

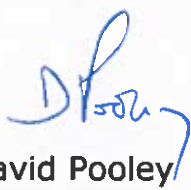
St Austell Town Council



To: All Members of St Austell Town Council

Dear Councillor

You are summoned to attend the **Extraordinary Meeting** of **St Austell Town Council** to be held in **Chi Austel, White River Place, St Austell, Cornwall, PL25 5AZ** on **Monday 13th April 2026** at **6pm**.



David Pooley
Town Clerk

7th April 2026

Tel: 01726 829859
e-mail: david.pooley@staustell-tc.gov.uk
Website: www.staustell-tc.gov.uk

AGENDA

1. Apologies for absence

2. Declarations of Interest

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

3. Dispensations

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

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

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

- 4. Minutes of meeting held on 16th March 2026** **Pages
1 to 6**
- (Purpose: To agree that the minutes of the above meeting be signed as a correct record). (Attached).
- 5. Matters to Note**
- A verbal update from the Town Clerk on the actions taken since the last meeting. Note: No decision may be made under this agenda item.
- 6. Public participation (15 minutes maximum)**
- The Chairman will invite members of the public to address the meeting in relation to the business to be carried out at the meeting.
- 15 minutes will be allocated for public participation (this can be extended at the Chairman's discretion). Each person addressing the Council will be allocated a maximum of two minutes.
- 7. Budget Monitoring Report** **Pages
7 to 12**
- (Purpose: To review the Town Council's budget monitoring report for the period 1st April 2025 to the 31st March 2026). (Report attached).
- 8. Asset Register**
- (Purpose: To review and approve the Town Council's Asset Register as at 31st March 2026).
- 9. Safeguarding Policy** **Pages
13 to 18**
- (Purpose: To review and approve a Safeguarding Policy). (Attached).
- 10. Complaints Procedure** **Pages
19 to 24**
- (Purpose: To review and approve a Complaints Procedure). (Attached).
- 11. Model Publication Scheme** **Pages
25 to 28**
- (Purpose: To review and approve a Model Publication Scheme). (Attached).

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

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.

- 12. Staff Appraisal Policy** **Pages
29 to 32**
(Purpose: To review and approve a Staff Appraisal Policy). (Attached).
- 13. Absence Management Policy**
(Purpose: To review and approve an Absence Management Policy).
(To follow).
- 14. Code of Conduct** **Pages
33 to 42**
(Purpose: To note the Code of Conduct). (Attached).
- 15. Community Committee** **Pages
43 to 46**
(Purpose: To note the minutes of the Community Committee held on 23rd March 2026). (Attached).
- 16. Planning and Regeneration Committee**
(Purpose: To note the minutes of the Planning and Regeneration Committee held on 7th April 2026). (To follow).
- 17. Staffing Committee** **Pages
47 to 52**
(Purpose: To note the minutes of the Staffing Committee held on 30th March 2026 and approve the **RECOMMENDATIONS** contained therein). (Attached).
- 18. Dates of Next Meetings**
(Purpose: To note the date of next meetings – Annual Parish Meeting – 27th April 2026. Annual Town Council Meeting – 11th May 2026).

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

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.

MINUTES of the MEETING of ST AUSTELL TOWN COUNCIL held on MONDAY 16th MARCH 2026 in Chi Austel, White River Place, St Austell, Cornwall, PL25 5AZ at 6pm.

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

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

Also in attendance: Annie Etheridge (Interpreter).

C/25/140) Apologies for Absence

Apologies for absence were received from Councillors Rowse and Thompson.

C/25/141) Declarations of interests and gifts or hospitality received

Councillor Hamilton advised that he had accepted two tickets from Penrice Academy to see their excellent production "Into the Woods".

C/25/142) Dispensations

There were no requests for a dispensation.

C/25/143) Minutes of Meeting held on 26th January 2026

It was **RESOLVED** that the minutes of the meeting held on the 26th January 2026 be approved and signed as a correct record.

C/25/144) Matters to Note

The Clerk advised that the Town Revitalisation Investment Programme (TRIP) projects and grant claim forms are almost complete.

C/25/145) Mayor's announcements

The Mayor advised that he had attended the following:

- A number of Cornwall Armed Forces Day meetings
- Saltash Town Council Civic Ceremony
- St Johns Awards at Truro Cathedral
- A visit to the Redruth Buttermarket with the High Sheriff
- Brian Palmer's 85th Birthday celebrations at the Library
- Global Pasty Championships at Heligan where he was a judge
- St Piran's Day Events
- Health and Wellbeing Event at Chi Austel
- Soroptomists Unsung Heroine Awards evening
- Sea Cadet Coffee Morning

C/25/146) Public Participation

Mr Jake Richards advised that he did not wish to speak.

C/25/147) Members' questions

There were no questions from Members.

C/25/148) Mr Richard Gray – A Band of Brothers

The Mayor welcomed Mr Gray to the meeting.

Mr Gray thanked Members for inviting him to the meeting and provided an update on A Band of Brothers. Mr Gray advised that A Band of Brothers is a local charity that pairs trained mentors with young men (aged 18 to 25) who are in, or in danger of being in, the criminal justice system. He advised that they have been in St Austell for 2 years and operate out of The House and thanked the previous and current Mayor for nominating A Band of Brothers as their chosen charity. He advised that St Austell Lions, Cornwall Community Foundation and St Austell Brewery have also provided funding and St Austell Brewery have offered two young men with job opportunity placements. Mr Gray advised that they currently have 5 young men on the referral programme across Cornwall.

Members thanked Mr Gray for his interesting update.

Councillor Marshall declared an interest in the next item by virtue of being a BID Director

C/25/149) St Austell BID

Annette Miller thanked the Town Council for their continued funding support for the Christmas lights, town centre planting and security personnel. She advised that the Christmas period had been good with the shops reporting an increase in footfall across the four event days. The security hotspot funding has been extended for a further 6 months to September 2026 but funding after this date is uncertain. Ms Miller advised that she has a "find the bunny" event in the town centre over the Easter period and the crazy golf will be set up again in a unit in White River Place as it proved extremely popular during the February half-term. The Eat St Austell Festival is due in the town centre on the 30th May which should see 70 stalls and 5 entertainment spots across the town.

During discussion, Members raised the following:

- The accessibility of the Market House
- The need to lobby for more security personnel funding

Ms Miller advised that if she had more budget she would like to enhance the events programme and put an enhanced street cleaning regime in place.

It was **RESOLVED** that the Town Clerk should write to the Police and Crime Commissioner seeking additional hotspot funding when it lapses after six months.

C/25/150) Cornwall Councillor update reports

The Clerk advised that Councillor Yelland had submitted his apologies.

Councillor Ashton advised that along with Councillor Yelland he works closely with the Police and Crime Commissioner and he has a seat on the Police and Crime Panel. He advised that through these forums he is happy to assist with any future lobbying for hotspot funding.

