

# St Austell Town Council



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

Dear Councillor

You are summoned to attend the **Meeting of St Austell Town Council** to be held in **The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD** on **Monday 14<sup>th</sup> October 2024** at **6pm**.

*D. Sullivan*

ff David Pooley  
**Town Clerk**

7<sup>th</sup> October 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. Apologies for absence**

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

### **2. Declarations of interest and gifts or hospitality received.**

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

### **3. Dispensations**

(Purpose: To consider requests for dispensations).

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

**4. Minutes of Meeting held on 2<sup>nd</sup> September 2024**

**Pages  
1 to 6**

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

**5. Matters to note**

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

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

**6. Mayor's announcements**

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

**7. Public Participation**

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

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

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

**9. Sam Williams, Campaigns and Community Organisation Manager – Transformation Cornwall Carpet Campaign**

(Purpose: To receive a presentation from Mr Williams on the Transformation Cornwall Carpet Campaign).

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- 10. CCTV Monitoring** **Pages 7 to 10**  
(Purpose: To consider and agree a revised funding arrangement for CCTV monitoring). (Report attached).
- 11. Small Grant Scheme** **Pages 11 to 14**  
• St Austell Festival of Music and Speech
- 12. Member Internal Audit Checks** **Pages 15 to 24**  
(Purpose: To note the Internal Audit Checks carried out by the Chair and Vice-Chair of the Finance and General Purposes Committee).
- 13. Cornwall Council  
On The Move – A Framework for Leisure Activity**  
(Purpose: To consider and respond to the 10 Year Leisure Framework consultation paper).  
[On the Move: A Framework for Leisure Activity in Cornwall \(2024-2034\)](#)
- 14. Members appointed to outside bodies update reports**  
(Purpose: To receive reports of any relevant information from Members appointed to outside bodies).
- 15. Cornwall Councillor update reports**  
(Purpose: To receive reports of any relevant information from local Cornwall Councillors).
- 16. Community Committee** **Pages 25 to 30**  
(Purpose: To note the minutes of the Community Committee held on 9th September 2024). (Attached).
- 17. Planning and Regeneration Committee** **Pages 31 to 36**  
(Purpose: To note the minutes of the Planning and Regeneration Committee held on 23<sup>rd</sup> September 2024). (Attached).

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- 18. Finance and General Purposes Committee** **Pages 37 to 42**  
(Purpose: To note the minutes of the Finance and General Purposes Committee held on 30<sup>th</sup> September 2024 and approve the **RECOMMENDATIONS** contained therein). (Attached).
- 19. Staffing Committee** **Pages 43 to 48**  
(Purpose: To note the minutes of the Staffing Committee held on 7<sup>th</sup> October 2024 and approve the **RECOMMENDATIONS** contained therein). (Attached).
- 20. Schedule of Payments** **Pages 49 to 46**  
(Purpose: To receive a schedule of payments from 23<sup>nd</sup> August 2024 to 2<sup>nd</sup> October 2024). (Schedule attached).
- 21. St Austell Town Centre Revitalisation Project**  
(Purpose: To receive an update on the Town Centre Revitalisation Projects).
- 22. Dates of Meetings**  
(Purpose: To note dates of future Town Council Meetings: 9<sup>th</sup> December 2024 and 27<sup>th</sup> January 2025).

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**MINUTES of the MEETING of ST AUSTELL TOWN COUNCIL held on MONDAY 2<sup>nd</sup> SEPTEMBER 2024 in The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD at 6pm.**

**Present:** Councillors: Brown, Cohen, Double, Fox, French, Gray, Hamilton, Kimber, Lanxon, Pearce, Styles, Thompson and Young.

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

**C/24/51) Apologies for Absence**

Apologies for absence were received from Councillors: Bull, Clemo, Guest, Preece, Rowse and Stephens.

Councillors Double and Pearce advised that they needed to leave the meeting early.

***\*\*Councillor Lanxon arrived to the meeting\*\****

**C/24/52) Declarations of interests and gifts or hospitality received**

There were no declarations of interest.

**C/24/53) Dispensations**

There were no requests for a dispensation.

**C/24/54) Minutes of Meeting held on 8<sup>th</sup> July 2024**

Arising from a question, the Clerk confirmed that the Planning and Regeneration Committee had delegated authority to respond to Cornwall Council with regard to bus travel.

It was **RESOLVED** that the minutes of the meeting held on the 8<sup>th</sup> July 2024 be approved and signed as a correct record.

**C/24/55) Matters to Note**

The Clerk advised that a response to the communication relating to bus travel would be considered by the Planning and Regeneration Committee on the 3<sup>rd</sup> September 2024 (Minute C/24/37 refers) and that he had advised Cornwall Council that the Town Council would be prepared to take on the land at the junction of West Hill and Park Road subject to a small contribution to offset the clearance costs but had not yet received a response (Minute C/24/47 refers).

Arising from a question, the Clerk **AGREED** to circulate to Members the letter sent to the Arts Centre outlining the grant conditions applied.

**C/24/56) Mayor's announcements**

The Mayor advised that he had attended the following events/activities since the last Council meeting:

- Phoenix Passing out Parade
- Met with a representative from A Band of Brothers

- Met with Sarah Scoltock, Helen Toms and Kim Hager regarding ASB
- Attended the Wadebridge Town Council Mayor Making Ceremony
- Met with Noah Law MP
- Attended the Sports Academy Hub
- Attended the Fun Day on the 15<sup>th</sup> August 2024
- Attended the Summer Festival at Poltair Park on the 17<sup>th</sup> August 2024
- Attended the Table Tennis 4 Good event on the 20<sup>th</sup> August 2024
- Met with Bill Holland and Annette Miller regarding the Town Centre Christmas events
- Met with Helen Toms, Steve Rowlett and Tamsin Lees regarding ASB
- Attended a TEAMS briefing from Cornwall Council on a proposed extra care facility at Blantyre/Karenza.

#### **C/24/57) Public Participation**

The two members of the public present advised that they did not wish to speak.

#### **C/24/58) Members' questions**

There were no questions from Members.

#### **C/24/59) The Consultation Infra23-213-SAM Countywide 20mph Speed Limits - Phase 3 St Austell & Mevagissey (region East)**

The Clerk advised that Cornwall Council intends to implement 20mph speed limits on most residential areas in the St Austell area and requires a response to their consultation by the 13<sup>th</sup> September 2024. The main through roads, such as the A390, Slades Road, Truro Road remain at 30mph.

During discussion, Members raised the following:

- If implemented, how the 20mph limits will be enforced;
- Whether the consultation results will be shared;
- If implemented, how much the associated signage will cost;
- Whether the Welsh backlash of implementing 20mph speed limits has been taken into consideration;
- The need for Councillors to feed comments back individually;
- Congratulations on a well-publicised consultation;
- Overall – broadly supportive

It was **RESOLVED** to:

1. Thank Cornwall Council for their comprehensive public consultation;
2. Endorse the implementation of 20mph speed limits in the residential areas as proposed;
3. Request a report on how the new speed limits will be enforced, if adopted.

***\*\*Councillor Double abstained from voting on this item\*\****

#### **C/24/60) Mobile Speed Activated Sign**

The Clerk advised that through the Community Area Partnership, Cornwall Council has offered to fund the purchase of a mobile speed activated sign and manage its rotation (approximately every 8 weeks) across 6 approved areas of the town for the sum of an

upfront contribution from the Town Council of £13,019.59 over 4 years. The 6 Highways Officer approved locations are:

- Victoria Road
- Slades Road
- Southbourne Road
- Porthpean Road
- Menear Road
- Daniels Lane

During discussion, Members views were split with many Members suggesting that Cornwall Council as the Highways Authority should fund speed activated signs and that the sum requested from the Town Council seemed excessive.

Councillor Double advised that although not ideal, this proposal is an opportunity to deter speeding in the parish as well as collating data as evidence of problem areas.

Arising from a question, the Clerk advised that the Town Council's grounds staff do not have the capacity to move the speed sign around the parish.

It was **RESOLVED** to provide an upfront payment of £13,019.59 to Cornwall Council for the maintenance and regular relocation (at least every 8 weeks) of a speed activated sign over a four-year period at the following locations:

- Victoria Road
- Slades Road
- Southbourne Road
- Porthpean Road
- Menear Road
- Daniels Lane

*\*\*Councillor Brown voted against this proposal\*\**

### **C/24/61) Members appointed to outside bodies update reports**

Councillor Fox advised that Young People Cornwall is 50 this year and has received 800 referrals so far. The House is open on a Friday and a new Connect Neurodiversity Group is proving very popular. The summer holiday activities have been well attended.

Councillor Lanxon advised that Mr Evans has left Cornwall College and Rob Bosworth has taken up the position of Chief Executive. The plans for the refurbishment of the St Austell Football Club are progressing well and plans have been submitted to Cornwall Council.

### **C/24/62) Cornwall Councillor update reports**

It was **RESOLVED** to note the update from Councillor Double.

Arising from two questions, the Clerk confirmed that due to a lack of use, the Beryl Bikes are likely to be removed from St Austell and that he would obtain an update from Cornwall Council on the Metro Project.

## **C/24/63) Planning and Regeneration Committee**

It was **RESOLVED** to note the minutes of the Planning and Regeneration Committee meetings held on the 15<sup>th</sup> July 2024 and the 19<sup>th</sup> August 2024.

