

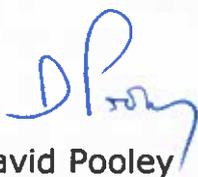
St Austell Town Council



To: All Members of St Austell Town Council

Dear Councillor

You are summoned to attend the **Meeting of St Austell Town Council** to be held in **Chi Austel, White River Place, St Austell, Cornwall, PL25 5AZ** on **Monday 16th March 2026** at **6pm**.



David Pooley
Town Clerk

10th March 2026

Tel: 01726 829859
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Website: www.staustell-tc.gov.uk

AGENDA

1. Apologies for absence

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

2. Declarations of interest and gifts or hospitality received.

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

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

3. Dispensations

(Purpose: To consider requests for dispensations).

4. Minutes of Meeting held on 26th January 2026

**Pages
1 to 8**

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

5. Matters to note

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

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

6. Mayor's announcements

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

7. Public Participation

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

8. Members' questions (10 minutes maximum)

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

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9. Mr Richard Gray - Band of Brothers

(Purpose: To receive a presentation from Mr Mark Gray from Band of Brothers).

10. St Austell BID

(Purpose: To receive an update on the activities of St Austell BID).

11. Cornwall Councillor update reports

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

12. Nominations for Mayor and Deputy Mayor

**Pages
9 - 10**

(Purpose: To consider the nominations received for the Mayor and Deputy Mayor for the 2026/27 civic year). (Nominations attached).

13. Action Plan – 2026/27

**Pages
11 - 18**

(Purpose: To review and approve the Action Plan for the 2026/27 financial year). (Attached).

14. Schedule of Meetings – May 2026 to May 2027

**Pages
19 - 20**

(Purpose: To review and approve the schedule of meetings for the forthcoming year). (Attached)

15. Schedule of Payments

**Pages
21 - 26**

(Purpose: To receive a schedule of payments from 17th January 2026 to 6th March 2026)

16. Cornwall Armed Forces Day

(Purpose: To receive an update on the Cornwall Armed Forces Day). (Verbal update)

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- 17. Health and Safety** **Pages
27 - 36**
- (Purpose: To note the latest Health and Safety inspection). (Executive Summary attached).
- 18. Members appointed to outside bodies update reports**
- (Purpose: To receive reports of any relevant information from Members appointed to outside bodies).
- 19. Community Committee** **Pages
37 - 42**
- (Purpose: To note the minutes of the Community Committee held on 23rd February 2026). (Attached).
- 20. Finance and General Purposes Committee** **Pages
43 - 46**
- (Purpose: To note the minutes of the Finance and General Purposes Committee held on 16th February 2026). (Attached).
- 21. Planning and Regeneration Committee** **Pages
47 - 58**
- (Purpose: To note the minutes of the Planning and Regeneration Committee held on 2nd February 2026 and 2nd March 2026). (Attached).
- 22. To consider excluding the press and public.**
- Under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified for the following item:
- Item 23 is confidential because it contains personal information
- 23. Communication Support**
- (Purpose: To receive an update on the communication support for Councillor Nott). (Report attached).

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24. Dates of Meetings

(Purpose: To note the dates of future Town Council Meetings: Monday 11th May 2026 (Annual Town Council Meeting))

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MINUTES of the MEETING of ST AUSTELL TOWN COUNCIL held on MONDAY 26th JANUARY 2026 in Chi Austel, White River Place, St Austell, Cornwall, PL25 5AZ at 6pm.

Present: Councillors: Brown, Bull, Clemo, Cohen, Hamilton, Hawken, Kimber, Lanxon, Lingham, Marshall, Nott, Preece, Rowse, Stephens, Taylor, Thompson, Whitehouse and Young.

In attendance: David Pooley (Town Clerk), Sara Gwilliams (Deputy Town Clerk) and Mark Mitchley (Senior Projects Officer).

Also in attendance: Annie Etheridge (Interpreter).

C/25/117) Apologies for Absence

Apologies for absence were received from Councillors: Gray and Pearce.

Apologies for absence were also received from Cornwall Councillors, Jack Yelland and Paul Ashton.

C/25/118) Declarations of interests and gifts or hospitality received

None.

C/25/119) Dispensations

There were no requests for a dispensation.

C/25/120) Minutes of Meeting held on 15th December 2025

It was **RESOLVED** that the minutes of the meeting held on the 15th December 2025 be approved and signed as a correct record.

C/25/121) Matters to Note

The Clerk advised that further to minute number C/25/114 the play equipment is due to be installed before the end of March and Corserv Facilities Limited is considering the disposal of the General Wolfe building either by auction or a tender process. (Minute number C/12/115).

C/25/122) Mayor's announcements

The Mayor provided an update on his activities since the last meeting as follows:

- A recent Town Council article written for the St Austell Trader providing a roundup of St Austell Town Council activities during 2025
- Christmas care home visits with the Deputy Mayor
- A dinner with the Royal British Legion
- An evening event with Climate Action St Austell (CASA)
- A Christmas reindeer event at the Library
- Attendance at the St Blazey Amateur Operatic Society production of Sleeping Beauty at The Keay Theatre

The Mayor added that he is planning a dinner at Edies Restaurant on Thursday 19th March and that an invitation will be sent to all Councillors shortly.

C/25/123) Public Participation

None.

C/25/124) Members' questions

There were no questions from Members.

C/25/125) Small Grants Scheme

Ms Walker advised that Studio 4 Dance CIC acquired the unit in White River Place four years ago and thanked the Town Council for the grant support towards the conversion costs at that time. She advised that around 250 families attend the studio each week and the onsite coffee shop is well used by a number of young mums seeking a safe, warm space where they can safely chat to other young mums. The CIC has recently supported two Town Council Fun Days, a number of BID events and the annual Children's Literacy Festival and continues to be committed to the town centre. The Studio was the venue for the 2025 Remembrance Day VIP refreshments and a number of community meetings.

Ms Walker advised that her contract with Cornwall College has ended but with effect from September she will be in contract with another college to provide a performing arts course to 24 young people which will be carried out in the studio 5 days a week.

Ms Walker advised that the year has been challenging with rising costs and is seeking financial support to assist the CIC over the next few months until the new college contract starts.

A member of the public and her daughter both spoke in support of Studio 4 and the positive effect it has had on their family.

During discussion, Members expressed their support for Studio 4 Dance CIC and thanked Ms Walker for her hard work in providing an excellent community facility in the town centre.

It was **RESOLVED** to provide a grant in the sum of £4,000 to Studio 4 Dance CIC to assist with the core running costs of the space, the ability to continue to provide free community sessions, reduced cost activities and affordable meeting room hire costs.

Councillor Lingham arrived to the meeting during the next item

C/25/126) St Austell Library

The Deputy Town Clerk advised that the Town Council took on the leasehold of the building and the day to day running of the library in September 2017. The lease was renewed in September 2022 with an agreement that negotiations would start taking place with Cornwall Council for the Town Council to take on the freehold of the building.

The Deputy Clerk advised that under the current lease, Cornwall Council is responsible for the fabric of the building, central heating system, provision of book stock and the IT. The Town Council is responsible for the staff, contents of the building and minor internal repairs.

Cornwall Council is very keen for the library to be transferred to the Town Council with effect from 1st April 2026 and to aid a quick transfer, have recently installed a new boiler and authorised contractors to carry out maintenance works on the roof and gutters.

In order to protect the Town Council, the Town Clerk has commissioned an independent condition survey of the Library by a local contractor and a report is awaited. If significant issues are identified in the report that are the responsibility of Cornwall Council, these will be referred to Cornwall Council's Property Team. The Deputy Clerk advised that the last time Members discussed the potential transfer of the freehold of the building to the Town Council, it was stressed that Cornwall Council should carry out any backlog maintenance works to bring the building up to standard.

The Deputy Town Clerk advised that the 2026/27 Town Council budget has allowed £7,500 for library maintenance which should be sufficient, if the condition survey does not identify any major issues. She added that the legal fees associated with the transfer are likely to be in the region of £1500.

The Deputy Clerk advised that if the Town Council took on the freehold of the building, Cornwall Council would still be responsible for provision of the IT and provision of books.

During discussion, Members raised the following:

- The risks involved in taking on the freehold of the building
- The need for Cornwall Council to carry out any major repairs that they are currently responsible for identified by the independent condition survey

It was **RESOLVED** that the Town Council takes on the freehold of the library, subject to a satisfactory condition survey report with terms to be agreed by the Town Clerk in consultation with the Mayor and Deputy Mayor.

C/25/127) The House

The Town Clerk advised that the lease for The House is up for renewal in August 2026 and, at the present time, the Property Officers at Cornwall Council have not decided whether they wish the Town Council to take on the freehold of the building or enter into a new lease arrangement. The Clerk added that if Cornwall Council opt for a further lease arrangement, he would try to negotiate a long lease eg: 25 or 99 years.

The Clerk outlined the economic benefits of The House for the town and the excellent work and facilities they have for young people. He added that The House had a major refurbishment around 7 years ago under a charitable arrangement with Young People Cornwall and that the Goonvean Group is about to carry out some damp proofing and improvement works under a charitable arrangement.

The Clerk advised that he has commissioned an independent condition survey for The House and a report is awaited. He further advised that Young People Cornwall currently have a full repairing lease with the Town Council, which means they are responsible for most repairs and maintenance work. During discussion, Members expressed a preference for the Town Council to take on the freehold of the building and a full repairing lease with Young People Cornwall.

It was **RESOLVED** that the Town Council takes on the freehold or leasehold of The House, subject to a satisfactory condition survey report with terms to be agreed by the Town Clerk in consultation with the Mayor and Deputy Mayor.

C/25/128) Local Council Award Scheme

Mr Mark Mitchley, Senior Projects Officer, introduced himself and outlined the Local Council Award Scheme. He advised that under the scheme the Town Council can apply for a Bronze, Silver and Gold Award and that the Town Council is very close to qualifying for a Bronze award. Mr Mitchley advised that the Award Scheme requires policies and procedures to be up to date and that over the next few months a number of policies will be brought to Members to review.

Mr Mitchley advised that as well as covering for an officer on maternity leave he would be working on a number of projects and initiatives including the Local Plan.

It was **RESOLVED** that the Town Council should work towards applications to achieve Bronze, Silver and Gold Awards under the Local Council Award Scheme.

C/25/129) Scheme of Delegation

The Clerk advised that the Town Council's Scheme of Delegation has not been reviewed since 2017 and that it is good practice to keep it up to date to ensure that it aligns with the Town Council's budget and day to day management of its services.

During discussion, Members raised the following:

- The need to reinstate allotments as a separate heading
- The insertion of words instead of symbols
- The recruitment of staff threshold

Arising from the above, the Clerk advised that under good practice guidance for staff recruitment, the recruitment of non-senior roles is delegated to the Town Clerk and the recruitment of senior roles is the responsibility of the Staffing Committee. He added that to reflect this delegation and the current salaries, the recruitment of staff threshold of £35,000 is fit for purpose.

A view was expressed that the staffing committee should consider the staff recruitment threshold.

It was **RESOLVED** by 14 votes for, 1 against and 1 abstention to approve the Scheme of Delegation as outlined subject to the allotments being reinstated into the document as a separate heading and words inserted instead of symbols.

C/25/130) Cornwall Armed Forces Day – June 2026

The Deputy Town Clerk advised that at the end of last year a meeting was held to discuss the potential for St Austell to host a Cornwall Armed Forces Day in June 2026.

She advised that a draft plan for a parade and the provision of stalls and stands in White River Place was discussed on the understanding that approval for an event in St Austell would need to be obtained from the Lord Lieutenant. The approval was received a week ago and a further meeting has been arranged for 30th January 2026.

The Deputy Town Clerk outlined the capacity issues within the Town Council's Administrative Team, particularly as the Mayor Making ceremony is only 2-3 weeks earlier. The Deputy Clerk suggested that the Town Council should support the event, but on condition that it is a county wide led event. She further suggested that resource could be found for applying for road closures and organising security staff if the working group would like a parade. She added that a budget would be helpful as a number of security staff would be required.