Councillor Ashton advised that he has started a campaign about potholes in St Austell and invited Town Councillors to contact him with any pothole concerns. Councillor Ashton advised that he is working with Cornwall Council on potential highways projects at Tregonissey Road and Victoria Road and that Cornwall Council has launched a Cornwall Evergreen Regeneration Fund.

Arising from questions, the Clerk advised that he has not received an update from Cornwall Council on the future of the football club and Councillor Ashton advised that there is a lot of opposition with regard to Cornwall Council's proposal to increase charges/introduce winter parking in a selection of Cornwall Council car parks including Par.

C/25/151) Nominations for Mayor and Deputy Mayor

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

Members considered the nominations received for Mayor and Deputy Mayor for the 2026/27 Civic Year.

There was one nomination for Mayor.

Councillor Stephens was proposed by Councillor Hamilton and seconded by Councillor Pearce.

It was **RESOLVED** to appoint Councillor Stephens as Mayor elect for the 2026/27 civic year.

There were two nominations for Deputy Mayor.

Councillor Gray was proposed by Councillor Stephens and seconded by Councillor Clemo.

Councillor Preece was proposed by Councillor Lanxon and seconded by Councillor Pearce.

It was **AGREED** to appoint the Deputy Mayor by secret ballot.

Members voted for their preferred candidate and the Town Clerk announced the votes received as follows:

Councillor Gray – 10 votes
Councillor Preece – 6 votes

There was 1 void vote.

It was **RESOLVED** to appoint Councillor Gray as Deputy Mayor elect for the 2026/27 civic year.

C/25/152) Action Plan – 2026/27

The Clerk advised that it is good practice to have an Action Plan and referred Members to the latest draft plan.

During discussion the following was suggested:

Page 13 - Literacy Festival

- Add the word "Children's" before the word Literacy

Page 17 - Local Plan

- Add the word "the" after the word "on"
- After the word "plan" add "and the spatial development strategy"

It was **RESOLVED** that subject to the above amendments, the Action Plan – 2026/27 be approved.

C/25/153) Schedule of Meetings – May 2026 to May 2027

It was **RESOLVED** to approve the schedule of meetings for the period May 2026 to May 2027.

C/25/154) Schedule of Payments

It was **RESOLVED** to approve the Schedule of Payments for the period 17th January 2026 to 6th March 2026 totalling £283,113.03 and the transfers between bank accounts amounting to £237,999.39.

C/25/155) Cornwall Armed Forces Day

The Deputy Town Clerk advised that Mr Mark Bardsley, Royal British Legion, Cornwall County Chairman is leading on the organisation of Cornwall Armed Forces Day due to take place on Saturday 20th June 2026 in St Austell and the Event Notification Form/Road Closure has been submitted to Cornwall Council for approval. She advised that the Town Council has agreed to assist with the road closures for the parade which is likely to see 400-500 participants. It has been estimated that 15 security staff and 4-5 grounds maintenance staff will be required on the day to oversee the road closures and parking in Priory Car Park which will require funding of approximately £2,000 which could be found from the Events budget.

Mr Bardsley and Councillor Hamilton have secured additional parking at the College, Poltair School and Penrice School and 2 buses to take the public to and from the sites to the town centre which it is hoped will assist with the traffic flows around the town centre and town centre car parks.

In addition to the parade, a Military Village will be set up in White River Place.

The Deputy Town Clerk suggested that the Town Council might like to consider making Priory Car Park free on the day for armed forces parade participants and disabled parking.

The Deputy Clerk advised that the organisers are trying to identify additional resource to assist on the day, particularly to oversee the car parking at the schools, the bus pick up and drops offs and town centre activities.

Arising from the above Members suggested writing to the operators of White River Place Car Park and Co-op Car Park to see if they would be prepared to reduce their fees on the day.

It was **RESOLVED** to:

1. Note progress with the Cornwall Armed Forces Day preparations;
2. Approve a budget of £2,000 from the Events budget to assist with the resource required to oversee the road closures, and
3. Approve the closure of Priory Car Park to the general public on the day to accommodate parade participants and disabled attendees.

It was **FURTHER RESOLVED** to write to the operators of the Co-op Car Park and White River Place Car Park, if the event is approved, suggesting that they consider reducing their parking fees on Saturday 20th June 2026 to support the Cornwall Armed Forces Day Event.

C/25/156) Health and Safety

Members reviewed the Executive Summary of the Health and Safety Inspection carried out in October 2025. The Clerk advised that the Operations Manager is working his way through the actions identified, none of which are considered high risk.

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

C/25/157) Members appointed to outside bodies update reports

Councillor Brown advised that he had attended planning training facilitated by Andrew Towleron which was very good and which he recommended to others.

Councillor Lanxon advised that there is a Community Health and Wellbeing event at St Austell College on Wednesday 29th April 2026 facilitated by the Community Area Partnership. She added that she had received no update on the football club.

C/25/158) Community Committee

It was **RESOLVED** to note the minutes of the meeting dated 23rd February 2026 and approve the **RECOMMENDATIONS** contained therein.

C/25/159) Finance and General Purposes Committee

It was **RESOLVED** to note the minutes of the meeting dated 16th February 2026 and approve the **RECOMMENDATIONS** contained therein.

C/25/160) Planning and Regeneration Committee

It was **RESOLVED** to note the minutes of the meetings dated 2nd February 2026 and 2nd March 2026.

C/25/161) To consider excluding the press and public

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

C/25/162) Communication Support

Members considered a confidential report setting out the need to make reasonable adjustments for a councillor.

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

1. Obtain detailed information from Cornwall Council on the specification of the microphone system at Chi Austel;
2. Identify a suitable interpretation software package which converts speech into text that is compatible with Cornwall Council's microphone system at Chi Austel;
3. Trial the identified software package and, if felt suitable, trial the software with councillors and provide training as appropriate which could include the use of consultancy support;
4. Identify a budget of up to £500 per meeting for communication support for a 3-month period or until a suitable software package has been identified and agreed as fit for purpose whichever is the sooner;
5. Update the Town Council in three months' time on the outcome of the trial.

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

C/25/163) Dates of Meetings

It was noted that the next Town Council meetings are due to take place on Monday 13th April 2026 and Monday 11th May 2026 (Annual Town Council Meeting).

The meeting closed at 8.01pm.

ST AUSTELL TOWN COUNCIL
FULL COUNCIL - 16th FEBRUARY 2026
BUDGET MONITORING REPORT

1. PURPOSE OF REPORT

To provide Members with an update on income and expenditure to the 31st March 2026 and a copy of the Council's latest bank reconciliation statements.

2. LEGAL AND RISK MANAGEMENT ISSUES

It is a legal requirement for the Town Council to set a budget annually and it is good practice to monitor that budget at regular intervals. The Town Clerk monitors budgets monthly and provides regular budget monitoring reports to the Finance and General Purposes Committee. It is part of the remit of the Finance and General Purposes Committee to monitor and manage budgets on behalf of the Town Council. Further accruals for late bills are likely to take place before the accounts for the 2025/26 financial year are completed so the figures reported here may change.

