

# St Austell Town Council



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

Dear Councillor

You are summoned to attend the **Annual Meeting** of **St Austell Town Council** to be held in **The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD** on **Wednesday 15th May 2024** at **6pm**.

A handwritten signature in blue ink, appearing to read 'D Pooley', is written over the printed name and title.

David Pooley  
**Town Clerk**

8<sup>th</sup> May 2024

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

## **AGENDA**

### **1. Election of Mayor**

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

### **2. Election of Deputy Mayor**

(Purpose: To elect the Deputy Mayor).

### **3. Apologies for absence**

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

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**4. Declarations of interest and gifts or hospitality received.**

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

**5. Dispensations**

(Purpose: To consider requests for dispensations).

**6. Minutes of Meeting held on 18<sup>th</sup> March 2024**

**Pages  
1-8**

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

**7. Matters to note**

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

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

**8. Mayor's/Retiring Mayor's announcements**

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

**9. Public Participation**

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

**10. Members' questions (10 minutes maximum)**

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

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- 11. Internal Audit Report for year ending 31<sup>st</sup> March 2024** **Pages 9-16**
- (Purpose: To receive and note the Internal Audit Report for the year ending 31<sup>st</sup> March 2024). (Attached).
- 12. Annual Governance Statement** **Pages 17-22**
- (Purpose: To agree and approve the Annual Governance Statement as part of the Annual Return for 2023/24). (Attached).
- 13. Annual Return and Accounting Statements 2023/24** **Pages 23-32**
- (Purpose: To agree and approve Section 2 of the Annual Return and the detailed Accounting Statements for 2023/24). (Attached).
- 14. Standing Committees** **Pages 33-46**
- (Purpose: To review the Terms of Reference and membership of the following Committees:
1. Community Committee
  2. Finance and General Purposes Committee
  3. Planning and Regeneration Committee
  4. Climate and Environment Committee
  5. Staffing Committee
- (Report attached).
- 15. Election of Representatives to outside bodies**
- (Purpose: To elect representatives to the following organisations:
- CALC - Larger Councils Liaison Group**  
(Currently Councillor M Brown)
- Climate Action St Austell (CASA)**  
(Currently Councillor C Hamilton)

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**Carlyon Road Masterplanning Group**

*(Currently Councillors Bull and Lanxon and the Chair of the Planning Committee)*

**Cornwall and Isles of Scilly Flood Forum**

*(Currently Councillor A Cohen)*

**Cornwall Council Planning Partnership**

*(Councillor M Thompson)*

**Holy Trinity Church Grounds Steering Group**

*(Councillor C Hamilton)*

**Rural Services Network**

*(Councillor M Thompson)*

**Rural Service Network – Young Person's Panel**

*(Councillor E Stephens)*

**Rural Service Network – Older Person's Panel**

*(Councillor P Guest)*

**Safer St Austell**

*(Currently Councillor T French)*

**St Austell Business Improvement District (BID)**

*(Currently Councillor T French)*

**St Austell Bay Economic Forum (SABEF)**

*(Currently Councillor M Brown)*

**St Austell Bay Chamber of Commerce**

*(VACANT)*

**St Austell Revitalisation Partnership**

*(Currently Councillors French, Pearce and the Chair of the Planning & Regeneration Committee)*

**St Austell, Mevagissey, St Blazey, Fowey and Lostwithiel**

**Community Area Partnership**

*(Currently Councillors Lanxon and Young)*

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**The House Steering Group**  
(Currently Councillors Fox and Double)

**Treveth – Penwinnick Road Steering Group**  
(Currently Councillors Gray and Hamilton)

- 16. Grass Cutting Policy** **Pages 47-64**  
(Purpose: To approve the updated Grass Cutting Policy).  
(Attached).

- 17. Schedule of Payments** **Pages 65-70**  
(Purpose: To approve a schedule of payments from 9<sup>th</sup> March 2024 to 3<sup>rd</sup> May 2024). (Attached).

- 18. Planning Application**

**PA24/02280:** Land South Of 67 Ledrah Road Ledrah Road St Austell Cornwall. Outline application with all matters reserved for the subdivision of existing residential curtilage to create plot for detached dwelling with shared access from Ledrah Road. **Ward: Central & Gover.**

Link: <https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SANN87FGL1X00>

- 19. St Austell – Buses**

(Purpose: To receive a list of bus route changes affecting St Austell post April 2024).

- 20. Schedule of meetings** **Pages 71-72**  
(Purpose: To confirm a schedule of meetings for the 2024/25 civic year). (Attached).

- 21. Community Committee** **Pages 73-76**  
(Purpose: To note the minutes of the Community Committee held on the 25<sup>th</sup> March 2024). (Attached).

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- 22. Finance and General Purposes Committee** **Pages 77-80**
- (Purpose: To note the minutes of the Finance and General Purposes Committee held on the 2<sup>nd</sup> April 2024). (Attached).
- 23. Planning and Regeneration Committee** **Pages 81-86**
- (Purpose: To note the minutes of the Planning and Regeneration Committee held on the 8<sup>th</sup> April 2024). (Attached).
- 24. To consider excluding the press and public.**
- Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified for the following item:*
- Item 25 is confidential because it contains commercially sensitive information.
- 25. Town Centre Revitalisation Partnership**
- (Purpose: To provide an update on the rooftop garden feasibility study and obtain authorisation to sign the grant offer for the banner project).
- 26. Dates of Meetings**
- (Purpose: To note dates of future Town Council Meetings – Monday 8<sup>th</sup> July 2024).

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**MINUTES of a MEETING of ST AUSTELL TOWN COUNCIL held on MONDAY 18<sup>th</sup> MARCH 2024 in The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD at 6pm.**

**Present:** Councillors: Brown, Bull, Cohen, Fox, French, Gray, Hamilton, Kimber, Lanxon, Pearce, Pears, Preece, Rowse, Stephens, Styles, Thompson and Young.

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

**C/23/152) Apologies for Absence**

Apologies for absence were received from Councillors Clemo, Double and Guest. Councillor Rowse had advised that he would be late.

**C/23/153) Declarations of interests and gifts or hospitality received**

There were no declarations of interest.

**C/23/154) Dispensations**

There were no requests for a dispensation.

**C/23/155) Minutes of Meeting held on 29<sup>th</sup> January 2024**

It was **RESOLVED** that the minutes of the meeting held on 29<sup>th</sup> January 2024 be approved and signed as a correct record.

**C/23/156) Matters to Note**

In answer to questions, the Clerk confirmed that the works at Edgcumbe Road have started and a letter has been sent to Cornwall Council regarding the Mid Cornwall Metro Project but a response has not been received. Councillor Brown commented that the Mid Cornwall Metro "virtual balloon ride" recently exhibited in Newquay is reported to have cost £165,000. Councillor Pears, Portfolio Holder at Cornwall Council advised that he did not know the cost of initiative, but the publicity included exhibitions in Penryn as well as Newquay.

Arising from a question, Councillor Pears undertook to make enquiries with regard to the parking bays and congestion at Clifden Road.

**C/23/157) Mayor's announcements**

The Mayor advised that she had attended the King Scout Awards in Scredda, the Sorooptimist Charter Lunch at Tywardreath, weekly briefings with the Clerk and a meeting with Cornwall Council and surrounding Parish Councils with regard to the proposed pedestrian crossing at Trehiddle. She added that she has also been involved in the preliminary interviews for the new Bishop of Truro.

*\*\*Councillor Rowse arrived to the meeting\*\**

**C/23/158) Public Participation**

None

## **C/23/159) Members' questions**

There were no questions from Members.

## **C/23/160) Emma Rodgers, Senior Development Manager – Treveth Holdings LLP**

The Mayor welcomed Emma Rodgers, Dominic O'Neill and Jacob Newman of Treveth Holdings to the meeting. They provided an update on their work and proposals for the former Cornwall Council office site at Penwinnick Road. Issues covered included:

- Time scales for demolition and site clearance
- Security of the site – options for improving security
- Bats on the site
- Trees on the site – including trees with ash dieback
- Trough (timescales for its removal to Truro Road Park)
- Timescales for the production of a planning brief and planning application
- Stakeholder consultation proposals
- Public consultation proposals
- The Town Council's tenancy at The Stable Block (current lease expires 2025).

Mr O'Neill advised that the Cornwall Council Planning Brief for the site will be used as guidance only as there are concerns about the density proposed. The business model adopted by Treveth is open market rental properties over a 3 year tenancy period with only a small proportion of properties for the open market. There will also be a proportion of affordable housing.

It is hoped that Treveth will be in a position to submit a planning application late summer/early autumn after a thorough consultation process. A stakeholder group is in the process of being formed with representatives from the community, Town Council, Revitalisation Partnership and the school. It is anticipated to have three public meetings:

1. April – meet Treveth
2. May/early June to discuss concepts, layout and use classes
3. Detailed consultation prior to planning application submission

A website will be produced for people who cannot attend the consultation events in person. There will also be regular updates on social media.

In addition, Ms Rodgers advised that once the demolition and levelling of the site has taken place, they are mindful to take the hoardings down, install good lighting across the site and allow pedestrian access. It is hoped that by allowing access to the site there will be less anti-social behaviour and the public will be able to better visualise the proposals as they develop through the consultation process.

Mr O'Neill advised that there is ash dieback on the site and two diseased trees have been removed. A further three trees within the Tree Preservation Order area on the site are also showing signs of ash dieback and will be managed accordingly.

The Listed Horse Trough is still in situ and once Listed Building Consent has been obtained from Cornwall Council it will be re-located to Truro Road Park.



Mr O'Neill advised that the Town Council's lease of The Stable Block terminates in December 2025 and that the current terms of the lease are linked to the Town Council's devolution project. Mr O'Neill confirmed they will contact the Town Council in good time to start discussing the options available to the Town Council. Mr O'Neill re-assured Members that no rash decisions will be made.

During discussion, Members raised the following issues/concerns:

- The need for an open and transparent consultation process
- The potential for a consultation event in the town centre
- The future of Pondhu House
- Concern with regard to high density housing on the site in the light of the severe traffic congestion on the A390 and the Mevagissey roundabouts
- Why the site has been allocated for housing as it contradicts the Town Framework
- The future of the Childrens' Centre

The Clerk asked for nominations to sit on the Stakeholder Group. Councillors Gray and Hamilton expressed an interest.

It was **RESOLVED** that Councillors Gray and Hamilton be nominated as the Town Council's representatives to sit on the Stakeholder Group.

The Mayor thanked the representatives from Treveth for their interesting presentation.

### **C/23/161) St Austell Town Centre Revitalisation Partnership**

*\*\* Mr Jonathan Nicholls, Hayhurst, Director, Hayhurst and Co Architects and Claire Taggart, Associate joined the meeting by TEAMS\*\**

By way of an introduction, the Town Clerk advised that there is a lack of large scale funding at the present time and uncertainty as to what will be available in the future. He stressed that it is imperative for the town to be "ready to go" as and when the next round of large scale funding is announced. He stressed the need for smaller scale priority projects to be either in progress or completed when the large scale funding is available to demonstrate that St Austell is a town that can deliver. The Clerk advised that the Government's "High Streets Task Force" report is a helpful document and complements the Masterplan.

