0	0							
Other Income	0	0							
Rent Received	0	0							
<b>Total Income</b>	<b>243984</b>	<b>260408</b>	<b>245000</b>	<b>138219</b>	<b>240000</b>	<b>240000</b>	<b>240000</b>	<b>240000</b>	
<b>Gross Income</b>	<b>243984</b>	<b>260408</b>	<b>245000</b>	<b>138219</b>	<b>240000</b>	<b>240000</b>	<b>240000</b>	<b>240000</b>	
Less Operating Expenses									
Premises Expenses									
Grounds Maintenance Supplies	710	0	500		250	500	500	500	
Rates	61571	60995	53735	25858	54190	56900	59750	62730	
Repairs / Maintenance Premises	11337	569	10000	638	12000	12000	12000	12000	1
<b>Total Premises Expenses</b>	<b>73618</b>	<b>61564</b>	<b>64235</b>	<b>26496</b>	<b>66440</b>	<b>69400</b>	<b>72250</b>	<b>75230</b>	
Supplies and Services									
Contract Payments	15682	22330	22500	12828	21500	23500	24500	24500	2
Miscellaneous Expenses	1207	193	250	225	5000	1000	1000	1000	
Printing and Stationery	816	1013	1200	0	1500	1000	1000	1000	3
<b>Total Supplies and Services</b>	<b>17706</b>	<b>23536</b>	<b>23950</b>	<b>13053</b>	<b>28000</b>	<b>25500</b>	<b>26500</b>	<b>26500</b>	
Transport Related Expenses									
Repairs/ Maintenance-Vehicles/Plant	0	0	350	0	14000	350	350	350	4
<b>Total Transport Related Expenses</b>	<b>0</b>	<b>0</b>	<b>350</b>	<b>0</b>	<b>14000</b>	<b>350</b>	<b>350</b>	<b>350</b>	
<b>Total Operating Expenses</b>	<b>91324</b>	<b>85100</b>	<b>88535</b>	<b>39549</b>	<b>108440</b>	<b>95250</b>	<b>99100</b>	<b>102080</b>	
<b>Net Surplus/Deficit</b>	<b>152661</b>	<b>175308</b>	<b>156465</b>	<b>98670</b>	<b>131560</b>	<b>144750</b>	<b>140900</b>	<b>137920</b>	

1. Resurfacing works etc
2. Cale Briparc - maintenance and sim cards, G4S cash collection, CC enforcement, phone app fees.
3. Tickets
4. Includes covers for machines and reprogramming of tariff changes .

Committee  
Budget Officer

## Public Conveniences

	2021/22	2022/23	2023/24	Actual to 25.10.23	2023/24	2023/24	2024/25	2025/26	2026/27	Notes
	Actual	Actual	Original	£	Original	Revised	Original	Projected	Projected	
	£	£	£	£	£	£	£	£	£	
Income										
Public Convenience Charges	2992	2732	3000	1452	3000	2750	2750	2750	2750	
<b>Total Income</b>	<b>2992</b>	<b>2732</b>	<b>3000</b>	<b>1452</b>	<b>3000</b>	<b>2750</b>	<b>2750</b>	<b>2750</b>	<b>2750</b>	
<b>Gross Income</b>	<b>2992</b>	<b>2732</b>	<b>3000</b>	<b>1452</b>	<b>3000</b>	<b>2750</b>	<b>2750</b>	<b>2750</b>	<b>2750</b>	
<b>Less Operating Expenses</b>										
<b>Premises Expenses</b>										
Electricity	62	337	530	597	530	850	850	850	850	
Rates	-3312	306	155	0	155	155	155	155	155	
Repairs / Maintenance Premises	1708	361	1500	498	1500	2000	4000	1000	1000	
Water	1042	84	1100	559	1100	1000	1050	1100	1150	
<b>Total Premises Expenses</b>	<b>-501</b>	<b>1088</b>	<b>3285</b>	<b>1654</b>	<b>3285</b>	<b>4005</b>	<b>6055</b>	<b>3105</b>	<b>3155</b>	
<b>Supplies and Services</b>										
Contract Payments	20439	20030	21115	15610	21115	21200	21500	22000	22500	1
Miscellaneous Expenses	0	0	150		150	100	150	150	150	
<b>Total Supplies and Services</b>	<b>20439</b>	<b>20030</b>	<b>21265</b>	<b>15610</b>	<b>21265</b>	<b>21300</b>	<b>21650</b>	<b>22150</b>	<b>22650</b>	
<b>Total Operating Expenses</b>	<b>19938</b>	<b>21118</b>	<b>24550</b>	<b>17264</b>	<b>24550</b>	<b>25305</b>	<b>27705</b>	<b>25255</b>	<b>25805</b>	
<b>Net Surplus/Deficit(-)</b>	<b>-16946</b>	<b>-18386</b>	<b>-21550</b>	<b>-15813</b>	<b>-21550</b>	<b>-22555</b>	<b>-24955</b>	<b>-22505</b>	<b>-23055</b>	
1. Cleaning contract										
Committee										Community Committee
Budget Officer										SS



Stable Block

	2021/22 Actual £	2022/23 Actual £	2023/24 Original £	Actual to 25.10.23 £	2023/24 Revised £	2024/25 Original £	2025/26 Projected £	2026/27 Projected £	Notes
Income									
Other Income	0	0							
Rent Received	0	0	0						
Total Income	0	0	0	0	0	0	0	0	
Gross Income	0	0	0	0	0	0	0	0	
Less Operating Expenses									
Premises Expenses									
Cleaning & Domestic Supplies	6377	6659	6650	4274	7115	7250	7500	7750	
Grounds Maintenance Supplies	679	303	100	0	100	100	100	100	
Rent / Room Hire	6487	5540	5540	2770	5540	5540	10000	10000	
Repairs / Maintenance Premises Water	6315	266	2000	1079	4000	3000	3000	3000	
Total Premises Expenses	19859	12768	14290	8123	16755	15890	20600	20850	
Supplies and Services									
Contract Payments	858	860	1200	995	1300	1300	1300	1300	
Miscellaneous Expenses	17	496	100	0	100	100	100	100	
Office Supplies	64	3	500	0	500	500	500	500	
Total Supplies and Services	938.38	1359.72	1800	995	1900	1900	1900	1900	
Total Operating Expenses	20797	14128	16090	9118	18655	17790	22500	22750	
Net Surplus/Deficit(-)	-20797	-14128	-16090	-9118	-18655	-17790	-22500	-22750	

Committee

F & GP Committee

Budget Officer

DP

## The House/Youth Services

	2021/22 Actual £	2022/23 Actual £	2023/24 Original £	Actual to 25.10.23 £	2023/24 Revised £	2024/25 Original £	2025/26 Projected £	2026/27 Projected £	Notes
Income									
Rent Received	10000	10000	10000	5000	10000	10000	10000	10000	
<b>Total Income</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>5,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	
<b>Gross Income</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>5,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	
<b>Less Operating Expenses</b>									
<b>Premises Expenses</b>									
Rates									
Rent / Room Hire	1795	0	1500	0	500	1500	1500	1500	
Repairs / Maintenance Premises									
Water									
<b>Total Premises Expenses</b>	<b>1795</b>	<b>0</b>	<b>1500</b>	<b>0</b>	<b>500</b>	<b>1500</b>	<b>1500</b>	<b>1500</b>	
<b>Supplies and Services</b>									
Contract Payments	0	0	0	0					
Grants and Subscriptions	20000	20000	20000	10000	20000	20000	20000	20000	
Insurances	0	0	0	0					
Miscellaneous Expenses	0	0	0	0		0	0	0	
<b>Total Supplies and Services</b>	<b>20000</b>	<b>20000</b>	<b>20000</b>	<b>10000</b>	<b>20000</b>	<b>20000</b>	<b>20000</b>	<b>20000</b>	
<b>Total Operating Expenses</b>	<b>21795</b>	<b>20000</b>	<b>21500</b>	<b>10000</b>	<b>20500</b>	<b>21500</b>	<b>21500</b>	<b>21500</b>	
<b>Net Surplus/Deficit</b>	<b>-11795</b>	<b>-10000</b>	<b>-11500</b>	<b>-5000</b>	<b>-10500</b>	<b>-11500</b>	<b>-11500</b>	<b>-11500</b>	