3. RESOURCE ISSUES

None outside of existing budgets.

4. EQUALITIES ISSUES

None.

5. ENVIRONMENTAL ISSUES

None.

6. RECOMMENDATIONS

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

The budget variance report for March 2026 and the financial year to the 31st March 2026 is attached for information. After allowing for the Town Centre Revitalisation projects which are to be largely

funded from grant monies the income and expenditure are within acceptable limits. There will be further

Significant variances are explained below:

- **Car Park income** – more income than anticipated
- **Interest income** – higher interest rates and balances
- **Other grants and contributions** – Shared Prosperity Fund and Town Vitality Fund grants
- **Other income** – insurance claims and sale of vehicle
- **Contract payments** – new CCTV cameras
- **Election costs** – reduced recharge from Cornwall Council
- **Miscellaneous expenses** – Town centre projects largely grant funded
- **Other transport/plant expenses** – new vehicle and increased repair costs.
- **Play equipment** – Projects not commenced
- **Rates** – budget understated

DAVID POOLEY - TOWN CLERK

Budget Variance

St Austell Town Council
For the month ended 31 March 2026

	MAR 2026	MAR 2026	VARIANCE	VARIANCE %	2026	2026 OVERALL BUDGET	VARIANCE	VARIANCE %
Trading Income								
Car Park Income	23,318.18	20,000.00	3,318.18	↑ 16.59%	277,960.25	240,000.00	37,960.25	↑ 15.82%
Interest Income	3,637.50	3,000.00	637.50	↑ 21.25%	46,777.05	36,000.00	10,777.05	↑ 29.94%
Library Income	1,106.50	463.00	643.50	↑ 138.98%	7,587.20	5,600.00	1,987.20	↑ 35.49%
Other Grants and Contributions	73,626.94	-	73,626.94	↑ -	165,295.38	-	165,295.38	↑ -
Other Income	1,654.15	208.00	1,446.15	↑ 695.26%	33,988.31	2,430.00	31,558.31	↑ 1,298.70%
Precept Payments	-	-	-	-	1,301,100.00	1,301,100.00	-	-
Public Convenience Charges	292.68	219.00	73.68	↑ 33.64%	1,710.57	2,650.00	(939.43)	↓ -35.45%
Rent Received	2,500.00	862.00	1,638.00	↑ 190.02%	10,385.00	10,410.00	(25.00)	↓ -0.24%
Total Trading Income	106,135.95	24,752.00	81,383.95	328.80%	1,844,803.76	1,598,190.00	246,613.76	15.43%
Gross Profit	106,135.95	24,752.00	81,383.95	328.80%	1,844,803.76	1,598,190.00	246,613.76	15.43%
Operating Expenses								
Books and Publications	-	-	-	-	148.50	150.00	(1.50)	↓ -1.00%
Cleaning & Domestic Supplies	1,769.30	1,757.00	12.30	↑ 0.70%	21,783.88	21,040.00	743.88	↑ 3.54%
Contract Hire and Operating Leases	89.99	44.00	45.99	↑ 104.52%	1,812.44	550.00	1,262.44	↑ 229.53%
Contract Payments	7,844.04	14,090.00	(6,245.96)	↓ -44.33%	181,429.65	169,025.00	12,404.65	↑ 7.34%
Election Expenses	-	-	-	-	7,943.56	35,000.00	(27,056.44)	↓ -77.30%

Budget Variance

	MAR 2026	MAR 2026	MAR 2026	VARIANCE	VARIANCE %	2026	2026 OVERALL BUDGET	VARIANCE	VARIANCE %	
		OVERALL BUDGET								
Electricity	1,377.40	1,648.00	(270.60)	↓	-16.42%	15,134.82	19,710.00	(4,575.18)	↓	-23.21%
Fuel	879.06	1,030.00	(150.94)	↓	-14.65%	11,252.94	12,360.00	(1,107.06)	↓	-8.96%
Gas	556.83	603.00	(46.17)	↓	-7.66%	2,727.44	7,225.00	(4,497.56)	↓	-62.25%
Grounds Maintenance Supplies	1,795.66	2,144.00	(348.34)	↓	-16.25%	28,894.10	25,750.00	3,144.10	↑	12.21%
Insurances	(12,304.09)	-	(12,304.09)	↓	-	12,156.99	11,920.00	236.99	↑	1.99%
IT / Communications	967.95	1,967.00	(999.05)	↓	-50.79%	22,613.11	23,615.00	(1,001.89)	↓	-4.24%
Mayors Allowances	-	68.00	(68.00)	↓	-100.00%	100.00	750.00	(650.00)	↓	-86.67%
Members Allowance	180.00	-	180.00	↑	-	642.59	-	642.59	↑	-
Miscellaneous Expenses	7,940.96	7,642.00	298.96	↑	3.91%	303,379.70	91,660.00	211,719.70	↑	230.98%
Miscellaneous Grants	5,084.00	6,155.00	(1,071.00)	↓	-17.40%	69,233.00	73,915.00	(4,682.00)	↓	-6.33%
Office Supplies	9.15	231.00	(221.85)	↓	-96.04%	2,717.33	2,750.00	(32.67)	↓	-1.19%
Other Transport/plant expenses	96.25	2,319.00	(2,222.75)	↓	-95.85%	27,709.75	27,850.00	(140.25)	↓	-0.50%
Play Equipment	-	4,163.00	(4,163.00)	↓	-100.00%	11,887.71	50,000.00	(38,112.29)	↓	-76.22%
Printing and Stationery	145.46	357.00	(211.54)	↓	-59.25%	4,807.75	4,350.00	457.75	↑	10.52%
Protective Clothing	-	232.00	(232.00)	↓	-100.00%	2,579.63	2,850.00	(270.37)	↓	-9.49%
Publicity	225.00	162.00	63.00	↑	38.89%	2,128.72	1,900.00	228.72	↑	12.04%
Rates	7,983.25	3,796.00	4,187.25	↑	110.31%	67,402.35	45,585.00	21,817.35	↑	47.86%
Recruitment	-	112.00	(112.00)	↓	-100.00%	105.85	1,300.00	(1,194.15)	↓	-91.86%
Rent / Room Hire	810.40	850.00	(39.60)	↓	-4.66%	5,780.80	10,200.00	(4,419.20)	↓	-43.33%
Repairs / Maintenance Premises	8,168.96	3,570.00	4,598.96	↑	128.82%	52,741.04	42,950.00	9,791.04	↑	22.80%