The Clerk added that funding has been secured for the design of the church piazza, Cornwall Council's White River Place offices are scheduled to start within the next few months, Cornwall Council's Highways Department are looking at traffic flows/one way systems around the town and feasibility studies are being worked on for student accommodation in the town centre. He is also hopeful that Cornwall Council will make funding available for a refurbishment design of Duke Street and the old Fire Station site.

The Clerk advised that although important, the roof top garden on its own will not revitalise the town centre and that it has to be progressed alongside other smaller scale projects.

The Clerk welcomed Mr Jon Nicholls and his team to the meeting.

Mr Nicholls advised that he would like to update members on:

1. Design
2. Structural Surveys
3. Next Steps

Mr Nicholls provided a recap on the Vision and four concept roof strategies:

1. Secret Garden
2. Pop Up Park
3. Market Garden
4. Clayscape

He advised that following feedback on the strategies, the preferred approach from the Town Council and Partnership was based around:

1. Café bar
2. Town Square
3. Pop up studios
4. Seating
5. Covered Market
6. Hall
7. Greening

Support for this strategy was provided on the basis that the impact on the existing tenants would be considered throughout the project and minimised as far as possible.

Mr Nichols advised that whilst developing the preferred strategy the final costings were coming in around £5m to £6m which was in excess of the indicative budget of £3.6m. This cost, in the light of ongoing uncertainty around the changing economic and political environment, required an urgent review of the project and key representatives of the Town Council and Partnership met to make recommendations on how to proceed.

The key representatives met and reviewed the position and agreed the following:

- The project needed to be completed within the £3.6m indicative budget as outlined in the Revitalisation Plan and project specification;
- To focus the project outcome on Option 2 "Green Space" with potential for pop up/ad hoc activity
- To expedite structural testing

Mr Nichols confirmed that the two original access points remain within the latest design.

1. Side ramp access (by the butchers)
2. Vicarage Hill Square stair access

It was noted that the Vicarage Hill Square access includes the provision of a "Heritage Square" which includes a seated area, open space and greening.

It was further agreed that the scaling back would probably result in the loss of a large meeting hall and covered market.

Mr Nichols outlined the progress so far with regard to the commissioning of surveys, engineer visits and associated costs. He explained that there are only a few people who can carry out the survey works required and due to a number of RAAC projects (crumbling concrete) the timescales have become protracted.

Mr Nichols stressed that the designs developed to date have been made on structural assumptions based on a measured survey and the design code for the period of the building. He advised that with the landlords consent, more invasive testing will be carried out during April.

### **Next Steps**

The pre-application advice is still ongoing, but initial talks with Cornwall Council have been very positive. Once a more detailed design is worked up, the Planning and Heritage Officers will be able to provide further feedback, particularly with regard to the views to the Grade II listed Holy Trinity Church, proposed uses and any impact on the neighbouring properties.

Consultation with the leaseholder and Partnership is due to take place tomorrow.

In late April (dependent on agreement with the leaseholder) more in depth site surveys and testing will be carried out, the results of which will be used to formulate an integrated structural design.

During discussion, Members raised the following:

- Confirmation that the designs are currently based on calculated load bearing assumptions;
- The current proposals do not include a hall (to reduce costs), but they do include an enclosed café space and a small meeting space;
- The process adopted to reach this latest design proposal;
- The parallel process of the Town Council and Partnership receiving the same information within a few days of each other.

Overall, the Town Council expressed their support for the proposal and the progress so far.

The Mayor thanked Mr Nicholls for his presentation.

### **C/23/162) Nominations for Mayor and Deputy Mayor**

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

The Clerk further advised that Councillor Double had withdrawn her nomination form for Deputy Mayor.

Members considered the nominations received for Mayor and Deputy Mayor for the 2024/25 Civic Year.

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

It was **RESOLVED** to appoint Councillor Young as Mayor elect for the 2024/25 civic year.

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

It was **RESOLVED** to appoint Councillor Hamilton as Deputy Mayor elect for the 2024/25 civic year.

#### **C/23/163) Members appointed to outside bodies update reports**

Councillor Lanxon advised that the football club are hoping to have a public exhibition detailing their refurbishment plans within the next few weeks. She added that the Community Area Partnership has recently approved the Trenowah Road crossing highways scheme and the purchase of a mobile speed camera. The Town Council's preferred Highways Scheme for a pedestrian crossing at Tregonissey Road between Poltair School and Cornwall College was not approved for formal consideration by the Partnership.

#### **C/23/164) Cornwall Councillor update reports**

Members noted the written reports of Councillors Double and Rowse.

Councillor Pears advised that he is due to meet with transport colleagues shortly with regard to the congestion issue at Clifden Road and that the bus service timetable is due to change at Easter.

*\*\*Councillor Rowse left the meeting\*\**

#### **C/23/165) Schedule of Payments**

It was **RESOLVED** that the schedule of payments for the period 20<sup>th</sup> January 2024 to 8<sup>th</sup> March 2024 totalling £178,256.55 be approved.

#### **C/23/166) Planning and Regeneration Committee**

It was **RESOLVED** that the minutes of the Planning and Regeneration Committee meetings dated 5<sup>th</sup> February 2024 and 4<sup>th</sup> March 2024 be noted.

#### **C/23/167) Finance and General Purposes Committee**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting dated 19<sup>th</sup> February 2024 be noted.

#### **C/23/168) Community Committee**

It was **RESOLVED** that the minutes of the Community Committee Meeting dated 26<sup>th</sup> February 2024 be noted.

#### **C/23/169) Staffing Committee**

It was **RESOLVED** that the minutes of the Staffing Committee Meeting dated 11<sup>th</sup> March 2024 be noted.

### **C/23/170) 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 following items in view of the commercially sensitive nature of the business to be transacted.

### **C/23/171) Piazza and Green Open Space**

The Clerk outlined the funding position with regard to the proposed piazza and green open space project and the next steps for design and delivery.

It was **RESOLVED** to:

1. Approve the project in principle;
2. Waive the Town Council's Standing Orders and appoint the Town Council's preferred contractor, Mei Loci, to carry out the design and, if funding is available, delivery of the project;
3. Contribute up to £2,000 from the Town Council's reserves towards the design project;
4. Set up a working group of key stakeholders to design and oversee the delivery of the design project.

### **C/23/172) Town Vitality Fund**

The Clerk outlined the proposed projects for Cornwall Council's Town Accelerator Fund, Strategic Fund and Delivery Fund and the Town Council's contribution towards each project.

It was **RESOLVED** to approve the projects in principle and the Town Council's contributions outlined in the table circulated.

### **C/23/173) Dates of Meetings**

It was noted that the next Town Council meetings are due to take place on 29<sup>th</sup> April 2024 (Annual Parish Meeting) and 15<sup>th</sup> May 2024 (Annual Town Council Meeting).

The meeting closed at 7.53pm.





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

ISSUE DATE: 19/04/2024  
ISSUED TO: TOWN CLERK

## **INTRODUCTION:**

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

### **Scope:**

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

### **Approach:**

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

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

***The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications other than it has not fully met its obligations as Sole Trustee of a charity. In all other significant respects, the control objectives were achieved throughout the financial year to a standard adequate to meet the needs of the Council.***

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



#### **AUDIT COMMENTARY:**

Items in **bold text** within the body of the report represent our findings in respect of the application of controls, text in *italics* represent suggested actions that fall short of being a formal recommendation or do not necessarily pertain to the application of internal controls.

#### **Previous Recommendations**

**There are no previous recommendations requiring action.**

#### **Accounting Records**

**The accounts have been properly maintained throughout the year.**

#### **Payments**

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

##### *Payment*

**Further testing of payments made revealed no issues to report.**

##### *Grants*

**Grants paid were traced to the awards made by Members in the Minutes – all were found to be in order.**

#### **Risk**

##### *Insurance*

**The Fidelity Guarantee remains adequate at £2 million.**

##### *Risk*

**The council reviewed its risk management arrangements and risk register in February 2024.**

#### **Budgets**

##### *Setting*

**The budget and precept 2024/25 were properly approved by Full Council in December 2023.**

**Detailed estimates of income and expenditure were provided and budget performance in the current year was taken into account.**

**The impact on the general fund and the use of earmarked reserves was taken into consideration.**

##### *Monitoring*

**Budget monitoring has been undertaken in line with Financial Regulations.**

##### *Adequacy of Reserves*

**After allowing for earmarked reserves of £528,448 the general reserve stands at £379,653; equating to 25% of gross expenditure, at the bottom of generally accepted parameters.**

**The reserve level ratio to gross expenditure is higher than this if one-off expenditure in 2023/24 is excluded from the calculation.**

#### **Income**

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

##### *Interest*

Interest earned on the council investments has been accurately reflected in the Ledger.

*Library*

Till rolls were checked to the income already audited a part of the interim audit and all was in order.

*VAT*

VAT claims for the year have been submitted.

The year-end claim is in accord with balances held in the accounting statements.

**Petty Cash**

Petty cash is rarely used and is adequately controlled.

**Assets**

the asset register has been updated to reflect acquisitions and disposals and the total value of assets held has been accurately reflected in the AGAR.

**Payroll**

The January payroll was tested with no issues to report.

The national pay award was accurately implemented.

Changes in employee Terms & Conditions were approved by Members and were correctly applied.

**Bank Reconciliation**

Bank reconciliations have been carried out in a timely and accurate manner throughout the year.

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

**Accounting Statements**

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

Year-end adjustments were reasonable and were properly accounted for.

**Trusts**

Meetings of the Trusts have been held and as neither have any financial transactions there is no need for separate bank accounts or ensuring that the accounts of the Council are separately maintained.

The Charity Commission submission for the W J Adams Charity was 79 days overdue at the time of the audit.

# Annual Internal Audit Report 2023/24

## ST AUSTELL TOWN COUNCIL

www.staustell-tc.gov.uk/External\_Audit

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 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 2023-24 AGAR period, were public rights in relation to the 2022-23 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 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
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

17/10/2023 06/02/2024 19/04/2024

Name of person who carried out the internal audit

S P HUDSON CPFA

Signature of person who carried out the internal audit

S. P. Hudson

Date

19/04/2024

\*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).



# HUDSON ACCOUNTING LTD



To Whom it may concern:

**Reasons for No or Not Covered items 2023/24 Annual Internal Audit Report**

**ST AUSTELL TOWN COUNCIL**

**Item O**

Whilst meetings of the charities were held and there are no financial transactions to keep separate the Charity Commission return for the Registered Charity had not been submitted and was 79 days overdue at the time of the final audit work carried out.

*S. P. Hudson*

S P Hudson CPFA

Director

Directors: Steve Hudson BA (Hons), C.P.F.A.