During discussion, Members supported a Cornwall Armed Forces Day in the town centre but acknowledged the limited resource within the Town Council's Administrative Team to lead and organise the event.

It was **RESOLVED** to support a Cornwall Armed Forces Day in June 2026 subject to it being a county wide led event and that the Town Council's input is limited to arranging the road closures and organising security staff to facilitate the road closures.

C/25/131) Youth Council

Councillor Preece advised that both secondary schools are keen to assist with the setting up of a Youth Council and that Penrice School has a Youth Parliament. Both schools have indicated that it would be helpful for the young people nominated to sit on a youth council to have some time with the Town Council to understand a bit more about the Council and its activities. The need for training was also discussed. Councillor Preece advised that he had met with Councillor Whitehouse and Mr Mitchley last week which was helpful and a paper is being drafted on a suggested way forward for Mr Mitchley to review.

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

C/25/132) Members appointed to outside bodies update reports

Councillor Bull advised that she had attended her first Climate Action St Austell (CASA) meeting and that they are pleased with the Town Council's general support for their initiatives but had expressed disappointment with the recent survey responses from Town Councillors. She advised that the group would like sight of the Town Council's Emergency Plan/and more opportunities to attend public events.

The Deputy Town Clerk **AGREED** to e-mail a redacted copy of the Town Council's Emergency Plan to CASA.

Councillor Brown provided an update on the recent CALC Larger Council's group meeting where Councillor Sarah Preece was in attendance.

He advised that a discussion took place with regard to the collapse of Visit Cornwall and the efforts being made to set up a new organisation. The group also discussed the effect of the last storm and the failings of some of the utilities to re-connect people following outage. During discussions on the Local Plan, CALC confirmed that they are continuing to lobby Cornwall Council to ensure that the Town and Parish Councils are involved. Councillor Brown concluded that the Office for National Statistics has issued a consultation to help inform which topics should be included in the next census.

It was **AGREED** that the Town Clerk should respond to the consultation promoting a dedicated Cornish tick box.

Councillor Lanxon advised that there is a Community Area Partnership meeting on Wednesday on TEAMS.

C/25/133) Cornwall Councillor update reports

Members noted the written reports from Cornwall Councillors Rowse and Yelland and an apology from Councillor Ashton.

C/25/134) Councillor Nott

The Clerk advised that following the co-option of Councillor Nott in December, it was necessary to formally appoint him to up to two Committees.

It was **RESOLVED** to appoint Councillor Nott to the Community Committee and Climate and Environment Committee.

C/25/135) Planning and Regeneration Committee

Councillor Brown suggested the following amendments:

Page 4 (minute number P/25/117) Local Plan

"Good Growth Meeting" should read **"Cornwall Growth Board meeting"**

Page 5 (minute number P/25/119) Cornwall Council – Bus Travel Survey

Last paragraph, new last sentence to read **"This was agreed"**.

It was **RESOLVED** to note the minutes of the Planning and Regeneration Committee meeting held on 5th January 2026.

It was **FURTHER RESOLVED** that the minutes of the Planning and Regeneration Committee meeting held on 5th January 2026 should be amended as suggested.

C/25/136) Climate and Environment Committee

It was **RESOLVED** to note the minutes of the Climate and Environment Committee meeting held on 19th January 2026 and approve the **RECOMMENDATION** contained therein.

C/25/137) Schedule of Payments

It was **RESOLVED** to approve the Schedule of Payments for the period 5th December 2025 to 16th January 2026 totalling £166,276.99 and the transfer between bank accounts amounting to £80,494.75

C/25/138) St Austell Town Centre Revitalisation Partnership

The Clerk advised that the partnership is due to meet the following day and that due to bad weather, the Town Revitalisation Investment Programme (TRIP) funded projects had become protracted. He added that Cornwall Council is sympathetic to the situation and has extended the deadline for the completion of the projects.

The Clerk added that a claim will be submitted to Cornwall Council this week for the funding awarded to the Town Council under the Community Levelling Up Programme for the Pump Track.

C/25/139) Dates of Meetings

It was noted that the next Town Council meeting is due to take place on the 16th March 2026.

The meeting closed at 7.45pm.

ST AUSTELL TOWN COUNCIL
COUNCIL MEETING – 16th MARCH 2026
NOMINATIONS FOR MAYOR AND DEPUTY MAYOR

NOMINATION FOR MAYOR

Nominee: **Councillor Ethan Stephens**

Proposer: Councillor Colin Hamilton

Seconder: Councillor Crystal Pearce

NOMINATIONS FOR DEPUTY MAYOR

Nominee 1: **Councillor Mark Gray**

Proposer: Councillor Ethan Stephens

Seconder: Councillor Richard Clemo

Nominee: **Councillor Jeremy Preece**

Proposer: Councillor Andrea Lanxon

Seconder: Councillor Crystal Pearce

Action Plan 2026-2027

Action	Responsible Officer/Committee	Deadline	Progress
Explore the potential to upgrade the skateboard park in Poltair Park	Town Clerk/Operations Manager Community Committee	December 2026	Presentation to Members in June/July.
Apply for CIL funding to approve accessibility in the Meadows, Poltair and Woodland Road parks	Town Clerk Community Committee	February 2026	Expression of interest submitted
Obtain funding and instal new CCTV cameras	Town Clerk Council	March 2026	Consultation commenced
Implement winter maintenance programme	Operations Manager Community Committee	April 2026	Nearing completion.
Organise a Climate Awareness Event at the Library	Deputy Town Clerk/Library Manager Climate & Environment Committee	May 2026	Dates being reviewed.
Achieve LCAS Quality Status	Town Clerk/Deputy Town Clerk Council	September 2026	Work commenced on Gold status.
Review funding arrangements for security personnel	Town Clerk Council	March 2026	OPCC have confirmed 6 month extension to 09/26.

Action	Responsible Officer / Committee	Deadline	Progress
Investigate cost and potential location for a wheelchair swing	Operations Manager Community Committee	April 2026	Consultation being progressed.
Acquire the freehold of the Library	Town Clerk Council	March 2026	Negotiations commenced.
Secure a freehold or long leasehold interest in The House Youth Centre	Town Clerk Council	March 2026	Negotiations commenced.
Produce a design for a second phase of the piazza at the Holy Trinity Church	Town Clerk Regeneration Officer Council	February 2026	Draft design for Phase 2 complete..
Re-surfacing section of Priory Car Park	Operations Manager Finance & General Purposes Committee	March 2027	To be progressed.
Delivery of improvements to Landrew Road Park and The Meadows utilising CIL Funding.	Town Clerk/Operations Manager Council	March 2025	Complete
Design and implement a programme of events across the Parish.	Deputy Town Clerk/Library Manager Community Committee	May 2026	Being progressed.
Support "Eat Festival" in St Austell Town Centre	Deputy Town Clerk Community Committee	May 2026	Jointly funded with BID.
Arrange Mayor Making event	Deputy Town Clerk Finance & General Purposes Committee	27.05.26	Being progressed.

Action	Responsible Officer/Committee	Deadline	Progress
Arrange external decoration of Library	Deputy Town Clerk Operations Manager Finance & General Purposes Committee	September 2026	Outstanding works being negotiated with CC.
Support the Literary Festival for St Austell	Deputy Town Clerk/Library Manager Community Committee	June 2026	Library supporting.
Review Members Allowances Scheme	Town Clerk/Deputy Town Clerk Council	May 2026	To be progressed.
Introduce additional planting to "green" Priory Car Park entrance, Trinity Street and Vicarage Place	Operations Manager/ Officer Community Committee	February 2026	Complete.
Upgrade Priory toilet doors/locking systems	Operations Manager Finance & General Purposes Committee	March 2027	Being monitored
Review Town Council Climate Change Action Plan	Town Clerk Deputy Town Clerk Operations Manager Climate & Environment Committee	December 2026	Reviewed regularly.
Contribute to development plans for Penwinnick Road site	Town Clerk Deputy Town Clerk Planning and Regeneration Committee	July 2026	Awaiting planning approval and detailed application.

Action	Responsible Officer/Committee	Deadline	Progress
Help to attract funding and delivery of phase 2 of Holy Trinity Church grounds improvement	Town Clerk Regeneration Officer Council	October 2026	Design work complete.
Implement a programme of engagement with young people	Town Clerk/Senior Projects Officer	May 2026	Youth Council being set up.
Undertake annual review of staffing structure and remuneration	Town Clerk Deputy Town Clerk Operations Manager Staffing Committee	September 2026	To be progressed.
Secure the future operational base of St Austell Town Council beyond the lease termination	Town Clerk Council	December 2026	Lease at Stable Block renewed. Alternatives being explored.
Replace the Helter Skelter and Dino Swing at Poltair Park	Operations Manager Community Committee	April 2026	Consultation being progressed.
Consider a programme of vehicle replacements	Town Clerk/Operations Manager Council	August 2026	Budget approved.
Consider programme of play equipment replacements at Poltair Park	Operations Manager Community Committee	August 2026	Being progressed.

Action	Responsible Officer/Committee	Deadline	Progress
Investigate improvement options for the MUGA and fitness equipment at Truro Road Park	Operations Manager Finance & General Purposes Committee	March 2027	To be progressed.
Arrange Remembrance Day Parade and Service	Deputy Town Clerk/Admin Assistant Finance & General Purposes Committee	November 2026	Work will commence July/August 2026
Review the effectiveness of the ASB joint working arrangements	Town Clerk Deputy Town Clerk Council	December 2026	
Review effectiveness and management of CCTV system	Town Clerk Council	December 2026	
Lobby Cornwall Council to improve IT facilities in the library	Town Clerk Deputy Town Clerk Finance and General Purposes Committee	December 2026	
Engage with consultation re Biantyre site to achieve a good extra care scheme	Town Clerk Council	December 2026	Presentation from Cornwall Council on 02.03.26
Support the White River Project and identify ways in which it might benefit St Austell parish	Town Clerk Council	December 2026	

Action	Responsible Officer/Committee	Deadline	Progress
Review Parking charges and signage	Town Clerk Operations Manager and Council	December 2026	
Negotiate the replacement of the library boiler	Town Clerk Deputy Town Clerk Finance and General Purposes Committee	February 2026	Work complete.
Implement a programme of community events in the Library	Deputy Town Clerk/Library Manager Finance and General Purposes Committee	April 2026	Working with SALSA to deliver
Complete new lease with St Austell Bowls Club	Town Clerk/Senior Projects Officer Council	June 2026	Contact made with the Bowls Club.
Monitor and identify funding opportunities for further economic investment in the town	Town Clerk Council	Ongoing	Ongoing discussions with CC regarding vacant retail units.
Monitor and identify funding opportunities generally	Town Clerk Council	Ongoing	

Action	Responsible Officer/Committee	Deadline	Progress
Monitor changes to national planning guidance and respond to significant further consultations and seek maximum involvement in work relating to the Cornwall local plan drawing from experience on original plan	Town Clerk/Senior Projects Officer Planning and Regeneration Committee	Ongoing	Government guidance and consultation from CC awaited.
Review and update the Council's Communication Strategy in light of progress made and planned.	Deputy Town Clerk Finance and General Purposes Committee	September 2026	To be progressed
To identify a suitable supplier and instal solar panels on the Priory Car park toilets	Operations Manager/ Senior Projects Officer Climate and Environment Committee	September 2026	To be progressed
To monitor proposals from the Government and Cornwall Council on the restructuring of local government and structures which affect Cornwall and respond accordingly.	Town Clerk Council	Ongoing	
Arrange Mayor's Charity Dinner	Deputy Town Clerk Council	March 2026	Event planning underway for 19.03.26
Arrange official Pump Track opening event and consider creating friends group	Operations Manager/Senior Projects Officer Community Committee	June 2026	Event planning underway for 28.05.26

Action	Responsible Officer / Committee	Deadline	Progress
Improve the accessibility and content of the Town Council's website	Town Clerk/Senior Projects Officer Finance and General Purposes Committee	March 2026	Work commenced.
Engage with the Market House directors to develop a vision and seek funding for improvements to enhance the historic quarter	Town Clerk/Senior Projects Officer Community Committee	September 2026	Meetings commenced
Recruit an apprentice Grounds Maintenance Operative	Operations Officer Staffing Committee	May 2026	To be progressed
Monitor and review events in light of the Martyn's Law.	Town Clerk Community Committee	December 2026	Watching legislative changes.