## **C/24/64) Schedule of Payments**

It was **RESOLVED** that the Schedule of Payments for the period 28<sup>th</sup> June 2024 to 22<sup>nd</sup> August 2024 totalling £186,628.93 and the transfers between bank accounts totalling £104,725.38 be approved.

## **C/24/65) St Austell Town Centre Revitalisation Project**

### **Roof Top Garden**

#### *Pre-planning advice*

The interim comments from the Planning Officer have been supportive so far.

#### *Structural testing*

The structural testing of the building has been cancelled following advice from the Town Council's solicitor. The final report will assume that the structural load of the building will be the same as permitted by building regulations when it was built.

#### *Final Report*

The consultants are finalising the report which should be available by the end of the year.

### **Church Piazza**

The design works are progressing, and a planning application is being worked up for Listed Building consent. Initial enquiries indicate that there are a few contractors willing to tender for the construction of the piazza.

### **Poundland Banners**

A second design is awaited and once received a public consultation and photograph exhibition will be arranged. It is likely that this will be in October.

### **Gateway Project**

A contract to design improvements to Duke Street has been let and a feasibility study for uplifting the viaduct has been commissioned. A recent assessment of the viaduct indicates that the project will not be cost effective due to accessibility issues, the impact on nearby residents and the lack of visibility across the town.

### **Highways Improvements**

No progress has been made with this feasibility study. Town Clerk is chasing Cornwall Council.



## **General Wolfe**

Representations from the Town Council and the Chair of the Town Centre Regeneration Partnership on the state of the building have been sent to Cornwall Council. A recent reply from a senior officer has indicated that the building will be progressed as a housing scheme for the homeless.

## **Cornwall College**

The Clerk advised that he had met with Mr Bosworth and that he is very keen to be involved with the Town Centre Revitalisation Partnership and is working on a place-based approach to higher education. He is also keen to encourage students to stay in the town and is reviewing A level provision.

Arising from two questions, the Clerk re-assured Members that the viaduct feasibility study will not take up too much time and a more detailed discussion on the rooftop garden can take place at the Planning and Regeneration Committee the following evening.

Arising from a further question, the Clerk confirmed that discussions are ongoing with GWR with regard to the £5,000 grant received for station improvements.

## **Regeneration Officer**

The Clerk advised that the Regeneration Officer's contract is due to expire at the end of September and that to see the revitalisation projects through until the end of March he would like to extend the postholder's contract until 31<sup>st</sup> March 2025. The Clerk added that the extension of the contract is within budget.

It was **RESOLVED** to extend the Regeneration Officer's contract until 31<sup>st</sup> March 2025.

*\*\*Councillor Pearce left the meeting\*\**

## **C/24/66) To consider excluding the press and public.**

It was **RESOLVED** that under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting because of the confidential nature of the business to be transacted.

## **C/24/67) Health and Safety and Human Resources Support**

It was **RESOLVED** to accept a three-year proposal for combined Health and Safety and Human Resources support from Worknest in the sum of £2,990 per annum plus insurance costs.

## **C/24/68) Re-admittance of the press and public**

It was **RESOLVED** to re-admit the press and public.

## **C/24/69) Dates of Meetings**

It was noted that the next Town Council meetings are due to take place on 14<sup>th</sup> October 2024 and 9<sup>th</sup> December 2024

The meeting closed at 7.05pm.

**ST AUSTELL TOWN COUNCIL**  
**COUNCIL MEETING – 14<sup>th</sup> OCTOBER 2024**  
**CCTV MONITORING**

**1. PURPOSE OF REPORT**

To consider and approve a change to the calculation of recharges from Newquay Town Council for the monitoring of CCTV cameras in St Austell.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

The Town Council has the power to contribute towards the cost of CCTV systems under the powers granted by Section 31 of the Local Government and Rating Act 1997. Local councils providing CCTV cameras must comply with a wide range of legislation and guidance in the Surveillance Camera Commissioner's Surveillance Camera Code of Practice and a code of practice issued by the Information Commissioner's Office.

**3. RESOURCE ISSUES**

Sharing CCTV monitoring with Newquay Town Council has benefits in terms of economies of scale, maintenance of expertise and compliance with legislative and code of conduct requirements. When the original CCTV monitoring arrangements were agreed costs were split 2/3<sup>rd</sup> Newquay Town Council and 1/3<sup>rd</sup> St Austell Town Council. The proposal is to move back to this position in a phased manner over 3 years.

**4. EQUALITY ISSUES**

None.

**5. ENVIRONMENTAL ISSUES**

Housing the monitoring suite in Newquay Police Station near the custody cells has benefits in terms of reducing travel and maintaining security.

## 6. RECOMMENDATIONS

It is recommended that Councillors approve the proposed apportionment of monitoring costs as set out in this report.

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### Background

Cornwall Council devolved CCTV monitoring arrangements to Newquay and St Austell Town Councils in 2011 as part of a cost saving exercise. Initially it was agreed to share the monitoring costs 2/3<sup>rd</sup> Newquay and 1/3<sup>rd</sup> St Austell which broadly reflected the number of cameras and numbers of incidents and arrests which resulted.

Newquay Town Council (NTC) as the lead partner has increased recharges to St Austell Town Council (SATC) annually by inflation which has not kept up with the true running costs or increases in camera numbers, incidents and/or monitoring periods.

Newquay Town Council has requested that the 2/3<sup>rd</sup> to 1/3<sup>rd</sup> ratio of cost sharing be reinstated and suggested that the increased costs for SATC be phased in over a 3 year period. The following is an extract from the request:

*The CCTV team deliver a really great proactive monitoring system for both Newquay and St Austell. Over the years the system has increased drastically with camera number rising from 45 to 59 (31%), with requests for additional cameras. To date this increase has been managed without increasing the hours of the CCTV Operators. However, this is not sustainable, and the Council does not wish to dilute the excellent service that they provide.*

*Therefore, the CCTV manager has reviewed the peak times, which correlates with the Hot Spot data provided by the Police. These are the key hours which require two members of CCTV staff on duty.*

*These costs include cover additional hours to cover the gap between the two shifts. This is being taken to our Councillors for consideration at the October C&T meeting.*

*The costs are as follows:*

	£
NTC 2024/25 Budget	164,791.05
Additional Staff	29,489.82
Cover Gap	33,852.61
Total Cost	228,133.48
St Austell Full Recharge	76,044.49
SATC current charge	41,212.22

*NTC have reviewed a number of different ways to recharge the costs associated with the CCTV service. All options resulting in around a 33.3% recharge. Therefore, to keep things as simple as possible it was agreed to continue on this basis, with a new contract for a 5-year period.*

*NTC agreed that to support St Austell to the position of full recharge it would implement this over a three year period.*

2025/26 Recharge = Existing Charge plus 1/3 (41,212.22+11,610.76)	£52,822.98
2026/27 Recharge = Charge plus 1/3 (52,822.98+11,610.76)	£64,433.74
2027/28 Recharge = Charge plus 1/3 (64,433.74+11,610.76)	£76,044.49

*Please note that these figures are based on the 2024/25 budget, and that we are suggesting an annual increase in line with CPI or 3% whichever is greater to support with the rising salary and service costs.*

The Police and BID have asked for more monitoring coverage for St Austell all year round in the early evening and a further 5-6 cameras are due to be added in St Austell shortly as approved earlier this year by the Council. These changes would be accommodated in these revised charges. In addition, there are frequent occasions when more than one incident is occurring and there is insufficient staff on duty to deal with more than one incident. Staff are then called upon to prioritise which may increase the risk levels.

The level of anti-social behaviour and in particular shoplifting justifies the maintenance and enhancement of the CCTV service. CCTV not only aides convictions, it also acts as a deterrent and safeguard for Police and security personnel in the town centre.

The camera monitoring team are connected to the local shopwatch radio system and the Police airwaves radio system.

Monitoring staff work very closely with the Police, security personnel employed by the BID and shopkeepers. Their presence is very reassuring for those in the town centre.

In addition to 20 permanent cameras SATC has one re-deployable or "mobile" camera which is erected in different locations to support police activity.

The current numbers of cameras and a comparison of incident numbers is provided below:

Number of Cameras

	<b>Original</b>	<b>Now</b>	<b>Increase</b>
<b>St Austell</b>	13	21	61%
<b>Newquay</b>	31	40	29%
<b>Total</b>	44	61	38%

Number of live Incidents

	<b>2017</b>	<b>2023</b>	<b>Increase</b>
<b>St Austell</b>	455	1387	304%
<b>Newquay</b>	1492	4354	291%
<b>Total</b>	1947	5741	295%

The CCTV partnership covering Newquay and St Austell is the envy of other towns and is critical to the success of any regeneration hopes.

Further private camera systems are operated by the owners of White River Place and Old Vicarage Place. These have proved very helpful with investigations in the past and are an important addition to the public sector systems.

It is recommended that Members authorise the Town Clerk to enter into a new contract with Newquay Town Council to reflect the revised operational arrangements and cost sharing in line with this report.