Company Registration: 6935832 (England & Wales)

Registered Office: Brynmor, St. Ives Road, Carbis Bay, St. Ives, Cornwall, TR26 2SF



**ST AUSTELL TOWN COUNCIL**  
**COUNCIL MEETING – 15<sup>th</sup> MAY 2024**  
**ANNUAL GOVERNANCE STATEMENT**

**1. PURPOSE OF REPORT**

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

**2. LEGAL AND RISK MANAGEMENT ISSUES**

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

The Council is required to submit a summary set of accounts, an Annual Governance Statement, an annual internal audit report and supporting information to external auditors BDO LLP by the 1<sup>st</sup> July 2024. BDO LLP have been appointed by the Government to undertake an audit of Parish and Town Councils. Members and officers are required to report any conflicts of interest created by this appointment. An internal audit has been undertaken by Hudson Accounting Ltd. The annual internal audit report attached to the return to BDO LLP is based upon the work of Hudson Accounting Ltd. All audit reports and findings are reported to the Finance and General Purposes Committee.

**3. RESOURCE ISSUES**

None outside of existing budgets.

**4. EQUALITIES ISSUES**

None.

**5. ENVIRONMENTAL ISSUES**

None.

**6. RECOMMENDATIONS**

It is recommended that Members:

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

---

### **Background**

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

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

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

Each question is discussed below.

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

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



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

Question 4 – Appropriate notices were placed in notice boards and on the Town Council's website and accounting statements are published together with details of all transactions over £500. No members of the public felt it necessary to question or challenge anything in the Town Council's accounts for 2022/23.

Question 5 – the Council's risk register has been reviewed and made more comprehensive in recent years. Reports on risk management have been considered by the Finance and General Purposes Committee and Council in February/March and the risk register was updated as part of this review. Insurance covers were reviewed and challenged through a tender exercise in 2023.

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

Question 7 – all Audit reports are reported to the Finance and General Purposes Committee and the Town Council has an excellent record of dealing with and addressing points raised. There are no outstanding audit recommendations other than a reminder to complete a nil return to the Charity Commission for the Poltair Park charity.

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

Question 9 relates to Trust funds/assets. Both Poltair Park and Truro Road Park have land held in trust with the Poltair Park trust being a charitable trust registered with the Charity Commission. We have no funds held in trust and do not therefore need to produce separate accounting statements but we should submit an annual return to the Charity Commission for the Poltair Park charity and hold annual meetings of each trust to formally agree an annual report. The meetings of the trusts were last held on the 24<sup>th</sup> July 2023. The next meetings are due to be held on 8<sup>th</sup> July 2024. The return to the Charity Commissioners has not yet been made but will be submitted when the Council's registration on a new computer system has been approved.

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

DAVID POOLEY  
TOWN CLERK

## Section 1 – Annual Governance Statement 2023/24

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 2024, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		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:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.staustell-tc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



**ST AUSTELL TOWN COUNCIL**

**COUNCIL MEETING – 15TH MAY 2024**

**ANNUAL RETURN AND ACCOUNTING STATEMENTS**

**1. PURPOSE OF REPORT**

To approve the Annual Accounting Statements for the 2023/24 financial year and Section 2 of the Annual Return which summarises the Council's accounts.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

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

The Council is required to submit a summary set of accounts, an Annual Governance Statement and an annual internal audit report to external auditors BDO LLP by the 1<sup>st</sup> July 2024. Internal audit inspections have been undertaken by Hudson Accounting Ltd. The annual internal audit report attached to the return to BDO LLP is based upon the work of Hudson Accounting Ltd. All audit reports are reported to the Finance and General Purposes Committee.

**3. RESOURCE ISSUES**

None outside of existing budgets.

**4. EQUALITIES ISSUES**

None.

**5. ENVIRONMENTAL ISSUES**

None directly.

**6. RECOMMENDATIONS**

It is recommended that Members:

- Consider and approve the detailed accounting statements

and transfers to and from reserves as shown;

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

## **Background**

A copy of the detailed financial accounting statements for the Town Council for the year ended the 31<sup>st</sup> March 2024 is attached for the information of Councillors. Councillors are asked to consider and approve the accounts and the transfers to and from reserves as set out in the statements, to approve the summary accounts section of the Annual Return form and authorise the signing of this document.

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

- a. a financial year-end bank reconciliation and bank statements;
- b. explanations for significant variances from last year to this year;
- c. quantified explanations for any differences between box 7 and box 8 in section 2;
- d. explanation of any "no" answers in Section 1;
- e. details of earmarked reserves at year end if deemed high (not applicable).
- f. Proof that the Town Council has appointed an internal auditor appropriately;
- g. Details of capital projects over £100,000 in value.

2023/24 was a challenging year for the Council with a number of significant projects and inflationary pressure on service costs. Careful management of spending by your officers helped to keep within budget and return a small surplus for the year.

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

- The replacement and repair of safety surfacing at Truro Road Park;
- Construction of a bat shelter and demolition of a pavilion in Poltair Park;
- 49 trees planted in the parks and open spaces;
- The creation of further wildflower meadows at Bethel Park, Brockstone Road and Cosgarne Triangle;

- Maintained a high quality service and organised various events at the Library which is consistently the second busiest library in Cornwall;
- Obtained funding and delivered a major improvement scheme at Bethel Park;
- Capped a mineshaft in Bethel Park;
- Installed a new bus shelter at Holmbush;
- Helped to fund town centre security guards and used a re-deployable CCTV camera to improve two ASB hotspots;
- Managed a Town Centre Revitalisation Partnership and attracted funding to undertake feasibility and design work in preparation for future funding opportunities.

### **The Financial Outturn**

The surplus at the year-end is £13,025.27 after transferring £136,960.51 from reserves and £92,001.64 to reserves (£30,000.00 for the Play Equipment Reserve and £62,001.64 for specific projects). The Council's earmarked reserves are now:

Elections Reserve	£25,000.00
Repairs and Renewals Reserve	£404,676.50
Projects Reserve	£98,772.28
<b>TOTAL</b>	<b>£528,448.78</b>

The Projects Reserve is made up of the following commitments:

- Sea Cadets grant - £10,000
- Town Heritage Scheme - £13,835.57
- Poltair Park Café - £5,298
- Poltair Park toilet block demolition - £5,000.00
- CCTV cameras - £25,000.00
- Church piazza project - £9,975.00
- Community Chest – The Meadows - £1,023.14
- Town Centre Revitalisation Project - £20,000.00
- Ride-on mower - £22,000.00

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

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

The outcome of the 2023/24 financial year was a surplus of

£13,025.27. The Council's General Fund balance has increased from £366,627 to £379,653. This is considered to be an acceptable balance and described by the independent auditor as "equating to 25% of gross expenditure, at the bottom of generally accepted parameters".

### **Conclusions**

The Council has managed some very large projects during 2023/24 and successfully delivered these within its overall budget. It remains in a healthy financial position and provides good service levels with a council tax level lower than most comparable towns in Cornwall.

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

DAVID POOLEY  
TOWN CLERK



# Profit and Loss

## St Austell Town Council For the year ended 31 March 2024

	2024	2023
<b>Turnover</b>		
Car Park Income	245,954.22	260,407.55
Council Tax Grant	-	15,238.60
Interest Income	35,799.93	12,837.51
Library Income	5,767.21	6,935.35
Other Grants and Contributions	125,114.22	866.66
Other Income	4,131.83	9,110.46
Precept Payments	1,067,220.00	905,520.00
Public Convenience Charges	2,318.92	2,731.88
Rent Received	10,410.00	10,350.00
Transfers from Reserves	136,960.51	155,865.95
<b>Total Turnover</b>	<b>1,633,676.84</b>	<b>1,379,863.96</b>
<b>Gross Profit</b>	<b>1,633,676.84</b>	<b>1,379,863.96</b>
<b>Administrative Costs</b>		
Books and Publications	(10.00)	131.99
Cleaning & Domestic Supplies	19,192.99	8,773.79
Contract Hire and Operating Leases	613.42	10,538.66
Contract Payments	158,546.41	151,411.87
Election Expenses	11,651.68	-
Electricity	16,303.03	10,386.11
Fuel	10,014.58	9,161.90
Gas	8,390.54	5,930.95
Grounds Maintenance Supplies	20,656.20	27,268.38
Insurances	10,745.05	18,016.67
IT / Communications	22,513.89	20,299.88
Mayors Allowances	91.85	296.85
Members Allowance	-	15.30
Miscellaneous Expenses	128,184.58	127,975.58
Miscellaneous Grants	65,913.50	52,653.06
Office Supplies	10,020.85	3,655.86
Other Transport/plant expenses	2,892.16	44,164.06
Play Equipment	216,500.18	20,064.00
Printing and Stationery	2,674.56	3,600.00
Protective Clothing	2,375.47	3,086.56
Publicity	812.00	890.00
Rates	35,925.37	79,051.10
Recruitment	33.00	1,376.60
Rent / Room Hire	5,541.00	5,561.00
Repairs / Maintenance Premises	50,121.87	31,725.25
Repairs/ Maintenance-Vehicles/Plant	12,089.66	6,364.67

	2024	2023
Road Fund / Taxes	1,290.00	1,170.00
Salaries / Wages	691,055.16	625,830.84
Small Grants Scheme	7,500.00	7,223.00
Subscriptions	8,076.97	7,750.83
Training	2,927.88	1,785.00
Transfer to Reserves	92,001.64	86,520.00
Transport Insurance	3,089.20	3,066.21
Travel and Subsistence	546.54	446.33
Water	2,370.34	(1,424.00)
<b>Total Administrative Costs</b>	<b>1,620,651.57</b>	<b>1,374,768.30</b>
<b>Operating Profit</b>	<b>13,025.27</b>	<b>5,095.66</b>
<b>Profit on Ordinary Activities Before Taxation</b>	<b>13,025.27</b>	<b>5,095.66</b>
<b>Profit after Taxation</b>	<b>13,025.27</b>	<b>5,095.66</b>

# Balance Sheet

## St Austell Town Council As at 31 March 2024

	31 MAR 2024	31 MAR 2023
<b>Fixed Assets</b>		
<b>Tangible Assets</b>		
Ceremonial Assets	99,505.71	99,745.71
Land and Buildings	398,317.41	179,167.73
Long Term Investment	10,000.00	13,000.00
Office Equipment	22,033.01	21,427.51
Street Furniture inc Notice Boards	129,871.60	121,855.85
Vehicles, Plant & Machinery	124,289.49	124,210.49
<b>Total Tangible Assets</b>	<b>784,017.22</b>	<b>559,407.29</b>
<b>Total Fixed Assets</b>	<b>784,017.22</b>	<b>559,407.29</b>
<b>Current Assets</b>		
<b>Cash at bank and in hand</b>		
Library Cash Account	100.00	100.00
Mayors Charity Account	282.00	1,633.11
NW Business Reserve Account	21,106.49	-
NW Current Account	113,649.32	115,016.33
Petty Cash Account	7.86	56.00
<b>Total Cash at bank and in hand</b>	<b>135,145.67</b>	<b>116,805.44</b>
Accounts Receivable	3,916.60	5,257.59
Debtors and Prepayments	21,557.01	16,152.36
Short Term Investments	770,083.30	835,389.86
<b>Total Current Assets</b>	<b>930,702.58</b>	<b>973,605.25</b>
<b>Creditors: amounts falling due within one year</b>		
Accounts Payable	33,175.30	24,223.26
Accruals	9,556.40	14,629.55
St AUSTELL TC - Credit Card	2,528.12	2,551.59
VAT	(22,658.63)	(7,834.14)
<b>Total Creditors: amounts falling due within one year</b>	<b>22,601.19</b>	<b>33,570.26</b>
<b>Net Current Assets (Liabilities)</b>	<b>908,101.39</b>	<b>940,034.99</b>
<b>Total Assets less Current Liabilities</b>	<b>1,692,118.61</b>	<b>1,499,442.28</b>
<b>Net Assets</b>	<b>1,692,118.61</b>	<b>1,499,442.28</b>
<b>Capital and Reserves</b>		
Asset Revaluation Reserve	96,652.00	96,892.00
Capital Financing Reserve	687,365.22	462,515.29
Current Year Earnings	13,025.27	5,095.66
Earmarked Reserves	528,448.78	573,407.65
General Reserve	366,627.34	361,531.68
<b>Total Capital and Reserves</b>	<b>1,692,118.61</b>	<b>1,499,442.28</b>



