

# St Austell Town Council



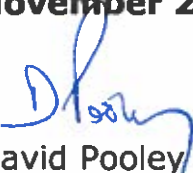
## Finance and General Purposes Committee

### To: All Members of the Finance and General Purposes Committee

(Councillors: Brown, Bull, Clemo, French, Gray, Lanxon, Pearce, Rowse and Young).

Dear Councillor

You are summoned to attend a **Meeting of the Finance and General Purposes Committee** to be held in **The Stable Block, Pondhu House, Penwinnick Road, St Austell, Cornwall, PL25 5DP** on **Monday 4<sup>th</sup> November 2024 at 6pm.**

  
David Pooley  
Town Clerk

29<sup>th</sup> October 2024

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## AGENDA

1. **Apologies for absence**
2. **Declarations of Interest**

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

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

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### **3. Dispensations**

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

### **4. Minutes of meeting held on the 30<sup>th</sup> September 2024**

**Pages  
1 to 6**

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

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

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

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

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

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

### **7. Statement on Devolution**

**Pages  
7 to 8**

(Purpose: To provide Members with an opportunity to support a joint statement on devolution with other Cornish Town and Parish Councils). (Report attached).

### **8. Budget 2024/25 and 2025/26**

**Pages  
9 to 38**

(Purpose: To update Members on work in relation to the revised budget for 2024/25 and the original draft budget for the 2025/26 financial year and issues which may affect these budgets. (Report attached).

### **9. Budget Monitoring Report**

**Pages  
39 to 46**

(Purpose: To review the Town Council's budget monitoring report for the period 1<sup>st</sup> April 2024 – 30<sup>th</sup> September 2024). (Report attached).

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|---|--------------------------|
| <b>10. Interim Internal Audit Report</b>  | <b>Pages<br/>47 - 50</b> |
| (Purpose: To note the interim internal audit report for the year ended 31 <sup>st</sup> March 2025). (Report attached). |                          |
| <b>11. Ride on Mower Replacement</b>  | <b>Pages<br/>51 - 52</b> |
| (Purpose: To seek authority to negotiate the acquisition of a replacement ride-on mower). (Report attached).            |                          |
| <b>12. Prince Charles Park Safety Surfacing</b>   | <b>Pages<br/>53 - 54</b> |
| (Purpose: To authorise extensive repairs of safety surfacing at Prince Charles Park). (Report attached).                |                          |
| <b>13. Contract Standing Orders</b>   | <b>Pages<br/>55 - 62</b> |
| (Purpose: To agree amendments to the Council's Contract Standing Orders). (Report attached).                            |                          |
| <b>14. Holy Trinity Church Piazza Scheme</b>  | <b>Pages<br/>63 - 66</b> |
| (Purpose: To agree the approach to tendering for the works to deliver the new piazza scheme). (Report attached).        |                          |
| <b>15. St Austell Library</b>   |                          |
| (Purpose: To provide Members with an update on the operational activities of St Austell Library). (Verbal update).      |                          |
| <b>16. Dates of Next Meetings</b>   |                          |
| (Purpose: To note the date of next meeting – 17 <sup>th</sup> February 2025).   |                          |

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**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.



**ST AUSTELL TOWN COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**4<sup>th</sup> NOVEMBER 2024**

**STATEMENT ON DEVOLUTION**

**1. PURPOSE OF REPORT**

To provide Members with an opportunity to support a joint statement on devolution with other Cornish town and parish councils.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

A small group of Cornish mayors at a recent meeting drafted a statement on devolution in response to the Government's agenda on joint area authorities. The Mayor for St Austell was unable to attend this meeting. Councils have been asked to add their support to this statement.

**3. RESOURCE ISSUES**

None outside of existing budgets.

**4. EQUALITIES ISSUES**

None.

**5. ENVIRONMENTAL ISSUES**

None.

**6. RECOMMENDATIONS**

It is recommended that Members consider the attached draft statement and determine whether they wish to support it.

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DAVID POOLEY - TOWN CLERK

To: Rt Hon Angela Rayner MP (Deputy Prime Minister)  
Linda Taylor (Leader of Cornwall Council)  
Kate Kennally (Chief Executive, Cornwall Council)

Cc: Andrew George MP                      Ben Maguire MP  
Perran Moon MP                      Noah Law MP  
Jayne Kirkham MP                      Anna Gelderd MP

**PERSONAL STATEMENT ON DEVOLUTION BY THE MAYORS OF [list towns here]**

**We wish to express our personal support for the following statement on devolution of powers from central government, and intend to take it back to our respective councils for approval at the earliest opportunity.**

**We are also sharing this statement with all town and parish councils in Cornwall, and encouraging them to formally approve it.**

\* \* \*

We support the principle of devolution of wide powers from Whitehall to Cornwall. But we are convinced that **the one and only devolution option for the Duchy is to devolve powers to Cornwall, and not to a broader combined region alongside other large authorities in the south-west.**

The economic landscape of Cornwall is unique to us – and not shared with our neighbours in Plymouth, Devon or the “Greater South West”. While we do face some serious challenges, we also have many opportunities, such as our mineral wealth and potential for green energy – as well as our resilient and resourceful people.

The government favours devolution to “sensible economic geographies”. Cornwall fits the bill.

And while “sensible economic geographies” are important, we also need to think about devolution in terms of areas and regions that local people truly identify with.

We in Cornwall have a huge affinity with the history, culture and identity of the place we call home – an identity recognised in our status as a protected National Minority, and in the burgeoning interest in our language and heritage.

Devolving powers to Cornwall would lock in support for the “devolution revolution”. By contrast, devolving powers to a hybrid authority with which local people feel no affinity would risk undermining local democracy.

The people of Cornwall are keen to embrace devolution, and to take on extra powers to help us shape our land for future generations. Devolution to Cornwall alone, or – subject to the consent of our neighbours on Scilly – to a Cornwall/Isles of Scilly combined authority, would enjoy massive local support.

**The seat of devolved powers has to be on our own territory, where local people know their voices can be heard.**

**So we urge the government to grant a sensible devolution settlement that respects the uniqueness of the economy, geography, culture and identity of Cornwall.**

**ST AUSTELL TOWN COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**4<sup>th</sup> NOVEMBER 2024**  
**BUDGETS 2024/25 AND 2025/26**

**1. PURPOSE OF REPORT**

To update Members on work in relation to the revised budget for 2024/25 and the original draft budget for the 2025/26 financial year and issues which may affect these budgets.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

Cornwall Council requires Town and Parish Councils to submit precept details for the 2025/26 financial year by the 31<sup>st</sup> December 2024.

An informal meeting of the Council took place on 7<sup>th</sup> October 2024 to review the progress made by the Council and discuss a direction and strategy for budget setting for next year. The budget will be formally set by the Town Council on the 9<sup>th</sup> December 2024.

**3. RESOURCE ISSUES**

The budget will set the resource level available to the Council and determine the extent and speed with which projects and initiatives can be delivered and improvements made. The Council is very reliant on car park revenue which may decline if shopping trends continue to move away from town centre retail to online and out of town retail. Improving the town centre environment and the perception of the safety of the town centre remains very important. While general inflation and interest rates are falling the costs of the Town Council continue to rise faster than general inflation.

**4. EQUALITIES ISSUES**

None directly.

## **5. ENVIRONMENTAL ISSUES**

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

## **6. RECOMMENDATIONS**

It is recommended that Members note the attached report and recommend the proposed budget and Council Tax increase (subject to updates) to the full Council.

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### **Background**

The Town Council is required to set its budget and to notify Cornwall Council, as the billing authority, of its precept requirements for the 2025/26 financial year by 31<sup>st</sup> December 2024. The precept is the total amount of council tax income required by the Town Council.

The Town Council owns and manages 17 parks and open spaces, it leases and manages two car parks, The House youth centre, the Library and the Stable Block and it maintains grass verges, roundabouts, footpaths and a number of parcels of land under an agency agreement for Cornwall Council. The Town Council is very lean with 22 (17.9 FTE) staff currently employed and contractors employed to provide specialist support services. The Council employs local contractors and procures locally where possible and has an annual turnover of in excess of £1.5 million.

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

It is not known yet how much the council tax elements for Cornwall Council and Devon and Cornwall Police will increase next year. It is anticipated that Cornwall Council's council tax will increase by 4.99% as in recent years. These council taxes together will account for over 93% of the council tax payable by householders.

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

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

### **Council Tax Base**

The Billing Authority, Cornwall Council, has yet to advise Town and Parish Councils of the Council Tax Base for the 2025/26 financial year. It is anticipated that Cornwall council will charge a premium on second homes with effect from April 2025. It is not yet clear how this will affect St Austell parish. The tax base and second home charge details should be announced in November.

The Tax Base for 2024/25 was 6,522.42 Band D equivalent properties. It is currently estimated that the council tax base for St Austell parish will be approximately 6,550.00 next year. A more accurate figure will be available shortly and will be used in the report to the full Council in December.

### **Budget preparation**

The calculations and projections for the detailed budgets for 2024/25 and 2025/26 are progressing well. Key assumptions which are being built into the budget projections are as follows:

- Pay awards – the nationally agreed award for April 2024 has recently been announced. It is £1,290 or 2.5% increase (whichever is the larger). A 4% cost of living rise is assumed across the board for future years. The Council is a National Living Wage employer and should strive to maintain this position;
- Allowance has been made for a 1% increase in employers' National Insurance rates. The Government is expected to clarify the National Insurance rates applicable in the budget at the end of October;
- General inflation is expected to remain low for 12 months allowing some easing of interest rates;
- Energy cost inflation will slow slightly;
- Pension contribution rates will remain at the current level;
- Insurance cost – some increases expected to reflect increasing building costs;
- Office and staffing provision – a reduction in the hours of the Town Clerk and a Library and Community Projects Officer to be employed;
- Office/depot costs to increase slightly on review of the current lease;

- The existing agency agreements for public rights of way, grass verges, closed cemeteries, and weed treatment to continue on similar terms unless the lease of the office becomes significantly more expensive;
- The allotments at Landrew Road to be retained as a community garden and allotments and parks management arrangements to stay largely as at present;
- Car Parks fees to remain substantially the same across the budget period and provision has been made to continue a programme of resurfacing and line improvements;
- Library management and staffing arrangements will remain largely unchanged but more community events anticipated;
- Poltair Park café part-time operation to continue with little input from the Council;
- Provision has been made for the replacement of one vehicle or ride-on mower each year;
- Shared Prosperity Fund monies and grant opportunities will end on the 31<sup>st</sup> March 2025;;
- Small grants provision to continue at £8,000;
- A Climate Change budget of approximately £5,000 per annum will be set for future years and reviewed periodically;
- CCTV monitoring costs to increase to fund better coverage. There is likely to be pressure to increase Security Officer funding over the life of the budget when the current funding from the OPCC ends. No provision for an increase other than an inflationary increase has been made within the budget;
- No other significant devolution of services in 2025/26 unless self-funding or funded from reserves.