DAVID POOLEY  
TOWN CLERK

## St Austell Town Council



### Small Grants Scheme

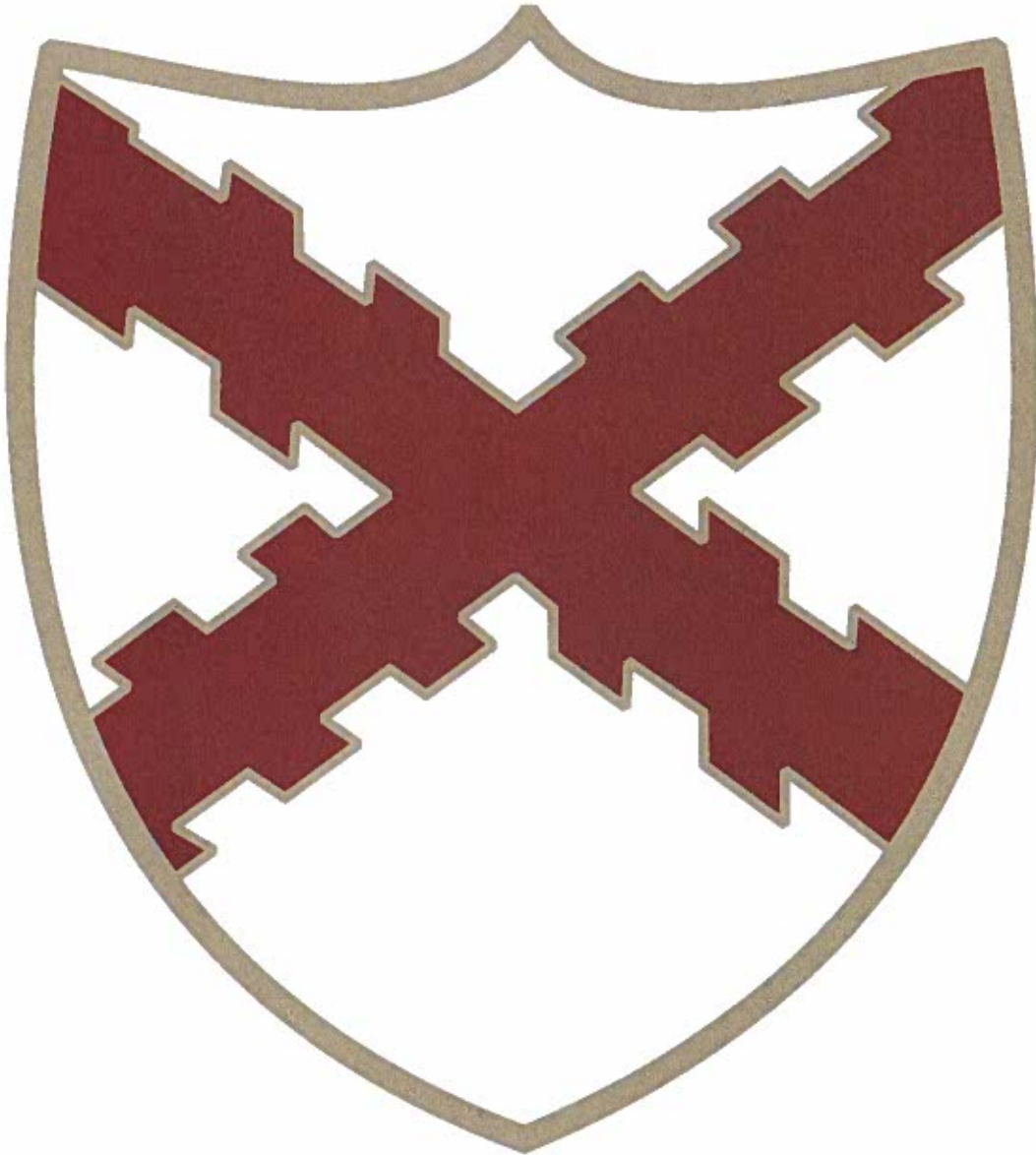
### Application Form

### PART B

#### 1. Your organisation

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

**PLEASE LEAVE THIS PAGE BLANK**





## 2. Purpose for which the grant is sought

<b>Project title:</b>	St Austell Festival of Music and Speech 2023
<b>Description of project</b> (please continue on a separate sheet if necessary):	The festival takes place 28 <sup>th</sup> – 30 <sup>th</sup> November (Spoken Word) and 4 <sup>th</sup> – 7 <sup>th</sup> December (Music). Classes will be adjudicated by professional adjudicators accredited by the British and International Federation of Festivals., of which the St Austell Festival is a member. The venue throughout is St John's Methodist Church, Bodmin Road, St Austell PL25 5AE.
<b>How would this grant be of benefit to the community in St Austell?</b> (please continue on a separate sheet if necessary):	Approximately 1,000 enter the festival normally each year, with most of these being children and young people from the local area. Many people (well over 1,000) come to be involved as audience. The Festival was resumed after the pandemic but it has not quite recovered to the former numbers taking part. This is due to a large extent to the restrictions and lack of provision of music and drama from the curricula of some local schools. The opportunity to perform in public and be professionally assessed remains invaluable to local talent and plays an important part in building the confidence and self-esteem of children and young people. The large venue enables many to come and enjoy the achievements of people in the St Austell area.
<b>What arrangements do you have in place to ensure safeguarding of children and young people</b> (applicable only if your project involves working with this client group).	Our committee has been DBS checked. The Chair and Secretary have attended a training course on safeguarding provided by the Federation of Festivals. Other volunteers have job descriptions indicating that their contact with children and young people and vulnerable adults is peripheral to their role. The safeguarding policy is included in our syllabus and programmes and displayed at the festival venue. There is a space on entry forms which must be signed to confirm that the safeguarding policy has been read and accepted. The Festival is now being administered largely on-line.

## 3. Finance

<b>What is the total cost of the project?</b>	<b>£5,500 (approx.) (£6,000 in 2023)</b>
<b>Amount of grant applied for</b> (Up to £250) *	<b>£250</b>
<b>Have you previously received a grant from St Austell Town Council?</b>	<b>Yes</b>

<p><b>If "Yes" please indicate:</b></p> <p><b>a) When</b>  <b>b) Amount received</b>  <b>c) For what purpose</b></p>	<p>2023 £259 for festival costs  2022 £250 for festival costs  2019 £250 for festival costs  2016 and 2017 £250 for festival costs  2015 £850 for festival costs and safety rails for the stage  2009-2013 £250 each year for festival cost  (No application made in time in 2018 because we missed the deadline!)</p>
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\* Should you wish to apply for a grant over £250, the Council may consider a larger grant in exceptional circumstances, but you may be asked to provide a presentation to the Town Council.

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

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Radford Char Trust	£280	Completed	£280 granted
Rotary (St Austell and St Austell Bay	Yes	Will do so very soon	
Lions (St Austell and Roche)	Yes	Will do so very soon	

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

#### 4. Further information enclosed

Information	Enclosed (please tick)
A copy of your organisation's most recent bank statement(s) <b>(mandatory)</b>	Yes
A copy of your constitution (or similar document showing the organisation's status) and also the 2024 syllabus	Yes
A copy of your organisation's latest set of accounting statements (if any exist)	Yes

#### 5. Publicity

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

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


Please return your completed form to:  
Sara Gwilliams, Deputy Town Clerk  
The Stable Block  
Pondhu House  
Penwinnick Road, St Austell, PL25 5DP

E-mail: [sara.gwilliams@staustell-tc.gov.uk](mailto:sara.gwilliams@staustell-tc.gov.uk)

## REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROLS

Evidence of Achievement	Yes or No	Notes and areas for development
1. Has the Internal Auditor been properly appointed by the Council?	yes	
2. Is the Internal Auditor independent of the Council?	yes	
3. Are reports of the Internal Auditor made in his/her own name?	yes	
4. Has an Audit Plan been agreed with the Internal Auditor?	yes	
5. The internal audit takes account of both the Council's risk assessment and wider internal control arrangements?	yes	
6. The Internal Auditor is considered to be competent and has carried out internal audit work ethically, with integrity and objectivity?	yes	
7. Are interim audits conducted by Members of the Council?	yes	
8. Interim audits cover an adequate range of Council activities?	yes	

9. Interim audits are recorded and presented to the Council?	yes.	
10. Regular budget monitoring is reported to the Council?	yes.	
11. The Council makes positive responses to recommendations of the Internal Auditor and audit Members?	yes.	
12. Adequate insurance cover exists, including Public Liability and Fidelity Guarantee?	yes.	
13. The Assets Register is adequate and current?	yes	as at March 31, 2024.
14. Is the risk register up to date (reviewed at least annually)?	yes.	
15. Are there any new risks which need to be added and considered?	No	

CRYSTAL BEARCE Crystal Bearce  
 THOMAS FRENCH  27/03/24

# Internal Audit

No.	Income and Invoices Raised	Yes	No	Comments
1	Have invoices been raised and issued in a timely manner?	✓		
2	Has VAT been accounted for properly?	✓		
3	Are invoices clear and presentable?	✓		
4	Have invoices been entered in the Income and Expenditure System and analysed under the correct budget heading?	✓		
5	(a) Have all invoices been paid? (b) If 'No' at (a) Is there evidence of debt recovery action?		✓	one invoice outstanding No debt recovery action
6	If the invoice has been paid, does the Income and Expenditure System show the payment correctly?	✓		
7	Does the Library income match the till receipts?	✓		Sportswear undertaken by Kim Gay
8	Does the car park income match the car park cash collection records?	✓		Machine now usable.
9	Does the toilet income match the toilet cash collection records?		✓	some small discrepancies.