Committee  
Budget Officer

Council  
SG



**Transport and Plant**

	2021/22	2022/23	2023/24	Actual to	2023/24	2024/25	2025/26	2026/27	Notes
	Actual	Actual	Original	25.10.23	Revised	Original	Projected	Projected	
	£	£	£	£	£	£	£	£	
Income									
Other Income	0	0	0	878	880	0	0	0	1
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>878</b>	<b>880</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Gross Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>878</b>	<b>880</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Less Operating Expenses</b>									
<b>Supplies and Services</b>									
Miscellaneous Expenses	0	0	0	0	0	0	0	0	
<b>Total Supplies and Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Transport Related Expenses</b>									
Contract Hire and Operating Leases	11168	9831	6000	263	550	550	550	550	3
Fuel	6679	9162	8100	6371	11000	11770	12480	13220	
Other Transport/plant expenses	3018	44164	3000	172	500	23500	1500	1500	2
Repairs/ Maintenance-Vehicles/Plant	3764	6365	5000	5456	6900	7000	7200	7500	
Road Fund / Taxes	1062	1170	1060	323	1170	1200	1200	1200	
Transport Insurance	3035	3066	2900	3033	3040	3100	3300	3500	
<b>Total Transport Related Expenses</b>	<b>28725.2</b>	<b>73758.1</b>	<b>26060</b>	<b>15617</b>	<b>23160</b>	<b>47120</b>	<b>26230</b>	<b>27470</b>	
<b>Total Operating Expenses</b>	<b>28725</b>	<b>73758</b>	<b>26060</b>	<b>15617</b>	<b>23160</b>	<b>47120</b>	<b>26230</b>	<b>27470</b>	
<b>Net Surplus/Deficit (-)</b>	<b>-28725</b>	<b>-73758</b>	<b>-26060</b>	<b>-14739</b>	<b>-22280</b>	<b>-47120</b>	<b>-26230</b>	<b>-27470</b>	
1. Sales									
2. New mower 2022/23 and 2024/25									
3. Residual lease costs and vehicle hire									
Committee									
Budget Officer									
F & GP Committee									
SS									

# Town Centre Revitalisation

	2021/22 Actual £	2022/23 Actual £	2023/24 Original £	Actual to 25.10.23 £	2023/24 Revised £	2024/25 Original £	2025/26 Projected £	2026/27 Projected £	Notes
<b>Income</b>									
Other Grants and Contributions	165000	0			194400				
<b>Total Income</b>	165000	0	0	0	194400	0	0	0	
<b>Gross Income</b>	<b>165000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>194400</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Less Operating Expenses</b>									
<b>Employee Expenses</b>									
Recruitment	0	0							
Salaries / Wages	0	31471		5643	11000	11000	11000	11000	
<b>Total Employee Expenses</b>	<b>0</b>	<b>31471</b>	<b>0</b>	<b>5643</b>	<b>11000</b>	<b>11000</b>	<b>11000</b>	<b>11000</b>	
<b>Supplies and Services</b>									
Contract Payments		0	60000	101	243000	10000	10000	10000	
Miscellaneous Expenses		107167		6550	15000	10000	10000	10000	
Printing and Stationery		392							
<b>Total Supplies and Services</b>	<b>0</b>	<b>107559</b>	<b>60000</b>	<b>6651</b>	<b>258000</b>	<b>20000</b>	<b>20000</b>	<b>20000</b>	
<b>Total Operating Expenses</b>	<b>0</b>	<b>139030</b>	<b>60000</b>	<b>12293</b>	<b>269000</b>	<b>31000</b>	<b>31000</b>	<b>31000</b>	
<b>Net Surplus/Deficit(-)</b>	<b>165000</b>	<b>-139030</b>	<b>-60000</b>	<b>-12293</b>	<b>-74600</b>	<b>-31000</b>	<b>-31000</b>	<b>-31000</b>	

Committee  
Budget Officer

F & GP Committee  
DP

## Tregonissey Lane End Car Park

	2021/22 Actual £	2022/23 Actual £	2023/24 Projected £	Actual to 25.10.23 £	2023/24 Revised £	2024/25 Original £	2025/26 Projected £	2026/27 Notes Projected £
<b>Income</b>								
Car Park Income	0	0						
Other Income	0	0						
<b>Total Income</b>	0	0	0	0	0	0	0	0
<b>Gross Income</b>	0	0	0	0	0	0	0	0
<b>Less Operating Expenses</b>								
<b>Premises Expenses</b>								
Electricity			0					
Grounds Maintenance Supplies	0	0						
Rates	549	549	500	250	549	560	580	600
Repairs / Maintenance Premises	0	100	250		250	250	250	250
Water								
<b>Total Premises Expenses</b>	<b>549</b>	<b>649</b>	<b>750</b>	<b>250</b>	<b>799</b>	<b>810</b>	<b>830</b>	<b>850</b>
<b>Supplies and Services</b>								
Contract Payments	0	254	500	125	500	500	500	500
Miscellaneous Expenses								
<b>Total Supplies and Services</b>	<b>0</b>	<b>254</b>	<b>500</b>	<b>125</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Total Operating Expenses</b>	<b>549</b>	<b>903</b>	<b>1250</b>	<b>375</b>	<b>1299</b>	<b>1310</b>	<b>1330</b>	<b>1350</b>
<b>Net Surplus/Deficit (-)</b>	<b>-549</b>	<b>-903</b>	<b>-1250</b>	<b>-375</b>	<b>-1299</b>	<b>-1310</b>	<b>-1330</b>	<b>-1350</b>

Committee F & GP Committee  
Budget Officer SS



## Appendix 2

### 2023/24 City and Town Council Precepts

Council	2023/24 Precept £	Council Tax Band D £
Falmouth	3,276,354.57	423.06
Truro	2,382,665.00	320.88
Penzance	2,150,252.00	299.86
Newquay	2,038,810.00	237.07
Bodmin	1,622,158.00	327.81
Camborne	1,349,956.00	210.41
Saltash	1,307,753.00	237.16
<b>St Austell</b>	<b>1,067,220.00</b>	<b>164.36</b>
St Ives	1,067,182.00	209.94
Redruth	1,045,261.00	233.00
Bude-Stratton	992,356.00	248.28
Launceston	879,251.00	274.09
Hayle	756,339.00	240.24
Helston	746,350.00	202.96
Wadebridge	631,562.00	251.21



**ST AUSTELL TOWN COUNCIL**  
**COUNCIL MEETING - 6<sup>th</sup> NOVEMBER 2023**  
**BUDGET MONITORING REPORT**

**1. PURPOSE OF REPORT**

To provide Members with an update on income and expenditure to the 30<sup>th</sup> September 2023 and a copy of the Council's latest bank reconciliation statements.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

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

**3. RESOURCE ISSUES**

None outside of existing budgets.

**4. EQUALITIES ISSUES**

None.

**5. ENVIRONMENTAL ISSUES**

None.

**6. RECOMMENDATIONS**

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

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The attached budget monitoring report is produced directly from the Council's computerised accounting system and reflects the transactions recorded for the period from 1<sup>st</sup> April 2023 to the 30<sup>th</sup> September 2023.

The large variances can be explained as follows:

- Interest income – additional income due to higher than anticipated interest rates - £10,756
- Other grants and contributions – grants received for Bethel Park (£78,000) and a bus shelter at Holmbush (£3,000) - £85,878
- Contract payments – reduced expenditure due to delay in works in Poltair Park and more work absorbed in-house - £39,171
- Miscellaneous grants – increased grants to Studio 4, BID for security and BID for Christmas lights - £25,494
- Play equipment – major improvement schemes completed at Bethel and Truro Road Parks which will be funded from grants and reserves - £187,849
- Salaries and wages – Underspend due to delayed pay award - £23,753

When all factors are taken into account there are a number of budget variances but none of which are a cause for concern.

It is still anticipated that the outturn for the year will be close to budget.

DAVID POOLEY  
TOWN CLERK



# Budget Variance

St Austell Town Council

For the month ended 30 September 2023

	SEP 2023 OVERALL BUDGET	SEP 2023	VARIANCE	VARIANCE %	APR-SEP 2023 OVERALL BUDGET	APR-SEP	VARIANCE	VARIANCE %
	2023				2023			
<b>Trading Income</b>								
Car Park Income	23,371.27	20,000.00	3,371.27	16.86%	123,043.40	125,000.00	(1,956.60)	-1.57%
Interest Income	2,131.52	580.00	1,551.52	267.50%	14,236.23	3,480.00	10,756.23	309.09%
Library Income	266.21	550.00	(283.79)	-51.60%	3,077.10	3,300.00	(222.90)	-6.75%
Other Grants and Contributions	81,012.69	-	81,012.69	-	85,878.18	-	85,878.18	-
Other Income	119.01	179.00	(59.99)	-33.51%	2,299.69	1,074.00	1,225.69	114.12%
Precept Payments	533,610.00	533,610.00	-	-	1,067,220.00	1,067,220.00	-	-
Public Convenience Charges	244.97	250.00	(5.03)	-2.01%	1,048.00	1,500.00	(452.00)	-30.13%
Rent Received	2,500.00	908.00	1,592.00	175.33%	2,950.00	5,448.00	(2,498.00)	-45.85%
<b>Total Trading Income</b>	<b>643,255.67</b>	<b>556,077.00</b>	<b>87,178.67</b>	<b>15.68%</b>	<b>1,299,752.60</b>	<b>1,207,022.00</b>	<b>92,730.60</b>	<b>7.68%</b>
<b>Gross Profit</b>	<b>643,255.67</b>	<b>556,077.00</b>	<b>87,178.67</b>	<b>15.68%</b>	<b>1,299,752.60</b>	<b>1,207,022.00</b>	<b>92,730.60</b>	<b>7.68%</b>
<b>Operating Expenses</b>								
Books and Publications	-	-	-	-	-	100.00	(100.00)	-100.00%
Cleaning & Domestic Supplies	1,709.54	708.00	1,001.54	141.46%	9,462.30	4,248.00	5,214.30	122.75%
Contract Hire and Operating Leases	157.50	579.00	(421.50)	-72.80%	262.50	3,474.00	(3,211.50)	-92.44%
Contract Payments	16,535.37	18,251.00	(1,715.63)	-9.40%	70,334.55	109,506.00	(39,171.45)	-35.77%
Electricity	256.37	742.00	(485.63)	-65.45%	5,856.17	4,452.00	1,404.17	31.54%
<b>Budget Variance</b>								