## Section 2 – Accounting Statements 2023/24 for

### St Austell Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,004,285	940,035	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	905,520	1,067,220	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	318,478	429,496	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	625,831	691,055	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	662,417	837,595	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	940,035	908,101	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	952,195	905,229	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	559,407	784,017	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 exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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

SIGNATURE REQUIRED

Date

03/05/2024

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



**ST AUSTELL TOWN COUNCIL  
COUNCIL MEETING – 15<sup>th</sup> MAY 2024  
STANDING COMMITTEES**

**1. PURPOSE OF REPORT**

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

**2. LEGAL AND RISK MANAGEMENT ISSUES**

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

**3. RESOURCE ISSUES**

None.

**4. EQUALITIES ISSUES**

None.

**5. ENVIRONMENTAL CONSIDERATIONS**

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

**6. RECOMMENDATIONS**

It is recommended that:

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

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

It is suggested that the committee structures and Terms of Reference for the 2024/25 civic year should be as set out on the following pages. The membership of each committee is as shown.

Members are asked to consider if they wish to change any of the committees they sit on.

DAVID POOLEY  
TOWN CLERK



## STANDING COMMITTEES – MEMBERSHIP 2024~25

Planning & Regeneration Committee	Community Committee	Finance and GP Committee	Climate & Environment Committee
Malcolm BROWN	Anita COHEN	Malcolm BROWN	Richard CLEMO
Jackie BULL	Anne DOUBLE	Jackie BULL	Anita COHEN
Anita COHEN	Julie FOX	Richard CLEMO	Peter GUEST
Julie FOX	Peter GUEST	Tom FRENCH	Colin HAMILTON
Tom FRENCH	Oliver KIMBER	Mark GRAY	Andrea LANXON
Mark GRAY	Crystal PEARCE	Andrea LANXON	Tim STYLES
Colin HAMILTON	Jeremy PREECE	Crystal PEARCE	Mike THOMPSON
Oliver KIMBER	Richard PEARS	Jordan ROWSE	Julian YOUNG
Andrea LANXON	Jordan ROWSE	Julian YOUNG	
Jeremy PREECE	Ethan STEPHENS		
Tim STYLES	Mike THOMPSON		
Mike THOMPSON	Julian YOUNG		
Ethan STEPHENS			
Julian YOUNG			
<b>14</b>	<b>12</b>	<b>9</b>	<b>8</b>

Quorate = 5

Quorate = 4

Quorate = 3

Quorate = 3

Ward	Planning Committee	Community Committee	Finance and GP Committee	Climate & Env Committee
Bethel & Holmbush	3	5	4	1
Poltair & Mount Charles	5	4	2	2
Central & Gover	6	3	3	5
<b>Total</b>	<b>14</b>	<b>12</b>	<b>9</b>	<b>8</b>

The Mayor is an ex officio Member of each Committee

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



## **Planning and Regeneration Committee**

### **Purpose:**

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

### **Responsibilities:**

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

### **Relevant Delegations:**

- Responses to planning consultations and other consultations within the remit of the Committee;
- To direct activity designed to regenerate the town and promote economic development in the St Austell area;
- Approval of planning and other relevant training within budget;

- The Clerk in consultation with the Chair and Vice Chair (and the local Cornwall Council Ward Member where appropriate) may agree a response to consultations in cases when a response is required urgently.

## **Finance and General Purposes Committee**

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

### **Responsibilities:**

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

**Relevant delegations:**

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

## **Communities Committee**

### **Purpose:**

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

### **Responsibilities:**

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

### **Relevant delegations:**

- Grants under the Council's small grants scheme.

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



## **Climate and Environment Committee**

### **Purpose:**

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

### **Responsibilities:**

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

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

**Relevant delegations:**

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

## **Staffing Committee**

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

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

## **Delegations**

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

## **Exclusions**

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





# **St Austell Town Council**

## **Grass Cutting Policy**



Poltair Park



## **St Austell Town Council** **Grass Cutting Policy**

### **Background**

The Town Council is committed to maintaining and providing access to as much safe, well managed open space as possible. It has declared support for the "climate emergency" initiative and is actively working to off-set carbon emissions by planting shrubs and trees and choosing plants which will encourage pollinators.

The Council has reviewed all of the parks, open spaces in residential areas and roadside verges in its management to determine how they should be managed in the future. The individual sites and their treatments are as shown in schedule 1.

### **General Practices**

- All operatives will have Highways accreditation and be qualified to operate ride on mowers, push mowers and brush cutters in a safe and appropriate manner.
- Grass cutting commences in March/April and continues until early November (weather permitting).
- The Council has insufficient resource to maintain any open spaces to the standard of a domestic lawn.
- It is not possible for the Council to collect and remove all grass cuttings as it would require a very large storage space.
- Where practical, wildflowers will not be cut back until they have seeded and died back.
- Bulbs will not be cut back until they have died sufficiently to allow the nutrients to be absorbed back into the bulbs.
- Signage where appropriate to publicise the wildflower areas.

## **Standards**

The following standards will be adopted:

### **Parks and Open Spaces – standard 1**

- Grass to be cut every 2-3 weeks (subject to suitable weather and ground conditions).
- Grass cuttings not collected to allow nutrients to be absorbed back into the ground.

### **Parks and Open Spaces – standard 2**

- Grass to be cut every 3-4 weeks (subject to suitable weather and ground conditions).
- Grass cuttings not collected to allow nutrients to be absorbed back into the ground.

### **Parks and Open Spaces – standard 3**

- No regular mowing to encourage wildflowers.
- Grass to be cut back once a year and grass to be removed.

## **Residential Estates**

- Grass to be cut regularly and opportunities for trees and pollinator friendly shrubs to be explored. Where it is practicable, orchards should be considered.
- Grass cut approximately every 3 weeks between April and September.
- Grass cuttings not collected to allow nutrients to be absorbed back into the ground.

### **Roadside verge – standard 1**

- Grass cut approximately every 3 weeks between April and September.
- Grass cuttings not collected to allow nutrients to be absorbed back into the ground.

### **Roadside verge – standard 2**

- A strip of grass approximately 1 metre wide to be mowed next to the highway and remainder to be allowed to grow wild until September/October.
- Wild areas to be cut once a year in September/October after seeding.
- Grass cuttings/arising to be collected where possible.

### **Roundabout – standard 1**

- Grass cut every 2-3 weeks where formal planting adopted.

### **Roundabout – standard 2**

- Wildflower areas cut once a year in September/October after seeding.
- Grass cuttings/arising to be collected where possible.
- Visibility splays maintained.





Truro Road Park

## **Schedule 1**

<b>St Austell - Central &amp; Gover Ward</b>		
<b><u>Description</u></b>	<b><u>Maintenance Standard</u></b>	<b><u>Notes</u></b>
Clinton Drive	Residential Estate	
Truro Road Park	Parks and Open Spaces Standard 1	
St Mewan to Truro Road A390 (north side)	Roadside standard 1 Verges	
St Mewan to Truro Road A390 (south side)	Roadside standard 2 Verges	
Edgcumbe Triangle	Parks and Open Spaces standard 1  Parks and Open Spaces standard 3 (areas defined for bulbs and wildflowers)	Section of poppies added for 2024 D-Day commemoration.

A390 McDonalds/Asda side	Roadside verge standard 2	
A390 residential side	Roadside verge standard 1	
Westbourne Drive	Residential Estates	
Chy Pons	Parks and Open Spaces standard 2	
Higher/Lower Woodside	Residential Estates	
Eastbourne Road and Tolcarne Close junction	Roadside verge standard 1	Plant fruit trees  Operations Manager (OM) does not think this site is suitable for tree planting.
Queens Estate	Residential Estates	
Cemetery Park	Parks and Open Spaces standard 1  Parks and Open Spaces standard 3	Cut strips of grass in front of gravestones for easy access  Plant pockets of wildflowers. Differential mowing throughout the park.  MS4N has completed this work and management has been taken on by the Town Council.

Margaret Avenue grassed area	Parks and Open Spaces standard 2	Consult residents on the possibility of planting fruit trees  4 Cherry trees have been planted by the Town Council.
Chipponds adjacent to Quarry	Parks and Open Spaces standard 2	Plant blackthorn or fruit trees on grassed area in front of the fence



Penmere Road Park

St Austell - Bethel & Holmbush Ward		
<u>Description</u>	<u>Maintenance Standard</u>	<u>Notes</u>
Field of Hope	<p>Parks and Open Spaces standard 2</p> <p>Parks and Open Spaces standard 3</p>	<p>Differential mowing i.e. in circles around the bases of trees</p> <p>This has been implemented in order to preserve any wildflower in the spring and early summer.</p>
Bird sanctuary estate	Residential Estates	
Mitchell Road	Residential Estates	<p>Plant fruit trees</p> <p>Operations Manager does not think this area is suitable for planting fruit trees.</p>
Penmere Open Space	Parks and Open Spaces standard 3	<p>2 large sections will be left to naturalise in 2024 with mown paths through for access.</p>
Longpark Way	Residential Estate	<p>Consult residents to find out what they would like to see in the area. Possible planting of fruit trees in the squares</p>

Sandy Hill Park	Parks and Open Spaces standard 2	3 maple trees planted in 2023.
Sandy Hill (inside fence)	Parks and Open Spaces standard 3	



<b>St Austell - Bethel &amp; Holmbush Ward</b>		
<b><u>Description</u></b>	<b><u>Maintenance Standard</u></b>	<b><u>Notes</u></b>
Killyvarder Way	Residential Estate	Potential to plant cherry trees. Perhaps a theme of cherry trees
Boldventure	Residential Estate	Potential to plant trees on grass area where the stones are. Consult residents to find out what they would like for the area.
Chapel Field Estate	Residential Estate	
Chapel Field Park	Parks and Open Spaces standard 2	
Bethel Park	Parks and Open Spaces standard 1	Park upgrade completed in 2023. Grass cutting regime remains the same but 5 more trees have been planted.