10.	Spot check cash in the accounting system against the collection records.	✓			
	Other Comments				
					</

## Internal Audit

No.	Expenditure	Yes	No	Comments
1	Have all payments been authorised by the Council? (check sample of payments).	✓		
2	Are invoices or vouchers available for all payments? (check sample of payments).	✓		
3	Are cheque counterfoils signed by at least two authorised signatories?	✓		
4	Have all BACS payments been approved by two councillors and processed by more than one individual?	✓		
5	Is there a list of approved direct debit payments and evidence that payments are checked and accounted for properly?	✓		
6	Are all payments entered in the cash book correctly and is VAT accounted for separately?	✓		
7	Is there evidence of competitive quotations or estimates where appropriate?	✓		
Other Comments				
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: right;"> <b>Print</b>            1. <u>CEORACU</u>            2. <u>T.FRECH</u> </div> <div style="text-align: center;"> <b>Internal Auditors</b>  <b>Signature</b>  <u>CUSTIA/PAU</u>  <u>Paul</u> </div> <div style="text-align: left;"> <b>Date</b>  <u>27/09/24</u>  <u>27/09/24</u> </div> </div>				

## Internal Audit



No.	Petty Cash	Yes	No	Comments
	The Town Clerk maintains a petty cash imprest account so that the balance of receipts and cash held should always equal £250.	✓		
1	Does the cash box contain vouchers and cash to the sum of £250?	✓		
2	If the answer at (1) is 'No', is there a Petty Cash reimbursement voucher awaiting approval and entry in to the cashbook?			not applicable.
3	Do all the vouchers have receipts attached and have they all been signed?	✓		
4	Have all the vouchers been entered in the Income and Expenditure System and correctly analysed under the budget headings?	✓		
5	Has the VAT element been recorded and entered onto the Customs & Excise claim form?	✓		
6	Is the cash box kept in a secure location?	✓		
<b>Other Comments</b>				
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <b>Internal Auditors</b>  <b>Print</b>            1. C. REARD            2. T. FRENCH         </div> <div style="text-align: center;"> <b>Signature</b>    </div> <div style="text-align: center;"> <b>Date</b>            27/01/24            27/07/24         </div> </div>				



## 21

27/09/24



## Internal Audit

No.	Computer Security	Yes	No	Comments
1	Are the Personal Computers (PCs) physically secure in the workplace - ie, office door locked at night, doors alarmed?	✓		
2	Have the Serial Numbers of PC equipment been noted?	✓		
3	Are the PCs encrypted and password protected?	✓		
4	Is there a regular back-up of files?	✓		
5	Is the back-up secured away from the offices?	✓		
6	Does the Council meet the criteria for cyber essentials?		✓	
7	Have there been any data breaches since the last audit?		✓	
<b>Other Comments</b>				
<div style="display: flex; justify-content: space-between; align-items: flex-end; padding: 10px;"> <div style="width: 45%;"> <p style="text-align: center;"><b>Print</b></p> <p>1. <u>REGARD</u></p> <p>2. <u>T. FRENCH</u></p> </div> <div style="width: 45%;"> <p style="text-align: center;"><b>Signature</b></p> <p><u></u></p> <p><u></u></p> </div> <div style="width: 10%; text-align: center;"> <p><b>Date</b></p> <p>27/09/24</p> <p>27/09/24</p> </div> </div>				

## Internal Audit

No.	Staffing	Yes	No	Comments
1	Are copies of the Contracts of Employment accessible and current?	✓		
2	Are Annual Leave Forms up-to-date?	✓		
3	Is there a record of overtime giving reasons?	✓		
4	Are employees receiving the correct rate of pay for their spinal point?  (Compare the Contract of Employment, Wages Ledger and National Pay Scales).	✓		
5	Are tax, national insurance and pensions properly accounted for and paid over on behalf of employees at appropriate intervals?	✓		independent payroll accountant employed.
6	Undertake a test check of payments for one pay period.			
	<b>Other Comments</b>			

<u>Internal Auditors</u>		
Print	Signature	Date
1. C. PEARCE		27/9/24
2. J. FRENCH		27/09/24



**MINUTES of ST AUSTELL TOWN COUNCIL COMMUNITY COMMITTEE held on MONDAY 9<sup>th</sup> SEPTEMBER 2024 at The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD at 6pm.**

**Present:** Councillors: Fox, Kimber, Preece, Stephens, Thompson and Young.

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

**Also in attendance:** Councillor Hamilton.

**CC/24/16) Apologies for absence**

Apologies for absence were received from Councillors Cohen, Double, Guest, Pearce and Rowse.

Apologies for absence were also received from David Pooley, Town Clerk.

Councillor Young advised that he needed to leave the meeting early.

**CC/24/17) Declarations of Interest**

Councillor Fox declared an interest in agenda item 10 (St Austell – St Pirans Day) by virtue of being the grant applicant.

**CC/24/18) Dispensations**

None.

**CC/24/19) Minutes of the Meeting held on the 3<sup>rd</sup> June 2024**

It was **RESOLVED** that the minutes of the meeting held on the 3<sup>rd</sup> June 2024 be approved and signed as a correct record.

**CC/24/20) Matters to Note**

The Deputy Town Clerk advised that the Childrens' Literacy Festival (CC/24/09), had been a success with approximately 1500 adults and children attending various events over the three-day period. The authors were also seen by 2,500 school children. The queues for book signings were long and the shops in White River Place reported an uplift in trade over the weekend of the festival.

The Table Tennis Club (minute number CC/24/10) launched a Table Tennis For Good project in the town centre on the 20<sup>th</sup> August 2024 which was attended by the Mayor and Deputy Mayor. The event was well attended with many members of the public participating in a number of taster sessions.

**CC/24/21) Public Participation**

There were three members of the public in attendance.

**CC/24/22) Wailim Wong, Communications Officer, CAB**

The Chair welcomed Mr Wong to the meeting.

Mr Wong provided an overview of the work of the CAB and stressed that they provide confidential advice which is open to everyone, regardless of their age or financial status. He advised that the CAB has 8 offices in Cornwall and provide outreach work in the smaller towns. He added that they have a presence in some Trussell Trust Foodbanks, including St Austell. Mr Wong advised that they are open to the public at the Light and Life Centre on a Thursday morning, 10am to 12pm but are contactable on the telephone or text messages outside of these hours.

Mr Wong advised that the top 5 issues (April 2023 to March 2024) for the St Austell Parish are:

- Benefits and Tax credits
- Debt
- Benefits - Universal credit
- Housing
- Financial services and capability

Mr Wong advised that during the same period they assisted 14 homeless people and 13 people with threatened homelessness. Across the whole parish 394 people have been seen and 2,086 issues dealt with. 21% of the people were aged between 25-34 and 20% aged between 55-64. Mr Wong advised that ideally, they would like their own offices but cannot afford the commercial rents currently being offered.

During discussion, Members raised a concern about people sleeping in a layby and a suggestion of premises that might be suitable.

The Chair thanked Mr Wong for his interesting presentation.

### **CC/24/23) Grounds Maintenance**

The Operations Manager advised that the demolition of the old pavilion building on the eastern boundary of Poltair Park has been completed and the new apprentice had settled in well and passed a number of courses.

The horticultural displays have been praised by many people with one person seen taking a selfie with the wildflowers at Daniels Lane. There have been a few unavoidable staff absences during the summer, but the team have coped well and are now on the 8<sup>th</sup> cut across the town. A good reactive service continues to be provided for vandalism repairs and graffiti as and when they occur. It is anticipated that there will be a 9<sup>th</sup> cut before the winter works start.

The play equipment continues to be inspected across all parks on a regular basis and once the grass cutting season is finished, play equipment maintenance will be scheduled in to be completed over the winter period.

Members thanked the Operations Manager for his presentation and the excellent horticultural displays across the town.

## **CC/24/24) Studio 4 Dance CIC**

The Deputy Town Clerk advised that the conditions of the grant approved in June 2023 had required the Director of Studio 4 Dance CIC to produce a report in 12 months' time confirming how the grant funding had been applied and sight of a recent set of accounts.

The Deputy Clerk referred to the report circulated with the agenda and added that the partnership with Cornwall College has seen a significant increase in students, many of whom gain the necessary qualifications to take their dance careers further afield. The Deputy Clerk added that Studio 4 Dance CIC had also taken part in the Mayor's Charity Fun Event and had raised over £300 for their danceathon. The Deputy Clerk added that the accounts had been produced and to date, the CIC appears to be operating well within its means.

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

## **CC/24/25) Small Grants Scheme**

The Chair advised that in order to assist the members of the public present, the Cornwall Croquet Club grant application would be considered first and then the application from the St Blazey Amateur Operatic Society.

### *Cornwall Croquet Club*

Ms Owen explained the importance of the club to the community and the club's desire to purchase the grounds from the landowners who do not wish to renew the lease.

Members expressed their support for the club and the community benefit that it brings but felt that the £1,000 requested could not be accommodated at this time.

It was **RESOLVED** to award a grant in the sum of £500 to Cornwall Croquet Club for funding towards the purchase of the club grounds.

### *St Blazey Amateur Operatic Society*

Ms Prater explained that the Society has just finished auditions for the forthcoming Dick Whittington production and is currently fund raising as well as seeking funding from other sources. She outlined the increase in costs expected this year which includes the purchase of a storage container and the associated damp proof treatment for the storage of costumes and props.

Members expressed their support for the St Blazey Amateur Operatic Society and their excellent, professionally produced productions but felt that the £1,000 requested could not be accommodated at this time.

It was **RESOLVED** to award a grant in the sum of £500 to St Blazey Amateur Operatic Society for funding towards their 2025 production of Dick Whittington and storage container.