	SEP 2023	SEP 2023 OVERALL BUDGET	VARIANCE	VARIANCE %	APR-SEP 2023 OVERALL BUDGET	VARIANCE	VARIANCE %
Fuel	978.38	675.00	303.38 ↑	44.95% ↑	5,922.52	1,872.52 ↑	46.24% ↑
Gas	125.12	416.00	(290.88) ↓	-69.92% ↓	2,375.39	(120.61) ↓	-4.83% ↓
Grounds Maintenance Supplies	1,110.79	1,892.00	(781.21) ↓	-41.29% ↓	10,088.93	(1,263.07) ↓	-11.13% ↓
Insurances	-	-	-	-	10,745.05	(7,754.95) ↓	-41.92% ↓
IT / Communications	1,402.25	1,808.00	(405.75) ↓	-22.44% ↓	10,965.07	117.07 ↑	1.08% ↑
Mayors Allowances	-	62.00	(62.00) ↓	-100.00% ↓	91.85	(280.15) ↓	-75.31% ↓
Members Allowance	-	12.00	(12.00) ↓	-100.00% ↓	-	(72.00) ↓	-100.00% ↓
Miscellaneous Expenses	230.13	3,296.00	(3,065.87) ↓	-93.02% ↓	19,782.49	6.49 ↑	0.03% ↑
Miscellaneous Grants	12,250.00	4,166.00	8,084.00 ↑	194.05% ↑	50,490.00	25,494.00 ↑	101.99% ↑
Office Supplies	96.43	233.00	(136.57) ↓	-58.61% ↓	1,170.54	(227.46) ↓	-16.27% ↓
Other Transport/plant expenses	-	271.00	(271.00) ↓	-100.00% ↓	172.18	(1,453.82) ↓	-89.41% ↓
Play Equipment	-	4,166.00	(4,166.00) ↓	-100.00% ↓	212,845.10	187,849.10 ↑	751.52% ↑
Printing and Stationery	8.34	266.00	(257.66) ↓	-96.86% ↓	1,732.91	136.91 ↑	8.58% ↑
Protective Clothing	35.70	229.00	(193.30) ↓	-84.41% ↓	1,591.70	217.70 ↑	15.84% ↑
Publicity	-	129.00	(129.00) ↓	-100.00% ↓	-	(774.00) ↓	-100.00% ↓
Rates	5,743.00	6,036.00	(293.00) ↓	-4.85% ↓	34,291.03	(1,924.97) ↓	-5.32% ↓
Recruitment	33.00	91.00	(58.00) ↓	-63.74% ↓	33.00	(513.00) ↓	-93.96% ↓
Rent / Room Hire	1,385.00	520.00	865.00 ↑	166.35% ↑	2,770.00	(350.00) ↓	-11.22% ↓
Repairs / Maintenance Premises	1,482.02	2,621.00	(1,138.98) ↓	-43.46% ↓	8,518.23	(7,207.77) ↓	-45.83% ↓
Repairs/ Maintenance-Vehicles/ Plant Budget Variance	1,655.32	463.00	1,192.32 ↑	257.52% ↑	5,455.57	2,677.57 ↑	96.38% ↑

	SEP 2023	SEP 2023 OVERALL BUDGET	VARIANCE	VARIANCE %	APR-SEP 2023	APR-SEP 2023 OVERALL BUDGET	VARIANCE	VARIANCE %
Road Fund / Taxes	-	88.00	(88.00)	↓ -100.00%	322.50	528.00	(205.50)	↓ -38.92%
Salaries / Wages	53,884.84	57,875.00	(3,990.16)	↓ -6.89%	323,497.16	347,250.00	(23,752.84)	↓ -6.84%
Small Grants Scheme	2,250.00	667.00	1,583.00	↑ 237.33%	3,250.00	4,002.00	(752.00)	↓ -18.79%
Subscriptions	3,068.26	616.00	2,452.26	↑ 398.09%	7,258.97	3,696.00	3,562.97	↑ 96.40%
Training	80.00	366.00	(286.00)	↓ -78.14%	2,082.88	2,196.00	(113.12)	↓ -5.15%
Transport Insurance	2,976.20	241.00	2,735.20	↑ 1,134.94%	3,033.20	1,446.00	1,587.20	↑ 109.76%
Travel and Subsistence	47.70	46.00	1.70	↑ 3.70%	231.09	276.00	(44.91)	↓ -16.27%
Water	311.04	212.00	99.04	↑ 46.72%	1,221.64	1,272.00	(50.36)	↓ -3.96%
<b>Total Operating Expenses</b>	<b>107,812.30</b>	<b>107,743.00</b>	<b>69.30</b>	<b>0.06%</b>	<b>805,854.52</b>	<b>665,058.00</b>	<b>140,796.52</b>	<b>21.17%</b>
<b>Net Profit</b>	<b>535,443.37</b>	<b>448,334.00</b>	<b>87,109.37</b>	<b>19.43%</b>	<b>493,898.08</b>	<b>541,964.00</b>	<b>(48,065.92)</b>	<b>-8.87%</b>



## **ST AUSTELL TOWN COUNCIL**

**BANK RECONCILIATION AS AT:**

**30.09.23**

	£	£
Business Current Account		736,751.02
Mayor's Charity Account		20.00
Business Direct Reserve Account		5,305.37
Petty Cash		25.46
Library Float		100.00
<b>Total in Bank</b>		<u>742,201.85</u>

<b>Total Unpresented Cheques</b>		<u>0.00</u>
		742,201.85

<b>Outstanding receipts</b>		
Interest on Deposit Account		-6.11
Car Park Ticket 393		<u>-107.00</u>
		742,302.74

**Accounting System Bank Balance:**

<b>Opening Bank Balance</b>		116,805.44
<b>Expenditure to date</b>		1299599.73
<b>Income to date</b>		<u>1925097.03</u>
		742,302.74

<b>Accounting System Payment Recorded but yet paid</b>		0.00
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<b>Accounting System Bank Balance</b>	<u>742,302.74</u>	0.00 balanced
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**Note:**

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

Reconciliation Completed: Date: 2.10.23

Reviewed: Date: 2.10.23



**St Austell Town Council**  
**Notice of conclusion of audit**

**Annual Governance & Accountability Return for the year ended 31 March 2023**

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014  
Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for St Austell Town Council for the year ended 31 March 2023 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of St Austell Parish on application to:	
(a) David Pooley, Town Clerk St Austell Town Council, The stable Block, Penwinnick Road, St Austell PL25 5DP	(a) Insert the names, position and address of the person to whom local government electors should apply to inspect the AGAR.
(b) 10.00am to 4.00pm Monday to Friday	(b) Insert the hours during which the inspection rights may be exercised.
3. Copies will be provided to any person on payment of £1 for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs.
(d) Announcement made: David Pooley FCPFA, Town Clerk	(d) Insert the name and position of person placing the notice.
(e) Date of announcement: 26 <sup>th</sup> September 2023	(e) Insert the date of placing of the notice.

# Annual Internal Audit Report 2022/23

## ST AUSTELL TOWN COUNCIL

[www.staustell-tc.gov.uk/External\\_Audit\\_16527.aspx](http://www.staustell-tc.gov.uk/External_Audit_16527.aspx)

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

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

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

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

Date(s) internal audit undertaken

29/09/2022

14/02/2023

20/04/2023

Name of person who carried out the internal audit

S P HUDSON C.P.F.A.

Signature of person who carried out the internal audit

S. P. Hudson

Date

20/04/2023

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

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



## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

St Austell Town Council

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

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

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

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

10/05/2023

and recorded as minute reference:

C/23/13

www.staustell-tc.gov.uk

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

Chairman

Clerk

*Crystal Pearce*  
*Don*

## Section 2 – Accounting Statements 2022/23 for

### St Austell Town Council

	Year ending		Notes and guidance	
	31 March 2022 £	31 March 2023 £		
1. Balances brought forward	670,313	1,004,285	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	795,350	905,520	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	562,664	318,478	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	511,900	625,831	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	512,142	662,417	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	1,004,285	940,035	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	1,017,561	952,195	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	485,281	559,407	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
For Local Councils Only				
	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

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

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

Date

02/05/2023

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

10/05/2023

as recorded in minute reference:

C/23/14

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

## Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

St Austell Town Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority.

None

### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

BDO LLP Southampton

External Auditor Signature

DocuSigned by:

BDO LLP

F88E8F3322FA4B1

Date

23 September 2023





HUDSON ACCOUNTING LTD.  
INTERIM INTERNAL AUDIT REPORT:  
TO THE MEMBERS OF ST AUSTELL TOWN COUNCIL  
YEAR ENDED 31ST MARCH 2024.

ISSUE DATE: 17/10/2023  
ISSUED TO: TOWN CLERK

**INTRODUCTION:**

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

**Scope:**

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

Any areas not covered at this interim stage will be included later in the year or during the final audit activity.

**Approach:**

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

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1<sup>st</sup> April 2023.

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

**GENERAL COMMENTS:**

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

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

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

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

## AUDIT COMMENTARY:

### Previous Recommendations

There are no outstanding recommendations requiring action.