ST AUSTELL TOWN COUNCIL
SCHEDULE OF MEETINGS - May 2026 to May 2027

	Day	Time	Meeting	Location
4th May 2026	Monday		Bank Holiday	
11th May 2026	Monday	6.00pm	Annual Town Council Meeting	Chi Austel
12th May 2026	Tuesday	6.00pm	Annual Parish Meeting	Chi Austel
18th May 2026	Monday	6.00pm	Planning & Regeneration Committee	Chi Austel
25th May 2026	Monday		Bank Holiday	
27th May 2026	Wednesday	6.30pm	Mayor Making Ceremony	Holy Trinity Church
1st June 2026	Monday	6.00pm	Community Committee	Chi Austel
8th June 2026	Monday			
15th June 2026	Monday	6.00pm	Planning & Regeneration Committee	Chi Austel
22nd June 2026	Monday	6.00pm	Finance and General Purposes Committee	Chi Austel
29th June 2026	Monday			
6th July 2026	Monday	6.00pm	Climate and Environment Committee	Chi Austel
13th July 2026	Monday	6.00pm	Council	Chi Austel
20th July 2026	Monday	6.00pm	Planning & Regeneration Committee	Chi Austel
27th July 2026	Monday			
3rd August 2026	Monday			
10th August 2026	Monday			
17th August 2026	Monday	6.00pm	Planning & Regeneration Committee	Chi Austel
24th August 2026	Monday			
31st August 2026	Monday		Bank Holiday	
1st September 2026	Tuesday	6.00pm	Council	Chi Austel
7th September 2026	Monday			
14th September 2026	Monday	6.00pm	Community Committee	Chi Austel
21st September 2026	Monday		Planning & Regeneration Committee	Chi Austel
28th September 2026	Monday	6.00pm	Finance and General Purposes Committee	Chi Austel
5th October 2026	Monday			
12th October 2026	Monday	6.00pm	Council	Chi Austel
19th October 2026	Monday	6.00pm	Climate & Environment Committee	Chi Austel
26th October 2026	Monday	6.00pm	Planning & Regeneration Committee	Chi Austel
2nd November 2026	Monday	6.00pm	Finance and General Purposes Committee	Chi Austel
9th November 2026	Monday			
16th November 2026	Monday			
23rd November 2026	Monday	6.00pm	Community Committee	Chi Austel
30th November 2026	Monday	6.00pm	Planning & Regeneration Committee	Chi Austel
7th December 2026	Monday			
14th December 2026	Monday	6.00pm	Council	Chi Austel
21st December 2026	Monday			
25th December 2026	Friday		Christmas Day	
26th December 2026	Saturday		Boxing Day	
28th December 2026	Monday		Bank Holiday	
1st January 2027	Friday		New Year's Day	
4th January 2027	Monday	6.00pm	Planning & Regeneration Committee	Chi Austel
11th January 2027	Monday			
18th January 2027	Monday	6.00pm	Climate & Environment Committee	Chi Austel
25th January 2027	Monday	6.00pm	Council	Chi Austel
1st February 2027	Monday	6.00pm	Planning & Regeneration Committee	Chi Austel
8th February 2027	Monday			
15th February 2027	Monday	6.00pm	Finance and General Purposes Committee	Chi Austel
22nd February 2027	Monday	6.00pm	Community Committee	Chi Austel
1st March 2027	Monday	6.00pm	Planning & Regeneration Committee	Chi Austel
8th March 2027	Monday			
15th March 2027	Monday	6.00pm	Council	Chi Austel
22nd March 2027	Monday	6.00pm	Community Committee	Chi Austel
26th March 2027	Friday		Good Friday	
29th March 2027	Monday		Easter Monday	
5th April 2027	Monday	6.00pm	Planning & Regeneration Committee	Chi Austel
12th April 2027	Monday	6.00pm	Finance and General Purposes Committee	Chi Austel
19th April 2027	Monday		Annual Parish Meeting	Chi Austel
26th April 2027	Monday			
3rd May 2027	Monday		Bank Holiday	
10th May 2027	Monday	6.00pm	Annual Town Council Meeting	Chi Austel
11th May 2027	Tuesday	6.00pm	Planning & Regeneration Committee	Chi Austel
17th May 2027	Monday			
24th May 2027	Monday			
31st May 2027	Monday		Bank Holiday	

Excludes: Extraordinary Meetings and Working Groups

ST AUSTELL TOWN COUNCIL
COUNCIL MEETING – 16th MARCH 2026
SCHEDULE OF PAYMENTS
17th JANUARY 2026 to 6th MARCH 2026

1. PURPOSE OF REPORT

To approve a schedule of payments made since the last meeting.

2. LEGAL AND RISK MANAGEMENT ISSUES

There is a requirement for the Town Council to approve all payments made. All payments are authorised by at least two signatories and all payments must be within the budgets approved by the Council. Payment methods used are BACS, direct debit, credit card and petty cash.

3. RESOURCE ISSUES

The payments made and proposed are all within the Council's approved budgets.

4. EQUALITIES ISSUES

None. Payments are usually made promptly to small contractors and charitable groups to help avoid cashflow difficulties.

5. ENVIRONMENTAL ISSUES

Where possible items are procured locally and from sustainable sources or using recycled materials.

6. RECOMMENDATIONS

It is recommended that Councillors approve the attached Schedule of Payments totalling £283,113.03 and the transfers between bank accounts amounting to £237,999.39.

DAVID POOLEY - TOWN CLERK

Payment Schedule
St Austell Town Council
 For the period 17 January 2026 to 6 March 2026

Date	Payment Method	Contact	Description	Reference	Debit	Credit Cost Centre
Bank Transfer						
19 Jan 2026	Transfer		Bank Transfer from NW Current Account to St Austell TC - Credit Card	D/D	0.00	1,676.36
19 Jan 2026	Transfer		Bank Transfer from NW Current Account to St Austell TC - Credit Card	D/D	1,676.36	0.00
21 Jan 2026	Transfer		Bank Transfer from NW Business Reserve Account to NW Current Account	EBP	50,000.00	0.00
21 Jan 2026	Transfer		Bank Transfer from NW Business Reserve Account to NW Current Account	EBP	0.00	50,000.00
29 Jan 2026	Transfer		Bank Transfer from NW Business Reserve Account to NW Current Account	EBP	50,000.00	0.00
29 Jan 2026	Transfer		Bank Transfer from NW Business Reserve Account to NW Current Account	EBP	0.00	50,000.00
02 Feb 2026	Transfer		Bank Transfer from NW Current Account to Mayors Charity Account	EBP	0.00	25.00
02 Feb 2026	Transfer		Bank Transfer from NW Current Account to Mayors Charity Account	EBP	25.00	0.00
19 Feb 2026	Transfer		Bank Transfer from NW Current Account to St Austell TC - Credit Card	D/D	1,298.03	0.00
19 Feb 2026	Transfer		Bank Transfer from NW Current Account to St Austell TC - Credit Card	D/D	0.00	1,298.03
20 Feb 2026	Transfer		Bank Transfer from NW Business Reserve Account to NW Current Account	EBP	25,000.00	0.00
20 Feb 2026	Transfer		Bank Transfer from NW Business Reserve Account to NW Current Account	EBP	0.00	25,000.00
27 Feb 2026	Transfer		Bank Transfer from NW Business Reserve Account to NW Current Account	EBP	0.00	50,000.00
27 Feb 2026	Transfer		Bank Transfer from NW Business Reserve Account to NW Current Account	EBP	50,000.00	0.00
27 Feb 2026	Transfer		Bank Transfer from NW Business Reserve Account to NW Current Account	EBP	0.00	60,000.00
27 Feb 2026	Transfer		Bank Transfer from NW Business Reserve Account to NW Current Account	EBP	60,000.00	0.00
			Total Bank Transfer		237,998.39	237,998.39
Payments						
19 Jan 2026	Credit Card	B & Q Ltd	Payment: B & Q Ltd	CC19.01.26	0.00	117.96 Stable Block/Pondhu House
19 Jan 2026	Credit Card	Vistaprint	Payment: Vistaprint	CC 19.01.26	0.00	17.48 General Administration
19 Jan 2026	Direct Debit	Screwfix Direct Ltd	Payment: Screwfix Direct Ltd	19.01.26	0.00	76.68 Multiple Categories
19 Jan 2026	Direct Debit	Worldpay (UK) Ltd	Worldpay (UK) Ltd		0.00	1.20 Priority Car Park
19 Jan 2026	Direct Debit	Worldpay (UK) Ltd	Worldpay (UK) Ltd		0.00	2.62 Priority Car Park
21 Jan 2026	Direct Debit	Alistar Business Solutions	Payment: Alistar Business Solutions	E2021470827	0.00	102.07 Transport and Plant
23 Jan 2026	BACS	APS Construction Services Limited	Payment: APS Construction Services Limited	4058	0.00	180.00 Priority Toilets
23 Jan 2026	BACS	Kent County Council	Payment: Kent County Council	E10305578	0.00	3,967.85 Library
23 Jan 2026	BACS	Source for Business	Payment: Source for Business	6092578516	0.00	96.33 Multiple Categories
23 Jan 2026	BACS	Steve Skinner	Payment: Steve Skinner		0.00	38.92 General Administration
23 Jan 2026	BACS	Glasdon UK Limited	Payment: Glasdon UK Limited	S1928096	0.00	485.42 Other Parks and Open Spaces
23 Jan 2026	BACS	Source for Business	Payment: Source for Business	6092587218	0.00	25.24 Pollair Park
23 Jan 2026	BACS	Driveline (GB) Ltd	Payment: Driveline (GB) Ltd	1448103	0.00	112.20 Transport and Plant
23 Jan 2026	BACS	APS Construction Services Limited	Payment: APS Construction Services Limited	4057	0.00	4,996.80 Other Parks and Open Spaces
23 Jan 2026	BACS	Driveline (GB) Ltd	Payment: Driveline (GB) Ltd	1448180	0.00	866.95 Transport and Plant
23 Jan 2026	BACS	ITEC	Payment: ITEC	CW1178848	0.00	57.24 General Administration
23 Jan 2026	BACS	Beaver Teeth Services	Payment: Beaver Teeth Services	SI-15411	0.00	522.00 Other Parks and Open Spaces
23 Jan 2026	BACS	Elliott Window Cleaning Services	Payment: Elliott Window Cleaning Services	2796	0.00	75.00 Library
23 Jan 2026	BACS	Kent County Council	Payment: Kent County Council	E10305631	0.00	49.57 General Administration
23 Jan 2026	BACS	Cobalt Communication Solutions Ltd	Payment: Cobalt Communication Solutions Ltd	38506	0.00	438.72 Pollair Park
23 Jan 2026	Party Cash	Various	Payment: Various	PC12	0.00	3.00 Priority Car Park
23 Jan 2026	BACS	Various	Salaries and oncosts		0.00	68,874.03 General Administration
26 Jan 2026	Direct Debit	Biffa Waste Services Ltd	Payment: Biffa Waste Services Ltd	522C102283	0.00	1,327.96 Other Parks and Open Spaces
26 Jan 2026	Direct Debit	Worldpay (UK) Ltd	Worldpay (UK) Ltd		0.00	1.41 Priority Car Park
28 Jan 2026	Direct Debit	Alistar Business Solutions	Payment: Alistar Business Solutions	E2021508494	0.00	460.17 Transport and Plant
28 Jan 2026	Direct Debit	Engle Power Limited	Payment: Engle Power Limited	2-05751902	0.00	663.04 Other Parks and Open Spaces
29 Jan 2026	Credit Card	Microsoft	Payment: Microsoft	CC28.02.26	0.00	170.40 General Administration
30 Jan 2026	Party Cash	Various	Payment: Various	PC13	0.00	3.00 Priority Car Park
30 Jan 2026	BACS	Bodelva Tyres	Payment: Bodelva Tyres	41	0.00	130.00 Transport and Plant
30 Jan 2026	BACS	Logical Cleaning Solutions	Payment: Logical Cleaning Solutions	INV-8822	0.00	1,221.74 Library
30 Jan 2026	BACS	WorNext Ltd	Payment: WorNext Ltd	SINV065877	0.00	510.00 General Administration
30 Jan 2026	BACS	Complete Weed Control (SW)	Payment: Complete Weed Control (SW)	SW4080	0.00	5,263.20 Multiple Categories
30 Jan 2026	BACS	ITEC	Payment: ITEC	1170728	0.00	148.01 General Administration