### *ABC Residents Association*

It was **RESOLVED** to award a grant in the sum of £250 to the ABC Residents Association for funding towards their Christmas outing to Exeter.

*Cornwall One Parent Support CIO (St Austell Group)*

Members expressed their support for the work of the Cornwall One Parent Support CIO and suggested that the organisation seeks funding from the Cornwall Councillor Community Chest funds to continue their good work.

It was **RESOLVED** to award a grant in the sum of £240 to the Cornwall One Parent Support CIO (St Austell Group) for funding towards the Family After School Group.

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

*Cornwall Performing Arts CIC*

It was **RESOLVED** to award a grant in the sum of £250 to the Cornwall Performing Arts CIC for funding towards the St Austell Zombie Walk and Halloween Workshop.

*Imerys Singers*

It was **RESOLVED** to award a grant in the sum of £250 to the Imerys Singers for funding towards room hire, heating and Musical Director fees.

*Pegasus Mens' Wellbeing Centre CIC*

Members reviewed the grant application but felt that they could not make a decision until further information had been received.

It was **RESOLVED** to defer making a decision and invite Pegasus Mens' Wellbeing Centre CIC to the next Community Committee meeting to provide a short presentation on their work and clarification of the referrals process.

*Stepping Stones Childcare*

It was **RESOLVED** to award a grant in the sum of £250 to Stepping Stones Childcare for funding towards an ipad to assist with the childrens' learning and managerial support.

*St Austell BID*

It was **RESOLVED** to award a grant in the sum of £240 to St Austell BID for funding towards four hi viz jackets for the security staff.

*St Austell - St Pirans Day*

The Chair invited Councillor Fox to speak before she left the meeting.

Councillor Fox outlined the success of the 2024 event and the plans so far for the 2025 St Pirans Day Event.

*\*\*Councillor Fox reiterated her interest and left the meeting\*\**

Members expressed their support for St Piran's Day and a suggestion was made that the Duchy of Cornwall could be approached for funding.



It was **RESOLVED** to award a grant in the sum of £250 to St Austell – St Piran’s Day Event for funding towards the 2025 St Piran’s Day Event.

*\*\*Councillor Fox returned to the meeting\*\**

### **CC/24/26) Projects update**

The Deputy Town Clerk updated Members on the following projects:

#### **Town Centre Regeneration**

It is hoped that the feasibility study for the rooftop garden will be completed by the end of the year.

A second design is awaited for the replacement banners on the Poundland building and the Holy Trinity Piazza Project is progressing well. Both projects are on target to be completed by March 2025.

A meeting is taking place this week with regard to the Student Accommodation. The Town Clerk is still awaiting contact from Cornwall Council with regard to the Highways feasibility work.

Feasibility studies have been commissioned for Duke Street and the viaduct uplighting. Following a site visit, first impressions indicate that the community benefit of lighting the viaduct is likely to be very little thus making it unviable. A full report is awaited.

#### **CCTV**

The CCTV monitoring for the town centre is on summer hours and the re-deployable camera is in Bethel. The monitoring costs for installing more cameras in the town centre are being negotiated with Newquay Town Council.

#### **Youth**

Nick Smith provided an update to the Town Council meeting on the 8<sup>th</sup> July.

Arising from a question, it was **AGREED** that Action for Children should be asked to attend a future meeting of the Community Committee to outline their work in St Austell.

#### **Car Park**

The car park income is reasonable and the new payment machines working well. The use of cash is falling away with many people taking advantage of contactless. The season tickets are steady with regular users.

#### **Anti Social Behaviour**

Extra security patrols are being funded through the Police and Crime Commissioner and Home Office until February/March time which is making a difference. Shop lifting remains prevalent in the town.

## **Allotments**

There is just one allotment left to let – Plot 10. This will be made good in time for next year's growing season and re-let.

## **Footpaths**

The footpaths are maintained by the Town Council and are cut regularly throughout the summer season. Drovers Lane at Menacuddle has been cleared and adopted for public use.

## **Parks**

The Regeneration Officer is hoping to submit a CIL funding application for the Landrew Road and Meadows Parks improvements. The demolition and making good of the old toilet block at Poltair Park have been completed. Some wooden posts have been replaced in Sandy Hill Park.

## **Beryl Bikes**

Due to a lack of use, Cornwall Council are proposing to remove the Beryl Bikes from St Austell. There is however a slight delay as Homes England provided 8 of the bikes installed, so their agreement to their removal is being sought.

Arising from the above, Members expressed their disappointment that the bikes are being removed and suggested that they could be better used if they were located around the clay trails.

It was **RESOLVED** that the Clerk should write to Cornwall Council expressing disappointment with the planned removal of the beryl bikes and to request that consideration be given to a partial removal of the bikes and their use being extended to the clay trails.

## **CC/24/27) Dates of Meetings**

It was noted that the next meeting of the Community Committee is scheduled for Monday 25<sup>th</sup> November 2024.

The meeting closed at 7.55pm.

**MINUTES of a MEETING of ST AUSTELL TOWN COUNCIL PLANNING AND REGENERATION COMMITTEE held on MONDAY 23<sup>rd</sup> SEPTEMBER 2024 in The Registrar's Office, Carlyon Road St Austell, Cornwall, PL25 4LD at 6pm.**

**Present:** Councillors: Brown, Bull, Cohen, Fox, Gray, Hamilton, Kimber, Lanxon, Preece, Thompson and Young.

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

**P/24/75) Apologies for absence**

Apologies for absence were received from Councillors Stephens and Styles.

**P/24/76) Declarations of Interest**

Councillor Fox declared an interest in planning application PA24/06537 by virtue of knowing some directors of the Market House well.

Councillor Young declared an interest in the same application as he was considering joining the Market House CIC.

**P/24/77) Dispensations**

There were no dispensations granted.

**P/24/78) Minutes from the Meeting dated 3<sup>rd</sup> September 2024**

Councillor Preece advised that the word "concerned" on page 2 of the minutes should read "concern".

It was **RESOLVED** that, subject to the above amendment, the minutes of the meeting held on the 3<sup>rd</sup> September 2024 be approved and signed as a correct record.

**P/24/79) Matters to note**

The Clerk advised that further to minute P/24/71 a letter regarding bus services was sent to Cornwall Council's Director as requested and a response received which has been circulated to all Members.

The Clerk further advised that a letter had been sent to Cornwall Council regarding the General Wolfe building and the response to the Government consultation paper on proposed changes to the National Planning Policy Framework (NPPF) has been submitted to the relevant Government department.

Members thanked the Clerk for the comprehensive response drafted to the NPPF consultation paper.

Councillor Brown referred to the recent exhibition for the Penwinnick Road site held by Treveth and advised that the Town Council was not formally being consulted at this stage. A further consultation event is expected before Christmas.

Members generally felt that the consultative approach being adopted was very positive although there were concerns regarding elements of the scheme.

### **P/24/80) Public participation**

There were no members of the public present.

### **P/24/81) Planning Applications**

- i. **PA24/04294:** Former Post Office High Cross Street St Austell Cornwall. Demolition of existing B8 warehouse and provide erection of 24 (C3) apartments over four floors with parking.

Members noted the anti-social behaviour issues in this area and the comments of the Police service.

It was **RESOLVED** to support this application subject to the advice of the Police being followed and to ask that consideration be given to providing some visitor parking.

- ii. **PA24/05438:** 11 Carlyon Road St Austell Cornwall PL25 4LE. Erection of an open fronted triple garage incorporating storage space within the roof.

It was **RESOLVED** to make no objection to this application subject to restrictions on the type of windows permitted to avoid over-looking and South West Water being satisfied with the drainage proposals.

- iii. **PA24/05851:** Development Land At Carclaze Carclaze Road St Austell Cornwall. The construction of 2 detached dwellings and associated works.

Members noted the previous planning approvals but expressed concern at the density of development proposed on this very narrow site and the risk of flooding.

It was **RESOLVED** to object to this application on the grounds that there would be unacceptable over-looking and over development.

- iv. **PA24/05964:** 18 Graham Avenue St Austell Cornwall PL25 4LZ. Retention of cabin in the garden.

Members noted the public objections and the large size of the cabin which had been erected.

A proposal to have no objection subject to the cabin not having full residential status was lost with 5 votes for, 5 votes against and the Chair applying his casting vote against the proposition.

A proposition to object to the application and ask Cornwall Council to take enforcement action was approved by 6 votes to 4.

It was **RESOLVED** to object to the application and ask Cornwall Council to take enforcement action.

- v. **PA24/06024:** 7 Eastbourne Close St Austell Cornwall PL25 4RN. Proposed two storey front and rear extensions.

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

- vi. **PA24/06059:** 4-8 Cross Lane St Austell Cornwall PL25 4AY. Proposed conversion of a former bank to form three self-contained flats for rental to ex-services persons.

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

- vii. **PA24/06117:** Shoezone 22 Fore Street St Austell Cornwall. Change of use from Class E to Nail salon, and consent to display of advertisement at a Non-illuminated Fascia Sign and an Internally-illuminated Hanging Sign.

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

- viii. **PA24/06118:** Shoezone 22 Fore Street St Austell Cornwall. Advertisment consent for 1no. non-illuminated fascia sign and 1no. internally illuminated hanging sign.

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

- ix. **PA24/06464:** 33 Turnavean Road St Austell Cornwall PL25 5NX. Works to trees subject to a Tree Preservation Order (TPO), works include cutting and trimming a mature oak tree.