### Accounting Records

The accounts are maintained on Xero accounting software they were up to date and appeared free from material errors.

### Financial Regulations

Financial Regulations were last reviewed May 2018.

### Payments

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

#### *Procurement*

The Bethel Park play scheme was procured by tender in line with Financial Regulations

Prospective contractors were approached thus the advertising provisions of the Public Contracts Regulations did not apply. The contract award should be published on the Contract Finder website however.

Safety surface replacement at Truro Road was undertaken by a contractor of whom the Council had satisfactory previous experience. Member approval to suspend Financial Regulations was sought and agreed.

#### *Payments*

Testing of payments made revealed that all were supported by invoices and that the relevant controls had been applied.

### Risk

#### *Risk Assessment*

The Council has yet to review its risk management arrangements during this financial year.

*It should ensure that a review of the effectiveness of internal controls and internal audit are also undertaken.*

#### *Insurance*

Statutory insurances are in place and the Fidelity Guarantee is adequate at £2 million.

The insurance schedule was cross referenced to the asset register and there are no obvious omissions.

#### *Investments*

An Investment Strategy covering the current financial year was adopted in March 2023.

### Budgets

#### *Setting*

We reviewed the 2023/24 budget setting process as part of our final audit work last year and we review the 2024/25 process later in the year.

#### *Monitoring*

Budget monitoring reports with explanations of significant variances are taken to each meeting of the Finance & General Purposes Committee.

**The approved budget has been accurately input into the accounting system.**

## **Income**

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

### *Precept*

**The precept received is in accord with that set by the Council.**

### *Car Parks*

**Car park cash is collected by a contractor and is promptly banked. A spreadsheet is used to monitor bank deposits to readouts from car park machines.**

**An overbanking of £85 from the end of July is still being investigated by the contractor.**

### *Public Conveniences*

**Income is collected in sealed bags by council officers and counted at the office, prior to being banked by a contractor.**

**Amounts collected are cross referenced to readings from the toilet entrance counters.**

### *VAT*

**VAT claims are up to date.**

### *Library*

**There were some issues early in the year with the cash collection contractor failing to bank deposits; this has been corrected.**

**Till reports were not at the main office during the visit so that element of the testing will be carried out later in the year.**

### *Rents*

**The rent on the Bowling Club has been increased in line with the Agreement in place.**

## **Payroll**

### *New Starters*

**New employees have been issued with contracts of employment and have been paid in accordance with the Terms therein.**

### *Tax, NI & Pensions*

**PAYE and pension requirements have been met.**

### *Pay Award*

**The national pay award has yet to be agreed.**

## **Bank Reconciliation**

**Monthly bank reconciliations have been carried out accurately and in a timely manner.**

**They are reviewed by the Deputy Clerk and by Members as part of their internal control checks.**

## **Electors Rights**

**Full Council properly approved the 2022/23 AGAR.**

**The opportunity for electors to examine the accounts was properly advertised and the publication requirements in respect of the 2022/23 accounts have been met.**





## Notice of Polling Districts and Polling Places Review

1. Notice is hereby given that in accordance with Section 18C of the Representation of the People Act 1983 Cornwall Council (the Council) is to carry out a review of its polling districts, polling places and polling stations.

2. The (Acting) Returning Officer (ARO) for the Parliamentary Constituencies of St Ives, Camborne and Redruth, Truro and Falmouth, St Austell and Newquay, South East Cornwall and North Cornwall will comment on the proposals and those representations will be published on the Council's website and will be available for inspection at those council offices set out in Appendix A below and in accordance with the timetable set out below.

3. Electors within the County of Cornwall may make a representation. We invite comments from all electors regarding the convenience of voting at polling stations currently used for elections and would welcome suggestions for alternative sites.

4. The Council would also welcome the views of all residents, particularly disabled residents, or any person or body with expertise in access for persons with any type of disability, on the proposals, ARO's representations or any other related matters.

5. Anybody making representations should, if possible, give alternative places that may be used as polling places.

6. Comments and representations may be submitted as follows:

**By post:** Polling Review, Electoral Services, Cornwall Council, 4S County Hall, Treyew Road, Truro, TR1 3AY

**By email:** [polling.review@cornwall.gov.uk](mailto:polling.review@cornwall.gov.uk)

**By completing** the online feedback form at: <https://letstalk.cornwall.gov.uk/polling-stations-review>

7. Documents relating to the review can be inspected on the Council's website at [www.cornwall.gov.uk/review](http://www.cornwall.gov.uk/review) or at the libraries and information services (including the mobile library) as set out in Appendix A of this notice.

### 8. Timetable for the Review

Date	Detail
2 October 2023	Publication of notice and commencement of the review Publication of (Acting) Returning Officer's comments Public consultation period begins
6 November 2023	Public consultation ends
30 January 2024	Final proposals considered at Constitution and Governance Committee meeting
1 February 2024	Publish revised register of electors

**Dated: 2 October 2023**

**Kate Kennally, Chief Executive, Cornwall Council**

## Appendix A

### Libraries and Information Services where hard copy documents relating to the review can be inspected for the local Parliamentary constituency

Location	Constituency
Bodmin Library and Information Service, Chy Trevail, Beacon Technology Park, Bodmin PL31 2FR	North Cornwall
Bude Library and Information Service, The Wharf, Bude EX23 9LG	North Cornwall
Camborne Information Service, The Basset Centre, Basset Road, Camborne, TR14 8SL	Camborne and Redruth
Camelford Library and Information Service, Town Hall, Market Place, Camelford PL32 9PD	North Cornwall
Falmouth Library, Municipal Offices, The Moor, Falmouth TR11 3QA	Truro and Falmouth
Hayle Library and Information Service, Commercial Road, Hayle TR27 4DE	Camborne and Redruth
Helston Library and Information Service, Trengrouse Way, Helston TR13 8AG	St Ives
Launceston Library and Information Service, Bounsalls Lane, Launceston PL15 9AB	North Cornwall
Liskeard Information Service, Luxstowe House, Greenbank Road, Liskeard PL14 3DZ	South East Cornwall
Looe Library and Information Service, Millpool, Looe PL13 2AF	South East Cornwall
Newquay Library and Information Service, Marcus Hill, Newquay TR7 1BD	St Austell and Newquay
Penryn Library and Information Service, St Thomas Street, Penryn TR10 8JN	Truro and Falmouth
Penzance Library and Information Service, St John's Hall, Alverton Street, Penzance TR18 2QW	St Ives
Redruth Library and Information Service, Redruth Civic Centre, Alma Place, Redruth TR15 2AT	Camborne and Redruth
Saltash Library and Information Service, Callington Road, Saltash PL12 6DX	South East Cornwall
St Austell Library, 2 Carlyon Road, St Austell PL25 4LD	St Austell and Newquay
St Columb Library, The Town Hall, Market Place, St Columb TR9 6AN	St Austell and Newquay
St Ives Library and Information Service, Gabriel Street, St Ives TR26 2LX	St Ives
Torpoint Library and Information Service, Fore Street, Torpoint PL11 2AG	South East Cornwall
Truro Community Library, Union Place, Truro TR1 1EP	Truro and Falmouth
Wadebridge Library and Information Service, Southern Way, Wadebridge, PL27 7BX	North Cornwall
The mobile library will carry an information pack for all six constituencies	

**Electoral Division: St Austell - Bethel & Holmbush****Polling District: St Austell - Bethel & Holmbush 1 AAB1****POLLING STATION LOCATION:**

Bethel Methodist Church, Brockstone Road, St Austell

**RETURNING OFFICER COMMENTS ON POLLING STATION:**

Location & suitability	Well known building located in St Austell. Has been used as the polling station for the area for several years. The polling station is convenient for most electors. The facilities for staff are adequate.
Parking	Limited off-street parking available.
Access	Level access from main road to building via main entrance and rear entrance. However, access from car park to the rear entrance footpath is via one or two steps with handrails at either end of the parking area.
Facilities for staff	Toilet and kitchen facilities available.
Recommendation	<b>Should remain as the polling station for the area.</b>

Any Other Relevant Information:

None

<b>ALTERNATIVE LOCATIONS:</b>	<b>REASONS FOR NOT USING PREMISES</b>
Seventh Day Adventist Church Hall, Bucklers Lane	These premises were used as a polling station for many years. It was decided to relocate the polling station after a complaint from a disabled voter about steps entering the building and then internally into the polling room. A new external ramp now leads to the front door. An internal assessment of the building has not yet been made. The current polling station is considered to be acceptable.
Bishop Bronescombe School, Boscoppa Road, St Austell	This polling station is in the neighbouring AAB2 polling district and already serves as the polling station for that area. The current polling station is acceptable.

**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No proposed changes to Polling District or Polling Station. Polling District and Polling Station will remain unaltered by the 2023 Parliamentary Boundary Review. There are no changes following the Community Governance Review which began in 2019.