Chapel Field Park

St Austell - Bethel & Holmbush Ward		
<u>Description</u>	<u>Maintenance Standard</u>	<u>Notes</u>
Bucklers Lane	Residential Estate	Plant more trees/fruit trees. Wildflower planting. Wildflower planting on land next to the church.  Operations Manager to look at implementing this in 2025.
Lyons Road	Residential Estate	Plant wildflowers  Operations Manager has assessed the site as not suitable for wildflowers.

Daniels Lane	Roadside verge standard 1	Keep wildflower area (by the telephone box). Area to be re-seeded with annual wildflowers in 2024
Jubilee Meadow	Parks and Open Spaces Standard 3	Potential to plant more trees (possibly sweet chestnut). Southern end of Jubilee Meadows plant more trees.  Forest for Cornwall planted 15 trees in December 2022.  Open space will be left to re-wild and have paths mown through the longer grass from 2024 onwards.
Manfield Way	Parks and Open Spaces standard 3	Keep path clear
The Meadows	Parks and Open Spaces standard 1  Parks and Open Spaces standard 2  Parks and Open Spaces standard 3	Keep existing wild area. Potential to plant more trees on the Retallick Meadows boundary.  9 trees have been planted in the park since 2022.



Parkway/Manor Close/Meadway	Residential Estate	Manor Close/Parkway junction – potential to plant more trees
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Thornpark Road Park

<b>St Austell - Poltair &amp; Mount Charles Ward</b>		
<b><u>Description</u></b>	<b><u>Maintenance Standard</u></b>	<b><u>Notes</u></b>
Prince Charles Park	Parks and Open Spaces standard 1	Wildflowers under the trees. Plant more trees.  Sporadic ASB issues in the park. Not suitable for wildflowers for the time being
Prince Charles Estate	Residential Estate	Estate entrance – plant daffodils
Lostwood Garden	Parks and Open Spaces standard 2	Sporadic ASB issues in the garden. Site returned to grassed open space.
Poltair Avenue/Lostwood junction	Residential Estate	
Area adjacent to community garden	Residential Estate	Residents' survey/speak to Poltair residents association
Poltair Park	Parks and Open Spaces standard 1	Wildflower areas (rye grass check type). Plant trees and wildflowers along the north edge  Wildflower areas not suitable due to grassed area being very well used for football etc.

Library Garden	Parks and Open Spaces standard 1	SALSA
Library Front Garden	Parks and Open Spaces standard 1	Plant trees/wildflowers  Japanese Umbrella Pine planted in 2022.
Sycamore Avenue	Residential Estate	
Sycamore Avenue Large grass area	Residential Estate	Leave as it is for the present time. Consult residents to find out what they would like for the area. (Possible strips of wildflowers)
Thornpark Road	Parks and Open Spaces standard 2	Pocket park funding project
Ropehaven Road	Residential Estate	
Polmarth Close	Parks and Open Spaces standard 3	Plant wildflower meadow on sloping area  Grass left to grow wild with paths mown through
Landrew Road verges	Roadside verge standard 1	
Landrew Road Park	Parks and Open Spaces standard 2	
Phernyssick Road	Roadside verge standard 1	Plant daffodils
Asda roundabout	Roundabout standard 1	

Cromwell Road	Roadside verge standard 1	
Polmear Road junction	Roadside verge standard 1	Plant magnolia trees  Add 2 more magnolia trees in 2025.
Mount Charles roundabout verges	Roadside verge standard 1	
Woodland Road Park	Parks and Open Spaces standard 1	In the bottom corner by the children's centre add more trees  Completed.
Eliot Road verges	Roadside verge standard 1	
Eliot Road and Bramley Close junction	Roadside verge standard 1	
Woodland Close Park	Parks and Open Spaces standard 2 (standard 3 for wild areas)	Play area – cut short  Section of grass left to grow long to increase biodiversity.



Woodland Road Park



**ST AUSTELL TOWN COUNCIL**  
**COUNCIL MEETING – 15<sup>th</sup> MAY 2024**  
**SCHEDULE OF PAYMENTS**  
**9<sup>th</sup> MARCH 2024 to 3<sup>rd</sup> MAY 2024**

**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 £562,498.92.

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DAVID POOLEY - TOWN CLERK





# Payment Schedule St Austell Town Council For the period 9 March 2024 to 3 May 2024

Date	Payment Method	Contact	Reference	Credit Cost Centre
11 Mar 2024	Credit Card	Grow Pro Hydroponics Ltd	CC11.3.24	95.95 Other Parks and Open Spaces
11 Mar 2024	Credit Card	DVLA Swansea	CC11.3.24	322.50 Transport and Plant
12 Mar 2024	Credit Card	Amazon EU S.a.r.l.	CC12.3.24	13.00 General Administration
12 Mar 2024	Direct Debit	EE Limited	V02203579827	184.99 General Administration
13 Mar 2024	Direct Debit	Allstar Business Solutions	E2018420983	33.52 Transport and Plant
15 Mar 2024	BACS	DJR Water Hygiene	SI-640	200.00 Multiple Categories
15 Mar 2024	BACS	Hayhurst & Co Ltd	INV 23_49	36,828.00 Town Centre Revitalisation Project
15 Mar 2024	BACS	Spot-On Supplies Ltd	21581557	119.52 Library
15 Mar 2024	BACS	Cornwall Council	8100453439	11,651.68 Civic Ceremonial
15 Mar 2024	BACS	ObjectiveIT Services	3463	364.02 General Administration
15 Mar 2024	BACS	D May & Son Ltd	11625	110.60 Other Parks and Open Spaces
15 Mar 2024	BACS	D May & Son Ltd	9927	8.99 Other Parks and Open Spaces
15 Mar 2024	BACS	Npower	IN09855456	265.80 Other Parks and Open Spaces
15 Mar 2024	BACS	Driveline (GB) Ltd	1442888	222.43 Transport and Plant
15 Mar 2024	BACS	Lyreco UK Limited	6723746618	60.12 Library
15 Mar 2024	BACS	Zurich Municipal	530896437	11,103.46 General Administration
15 Mar 2024	BACS	D May & Son Ltd	4603	120.00 Other Parks and Open Spaces
15 Mar 2024	Direct Debit	Cornwall Council	80262013X	3,626.00 Priory Car Park
15 Mar 2024	BACS	M A Grigg Ltd	S13487	135.00 Other Parks and Open Spaces
15 Mar 2024	BACS	Grahams Garden Machinery Ltd	106620	118.40 Transport and Plant
15 Mar 2024	BACS	Flowbird Smart City UK Limited	UK165724	14,119.80 Priory Car Park
15 Mar 2024	BACS	Grahams Garden Machinery Ltd	106628	15.00 Transport and Plant
15 Mar 2024	BACS	Tony Pascoe Engineering Ltd	6584	408.00 Poltair Park
15 Mar 2024	BACS	G4S	2024022729	716.00 Multiple Categories
15 Mar 2024	BACS	Cornwall Council	8100458849	362.74 Priory Car Park
15 Mar 2024	BACS	Garden Services (SW) Ltd	ST AUSTELL/186	720.00 Other Parks and Open Spaces
15 Mar 2024	BACS	AIBMS	290224 000002	171.55 Priory Car Park
15 Mar 2024	BACS	Vincent Tractors Ltd	165718	247.63 Transport and Plant
15 Mar 2024	BACS	ITEC	964810	62.11 General Administration
15 Mar 2024	Direct Debit	Cornwall Council	802635724-2023/24-12	1,206.00 Library
15 Mar 2024	BACS	Beaver Teeth Services	SI-10878	936.00 Other Parks and Open Spaces
15 Mar 2024	BACS	Grahams Garden Machinery Ltd	107201	137.86 Transport and Plant
15 Mar 2024	BACS	Grahams Garden Machinery Ltd	106633	48.00 Transport and Plant
15 Mar 2024	BACS	Grahams Garden Machinery Ltd	106629	30.00 Transport and Plant
15 Mar 2024	BACS	Driveline (GB) Ltd	1442875	268.76 Transport and Plant
15 Mar 2024	Direct Debit	NatWest		43.20 General Administration
19 Mar 2024	Direct Debit	Worldpay (UK) Ltd	295754058	69.95 General Administration
20 Mar 2024	Credit Card	Amazon EU S.a.r.l.	CC20.3.24	57.31 Multiple Categories
20 Mar 2024	Credit Card	Amazon EU S.a.r.l.	CC20.3.24	3.03 Multiple Categories
20 Mar 2024	Direct Debit	Allstar Business Solutions	E2018450882	319.58 Transport and Plant
21 Mar 2024	Credit Card	Pictorial Meadows Ltd	CC21.3.24	275.00 Other Parks and Open Spaces
22 Mar 2024	BACS	Flowbird Smart City UK Limited	UI00007215	3,349.10 Priory Car Park
22 Mar 2024	BACS	Fenland Leisure Products Ltd	SIN057584	114.20 Other Parks and Open Spaces
22 Mar 2024	BACS	Source for Business	4085176169	13.70 Poltair Park