Budget Variance

	MAR 2026	MAR 2026 OVERALL BUDGET	VARIANCE	VARIANCE %	2026	2026 OVERALL BUDGET	VARIANCE	VARIANCE %
Repairs/ Maintenance-Vehicles/Plant	3,911.33	636.00	3,275.33 ↑	514.99% ↑	15,927.06	7,610.00	8,317.06 ↑	109.29% ↑
Road Fund / Taxes	-	122.00	(122.00) ↓	-100.00% ↓	958.75	1,420.00	(461.25) ↓	-32.48% ↓
Salaries / Wages	68,302.19	66,162.00	2,140.19 ↑	3.23% ↑	791,852.08	793,900.00	(2,047.92) ↓	-0.26% ↓
Small Grants Scheme	1,000.00	663.00	337.00 ↑	50.83% ↑	8,525.00	8,000.00	525.00 ↑	6.56% ↑
Subscriptions	-	735.00	(735.00) ↓	-100.00% ↓	8,012.85	8,875.00	(862.15) ↓	-9.71% ↓
Training	598.13	413.00	185.13 ↑	44.83% ↑	2,157.88	5,000.00	(2,842.12) ↓	-56.84% ↓
Transport Insurance	-	350.00	(350.00) ↓	-100.00% ↓	4,788.59	4,200.00	588.59 ↑	14.01% ↑
Travel and Subsistence	-	74.00	(74.00) ↓	-100.00% ↓	692.70	855.00	(162.30) ↓	-18.98% ↓
Water	298.98	216.00	82.98 ↑	38.42% ↑	2,783.15	2,625.00	158.15 ↑	6.02% ↑
Total Operating Expenses	107,730.20	122,311.00	(14,580.80)	-11.92%	1,692,811.71	1,514,890.00	177,921.71	11.74%
Net Profit	(1,594.25)	(97,559.00)	95,964.75	98.37%	151,992.05	83,300.00	68,692.05	82.46%

ST AUSTELL TOWN COUNCIL

BANK RECONCILIATION AS AT:

31.3.26

	£	£
Business Current Account		26,094.72
Mayor's Charity Account		1,032.68
Business Direct Reserve Account		81,540.55
Treasury Deposit Account		204,034.06
Petty Cash		25.40
Library Float		100.00
Total in Bank		<u>312,827.41</u>

Total Unpresented Cheques		<u>0.00</u>
		312,827.41

Outstanding receipts		
Unprocessed DD		
		<u>0.00</u>
		312,827.41

<u>Accounting System Bank Balance:</u>		
Opening Bank Balance		114,995.35
Expenditure to date		3262515.18
Income to date		<u>3460347.24</u>
		312,827.41

Accounting System Receipt not recorded

Accounting System Bank Balance	<u>312,827.41</u>	0.00
		balanced

Note:

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

Reconciliation Completed: Date: 2.4.26

Reviewed: Date: 2.4.26

ST. AUSTELL TOWN COUNCIL



Safeguarding Policy Child Protection and Vulnerable Adults

Responsible Officer:	Town Clerk
Date approved:	
Date of review:	Upon change in legislation

Policy Statement

St. Austell Town Council is committed as far as reasonably practical to ensuring that all children and adults with care and support needs are protected and kept safe from harm whilst they are engaged in any activity managed by the Town Council.

- 1.1 St. Austell Town Council is committed to taking all reasonable precautions to safeguard the welfare of children and vulnerable persons that use its services and promotes a safeguarding culture and environment.
- 1.2 The welfare of children and vulnerable adults is paramount.
- 1.3 All children and vulnerable adults have the right to protection from abuse.
- 1.4 All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- 1.5 All staff, volunteers and elected members of the Council have a responsibility to report concerns to the Safeguarding Officer who will if necessary then report it as outlined below.
- 1.6 All staff, volunteers and elected members are not to deal with situations of abuse or to decide if abuse has occurred, they should report it to the Safeguarding Officer.
- 1.7 The Town Clerk, is the responsible officer for implementing this policy and the Town Clerk is the named person for Child Protection & Safeguarding within St. Austell Town Council.

Definitions

Child: any person under the age of 18.

Vulnerable Adult: any person over 18 who may be unable to protect themselves from harm or exploitation due to factors such as illness, age, mental illness, disability or other impairments.

Policy Objective

- To ensure that, all facilities and activities offered by the Town Council are designed and maintained to limit risk to children and vulnerable people.
- To promote the general welfare, health and development of children by being aware of child protection issues and to be able to respond where appropriate.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.

Aims

The aim of this policy document is to guide members of St. Austell Town Council should any safeguarding children issue or any issues with vulnerable adults arise during their work.

Responsibilities and Procedures

The Town Clerk is the designated Safeguarding Officer and their responsibilities include:

- Putting procedures in place so that volunteers and key third parties are appropriately briefed before any Town Council-organised event with children or vulnerable people.
- Ensuring that where Town Council members and staff are likely to be involved with children during the performance of their duties, they are mindful of the risk they face.
- Ensuring that all staff and councillors likely to be involved in supervision of children or vulnerable adults during the performance of their own duties are DBS checked.
- Ensuring that DBS records and associated paperwork is stored confidentially and that relevant procedures are drawn up.
- Ensuring that volunteers are used appropriately, and those recruited to work specifically with children or vulnerable adults are interviewed and DBS checks are carried out where appropriate to the duties.
- Where the Council may provide care or supervision services to children or vulnerable adults, it expects that all those using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

Decisions on whether any person should be DBS checked will be made by the Safeguarding Officer.

Procedures

All staff, councillors and volunteers are to be directed to this Safeguarding Policy ahead of any relevant event or activity.

All DBS information received will be stored electronically in an access-restricted folder or in physical copy in a locked filing cabinet held in the town clerk's office.

Staff, councillors and volunteers will adhere to the 'List of Recommended Behaviour' namely:

- Not to play physical contact games.
- Adults to wear appropriate clothing at all times.
- Ensure that any accidents are recorded in an accident book.
- Never do anything of a personal nature for a young person or vulnerable adult.
- Keep records in an incident book of any allegations a young person or vulnerable adult may make to any member or volunteer.
- If there is a child abuse incident it should be reported to the Safeguarding Officer who will be responsible for ensuring the matter is reported to Cornwall Council Multi-agency Referral Unit (MARU) for investigation. Should the Safeguarding Officer be unavailable, responsibility for reporting to Cornwall Council's MARU falls to the person who has raised the concern.
- Sharing information about safeguarding and good practice with partner organisations, councillors, employees and volunteers.
- In the event of a third party working directly for the Town Council, being deemed to be working in any area where children may be at risk, then that contractor will be asked to provide their Safeguarding Policy and if required, appropriate evidence of DBS checks on individuals.

Referrals

In the event that there are concerns for a child or a vulnerable adult in which the Council deems that further assistance is needed, the Safeguarding Officer will make a referral to either of the following for guidance and support:

For children

Cornwall Council Safeguarding Children Partnership
 Tel: 01872 224522
 Out of hours 01208 251300

For adults

Cornwall Council Safeguarding
 Adults Board
 Tel: 0300 1234131
 Out of hours 0300 1234131

Declaration

St. Austell Town Council is committed to safeguarding the wellbeing of children and vulnerable adults by protecting them as far as reasonably practical from neglect, physical, sexual and emotional harm.