<b>Current Electorate (in person)</b>	<b>1202 (977)</b>
<b>2028 Forecast Electorate</b>	<b>1202</b>
<b>Division Turnout May 2021</b>	<b>35.68%</b>
<b>Constituency Turnout December 2019</b>	<b>70.00%</b>

**Electoral Division: St Austell - Bethel & Holmbush****Polling District: St Austell - Bethel & Holmbush 2 AAB2****POLLING STATION LOCATION:**

Bishop Bronescombe School, Boscoppa Road, St Austell

**RETURNING OFFICER COMMENTS ON POLLING STATION:**

Location & suitability	Well known building located in St Austell. Has been used as the polling station for the area for many years. The polling station is convenient for most electors. The facilities for staff are adequate.
Parking	Limited on street parking available. Also, off street parking if school is closed for normal business.
Access	Gradient access from main road down to building, then level access into building.
Facilities for staff	Toilet and school staff room facilities available.
Recommendation	<b>Should remain as the polling station for the area.</b>

**Any Other Relevant Information:**

If the building is open for normal school business on polling day, security guards to be hired by the Council to ensure that the public do not gain unauthorised access to other parts of the school building.

<b>ALTERNATIVE LOCATIONS:</b>	<b>REASONS FOR NOT USING PREMISES</b>
Bethel Methodist Church, Brockstone Road, St Austell	The current polling station is acceptable, and the Methodist Church is now serving polling district AAB1.

**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No proposed changes to Polling District or Polling Station. They will remain unaltered by the 2023 Parliamentary Boundary Review. There are no changes to this polling district following the Community Governance Review which began in 2019.

<b>Current Electorate (in person)</b>	<b>994 (837)</b>
<b>2028 Forecast Electorate</b>	<b>994</b>
<b>Division Turnout May 2021</b>	<b>35.68%</b>
<b>Constituency Turnout December 2019</b>	<b>70.00%</b>

**Electoral Division: St Austell - Bethel & Holmbush****Polling District: St Austell - Bethel & Holmbush 3 AAB3****POLLING STATION LOCATION:**

Sandy Hill Academy, Sandy Hill, St Austell

**RETURNING OFFICER COMMENTS ON POLLING STATION:**

Location & suitability	Well known building located in St Austell. Has been used as the polling station for the area for many years. The polling station is convenient for most electors. The facilities for staff are adequate.
Parking	Adequate off-street parking available if school is closed for normal business.
Access	Level access from main road into building. Also sloping footpath access down to building from rear.
Facilities for staff	Toilet facilities available. Polling staff to provide kettle or arrange a water boiler from school.
Recommendation	<b>Should remain as the polling station for the area.</b>

**Any Other Relevant Information:**

If the building is open for normal school business on polling day, security guards may need to be hired by the Council to ensure that the public do not gain unauthorised access to other parts of the school building.

<b>ALTERNATIVE LOCATIONS:</b>	<b>REASONS FOR NOT USING PREMISES</b>
Church of Jesus Christ Latter Day Saints, Kingfisher Drive, St Austell	This polling station is in the neighbouring AAB4 polling district and already serves as the polling station for that area. The current polling station is acceptable.

**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No proposed changes to Polling District or Polling Station. Polling District and Polling Station will remain unaltered by the 2023 Parliamentary Boundary Review. There are no changes to this polling district following the Community Governance Review which began in 2019.

<b>Current Electorate (in person)</b>	<b>1595 (1312)</b>
<b>2028 Forecast Electorate</b>	<b>1595</b>
<b>Division Turnout May 2021</b>	<b>35.68%</b>
<b>Constituency Turnout December 2019</b>	<b>70.00%</b>

**Electoral Division: St Austell - Bethel & Holmbush****Polling District: St Austell - Bethel & Holmbush 4 AAB4****POLLING STATION LOCATION:**

Church of Jesus Christ of Latter-Day Saints, Kingfisher Drive, St Austell

**RETURNING OFFICER COMMENTS ON POLLING STATION:**

Location & suitability	Well known location in St Austell. The building has been the polling station for many years. The polling station is convenient for most electors. The facilities for staff are adequate.
Parking	Good off-road parking available.
Access	Level access into building.
Facilities for staff	Toilet and kitchen facilities available.
Recommendation	<b>Should remain as the polling station for the area.</b>

Any Other Relevant Information:

None

<b>ALTERNATIVE LOCATIONS:</b>	<b>REASONS FOR NOT USING PREMISES</b>
Sandy Hill Academy, Sandy Hill, St Austell	This polling station is in the neighbouring AAB3 polling district and already serves as the polling station for that area. The current polling station is acceptable.

**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No proposed changes to Polling District or Polling Station. Polling District and Polling Station will remain unaltered by the 2023 Parliamentary Boundary Review. There are no changes to this polling district following the Community Governance Review which began in 2019.

<b>Current Electorate (in person)</b>	<b>1021 (812)</b>
<b>2028 Forecast Electorate</b>	<b>1021</b>
<b>Division Turnout May 2021</b>	<b>35.68%</b>
<b>Constituency Turnout December 2019</b>	<b>70.00%</b>

# Electoral Division: St Austell - Bethel & Holmbush

## Polling District: St Austell - Bethel & Holmbush 5 AAB5

**POLLING STATION LOCATION:**

Cuddra Womens Institute Hall, Bucklers Lane, Holmbush, St Austell

**RETURNING OFFICER COMMENTS ON POLLING STATION:**

Location & suitability	Well known location in St Austell. The building has been the polling station for several years. The polling station is convenient for most electors, although the building is just outside the polling district. The facilities for staff are adequate.
Parking	Limited off-road parking available.
Access	Level access into building. Also ramp access via separate door.
Facilities for staff	Toilet and kitchen facilities available.
Recommendation	<b>Should remain as the polling station for the area.</b>

**Any Other Relevant Information:**

None

<b>ALTERNATIVE LOCATIONS:</b>	<b>REASONS FOR NOT USING PREMISES</b>
Bethel Methodist Church, Brockstone Road, St Austell	This polling station is in the neighbouring AAB1 polling district and already serves as the polling station for that area. The current polling station is acceptable.

**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No proposed changes to Polling District or Polling Station. Polling District and Polling Station will remain unaltered by the 2023 Parliamentary Boundary Review. There are no changes to this polling district following the Community Governance Review which began in 2019.

<b>Current Electorate (in person)</b>	<b>443 (353)</b>
<b>2028 Forecast Electorate</b>	<b>443</b>
<b>Division Turnout May 2021</b>	<b>35.68%</b>
<b>Constituency Turnout December 2019</b>	<b>70.00%</b>

**Electoral Division: St Austell Central & Gover****Polling District: St Austell – Central & Gover 1 and 3  
AAC1, AAC3****POLLING STATION LOCATION:**

St John's Methodist Church, Bodmin Road, St Austell

**RETURNING OFFICER COMMENTS ON POLLING STATION:**

Location & suitability	Newly acquired polling station in St Austell. The room is large enough to accommodate two polling stations if necessary.
Parking	Parking available at the adjacent Priory Car Park.
Access	Level access can be gained from Priory Car Park. The approaches to the building from the main road are up a steep gradient.
Facilities for staff	Adequate facilities for staff.
Recommendation	<b>Should become the polling station for the area.</b>

**Any Other Relevant Information:**

There is a regular booking for Thursdays at this property. The organisation concerned has agreed in principle to our use as a polling station at elections.

<b>ALTERNATIVE LOCATIONS:</b>	<b>REASONS FOR NOT USING PREMISES</b>
The Co-Op, West Hill, St Austell	The premises are believed to be no longer available for our use. The storeroom in the building was a polling station from 2012 to 2021 and was convenient for many electors. The facilities for staff were adequate, subject to the hiring of suitable heating and lighting for polling day.

**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No proposed changes to Polling District or Polling Station. Polling District and Polling Station will remain unaltered by the 2023 Parliamentary Boundary Review. There are no changes to this polling district following the Community Governance Review which began in 2019.

<b>Current Electorate (in person)</b>	<b>2854 (2351)</b>
<b>2028 Forecast Electorate</b>	<b>2908</b>
<b>Division Turnout May 2021</b>	<b>35.05%</b>
<b>Constituency Turnout December 2019</b>	<b>70.00%</b>



**Electoral Division: St Austell Central & Gover****Polling District: St Austell – Central & Gover 2 AAC2****POLLING STATION LOCATION:**

Trewoon Village Hall, Hembal Road, Trewoon

**RETURNING OFFICER COMMENTS ON POLLING STATION:**

Location & suitability	Well known location in Trewoon. The building has been the polling station for many years. The polling station is convenient for most electors. The facilities for staff are adequate.
Parking	Good off-road parking available.
Access	Level access into the polling station.
Facilities for staff	Toilet and kitchen facilities available.
Recommendation	<b>Should remain as the polling station for the area.</b>

**Any Other Relevant Information:**

None

**ALTERNATIVE LOCATIONS:****REASONS FOR NOT USING PREMISES**

Methodist Chapel, Westbridge Road, Trewoon	Has not been used as a polling station in recent years but could be suitable. We have not approached the owners. Current polling station is acceptable.
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**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No proposed changes to Polling District or Polling Station. Polling District and Polling Station will remain unaltered by the 2023 Parliamentary Boundary Review. Voters from Polling District AMN3 in the St Mewan & Grampound Division also vote here with approximately 800 electors eligible to vote in person. There are changes following the Community Governance Review which began in 2019. The Edgumbe Green area of St Mewan ceased to be part of the parish of St Mewan and became part of the parish of St Austell – Central & Gover. These changes came into effect at the May 2021 Elections.