Members' views on these assumptions would be very much appreciated.

The staffing budgets as shown assume the continuation of the existing staffing structure with provision for a part-time library and community projects officer, a regeneration officer until May 2025, a reduction in hours for the Town Clerk and the associated backfilling arrangements. Provision has also been made for a small allowance for staff overtime in case it is needed. The budget includes a £30,000 provision for events but assumes no other significant increases in workload. The budget allows for steady progress and improvement but not for major changes or increased services or liabilities. The triennial review of the Cornwall Pension Fund was completed in 2022 and a further review is due shortly for 2026/27 onwards. It is hoped that pension costs will not increase significantly from the levels set at the previous triennial review but it is not yet clear how the pandemic and economic changes will impact on investment returns. Allowance has been made for an



increase in Employers' National Insurance rates from April 2025 in the budget projections.

Members have identified the control of anti-social behaviour across the town as a very high priority. The increased monitoring and fairer funding arrangement agreed with Newquay Town Council for CCTV monitoring has been reflected in the budget. Members earmarked £26,000 for security personnel in 2024/25. This is assumed to be an annual commitment which might increase over time. Currently security patrols have been increased from approximately 25 hours per week to 44 hours per week utilising grant funding from the OPCC. This funding will end in January 2025.

The next full election for the Town Council will be in May 2025. The cost of this election will depend on whether other elections are held in tandem and the extent to which elections are contested. A cost of £35,000 has been assumed. No provision has been made for by-elections.

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

### **Priorities**

At the informal meeting held on the 7<sup>th</sup> October 2024 members scored their priorities. A summary of these is attached at Appendix 1. The top priorities identified were addressing anti-social behaviour, playground equipment, securing premises for the Town Council, St Austell Library, the local plan and environmental activities. These priorities have been taken into account when calculating budgets.

### **Town Centre Revitalisation Project**

In recent years a lot of officer time has been directed towards the town centre revitalisation project and working with the Town Centre Revitalisation Partnership. This has generated over £500,000 grant income over the last 4 years and by the 31<sup>st</sup> March 2025 when Cornwall Council and Government funding is anticipated to run out the Council will have delivered:

- A town centre improvement masterplan;
- A rooftop garden design and feasibility report;
- Holy Trinity Church piazza design;
- Holy Trinity Church piazza construction;

- Town centre banner exhibition and new banners;
- High Cross Street student and key worker accommodation feasibility study;
- Highways improvement feasibility report;
- Duke Street public realm design;
- Viaduct lighting feasibility report.

These projects put the town in a very strong position to bid for any future funding streams and will complement the Town Council's efforts to improve pride in place and other major investments locally such as the A30 link road and the redevelopment of Cornwall College and the Football Club.

### **Reserves**

Provision has been made for repairs of play equipment and for the replacement of small areas of safety surfacing each year. It is hoped to make a contribution to a reserve for the replacement of aging play equipment each year to save up for the major bills which are inevitable in a few years' time. An exercise has been completed which demonstrates that a significant proportion of the Council's play equipment will need replacement in the next 5-7 years and it is important to save up for this eventuality. Currently the Play Equipment Reserve has a balance of £404,676.50. If opportunities arise further sums should be saved into this reserve.

It is anticipated that total reserves will increase in the current financial year from £908,101 to £967,565. Within the latter figure the Council's earmarked reserves which are set aside for known liabilities including elections and play equipment amount to £572,450. The Council's general fund or working balance is approximately £395,000 which equates to about 3 months expenditure. The level of reserves held by the Council is adequate but less than many comparable councils. The reserves held are shown in Appendix 4.

### **Conclusion**

The Council's costs are increasing with inflation. This budget allows limited growth and Members may wish to be more ambitious, but this will require further resource. It is important to maintain services during this difficult economic time and to help maintain the health and well-being of residents. The latest projections suggest that the Council Tax for 2025/26 needs to increase by in the region

of £13.79 per annum (for Band D) or 7.64% and will require a Band D Council Tax of in the region of £194.39. Most residents in St Austell are in Band A or Band B. A Band B property would pay £10.72 extra a year. Those entitled to council tax support would pay less.

The Council has started from a low budget base and is spending well below the level of comparable towns in Cornwall. A summary of the council tax and precepts of other town councils is attached at Appendix 2 for information.

Detailed budget projections are shown at Appendix 3. Members are asked to note these budget projections and recommend them to the Council subject to amending the tax base and other provisions when better information is received.

DAVID POOLEY  
TOWN CLERK



# PRIORITIES 2024

## APPENDIX 1

	High	Medium	Low	Score
Anti Social Behaviour	9		1	46
Playground Equipment	7	3		44
Secure premises for Town Council	8	1	1	44
St Austell Library	7	3		44
Local Plan	5	5		40
Environment Activities	5	5		40
Planning Applications	5	4	1	38
Increasing visibility (PR etc)	3	7		36
Good Growth/Levelling Up Bids	5	3	1	35
Town Centre Revitalisation Partnership	4	4	2	34
Events Programme across the town	5	2	2	33
Upgrade of Skateboard Park at Poltair Park	4	4	1	33
White River Project	3	6		33
CC Property Review/Place Shaping	4	4		32
Re-lining car park/surface	2	6	2	30
Landrew Road refurbishment	2	6		28
Climate Change		8	2	26
Councillor Training	2	4	4	26
Pump Track at The Meadows	2	5	1	26
Other -Please specify				0
Development of Carlyon site		1		
New museum		1		
Make Market House a centre for markets	1			
Make parish boundaries more equitable	1			
Town Centre encourage new businesses	1			
Increased capacity to take on new responsibilities	1			
Local services provided by local parish		1		
Encourage other local groups to develop their own events		1		
Get BID to work with Chamber of Commerce through TC influence				
Future planning for TC for officers leaving	1			
Daytime location for ASB people				
Resource staff				
More focus bringing services in to deal with the root causes of ASB not just security guards				
Murals in the town to add art to dilapidated buildings				
Store Twenty One is an eyesore - something needs doing to it before it falls down				
Staff bandwidth				

## Appendix 2

### 2024/25 City and Town Council Precepts

Council	2024/25 Precept £	Council Tax Band D £
Falmouth	3,352,214.39	431.24
Truro	3,005,618.00	401.97
Bodmin	1,747,638.00	352.25
Launceston	1,049,424.00	324.37
Penzance	2,306,332.00	321.20
Newquay	2,613,754.00	300.98
Bude-Stratton	1,223,416.00	299.19
Hayle	944,758.00	292.74
Wadebridge	685,245.00	271.02
Redruth	1,176,015.00	259.63
St Ives	1,316,246.00	258.11
Saltash	1,388,217.00	248.58
Camborne	1,528,934.00	235.37
Helston	841,520.00	227.15
<b>St Austell</b>	<b>1,177,920.00</b>	<b>180.60</b>

**ST AUSTELL TOWN COUNCIL**

	<b>2023/24 Actual £</b>	<b>2024/25 Original £</b>	<b>Actual to 21.10.24 £</b>	<b>2024/25 Revised £</b>	<b>2025/26 Original £</b>	<b>2026/27 Projected £</b>	<b>2027/28 Projected £</b>	<b>2028/29 Projected £</b>
<b>Income</b>								
Car Park Income	245,954	238,000	147,803	245,000	240,000	240,000	240,000	240,000
Council Tax Grant	0	0	0	0	0	0	0	0
Interest Income	35,800	22,000	25,780	40,000	36,000	36,000	33,000	31,000
Library Income	5,767	6,300	3,324	5,600	5,600	5,600	5,600	5,600
Other Grants and Contributions	124,132	900	130,451	336,130	0	0	0	0
Other Income	3,380	2,165	2,182	2,420	2,430	2,450	2,480	2,510
Precept Payments	1,067,220	1,177,920	1,177,920	1,177,920	1,273,230	1,330,570	1,375,270	1,436,470
Public Convenience Charges	2,319	2,750	1,405	2,650	2,650	2,650	2,650	2,650
Rent Received	10,410	10,450	5,360	10,410	10,410	10,410	10,410	10,410
<b>Total Income</b>	<b>1,494,982</b>	<b>1,460,485</b>	<b>1,494,224</b>	<b>1,820,130</b>	<b>1,570,320</b>	<b>1,627,680</b>	<b>1,669,410</b>	<b>1,728,640</b>
<b>Gross Income</b>	<b>1,494,982</b>	<b>1,460,485</b>	<b>1,494,224</b>	<b>1,820,130</b>	<b>1,570,320</b>	<b>1,627,680</b>	<b>1,669,410</b>	<b>1,728,640</b>
<b>Less Operating Expenses</b>								
<b>Employee Expenses</b>								
Recruitment	33	1,100	80	1,000	1,300	1,100	1,100	1,100
Salaries / Wages	691,055	761,265	345,167	743,640	775,330	813,070	854,455	897,930
Training	2,928	4,400	970	3,350	5,000	4,650	4,650	4,650
<b>Total Employee Expenses</b>	<b>694,016</b>	<b>766,765</b>	<b>346,216</b>	<b>747,990</b>	<b>781,630</b>	<b>818,820</b>	<b>860,205</b>	<b>903,680</b>
<b>Premises Expenses</b>								
Cleaning & Domestic Supplies	19,193	19,000	9,620	20,400	21,040	21,625	22,270	22,930
Electricity/Gas	24,694	21,010	12,361	26,108	27,935	28,565	29,245	29,955
Grounds Maintenance Supplies	20,656	23,700	10,900	24,600	25,750	26,000	27,200	28,500
Play Equipment	216,500	50,000	437	50,000	50,000	50,000	50,000	50,000
Rates	35,925	75,615	40,094	72,654	45,585	70,355	71,385	72,415
Rent / Room Hire	5,541	6,240	2,770	5,740	10,200	15,200	15,200	15,200
Repairs / Maintenance Premises	50,122	39,950	12,282	48,450	41,950	40,950	41,450	42,450
Water	2,370	2,530	1,225	2,500	2,625	2,685	2,850	2,990
<b>Total Premises Expenses</b>	<b>375,002</b>	<b>238,045</b>	<b>89,688</b>	<b>250,452</b>	<b>225,085</b>	<b>255,380</b>	<b>259,600</b>	<b>264,440</b>
<b>Supplies and Services</b>								
Books and Publications	-10	150	100	150	150	150	150	150
Contract Payments	158,546	161,100	96,272	161,850	169,025	184,560	200,550	205,620
Election Expenses	11,652	0	0	0	35,000	0	0	0
Grants	65,250	67,550	41,000	66,250	73,915	75,350	76,850	78,430
Subscriptions	8,077	8,450	7,120	8,450	8,875	9,300	9,765	10,255
Insurances	10,745	11,340	11,518	11,520	11,920	12,350	12,780	13,230
IT / Communications	22,514	25,670	15,570	23,643	23,615	24,448	25,339	26,250
Mayors Allowances	92	750	0	750	750	750	750	750
Members Allowance	0	150	0	0	0	0	0	0
Miscellaneous Expenses	127,114	43,150	51,857	399,245	90,660	90,940	66,230	66,480
Office Supplies	10,021	2,900	1,195	2,550	2,750	2,750	2,750	2,750
Printing and Stationery	2,675	3,400	1,928	3,670	4,350	4,000	4,100	4,210
Protective Clothing	2,375	2,750	1,072	2,700	2,850	2,950	3,050	3,150
Publicity	812	2,000	0	1,300	1,900	1,900	1,900	1,900
Small Grants Scheme	7,500	8,000	4,630	8,000	8,000	8,000	8,000	8,000
<b>Total Supplies and Services</b>	<b>427,362</b>	<b>337,360</b>	<b>232,262</b>	<b>690,078</b>	<b>433,760</b>	<b>417,448</b>	<b>412,214</b>	<b>421,175</b>
<b>Transport Related Expenses</b>								
Contract Hire and Operating Leases	613	550	0	550	550	550	550	550
Fuel	10,015	11,770	6,917	11,770	12,360	12,980	13,630	14,310
Other Transport/plant expenses	2,892	23,500	2,023	25,850	27,850	27,850	27,850	27,850
Repairs/ Maintenance-Vehicles/Plant	12,090	7,600	4,298	7,250	7,610	7,990	8,390	8,810
Road Fund / Taxes	1,290	1,200	338	1,350	1,420	1,490	1,565	1,640
Transport Insurance	3,089	3,100	4,530	4,530	4,200	4,300	4,400	4,500
Travel and Subsistence	547	530	533	845	855	855	855	855
<b>Total Transport Related Expenses</b>	<b>30,536</b>	<b>48,250</b>	<b>18,639</b>	<b>52,145</b>	<b>54,845</b>	<b>56,015</b>	<b>57,240</b>	<b>58,515</b>
<b>Total Operating Expenses</b>	<b>1,526,916</b>	<b>1,390,420</b>	<b>686,805</b>	<b>1,740,665</b>	<b>1,495,320</b>	<b>1,547,663</b>	<b>1,589,259</b>	<b>1,647,810</b>
<b>Contingency</b>	<b>0</b>	<b>45,000</b>	<b>0</b>	<b>20,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>Net Surplus/ Deficit (-)</b>	<b>-31,934</b>	<b>25,065</b>	<b>807,419</b>	<b>59,465</b>	<b>35,000</b>	<b>40,017</b>	<b>40,151</b>	<b>40,830</b>
Contributions to Reserves	92,002	25,000	0	75,000	35,000	40,000	40,000	40,000
Contributions from Reserves	136,961	0	0	30,998	0	0	0	0
<b>Adjusted Surplus/Deficit (-)</b>	<b>13,025</b>	<b>65</b>	<b>807,419</b>	<b>15,463</b>	<b>0</b>	<b>17</b>	<b>151</b>	<b>830</b>