30 Jan 2026	BACS	Logical Cleaning Solutions	Payment: Logical Cleaning Solutions	INV-8853	0.00	811.42 Stable Block/Pondhu House
30 Jan 2026	Direct Debit	Woridpay (UK) Ltd	Woridpay (UK) Ltd		0.00	1.20 Priory Car Park
02 Feb 2026	Direct Debit	Screwfix Direct Ltd	Payment: Screwfix Direct Ltd	2008553450	0.00	30.84 Pollair Park
02 Feb 2026	Direct Debit	Screwfix Direct Ltd	Payment: Screwfix Direct Ltd	2008298584	0.00	71.98 Library
02 Feb 2026	Direct Debit	Screwfix Direct Ltd	Payment: Screwfix Direct Ltd	2008224385	0.00	46.98 Library
03 Feb 2026	Direct Debit	BT	Payment: BT	M117 ZE	0.00	504.00 General Administration
03 Feb 2026	Direct Debit	Woridpay (UK) Ltd	Woridpay (UK) Ltd		0.00	44.32 Priory Car Park
04 Feb 2026	Direct Debit	Woridpay (UK) Ltd	Woridpay (UK) Ltd		0.00	0.61 Priory Car Park
04 Feb 2026	Direct Debit	British Gas	Payment: British Gas	13684229	0.00	81.34 Priory Toilets
04 Feb 2026	Direct Debit	Alistar Business Solutions	Payment: Alistar Business Solutions	E2021529581	0.00	98.79 Transport and Plant
04 Feb 2026	Credit Card	Xero (UK) Ltd	Payment: Xero (UK) Ltd	CC04.02.26	0.00	44.40 General Administration
05 Feb 2026	Credit Card	Amazon	Payment: Amazon	CC04.02.26	0.00	19.00 General Administration
05 Feb 2026	Credit Card	RS Components Ltd	Payment: RS Components Ltd	CC03.02.26	0.00	85.97 Priory Car Park
08 Feb 2026	BACS	FindPartPay Ltd	Payment: FindPartPay Ltd	000062	0.00	328.20 Priory Car Park
08 Feb 2026	BACS	APS Construction Services Limited	Payment: APS Construction Services Limited	4080	0.00	6,113.10 Priory Toilets
08 Feb 2026	BACS	M-R-S Communications Ltd	Payment: M-R-S Communications Ltd	1277107	0.00	78.00 Stable Block/Pondhu House
08 Feb 2026	BACS	Lyreco UK Limited	Payment: Lyreco UK Limited	60928129	0.00	267.18 General Administration
08 Feb 2026	BACS	Annie Etheridge	Payment: Annie Etheridge	000128	0.00	90.00 Civic Ceremonial
08 Feb 2026	BACS	Miller Commercial	Payment: Miller Commercial	6383	0.00	2,400.00 General Administration
08 Feb 2026	BACS	M-R-S Communications Ltd	Payment: M-R-S Communications Ltd	1277478	0.00	76.00 Library
08 Feb 2026	BACS	Treveth Commercial LLP	Payment: Treveth Commercial LLP	3075	0.00	810.40 Stable Block/Pondhu House
08 Feb 2026	BACS	Studio 4 Dance	Payment: Studio 4 Dance	Grant	0.00	4,000.00 Misc. Projects/Grants
08 Feb 2026	BACS	St. John's Methodist Church	Payment: St. John's Methodist Church	MSSC1	0.00	100.00 Civic Ceremonial
08 Feb 2026	BACS	Objective T Services	Payment: Objective T Services	0003788	0.00	813.72 General Administration
08 Feb 2026	BACS	Garden Services (SW) Ltd	Payment: Garden Services (SW) Ltd	SI/Austell/185	0.00	720.00 Other Parks and Open Spaces
08 Feb 2026	BACS	Garden Services (SW) Ltd	Payment: Garden Services (SW) Ltd	SI/Austell/184	0.00	720.00 Other Parks and Open Spaces
08 Feb 2026	BACS	Cornwall Council	Payment: Cornwall Council	8100650538	0.00	1.00 Library
08 Feb 2026	BACS	Driveline (GB) Ltd	Payment: Driveline (GB) Ltd	1448305	0.00	1,028.98 Transport and Plant
08 Feb 2026	Credit Card	Amazon	Payment: Amazon	07.01.26	0.00	17.87 General Administration
08 Feb 2026	Credit Card	Microsoft	Payment: Microsoft	05.02.26	0.00	15.80 General Administration
08 Feb 2026	Direct Debit	Hutchison 3G UK Limited	Hutchison 3G UK Limited		0.00	29.85 Pollair Park
11 Feb 2026	Direct Debit	Alistar Business Solutions	Payment: Alistar Business Solutions	E2021573109	0.00	236.72 Multiple Categories
12 Feb 2026	Credit Card	Amazon	Payment: Amazon	11.02.26	0.00	19.98 General Administration
13 Feb 2026	BACS	FindPartPay Ltd	Payment: FindPartPay Ltd	000065	0.00	71.05 Priory Car Park
13 Feb 2026	BACS	APS Construction Services Limited	Payment: APS Construction Services Limited	4086	0.00	9,328.75 Other Parks and Open Spaces
13 Feb 2026	BACS	Voluntear	Payment: APS Construction Services Limited	Claim form	0.00	14.40 Library
13 Feb 2026	BACS	G4S	Payment: G4S	2026012214	0.00	956.42 Priory Car Park
13 Feb 2026	BACS	Grahams Garden Machinery Ltd	Payment: Grahams Garden Machinery Ltd	126785	0.00	49.50 Transport and Plant
13 Feb 2026	BACS	Enchantment Cornwall	Payment: Enchantment Cornwall	10148	0.00	100.00 Library
13 Feb 2026	BACS	Duchy Defibrillators	Payment: Duchy Defibrillators	JN2019	0.00	246.00 Priory Car Park
13 Feb 2026	BACS	D May & Son Ltd	Payment: D May & Son Ltd	35432	0.00	63.89 Other Parks and Open Spaces
13 Feb 2026	BACS	M A Grigg Ltd	Payment: M A Grigg Ltd	1278	0.00	16.97 Other Parks and Open Spaces
13 Feb 2026	BACS	M A Grigg Ltd	Payment: M A Grigg Ltd	1279	0.00	22.61 Other Parks and Open Spaces
13 Feb 2026	BACS	M A Grigg Ltd	Payment: M A Grigg Ltd	1275	0.00	42.80 Other Parks and Open Spaces
13 Feb 2026	BACS	M A Grigg Ltd	Payment: M A Grigg Ltd	1278	0.00	86.53 Other Parks and Open Spaces
13 Feb 2026	Direct Debit	Woridpay (UK) Ltd	Woridpay (UK) Ltd		0.00	0.74 Civic Ceremonial
13 Feb 2026	BACS	APS Construction Services Limited	APS Construction Services Limited		0.00	6,113.10 Priory Toilets
16 Feb 2026	Direct Debit	Cornwall Council	Payment: Cornwall Council	80265724-2025/2	0.00	1,206.00 Library
16 Feb 2026	Direct Debit	Cornwall Council	Payment: Cornwall Council	80262013X-2025/2	0.00	3,789.00 Priory Car Park
16 Feb 2026	Credit Card	DVLA Swansea	Payment: DVLA Swansea	CC13.02.26	0.00	347.50 Other Parks and Open Spaces
16 Feb 2026	Direct Debit	NatWest	NatWest		0.00	55.10 General Administration
16 Feb 2026	Direct Debit	AlBMS	AlBMS		0.00	449.21 Priory Car Park
18 Feb 2026	Direct Debit	Alistar Business Solutions	Payment: Alistar Business Solutions	E2021607766	0.00	296.37 Transport and Plant
18 Feb 2026	Credit Card	Pictorial Meadows Ltd	Payment: Pictorial Meadows Ltd	CC17.02.26	0.00	855.00 Other Parks and Open Spaces
18 Feb 2026	Credit Card	Amazon	Payment: Amazon	17.02.26	0.00	14.98 Other Parks and Open Spaces
18 Feb 2026	Direct Debit	Woridpay (UK) Ltd	Woridpay (UK) Ltd		0.00	1.23 Priory Car Park
20 Feb 2026	BACS	Source for Business	Payment: Source for Business	6092911455	0.00	24.68 Pollair Park
20 Feb 2026	BACS	Beaver Teeth Services	Payment: Beaver Teeth Services	SI-15567	0.00	282.00 Other Parks and Open Spaces
20 Feb 2026	BACS	Source for Business	Payment: Source for Business	6092911141	0.00	119.90 Library
20 Feb 2026	BACS	APS Construction Services Limited	Payment: APS Construction Services Limited	4101	0.00	1,800.00 Library
20 Feb 2026	BACS	Kent County Council	Payment: Kent County Council	G10324577	0.00	314.23 General Administration
20 Feb 2026	BACS	Ethan Stephens	Payment: Ethan Stephens	08.02.26	0.00	41.40 Civic Ceremonial
20 Feb 2026	BACS	Cornwall Council	Payment: Cornwall Council	8100854106	0.00	439.29 Priory Car Park