<b>Current Electorate (in person)</b>	<b>530 (438)</b>
<b>2028 Forecast Electorate</b>	<b>530</b>
<b>Division Turnout May 2021</b>	<b>35.05%</b>
<b>Constituency Turnout December 2019</b>	<b>70.00%</b>

**Electoral Division: St Austell Central & Gover****Polling District: St Austell – Central & Gover 4 and 5  
AAC4 & AAC5****POLLING STATION LOCATION:**

Mount Charles Methodist Church, St Austell

**RETURNING OFFICER COMMENTS ON POLLING STATION:**

Location & suitability	These premises had been used as a polling station some years ago. We returned there in recent years as it was considered the best of our limited options at the time. The church sits outside both polling districts, in polling district AAP7.
Parking	The building has off-road parking at the rear but some of this is regularly used as a shoppers' car park and therefore parking for voters could be limited at peak times.
Access	Level access into the building.
Facilities for staff	Adequate facilities for staff.
Recommendation	<b>Should remain as the polling station for the area.</b>

**Any Other Relevant Information:**

AAC4 is much closer to the polling station in AAC3, than this station at Mount Charles Methodist Church. Suggest merging AAC3 and 4 and both vote at St Johns Methodist Church in AAC3.

<b>ALTERNATIVE LOCATIONS:</b>	<b>REASONS FOR NOT USING PREMISES</b>
St Johns Methodist Church, Bodmin Road, St Austell	This building is in the AAC3 polling district and may be more convenient for voters in that area. However, the approaches to the building from the main road are up a steep gradient. Level access to a room at the rear can be gained from the adjacent Priory Car Park.
The Co-Op, West Hill, St Austell	This building is in the AAC1 polling district. The premises are believed to be no longer available for our use. The storeroom in the building was a polling station from 2012 to 2021 and was convenient for many electors. The facilities for staff were adequate, subject to the hiring of suitable heating and lighting for polling day.
Cornerstone Community Centre, Trinity Street, St Austell	This building is in the AAC3 polling district. The building was used as a polling station for several years. In 2012, a local councillor and St Austell Town Council expressed concern and suggested that it should no longer be used as a polling station. There were concerns for electors about very limited parking, poor access onto the busy main road and gradients affecting roads and pavements near the building. Access for the disabled was difficult, with steps down into the building at the front door and uneven, but mainly level access via a rear door. Current polling station is considered acceptable.

**RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:**

No proposed changes to Polling District or Polling Station. Polling District and Polling Station will remain unaltered by the 2023 Parliamentary Boundary Review. Voters from Polling District AAP7 Poltair & Mount Charles in the St Austell & Poltair Division also vote here with over 700 electors eligible to vote in person. There are changes following the Community Governance Review which began in 2019. The Sawles Road area was transferred from St Austell Parish Council - Central & Gover Ward to Pentewan Valley Parish Council - Tregorrack and Trewhiddle Ward. These changes came into effect at the May 2021 Elections.

<b>Current Electorate (in person)</b>	<b>1773 (1408)</b>
<b>2028 Forecast Electorate</b>	<b>1773</b>
<b>Division Turnout May 2021</b>	<b>35.05%</b>
<b>Constituency Turnout December 2019</b>	<b>70.00%</b>

# Electoral Division: St Austell Poltair & Mount Charles

## Polling District: St Austell – Poltair & Mount Charles 1 AAP1

### POLLING STATION LOCATION:

AFC St Austell Clubhouse, Trevarthian Road, St Austell

### RETURNING OFFICER COMMENTS ON POLLING STATION:

Location & suitability	Well known building located in St Austell. Has been used as the polling station for the area in recent years. The facilities for staff are adequate.
Parking	Parking available in car park immediately outside entrance to building.
Access	Level access from car park. Part of car park nearest the building has a tarmac surface.
Facilities for staff	Toilet and kitchen facilities available.
Recommendation	<b>Should remain as the polling station for the area.</b>

Any Other Relevant Information:

None

ALTERNATIVE LOCATIONS:	REASONS FOR NOT USING PREMISES
Poltair School, Trevarthian Road, St Austell	Schools only used as a last resort. A suitable room would need to be identified.

### RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:

No proposed changes to Polling District or Polling Station. Polling District and Polling Station will remain unaltered by the 2023 Parliamentary Boundary Review. There are no changes to this polling district following the Community Governance Review which began in 2019.

<b>Current Electorate (in person)</b>	<b>895 (749)</b>
<b>2028 Forecast Electorate</b>	<b>895</b>
<b>Division Turnout May 2021</b>	<b>33.35%</b>
<b>Constituency Turnout December 2019</b>	<b>70.00%</b>

# Electoral Division: St Austell Poltair & Mount Charles

## Polling District: St Austell – Poltair & Mount Charles 2 AAP2

### POLLING STATION LOCATION:

Carclaze Methodist Chapel, Treverbyn Road, St Austell

### RETURNING OFFICER COMMENTS ON POLLING STATION:

Location & suitability	Well known building located in St Austell. Has been used as the polling station for the area for many years, although it is in the neighbouring polling district of ATN8. The polling station is convenient for most electors. The facilities for staff are adequate.
Parking	Adequate street parking available.
Access	Level access to building from street, then one step into building.
Facilities for staff	Toilet and kitchen facilities available.
Recommendation	<b>Should remain as the polling station for the area.</b>

Any Other Relevant Information:

None

### ALTERNATIVE LOCATIONS:

### REASONS FOR NOT USING PREMISES

Carclaze Community School, St Pirans Close, St Austell	Schools only used as a last resort. Current polling station is acceptable.
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### RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:

No proposed changes to Polling District or Polling Station. Polling District and Polling Station will remain unaltered by the 2023 Parliamentary Boundary Review. Voters from the Polling District ATN8 Treverbyn in the Penwithick & Boscoppa Division also vote here with over 800 electors eligible to vote in person. There are no changes to this polling district following the Community Governance Review which began in 2019.

<b>Current Electorate (in person)</b>	<b>1032 (832)</b>
<b>2028 Forecast Electorate</b>	<b>1032</b>
<b>Division Turnout May 2021</b>	<b>33.35%</b>
<b>Constituency Turnout December 2019</b>	<b>70.00%</b>

# Electoral Division: St Austell Poltair & Mount Charles

## Polling District: St Austell – Poltair & Mount Charles 3

### AAP3

#### POLLING STATION LOCATION:

1<sup>st</sup> St Austell Scout Hall, Robartes Gardens, St Austell

#### RETURNING OFFICER COMMENTS ON POLLING STATION:

Location & suitability	This building is next to the previous polling station.
Parking	On street parking is available nearby.
Access	Access from the front of the building is poor due to several steep steps. More level access is available via level but rough lane along the back of the building and via a large step into a back door. A long ramp might overcome this step.
Facilities for staff	Good facilities for staff.
Recommendation	<b>Should remain as the polling station for the area.</b>

Any Other Relevant Information:

None

ALTERNATIVE LOCATIONS:	REASONS FOR NOT USING PREMISES
Carclaze Methodist Chapel, Treverbyn Road, St Austell	This building is in the polling district of ATN8 and already serves two other polling districts (AAP2 and ATN8) in two different divisions and parishes. Over 2000 electors are already eligible to vote there in person. The current polling station is convenient for most electors. The facilities for staff are adequate.
AFC St Austell Clubhouse, Poltair Avenue, St Austell	This building is in the polling district of AAP1. The current polling station is convenient for most electors. The facilities for staff are adequate.

#### RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:

No proposed changes to Polling District or Polling Station. Polling District and Polling Station will remain unaltered by the 2023 Parliamentary Boundary Review. There are no changes to this polling district following the Community Governance Review which began in 2019.

Current Electorate (in person)	982 (836)
2028 Forecast Electorate	982
Division Turnout May 2021	33.35%
Constituency Turnout December 2019	70.00%

# Electoral Division: St Austell Poltair & Mount Charles

## Polling District: St Austell – Poltair & Mount Charles 4

### AAP4

#### POLLING STATION LOCATION:

Scout Hut, Polmarth Close, St Austell

#### RETURNING OFFICER COMMENTS ON POLLING STATION:

Location & suitability	Well known building located in St Austell. Has been used as the polling station for the area for many years. The polling station is convenient for most electors. The facilities for staff are adequate.
Parking	Adequate off-street parking available.
Access	Level access to building from car park, then one step into building.
Facilities for staff	Toilet and kitchen facilities available.
Recommendation	<b>Should remain as the polling station for the area.</b>

Any Other Relevant Information:

None

ALTERNATIVE LOCATIONS:	REASONS FOR NOT USING PREMISES
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Carclaze Community School, St Pirans Close, St Austell	Schools only used as a last resort. Current polling station is acceptable.
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#### RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:

No proposed changes to Polling District or Polling Station. Polling District and Polling Station will remain unaltered by the 2023 Parliamentary Boundary Review. Voters from Polling District ATN7 in the Penwithick & Boscoppa Division also vote here with over 900 electors eligible to vote in person. There are no changes to this polling district following the Community Governance Review which began in 2019.