22 Mar 2024	BACS	Source for Business	4085175851	69.87 Multiple Categories
22 Mar 2024	BACS	Rentokill Initial UK Limited	60440835	482.91 Library
22 Mar 2024	BACS	Glasdon UK Limited	SI882327	205.67 Other Parks and Open Spaces
22 Mar 2024	BACS	Cornwall Association of Local Councils Limited	2324-697	36.00 General Administration
22 Mar 2024	BACS	Kent County Council	G9247370	1,173.76 Library
24 Mar 2024	Credit Card	Amazon EU S.r.l.	CC24.3.24	10.99 Other Parks and Open Spaces
25 Mar 2024	Direct Debit	Biffa Waste Services Ltd	522C06398	1,254.90 Other Parks and Open Spaces
25 Mar 2024	Credit Card - credit note	Meadow Mania	CC.25.3.24	(10.00) Other Parks and Open Spaces
25 Mar 2024	Credit Card - credit note	Displaysense	CC25.3.24	(114.00) Library
25 Mar 2024	BACS	Salaries Wages and Oncosts - March 2024	EBP	55,860.38 General Administration
25 Mar 2024	Petty Cash	K A Gay	PC10	1.85 General Administration
27 Mar 2024	Direct Debit	Allstar Business Solutions	E2018479759	221.34 Transport and Plant
28 Mar 2024	BACS	Sara Gwilliams	GB41Q01PXAUI	819.00 General Administration
28 Mar 2024	BACS	Spot-On Supplies Ltd	21582951	52.78 Other Parks and Open Spaces
28 Mar 2024	BACS	SALSA (St Austell Library Support Association)	Inv3	601.50 Library
28 Mar 2024	BACS	Pearce's Butchers	2	371.00 Mayor's Charity
28 Mar 2024	BACS	Volunteer 1	January 2024	13.50 Library
28 Mar 2024	BACS	Logical Cleaning Solutions	INV-6856	684.25 Stable Block/Pondhu House
28 Mar 2024	BACS	Source for Business	4085403808	286.59 Priory Toilets
28 Mar 2024	BACS	The Information Commissioner	ICO-00015855308	55.00 General Administration
28 Mar 2024	Direct Debit	Logical Cleaning Solutions	INV-6802	1,030.27 Library
28 Mar 2024	BACS	ITEC	CW1154140	57.24 General Administration
28 Mar 2024	BACS	Johnny Cowling	1073	840.00 Mayor's Charity
01 Apr 2024	Credit Card	Pictorial Meadows Ltd	CC1.4.24	275.00 Other Parks and Open Spaces
01 Apr 2024	Credit Card - credit note	Pictorial Meadows Ltd	CC1.4.24	(275.00) Other Parks and Open Spaces
02 Apr 2024	Direct Debit	Cornwall Council		191.94 Poltair Park
03 Apr 2024	Direct Debit	Screwfix Direct Ltd	1465448055	71.64 Library
03 Apr 2024	Direct Debit	Allstar Business Solutions	E2018503750	115.44 Transport and Plant
03 Apr 2024	Direct Debit	Screwfix Direct Ltd	1462546056	62.95 Library
03 Apr 2024	Direct Debit	BT	M095 O&	504.00 General Administration
03 Apr 2024	Direct Debit	Screwfix Direct Ltd	1463015763	44.99 Other Parks and Open Spaces
03 Apr 2024	Direct Debit	Screwfix Direct Ltd	1469511703	35.99 Transport and Plant
03 Apr 2024	Direct Debit	Screwfix Direct Ltd	1461012597	20.13 Other Parks and Open Spaces
04 Apr 2024	Direct Debit	British Gas	7188115	49.42 Priory Toilets
08 Apr 2024	Direct Debit	Cornwall Council	650155461 2024/25	630.00 Library
08 Apr 2024	BACS	Flowbird Smart City UK Limited	UI00007370	1,612.80 Priory Car Park
08 Apr 2024	Direct Debit	Cornwall Council	650163510 2024/25	2,013.75 Priory Car Park
08 Apr 2024	BACS	St Austell BID	INV-0024	31,200.00 CCTV
08 Apr 2024	Direct Debit	Rentokill Initial UK Limited	60441268	110.84 Stable Block/Pondhu House
08 Apr 2024	BACS	Cornwall Council	65016352X 2024/25	202.50 Priory Car Park
08 Apr 2024	BACS	Young People Cornwall	2368	5,000.00 The House/Youth Services
08 Apr 2024	BACS	Newquay Town Council	TC-892	7,407.31 CCTV
08 Apr 2024	BACS	FindParkPay Ltd	INV-000005	169.70 Priory Car Park
08 Apr 2024	BACS	Cornwall Council	650156672 2024/25	162.00 Priory Toilets
08 Apr 2024	BACS	Cafe Tengo	Inv4	85.00 CCTV
08 Apr 2024	BACS	Lyreco UK Limited	6723769724	144.10 Library
08 Apr 2024	BACS	ObjectiveIT Services	3475	532.02 General Administration
08 Apr 2024	BACS	ITEC	975224	62.54 General Administration
08 Apr 2024	BACS	In2Play	975	59.87 Transport and Plant
08 Apr 2024	BACS	D May & Son Ltd	7719	585.18 Other Parks and Open Spaces
08 Apr 2024	BACS	Wheal Grey Ecology Ltd	23-117/APS	399.00 Poltair Park
08 Apr 2024	BACS	APS Construction Services Limited	3439	5,964.00 Priory Toilets
08 Apr 2024	BACS	D May & Son Ltd	13734	714.84 Other Parks and Open Spaces



01 May 2024	Direct Debit	Screwfix Direct Ltd	1479868728	11.98	Other Parks and Open Spaces
01 May 2024	Direct Debit	Cornwall Council	803010122-2024/25-1	420.60	Priority Car Park
01 May 2024	Direct Debit	Screwfix Direct Ltd	1473408474	31.99	Other Parks and Open Spaces
02 May 2024	Direct Debit	BT	M096 SM	504.00	General Administration
03 May 2024	BACS	M-R-S Communications Ltd	1254050	78.00	CCTV
03 May 2024	BACS	DJR Water Hygiene	SI-657	200.00	Multiple Categories
03 May 2024	BACS	D May & Son Ltd	7163	13.80	Other Parks and Open Spaces
03 May 2024	BACS	ObjectiveIT Services	3487	448.02	General Administration
03 May 2024	BACS	In2Play		49.76	Other Parks and Open Spaces
03 May 2024	BACS	D May & Son Ltd	7302	28.44	Other Parks and Open Spaces
03 May 2024	BACS	Spot-On Supplies Ltd	21585161	256.73	Library
03 May 2024	BACS	D May & Son Ltd	6905	53.39	Other Parks and Open Spaces
03 May 2024	BACS	D May & Son Ltd	14880	29.64	Other Parks and Open Spaces
03 May 2024	BACS	Logical Cleaning Solutions	INV-6958	1,131.24	Library
03 May 2024	BACS	FindParkPay Ltd	INV-000006	154.39	Priority Car Park
03 May 2024	BACS	Lyreco UK Limited	6723793751	60.12	Library
03 May 2024	BACS	M-R-S Communications Ltd	1254511	78.00	Library
03 May 2024	BACS	D May & Son Ltd	9812	4.50	Other Parks and Open Spaces
03 May 2024	BACS	Enerveo	900035166	3,001.01	CCTV
03 May 2024	BACS	Logical Cleaning Solutions	INV-6912	751.31	Stable Block/Pondhu House
03 May 2024	BACS	Hayhurst & Co Ltd	INV_23_77	21,840.00	Town Centre Revitalisation Project
03 May 2024	BACS	FindParkPay Ltd	INV-000007	160.06	Priority Car Park
03 May 2024	BACS	D May & Son Ltd	15610	24.80	Other Parks and Open Spaces
03 May 2024	BACS	D May & Son Ltd	17429	190.65	Other Parks and Open Spaces
03 May 2024	BACS	Cornwhaul Ltd	15299	1,225.00	Other Parks and Open Spaces
03 May 2024	BACS	ITEC	981804	54.85	General Administration
Total				562,498.92	

**ST AUSTELL TOWN COUNCIL**  
**SCHEDULE OF MEETINGS - May 2024 to May 2025**

	Day	Time	Meeting	Location
6th May 2024	Monday		Bank Holiday	
15th May 2024	Wednesday	6.05pm	Annual Town Council Meeting	Registrars
20th May 2024	Monday	6.00pm	Planning & Regeneration Committee	Registrars
27th May 2024	Monday		Bank Holiday	
3rd June 2024	Monday	6.00pm	Community Committee	Registrars
10th June 2024	Monday	6.00pm	Planning & Regeneration Committee	TBC
12th June 2024	Wednesday	6.30pm	Mayor Making Ceremony	Holy Trinity
17th June 2024	Monday	6.00pm	Planning & Regeneration Committee	Registrars
24th June 2024	Monday	6.00pm	Finance and General Purposes Committee	Stable Block
1st July 2024	Monday	6.00pm	Climate and Environment Committee	Registrars
8th July 2024	Monday	6.05pm	Council	Registrars
15th July 2024	Monday	6.00pm	Planning & Regeneration Committee	Registrars
22nd July 2024	Monday			
29th July 2024	Monday			
5th August 2024	Monday			
12th August 2024	Monday			
19th August 2024	Monday	6.00pm	Planning & Regeneration Committee	Registrars
26th August 2024	Monday		Bank Holiday	
2nd September 2024	Monday	6.05pm	Council	Registrars
9th September 2024	Monday	6.00pm	Community Committee	Registrars
16th September 2024	Monday	6.00pm	Finance and General Purposes Committee	Stable Block
23rd September 2024	Monday	6.00pm	Planning & Regeneration Committee	Registrars
30th September 2024	Monday			
7th October 2024	Monday			
14th October 2024	Monday	6.05pm	Council	Registrars
21st October 2024	Monday	6.00pm	Climate & Environment Committee	Registrars
28th October 2024	Monday	6.00pm	Planning & Regeneration Committee	Registrars
4th November 2024	Monday	6.00pm	Finance and General Purposes Committee	Stable Block
11th November 2024	Monday			
18th November 2024	Monday			
25th November 2024	Monday	6.00pm	Community Committee	Registrars
2nd December 2024	Monday	6.00pm	Planning & Regeneration Committee	Registrars
9th December 2024	Monday	6.05pm	Council	Registrars
16th December 2024	Monday			
23rd December 2024	Monday			
25th December 2024	Wednesday		Christmas Day	
26th December 2024	Thursday		Boxing Day	
1st January 2025	Wednesday		New Year's Day	
6th January 2025	Monday	6.00pm	Planning & Regeneration Committee	Registrars
13th January 2025	Monday			
20th January 2025	Monday	6.00pm	Climate & Environment Committee	Registrars
27th January 2025	Monday	6.05pm	Council	Registrars
3rd February 2025	Monday	6.00pm	Planning & Regeneration Committee	Registrars
10th February 2025	Monday			
17th February 2025	Monday	6.00pm	Finance and General Purposes Committee	Stable Block
24th February 2025	Monday	6.00pm	Community Committee	Registrars
3rd March 2025	Monday	6.00pm	Planning & Regeneration Committee	Registrars
10th March 2025	Monday			
17th March 2025	Monday	6.05pm	Council	Registrars
24th March 2025	Monday	6.00pm	Community Committee	Registrars
31st March 2025	Monday			
7th April 2025	Monday	6.00pm	Finance and General Purposes Committee	Stable Block
14th April 2025	Monday	6.00pm	Planning & Regeneration Committee	Registrars
18th April 2025	Friday		Good Friday	
21st April 2025	Monday		Easter Monday	
28th April 2025	Monday		Annual Parish Meeting	Registrars
5th May 2025	Monday		Bank Holiday	
12th May 2025	Monday	6.05pm	Annual Town Council Meeting	Registrars
19th May 2025	Monday	6.00pm	Planning & Regeneration Committee	Registrars
26th May 2025	Monday		Bank Holiday	
TBC			Mayor Making Ceremony	TBC
Excludes: Extraordinary Meetings and Working Groups				



**MINUTES of ST AUSTELL TOWN COUNCIL COMMUNITY COMMITTEE held on MONDAY 25<sup>th</sup> MARCH 2024 at The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD at 6pm.**

**Present:** Councillors: Cohen, Double, Fox, Kimber, Pearce, Preece, Thompson and Young

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

**CC/23/61) Apologies for absence**

Apologies for absence were received from Councillors: Guest, Pearce, Rowse and Stephens.

*\*\*Councillor Double advised that she needed to leave the meeting by 7.30pm\*\**

*\*\*Councillor Young advised that he needed to leave the meeting at 7pm\*\**

**CC/23/62) Declarations of Interest**

None.

**CC/23/63) Dispensations**

None.

**CC/23/64) Minutes of the Meeting held on the 26<sup>th</sup> February 2024**

It was **RESOLVED** the minutes of the meeting held on the 26<sup>th</sup> February 2024 be approved and signed as a correct record.

**CC/23/65) Matters to Note**

The Clerk advised that despite concerns from the Town Council, Pentewan Valley Parish Council and St Mewan Parish Council, the Trewiddle Crossing will be built out as designed.

**CC/23/66) Public Participation**

There were no members of public present.