All members of St. Austell Town Council should read the Safeguarding Policy and sign the register to confirm this.

St. Austell Town Council will review this Policy in line with any change in legislation.

Queries

Any employee with queries regarding the application of this policy should contact either the Town Clerk or the Mayor.

Alternative Formats

The Equality Act 2010 – copies of this document in large print (A3 Format) or larger font size, or recorded onto tape as a 'talking book' can be made available for those with sight impairment on request from the Council Office or by telephoning 01726 829859 or emailing info@staustell-tc.gov.uk

ST. AUSTELL TOWN COUNCIL



DKH

COMPLAINTS PROCEDURE

Responsible Officer:	Town Clerk
Date approved:	April 2026
Date of review:	Upon change in legislation

1 Introduction

1.1 St Austell Town Council aims to provide a courteous, prompt and efficient service to members of the public and organisations. If you are not satisfied with any of the Council's services provided to you, you have the right to complain.

Not all queries or concerns raised are complaints and we are keen to ensure that any problems are dealt with effectively in order that they do not develop into complaints.

1.2 This procedure will be adopted for dealing with complaints about the Council's administration or its procedures, it does not specifically focus upon complaints about an employee of the Council that are appropriate to be dealt with as an employment matter and in accordance with the Council's Disciplinary Procedure.

Complaints that an employee may have about a colleague or a Senior Officer must be conducted in accordance with the Council's Grievance Procedure.

1.3 This procedure does not cover complaints about the conduct of Members of the Town Council. Any such complaints are subject to the jurisdiction of the Monitoring Officer of Cornwall Council and complainants are advised to contact the officer directly. Contact details are as follows: The Monitoring Officer, Floor 4 North Wing, New County Hall, Treyew Road, Truro, Cornwall. TR1 3AY

Telephone: 0800 1234 100

Email: councillorcomplaints@cornwall.gov.uk Website: www.cornwall.gov.uk

2 What you can expect from the Council

2.1 St Austell Town Council will:

- Listen and record the complaint and ensure that it is investigated promptly
- Resolve the problem straight away, where possible
- Acknowledge receipt of the complaint within seven working days
- Advise the complainant if there is likely to be a significant delay while the matter is investigated and provide some indicative timescales
- Assign the complainant a dedicated contact officer who can be contacted about the complaint whilst the process is underway.

3 Receipt of the Complaint

3.1 It is preferable for the complainant to put their complaint in writing (letter or email) using the Council's Complaints Form to provide sufficient detail regarding the nature of the complaint. It should be addressed as follows:

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

e-mail: david.pooley@staustell-tc.gov.uk

3.2 If a complaint about the procedures, administration or the actions of any of the Council's employees is notified orally to a Councillor or the Town Clerk, then a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.

3.3 Acknowledgement of receipt of the complaint will be provided within 7 days. The Council aims to respond to the complaint within 28 working days, if this is not possible you will be advised of actions taken to date and an anticipated completion date (this may be necessary as staff and/or Councillors may be on leave or information may need to be obtained from other parties who provide services to the Council).

3.4 If the complainant prefers not to address the complaint to the Town Clerk (because the matter relates to the Clerk, for example), he or she will be advised to address it to the Mayor whose contact details can be found on the Town Council's website www.staustell-tc.gov.uk

4 Resolving the Complaint

4.1 The Council's aim is to resolve any complaint that it receives at the earliest opportunity. It does however recognise that this is not always possible in the view of the complainant, therefore this procedure provides for the complainant to make a direct approach to the Council's elected Members through a formal process.

Where the complaint is successfully dealt with through direct action with the complainant, the Town Clerk will report this to the next meeting of the Council.

5 Dealing with the Complaint (Formal Process)

5.1 Where it is not possible for the Town Clerk to resolve the complaint through direct action with the complainant then it will be necessary for Councillors to become involved.

In such circumstances the usual practice is for a panel of three Councillors comprising of the Mayor or Deputy Mayor a Chairman or Vice Chairman of one of the Council's standing committees and one other Councillor depending on availability and as far as possible them not having been previously involved in the matter.

5.2 The request for a formal process will be acknowledged in writing and the complainant advised of when the Panel will meet and who will be sitting on it. The complainant will be invited to bring a "friend" with them either to represent them or to give moral support.

A minimum of two weeks prior notice of such a panel will be given. At the time the complainant is notified in writing of the panel date, they will also be requested to provide any written evidence that they wish to present to the meeting no later than 7 days prior to that date and the Council will confirm that it will present any material it intends to present to the complainant within the same time scale.

5.3 As general policy, the public and press are not permitted attendance at such complaints panel meetings (although the Chairman of the relevant Committee will report on the outcome of the panel meeting at the following Full Council meeting).

6 Format of Panel Meeting

6.1 The order of business for the complainant's panel meeting is normally in accordance with the National Association of Local Council's guidance as set out in its Legal Topic Note but may be amended by agreement.

7 Reporting the Outcome

7.1 Following conclusion of the meeting, the complainant will be advised that the decision of the panel, which is final with no further right of appeal, will be confirmed in writing within 7 days together with details of any action to be taken.

7.2 The Council may defer dealing with a complaint if it is considered that further advice is necessary. The advice will be obtained and considered and the complaint will then be dealt with at the earliest available opportunity (i.e. the next meeting).

8 Review

8.1 This procedure will be reviewed regularly (not less than annually) and amended as necessary based on changes to legislation or evidence taken forward.

9 Alternative Formats

9.1 Copies of this document in large print (A3 Format) or larger font size, or recorded onto tape as a 'talking book' can be made available for those with sight impairment on request from the Council Office or by telephoning 01726 829859 or e-mailing david.pooley@staustell-tc.gov.uk

9.2 The Council can also arrange to provide versions in other languages for individuals whose first language is not English.

10 Freedom of Information

10.1 In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's Website www.staustell-tc.gov.uk and copies of this document will be available for inspection on deposit in the Council Office.



ST AUSTELL TOWN COUNCIL

Addendum 1 - COMPLAINTS FORM

CONTACT DETAILS	
Title:	
First Name:	
Surname:	
Address:	
Postcode:	
Telephone No:	
E-mail address:	

COMPLAINT DETAILS	
Please give details of the complaint (continue on separate sheet if necessary):	
What do you want us to do to rectify this problem:	
Have you complained about this matter before:	
If yes, when:	



Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
- The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

ST. AUSTELL TOWN COUNCIL



STAFF APPRAISAL POLICY

Responsible Officer:	Town Clerk
Date approved:	
Date of review:	Upon change in legislation

1. Introduction

- 1.1 This policy reflects the aims of the Town Council to be a good employer, to encourage effective teamwork and to help staff develop whilst providing efficient and effective services. It seeks to provide a framework through which managers and employees can have an effective dialogue and an opportunity to focus on achievements, quality of work, barriers to progress, training needs and targets to help achieve the Town Council's strategic aims.
- 1.2 This policy applies to all employees of the Town Council.