It was noted that there was no arboricultural report and the dimensions of the proposed works were not clear.

It was **RESOLVED** to make no objection to this application subject to the Tree Officer determining the extent of the works.

*\*\*\* Councillors Fox and Young reiterated their interests in the next application and took no part in the debate or voting on the item \*\*\**

- x. **PA24/06537:** Market House Market Hill St Austell Cornwall. Listed Building Consent for works to a building.

Members noted the challenges of the Market House in terms of accessibility and maintenance.

It was **RESOLVED** to support the application and seek clarification of the nature and extent of external works.

- xi. **PA24/06544:** 6 Acorn Drive St Austell Cornwall PL25 3GU. Works to trees subject to a Tree Preservation Order (TPO) 526 to fell tree and replace the tree with another beech tree.

Members expressed concern at the lack of information with this application and felt that pruning was preferable to felling the tree.

It was **RESOLVED** to object to the proposal to fell the tree and ask the Tree Officer to investigate what works, if any, are necessary.

- xii. **PA24/06552:** 11 Fore Street/2A Vicarage Hill St Austell Cornwall PL25 5PX. Converting first and second floor offices into 2 x two-bedroom flats. Converting the rear of the ground floor shop into a studio and retaining a smaller shop. Lower ground floor (previously used as a shop/store), convert this to a studio flat.

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

- xiii. **PA24/06593:** 4 Blowing House Hill St Austell Cornwall PL25 5AH. Works to a tree in a Conservation Area for Ash (T1) - fell. Tree has outgrown its position between properties and has obvious signs of Ash dieback.

It was **RESOLVED** to make no objection to this application subject to the Tree Officer being satisfied with the proposals.

### **P/24/82) Premises Licence Applications**

There were no licence applications.

### **P/24/83) Planning Decisions**

Members noted the planning decisions report.

### **P/24/84) Cornwall Council – Urgent Delegated Planning Decisions**

There were no urgent delegated decisions to report.

### **P/24/85) Banns Pharmacy Ltd**

The Clerk referred to correspondence received requesting a letter of support for the creation of a pharmacy in the Carclaze area of St Austell. Members discussed the shortage of pharmacies and the need for local provision.

It was **RESOLVED** that the Clerk should draft a letter of support for the creation of a pharmacy in the Carclaze area.

### **P/24/86) St Austell Town Centre Revitalisation Partnership**

The Clerk advised that the next meeting of the Town Centre Revitalisation Partnership would take place on Friday, 4<sup>th</sup> October 2024.

He provided an update on the various projects in the pipeline including:

Rooftop Garden – a meeting is due shortly with consultants to discuss pre-planning application advice and the finalisation of the feasibility and design report which will not now include detailed structural testing data but will still be a very worthwhile report.

Holy Trinity Church Piazza – progressing well and tender documents being drafted. Extra funding for up-lighting being sought. Works expected to commence in January.

Aylmer Square banners – further designs received. Work on exhibition to start shortly.

High Cross Street Student/Key Worker accommodation – feasibility work progressing.

Gateways Project – design work for improvements to Duke Street public realm is progressing. The up-lighting of the viaduct is proving not to be viable and to offer poor value for money. The saving on this element of the project may possibly be redirected to other projects.

The Chair thanked officers for the progress.

#### **P/24/87) Dates of Meetings**

It was noted that the dates of the next meetings of the Planning and Regeneration Committee are Monday 28<sup>th</sup> October 2024 and Monday 2<sup>nd</sup> December 2024.

The meeting closed at 7.52pm.





**MINUTES of a MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held on MONDAY 30<sup>th</sup> SEPTEMBER 2024 in The Stable Block, Pondhu House, Penwinnick Road, St Austell, Cornwall, PL25 5DP at 6pm.**

**Present:** Councillors: Brown, Clemo, French, Gray and Pearce.

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

**Also in attendance:** Councillors Hamilton and Thompson.

**F/24/16) Apologies for absence**

Apologies of absence were received from Councillors Bull, Lanxon, Rowse and Young.

**F/24/17) Declarations of Interest**

None.

**F/24/18) Dispensations**

None.

**F/24/19) Minutes of meeting held on 24<sup>th</sup> June 2024**

It was **RESOLVED** that the minutes of the meeting held on the 24<sup>th</sup> June 2024 be approved and signed as a correct record.

**F/24/20) Matters to Note**

The Clerk advised that further to minute F/24/11 the experts have advised that the Clerk's robes are irreparable and that new robes would cost in the region of £2,000.

In answer to a question, the Clerk advised that he wore the robes approximately 3 times a year and that the public, on the whole, enjoyed seeing the Mayor and Clerk robed up for civic events, particularly for Remembrance Day.

Members' views were split with some Members expressing a view that the Clerk wearing robes at civic events is a tradition that should be continued, with other Members expressing a view that during these times of austerity, the funding required for new robes could be better spent elsewhere.

It was **RECOMMENDED** that the Council does not acquire new robes for the Clerk.

**F/24/21) Public participation**

There were no members of the public present.

**F/24/22) Priory Car Park**

The Clerk advised that the car park is performing well and is likely to exceed budget at the financial year end.

He added that the budget projections are looking reasonable and that if Members are mindful to freeze the Priory Car Park charges for the 2025/26 financial year, this can be achieved through the forthcoming budget setting process.

During discussion, the following was raised:

- The unsettled weather had driven visitors to the town centre;
- 60-70% of the car park users pay £1 and stay for an hour;
- Despite the rapid decline in the use of cash, the need to retain a cash payment option;
- The need to put out a positive press release stressing the Town Council's support for the businesses in the town centre;
- The Cornwall Council devolution of car parks;
- Cornwall Council staff parking for the new offices in White River Place.

Members expressed their support for freezing the Priory Car Park charges for the 2025/26 financial year.

The Clerk advised that the current budget includes funding for resurfacing work and that the Operations Manager has organised for the middle section to be re-surfaced within the next few months.

It was **RECOMMENDED** that the Priory Car Park charges be frozen for the 2025/26 financial year and that a positive press release is issued stressing the Town Council's support for the town centre businesses.

#### **F/24/23) Christmas Events – Free Parking in Priory Car Park**

A request from St Austell BID to make Priory Car Park free for four Saturdays in November/December to coincide with the town centre Christmas events was considered.

It was **RESOLVED** to make Priory Car Park free with effect from 12pm on Saturday 30<sup>th</sup> November 2024, Saturday 7<sup>th</sup> December 2024, Saturday 14<sup>th</sup> December 2024 and Saturday 21<sup>st</sup> December 2024.

#### **F/24/24) Budget Monitoring Report**

Members reviewed the income and expenditure to the 31<sup>st</sup> August 2024 and a copy of the Council's latest bank reconciliation statement. The Clerk explained variances for:

- Car Park Income
- Interest income
- Grants and contributions
- Contract payments
- Electricity
- Grounds maintenance supplies
- IT/communications
- Miscellaneous expenses
- Miscellaneous grants
- Other transport/plant
- Play equipment
- Rates

- Repairs/maintenance of premises
- Salaries/wages

It was **RESOLVED** to note the budget monitoring report for 1<sup>st</sup> April 2024 to 31<sup>st</sup> August 2024.

#### **F/24/25) Grant Funded Projects and Cashflow**

The Clerk provided Members with a review of grant funded projects and cashflows in the light of a significant increase in grant funded projects.

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

#### **F/24/26) Procurement Policy**

The Clerk advised that there was a need to update the Council's Procurement Policy to reflect the United Kingdom's departure from the European Union. Members noted the draft circulated. It was suggested that the words "community groups" should be added to the Community Engagement section of the policy.

It was **RECOMMENDED** to approve the draft Procurement Policy subject to the addition of community groups in the list of consultees in the Community Engagement paragraph.

#### **F/24/27) Conclusion of audit**

The Clerk advised that the high level independent external audit for the 2023/24 financial year had been completed and the Town Council had received a clear audit report.

Members expressed their gratitude to the Town Clerk for his excellent management of the Town Council's finances.

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

#### **F/24/28) Code of Conduct**

The Clerk advised that Cornwall Council was undertaking a review of the Code of Conduct that it and Town and Parish Councils in Cornwall use. He explained that this was purely a review of the local document and had to be considered within the current legal framework which governs the Standards regime and the sanctions permitted.

It was **RESOLVED** to feed back the following comments:

1. "mean" should read "means" on page 5 after "**non-registerable interest**"
2. In paragraph 1.4 the final line should be incorporated into paragraph (b)
3. Members felt that the £50 quoted in paragraph 2.6 was too high and would prefer a lower figure.

#### **F/24/29) Direct Debits and Regular Payments**

The Clerk advised that it was good practice and a requirement of the Financial Regulations to review the direct debits and regular payments used by the Council

from time to time. Members noted the list circulated and sought clarification on a number of creditors.

It was **RESOLVED** to note the report and approve the direct debits and regular payments listed.

### **F/24/30) St Austell Library**

The Deputy Town Clerk provided an update as follows:

#### *Staffing*

- A vacant position of 20.5 hours has been filled with the new member of staff due to start on the 7<sup>th</sup> October 2024.
- A vacant position of 16 hours is due to be discussed alongside other matters at a forthcoming Staffing Committee.

#### *Operational*

The boiler and fire safety equipment have been serviced and quotes are being obtained for the repairing/maintenance of the fascia boards. The ceiling in the performing arts area has been repaired with the cost met jointly with Cornwall Council.