**CC/23/67) Grass Cutting Policy**

The Clerk outlined the grass standards currently adopted and advised that the Operations Manager has reviewed the policy and is open to moving Polmarth open space, Jubilee Meadow and Penmere Road open space to Parks and Open Spaces Standard 3 to help increase biodiversity. During discussion, the following issues/points of discussion were raised:

- The need to update the notes section of the policy
- Consideration be given to planting blackcurrant, raspberry and gooseberry bushes to encourage foraging
- The need to keep the A390 grass verge short
- The encroachment of the grass onto the pavement at Penwinnick Road
- The potential for a flower maize

Members expressed their gratitude to the Operations Manager and his team for their continued hard work across the town.

It was **RESOLVED** that the Grass Cutting Policy be updated as suggested for the Town Council's consideration and approval.

### **CC/23/68) The House – Quarterly Report October 2023 to December 2023**

The Clerk referred Members to a quarterly monitoring report and advised that Young People Cornwall (YPC) continue to provide an extremely valuable service for young people in the St Austell area. YPC employ over 40 staff and have proved very successful at raising grant funding to maintain services.

Members discussed a number of matters including:

- Services for autistic young people
- Savings generated for other agencies
- The availability of other services and activities for young people
- Services for young people with learning disabilities

The Deputy Town Clerk advised that it was hoped to have a presentation by Nick Smith, the Chief Executive of Young People Cornwall, at a future meeting.

It was **RESOLVED** to note The House Quarterly Report Oct – Dec 2023

### **CC/23/69) St Austell Townscape Heritage Scheme – Final Report**

The Clerk advised that the final evaluation report for the St Austell Townscape Heritage Scheme had been published and that the project had improved a large number of properties in the town centre including:

- The Market House
- Tregonissey House
- The former Tregarne Sunday School
- 1-3 Victoria Place
- 32-32a Fore Street
- The Trinity Centre, 3 Market Street
- 2-6 Bodmin Road
- Café Tengo
- 3 Fore Street
- 1 Vicarage Hill
- 9 Church Street
- Moustache Jacks

High quality improvements have been made and the cumulative impact has been excellent.

It was **RESOLVED** to note the report and thank Andrew Richards for his excellent work.



## **CC/23/70) Small Grants Scheme**

Members considered a grant application from White River Community Church and Family Centre to fund part of a town centre fun day planned for 15<sup>th</sup> August 2024.

It was **RESOLVED** to award a grant of £150 to the White River Community Church and Family Centre for the August fun day.

Councillor Fox provided some feedback on the St Piran's Day event which the Town Council had helped to fund and thanked the Council for its contribution. Music on the day was well received. The Market House experienced improved footfall, the NHS promoted free health checks, Community Energy Plus distributed grants to eligible people and good coverage was achieved in the Voice newspaper and on CHAOS radio. Councillor Kimber passed on positive comments that he had received.

The Chair thanked Councillor Fox for the update and for her hard work.

## **CC/23/71) Project Update**

The Clerk and Deputy Town Clerk provided the following updates on projects currently being managed:

### *Town Centre Regeneration*

- Town Vitality Fund – meeting tomorrow with Cornwall Council Officers – funding for various town centre projects being sought.
- £9,975 Community Capacity Grant received to design Church piazza/grounds improvement – project due to start soon.
- Rooftop garden – heritage square scaled back due to owner objection.
- Grant application submitted to GWR for station improvements
- Regeneration Officer – 2 days per week from April to support projects and a community event in August.

### *CCTV*

- Summer monitoring hours starting soon
- 1 re-deployable camera. In talks with the Police about it being moved to the Gover area.

### *Cornwall Councillor Community Chest Funds*

Application submitted for Councillor Rowse Community Chest and approved for Daniel Lane wildflowers, picnic bench at The Meadows and painting the skateboard ramp.

### *Anti-Social Behaviour*

Carole Mould, Portfolio Holder, Sophie Hosking – Strategic Director, Simon Mould (Head of Community Safety) are visiting St Austell in April to see first-hand the issues that the town faces on a daily basis. A recent report confirmed:

- 91 Emergency Accommodation/Temporary Accommodation placements

- 148 commissioned/non-commissioned bedspaces

Awaiting a response from Cornwall Council about how many of these are within half a mile of St Austell town centre. Recent measures include:

- More patrols from Harbour Housing
- Shop Watch Radio – protocols reinforced again

Members raised the issue of early morning anti-social behaviour and noted that Iceland have improved the control of alcohol within the store.

The Clerk reiterated the importance of reporting ASB to the police.

*\*\* Councillor Young left the meeting \*\**

#### *Grounds Maintenance*

- In the process of recruiting an Apprentice – interviews within the next couple of weeks.
- D Day poppies – Field of Hope and Cosgarne Triangle
- Low level grass cutting commenced eg: inside of play area and front of Poltair Park.
- Problem with dogs chewing swing seats in the parks at Woodland Close, Prince Charles and Thornpark Road (the Deputy Town Clerk agreed to talk to the ASB Officer about potential culprits).

#### **CC/23/72) Dates of Meetings**

It was noted that the next meeting of the Community Committee is scheduled for Monday 3<sup>rd</sup> June 2024.

The meeting closed at 7.08pm.

**MINUTES of a MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held on TUESDAY 2<sup>nd</sup> APRIL 2024 in The Stable Block, Pondhu House, Penwinnick Road, St Austell, Cornwall, PL25 5DP at 6pm.**

**Present:** Councillors Clemo, French (Chair), Gray, Lanxon, Pearce and Young

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

**F/23/44) Apologies for absence**

Apologies for absence were received from Councillors Bull, Brown and Rowse.

**F/23/45) Declarations of Interest**

None.

**F/23/46) Dispensations**

None.

**F/23/47) Minutes of meeting held on 19<sup>th</sup> February 2024**

It was **RESOLVED** that the minutes of the meeting held on the 19<sup>th</sup> February 2024 be approved and signed as a correct record.

**F/23/48) Matters to Note**

The Clerk advised that the Community Infrastructure Funding (CIL) in the sum of £6,955 has been applied to the Bethel Park project and signed off by Cornwall Council as an acceptable use of the funding. He added that the year-end spending position should allow the purchase of additional CCTV cameras but due to contractor constraints, this could not be achieved before the year-end. The money will be set aside into a reserve and utilised when the contractor is available, hopefully early in the new financial year.

**F/23/49) Public participation**

There were no members of the public present.

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

**F/23/50) Budget Monitoring Report**

The Clerk updated Members on the income and expenditure to the end of February and highlighted the following:

**Income**

- Interest income. Increased interest rates have resulted in an increase in income for the year;
- Other grants and contributions. This income reflects grants for Bethel Park, Holmbush Road bus shelter and the roof top garden.

## **Expenditure**

- Cleaning and domestic supplies. A change in administrative coding reflects an overspend, but this is offset by a reduced spend in contract payments where the payments were anticipated to be coded at the start of the financial year;
- Election Expenses – slightly higher than anticipated but within budget
- Electricity - overspend due to an increase in costs and an historic charge for The House
- Insurance – a saving on the budget due to a recent tender exercise
- Miscellaneous expenses – Bethel bus shelter (covered by a grant), unforeseen mine shaft works at Bethel Park and consultants fees for the rooftop garden project (covered by a grant);
- Miscellaneous grants – increased funding for security personnel and Christmas lights;
- Priory Car Park, Business Rates – Successful appeal on the business rates for Priory Car Park (£30,000 saved).
- Repairs and Maintenance – an increase in costs relating to the demolition and making good of the old toilet block and building of a bat house at Poltair Park.

Arising from questions, the Clerk advised that the re-lining of Priory Car Park will be carried out when the better weather arrives and that the EV charging revenue goes to Cornwall Council.

### **F/23/51) Asset Register**

The Clerk advised that for audit purposes, it is a requirement that the Town Council's Asset Register is updated and approved as at the 31<sup>st</sup> March each year. Councillor Young advised that the location of the Deputy Mayor's Concert Badge was incorrect.

It was **RESOLVED** to approve the Town Council's updated Asset Register dated 31<sup>st</sup> March 2024 subject to the above correction.

### **F/23/52) Internal Audit**

The Clerk advised that the Town Council has robust governance arrangements and explained the separation of duties within the office when processing the Council's income and expenditure. He added that the Town Council's Accounting system is linked to the Town Council's Bank Accounts and monthly bank reconciliations are carried out.

The Clerk advised that two audit checks are carried out each year by the Chair and Vice-Chair of the Finance and General Purposes Committee which includes a spot check of transactions. The Town Council's Internal Auditor (appointed by the Town Council) carries out two audit checks per annum which includes the year end Accounts.

The last audit check is carried out by an External Auditor (appointed centrally) who verifies and approves the year end accounts and the governance arrangements such as risk management.

The Clerk advised that the Chair and Vice-Chair noted during their last spot checks that the car park income could not be reconciled for a short period of time when the new payment machines were installed.

He re-assured members that the income received during this time was not out of line with what would be expected. The Clerk also advised that the 20p toilet machines at Priory Car Park are aging and do not always accurately count the income received.

Arising from questions the Clerk advised that the Chair and Vice-Chair checks are carried out on a pre-arranged basis and that nearly all payments are made by BACS. The Clerk added that the Town Council's IT systems are monitored by a consultant and are the subject of a robust firewall and 2 back-up systems on the cloud. It is hoped that the Cyber essentials certification can be obtained in due course.

In answer to a further question, the Clerk advised that he is a Chartered Accountant (CIPFA) and CiLCA qualified, the Deputy Clerk has an HR qualification and is CiLCA qualified, the Operations Manager has a diploma in Health and Safety and the Administrative/Finance Assistant is CiLCA qualified and is studying for her Association of Accounting Technicians (AAT) qualification.

It was **RESOLVED** to note the Chair and Vice-Chair Internal Audit checks.

#### **F/23/53) Priory Car Park**

The Clerk advised that the car park income is likely to be in line with budget at the year end and that the cash income received has reduced by about 25% since the contactless payment method has been installed. If this trend continues, the Town Council might be able to reduce the G4S cash collections which are currently twice a week. The "Phone and Pay" app and QR Code "Pay to Park" methods of payment have also seen a reduction in takings due to people preferring to use the contactless feature on the car park machines. The "Phone and Pay" app has a two year contract which might be the subject of a recommendation in due course not to renew if the income through this app continues to decline. Season tickets are now administered through the "Pay to Park" Exemption system which is more environmentally friendly and efficient.

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

#### **F/23/54) Town Vitality Fund**

The Clerk advised that, subject to written confirmation from the Chair of the St Austell Town Centre Revitalisation Partnership, the following funding has almost been secured from Cornwall Council:

*Town Accelerator Fund = £35,000*

£10,000 = Feasibility work for key worker/student accommodation

£25,000 = Feasibility work for traffic flows and signage improvements

*Strategic Fund = £80,000*

£15,000 = subject to permissions from the owner, development of plans for the High Cross Street site

£65,000 = capital funding for the church ground improvements and piazza

*Town Delivery Fund = £25,000*

A formal bid has been submitted to Cornwall Council for funding for the Poundland banners replacement. Awaiting outcome.