2. Aims

- 2.1 Appraisals are essential for the effective delivery of services and the management and evaluation of staff. Appraisals help develop individuals, improve organisational performance and feed into strategic planning.
- 2.2 Annual performance appraisals enable standards to be set, expectations and objectives agreed, delegation of responsibilities and succession planning.
- 2.3 Appraisals assist with the continuous improvement of the Town Council.

3. Process

- 3.1 Appraisals are conducted annually for all employees of the Town Council, usually commencing in March/April. This does not preclude meetings throughout the year with staff to review workloads and progress.
- 3.2 Each member of staff is appraised by their Line Manager. The Town Clerk is appraised by the Mayor and a member of the Staffing Committee.
- 3.3 In order to be effective, it is important that both the appraising Line Manager and employee understand the purpose of the appraisal process. If required, training can be provided to Line Managers or members of the Staffing Committee to ensure that they have a good understanding of what is expected from them and their responsibilities as an appraiser.
- 3.4 The Line Manager will arrange the appraisal meeting at a suitable time and date with the employee, in a private room.
- 3.5 The Line Manager will draft the appraisal form and submit it to the employee for consideration at least three days before the meeting date. In the case of the Town Clerk's appraisal, the Town Clerk will draft the appraisal form and submit it to the Mayor and a member of the Staffing Committee for consideration at least three days before the meeting date.
- 3.6 It is anticipated that the following will be discussed as a minimum:
 - Review past 12 months performance and previous appraisal goals and objectives;
 - Agree and set future goals and objectives;
 - Any training requirements.

- 3.7 After the meeting, the Line Manager produces another draft of the appraisal form, taking into account the comments made at the meeting and submits it to the employee for consideration.
- 3.8 The employee reviews the form and if content, signs it to confirm that they are happy with the contents and that it is a fair representation of the meeting. The signed form is returned to the Line Manager who signs the form, provides a copy to the employee and places the original copy in the employees personal file.
- 3.9 If the Line Manager and employee cannot agree the contents of the appraisal, the Town Clerk will arbitrate.

4. Report

- 4.1 The Staffing Committee is confidentially provided with a copy of the annual appraisals for the Town Clerk, Deputy Town Clerk, Operations Manager and Library Manager.
- 4.2 Unsatisfactory performance from any member of staff is managed by the Line Manager, Town Clerk or Staffing Committee outside of the appraisal process.

5. Guidance for the appraiser

- 5.1 Interviews should be held on a one-to-one basis (except in the case of the Town Clerk).
- 5.2 General comments should be supported by specific examples.
- 5.3 The Appraiser should outline the Town Council's strategic aims and how the individual can contribute towards these aims.
- 5.4 Appraisers should encourage a two-way dialogue and invite ideas from the appraisee for improving services, individual performance and teamwork.
- 5.5 The appraisal process is not a replacement for grievance or the disciplinary procedure.
- 5.6 Appraisers should provide constructive feedback and guidance on future targets and how they can be achieved.

St Austell Town Council



Adopted by St Austell Town Council on Monday 12th November 2012

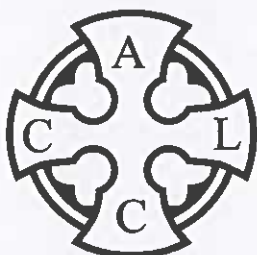
2012

Cornwall

Code of Conduct

For

City, Community, Parish and Town Councils



16.10.12



33

Code of Conduct for Members

General principles of public life

The Localism Act 2011 requires the Council to adopt a Code of Conduct for Members that is consistent with the following principles:

Selflessness – members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and integrity – members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour.

Objectivity – members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability – members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness – members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Leadership – members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

St Austell Council also expects its Members to observe the following principles:

Personal judgement – members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for others – members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

Duty to uphold the law – members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship – members should do whatever they are able to do to

ensure that the authority uses its resources prudently, and in accordance with the law.

Whilst these overriding principles are not formally part of the Code of Conduct they underpin the purpose and provisions of the Code of Conduct and are principles in accordance with which Members should conduct themselves.

Introduction and Interpretation

1. This Code of Conduct has been adopted by St Austell Council to support its duty to promote and maintain high standards of conduct by Members of the Council as required by the Localism Act 2011.
2. In this Code:

"Member" includes an elected member and a co-opted member

"Monitoring Officer" means the Monitoring Officer of Cornwall Council. This is because the Localism Act 2011 requires the Monitoring Officer of the principal council to discharge certain ethical standards responsibilities in relation to the local councils in their area.

"meeting" means any meeting of the Council and any of the Council's committees, sub committees, joint committees with other authorities or other formal meetings

"disclosable pecuniary interest" means an interest described in Part 5A of this Code and which is an interest of a Member or an interest of (i) that Member's spouse or civil partner; (ii) a person with whom that Member is living as husband or wife; or (iii) a person with whom that Member is living as if they were civil partners, and that Member is aware that that other person has the interest

"non-registerable interests" mean an interest as defined in Part 5B of this Code

"dispensation" means a dispensation granted by the Council or other appropriate person or body which relieves a Member from one or more of the restrictions set out in sub-paragraphs 3.5(i), 3.5(ii) and 3.5(iii) of Part 3 of this Code to the extent specified in the dispensation

"register" means the register of disclosable pecuniary interests maintained by the Monitoring Officer of Cornwall Council

“sensitive interest” means an interest that a Member has (whether or not a disclosable pecuniary interest) in relation to which the Member and the Monitoring Officer consider that disclosure of the details of that interest could lead to the Member, or a person connected with the Member, being subject to violence or intimidation

“interest” means any disclosable pecuniary interest or any non-registerable interest where the context permits

3. This Code is arranged as follows:
- | | |
|---------|--|
| Part 1 | Application of the Code of Conduct |
| Part 2 | General obligations |
| Part 3 | Registering and declaring interests |
| Part 4 | Sensitive interests |
| Part 5A | Pecuniary interests |
| Part 5B | Interests other than pecuniary interests |

Part 1 – Application of the Code of Conduct

- 1.1 This Code applies to you as a Member of the Council.
- 1.2. This Code should be read together with the preceding general principles of public life.
- 1.3. It is your responsibility to comply with the provisions of this Code.
- 1.4 Subject to paragraphs 1.5, 1.6 and 1.7 of this Code you must comply with this Code whenever you:
- (a) conduct the business of the Council, which in this Code includes the business of the office to which you have been elected or appointed; or
 - (b) act, hold yourself out as acting or conduct yourself in such a way that a third party could reasonably conclude that you are acting as a representative of the Council
- and references to your official capacity are construed accordingly.
- 1.5 As well as having effect in relation to conduct in your official capacity, this Code also has effect where your conduct in your personal capacity constitutes a criminal offence for which you have been convicted (including an offence which you committed before you took office but for which you are convicted after that date).
- 1.6 Where you act as a representative of the Council:
- (a) on another authority which has a Code of Conduct, you must, when acting for that other authority, comply with that other authority’s Code of Conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with this Code of Conduct, except and insofar as it conflicts with any lawful obligations to which that other body may be subject.