The library continues to host whole school visits, and the Home Library Service is working well with a number of volunteers assisting housebound people with library books.

The staff are due to embark on some digital champion training and a free to use Wellbeing Kiosk has been installed in the foyer until October.

The automated book renewals telephone line is due to end within the next few days as the operator has advised that they will not be making the transition from analogue to digital. The public will be contacted by e-mail or, if they do not have an e-mail, telephoned to advise them that their books are ready for collection.

#### *Summer Reading Challenge*

- 914 children signed up (target 753), 619 finishers (516 target);
- Each member of staff organised a craft session for children during the challenge which was well received;
- Over 500 clay models were made during the challenge and the Deputy Mayor and his wife spent a morning judging the models and nominating winners within each age category.

#### *General*

The library continues to perform well and is always in the top 2 of busiest libraries in Cornwall. SALSA has organised 18 events this year and found time to enter the library garden into the It's Your Neighbourhood Competition (the result is awaited).

### *Security – Access to and from the Library building*

The Deputy Town Clerk advised that she had recently carried out a review of the current access arrangements to and from the library building with the Library Manager and three areas have been identified for improvement:

1. Children's area (exit adjustments)
2. Helpdesk area (access and exit adjustments)
3. Library garden (exit adjustments)

The adjustments required to the children's area and library garden are relatively minor, but it is felt that the help desk area requires a re-configuration to bring it up to modern staff access/exit health and safety standards. The Deputy Clerk advised that a quotation has been received for the work which it is hoped can be carried out with minimal disruption to the operation of the library.

During discussion, Members thanked the Deputy Town Clerk and Library Manager for carrying out the review and unanimously supported the adjustments proposed and the re-configuration of the helpdesk area.

It was **RESOLVED** to accept the quotation in the sum of £4,996.84 to re-configure the help desk area to bring it up to modern staff access/exit safety standards.

### **F/24/31) Dates of next meeting**

It was noted that the next meeting of the Finance and General Purposes Committee is due to take place on 4<sup>th</sup> November 2024.

The meeting closed at 7.24pm.



**MINUTES of a MEETING of the ST AUSTELL TOWN COUNCIL STAFFING COMMITTEE held on MONDAY 7<sup>th</sup> OCTOBER 2024 at 10am in the Stable Block, Pondhu House, Penwinnick Road, St Austell, PL25 5DP.**

**Present:**

Councillors: Young (Chair), French, Bull, Brown, Double and Pearce.

**In attendance:**

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

**S/24/01) Election of Chair**

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

It was **RESOLVED** that Councillor Young be elected Chair of the Staffing Committee for the 2024-25 civic year.

**S/24/02) Apologies for Absence**

There were no apologies for absence.

Councillors Double and Pearce advised that they needed to leave the meeting at 11am.

**S/24/03) Declarations of Interest**

The Clerk advised that he and the Deputy Town Clerk would leave the room at the appropriate time when items are discussed that relate to them.

**S/24/04) Minutes of meeting held on the 11<sup>th</sup> March 2024**

It was **RESOLVED** that the minutes of the Staffing Committee held on 11<sup>th</sup> March 2024 should be approved and signed as a correct record.

**S/24/05) Matters to Note**

The Clerk advised that the Regeneration Officer's post was extended for 6 months and a further extension until March 2025 has since been agreed by full Council.

**S/24/06) Public Participation**

There were no members of the public present.

**S/24/07) To consider excluding the press and public**

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

## **S/24/08) Review of Staffing**

### *Grounds Maintenance*

The Town Clerk advised that the team is working well and have achieved a lot during some very difficult weather conditions over the summer period. There is a good range of skills, qualifications and flexibility within the team.

A request has been received from postholder TC18 to reduce his hours from 37 hours per week to 32 hours per week, working Monday to Thursday.

The current Apprentice, joined the Council on the 29<sup>th</sup> April 2024 and is performing well, has fitted into the team and is progressing well with his formal training. If the formal training progresses as expected, the postholder should qualify in the summer of 2025.

It was **RESOLVED** to:

- i. Note and endorse the reduction in hours for postholder TC18 with effect from 1st November 2024;
- ii. Advance postholder TC25 to £10 per hour with effect from 1<sup>st</sup> November 2024 and to SCP 12 upon successful completion of his apprenticeship training programme.

### *Library*

The Clerk explained that the Library Assistants were assimilated into the Town Council's pay grade structure soon after they TUPED over from Cornwall Council in 2017 and a review of their pay grade has not been carried out since that time.

During discussion, Members expressed their gratitude for the hard work of the Library Manager and Library Assistants and the excellent performance of the library and the wide range of services that it provides.

In answer to a question, the Town Clerk confirmed that their current pay grade is not out of line with other Library Assistants.

It was **RESOLVED** that:

- i. The Library Manager be advanced from SCP18 to SCP20 with effect from 1<sup>st</sup> April 2025;
- ii. The Library Assistants be advanced from SCP6 to SCP7 with effect from 1<sup>st</sup> April 2025.

### *Management and Administration*

#### Town Clerk

The Clerk outlined his wish to take flexible retirement and reduce his working days from 5 days a week to 4 days a week with effect from 1<sup>st</sup> April 2025 and the budgetary implications of doing so.

It was **RESOLVED** that:



- i. The Town Clerk be permitted to take flexible retirement based on reducing from 5 days per week to 4 days per week with effect from 1<sup>st</sup> April 2025.

#### Deputy Town Clerk

The Town Clerk advised that the changes to his working arrangements and the employment of a Library and Community Projects Officer would increase the responsibilities of the Deputy Town Clerk. He highlighted her qualifications and ability to undertake the Clerk's role in his absence and stated that it was important that she should be formally recognised as the clear number two/deputy in the grading of her job. Members recognised the excellent performance and skills of the Deputy Town Clerk and discussed her potential to undertake the role of Town Clerk in due course. In response to a question the Clerk undertook to talk to the Deputy Town Clerk about any development or formal qualifications which she would consider of value to her.

It was **RESOLVED** that:

- i. The Deputy Town Clerk should be advanced by 3 increments from SCP34 to SCP37 with effect from 1<sup>st</sup> April 2025.

#### Operations Manager

The Clerk outlined the roles and responsibilities of the Operations Manager and his qualifications to date. He added that he leads an excellent team and through the Staff Development Review process has expressed a wish to undertake CiLCA training.

Members expressed their gratitude to the Operations Manager for his hard work and proactivity.

It was **RESOLVED** that:

- i. The Operations Manager be awarded 1 increment from SCP34 to SCP35 with effect from 1<sup>st</sup> April 2025.

#### Finance and Administration Officer

The Clerk explained that the postholder is an important member of the team, is taking on more financial responsibility and has recently embarked on an AAT qualification.

Members expressed their gratitude to the postholder and suggested that in due course an expansion of her role could be explored.

It was **RESOLVED** that the Finance and Administrative Officer be awarded 1 increment from SCP12 to SCP13 upon completion of another module of the AAT level 3 qualification.

### Regeneration Officer

The Clerk explained that the role of the Regeneration Officer is likely to cease with effect from the 1<sup>st</sup> April 2025 when the current round of Shared Prosperity Funding and associated grant claims is wound up. The Clerk added that it would be helpful if there could be some flexibility within the Regeneration Officer's temporary contract to complete projects and the associated grant claims.

It was **RESOLVED** that, if required, the post of Regeneration Officer be extended until the 31<sup>st</sup> May 2025 and deleted from the establishment thereafter.

### Community Projects Officer

The Clerk explained that the post of Community and Projects Officer for three days a week has been in the establishment since April 2022 and has remained vacant due to the appointment of a Regeneration Officer.

It was **RECOMMENDED** to delete the post of Community and Projects Officer (3 days per week) from the establishment.

### New Post

#### Library and Community Project Officer

The Clerk explained that the Library has a vacancy for a Library Assistant for 16 hours per week and combined with a need for additional administrative capacity within the Stable Block a new post is proposed that better integrates the library with the general administrative functions of the Council. A draft job description for the new post was discussed which emphasises public relations, event activities and working closely with Young People Cornwall as role responsibilities. The Clerk outlined budgetary implications of the new role and the differential pay grading proposed.

During discussion, the different skill sets within the administrative team were discussed and the need to make the Job Description more general to provide better flexibility across the various administrative functions.

It was **RECOMMENDED** that subject to the Job Description being reviewed in consultation with the Mayor to reflect the wishes of the Staffing Committee, a new position of Library and Community Projects Officer be advertised for 30 hours a week on a salary of SCP 6/7 for 16 hours and SCP 14 for 14 hours based at both the Library and Stable Block with effect from 1<sup>st</sup> January 2024.

It was **RESOLVED** that the contents of the report be noted.

*\*\*Councillors Double and Pearce left the meeting\*\**

### **S/24/09) Review of Job Descriptions**

Members considered the updated Job Descriptions for the Town Clerk, Deputy Town Clerk, Operations Manager and Library Manager.

It was **RESOLVED** that subject to the amendment of the numbering on the Town Clerk's Job Description, the updated Job Descriptions for the Town Clerk, Deputy Town Clerk, Operations Manager and Library Manager be approved.

#### **S/24/10) Staff Sickness Absence**

Members considered a report setting out the sickness absences recorded for each member of staff for the period 1<sup>st</sup> April 2024 to 30 September 2024. The Town Clerk explained the use of the Bradford scoring system and highlighted a couple of areas of minor concern.