Arising from questions, the Clerk advised that the landowner at High Cross Street site has engaged with Cornwall Council and the highways feasibility work will include the potential to allow busses through Fore Street. The Clerk advised that following discussions with Cornwall Council, a reduced funding proposal had to be submitted which resulted in the old Fire Station and Duke Street projects being deleted from the project list. It is hoped that alternative funding will be found for these projects.

Members noted the update.

### **F/23/55) St Austell Library**

The Deputy Town Clerk advised that the library has recently hosted events for i-Sight Cornwall, Barnardo's and a soroptimists book give away. A recent craft fayre was also well attended. Cornwall Council has teamed up with the NHS and blood pressure monitors can now be loaned from some libraries, including St Austell. The staff do not get involved with any blood pressure readings or medical assistance. The Childrens Literacy Festival is planned for three days covering 28<sup>th</sup> to 30<sup>th</sup> June and a grant application has been submitted from Mr Disney-Pollard for consideration at the next Community Committee. SALSA is hoping to employ a gardener for a few hours each month to keep the library garden maintained and a picture competition is being organised for the newly painted computer suite. The library continues to perform well and is consistently in the top two performing libraries in Cornwall. The library has a number of volunteers assisting with the smooth running of the library and will host a number of work experience students during the summer.

Members noted the update.

### **F/23/56) Dates of next meeting**

It was noted that the next meeting of the Finance and General Purposes Committee is due to take place on 24<sup>th</sup> June 2024.

The meeting closed at 7.20pm.

**MINUTES of a MEETING of ST AUSTELL TOWN COUNCIL PLANNING AND REGENERATION COMMITTEE held on MONDAY 8<sup>th</sup> APRIL 2024 in The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD at 6pm.**

**Present:** Councillors Brown (Chair), Bull, Cohen, Fox, French, Gray, Hamilton, Kimber, Lanxon, Pearce, Preece and Thompson.

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

**P/23/131) Apologies for absence**

Apologies for absence were received from Councillors Stephens and Styles.

**P/23/132) Declarations of Interest**

None.

**P/23/133) Dispensations**

None.

*\*\*Councillors Cohen and Lanxon arrived during the next item\*\**

**P/23/134) Minutes from the Meeting dated 4<sup>th</sup> March 2024**

It was **RESOLVED** that the minutes of the meeting held on the 4<sup>th</sup> March 2024 be approved and signed as a correct record.

**P/23/135) Matters to note**

The Clerk advised that he had obtained the following information about the Section 106 funding due from the eco town:

- The number of properties currently occupied at the eco town is approximately 100 with a further 80 units in various stages of completion;
- 270 occupied properties will trigger the highways contribution
- The highways contribution is required to be used for improvements to the Tregonissey junction, Slades Road and the Scredda roundabout.

Councillor Fox expressed strong concern with regard to the state of the roads in St Austell. She advised that the roads are dangerous to both vehicular and pedestrian users and that the numerous potholes, disintegrating speed humps and faded road lines are a major issue and very unsatisfactory. Councillor Fox suggested that a strongly worded letter should be sent to Cornwall Council expressing the Town Council's severe concern about the state of the roads in St Austell and request a timeline of when road improvements in St Austell are likely to be carried out.

Members noted Councillor Rowse's press release dated 8<sup>th</sup> April 2024 expressing his dissatisfaction with the state of the roads in St Austell and that his concerns have been escalated to the Leader of Cornwall Council.

Councillor Kimber expressed a view that the speed humps are not disintegrating and that the Leader of Cornwall Council is taking the matter of deteriorating roads very seriously.

It was **RESOLVED** to send a strongly worded letter to Cornwall Council expressing the Town Council's deep satisfaction with regard to the state of the roads in St Austell and to request a timeline of when improvement works will be carried out.

*\*\*Councillor Kimber abstained from voting on this proposal\*\**

### **P/23/136) Public participation**

There were no members of the public present.

### **P/23/137) Planning Applications**

- i. **PA24/01315:** 24A Edgcumbe Road St Austell Cornwall PL25 5DX. Works to a tree with a Tree Preservation Order (TPO); to fell a Cypress tree and replace with an Oak Sapling.

It was **RESOLVED** to object to the felling of the cypress tree but not object to a reduction of its crown.

- ii. **PA24/01319:** 127 Edgcumbe Green St Austell Cornwall PL25 5EE. First floor extension, traditional build above ground floor extension built in 2009. Extension to be in keeping with the existing building. Rendered top half. Extension to add additional bedroom for expanding family.

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

- iii. **PA24/01351:** Barkers Green, Horse Whim Drive, Wheal Eliza Close St Austell Cornwall. Replacement of all existing windows and doors across Barkers Green (PL25 3XA), Horse Whim Drive (PL25 3XB) and Wheal Eliza Close (PL25 3XD).

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

Concern was expressed with regard an increase in thefts from letter boxes placed close to ground level and the Clerk **AGREED** to write to the Planning Officer outlining the Town Council's concerns.

- iv. **PA24/01562:** 18 Fore Street St Austell Cornwall PL25 5EP. Proposed subdivision of the existing shop (Use Class E) to form two smaller shops (Use Class E) and the replacement of the shopfront window.



It was **RESOLVED** to make no objection to this application subject to the Historic Planning Officer being happy with the materials proposed and the works being in line with the Shop Front Design Code.

- v. **PA24/01564:** 14 North Hill Park St Austell Cornwall PL25 4BJ. Works to trees in a conservation area (CA), works include cut down two self-sown sycamore trees.

Cornwall Council has issued a decision notice on this application not to proceed with a Tree Preservation Order and allow the works to proceed.

- vi. **PA24/01601:** 54 Phernyssick Road St Austell Cornwall PL25 3TU. Removal of existing conservatory and erection of single storey rear extension.

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

- vii. **PA24/01701:** Car Park Eliot Road St Austell Cornwall. Change of use of the site from Sui generis- car park to Sui generis - vehicle hire branch. The erection of a modular office building, wash bay and equipment store and the demolition of existing garage outbuilding without compliance with Condition 2 of decision notice PA23/07517 dated 08/01/2024.

A proposal to make no objection to this application was lost 2 votes for, 7 votes against.

A proposal to make no objection to this application subject to the security lights being positioned in such a way that they do not adversely affect the neighbouring property was carried.

It was **RESOLVED** to make no objection to this application subject to the security lights being positioned in such a way that they do not adversely affect the neighbouring property.

### **P/23/138) Premises Licence Applications**

There were no applications to consider.

### **P/23/139) Planning Decisions**

The Clerk advised that PA24/01755 and PA24/01226 were determined by Cornwall Council, without consultation with the Town Council as both applications related to a non-material amendment technical detail.

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

### **P/23/140) Cornwall Council – Urgent Delegated Planning Decisions**

The Clerk advised that the Town Council had been belatedly advised that a planning appeal has been lodged with the planning inspectorate for Planning Application

Number: PA22/09153 – Land Between Aspen Drive and Boscoppa Road and the deadline for responding is 15<sup>th</sup> April 2024.

He added that upon investigation, neither the Town Council nor the Divisional Member were advised of the appeal, but the public objectors are believed to have been advised.

The Clerk advised that the Planning Application was refused by Cornwall Council's Planning Committee on the grounds of:

1. A lack of Section 106 affordable housing contribution
2. Harm to the natural and distinctive character of the area

The appeal papers indicate that the applicant has now agreed a Section 106 contribution, but the character of the area objection does not appear to have been addressed. The Clerk advised that the Inspector has access to all of the documents, including the Town Council's objection, but suggested that the Town Council should write to the Inspector reinforcing its objection.

During discussion, Members raised the following:

- The land is designated in the local plan as green open space;
- Disappointment that the Town Council was not notified of the appeal, particularly as the appeal statements were submitted in the autumn of 2023;
- A property at Killyvarder Way in close proximity to the site that has recently been sold at auction and described as having "significant mining issues";
- The need to thoroughly review the 8 documents submitted by the appellant and respond accordingly;
- The need to request an extension of time due to the Town Council and Divisional Member not receiving a timely notice of the appeal;
- The shortage of open space in St Austell;
- The need to stress that grade 3a land is not unworkable and according to the NPPF should be protected;
- A leat that runs past 162 Killyvarder Way that regularly floods their garden and requires Charlestown Harbour to deal with the resulting issues.

It was **RESOLVED** that the Clerk should:

1. Write to Cornwall Council to ask for an extension of time due to the Town Council and Divisional Member not receiving a timely notice of the appeal and request an explanation as to why notification was not received.
2. Prepare a response to be submitted to the Planning Inspector in consultation the Chair and Vice-Chair of the Committee;

### **P/23/141) Call for Sites**

The Clerk advised that Cornwall Council has launched a "call for sites" campaign which is an initiative to collect information about land that might be available that could be used to build houses, employment space, community facilities or help nature recover.

Anybody can nominate land but for a site to be considered it must:

1. Have an area of at least 0.25 hectares or be capable of accommodating 5 plus dwellings or 500 plus sqm of employment floorspace.
2. The land must be located within or next to an existing settlement or in a sustainable location.
3. The land must not be within a designated Special Areas of Conservation (SAC), Special Protected Areas (SPA), Sites of Special Scientific Interest (SSSI) or Flood Zone 3b. The land should not already have planning permission for residential led development.

During discussion the following points were raised:

- Concern with the process that Cornwall Council has adopted so far with regard to community engagement for refreshing the Local Plan;
- Cornwall Council can demonstrate that it has a 6.5 year land supply;
- The small number of affordable homes developed in Cornwall against the target set;
- The lack of infrastructure to service the approved developments in the town;
- The lack of suitable sites in the Parish of St Austell;
- The shortage of open space in St Austell;
- The need to identify potential brownfield sites for industry.

It was **RESOLVED** not to respond to the "Call for Sites" request at this stage.

### **P/23/142) St Austell Town Centre Revitalisation Partnership**

The Town Clerk advised that £9,750 had been received from the Community Capacity Fund to support the design of improvements for the closed church yard surrounding the Holy Trinity Church. The Regeneration Officer will be co-ordinating a working group to oversee the design work and it would be helpful to have a representative from the Town Council on this group.

It was **RESOLVED** that Councillor Hamilton should sit on the Holy Trinity Church Working Group.

£40,000 has been awarded by Cornwall Council from the Town Vitality Fund to undertake feasibility work with regards to Highways and accommodation for key workers/students. Both of these projects were identified in the Masterplan.

It is still hoped to get further funds from the Town Vitality fund to finance the replacement of the banners on the Poundland building and the capital works required for the Holy Trinity Church ground improvements.

Arising from the above discussion, it was suggested that an informal meeting be arranged to discuss the projects identified within the town centre masterplan and the High Street Task Force report.

The Clerk provided an update on the rooftop garden project and advised that structural testing would be undertaken shortly to inform the final design.

It was **RESOLVED** that an informal meeting should be arranged to discuss the various projects and the recommendations within the High Street Task Force report.

**P/23/143) Dates of Meetings**

It was noted that the dates of the next meetings of the Planning and Regeneration Committee are Monday 20<sup>th</sup> May 2024 and Monday 17<sup>th</sup> June 2024.

The meeting closed at 19:48pm.