<b>Current Electorate (in person)</b>	<b>474 (382)</b>
<b>2028 Forecast Electorate</b>	<b>474</b>
<b>Division Turnout May 2021</b>	<b>33.35%</b>
<b>Constituency Turnout December 2019</b>	<b>70.00%</b>

# Electoral Division: St Austell Poltair & Mount Charles

## Polling District: St Austell - Poltair & Mount Charles 5 AAP5

### POLLING STATION LOCATION:

Light and Life Centre, 4/5 The Sidings, Brunel Business Park, St Austell

### RETURNING OFFICER COMMENTS ON POLLING STATION:

Location & suitability	Suitable location in the Mount Charles area of St Austell. Has been used as a polling station for a few years.
Parking	Ample parking available.
Access	Disabled access.
Facilities for staff	Ample facilities for staff.
Recommendation	<b>Should remain as the polling station for the area.</b>

Any Other Relevant Information:

None

ALTERNATIVE LOCATIONS:	REASONS FOR NOT USING PREMISES
St Augustine's Roman Catholic Church, Woodland Road, St Austell	These premises have not previously been used as a polling station, but a previous visit found that these premises would be suitable. The building is in AAP7 polling district. It is easily accessible, just off the main A390 road, with good off-road parking and level access into the building. When we last approached them, the church rejected our proposed use as a polling station.
Mount Charles Methodist Church, Victoria Road, St Austell	These premises have been used as the polling station for AAC4 and AAC5 polling districts in recent years, with over 1400 electors currently eligible to vote here in person.

### RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:

No proposed changes to Polling District or Polling Station. Polling District and Polling Station will remain unaltered by the 2023 Parliamentary Boundary Review. There no changes to this polling district following the Community Governance Review which began in 2019.

<b>Current Electorate (in person)</b>	<b>301 (264)</b>
<b>2028 Forecast Electorate</b>	<b>301</b>
<b>Division Turnout May 2021</b>	<b>33.35%</b>
<b>Constituency Turnout December 2019</b>	<b>70.00%</b>



# Electoral Division: St Austell Poltair & Mount Charles

## Polling District: St Austell - Poltair & Mount Charles 6 AAP6

### POLLING STATION LOCATION:

Salvation Army Hall, 19 Ranelagh Road, St Austell

### RETURNING OFFICER COMMENTS ON POLLING STATION:

Location & suitability	A new polling station in AAP6 polling district that was used for the first time at the May 2021 elections. The polling station is convenient for most electors. The facilities for staff are adequate.
Parking	There is parking outside for a few cars and limited on-street parking. Many electors live within walking distance of this polling station.
Access	Access to building via wide ramp with handrail at front of building. Alternative entrance at the side of the building has a couple of steps.
Facilities for staff	There are adequate facilities for staff.
Recommendation	<b>Should remain as the polling station for the area.</b>

Any Other Relevant Information:

None

### ALTERNATIVE LOCATIONS:

### REASONS FOR NOT USING PREMISES

St Augustine's Roman Catholic Church, Woodland Road, St Austell	These premises have not previously been used as a polling station, but a previous visit found that these premises would be suitable. The building is in AAP7 polling district, just off the main A390 road, with good off-road parking and level access into the building. When we last approached them, the church rejected our proposed use as a polling station.
Mount Charles Methodist Church, Victoria Road, St Austell	These premises already provide the polling station for AAC4, AAC5 and AAP7 polling districts in recent years, with over 2000 electors currently eligible to vote here in person. It is not practical to add more voters to that location. The building is in AAP7 polling district.

### RETURNING OFFICER COMMENTS ON POLLING DISTRICT ARRANGEMENTS:

No proposed changes to Polling District or Polling Station. Polling District and Polling Station will remain unaltered by the 2023 Parliamentary Boundary Review. There are no changes to this polling district following the Community Governance Review which began in 2019.

Current Electorate (in person)	493 (437)
2028 Forecast Electorate	553
Division Turnout May 2021	33.35%
Constituency Turnout December 2019	70.00%



**ST AUSTELL TOWN COUNCIL**  
**COUNCIL MEETING – 6<sup>th</sup> NOVEMBER 2023**  
**SCHEDULE OF PAYMENTS**  
**6<sup>th</sup> OCTOBER 2023 to 27<sup>th</sup> 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 £369,645.39.

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DAVID POOLEY - TOWN CLERK



# Payment Schedule For the period 6 October 2023 to 27 October 2023 Cash Basis

Date	Contact	Payment Method	Description	Reference	Amount	Cost Centre
06 Oct 2023	TClarke Contracting Ltd	BACS	Payment: TClarke Contracting Ltd	SL-23090157	90.31	Stable Block/Pondhu House
06 Oct 2023	TClarke Contracting Ltd	BACS	Payment: TClarke Contracting Ltd	SL-23090164	619.02	Stable Block/Pondhu House
06 Oct 2023	Vincent Tractors Ltd	BACS	Payment: Vincent Tractors Ltd	161356	8.71	Transport and Plant
06 Oct 2023	Logical Cleaning Solutions	BACS	Payment: Logical Cleaning Solutions	INV-6293	684.25	Stable Block/Pondhu House
06 Oct 2023	Source for Business	BACS	Payment: Source for Business	4083387687	114.98	Priority Toilets
06 Oct 2023	Sara Gwilliams	BACS	Payment: Sara Gwilliams	Refreshments	14.05	Town Centre Revitalisation Project
06 Oct 2023	Vision ICT	BACS	Payment: Vision ICT	17263	363.16	General Administration
06 Oct 2023	Cornwall Council	BACS	Payment: Cornwall Council	8100409321	36.00	Library
06 Oct 2023	Vincent Tractors Ltd	BACS	Payment: Vincent Tractors Ltd	161489	38.40	Transport and Plant
06 Oct 2023	H D Pooley	BACS	Payment: H D Pooley	Travel expenses	29.10	General Administration
06 Oct 2023	Glasdon UK Limited	BACS	Payment: Glasdon UK Limited	SI871373	287.61	Multiple Categories
06 Oct 2023	Objective IT Services	BACS	Payment: Objective IT Services	3398	648.92	General Administration
06 Oct 2023	BDO LLP	BACS	Payment: BDO LLP	INV-00427121	2,520.00	General Administration
06 Oct 2023	ITEC	BACS	Payment: ITEC	907423	10.01	General Administration
06 Oct 2023	Young People Cornwall	BACS	Payment: Young People Cornwall	2309	5,000.00	The House/Youth Services
06 Oct 2023	APS Construction Services Limited	BACS	Payment: APS Construction Services Limited	3359	5,964.00	Priority Toilets
06 Oct 2023	Logical Cleaning Solutions	BACS	Payment: Logical Cleaning Solutions	INV-6249	1,030.27	Library
06 Oct 2023	P J Security Ltd	BACS	Payment: P J Security Ltd	32618	180.00	Library
06 Oct 2023	Steve Andrews Tyres Ltd	BACS	Payment: Steve Andrews Tyres Ltd	SAI-25614	93.10	Transport and Plant
06 Oct 2023	Lyreco UK Limited	BACS	Payment: Lyreco UK Limited	6723629001	7.72	Library
06 Oct 2023	Volunteer	BACS	Payment: Volunteer		11.70	Library
09 Oct 2023	Rentokill Initial UK Limited	Direct Debit	Payment: Rentokill Initial UK Limited	60405849	152.84	Stable Block/Pondhu House
09 Oct 2023	Hutchison 3G UK Limited	Direct Debit	Hutchison 3G UK Limited		27.17	Pollair Park
10 Oct 2023	K A Gay	Petty Cash	K A Gay	PC06	5.95	General Administration
11 Oct 2023	Alistar Business Solutions	Direct Debit	Payment: Alistar Business Solutions	E2017711853	390.58	Transport and Plant
12 Oct 2023	EE Limited	Direct Debit	Payment: EE Limited	V02153241493	184.99	General Administration
12 Oct 2023	ASAP Stamps Ltd	Credit Card	Payment: ASAP Stamps Ltd	CC12.10.23	21.96	Library
13 Oct 2023	TClarke Contracting Ltd	BACS	Payment: TClarke Contracting Ltd	SL-23100048	73.61	Library
13 Oct 2023	Bermose Mobile Limited	BACS	Payment: Bermose Mobile Limited	B3122417	271.08	Priority Car Park
13 Oct 2023	Npower	BACS	Payment: Npower	IN08560068	185.09	Other Parks and Open Spaces
13 Oct 2023	Healthmatic Ltd	BACS	Payment: Healthmatic Ltd	13239	64.98	Priority Toilets
13 Oct 2023	ITEC	BACS	Payment: ITEC	902075	320.63	General Administration
13 Oct 2023	Vision ICT	BACS	Payment: Vision ICT	17318	30.00	General Administration
13 Oct 2023	Grahams Garden Machinery Ltd	BACS	Payment: Grahams Garden Machinery Ltd	102646	118.50	Transport and Plant
13 Oct 2023	Cornwall Council	BACS	Payment: Cornwall Council	8100414939	376.76	Priority Car Park
13 Oct 2023	Source for Business	BACS	Payment: Source for Business	4083505079	27.80	Pollair Park
13 Oct 2023	M A Grigg Ltd	BACS	Payment: M A Grigg Ltd	S48855	74.46	Other Parks and Open Spaces
13 Oct 2023	GB Tool Hire Ltd	BACS	Payment: GB Tool Hire Ltd	78402	42.84	Other Parks and Open Spaces
13 Oct 2023	DJR Water Hygiene	BACS	Payment: DJR Water Hygiene	SI-605	200.00	Multiple Categories
13 Oct 2023	Kernow Training Ltd	BACS	Payment: Kernow Training Ltd	6584	195.00	Other Parks and Open Spaces
13 Oct 2023	Spot-On Supplies Ltd	BACS	Payment: Spot-On Supplies Ltd	21572921	197.32	Other Parks and Open Spaces
13 Oct 2023	Cornwall Council	BACS	Payment: Cornwall Council	8100414946	36.25	Tregonissey Lane End
13 Oct 2023	G4S	BACS	Payment: G4S	2023092799	704.22	Multiple Categories
13 Oct 2023	Source for Business	BACS	Payment: Source for Business	4083504814	57.31	Library
13 Oct 2023	ITEC	BACS	Payment: ITEC	CWI145733	48.00	General Administration
13 Oct 2023	D May & Son Ltd	BACS	Payment: D May & Son Ltd	2000011593	50.20	Other Parks and Open Spaces
16 Oct 2023	Cornwall Council	Direct Debit	Payment: Cornwall Council	802628607-2023/24-7	55.00	Tregonissey Lane End
16 Oct 2023	Cornwall Council	Direct Debit	Payment: Cornwall Council	80262013X-2023/24-7	4,309.00	Priority Car Park