Precept	1,067,220	1,177,920	1,177,920	1,273,230	1,330,570	1,375,270	1,436,470
Council Tax Base	6,493.15	6,522.42	6,522.42	6,550.00	6,600.00	6,625.00	6,650.00
Council Tax - Band D	164.36	180.60	180.60	194.39	201.60	207.59	216.01
Increase £ per annum	22.55	16.23	16.23	13.79	7.22	5.99	8.42
Increase £ per week	0.43	0.31	0.31	0.27	0.14	0.12	0.16
Increase %	15.90%	9.88%		7.64%	3.71%	2.97%	4.06%



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

	2023/24 Actual £	2024/25 Original £	Actual to 21.10.24 £	2024/25 Revised £	2025/26 Original £	2026/27 Projected £	2027/28 Projected £	2028/29 Projected £
<b>Community Committee:</b>								
Allootments	50	-160	50	-200	-200	-200	-200	-200
CCTV and security	-81768	-94110	-67697	-119310	-111880	-125733	-139686	-142750
Misc. Projects and Grants	-27124	-30200	-9840	-30250	-65250	-65250	-65250	-65250
Parks and Open Spaces	-509198	-433520	-192541	-423915	-457665	-483260	-503380	-524380
Public Conveniences	-21594	-23655	-16427	-26480	-25055	-23930	-24715	-26015
Public Rights of Way	982	1015	1017	1020	1030	1050	1080	1110
The House/Youth Services	-12953	-11500	-5200	-10950	-11500	-11500	-11500	-11500
<b>Sub Total</b>	<b>-651605</b>	<b>-594130</b>	<b>-290638</b>	<b>-610085</b>	<b>-670520</b>	<b>-708823</b>	<b>-743651</b>	<b>-768985</b>
<b>Finance and Gen. Purposes Committee</b>								
Civic Expenses	-17719	-11250	-3588	-9726	-46200	-10420	-10483	-10550
General Admin.	-256624	-292515	-80851	-249045	-278870	-290525	-309485	-328190
Library	-232948	-249490	-131878	-250685	-256785	-265685	-277260	-289395
Priory Car Park	188048	142750	100416	145830	166515	140200	137570	134850
Stable Block/Pondhu House	-17555	-17790	-7646	-18350	-23150	-28390	-28645	-28900
Transport and Plant	-29111	-47370	-17832	-50950	-53640	-54810	-56035	-57310
Tregonissey Lane End Car Park	-624	-1310	-499	-1499	-1330	-1350	-1380	-1410
<b>Sub Total</b>	<b>-366532</b>	<b>-476975</b>	<b>-141879</b>	<b>-434425</b>	<b>-493460</b>	<b>-510980</b>	<b>-545718</b>	<b>-580905</b>
<b>Planning and Regeneration Committee</b>								
Town Centre Revitalisation Project	-81017	-31000	62016	-52445	-28500	-25000	0	0
<b>Sub Total</b>	<b>-81017</b>	<b>-31000</b>	<b>62016</b>	<b>-52445</b>	<b>-28500</b>	<b>-25000</b>	<b>0</b>	<b>0</b>
<b>Climate and Environment Committee</b>								
Climate and Environment	0	-5750	0	-1500	-5750	-5750	-5750	-5750
<b>Sub Total</b>	<b>0</b>	<b>-5750</b>	<b>0</b>	<b>-1500</b>	<b>-5750</b>	<b>-5750</b>	<b>-5750</b>	<b>-5750</b>
<b>Contingency</b>	<b>0</b>	<b>-45000</b>	<b>0</b>	<b>-20000</b>	<b>-40000</b>	<b>-40000</b>	<b>-40000</b>	<b>-40000</b>
Contributions to Reserves	92,002	25,000	0	75,000	35,000	40,000	40,000	40,000
Contributions from Reserves	136,961	0	0	30,998	0	0	0	0
	-1,054,195	-1,177,855	-370,501	-1,162,457	-1,273,230	-1,330,553	-1,375,119	-1,435,640
Council Tax Grant Precept	1,067,220	1,177,920	1,177,920	1,177,920	1,273,230	1,330,570	1,375,270	1,436,470
Net Surplus/Deficit(-)	13,025	65	807,419	15,463	0	17	151	830

## Allotments

	2023/24 Actual £	2024/25 Original £	2024/25 Revised £	2025/26 Original £	2026/27 Projected £	2027/28 Projected £	2028/29 Projected £
<b>Income</b>							
Other Income							
Rent Received	50	90	50	50	50	50	50
<b>Total Income</b>	<b>50</b>	<b>90</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>
<b>Gross Income</b>	<b>50</b>	<b>90</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>
<b>Less Operating Expenses</b>							
Repairs / Maintenance Premises	0	200	200	200	200	200	200
<b>Total Premises Expenses</b>	<b>0</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>Supplies and Services</b>							
Miscellaneous Expenses	0	50	50	50	50	50	50
Printing and Stationery	0						
<b>Total Supplies and Services</b>	<b>0</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>
<b>Total Operating Expenses</b>	<b>0</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>
<b>Net Surplus/Deficit(-)</b>	<b>50</b>	<b>-160</b>	<b>-200</b>	<b>-200</b>	<b>-200</b>	<b>-200</b>	<b>-200</b>

Committee  
Budget Officer

Community Committee  
SG/SS

**CCTV and Security**

	2023/24 Actual £	2024/25 Original £	Actual to 21.10.24 £	2024/25 Revised £	2025/26 Original £	2026/27 Projected £	2027/28 Projected £	2028/29 Projected £
Income								
Other Grants and Contributions	0	0	0	0	0	0	0	0
Other Income	0	0	0	0	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Gross Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Less Operating Expenses								
Employee Expenses								
Training	0	0	0	0	0	0	0	0
<b>Total Employee Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Premises Expenses								
Electricity	1282	1360	1033	1033	1150	1265	1400	1550
Repairs / Maintenance Premises	0	1000	0	1000	1000	1000	1000	1000
<b>Total Premises Expenses</b>	<b>1282</b>	<b>2360</b>	<b>1033</b>	<b>2033</b>	<b>2150</b>	<b>2265</b>	<b>2400</b>	<b>2550</b>
Supplies and Services								
Contract Payments	48386	52800	34886	57500	70000	82000	94000	95000
Miscellaneous Grants	26000	27300	26000	26000	28665	30100	31600	33180
IT / Communications	5841	6650	5777	5777	6065	6368	6686	7,020
Miscellaneous Expenses	260	5000	0	28000	5000	5000	5000	5000
<b>Total Supplies and Services</b>	<b>80486.9</b>	<b>91750</b>	<b>66663.4</b>	<b>117277</b>	<b>109730</b>	<b>123468</b>	<b>137286</b>	<b>140200</b>
<b>Total Operating Expenses</b>	<b>81768.4</b>	<b>94110</b>	<b>67696.9</b>	<b>119310</b>	<b>111880</b>	<b>125733</b>	<b>139686</b>	<b>142750</b>
<b>Net Surplus/Deficit(·)</b>	<b>-81768</b>	<b>-94110</b>	<b>-67697</b>	<b>-119310</b>	<b>-111880</b>	<b>-125733</b>	<b>-139686</b>	<b>-142750</b>

Notes:

- 1. Assumes 3 year phased increase in monitoring costs
- 2. Security patrols (may need to increase)
- 3. Provides for new cameras in 2024/25