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

#### **S/24/11) Staff Development Reviews**

Members considered the staff development review forms for the Town Clerk, Deputy Town Clerk, Operations Manager and Library Manager.

It was **RESOLVED** to note the Staff Development Review forms.

#### **S/24/12) Date of Next Meeting**

Date to be confirmed.

The meeting closed at 11.30am.



**ST AUSTELL TOWN COUNCIL**  
**COUNCIL MEETING – 14<sup>th</sup> OCTOBER 2024**  
**SCHEDULE OF PAYMENTS**  
**23<sup>rd</sup> AUGUST 2024 to 2<sup>nd</sup> OCTOBER 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. Payment methods used are 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**

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 £196,746.23 and transfers between accounts amounting to £301,245.57.

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DAVID POOLEY - TOWN CLERK



Account Transactions  
St Austell Town Council  
For the Period 23 August 2024 to 2 October 2024  
Cash Basis

Date	Payment Method	Contact	Description	Reference	Receipt	Payment Cost Centre
<b>Bank Transfer</b>						
16 Sep 2024			Bank Transfer from NVV Current Account to NVV Business Retains Account	EBP	0.00	300,000.00
16 Sep 2024			Bank Transfer from NVV Current Account to NVV Business Retains Account	EBP	0.00	0.00
19 Sep 2024			Bank Transfer from NVV Current Account to St Austell TC - Credit Card	DD	0.00	1,245.57
19 Sep 2024			Bank Transfer from NVV Current Account to St Austell TC - Credit Card	DD	0.00	0.00
Total Bank Transfer					301,245.57	301,245.57
<b>Payable Credit Note Refund</b>						
24 Sep 2024		Xero (UK) Ltd	Xero (UK) Ltd	CC24.9.24	1.80	0.00 General Administration
Total Payable Credit Note Refund					1.80	0.00
<b>Payments</b>						
23 Aug 2024	BACS	H D Pooley	H D Pooley	0000528772	0.00	14.55 General Administration
23 Aug 2024	BACS	Domtaka UK Ltd	Domtaka UK Ltd	INV10	0.00	252.00 Misc. Projects/Grants
23 Aug 2024	BACS	Paul Williams	Paul Williams	INV10	0.00	150.00 Civic Ceremonial
23 Aug 2024	BACS	Fowbold Smart City UK Limited	Fowbold Smart City UK Limited	U000010553	0.00	908.78 Priority Car Park
27 Aug 2024	Direct Debit	Briffa Waste Services Ltd	Briffa Waste Services Ltd	522C48057	0.00	1,388.14 Other Parks and Open Spaces
28 Aug 2024	Direct Debit	Alistar Business Solutions	Alistar Business Solutions	E2019186777	0.00	432.89 Transport and Plant
30 Aug 2024	BACS	Logical Cleaning Solutions	Logical Cleaning Solutions	INV-7304	0.00	782.59 Stable Block/Pondhu House
30 Aug 2024	BACS	ITEC	ITEC	1019668	0.00	66.30 General Administration
30 Aug 2024	BACS	Spot-On Supplies Ltd	Spot-On Supplies Ltd	21583202	0.00	332.64 Other Parks and Open Spaces
30 Aug 2024	BACS	Logical Cleaning Solutions	Logical Cleaning Solutions	INV-7275	0.00	1,131.24 Library
30 Aug 2024	BACS	APS Construction Services Limited	APS Construction Services Limited	CW1518903	0.00	360.00 Potlair Park
30 Aug 2024	BACS	ITEC	ITEC	INV-3213	0.00	57.24 General Administration
30 Aug 2024	BACS	Pellow Roofing Ltd	Pellow Roofing Ltd	172752	0.00	240.00 Town Centre Revitalisation Project
30 Aug 2024	BACS	Vincent Tractors Ltd	Vincent Tractors Ltd	803010122-2024/25-5	0.00	720.89 Transport and Plant
02 Sep 2024	Direct Debit	BT	BT	M100.2C	0.00	418.00 Priority Car Park
04 Sep 2024	Direct Debit	British Gas	British Gas	8514525	0.00	504.00 General Administration
04 Sep 2024	Direct Debit	Alistar Business Solutions	Alistar Business Solutions	E2019200752	0.00	56.24 Priority Toilets
04 Sep 2024	Direct Debit	Kennow Training Ltd	Kennow Training Ltd	7541	0.00	64.88 Transport and Plant
08 Sep 2024	BACS	Andy Ingfield	Andy Ingfield	2431	0.00	300.00 Other Parks and Open Spaces
08 Sep 2024	BACS	Mei Loc	Mei Loc	SI483	0.00	28.38 Potlair Park
08 Sep 2024	BACS	DJR Water Hygiene	DJR Water Hygiene	20187	0.00	4,583.04 Town Centre Revitalisation Project
08 Sep 2024	BACS	Cornwall Pest Control	Cornwall Pest Control	SL-21408287	0.00	200.00 Multiple Categories
08 Sep 2024	BACS	Charles Contracting Ltd	Charles Contracting Ltd	3538	0.00	294.00 Other Parks and Open Spaces
08 Sep 2024	BACS	ObjectiveIT Services	ObjectiveIT Services	6723889171	0.00	364.02 General Administration
08 Sep 2024	BACS	Lyrico UK Limited	Lyrico UK Limited	600040585	0.00	124.56 Library
08 Sep 2024	BACS	Ennevo	Ennevo	173216	0.00	1,757.70 CCTV
08 Sep 2024	BACS	Vincent Tractors Ltd	Vincent Tractors Ltd	6728	0.00	0.46 Transport and Plant
08 Sep 2024	BACS	Vincent Tractors Ltd	Vincent Tractors Ltd	173214	0.00	72.42 Transport and Plant
08 Sep 2024	BACS	Tony Pascoe Engineering Ltd	Tony Pascoe Engineering Ltd	6728	0.00	228.00 Multiple Categories
08 Sep 2024	BACS	Steve Sluiter	Steve Sluiter	27077	0.00	28.80 General Administration
08 Sep 2024	BACS	D May & Son Ltd	D May & Son Ltd	28051	0.00	58.80 Other Parks and Open Spaces
08 Sep 2024	BACS	D May & Son Ltd	D May & Son Ltd	27614	0.00	107.00 Other Parks and Open Spaces
08 Sep 2024	BACS	D May & Son Ltd	D May & Son Ltd	14185	0.00	21.48 Other Parks and Open Spaces
08 Sep 2024	BACS	D May & Son Ltd	D May & Son Ltd	E2019256384	0.00	27.60 Other Parks and Open Spaces
11 Sep 2024	Direct Debit	Alistar Business Solutions	Alistar Business Solutions	V02263935977	0.00	215.06 Multiple Categories
12 Sep 2024	Direct Debit	EE Limited	EE Limited	Gm23	0.00	156.00 General Administration
12 Sep 2024	BACS	Stepping Stones Childcare Cornwall	Stepping Stones Childcare Cornwall	1444412	0.00	250.00 Misc. Projects/Grants
13 Sep 2024	BACS	Driveline (GB) Ltd	Driveline (GB) Ltd	Gm23	0.00	578.48 Transport and Plant
13 Sep 2024	BACS	St Austell BID	St Austell BID	Gm23	0.00	240.00 Misc. Projects/Grants
13 Sep 2024	BACS	St Austell St Piran's Event	St Austell St Piran's Event	Gm23	0.00	250.00 Misc. Projects/Grants
13 Sep 2024	BACS	St Blazey Amateur Operatic Society	St Blazey Amateur Operatic Society	Gm23	0.00	500.00 Misc. Projects/Grants
13 Sep 2024	BACS	Innaya Singers	Innaya Singers	Gm23	0.00	95.00 Misc. Projects/Grants
13 Sep 2024	BACS	Cornwall Council	Cornwall Council	8100504338	0.00	98.00 Library
13 Sep 2024	BACS	M A Gigg Ltd	M A Gigg Ltd	S31171	0.00	26.42 Other Parks and Open Spaces
13 Sep 2024	BACS	ABC Residents Association	ABC Residents Association	Gm23	0.00	250.00 Misc. Projects/Grants
13 Sep 2024	BACS	Spot-On Supplies Ltd	Spot-On Supplies Ltd	21583888	0.00	44.50 Library
13 Sep 2024	BACS	GB Tool Hire Ltd	GB Tool Hire Ltd	80753	0.00	59.64 Other Parks and Open Spaces
13 Sep 2024	BACS	SBR Electrical	SBR Electrical	2425.168	0.00	241.50 Library
13 Sep 2024	BACS	FinParkPay Ltd	FinParkPay Ltd	INV-000013	0.00	264.34 Priority Car Park
13 Sep 2024	BACS	SBR Electrical	SBR Electrical	2425.162	0.00	277.44 Stable Block/Pondhu House
13 Sep 2024	BACS	Bodelva Tyres	Bodelva Tyres	40	0.00	162.00 Transport and Plant
13 Sep 2024	BACS	Cornwall One Parent Support	Cornwall One Parent Support	Gm24	0.00	240.00 Misc. Projects/Grants
13 Sep 2024	BACS	G4S	G4S	2024082356	0.00	802.78 Multiple Categories
13 Sep 2024	BACS	Source for Business	Source for Business	5087133210	0.00	83.59 Library
13 Sep 2024	BACS	Source for Business	Source for Business	5087133490	0.00	43.91 Potlair Park

[illegible]