- 1.7 Where you are also a member of an authority other than the Council you must make sure that you comply with the relevant Code of Conduct depending on which role you are acting in. Your conduct may be subject to more than one Code of Conduct depending on the circumstances. Advice can be sought from the proper officer of the Council (usually the Clerk to the Council).

Part 2 – General obligations

- 2.1 You must treat others with respect.
- 2.2 You must not treat others in a way that amounts to or which may reasonably be construed as unlawfully discriminating against them.
- 2.3 You must not bully any person.
- 2.4 You must not intimidate or attempt to intimidate others.
- 2.5 You must not conduct yourself in a manner which is contrary to the Council's duty to promote and maintain high standards of conduct by Members.
- 2.6 You must record in a register of interests maintained by the Proper Officer any gifts or hospitality that you are offered or receive in connection with your official duties as a member and the source of the gift or hospitality.
- i) worth £25 or over
- OR,
- ii) that could be seen by the public as likely to influence your judgement in these matters
- 2.7 You must not do anything which compromises or is likely to compromise the impartiality of those who work for or on behalf of the Council.
- 2.8 You must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where –
- (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees in writing not to disclose the information to any other person before the information is provided to them; or
 - (iv) the disclosure is –
 - (a) reasonable and in the public interest; and
 - (b) made in good faith; and
 - (c) in compliance with the reasonable requirements of the

authority, which requirements must be demonstrable be reference to an adopted policy, procedure or similar document of the Council or evidenced by advice provided by the proper officer of the Council (usually the Clerk to the Council) or their nominee.

- 2.9 You must not prevent or attempt to prevent another person from gaining access to information to which that person is entitled by law.
- 2.10 You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute.
- 2.11 You must not use or attempt to use your position as a member of the Council improperly to confer on or to secure for yourself or any other person an advantage or disadvantage.
- 2.12 You must when using the resources of the Council:
 - (i) have the prior formal permission of the Council;
 - (ii) act in accordance with the reasonable requirements of the Council;
 - (iii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
 - (iv) have regard to any statutory or other requirements relating to local authority publicity.
- 2.13 You must not authorise the use of the Council's resources by yourself or any other person other than by your participation in a formal decision made at a meeting and in accordance with the Council's standing orders or other procedural rules.
- 2.14 When reaching decisions on any matter you must have regard to any relevant advice provided to you by the proper officer of the Council (usually the Clerk to the Council).
- 2.15 You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.

Part 3 – Registering and declaring interests and withdrawal from meetings

- 3.1 The provisions of this Part of this Code are subject to the provisions of Part 4 of this Code relating to sensitive interests.
- 3.2 Within 28 days of becoming a Member you must notify the Monitoring Officer of any disclosable pecuniary interest that you have at the time of giving the notification.

- 3.3 Where you become a Member as a result of re-election or your co-option being renewed you need only comply with paragraph 3.1 of this Code to the extent that your disclosable pecuniary interests are not already entered on the register at the time the notification is given.
- 3.4 You are not required to notify non-registerable interests to the Monitoring Officer for inclusion in the register.
- 3.5 If you are present at a meeting and you are aware that you have a non-registerable interest or a disclosable pecuniary interest in any matter being considered or to be considered at the meeting you must disclose that interest to the meeting if that interest is not already entered in the register and, unless you have the benefit of a current and relevant dispensation in relation to that matter, you must:
- (i) not participate, or participate further, in any discussions of the matter at the meeting;
 - (ii) not participate in any vote, or further vote, taken on the matter at the meeting; and
 - (iii) remove yourself from the meeting while any discussion or vote takes place on the matter, to the extent that you are required to absent yourself in accordance with the Council's standing orders or other relevant procedural rules.
- 3.5A Where a Member has a non-registerable interest in a matter to which paragraph 3.5 relates that does not benefit from a valid dispensation and that interest arises only from the Member's participation in or membership of a body whose objects or purposes are charitable, philanthropic or otherwise for the benefit of the community or a section of the community the Member may [with the permission of the Chairman of the meeting or until such time as the Chairman directs the Member to stop] address the meeting to provide such information as they reasonably consider might inform the debate and decision to be made before complying with paragraphs 3.5(i), (ii) and (iii).
- 3.6 If a disclosable pecuniary interest to which paragraph 3.5 relates is not entered in the register and has not already been notified to the Monitoring Officer at the time of the disclosure you must notify the Monitoring Officer of that interest within 28 days of the disclosure being made at the meeting.
- 3.7 Within 28 days of becoming aware of any new disclosable pecuniary interest, or change to any disclosable pecuniary interest already registered or notified to the Monitoring Officer, you must notify that new interest or the change in the interest to the Monitoring Officer.
- 3.8 All notifications of disclosable pecuniary interests to the Monitoring Officer must be made in writing and such disclosures as are made at meetings must be confirmed in writing to the Monitoring Officer.

3.9 You must notify the proper officer of your Council in writing of the detail of all disclosable pecuniary interests that are notified or confirmed to the Monitoring Officer.

Part 4 – Sensitive interests

4.1 Members must notify the Monitoring Officer of the details of sensitive interests but the details of such interests will not be included in any published version of the register.

4.2 The requirement in paragraph 3(5) of Part 3 of this Code to disclose interests to meetings shall in relation to sensitive interests be limited to declaring the existence of an interest and the detail of the interest need not be declared.

Part 5A – Disclosable Pecuniary Interests

In this Part of the Code the expressions in the middle column have the meanings attributed to them in the right hand column

(a)(i)	“body in which the relevant person has a beneficial interest”	means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director or in the securities of which the relevant person has a beneficial interest
(a)(ii)	“director”	includes a member of the committee of management of an industrial and provident society
(a)(iii)	“land”	includes an easement, servitude, interest, or right over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income
(a)(iv)	“relevant authority”	means the authority of which you are a member
(a)(v)	“relevant person”	means you, your spouse or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living with as if you are civil partners
(a)(vi)	“securities”	means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society

The following table sets out the disclosable pecuniary interests that have been prescribed by the Secretary of State for the purposes of the Code of Conduct and the Localism Act, 2011

Interest		Description
(b)(i)	Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
(b)(ii)	Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out your duties as a member, or towards the election expenses of you. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992
(b)(iii)	Contracts	Any contract which is made between the relevant person (or a body which in which the relevant person has a beneficial interest) and the relevant authority under which goods and services are to be provided or works are to be executed and which has not been fully discharged
(b)(iv)	Land	Any beneficial interest in land which is within the area of the relevant authority
(b)(v)	Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer
(b)(vi)	Corporate tenancies	Any tenancy where, to your knowledge the landlord is the relevant authority and the tenant is a body in which the relevant person has a beneficial interest
(b)(vii)	Securities	Any beneficial interest in securities of any body where that body, to your knowledge, has a place of business or land in the area of the relevant authority and either the total nominal value of the securities exceeds £25,000 or one hundredth of the total of the issued share capital of that body or if the share capital of that body is of more than one class the total nominal value of the shares in any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class