Committee  
Budget Officer

Community Committee  
DP

## Civic Ceremonial/Members

	2023/24 Actual £	2024/25 Original £	Actual to 21.10.24 £	2024/25 Revised £	2025/26 Original £	2026/27 Projected £	2027/28 Projected £	2028/29 Projected £
Income								
Other Grants and Contributions	0							
Other Income	0	0	0	0	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Gross Income</b>								
<b>Less Operating Expenses</b>								
Employee Expenses								
Training	367	400	0	200	750	400	400	400
<b>Total Employee Expenses</b>	<b>367</b>	<b>400</b>	<b>0</b>	<b>200</b>	<b>750</b>	<b>400</b>	<b>400</b>	<b>400</b>
Premises Expenses								
Rent / Room Hire	0	500	0	0	0	0	0	0
<b>Total Premises Expenses</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Supplies and Services								
Election Expenses	11652	0	0	0	35000	0	0	0
IT / Communications	1896	1750	1176	1176	1250	1270	1333	1400
Mayors Allowances	92	750	0	750	750	750	750	750
Members Allowance	0	150	0	0	0	0	0	0
Miscellaneous Expenses	3018	6500	2197	6500	6500	6500	6500	6500
Printing and Stationery	247	300	0	300	750	300	300	300
Publicity	434	900	0	500	900	900	900	900
<b>Total Supplies and Services</b>	<b>17339</b>	<b>10350</b>	<b>3373</b>	<b>9226</b>	<b>45150</b>	<b>9720</b>	<b>9783</b>	<b>9850</b>
Transport Related Expenses								
Travel and Subsistence	13	0	215	300	300	300	300	300
<b>Total Transport Related Expenses</b>	<b>13</b>	<b>0</b>	<b>215</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>Total Operating Expenses</b>	<b>17719</b>	<b>11250</b>	<b>3588</b>	<b>9726</b>	<b>46200</b>	<b>10420</b>	<b>10483</b>	<b>10550</b>
<b>Net Surplus/Deficit(-)</b>	<b>-17719</b>	<b>-11250</b>	<b>-3588</b>	<b>-9726</b>	<b>-46200</b>	<b>-10420</b>	<b>-10483</b>	<b>-10550</b>

1. Assumes contested elections in 2025

Committee  
Budget Officer

F & GP Committee  
SG

## CLIMATE CHANGE

	2023/24 Actual £	2024/25 Original £	Actual to 21.10.24 £	2024/25 Revised £	2025/26 Original £	2026/27 Projected £	2027/28 Projected £	2028/29 Projected £
Income								
Other Grants and Contributions	0	0						
Other Income	0	0						
<b>Total Income</b>	0	0	0	0	0	0	0	0
<b>Gross Income</b>	0	0	0	0	0	0	0	0
Less Operating Expenses								
Employee Expenses								
Training	0	500	0	250	500	500	500	500
<b>Total Employee Expenses</b>	0	500	0	250	500	500	500	500
Premises Expenses								
Grounds Maintenance Supplies	0	0	0	0	0	0	0	0
<b>Total Premises Expenses</b>	0	0	0	0	0	0	0	0
Supplies and Services								
Miscellaneous Grants		250	0	250	250	250	250	250
Miscellaneous Expenses	0	5000	0	1000	5000	5000	5000	5000
<b>Total Supplies and Services</b>	0	5250	0	1250	5250	5250	5250	5250
<b>Total Operating Expenses</b>	0	5750	0	1500	5750	5750	5750	5750
<b>Net Surplus/Deficit(-)</b>	0	-5750	0	-1500	-5750	-5750	-5750	-5750

Committee  
Budget Officer

Climate and Environment  
DP

## General Administration

	2023/24 Actual £	2024/25 Original £	Actual to 21.10.24 £	2024/25 Revised £	2025/26 Original £	2026/27 Projected £	2027/28 Projected £	2028/29 Projected £
Income								
Interest Income	35800	22000	25780	40000	36000	36000	33000	31000
Other Grants and Contributions	2679	0	7811	7810	0	0	0	0
Other Income	0	0	0	0	0	0	0	0
Rent Received	0	0	0	0	0	0	0	0
Total Income	38479	22000	33590	47810	36000	36000	33000	31000
Gross Income	38479	22000	33590	47810	36000	36000	33000	31000
Less Operating Expenses								
Employee Expenses								
Recruitment	0	500	0	500	500	500	500	500
Salaries / Wages	243105	264325	81864	248990	265500	275750	290265	305530
Training	2366	1500	125	750	1500	1500	1500	1500
Total Employee Expenses	245471	266325	81988	250240	267500	277750	292265	307530
Premises Expenses								
Rent / Room Hire	0	200	0	200	200	200	200	200
Total Premises Expenses	0	200	0	200	200	200	200	200
Supplies and Services								
Books and Publications	0	150	100	150	150	150	150	150
Contract Payments	3824	4100	2728	4300	4300	4300	4300	4300
Subscriptions	8077	8450	7120	8450	8875	9300	9765	10,255
Insurances	10745	11340	11518	11520	11920	12350	12780	13230
IT / Communications	14417	17000	8192	15900	15500	16000	16500	17000
Miscellaneous Expenses	2024	1850	1090	1900	1900	1950	2000	2000
Office Supplies	8273	1600	765	1600	1600	1600	1600	1600
Printing and Stationery	1469	2000	692	1370	1500	1500	1500	1500
Publicity	378	1100	0	800	1000	1000	1000	1000
Total Supplies and Services	49206.9	47590	32205.6	45990	46745	48150	49595	51035
Transport Related Expenses								
Travel and Subsistence	425	400	248	425	425	425	425	425
Total Transport Related Expenses	424.74	400	247.92	425	425	425	425	425
Total Operating Expenses	295103	314515	114442	296855	314870	326525	342485	359190
Net Surplus/Deficit(-)	-256624	-292515	-80851.4	-249045	-278870	-290525	-309485	-328190

1. Confidential waste recycling, audit and payroll
2. CALC,SWC, SLCC, Worknet,CIPD and PMA.
3. Telephones, internet, software licences and IT support

Committee  
Budget Officer

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## Library

	2023/24 Actual	2024/25 Original	2024/25 Actual to 21.10.24	2024/25 Revised	2025/26 Original	2026/27 Projected	2027/28 Projected	2028/29 Projected
	£	£	£	£	£	£	£	£
Income								
Other Grants and Contributions	0	150	0	100	100	100	100	100
Other Income	209	6300	3324	5600	5600	5600	5600	5600
Library Income	5767	6300	3324	5600	5600	5600	5600	5600
Rent Received	10	10	10	10	10	10	10	10
Total Income	5986	6460	3334	5710	5710	5710	5710	5710
Gross Income	5986	6460	3334	5710	5710	5710	5710	5710
Less Operating Expenses								
Employee Expenses								
Recruitment	33	300	80	200	500	300	300	300
Salaries / Wages	182406.73	198590	103272	195615	203430	212550	223180	234340
Training	0	500	150	400	500	500	500	500
Total Employee Expenses	182440	199390	103502	196215	204430	213350	223980	235140
Premises Expenses								
Cleaning & Domestic Supplies	11805	11500	6212	12250	12650	12995	13385	13790
Electricity/Gas	15222	13300	5320	14400	16275	16760	17265	17785
Grounds Maintenance Supplies	0	100	0	1000	1000	100	100	100
Rates	15101	15800	14471	15100	15100	15100	15100	15100
Rent / Room Hire	1	0	0	0	0	0	0	0
Repairs / Maintenance Premises	5819	6000	2778	11500	6500	6500	6500	6500
Water	767	780	515	1000	1050	1100	1150	1200
Total Premises Expenses	48715	47480	29295	55250	52575	52555	53500	54475
Supplies and Services								
Contact Payments	3366	6500	1722	3000	3500	3500	3500	3500
IT / Communications	0	0	130	260	260	260	260	260
Miscellaneous Expenses	2556	1500	63	500	500	500	500	500
Office Supplies	1748	800	430	950	950	950	950	950
Printing and Stationery	0	100	0	100	100	100	100	100
Protective Clothing	0	50	0	0	50	50	50	50
Total Supplies and Services	7670.28	8950	2344.69	4810	5360	5360	5360	5360
Transport Related Expenses								
Travel and Subsistence	109	130	70	120	130	130	130	130
Total Transport Related Expenses	108.9	130	70.2	120	130	130	130	130
Total Operating Expenses	238934	255950	135212	256395	262495	271395	282970	295105
Net Surplus/Deficit (-)	-232948	-249490	-131878	-250685	-256785	-265685	-277260	-289395

Committee  
Budget Officer

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**Misc. projects and grants**

	2023/24 Actual £	2024/25 Original £	Actual to 21.10.24 £	2024/25 Revised £	2025/26 Original £	2026/27 Projected £	2027/28 Projected £	2028/29 Projected £
Income								
Other Grants and Contributions		0	0					
Other Income		0	0					
Total Income		0	0	0	0	0	0	0
Gross Income	0	0	0	0	0	0	0	0
Less Operating Expenses								
Supplies and Services								
Contract Payments	374	200	210	250	250	250	250	250
Grants	19250	20000	5000	20000	25000	25000	25000	25000
Miscellaneous Expenses	0	2000	0	2000	32000	32000	32000	32000
Small Grants Scheme	7500	8000	4630	8000	8000	8000	8000	8000
Total Supplies and Services	27124	30200	9840	30250	65250	65250	65250	65250
Total Operating Expenses	27124	30200	9840	30250	65250	65250	65250	65250
Net Surplus/Deficit(-)	-27124	-30200	-9840	-30250	-65250	-65250	-65250	-65250

Notes:

1. Christmas lights and others
2. £30,000 for events across the town.



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

	2023/24 Actual £	2024/25 Original £	Actual to 21.10.24 £	2024/25 Revised £	2025/26 Original £	2026/27 Projected £	2027/28 Projected £	2028/29 Projected £
<b>Income</b>								
Other Grants and Contributions	82919	900	0	0	0	0	0	0
Other Income	1310	1000	1165	1300	1300	1300	1300	1300
Rent Received	350	350	300	350	350	350	350	350
<b>Total Income</b>	<b>84579</b>	<b>2250</b>	<b>1465</b>	<b>1650</b>	<b>1650</b>	<b>1650</b>	<b>1650</b>	<b>1650</b>
<b>Gross Income</b>	<b>84579</b>	<b>2250</b>	<b>1465</b>	<b>1650</b>	<b>1650</b>	<b>1650</b>	<b>1650</b>	<b>1650</b>
<b>Less Operating Expenses</b>								
<b>Employee Expenses</b>								
Recruitment	0	300	0	300	300	300	300	300
Salaries / Wages	255976	287350	150153	277945	302900	324770	341010	358060
Training	195	1500	695	1750	1750	1750	1750	1750
<b>Total Employee Expenses</b>	<b>256171</b>	<b>289150</b>	<b>150848</b>	<b>279995</b>	<b>304950</b>	<b>326820</b>	<b>343060</b>	<b>360110</b>
<b>Premises Expenses</b>								
Cleaning & Domestic Supplies	0	250	0	250	250	250	250	250
Electricity	4723	5500	5500	9800	9800	9800	9800	9800
Grounds Maintenance Supplies	206556	23000	10900	23000	24150	25300	26500	27800
Play Equipment	216500	50000	437	50000	50000	50000	50000	50000
Rates	1729	2200	0	0	0	0	0	0
Repairs / Maintenance Premises	36999	12000	7485	13500	14000	14500	15000	15500
Water	419	700	357	700	735	700	770	810
<b>Total Premises Expenses</b>	<b>281027</b>	<b>93650</b>	<b>24678</b>	<b>97250</b>	<b>98935</b>	<b>100550</b>	<b>102320</b>	<b>104160</b>
<b>Supplies and Services</b>								
Books and Publications	-10							
Contract Payments	30307	40000	16598	40000	42000	44000	46000	48000
IT / Communications	271	270	165	270	280	290	300	310
Miscellaneous Expenses	23637	10000	371	5000	10000	10000	10000	10000
Protective Clothing	2375	2700	1072	2700	2800	2900	3000	3100
<b>Total Supplies and Services</b>	<b>56579.79</b>	<b>52970</b>	<b>18205.97</b>	<b>47970</b>	<b>55080</b>	<b>57190</b>	<b>59300</b>	<b>61410</b>
<b>Transport Related Expenses</b>								
Other Transport/Plant expenses	0	0	274	350	350	350	350	350
Repairs/ Maintenance-Vehicles/Plant	0	0	0	0	0	0	0	0
Travel and Subsistence	0	0	0	0	0	0	0	0
<b>Total Transport Related Expenses</b>	<b>0</b>	<b>0</b>	<b>273.6</b>	<b>350</b>	<b>350</b>	<b>350</b>	<b>350</b>	<b>350</b>
<b>Total Operating Expenses</b>	<b>593777</b>	<b>435770</b>	<b>194006</b>	<b>425565</b>	<b>459315</b>	<b>484910</b>	<b>505030</b>	<b>526030</b>
<b>Net Profit</b>	<b>-509198</b>	<b>-433520</b>	<b>-192541</b>	<b>-423915</b>	<b>-457665</b>	<b>-483260</b>	<b>-503380</b>	<b>-524380</b>

Notes:  
1. Sponsorship and grants received.

Committee  
Budget Officer

Community Committee  
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## Priory Car Park

	2023/24 Actual £	2024/25 Original £	Actual to 21.10.24 £	2024/25 Revised £	2025/26 Original £	2026/27 Projected £	2027/28 Projected £	2028/29 Projected £
<b>Income</b>								
Car Park Income	245954	238000	147803	245000	240000	240000	240000	240000
<b>Total Income</b>	<b>245954</b>	<b>238000</b>	<b>147803</b>	<b>245000</b>	<b>240000</b>	<b>240000</b>	<b>240000</b>	<b>240000</b>
<b>Gross Income</b>	<b>245954</b>	<b>238000</b>	<b>147803</b>	<b>245000</b>	<b>240000</b>	<b>240000</b>	<b>240000</b>	<b>240000</b>
<b>Less Operating Expenses</b>								
<b>Premises Expenses</b>								
Grounds Maintenance Supplies	0	500		500	500	500	500	500
Rates	18434	56900	25124	56900	29750	54500	55500	56500
Repairs / Maintenance Premises	3090	12000	387	12000	12000	12000	12000	12000
<b>Total Premises Expenses</b>	<b>21524</b>	<b>69400</b>	<b>25512</b>	<b>69400</b>	<b>42250</b>	<b>67000</b>	<b>68000</b>	<b>69000</b>
<b>Supplies and Services</b>								
Contract Payments	34789	23500	18367	23500	24675	25910	27200	28560
Miscellaneous Expenses	635	1000	2273	4370	4560	4790	5030	5280
Printing and Stationery	958	1000	1236	1900	2000	2100	2200	2310
<b>Total Supplies and Services</b>	<b>36382</b>	<b>25500</b>	<b>21875</b>	<b>29770</b>	<b>31235</b>	<b>32800</b>	<b>34430</b>	<b>36150</b>
<b>Transport Related Expenses</b>								
Repairs/ Maintenance-Vehicles/Plant	0	350		0	0	0	0	0
<b>Total Transport Related Expenses</b>	<b>0</b>	<b>350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Operating Expenses</b>	<b>57906</b>	<b>95250</b>	<b>47387</b>	<b>99170</b>	<b>73485</b>	<b>99800</b>	<b>102430</b>	<b>105150</b>
<b>Net Surplus/Deficit</b>	<b>188048</b>	<b>142750</b>	<b>100416</b>	<b>145830</b>	<b>166515</b>	<b>140200</b>	<b>137570</b>	<b>134850</b>

1. Resurfacing works etc
2. Cale Briparc - maintenance and sim cards, G4S cash collection, CC enforcement, phone app fees.
3. Tickets

Committee  
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## Public Conveniences

	2023/24	2024/25	Actual to	2024/25	2025/26	2026/27	2027/28	2028/29
	Actual	Original	21.10.24	Revised	Original	Projected	Projected	Projected
	£	£	£	£	£	£	£	£
Income								
Public Convenience Charges	2319	2750	1405	2650	2650	2650	2650	2650
<b>Total Income</b>	<b>2319</b>	<b>2750</b>	<b>1405</b>	<b>2650</b>	<b>2650</b>	<b>2650</b>	<b>2650</b>	<b>2650</b>
<b>Gross Income</b>	<b>2319</b>	<b>2750</b>	<b>1405</b>	<b>2650</b>	<b>2650</b>	<b>2650</b>	<b>2650</b>	<b>2650</b>
Less Operating Expenses								
Premises Expenses								
Electricity	851	850	308	675	710	740	780	820
Rates	162	155	0	155	155	155	155	155
Repairs / Maintenance Premises	741	4000	1360	6000	3500	2000	2000	2500
Water	1178	1050	354	800	840	885	930	980
<b>Total Premises Expenses</b>	<b>2932</b>	<b>6055</b>	<b>2022</b>	<b>7630</b>	<b>5205</b>	<b>3780</b>	<b>3865</b>	<b>4455</b>
Supplies and Services								
Contract Payments	20980	22200	15810	21500	22500	22800	23500	24210
Miscellaneous Expenses	0	150	0	0	0	0	0	0
<b>Total Supplies and Services</b>	<b>20980</b>	<b>22350</b>	<b>15810</b>	<b>21500</b>	<b>22500</b>	<b>22800</b>	<b>23500</b>	<b>24210</b>
<b>Total Operating Expenses</b>	<b>23912</b>	<b>28405</b>	<b>17832</b>	<b>29130</b>	<b>27705</b>	<b>26580</b>	<b>27365</b>	<b>28665</b>
<b>Net Surplus/Deficit(-)</b>	<b>-21594</b>	<b>-25655</b>	<b>-16427</b>	<b>-26480</b>	<b>-25055</b>	<b>-23930</b>	<b>-24715</b>	<b>-26015</b>

1. Cleaning contract

Committee  
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**Public Rights of Way**

	2023/24 Actual £	2024/25 Original £	Actual to 21.10.24 £	2024/25 Revised £	2025/26 Original £	2026/27 Projected £	2027/28 Projected £	2028/29 Projected £
Income								
Other Grants and Contributions								
Other Income	982	1015	1017	1020	1030	1050	1080	1110
<b>Total Income</b>	<b>982</b>	<b>1015</b>	<b>1017</b>	<b>1020</b>	<b>1030</b>	<b>1050</b>	<b>1080</b>	<b>1110</b>
<b>Gross Income</b>	<b>982</b>	<b>1015</b>	<b>1017</b>	<b>1020</b>	<b>1030</b>	<b>1050</b>	<b>1080</b>	<b>1110</b>
Less Operating Expenses								
Supplies and Services								
Contract Payments	0	0	0	0	0	0	0	0
Miscellaneous Expenses								
<b>Total Supplies and Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Operating Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Surplus/Deficit(-)</b>	<b>982</b>	<b>1015</b>	<b>1017</b>	<b>1020</b>	<b>1030</b>	<b>1050</b>	<b>1080</b>	<b>1110</b>

1. Assumes more work absorbed in-house to reduce contract costs

Committee  
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Community Committee  
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## Stable Block

	2023/24 Actual £	2024/25 Original £	Actual to 21.10.24 £	2024/25 Revised £	2025/26 Original £	2026/27 Projected £	2027/28 Projected £	2028/29 Projected £
<b>Income</b>								
Rent Received	0	0	0	0	0	0	0	0
<b>Total Income</b>	0	0	0	0	0	0	0	0
<b>Gross Income</b>	0	0	0	0	0	0	0	0
<b>Less Operating Expenses</b>								
<b>Premises Expenses</b>								
Cleaning & Domestic Supplies	7388	7250	3408	7900	8140	8380	8635	8890
Grounds Maintenance Supplies	0	100	0	100	100	100	100	100
Rent / Room Hire	5540	5540	2770	5540	10000	15000	15000	15000
Repairs / Maintenance Premises	3142	3000	271	3000	3000	3000	3000	3000
<b>Total Premises Expenses</b>	<b>16070</b>	<b>15890</b>	<b>6449</b>	<b>16540</b>	<b>21240</b>	<b>26480</b>	<b>26735</b>	<b>26990</b>
<b>Supplies and Services</b>								
Contract Payments	1395	1300	951	1300	1300	1300	1300	1300
IT / Communications	90	0	130	260	260	260	260	260
Miscellaneous Expenses	0	100	117	250	150	150	150	150
Office Supplies	0	500	0	0	200	200	200	200
<b>Total Supplies and Services</b>	<b>1484.99</b>	<b>1900</b>	<b>1197.45</b>	<b>1810</b>	<b>1910</b>	<b>1910</b>	<b>1910</b>	<b>1910</b>
<b>Total Operating Expenses</b>	<b>17555</b>	<b>17790</b>	<b>7646</b>	<b>18350</b>	<b>23150</b>	<b>28390</b>	<b>28645</b>	<b>28900</b>
<b>Net Surplus/Deficit(-)</b>	<b>-17555</b>	<b>-17790</b>	<b>-7646</b>	<b>-18350</b>	<b>-23150</b>	<b>-28390</b>	<b>-28645</b>	<b>-28900</b>