20 Feb 2026	BACS	Cornwall Council	Payment: Cornwall Council	8100654437	0.00	39.50	Library
20 Feb 2026	BACS	ITEC	Payment: ITEC	CW1179891	0.00	57.24	General Administration
20 Feb 2026	BACS	Complete Property Solutions	Payment: Complete Property Solutions	605	0.00	3,374.10	Town Centre Revitalisation Project
21 Feb 2026	Credit Card	PayPal	Payment: PayPal	CC26.02.26	0.00	50.66	Other Parks and Open Spaces
22 Feb 2026	Direct Debit	PayPal	Payment: PayPal	CC26.02.26	0.00	230.70	Other Parks and Open Spaces
23 Feb 2026	Direct Debit	Biffa Waste Services Ltd	Payment: Biffa Waste Services Ltd	522C111398	0.00	206.52	Other Parks and Open Spaces
23 Feb 2026	Direct Debit	Biffa Waste Services Ltd	Payment: Biffa Waste Services Ltd	522C111398	0.00	1,491.86	Other Parks and Open Spaces
23 Feb 2026	Direct Debit	Cobalt Communication Solutions Ltd	Payment: Cobalt Communication Solutions Ltd	36991	0.00	49.57	General Administration
25 Feb 2026	Direct Debit	Alistar Business Solutions	Payment: Alistar Business Solutions	E2021635602	0.00	183.36	Transport and Plant
25 Feb 2026	BACS	Various	Salaries and oncosts	2-05838195	0.00	656.03	Other Parks and Open Spaces
25 Feb 2026	BACS	SALSA (St Austell Library Support Association)	Payment: SALSA (St Austell Library Support Association)	EBP	0.00	67.81105	General Administration
27 Feb 2026	BACS	Vision ICT	Payment: Vision ICT	Minutes CC/25/48	0.00	250.00	Misc. Projects/Grants
27 Feb 2026	BACS	Newquay Town Council	Payment: Newquay Town Council	TC-1538	0.00	11,121.79	CCTV
27 Feb 2026	BACS	Annie Etheridge	Payment: Annie Etheridge	CS000131	0.00	90.00	Civic Ceremonial
27 Feb 2026	BACS	ITEC	Payment: ITEC	1178432	0.00	189.02	General Administration
27 Feb 2026	BACS	British Gas	Payment: British Gas	808980773	0.00	1.36	Other Parks and Open Spaces
27 Feb 2026	BACS	British Gas	Payment: British Gas	802304363	0.00	21.15	Other Parks and Open Spaces
27 Feb 2026	BACS	British Gas	Payment: British Gas	805614554	0.00	21.15	Other Parks and Open Spaces
27 Feb 2026	BACS	British Gas	Payment: British Gas	828827535	0.00	19.78	Other Parks and Open Spaces
27 Feb 2026	BACS	British Gas	Payment: British Gas	800896907	0.00	21.15	Other Parks and Open Spaces
27 Feb 2026	BACS	British Gas	Payment: British Gas	802265378	0.00	15.01	Other Parks and Open Spaces
27 Feb 2026	BACS	British Gas	Payment: British Gas	811822063	0.00	21.15	Other Parks and Open Spaces
27 Feb 2026	BACS	British Gas	Payment: British Gas	802413002	0.00	21.15	Other Parks and Open Spaces
27 Feb 2026	BACS	British Gas	Payment: British Gas	811845927	0.00	20.47	Other Parks and Open Spaces
27 Feb 2026	BACS	Complete Property Solutions	Payment: Complete Property Solutions	607	0.00	1,434.00	Town Centre Revitalisation Project
27 Feb 2026	BACS	Complete Property Solutions	Payment: Complete Property Solutions	608	0.00	23,820.00	Town Centre Revitalisation Project
27 Feb 2026	BACS	SBR Electrical	Payment: SBR Electrical	2526345	0.00	96.00	Priority Car Park
27 Feb 2026	BACS	Wellers Law Group LLP via Hedleys Solicitors	Payment: Wellers Law Group LLP via Hedleys Solicitors	839180	0.00	1,872.00	Stable Block/Pondhu House
27 Feb 2026	BACS	St Austell Festival of Children's Literature	Payment: St Austell Festival of Children's Literature	Minutes CC/25/48	0.00	1,000.00	Misc. Projects/Grants
27 Feb 2026	BACS	Flowbird Smart City UK Limited	Payment: Flowbird Smart City UK Limited	U100023191	0.00	2,285.21	Priority Car Park
27 Feb 2026	BACS	Miller Commercial	Payment: Miller Commercial	6414	0.00	4,800.00	General Administration
27 Feb 2026	BACS	Stavs Skinner	Payment: Steve Skinner	SI-9292	0.00	49.68	General Administration
27 Feb 2026	BACS	South West Play Ltd	Payment: South West Play Ltd	email 23/02/26	0.00	5,587.20	Other Parks and Open Spaces
27 Feb 2026	BACS	Car park refund	Car Park refund	CC27.2.26	0.00	3.00	Priority Car Park
27 Feb 2026	Credit Card	Adobe	Payment: Adobe	2009978048	0.00	40.44	General Administration
02 Mar 2026	Direct Debit	Screwfix Direct Ltd	Payment: Screwfix Direct Ltd		0.00	2.76	Other Parks and Open Spaces
03 Mar 2026	Direct Debit	Worldpay (UK) Ltd	Worldpay (UK) Ltd		0.00	46.33	Priority Car Park
04 Mar 2026	Direct Debit	St Austell Fire Station	Payment: Alistar Business Solutions	E2021659817	0.00	326.76	Transport and Plant
04 Mar 2026	Direct Debit	Alistar Business Solutions	Payment: BT	M11820	0.00	504.00	Stable Block/Pondhu House
06 Mar 2026	Direct Debit	Worldpay (UK) Ltd	Worldpay (UK) Ltd	4126	0.00	0.85	Civic Ceremonial
06 Mar 2026	BACS	APS Construction Services Limited	Payment: APS Construction Services Limited	SI-866	0.00	9,328.75	Other Parks and Open Spaces
06 Mar 2026	BACS	DJR Water Hygiene	Payment: DJR Water Hygiene	INV-8899	0.00	200.00	Priority Toilets
06 Mar 2026	BACS	Logical Cleaning Solutions	Payment: Logical Cleaning Solutions	609	0.00	1,221.74	Library
06 Mar 2026	BACS	Complete Property Solutions	Payment: Complete Property Solutions	Minutes CC/25/48	0.00	3,474.00	Town Centre Revitalisation Project
06 Mar 2026	BACS	Edible St. Austell	Payment: Edible St. Austell	6083314817	0.00	250.00	Misc. Projects/Grants
06 Mar 2026	BACS	Source for Business	Payment: Source for Business	Minutes CC/25/48	0.00	166.20	Priority Toilets
06 Mar 2026	BACS	St Austell Amateur Operatic Society	Payment: St Austell Amateur Operatic Society	Minutes CC/25/48	0.00	1,000.00	Misc. Projects/Grants
06 Mar 2026	BACS	St Austell Fire Station	Payment: St Austell Fire Station	Minutes CC/25/48	0.00	250.00	Misc. Projects/Grants
06 Mar 2026	BACS	Alliance Tool Hire (SW) Ltd	Payment: Alliance Tool Hire (SW) Ltd	SIN54092	0.00	174.98	Other Parks and Open Spaces
06 Mar 2026	BACS	Car park refund	Car Park refund	Priority Refund	0.00	6.00	Priority Car Park
06 Mar 2026	BACS	ObjectiveITServices	Payment: ObjectiveITServices	0003813	0.00	477.72	General Administration
06 Mar 2026	BACS	Logical Cleaning Solutions	Payment: Logical Cleaning Solutions	INV-8927	0.00	822.10	Stable Block/Pondhu House
06 Mar 2026	BACS	M A Grigg Ltd	Payment: M A Grigg Ltd	1280	0.00	86.92	Other Parks and Open Spaces
06 Mar 2026	BACS	M A Grigg Ltd	Payment: M A Grigg Ltd	SO2895	0.00	8.66	Other Parks and Open Spaces
Total Payments					0.00	283,113.03	

Total 237,986.39 521,112.42

General Risk Assessment

St Austell Town Council

St Austell Town Council, The Stable Block, Pondhu
House, Penwinnick Road, ST. AUSTELL, Cornwall,
PL25 5DP

13 Oct 2025

Jim Stowe



General Risk Assessment

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Section 1 - Executive Summary

1 Executive Summary

Organisation Description	St Austell town council consists of around 22 employees. It is responsible for grounds maintenance, playground maintenance for around 17 sites, one set of public toilets, a car park and a library. The client also lets St Austell Youth Centre to a third party and has some landlord responsibilities there.
Organisation Category	Town Council
Enforcement History / Significant Incidents	None reported
Areas Assessed	Site visits were carried out on the Pondhu house. Other areas and activities were assessed on the basis on discussions with relevant staff and records
Areas Not Assessed	Other locations run by the council were not physically inspected.
Visit Attendance	Steve Skinner, operations Manager Jim Stowe, H&S Consultant
Overall People At Risk	All employees, Contractors, Members of the public, Visitors, New and expectant mothers
Scope	<p>This is a General Risk assessment report for:</p> <p>St Austell Town Council The Stable Block, Pondhu House, Penwinnick Road ST. AUSTELL PL25 5DP</p> <p>It is an assessment of the health, safety risks arising from the premises and the activities within and to determine the adequacy of the existing controls and provide information on the further actions required to reduce risks in line with current legal requirements and best practice.</p>
Other Comments	None

1.2 Actions Requiring Immediate Attention

There are no Actions requiring immediate attention

1.3 Overall Risk Rating Table

The following risk rating table shows the score attained against each area assessed. The maximum score for each section is 20 points, however, if actions have been identified this score will be reduced in line with the following:

Scoring guide: * = Deduct 15, ** = Deduct 10, *** = Deduct 5

	Satisfactory	Priority 1 Actions*	5+ Priority 2 Actions**	1-4 Priority 2 Actions or Priority 3 Actions ***
Chainsaws	20			
Contractor Management	20			
Display Screens	20			
Electrical Safety				15
Fire Safety Overview	20			
First Aid At Work	20			
Gas Safety	20			
Grounds Maintenance				15
Legionella Management	20			
Management of H and S	20			
Managing Manual Handling Operations	20			
New and Expectant Mothers				15
Outside Work	20			
Stepladders	20			
Stress Management	20			
Vehicle Use (Non-Goods)				15
Workplace H and S	20			
Additional Observations				15
Sub Total	260	0	0	75
Total	335			
Available Score	360			
Score	93%			



Intolerable < 65%

	Substantial	65-74%
	Moderate	75-84%
	Tolerable	85-94%
	Trivial	95% >

1.4 Calculated Overall Risk Rating

 **Tolerable**

Section 2 - General Risk Assessment Action Plan

2.1 Action Priority Summary

	Priority 1	0
	Priority 2	0
	Priority 3	9
	Priority 4	8

2.2 General Risk Assessment action plan

Contractor Management

Observation	Action Required: Contractor Management- Competence
Recommendation	Consider use of SSIP pre-accreditation when deciding on third party contractors to be used. This will eliminate the need for contractor pre-approval questionnaires. More information on this can be found on: https://SSIP.org.uk/
Priority	4
Complete By	11/04/2026

Electrical Safety

Observation	Action Required: Electrical Safety- Fixed Wiring
Recommendation	Poltair café EICR is slightly overdue however it is understood that this location is currently closed for the winter. Arrange for inspection before re-opening. Other location EICR's seen. Remedial works required have been identified and work is due to start on sorting these.
Priority	3
Complete By	11/01/2026

Electrical Safety

Observation	Action Required: Electrical Safety- Portable Appliances
Recommendation	Use residual current protection in conjunction with portable electrical appliances where there is an increased risk of electrical hazard. Use with jet washer, a plug in unit is suggested to allow easy test before each use.
Priority	3
Complete By	11/01/2026

Fire Safety Overview

Observation Action Required: Fire Safety Overview - Risk Assessment

Recommendation Undertake a review of the fire risk assessment for the library using the form provided.

Priority 4

Complete By 11/04/2026

Gas Safety

Observation Action Required: Gas- Controls

Recommendation Confirm that the gas boiler annual safety inspection in the library has been completed.

Priority 4

Complete By 11/04/2026

Grounds Maintenance

Observation Action Required: Grounds Maintenance- Noise & Vibration

Recommendation Update your COSHH information folder to ensure that the content list is up to date, that MSDS sheets are available and that risk assessments reference required control.

Priority 3

Complete By 11/01/2026

Grounds Maintenance

Observation Action Required: Grounds Maintenance- Noise & Vibration

Recommendation Carry out a specific risk assessment for each working activity to record the risks associated with noise and vibration and to identify the control measures to prevent or reduce injury due to noise or vibration. Data has been collected for this, it should be entered into the hand arm vibration calculator from HSE and records kept.

Priority 3

Complete By 11/01/2026

Grounds Maintenance

Observation Action Required: Grounds Maintenance- Noise & Vibration

Recommendation Complete Occupational Health Screening to identify any signs of noise or vibration injury for employees.