16 Oct 2023	Cornwall Council	Payment: Cornwall Council	802635724-2023/24-7	1,206.00	Library
16 Oct 2023	NatWest	Payment: NatWest	E2017751329	50.40	General Administration
18 Oct 2023	Allstar Business Solutions	Payment: Allstar Business Solutions	PC07	147.70	Transport and Plant
18 Oct 2023	K A Gay	Payment: K A Gay	275385197	4.95	General Administration
19 Oct 2023	Worldpay (UK) Ltd	Payment: Worldpay (UK) Ltd	727	51.61	General Administration
20 Oct 2023	Hudson Accounting	Payment: Hudson Accounting	300028333	550.00	General Administration
20 Oct 2023	Tindle Newspapers Cornwall Ltd	Payment: Tindle Newspapers Cornwall Ltd	E9018258	250.80	Civic Ceremonial
20 Oct 2023	Kent County Council	Payment: Kent County Council	E9018266	650.38	Poltair Park
20 Oct 2023	Kent County Council	Payment: Kent County Council	Grant3	1,916.66	Library
20 Oct 2023	St Austell Choral Society	Payment: St Austell Choral Society	Grant4	250.00	Misc. Projects/Grants
20 Oct 2023	St Austell Festival of Music and Speech	Payment: St Austell Festival of Music and Speech	G9016742	124.11	Library
20 Oct 2023	Kent County Council	Payment: Kent County Council	UK164967	270.00	Prion Car Park
20 Oct 2023	Flowbird Smart City UK Limited	Payment: Flowbird Smart City UK Limited	157343	1,596.48	Other Parks and Open Spaces
20 Oct 2023	Hay Nurseries (Cornwall) Ltd	Payment: Hay Nurseries (Cornwall) Ltd	EBP	33,166.20	General Administration
25 Oct 2023	Various	Salaries - October 2023	E2017769522	444.75	Multiple Categories
25 Oct 2023	Allstar Business Solutions	Payment: Allstar Business Solutions		300,000.00	
26 Oct 2023	Cornwall Council	Cornwall Council - temporary cash investment			
27 Oct 2023	Spot-On Supplies Ltd	Payment: Spot-On Supplies Ltd	21573874	44.50	Library
27 Oct 2023	In2play	Payment: In2play	959	244.48	Transport and Plant
27 Oct 2023	Tindle Newspapers Cornwall Ltd	Payment: Tindle Newspapers Cornwall Ltd	300028516	82.80	Civic Ceremonial
27 Oct 2023	Spot-On Supplies Ltd	Payment: Spot-On Supplies Ltd	21573876	241.16	Other Parks and Open Spaces
27 Oct 2023	Cornwall Signs	Payment: Cornwall Signs	43551	18.00	Bethel Park
27 Oct 2023	Fenland Leisure Products Ltd	Payment: Fenland Leisure Products Ltd	SIN055406	93.20	Other Parks and Open Spaces
27 Oct 2023	Logical Cleaning Solutions	Payment: Logical Cleaning Solutions	INV-6390	695.53	Stable Block/Pondhu House
27 Oct 2023	Booths Print	Payment: Booths Print	68009	247.00	Civic Ceremonial
27 Oct 2023	Logical Cleaning Solutions	Payment: Logical Cleaning Solutions	INV-6348	1,030.27	Library
27 Oct 2023	Illustrator	Payment: Illustrator	336	45.56	Civic Ceremonial
<b>Total</b>				<b>369,645.39</b>	

# ST AUSTELL TOWN COUNCIL



## Councillor Vacancy Application Form

Date Form Submitted:

<b>Applicant Name:</b>	Oliver Gregory Kimber
<b>Applicant's Full Address:</b>	
	<b>Postcode:</b>
<b>Telephone Number:</b>	
<b>E-mail Address:</b>	
<b>Vacancy Applied For:</b>	<b>St Austell – Poltair &amp; Mount Charles Ward</b>
<b>Why would you like to take up a position as a member of St Austell Town Council?</b>	Because I have lived here all my life and will continue to do so and I want to help represent this great town and make it better for my generation and generations to come. I want to make this town and it' people proud!

<b>What skills and experiences do you feel you could bring to this important role?</b>	<p>I have experience in dealing with people and difficult situations due to the fact my family owns it's own business and I have worked for them for little under a year now and have watched the family run and before officially working for the company I had helped run it.</p>
<b>Any further comments to the Town Council in support of your application?</b>	<p>I have experience in dealing with civic ceremonies and meeting with important people because I was the student ambassador at Poltair as well as a member of the student council at Truro College.</p>

**By submitting this form you agree to be bound by the Town Council's Code of Conduct, Standing Orders and Financial Regulations if you are successful.**

**You also confirm that you meet the qualification criteria set out in the co-option procedure guidance.**

<b>Signed</b>	<b>O.G.Kimber</b>	<b>Date</b>	11/10/2023
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**Please return your completed form to:**

**Town Clerk**  
 St Austell Town Council  
 The Stable Block  
 Pondhu House  
 Penwinnick Road  
 St Austell  
 PL25 5DP

or

**Email:** [david.pooley@staustell-tc.gov.uk](mailto:david.pooley@staustell-tc.gov.uk)

**By 3pm on Friday 27<sup>th</sup> October 2023**



# ST AUSTELL TOWN COUNCIL



## Councillor Vacancy Application Form

Date Form Submitted:

<b>Applicant Name:</b>	Jeremy John PREECE
<b>Applicant's Full Address:</b>	
	<b>Postcode:</b>
<b>Telephone Number:</b>	
<b>E-mail Address:</b>	
<b>Vacancy Applied For:</b>	St Austell – Bethel & Holmbush Ward
<b>Why would you like to take up a position as a member of St Austell Town Council?</b>	<p>I want to take greater part in the life of St Austell. Becoming a member of the council would enable me to give something back to the place where we chose to live and where we are extremely happy.</p> <p>I have previous experience of serving as a Councillor at District Level. This is work that I miss very much and would like to be able take up again in St Austell. It is all about representing and serving.</p> <p>I have always found being involved to be very rewarding. I am currently Lay Chair of our Pastoral Parish Council and involved in ecumenical events. I am currently the secretary of St Austell Churches Together.</p>

<p><b>What skills and experiences do you feel you could bring to this important role?</b></p>	<p>I was a councillor at Rushmoor Borough Council (2014 – 2018). The skills and experience that I developed there included local campaigning in newspapers and speaking on Radio.</p> <p>Carrying out casework: I have experience of representing residents and business groups to the council and to housing associations</p> <p>Partaking in meetings with police on strategies to combat antisocial behaviours.</p> <p>I recognise many of the problems that I saw in Aldershot when I was councillor and have become aware of others that are particularly acute in Cornwall.</p>
<p><b>Any further comments to the Town Council in support of your application?</b></p>	<p>I joined the Labour Party at the age of 50, where I stepped into the world of local politics. I kept this up after moving to St Austell and was soon on the local party's executive committee and I also stood in the Cornwall elections in 2021.</p> <p>I met Deborah George when she hosted some of our committee meetings in her flat. Debbie was an inspirational person who campaigned tirelessly to remove barriers faced by people with disabilities. She was also Labour through and through.</p> <p>So I was very honoured to have been asked by our local party if I would apply to be co-opted onto the council and to take her seat for the final 18 months of her term.</p>

**By submitting this form you agree to be bound by the Town Council's Code of Conduct, Standing Orders and Financial Regulations if you are successful.**

**You also confirm that you meet the qualification criteria set out in the co-option procedure guidance.**

Signed		Date	17/10/2023
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**Please return your completed form to:**

**Town Clerk**  
 St Austell Town Council  
 The Stable Block  
 Pondhu House  
 Penwinnick Road  
 St Austell  
 PL25 5DP

or

**Email:** [david.pooley@staustell-tc.gov.uk](mailto:david.pooley@staustell-tc.gov.uk)

**By 3pm on Friday 27<sup>th</sup> October 2023**