Committee F & GP Committee  
 Budget Officer DP

**The House/Youth Services**

	2023/24 Actual £	2024/25 Original £	Actual to 21.10.24 £	2024/25 Revised £	2025/26 Original £	2026/27 Projected £	2027/28 Projected £	2028/29 Projected £
Income								
Rent Received	10000	10000	5000	10000	10000	10000	10000	10000
Total Income	10,000	10,000	5,000	10,000	10,000	10,000	10,000	10,000
Gross Income	10,000	10,000	5,000	10,000	10,000	10,000	10,000	10,000
Less Operating Expenses								
Premises Expenses								
Electricity/Gas	2616		200	200				
Repairs / Maintenance Premises	331	1500		750	1500	1500	1500	1500
Water	6							
Total Premises Expenses	2953	1500	200	950	1500	1500	1500	1500
Supplies and Services								
Contract Payments	0							
Grants and Subscriptions	20000	20000	10000	20000	20000	20000	20000	20000
Insurances	0							
Miscellaneous Expenses	0	0			0	0		
Total Supplies and Services	20000	20000	10000	20000	20000	20000	20000	20000
Total Operating Expenses	22953	21500	10200	20950	21500	21500	21500	21500
Net Surplus/Deficit	-12953	-11500	-5200	-10950	-11500	-11500	-11500	-11500

Committee  
Budget Officer

Council  
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## Town Centre Revitalisation

	2023/24 Actual £	2024/25 Original £	Actual to 19.09.24 £	2024/25 Revised £	2025/26 Original £	2026/27 Projected £	2027/28 Projected £	2028/29 Projected £
<b>Income</b>								
Other Grants and Contributions	38534		122640	328320				
<b>Total Income</b>	<b>38534</b>	<b>0</b>	<b>122640</b>	<b>328320</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Gross Income</b>	<b>38534</b>	<b>0</b>	<b>122640</b>	<b>328320</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Less Operating Expenses</b>								
<b>Employee Expenses</b>								
Salaries / Wages	9567	11000	9878	21090	3500	0	0	0
<b>Total Employee Expenses</b>	<b>9567</b>	<b>11000</b>	<b>9878</b>	<b>21090</b>	<b>3500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Supplies and Services</b>								
Contract Payments	15000	10000	5000	10000	0	0	0	0
Miscellaneous Expenses	94984	10000	45747	349675	25000	25000	0	0
<b>Total Supplies and Services</b>	<b>109984</b>	<b>20000</b>	<b>50746.7</b>	<b>359675</b>	<b>25000</b>	<b>25000</b>	<b>0</b>	<b>0</b>
<b>Total Operating Expenses</b>	<b>119551</b>	<b>31000</b>	<b>60624</b>	<b>380765</b>	<b>28500</b>	<b>25000</b>	<b>0</b>	<b>0</b>
<b>Net Surplus/Deficit(-)</b>	<b>-81017</b>	<b>-31000</b>	<b>62016</b>	<b>-52445</b>	<b>-28500</b>	<b>-25000</b>	<b>0</b>	<b>0</b>

Committee  
Budget Officer

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Transport and Plant

	2023/24 Actual £	2024/25 Original £	Actual to 21.10.24 £	2024/25 Revised £	2025/26 Original £	2026/27 Projected £	2027/28 Projected £	2028/29 Projected £
Income								
Other Income	878	0	0	0	0	0	0	0
Total Income	878	0	0	0	0	0	0	0
Gross Income	878	0	0	0	0	0	0	0
Less Operating Expenses								
Supplies and Services								
Miscellaneous Expenses	0	0	0	0	0	0	0	0
Total Supplies and Services	0	0	0	0	0	0	0	0
Transport Related Expenses								
Contract Hire and Operating Leases	613	550	0	550	550	550	550	550
Fuel	10015	11770	6917	11770	12360	12980	13630	14310
Other Transport/plant expenses	2892	23500	1750	25500	27500	27500	27500	27500
Repairs/ Maintenance-Vehicles/Plant	12090	7250	4298	7250	7610	7990	8390	8810
Road Fund / Taxes	1290	1200	338	1350	1420	1490	1565	1640
Transport Insurance	3089	3100	4530	4530	4200	4300	4400	4500
Total Transport Related Expenses	29989	47370	17832	50950	53640	54810	56035	57310
Total Operating Expenses	29989	47370	17832	50950	53640	54810	56035	57310
Net Surplus/Deficit (-)	-29111	-47370	-17832	-50950	-53640	-54810	-56035	-57310



## regonissey Lane End Car Park

	2023/24 Actual £	2024/25 Original £	Actual to 21.10.24 £	2024/25 Revised £	2025/26 Original £	2026/27 Projected £	2027/28 Projected £	2028/29 Projected £
<b>Income</b>								
Car Park Income	0	0	0	0	0	0	0	0
Other Income	0	0	0	0	0	0	0	0
<b>Total Income</b>	0	0	0	0	0	0	0	0
<b>Gross Income</b>	0	0	0	0	0	0	0	0
<b>Less Operating Expenses</b>								
<b>Premises Expenses</b>								
Electricity	0	0	0	0	0	0	0	0
Grounds Maintenance Supplies	0	0	0	0	0	0	0	0
Rates	499	560	499	499	580	600	630	660
Repairs / Maintenance Premises	0	250	0	500	250	250	250	250
Water								
<b>Total Premises Expenses</b>	<b>499</b>	<b>810</b>	<b>499</b>	<b>999</b>	<b>830</b>	<b>850</b>	<b>880</b>	<b>910</b>
<b>Supplies and Services</b>								
Contract Payments	125	500	0	500	500	500	500	500
Miscellaneous Expenses								
<b>Total Supplies and Services</b>	<b>125</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Total Operating Expenses</b>	<b>624</b>	<b>1310</b>	<b>499</b>	<b>1499</b>	<b>1330</b>	<b>1350</b>	<b>1380</b>	<b>1410</b>
<b>Net Surplus/Deficit (-)</b>	<b>-624</b>	<b>-1310</b>	<b>-499</b>	<b>-1499</b>	<b>-1330</b>	<b>-1350</b>	<b>-1380</b>	<b>-1410</b>

Committee  
Budget Officer

F & GP Committee  
SS

RESERVES SUMMARY 2024/25 AND 2025/26

APPENDIX 4

	1.4.24	Additions	Reductions	31.3.25	Additions	Reductions	31.3.26
PROJECTS RESERVE TOTALS	98772.28	30000.00	30998.00	97774.28	0.00	0.00	97774.28
ELECTIONS RESERVE	25000.00	10000.00	0.00	35000.00	0.00	0.00	35000.00
PLAY EQUIPMENT REPAIR & RENEWALS	404676.50	35000.00	0.00	439676.50	35000.00	0.00	474676.50
TOTAL EARMARKED RESERVES	528448.78	75000.00	30998.00	572450.78	35000.00	0.00	607450.78
GENERAL RESERVE	379652.61	15463	0	395115.61	0	0	395115.61
TOTAL RESERVES	908101.39	90463	30998	967566.39	35000	0	1002566.39

**ST AUSTELL TOWN COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**4<sup>th</sup> NOVEMBER 2024**  
**BUDGET MONITORING REPORT**

**1. PURPOSE OF REPORT**

To provide Members with an update on income and expenditure to the 30<sup>th</sup> September 2024 and a copy of the Council's latest bank reconciliation statements.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

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

**3. RESOURCE ISSUES**

None outside of existing budgets.

**4. EQUALITIES ISSUES**

None.

**5. ENVIRONMENTAL ISSUES**

None.

**6. RECOMMENDATIONS**

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

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The budget variance report for September 2024 and the financial year to the 30<sup>th</sup> September 2024 is attached for information. After

allowing for the Town Centre Revitalisation projects which are to be largely funded from grant monies the income and expenditure are within acceptable limits.

Significant variances are explained below:

- **Car Park income** – income is currently running slightly above budget with good usage in the summer
- **Interest income** – increased interest rates and delayed expenditure on grant schemes
- **Other grants and contributions** – Various SPF grants and CIL neighbourhood levy
- **Contract payments** – toilet cleaning paid 1 quarter in advance and CCTV summer cover paid.
- **IT/Communications** – annual line rental for CCTV and software licences.
- **Miscellaneous expenses** –rooftop garden project, church piazza and credit card transaction charges
- **Miscellaneous grants** –funding for security personnel
- **Other transport/plant** – provision for new ride-on mower not yet used
- **Play equipment** – no major refurbishments or replacements as yet
- **Rates** – refund of rates for car park following challenge
- **Repairs/maintenance of premises** – contracts yet to let
- **Salaries/Wages** – Pay award pending.

Significant transactions include a refund of £23,758 for rates for Priory Car Park following a challenge and a number of SPF grants paid in advance for town centre projects. Contracts are being negotiated for works at the public conveniences, library and the Stable Block and for play equipment/safety surfacing. The motor insurance renewal was due in September and despite going to the market and changing the provider costs have increased.

DAVID POOLEY - TOWN CLERK

# Budget Variance

## St Austell Town Council

For the month ended 30 September 2024

	SEPT 2024	SEPT 2024 OVERALL BUDGET	VARIANCE	VARIANCE %	APR-SEPT 2024 OVERALL BUDGET	VARIANCE	VARIANCE %			
Trading Income										
Car Park Income	23,891.89	19,833.00	4,058.89	↑	20.47%	127,974.16	118,998.00	8,976.16	↑	7.54%
Interest Income	8,661.89	1,833.00	6,828.89	↑	372.55%	25,779.68	10,998.00	14,781.68	↑	134.40%
Library Income	707.44	525.00	182.44	↑	34.75%	2,705.56	3,150.00	(444.44)	↓	-14.11%
Other Grants and Contributions	12,500.00	75.00	12,425.00	↑	16,566.67%	126,570.66	450.00	126,120.66	↑	28,026.81%
Other Income	300.00	180.00	120.00	↑	66.67%	3,632.18	1,080.00	2,552.18	↑	236.31%
Precept Payments	588,960.00	588,960.00	-	-	-	1,177,920.00	1,177,920.00	-	-	-
Public Convenience Charges	407.10	229.00	178.10	↑	77.77%	1,218.13	1,374.00	(155.87)	↓	-11.34%
Rent Received	2,500.00	871.00	1,629.00	↑	187.03%	5,360.00	5,226.00	134.00	↑	2.56%
Total Trading Income	637,928.32	612,506.00	25,422.32		4.15%	1,471,160.37	1,319,196.00	151,964.37		11.52%
Gross Profit										
	637,928.32	612,506.00	25,422.32		4.15%	1,471,160.37	1,319,196.00	151,964.37		11.52%
Operating Expenses										
Books and Publications	-	-	-	-	-	100.00	100.00	-	-	-
Cleaning & Domestic Supplies	1,315.47	1,583.00	(267.53)	↓	-16.90%	9,657.39	9,498.00	159.39	↑	1.68%
Contract Hire and Operating Leases	-	46.00	(46.00)	↓	-100.00%	-	276.00	(276.00)	↓	-100.00%
Contract Payments	30,030.68	13,425.00	16,605.68	↑	123.69%	94,197.30	80,550.00	13,647.30	↑	16.94%
Electricity	702.98	1,250.00	(547.02)	↓	-43.76%	8,086.60	7,500.00	586.60	↑	7.82%