Priority 3

Complete By 11/01/2026

Management of H and S

Observation	Action Required: Management of H&S - Risk Assessment
Recommendation	Establish a programme of risk assessment review. This should be done at least annually and when there are any significant changes. The review will need to be recorded on the risk assessment.
Priority	4
Complete By	11/04/2026

New and Expectant Mothers

Observation	Action Required: New/Expectant Mothers - Risk Assessment
Recommendation	Arrange for the working activities for any new or expectant mother to be specifically assessed. Where the expectant mothers work involves hazardous substances, these must be assessed to identify any additional hazards to either mother or foetus
Priority	3
Complete By	11/01/2026

Stress Management

Observation	Action Required: Stress Management- Controls
Recommendation	Consider placing key individuals on mental health first aider course to assist staff who are having difficulties.
Priority	4
Complete By	11/04/2026

Vehicle Use (Non-Goods)

Observation	Action Required: Vehicle Use (Non-Goods)- Controls
Recommendation	Check the licences for drivers of company vehicles on an annual basis and keep a copy on file.
Priority	3
Complete By	11/01/2026

Workplace H and S

Observation	Action Required: Workplace - Temperature
Recommendation	Provide readily-accessible thermometers to allow staff to monitor the workplace temperature. Check library to see if they have one.
Priority	4

Complete By 11/04/2026

Additional Observations

Observation Fire safety observation stable block
Recommendation Door into training room has defective self closer. Arrange for repair.
Priority 3
Complete By 11/01/2026

Additional Observations

Observation Fire direction sign at rear of Stable block
Recommendation Have a sign on the exterior wall opposite the rear exit indicated that people should turn right after exit.
Priority 3
Complete By 11/01/2026

Additional Observations

Observation Fire awareness training
Recommendation Use the elearning package from WorkNest for fire safety awareness for all site staff.
Priority 4
Complete By 11/04/2026

Additional Observations

Observation Fire safety observation stable block
Recommendation Install additional external emergency lights in the front yard over the main exit and over the rear fire exit
Priority 4
Complete By 11/04/2026

MINUTES of ST AUSTELL TOWN COUNCIL COMMUNITY COMMITTEE held on MONDAY 23rd FEBRUARY 2026 at Chi Austel, White River Place, St Austell, Cornwall, PL25 5AZ at 6pm.

Present: Councillors: Cohen, Clemo, Hamilton, Hawken, Kimber, Lingham, Nott, Preece, Stephens, Taylor, Thompson, Whitehouse and Young.

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

Also in attendance: Councillor Gray, A Etheridge (interpreter).

CC/25/42) Apologies for absence

Apologies for absence were received from Councillor Rowse.

CC/25/43) Declarations of Interest

None.

CC/25/44) Dispensations

None.

CC/25/45) Minutes of the Meeting held on the 24th November 2025

It was **RESOLVED** that the minutes of the meeting held on the 24th November 2025 be approved and signed as a correct record.

CC/25/46) Matters to Note

The Clerk advised that further to minute number CC/25/36, the Community Area Partnership (CAP) received a presentation from Emily Hudson and the following was agreed:

- Write to Noah Law MP supporting the Smartphone Free School campaign.
- Connect Emily to the Education Lead at Cornwall Council so that she can have a dialogue about Smartphone Free Childhoods.
- Request that Cllr Cunningham, as a member of the Children's Overview and Scrutiny Committee, asks the Committee if they would consider including the issue on their future work programme.

CC/25/47) Public Participation

Members of the public present:

Mr Simon Pollard – St Austell Festival of Children's Literature

Stephanie Housman – St Austell Amateur Operatic Society

Melody Gray – St Austell Amateur Operatic Society

In order to assist the members of the public present, the Chair agreed to bring Agenda Item 11 Small Grants Scheme forward to the next item.

CC/25/48) Small Grants Scheme

St Austell Festival of Children's Literature

The Chair welcomed Mr Pollard to the meeting.

Mr Pollard thanked the Committee for inviting him to the meeting and explained that the festival is in its fourth year and will be run on similar lines to the previous years on the weekend of 12th and 13th June 2026. He advised that this year is the National Year of Reading and to encourage as many young people as possible and their families to attend the festival a nominal fee of £1 per person will be charged to attend. Mr Pollard outlined the key activities that will take place across the town which include author events at the library and a Junior Book Club on one Saturday a month throughout the year.

Arising from a question, Mr Pollard confirmed that the Academies contribute £1 per pupil to take part and offer assistance in kind.

It was **RESOLVED** to approve a grant in the sum of £1,000 towards the cost of putting on the 2026 St Austell Festival of Children's Literature Festival.

St Austell Amateur Operatic Society

Stephanie Housman provided an overview of the Society, the costs of putting on a show, the community benefit and the success of a committee member who started out in social media for the society. Melody explained that the show planned for 13th – 18th April 2026 is called "Come From Away" and outlined the story behind the production.

During discussion, Stephanie and Melody confirmed that the tickets have been on sale since August and can be purchased through social media.

A proposal to award £500 was proposed by Councillor Kimber and seconded by Councillor Clemo.

An amendment to the proposal to award £1,000 was proposed by Councillor Nott and seconded by Councillor Cohen.

The amendment was carried 8 votes for, 4 votes against.

It was **RESOLVED** to award a grant in the sum of £1,000 to the St Austell Amateur Operatic Society towards the cost of putting on their 2026 production "Come From Away"

Edible St Austell

It was **RESOLVED** to award a grant in the sum of £250 to Edible St Austell towards the repair of their timber shelter.

St Austell Library Support Association (SALSA)

It was **RESOLVED** to award a grant in the sum of £250 to SALSA towards the cost of hosting Easter activities at the library and the hire of donkeys.

St Austell Fire Station

It was **RESOLVED** to award a grant in the sum of £250 towards the cost of improving the memorial garden at the St Austell Fire Station.

CC/25/49) Deaf Awareness

Councillor Nott provided a short presentation on deaf awareness. His presentation explained the problems that deaf people experience and outlined helpful tips on how to communicate with the deaf. He provided some basic words in sign language and encouraged members to attend his deaf awareness course held in White River Place, every Tuesday.

CC/25/50) Poltair Cafe

The Deputy Town Clerk advised that the current tenant of Poltair Café has given notice that she will be leaving after the 2026 summer season. She explained that the way forward needs careful consideration and will be discussed informally at the Chair and Vice-Chair meeting later in the week and a report will be brought for consideration by a suitable committee meeting in due course.

CC/25/51) Poltair Park Play Equipment

The Clerk advised that there is an increasing need to consider replacing the large helter skelter play unit in Poltair Park as it is now 16-17 years old and, due to its age, is becoming increasingly expensive to repair as replacement parts are becoming discontinued or require custom manufacturing.

The Clerk further advised that the helter skelter is a very visible piece of equipment and suggested that its replacement should be equally significant, robust and have lots of play value and that following extensive research the "Birds' Nest Tower" was deemed to be a suitable replacement.

The Clerk added that the replacement value for all the play equipment across the Town Council's 17 parks and open spaces is over £1m and the reserve for replacement playground equipment stands at £440,000. The purchase of the Birds' Nest Tower, including installation would be in the region of £80,000 excluding VAT.

During discussion, Members raised the following:

- Consideration of a disabled swing being the replacement for the helter skelter;
- The need for the helter skelter to be replaced with a significant piece of play equipment with lots of play value
- The need for a consultation process to take place to ensure that any replacement has the support of users
- The potential for a consultation to take place in the library, to include images of equipment from suppliers ensuring that school children, Young People Cornwall and the Youth Council are all consulted.

It was **RECOMMENDED** that the helter skelter in Poltair Park is replaced with a suitable piece of play equipment that has the support of users gained through a robust consultation process at St Austell Library with a budget in the region of £80,000.

CC/25/52) Poltair Park – Wheelchair swing (at the request of Councillor Taylor)

The Clerk advised that at the request of Councillor Taylor, research had been undertaken with regard to the potential for a wheelchair swing at Poltair Park. He advised that they are considered “high risk” pieces of play equipment due to their size, weight and high ground clearance and are rarely found in public parks. If they are installed in public parks, they are strictly locked when not in use. Research suggested that they are usually installed in schools and nurseries where their use can be closely supervised and monitored.

The Clerk added that he had taken the opportunity to speak to the Town Clerk at St Blaise Town Council who advised that they had installed a wheelchair swing in their park at Polgreen approximately six months ago and that on average it has 3 users a month and has been vandalised once.

The Clerk advised that if Members were mindful to instal a wheelchair swing in Poltair Park, the only flat space within the play area to accommodate it is close to a set of junior swings which would have to be removed to make room for it. He advised that to mitigate risks, it would have to be locked when not in use with a key or combination code being obtained from either the library or café.

The Clerk concluded that the installation of a wheelchair swing at Poltair Park would be of high risk to the Town Council and recommended caution to Members.

During discussion, Members raised the following:

- Whether a wheelchair swing could be installed in the area close to the bat house;
- Whether there is any data demonstrating community interest in a wheelchair swing in the park
- The need for an audit of accessibility at Poltair Park;
- Whether a wheelchair swing could be installed in another park;
- Concern that the swing would not be available for use when the library or café are closed;
- Concern with regard to the risk of mis-use and injury if not properly supervised.

It was **RECOMMENDED** that a consultation process be undertaken with wheelchair users to ascertain the appetite for a wheelchair swing in Poltair Park and an Accessibility Audit be undertaken to assess the accessibility of the play area in Poltair Park.

CC/25/53) Tree Policy

Members considered the draft tree policy.

During discussion, a view was expressed that the policy should encourage private homeowners to maintain their land so that there is no inappropriate encroachment onto public areas.

It was **RECOMMENDED** to approve the Tree Management Policy subject to the addition suggested above.

CC/25/54) Public Spaces Protection Order (PSPO) Renewal

The Clerk advised that Cornwall Council has consulted on a renewal of the county-wide Public Space Protection Order (PSPO) prohibiting street drinking associated with anti-social behaviour. He clarified that the order is not a ban on alcohol in the streets listed but provided power to control drinking in public spaces.

It was **RESOLVED** to support the renewal as outlined subject to the spelling errors being corrected.

CC/25/55) Closure of Payphones

The Clerk referred to correspondence received from Cornwall Council on BT's proposal to remove 2 telephone boxes within the parish of St Austell on the grounds of lack of use. He advised that both had been the subject of anti-social behaviour complaints in the past.

It was **RESOLVED** to support the removal of the two payphones, located at Carclaze Road/Agar Road and Daniels Lane/Buckers Lane as outlined in the consultation due to a lack of use.

CC/25/56) Projects Update

The Town Clerk and Deputy Town Clerk provided an update as follows:

Town Vitality Fund

Holy Trinity Church. The corner where the welfare hut was situated is complete and blends in well with the rest of the piazza.

Pump Track. The pump track is complete with a formal opening event planned for May when hopefully the better weather arrives.

Town Revitalisation and Improvement Plan (TRIP)

The Priory Car Park signage is in situ and the improvements to the old fire station have been finalised with just the planters to put in place. The railings outside the Baptist church have been installed and are awaiting planters. The planters outside Studio 4 have arrived and will be installed during the next week.

CCTV. The CCTV is on winter monitoring hours with 25 cameras installed across the town. The mobile camera is currently being repaired and discussions have commenced with the organisations located in Polkyth and Enevero about the potential to instal cameras at Polkyth following a successful grant application to the OPCC.

Young People Cornwall (YPC). YPC continue to lever in grant funding and the Town Council representatives meet with the Steering Group quarterly. The Chief Executive, Nick Smith, is the guest speaker at the Annual Parish Council meeting in April. YPC facilitated some schools games in the Town Council's parks last summer utilising the games trailer and it is hoped that they will do the same again this year.

Youth Council. Councillor Preece advised that a letter has been sent to the two secondary schools for their attention following half term. The letter outlines the objectives of the youth council, who can be on it and how it will work. It is hoped that the Membership of the Youth Council will be made up of approximately 12 young people and will be supported by Town Councillors.

Anti-social behaviour. There are a few new faces around the town, particularly in the vicinity of the Travel Lodge which we understand Cornwall Council is using as temporary accommodation. Shop lifting continues to be a problem, but the security guards are providing an excellent service assisting shops and are invaluable to the Police for providing intel and assistance.