## Budget Variance

	SEPT 2024	SEPT 2024 OVERALL BUDGET	VARIANCE	VARIANCE %	APR-SEPT 2024	APR-SEPT 2024 OVERALL BUDGET	VARIANCE	VARIANCE %
Fuel	1,152.85	981.00	171.85	↑ 17.52%	6,287.68	5,886.00	401.68	↑ 6.82%
Gas	113.68	500.00	(386.32)	↓ -77.26%	1,354.29	3,000.00	(1,645.71)	↓ -54.86%
Grounds Maintenance Supplies	779.72	1,975.00	(1,195.28)	↓ -60.52%	11,173.93	11,850.00	(676.07)	↓ -5.71%
Insurances	414.75	-	414.75	↑	11,518.21	11,340.00	178.21	↑ 1.57%
IT / Communications	984.70	2,139.00	(1,154.30)	↓ -53.96%	14,661.44	12,834.00	1,827.44	↑ 14.24%
Mayors Allowances	-	62.00	(62.00)	↓ -100.00%	-	372.00	(372.00)	↓ -100.00%
Members Allowance	-	12.00	(12.00)	↓ -100.00%	-	72.00	(72.00)	↓ -100.00%
Miscellaneous Expenses	3,419.65	3,596.00	(176.35)	↓ -4.90%	58,532.69	21,576.00	36,956.69	↑ 171.29%
Miscellaneous Grants	5,000.00	5,629.00	(629.00)	↓ -11.17%	40,576.50	33,774.00	6,802.50	↑ 20.14%
Office Supplies	124.55	242.00	(117.45)	↓ -48.53%	1,424.32	1,452.00	(27.68)	↓ -1.91%
Other Transport/plant expenses	-	1,958.00	(1,958.00)	↓ -100.00%	2,023.14	11,748.00	(9,724.86)	↓ -82.78%
Play Equipment	-	4,167.00	(4,167.00)	↓ -100.00%	437.17	25,002.00	(24,564.83)	↓ -98.25%
Printing and Stationery	659.30	283.00	376.30	↑ 132.97%	1,927.73	1,698.00	229.73	↑ 13.53%
Protective Clothing	230.35	229.00	1.35	↑ 0.59%	1,072.40	1,374.00	(301.60)	↓ -21.95%
Publicity	-	167.00	(167.00)	↓ -100.00%	-	1,002.00	(1,002.00)	↓ -100.00%
Rates	5,388.00	6,301.00	(913.00)	↓ -14.49%	8,769.26	37,806.00	(29,036.74)	↓ -76.80%
Recruitment	80.00	92.00	(12.00)	↓ -13.04%	80.00	552.00	(472.00)	↓ -85.51%
Rent / Room Hire	-	520.00	(520.00)	↓ -100.00%	1,385.00	3,120.00	(1,735.00)	↓ -55.61%
Repairs / Maintenance Premises	2,122.43	3,330.00	(1,207.57)	↓ -36.26%	11,836.35	19,980.00	(8,143.65)	↓ -40.76%
Repairs/ Maintenance-Vehicles/Plant	766.45	633.00	133.45	↑ 21.08%	4,003.50	3,798.00	205.50	↑ 5.41%

	SEPT 2024	SEPT 2024 OVERALL BUDGET	VARIANCE	VARIANCE %	APR-SEPT 2024	APR-SEPT 2024 OVERALL BUDGET	VARIANCE	VARIANCE %
Road Fund / Taxes	-	100.00	(100.00)	↓ -100.00%	337.50	600.00	(262.50)	↓ -43.75%
Salaries / Wages	56,972.87	63,439.00	(6,466.13)	↓ -10.19%	346,813.16	380,634.00	(33,820.84)	↓ -8.89%
Small Grants Scheme	2,730.00	667.00	2,063.00	↑ 309.30%	4,130.00	4,002.00	128.00	↑ 3.20%
Subscriptions	2,990.00	704.00	2,286.00	↑ 324.72%	7,120.32	4,224.00	2,896.32	↑ 68.57%
Training	150.00	367.00	(217.00)	↓ -59.13%	969.50	2,202.00	(1,232.50)	↓ -55.97%
Transport Insurance	3,992.36	258.00	3,734.36	↑ 1,447.43%	4,529.96	1,548.00	2,981.96	↑ 192.63%
Travel and Subsistence	28.80	44.00	(15.20)	↓ -34.55%	478.22	264.00	214.22	↑ 81.14%
Water	347.95	211.00	136.95	↑ 64.91%	1,125.59	1,266.00	(140.41)	↓ -11.09%
<b>Total Operating Expenses</b>	<b>120,497.54</b>	<b>114,910.00</b>	<b>5,587.54</b>	<b>4.86%</b>	<b>654,609.15</b>	<b>700,900.00</b>	<b>(46,290.85)</b>	<b>-6.60%</b>
<b>Net Profit</b>	<b>517,430.78</b>	<b>497,596.00</b>	<b>19,834.78</b>	<b>3.99%</b>	<b>816,551.22</b>	<b>618,296.00</b>	<b>198,255.22</b>	<b>32.06%</b>





## **ST AUSTELL TOWN COUNCIL**

**BANK RECONCILIATION AS AT:**

**30.09.24**

	£	£
Business Current Account		331,220.62
Mayor's Charity Account		1,445.48
Business Direct Reserve Account		422,062.76
Petty Cash		141.07
Library Float		100.00
<b>Total in Bank</b>		<u>754,969.93</u>

<b>Total Unpresented Cheques</b>	<u>0.00</u>
	754,969.93

<b>Outstanding receipts</b>	0.00
	<u>0.00</u>
	754,969.93

**Accounting System Bank Balance:**

<b>Opening Bank Balance</b>	135,145.67
<b>Expenditure to date</b>	1641928.25
<b>Income to date</b>	<u>2261752.51</u>
	754,969.93

**Accounting System Payment Recorded but yet paid**

Direct Debit - invoice awaited	0.00
--------------------------------	------

<b>Accounting System Bank Balance</b>	<u>754,969.93</u>	0.00
		balanced

Note:

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

Reconciliation Completed: Date: 1.10.24

Reviewed: Date: 1.10.24





HUDSON ACCOUNTING LTD.  
INTERIM INTERNAL AUDIT REPORT:  
TO THE MEMBERS OF ST AUSTELL COUNCIL  
YEAR ENDED 31ST MARCH 2025.

ISSUE DATE: 10/10/2024  
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.

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

**Approach:**

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

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1<sup>st</sup> April 2024.

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

**GENERAL COMMENTS:**

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

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

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

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

## **AUDIT COMMENTARY:**

### **Previous Recommendations**

There are no recommendations requiring action.

### **Accounting Records**

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

### **Financial Regulations**

Financial Regulations were reviewed in July 2024 and were updated to reflect the new model documentation provided by NALC.

### **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.

#### *Purchasing*

Purchase orders are widely used.

#### *Procurement*

Quotes in respect of HR and Health & Safety support were obtained in line with Financial Regulations.

#### *Payments*

Electronic payments made in August were tested; they had been certified by the RFO, included on payment schedules approved by Members and were accurately input into the accounting system. VAT was accurately accounted for.

#### *Payment methods*

Credit cards are used in accordance with Financial Regulations; testing revealed that payments were supported by invoices and were accurately accounted for.

#### *Grants*

Grants awarded, to date, by the Community Committee were cross referenced to the Ledger; all payments were found to be in accord with Member approvals.

### **Risk**

#### *Risk Assessment*

A review of risk management arrangements has yet to be undertaken in this financial year.

The effectiveness of internal controls was considered as part of the approval of the Annual Governance Statement at the May Council meeting.

#### *Insurance*

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

A comparison of the cover in place to the asset register revealed no obvious omissions.

#### *Investments*

An Investment Strategy covering the 2024/25 financial year was approved in February 2024.

### **Budgets**

#### *Setting*

We reviewed the 2024/25 budget setting process as part of our final audit work last year and we review the 2025/26 process later in the year.

#### *Monitoring*

**Budget monitoring reports are taken to each meeting of the Finance and General Purposes Committee.**

#### **Income**

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

#### *Precept*

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

#### *Library*

**Income is controlled via a till and a spreadsheet is maintained recording sales between the various categories including whether VAT applies.**

**The till is regularly reconciled and the spreadsheet is accurately maintained.**

**It is, however, quite difficult to trace cash income to the Ledger albeit that the sums in question are small and any risk minimal.**

#### *Car parks*

**Car park cash is collected by a contractor and directly banked; cash collection reports are checked to the online income reporting system and then posted to the Ledger.**

**Testing revealed no issues to report.**

**Most car park income is now received via contactless payments.**

#### *VAT*

**VAT claims are up to date.**

#### **Payroll**

#### *New Starters*

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

#### *Pay Award*

**The national pay award has yet to be agreed and further testing will be undertaken later in the year**

#### **Bank Reconciliation**

**Monthly bank reconciliations are carried out in a timely manner and were found to be accurate.**

**They are independently reviewed by another officer.**

**Member review of bank reconciliations is undertaken as part of their internal control checking regime.**

*Financial Regulations require a quarterly check by a Member so depending upon the timing of the checks it may be necessary to look at more and just the previous month's bank reconciliation. Changing the form to ensure quarterly checks would be beneficial.*

#### **Electors Rights**

**Full Council properly approved the 2023/24 AGAR in May 2024.**

**The opportunity for electors to examine the accounts was properly advertised and the publication requirements in respect of the 2023/24 accounts have been met.**

**The only issue raised by the external auditor was in respect of the delayed submission of the Charity Commission Return, which has now been done.**

**ST AUSTELL TOWN COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**4<sup>th</sup> NOVEMBER 2024**  
**RIDE-ON MOWER REPLACEMENT**

**1. PURPOSE OF REPORT**

To seek authority to negotiate the acquisition of a replacement ride-on mower.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

The Council has 17 parks and open spaces and is contracted to cut the grass on 10 miles of highways verges. This work can only be completed safely and with the resources employed with good quality commercial equipment. Grass in parks and on highways has to be maintained reasonably to ensure public safety.

**3. RESOURCE ISSUES**

The Council has three ride-on mowers; two large Kubota F series and one smaller Kubota BX.

**4. EQUALITY ISSUES**

None.

**5. ENVIRONMENTAL ISSUES**

The option recommended runs on diesel but unfortunately there is not yet a viable electric alternative. Grass cutting is undertaken in accordance with the Council's Parks and Open Spaces Strategy which provides for wildlife and wildflower areas.

**6. RECOMMENDATIONS**

It is recommended that Members authorise the Operations Manager to negotiate the purchase of a new ride-on mower during winter 2024.

---

## **Background**

The ride-on mower which requires replacing was purchased by the Town Council in 2017, and now has around 1,367 working hours on the clock. During the last two cutting seasons, the mower has suffered a number of age-related break downs and other mechanical issues, which at times has affected the efficiency of the grounds team and incurred substantial repair costs. It is the Operations Manager's opinion that this is largely down to the age of the machine and its heavy use over the last 7 years, and that a replacement should now be purchased.