Grounds Maintenance. The winter maintenance schedule continues with winter jobs such as path clearance, weeding flower beds, play equipment maintenance, tree works, fence repairs and library maintenance all being carried out over recent weeks. The grass cutting season will start towards the end of March/beginning of April when the ground should be drier.

Arts Centre. The feasibility report is still awaited from Cornwall Council.

Cornwall Armed Forces Day. The Town Clerk and Deputy Town Clerk are assisting with the road closures for the event which will be quite significant, particularly with regard to traffic management and parking for the attendees and spectators. A funding request will be considered by the Council meeting on the 16th March to assist with the cost of security personnel for the road closures. The event is a county event and will be managed at a county level.

Arising from the above, Members expressed their gratitude to Bill McCardle for all his hard work with the town centre revitalisation projects that he has helped facilitate over the few years he has been employed with the Town Council.

CC/25/57) Dates of Meetings

It was noted that the next meeting of the Community Committee is scheduled for 23rd March 2026.

The meeting closed at 7.58pm.

MINUTES of a MEETING of the FINANCE AND GENERAL PURPOSES COMMITTEE held on MONDAY 16th FEBRUARY 2026 in Chi Austel, White River Place, St Austell, Cornwall, PL25 5AZ at 6pm.

Present: Councillors: Brown, Clemo, Cohen, Gray (Chair), Hamilton, Lanxon, Marshall, Preece, Thompson and Whitehouse.

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

Also in attendance: Councillor Pearce (TEAMS)

F/25/49) Apologies for absence

Apologies for absence were received from: Councillors Kimber and Young.

F/25/50) Declarations of Interest

None.

F/25/51) Dispensations

None.

F/25/52) Minutes of meeting held on 3rd November 2025

It was **RESOLVED** that the minutes of the meeting held on 3rd November 2025 be approved and signed as a correct record.

F/25/53) Matters to Note

The Clerk advised that the licencing consultation was submitted (F/23/43), the Office/Depot lease has been finalised and is ready for signature by two Councillors (F/25/47) and Cornwall Council has agreed to reimburse the Town Council in respect of the telecommunication costs incurred in accordance with the lease dated 11th December 2028 (F/25/47).

F/25/54) Public participation

There were no members of the public present.

F/25/55) Insurance Renewal

The Clerk advised that the Town Council went out to tender for insurance in 2023 and appointed Zurich Municipal based on price and experience for 3 years and the policy awarded provided a clause permitting a one-year extension.

The Clerk further advised that new reinstatement valuations have been sought for Priory toilets, Poltair café and The House which reflect increased building costs and are reflected within the following options received from Zurich:

1 year extension - £12,304.09
New 1 year policy - £12,959.56
New 3 year long term agreement - £11,711.75

The Clerk recommended that the Town Council should accept the one-year extension option and seek tenders for up to 3 years with effect from April 2027.

It was **RESOLVED** to accept a one-year extension in the sum of £12,304.09 with Zurich Municipal and seek tenders for up to 3 years with effect from 1st April 2027.

F/25/56) CCTV

The Clerk advised that an offer of a grant from the Office of the Police and Crime Commissioner has been received in the sum of £10,000 towards an investment of £21,700 for 3 additional fixed CCTV cameras and a re-deployable or mobile CCTV camera. He further advised that the Polkyth area is not currently covered by the Town Council's CCTV system and has been identified as an area that would benefit from CCTV coverage. The Clerk added that the area would need to be assessed to ensure that it is technically possible to link cameras at that site to the monitoring suite at Newquay Policy station.

The Clerk advised that Young People Cornwall are supportive of the proposal and, if Members are mindful to support the installation of cameras at Polkyth he would consult Cornwall Council's wellbeing team who are re-locating to The Registrars Office, the leisure centre and the Doctors surgery.

During discussion, Members raised the following:

- Whether a contribution towards the costs could be obtained from service providers on the site;
- The costs associated with the maintenance of the new cameras.

It was **RESOLVED** that the Clerk be authorised to consult organisations based in the Polkyth area and, subject to the outcome of this exercise and there being no technical barriers to connecting further cameras to the existing system, acquire CCTV cameras to a value of approximately £21,700.

F/25/57) Budget Monitoring Report

The Clerk explained the key variations in the report for the current financial year to 31st January 2026 and raised no concerns.

Members noted that the car park income is performing well against budget and the Election re-charge from Cornwall Council was significantly lower than budgeted.

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

F/25/58) Information Technology Policy

The Clerk advised that it is good practice to have an Information Technology Policy and that he had adapted the model policy promoted by NALC for consideration.

During discussion, Members raised the following:

Paragraph 1.1.7

It was suggested that this section should read:

"Staff and other authorised users are not to purchase any computer or mobile equipment (including software) to connect into the Council's networks unless previously authorised"

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Delete the following bullet point:

"Contacts by the media relating to the council, should be referred to the Town Clerk or Mayor"

Paragraph 9.1.4 and 9.1.5

It was suggested that these paragraphs should be made more understandable.

It was **RECOMMENDED** that the policy document should be supported with the amendments suggested above and to further amendments to improve paragraphs 9.1.4 and 9.1.5 in consultation with the Chair and Vice-Chair.

F/25/59) Risk Management

The Clerk advised that the Risk Management Strategy has been reviewed with no amendments required.

The Clerk highlighted the amendments made to the Risk Register and the high-risk (red) items identified.

During discussion, Members suggested that the loss of space for the Grounds Team should be incorporated into the register as a high risk and the risks associated with the Mayor and Deputy Mayor should be reviewed.

It was **RECOMMENDED** that the updated Risk Management Strategy and the Strategic Risk Register be approved subject to the amendments suggested being incorporated/reviewed.

F/25/60) Treasury Management

It was **RESOLVED** to note the report and approve the Treasury Management Strategy for a further 12 months.

F/25/61) Library

Members noted the update from the Library Manager.

It was **RESOLVED** to thank the Library Team for their excellent work and the Library Manager for her excellent report.

F/25/62) Dates of next meeting

It was noted that the next meeting of the Finance and General Purposes Committee will be a full Council meeting, scheduled to take place on Monday 13th April 2026.

The meeting closed at 7.19pm.

MINUTES of a MEETING of ST AUSTELL TOWN COUNCIL PLANNING AND REGENERATION COMMITTEE held on MONDAY 2nd FEBRUARY 2026 in Chi Austel, White River Place, St Austell, Cornwall, PL25 5AZ at 6pm.

Present: Councillors: Brown (Chair), Bull, Hamilton, Lanxon, Marshall, Preece, Stephens, Thompson and Whitehouse.

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

P/25/121) Apologies for absence

Apologies for absence were received from Councillor Lingham.

P/25/122) Declarations of Interest

Councillor Hamilton declared an interest in Planning Application (i), by virtue of knowing one of the objectors to the proposal.

P/25/123) Dispensations

None.

P/25/124) Minutes from the Meeting dated 5th January 2026

It was **RESOLVED** that the minutes of the meeting dated 5th January 2026 be approved and signed as a correct record as amended at the Council meeting on 26th January 2026.

P/25/125) Matters to note

The Clerk advised that a consultation response had been submitted to the Cornwall Bus Travel Survey and the Cornwall Visitor Economy Sector Survey.

P/25/126) Public participation

None.

Councillor Hamilton re-iterated his interest and left the meeting

P/25/127) Planning Applications

- i. **PA25/08285:** Beech Motors St Austell Ltd Albert Road St Austell Cornwall. Outline planning application with all matters reserved for demolition of existing commercial building and construction of up to 30 no. new residential flats.

The Clerk advised that the proposal is an outline planning application for up to 30 new residential flats on a brownfield site. He advised there were no comments from the Planning Officer, but 7 public objections had been lodged on Cornwall Council's planning system expressing concern with regard to loss of privacy, over shadowing, loss of light, highways issues, scale and massing.

The Chair welcomed Mr Ivan Tomlin, planning consultant, to the meeting.

Mr Tomlin advised that he is the planning agent and had submitted the planning application on behalf of the applicant. He advised that it is only an outline application at the present time to assess the planning authority's appetite for a residential development on the site. He added that if outline planning is approved, access, appearance etc will be considered at the reserved matters stage.

Mr Tomlin advised that the plan is to demolish the existing building and build up to 30 new units on the site. He added that to date there were no objections from the statutory consultees, but objections had been lodged by the residents of neighbouring properties.

During discussion, Members expressed a view that up to 2 storeys could be acceptable but expressed concern that the site is in an elevated position and surrounded by residential property. Concern was expressed with regard to the congestion and lack of parking in the area and the need for any development on the site to have adequate parking.

It was **RESOLVED** to support the outline planning application on a brownfield site. However, given that the site is in an elevated position and surrounded by residential properties the Town Council would like Cornwall Council to consider limiting the number of units and the height of the development to 2 storeys to reduce the impact on the neighbouring properties. Members noted the current parking and congestion in the surrounding area and would like to see adequate parking provision on site for each unit built.

Councillor Hamilton returned to the meeting

- ii. **PA25/08985:** 27 Gowan Road St Austell Cornwall PL25 3JP. Proposed two-storey side/rear extension.

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

Councillor Lanxon declared an interest in the next application and left the meeting

- iii. **PA25/09059:** Hawkins Motors Woodland Road St Austell Cornwall. Demolition of existing car showroom/workshops and erection of new car showroom/workshop building.

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

Councillor Lanxon returned to the meeting

- iv. **PA25/09203:** 51 Ranelagh Road St Austell Cornwall PL25 4NS. Raise the kitchen from single storey to a 2 storey with a flat roof so a bathroom can be added upstairs.

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

- v. **PA25/09318:** 1 Church Street St Austell Cornwall PL25 4AW. Listed building consent for the upgrading of the existing PIV fan and extending associated ductwork to mitigate radon gas levels.

It was **RESOLVED** to make no objection to this application subject to complying with the Historic Environment Planning requirements.

- vi. **PA26/00052:** 84A Gover Road St Austell Cornwall PL25 5NG. Extension and alterations to dwelling.

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

P/25/128) Treveth Holdings LLP

The Clerk advised that when the Town Council considered the Planning application for Pondhu House and the Stable Block the comments from the Historic Environment Officer were not available which was of concern to the committee and had led to an objection to the application. He further advised that the views of the Historic Environment Officer are now available and were replicated within the agenda.

The Chair welcomed Mr Dominic O'Neil, Treveth Holdings LLP, to the meeting who advised that the Historic Environment Team believe that the proposals represent a pragmatic solution to securing a long-term future for Pondhu House subject to amendments and detailed conditions. He further advised that Cornwall Council do not want a vulnerable building to be left behind and have made it clear that there must be plans in place for Pondhu House and the Stable Block to unlock the proposals for Penwinnick Road.

Mr O'Neil referred to the Town Council's concerns with regard to the loss of employment space and stressed that Treveth is offering employment space to the Town Council on the Penwinnick Road site which was moving employment from one site to another and not creating a loss. Mr O'Neil advised that he did not know the detail of the Section 106 agreement and agreed to ask Emma Rodgers to clarify the details with the Town Council in due course.

Mr O'Neil advised that the Town Council has been offered an accessible and modern new office and depot on the Penwinnick Road site, but they are open to discussions with regard to Pondhu House and the Stable Block.

During discussion, Members raised the following:

- Concern with regard to the Town Council's future office/depot space
- The issues raised by the Historic Environment Team, particularly with regard to the division of the large rooms on Pondhu House and retaining the Stable Block timber beams in the meeting room

The Clerk advised that the Chairs and Vice-Chairs are due to meet towards the end of February and the options for the future of the Town Council's offices will be discussed at that time. He added that planning permission for Pondhu House and the Stable Block will allow Treveth to proceed with the Penwinnick Road development and provide flexibility for the future of Pondhu House and the Stable Block.

It was **RESOLVED** to withdraw the Town Council's objection to Planning Application Number: **PA25/08799** in the light of the historic environment comments and further information received from Treveth.