There is a lead-in time of several months for the supply of commercial mowers of the type required. There is also a need to register the mower for road use and to configure it with appropriate lights, beacons and road going gear to ensure compliance with highways and health and safety regulations.

Members are asked to authorise the Operations Manager to negotiate with potential supplier(s) for the purchase of a replacement mower and part exchange with the old mower with a budget of up to £22,000.

DAVID POOLEY  
TOWN CLERK



**ST AUSTELL TOWN COUNCIL**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**4<sup>TH</sup> NOVEMBER 2024**

**SAFETY SURFACING AND PLAY EQUIPMENT REPAIR AT  
PRINCE CHARLES PARK**

**1. PURPOSE OF REPORT**

To seek authority to arrange the repair of the safety surfacing and activity trail play equipment fixings at Prince Charles Park.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

The Council's 17 Parks and Open Spaces are inspected on a robust 3-tier system. Routine inspections are carried out weekly, operational inspections once every 3 months, and annual inspections are undertaken by an independent, RoSPA-trained inspector. These inspections ensure that the play equipment meets the safety requirements set out in the BS EN 1176 Standard For Children's Playgrounds.

**3. RESOURCE ISSUES**

The Council has 11 equipped children's play areas, with a total of around 70 items of equipment which need to be managed and maintained to a high standard. The proposed works will cost in the region of £21,000 and can be met from within the playgrounds budget.

**4. EQUALITY ISSUES**

None.

**5. ENVIRONMENTAL ISSUES**

For the last 10 years, new rubber safety surfacing has been made predominantly from recycled tyres and sections of the old surfacing will be disposed of by the contractor at a licensed facility where it will be recycled.

## **6. RECOMMENDATIONS**

It is recommended that Members authorise the Operations Manager to organise the repair of the safety surfacing and activity trail play equipment.

---

### **Background**

Prince Charles Play Area was installed in around 2008 and has been maintained by the Town Council since being devolved in 2017.

Given the age of the play equipment and safety surfacing a number of age-related defects are now occurring, mainly the degradation of the rubber safety surfacing around the edges of the play area and some fittings on the activity trail play equipment which are nearing their end of life.

The repair of the safety surfacing will be achieved by cutting out a 400mm strip of the old rubber around the edges of the play area, removing and re-positioning 300 edging bricks, and re-laying 400mm of new rubber to a depth of 40mm. A rubber strip will be fixed to the edging bricks to allow the new surfacing to bond correctly. Several small patches of degraded surfacing in the centre of the play area will also be repaired.

DAVID POOLEY  
TOWN CLERK

**ST AUSTELL TOWN COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**4<sup>TH</sup> NOVEMBER 2024**

**CONTRACT STANDING ORDERS**

**1. PURPOSE OF REPORT**

To consider amendments to the Council's Contract Standing Orders and Financial Regulations to improve procurement procedures.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

The Council's Standing Orders and Financial Regulations set out rules for procurement. The consultant used to help manage major procurement exercises has recommended some changes to the these rules to improve tender processes. A new Procurement Bill is expected to come into effect early in 2025.

**3. RESOURCE ISSUES**

The proposed changes will help reduce the cost and risks associated with procurement.

**4. EQUALITY ISSUES**

None.

**5. ENVIRONMENTAL ISSUES**

The proposed changes should allow targeted procurement which will benefit local firms and the local economy.

**6. RECOMMENDATIONS**

It is recommended that Members approve the changes to Standing Orders and Financial Regulations set out in this report.

---

## **Background**

The Town Clerk has engaged a consultant, Steve Sandercock of Kennall Consulting, to help with the procurement of contractors to deliver the Holy Trinity Church Piazza scheme. He has recommended the following changes to the Town Council's Standing Orders and Financial Regulations to improve tender processes.

## **Extract from Standing Orders**

### **17. Financial controls and procurement**

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
  - v. procurement policies (subject to standing order 17(c) below) including the setting of values for different procedures where a contract has an estimated value of less than **£100,000 (was £60,000)**.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and**

**the execution of works with an estimated value in excess of £100,000 (previously £60,000) shall be procured on the basis of a formal tender as summarised in standing order 17(d) below.**

- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and/or in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer or electronically if agreed;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.

- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
  
- f **Where the value of a contract is likely to exceed £214,904 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2015 (as amended) and the Utilities Contracts Regulations 2016 (as amended) apply to the contract and, if either of those Regulations apply, the council must comply with UK procurement regulations.**

In any case, the award of all contracts with a value of £25,000 or more should be advertised in accordance with the Public Contract Regulations 2015 unless the responsible Committee deems there to be good reason to seek direct tenders from at least 3 identified suppliers justified on one or more of the grounds below:

- The value of the works is at a level where advertising on Contracts Finder and receiving too many bids would potentially make the overall process too cumbersome when balancing out overall risks on project delivery.
- Competition would be obtained but in a more effective means from a narrower field of identified competent contractors.
- This is a below threshold tender (as set out under public sector procurement thresholds) and would not pose undue risks from setting aside the requirement of publishing the opportunity on Contracts Finder.
- Applying a direct approach to identify contractors should assist in the delivery timescales and do so align to funding constraints around when funds need to be spent by.

- Suppliers identified knowing the site and the special requirements around the work, e.g. historic environment and locality.

## **Extract from Financial Regulations**

### **5. Procurement**

**5.1 Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

**5.2** The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

**5.3** Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

**5.4 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

**5.5** Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

**5.6** For contracts estimated to exceed **£100,000 (was £60,000)** including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the Finance and General Purposes Committee OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

**5.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

**5.8** The requirement to advertise tenders on Contract Finder should only be waived if the responsible Committee deems there to be good reason to seek direct tenders from at least 3 identified suppliers justified on one or more of the grounds below:

- The value of the works is at a level where advertising on Contracts Finder and receiving too many bids would potentially make the overall process too cumbersome when balancing out overall risks on project delivery.
- Competition would be obtained but in a more effective means from a narrower field of identified competent contractors.
- This is a below threshold tender (as set out under public sector procurement thresholds) and would not pose undue risks from setting aside the requirement of publishing the opportunity on Contracts Finder.
- Applying a direct approach to identify contractors should assist in the delivery timescales and do so align to funding constraints around when funds need to be spent by.
- Suppliers identified knowing the site and the special requirements around the work, e.g. historic environment and locality.

**5.9 For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes.**

**5.10** Where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.



**5.11** For smaller purchases, the Clerk shall seek to achieve value for money.

**5.12** **Contracts must not be split into smaller lots to avoid compliance with these rules.**

**5.13** The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

**5.14** When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

**5.15** The council shall not be obliged to accept the lowest or any tender, quote or estimate.

DAVID POOLEY  
TOWN CLERK



**ST AUSTELL TOWN COUNCIL**

**FINANCE AND GENERAL PURPOSES COMMITTEE  
4<sup>TH</sup> NOVEMBER 2024**

**HOLY TRINITY CHURCH PIAZZA PROCUREMENT**

**1. PURPOSE OF REPORT**

To approve a procurement process for the delivery of the Holy Trinity Church Piazza project.

**2. LEGAL AND RISK MANAGEMENT ISSUES**

The Holy Trinity Church grounds are owned by the church, vested to Cornwall Council for maintenance as a closed churchyard and the Town Council undertakes basic grounds maintenance work on behalf of Cornwall Council. The church is Grade II listed and in the conservation area. Relevant permissions have been obtained or are in the process of being obtained and there is a need to ensure value for money by seeking competitive quotations/tenders for the works as specified by the consultants appointed.

**3. RESOURCE ISSUES**

A budget envelope of £75,000 is available to undertake works to deliver improvements to church piazza area. Funding has been obtained from Cornwall Council's Town Vitality Fund to help support this investment.

**4. EQUALITY ISSUES**

The proposed amendments will improve accessibility and provide an amenity area which can be used in conjunction with the Trinity Centre and Market House.

**5. ENVIRONMENTAL ISSUES**

The proposed design safeguards the existing Lyme tree and offers an increase in biodiversity.

**6. RECOMMENDATIONS**

It is recommended that:

- i. At least 3 local experienced contractors be invited to quote or invited to tender for the delivery of the church piazza works and that the tender not be advertised on Contract Finder;
  - ii. The contract be subject to a Joint Contracts Tribunal Ltd (JCT) minor works contract;
  - iii. A budget envelope of £75,000 be included within the tender documentation;
  - iv. The Clerk in conjunction with the Mayor and Deputy Mayor be authorised to open and accept the most economically advantageous tender;
  - v. The Council's Standing Orders and Financial Regulations be amended to increase the current tender threshold from £60,000 to £100,000.
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### **Background**

The Town Council secured a community capacity fund grant to design a new piazza and open space to compliment the Market House and Holy Trinity Centre and improve access around the Holy Trinity Church. This design work has now been completed and approved by a Working Group comprising the Holy Trinity Church, Cornwall Council, St Austell Town Council and the Royal British Legion. The design has also been signed off by the Town Council and St Austell Town Centre Revitalisation Partnership.

The next stage of the project is to deliver the piazza and the approved planting scheme.

### **Procurement**

The budget envelope for these works is £75,000. This is largely funded by a grant from Cornwall Council's Town Vitality Fund. The balance is being met by the Town Council's contribution to the project. A further £10,000 has just been secured from the Town Vitality Fund/Shared Prosperity Fund for additional lighting but this will be dealt with by way of a variation to the contract.

It is necessary to go out to tender in accordance with the Town Council's Standing Orders and Financial Regulations for any works costing more than £60,000. Usually contracts above £25,000 should be advertised on contract finder (a Government website) which opens up the works and tenders to anyone both locally and internationally.

There are a number of contractors locally with experience of developing landscape schemes who are suitably qualified to deliver these works and have experience and a track record in doing so. Having taken advice from the Council's procurement consultant, it would seem sensible to waive the use of contract finder and to undertake a restricted tender exercise with invitations to tender to those contractors that have been identified. Authority is requested to waive the use of contract finder and invite at least three contractors to quote for the works. When a preferred contractor has been identified a JCT minor works contract will be drafted to help control the works and the delivery of those works.

Tender documents have been drafted and include a detailed specification and plans for contractors to work from. The intention is to use Mei Loci the designers to oversee and supervise the contract delivery and ensure compliance by the contractor within budget. The advice received suggests that tenderers should have four weeks within which to respond and that an award should be made as soon as possible, possibly by the beginning of December.

In order to turn the tender around and award the contract as quickly as possible, it is recommended that authority be delegated to the Town Clerk in consultation with the Mayor and Deputy Mayor to open and accept tenders after the deadline for submitting them. It is anticipated that the tender timetable will be available for Members at the meeting.

DAVID POOLEY  
TOWN CLERK