P/25/129) Premises Licence Applications

The Clerk advised that a licence application had been received that afternoon relating to a minor change of internal plan for Asda St Austell with a response deadline of 10th February 2026.

The Committee agreed that due to the minor nature of the application, a response was not required.

There were no other licensing applications.

P/25/130) Planning Decisions

It was **RESOLVED** that the report and decisions be noted.

P/25/131) Cornwall Council – Urgent Delegated Planning Decisions

PA25/09083 - 1A Dennison Avenue

The Clerk advised that the applicant had updated their plans which now show an opaque window as suggested by the Town Council.

Councillor Bull reiterated her interest in this application

P/25/132) St Austell Town Centre Revitalisation Partnership

The Clerk advised that he had submitted a grant claim to Cornwall Council for the pump track at The Meadows. The successful grant application for the project has resulted in the Town Council contributing £5,000 towards a total project cost of £81,800.

The Town Revitalisation Investment Programme (TRIP) projects are progressing slowly due to the storms/continuing wet weather. The deadline for completion is now the end of February.

Councillor Brown advised that Cornwall College provided a very interesting presentation at the recent Town Centre Revitalisation Partnership meeting at which time it was confirmed that A levels will be offered at the College with effect from September 2027.

The Clerk added that the partnership had also received an update from Noah Law MP who advised that he is working on the following:

- Exploring the potential for a Community Land Trust to locate residential units above shops in the town centre
- Exploring the potential for a Community Land Trust to take on the General Wolfe building
- Exploring if there may be further rounds of Pride in Place that might benefit the town.

The Clerk advised that the Government had announced that afternoon that £150m will be made available to restore community pride in high streets but there was no detail with regard to the locations that would benefit.

P/25/133) Local Plan

The Clerk advised that he had nothing to add at this stage as the Government guidance is still awaited.

Councillor Brown advised that the Cornwall Council, Cornwall Growth Board scheduled for the 22nd January 2026 did not take place with the next one scheduled for 17th March 2026. He advised that significant reports on the Local Plan are expected to be submitted to that meeting.

P/25/134) Neighbourhood Priority Statement (NPS)

The Clerk advised that Cornwall Council is encouraging all Councils to produce Neighbourhood Priority Statements (NPS) and will soon be launching a process to help local councils develop and share their priorities for their area. It is anticipated that the Neighbourhood Priority Statements will not include planning policies or have direct weight in planning decisions but will help the development of local content to be tested through the local plan process.

There is a small number of NPS pilots at the present time and the Town and Parish Councils not involved are encouraged to register an interest in starting a Neighbourhood Priority Statement.

The Clerk expressed a view that the Town Council should register an interest at the earliest opportunity in the hope that there will be some Cornwall Council resource to assist with the process. He added that Mark Mitchley, Senior Projects Officer, is currently reviewing the information received to date on the Local Plan and has expressed an interest in assisting with the project. He advised that the geographical area for the NPS is not yet known and that undeveloped land within the parish of St Austell could be vulnerable.

It was **RESOLVED** that the Clerk should submit an expression of interest for the Town Council to produce a Neighbourhood Priority Statement and that the Planning and Regeneration Committee should be the responsible committee for its production.

P/25/135) Off Street Parking Places Order – 2026

Members expressed strong concern with regard to the proposed changes to the Parking Places Order which they felt would adversely impact on St Austell residents visiting Hamleys Corner, Par, St Andrews Road, Par and Par Beach. Members also expressed a view that the vitality and economy of Par would be adversely affected if the proposals were implemented and that the costs associated with introducing charges will probably not be recovered within a sensible timeframe in many of the smaller car parks.

It was **RESOLVED** to object in the strongest terms to the proposed introduction of charges at Hamleys Corner, Par, St Andrews Road, Par and the introduction of winter charges at Par Beach, Par for the following reasons:

- The car parks are used for daily exercise by many residents from the urban areas of St Austell, many of whom are on low incomes;
- The impact on the economy and vitality of Par

- Concern that the costs associated to Cornwall Council to introduce the charges will not be recovered in a sensible timescale.

P/25/136) Dates of Meetings

It was noted that the date of the next meeting of the Planning and Regeneration Committee is Monday 2nd March 2026.

The meeting closed at 7.49pm.

MINUTES of a MEETING of ST AUSTELL TOWN COUNCIL PLANNING AND REGENERATION COMMITTEE held on MONDAY 2nd March 2026 in Chi Austel, White River Place, St Austell, Cornwall, PL25 5AZ at 6pm.

Present: Councillors: Brown (Chair), Bull, Hamilton, Kimber, Lanxon, Lingham, Marshall, Preece, Thompson and Whitehouse.

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

P/25/137) Apologies for absence

Apologies for absence were received from Councillors Gray and Stephens.

P/25/138) Declarations of Interest

None.

P/25/139) Dispensations

None.

Councillor Lingham arrived to the meeting

P/25/140) Minutes from the Meeting dated 2nd February 2026

Councillor Kimber asked that it be noted that he had submitted his apologies for the meeting.

It was **RESOLVED** that the minutes of the meeting dated 2nd February 2026 be approved and signed as a correct record.

Councillor Lanxon arrived to the meeting

P/25/141) Matters to note

The Clerk advised that an expression of interest for the Town Council to produce a Neighbourhood Priority Statement (NPS) had been submitted to Cornwall Council. (Minute Number P/25/134).

Arising from two questions, the Clerk advised that Treveth has not yet clarified the detail of the Section 106 agreement for the Penwinnick Road site and it is understood that Cornwall will not benefit from the £150m Pride in High Streets Government funding.

P/25/142) Public participation

None.

P/25/143) Dan Thairs – Cornwall Council

The Chair welcomed Dan Thairs, Strategic Commissioning Lead (Accommodation with Care) to the meeting.

Mr Thairs advised that in April 2025, outline planning permission was approved for a 77-unit scheme with 37 parking spaces at the Karensa site on Truro Road. He advised that they are about to go out to tender to commission a developer to build the care scheme and a provider to run the service. He advised that the service will provide dedicated 24/7 care and have access to enhanced community facilities such as a canteen, a Doctor and chiropodist. Mr Thairs advised that they will re-engage with the Town Council when the next stage of the planning process is reached. Mr Thairs advised that they hope to have full planning by the end of 2027 with a build out of approximately 2 years and the Town Council will be kept updated throughout this period.

During discussion, Members raised the following:

- General support for an extra care scheme in St Austell
- Whether Live West have been approached to run the service
- Welcomed the proposed enhanced community service
- Strong concern with regard to the right turn onto the busy A390 into and out of the site
- The need to protect key trees on the site

P/25/144) Developer Meetings

The Clerk advised that Persimmon Homes has asked the Town Council if it would be agreeable to a pre-application meeting with no press or public present to discuss the proposed Gewans Farm development and asked for Members' views.

During discussion, it was strongly suggested that although the Town Council welcomes preliminary discussions with developers, they should always take place in public.

It was **RESOLVED** that the Town Council's Planning and Regeneration Committee welcomes engagement with landowners and planning agents about significant developments but believes that in the interest of transparency and openness such meetings should always be held in public.

P/25/145) Planning Applications

- i. **PA26/00355:** 38 Higher Woodside, Austell, Cornwall PL25 5EH. Proposed additional living accommodation ancillary to the main dwelling.

It was **RESOLVED** to make no objection to this application subject to the construction being in brick.

- ii. **PA26/00370:** Buena Vista, Gribben Road, St Austell, Cornwall. Reserved Matters application for the construction of a two-storey dwelling with integral garage (details following outline consent PA22/10570 dated 07.03.2023).

It was **RESOLVED** to object to this application on the grounds of:

- Over ambitious for the site
- Over development of the site
- Over bearing of the site
- Overlooking issues

- Poor access off Treverbyn Road

iii. **PA26/00495:** Play Area Truro Road St Austell, Cornwall. Works to Trees in a Conservation Area, namely 1) T1 Hornbeam - To fell dangerous tree over public areas in play park due to damage caused during storms.

It was noted that this application has been determined.

iv. **PA26/00574:** 8, Queens Road, St Austell, Cornwall PL25 4RQ. Formation of a new parking area with associated boundary and drainage works.

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

v. **PA26/00577:** 3 Seaways St Austell Cornwall PL25 3FY. Conversion of existing attached garage into habitable accommodation and the addition of an attached garage as a replacement.

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

vi. **PA26/00721:** Calartha House, Truro Road, St. Austell, Cornwall. Application for Permission in Principle for the construction of up to 9 dwellings (minimum of 6, maximum of 9).

It was **RESOLVED** to support in principle the development of the site, however we believe that it is impossible to pass a comment on numbers for the size of the site at this stage. We would like to see a tree survey undertaken and Mr Leather's comments considered carefully.

vii. **PA25/09494:** Tregonissey House Market Street St Austell Cornwall. Change the use of Tregonissey House to 12 residential units (C3) with additional alterations to windows and additions of dormers to roof. Revision of previous application that was granted for 9 units.

It was **RESOLVED** to make no objection to this application subject to the comments of the Historic Environment Officer and Police being followed as fully as possible.

viii. **PA26/00750:** 21 Chy Pons St Austell Cornwall PL25 5DH. Application for tree works in a Tree Preservation Order: Reduce a Large Macrocarpa below the storm damage to a more suitable size for its location and remove damaged limbs and branches.

It was **RESOLVED** to make no objection to this application subject to the Tree Officer's approval.

ix. **PA25/09057:** St Austell Community Hospital, Porthpean Road St Austell Cornwall. Formation of ambulance bay, associated freestanding canopy and external works

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

P/25/146) Premises Licence Applications

Walkers Restaurant Ltd, 11 Truro Road, St Austell

It was **RESOLVED** to support the licence application for the sale of alcohol to be consumed on the premises accompanying a meal.

P/25/147) Planning Decisions

It was **RESOLVED** that the report and decisions be noted.

P/25/1487) Cornwall Council – Urgent Delegated Planning Decisions

None.

P/25/149) St Austell Town Centre Revitalisation Partnership

The Clerk advised that the Town Revitalisation Investment Programme (TRIP) projects in the town centre should be completed during the week when all the pots will be installed and soil in place ready for planting.

Arising from a question, the Clerk confirmed that the roof top garden project will not be considered without large scale Government funding.

P/25/150) Local Plan

The Clerk advised that Cornwall Council officers are not yet ready to share their response to the National Planning Policy Framework (NPPF) consultation until it has been shared with their Members.

During discussion, it was agreed that the Town Clerk should draft a response to the NPPF consultation paper, in consultation with the Chair and Vice-Chair, supporting Cornwall Council's submission if it is available before the deadline of 10th March 2026.

Councillor Brown advised that he had attended a recent on-line presentation on the NPPF and recommended that Members of the Committee have a look at the presentation slides which are available on Cornwall Council's website. He advised that it is becoming very clear that Cornwall Council will take several years to be able to demonstrate a 5-year land supply which means that there will be little protection for development sites on the edge of St Austell. Councillor Brown added that the Government are considering Regional Spatial Strategies which will be a higher-level plan than the Local Plan.

Councillor Brown advised that due to a change of personnel at CALC, he has been asked to produce a note explaining the consultation undertaken with Town and Parish Councils during the Town Framework process. He added that he would like to see a similar process adopted by Cornwall Council for the Local Plan as the process worked well and he hoped that CALC could help with representations to Cornwall Council.

Councillor Brown advised that the Cornwall Planning Partnership has met recently and discussed the next steps in relation to the local plan. The Cornwall Growth Board is due to receive a detailed plan in the coming weeks.

Arising from the above, Councillor Kimber advised that there are a number of large scale sites on the boundary between Treverbyn and St Austell which, if developed, will have an impact on St Austell.

P/25/151) Dates of Meetings

It was noted that the date of the next meeting of the Planning and Regeneration Committee is Tuesday 7th April 2026.

The meeting closed at 7.50pm.