Part 5B – Non-registerable interests

You have a non-registerable interest where a decision in relation to a matter being determined or to be determined:

- (i) might reasonably be regarded as affecting the financial position or well being of you; a member of your family or any person with whom you have a close association; or any body or group which you are a member of more than it might affect the majority of council tax payers, rate payers or inhabitants in the parish; and
- (ii) the interest is such that a reasonable person with knowledge of all the relevant facts would consider your interest so significant that it is likely to prejudice your judgement of the public interest.

save that business relating to the following functions will not give rise to non-registerable interests:

- school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
- statutory sick pay under, where you are in receipt of, or are entitled to the receipt of, such pay;
- an allowance, payment or indemnity given to members;
- any ceremonial honour given to members; and
- setting of the precept
- and for the avoidance of doubt the above exceptions to the definition of non-registerable interests do not negate the requirements arising from having a disclosable pecuniary interest.

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

Present: Councillors: Cohen, Hamilton, Hawken, Kimber, Nott, Preece, Taylor and Whitehouse.

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

Also in attendance: A Etheridge (interpreter).

CC/25/58) Apologies for absence

Apologies for absence were received from Councillors: Clemo, Lingham, Stephens, Thompson and Young.

CC/25/59) Declarations of Interest

None.

CC/25/60) Dispensations

None.

CC/25/61) Minutes of the Meeting held on the 23rd February 2026

It was **RESOLVED** that the minutes of the meeting held on the 23rd February 2026 be approved and signed as a correct record.

CC/25/62) Matters to Note

The Clerk advised that he had nothing further to add.

CC/25/63) Public Participation

There were no members of the public present other than Mr Jake Richards.

CC/25/64) Jake Richards

Mr Jake Richards thanked the Committee for inviting him to the meeting.

Mr Richards advised that he is the owner of Jakes Bakes in the Market House, founder of the St Austell STAR Awards and Chair of the newly formed Town Team.

Mr Richards expressed a view that St Austell town centre suffers from inconsistent footfall outside of the summer season, increasing rents, rates and utility bills for local businesses, little promotional activity and a lack of a coordinated approach to regeneration. He added that he has spoken to lots of people who do not know who the BID or St Austell Town Centre Regeneration Partnership are and expressed a view that there needs to be better communication and a collective action to drive footfall, reduce shop vacancies, strengthen the identity of St Austell, support businesses, attract new investment and build local pride.

Mr Richards referred to towns such as Newquay and Mevagissey who promote themselves well by selling memorabilia such as fridge magnets, promotional hoodies, local shortbread, fudge etc and felt that St Austell could do something similar. He expressed concern with regard to the lack of visitor information, information for potential new businesses and an unreliable discovery trail around the town due to problems with the QR codes and software issues relating to android telephones.

Mr Richards concluded that the Town Team would like to open a shop within the town centre which will act as a hub of information, provider of local produce and mementos and assist with the marketing and promotion of the town. He advised that once a proposal has been worked up, the Team would like to seek grant funding from the Town Council to support set up costs.

During discussion, Members raised the following:

- The difficulties in attracting visitors to the town;
- The excellent revitalisation projects undertaken by the Town Centre Revitalisation Partnership (piazza, banners and greening across the town);
- The lack of willing volunteers to sustain community projects;
- The need to learn from history (eg: SABEF, Carnival Committee);
- Gratitude to Mr Richards and the Team for looking at the issues with a fresh set of eyes and ideas.

Arising from a question, Mr Richards advised that the Town Team Members are:

Mr Jake Richards (Chair)
Mr Dave Halton
Mr Andrew Stickland
Mr Mark Gray
Mr Steve Nott

The Chair thanks Mr Richards for his presentation.

CC/25/65) Small Grants Scheme

Cornwall Performing Arts CIC

It was **RESOLVED** to award a grant in the sum of £250 to Cornwall Performing Arts CIC towards their Creative Writing for Young People in St Austell project.

Cornwall International Male Choral Festival

It was **RESOLVED** to award a grant in the sum of £500 to the Cornwall International Male Choral Festival due to take place at St John's Methodist Church in May 2026.

Cornwall Pride CIO

It was **RESOLVED** to award a grant in the sum of £250 to Cornwall Pride CIO subject to confirmation from the organisations of the date that the event is due to take place in St Austell.

iSight Cornwall

It was **RESOLVED** to award a grant in the sum of £250 to iSight Cornwall towards their BUGS (Blind Using Guided Sights) Shooting Club activity.

CC/25/66) Projects Update

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

Shared Prosperity Funding

Pump Track – the project is now complete and an official opening event is planned for 28th May 2026.

Town Revitalisation and Improvement Programme – the five projects are now complete and the final grant claim details are being worked up for submission to Cornwall Council within the next few days.

CCTV – the cameras are still on their winter hours monitoring, but continue to provide an excellent service. A grant has been obtained for additional cameras in the Polkyth area, but there are some technical issues to overcome. The mobile camera is being repaired.

Young People Cornwall – the Town Council continues to be represented at the quarterly steering group meetings. They are an important local service and have received good publicity with Children in Need. Nick Smith, CEO is due to attend the Parish meeting on 27th April 2026.

Anti-social behaviour – still a few new faces about, but generally the town is quiet. Shoplifting, like in many towns, continues to be a problem. The Hotspot funding has been extended for six months which is good news although what happens after this time is still uncertain.

CIL Funding – two expressions of interest have been submitted to Cornwall Council for CIL funding.

1. Accessible paths in the Meadows and Poltair Park
2. Lighting of the opes in the town centre

Bowls Club – the Bowls Club lease is due for renewal and will be progressed within the next few months.

Library and The House – the freehold/leasehold transfer of the two buildings is still being negotiated.

Poltair Park – the potential for a new skateboard park at Poltair Park will be discussed at the next meeting. The replacement of aging equipment are being undertaken in a phased manner and a consultation process will start shortly with regard to the replacement of the helter skelter.

Events – at the present time there are plans for:

- Easter Event at Studio 4 - 7th April 2026
- Cornwall Armed Forces Day – 20th June 2026

- Mayor Making Ceremony – 27th May 2026
- Pump Track Opening – 28th May 2026

Councillor Kimber is liaising with the Clerk from Treverbyn Parish Council about the potential to put on a Proms in the Park style event in either Poltair Park or in an indoor location towards the end of August/beginning of September.

CC/25/67) To consider excluding the press and public

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

CC/25/68) Priory Car Park

It was **RESOLVED** to appoint APS Construction Services Ltd to reconstruct a length of wall in Priory Car Park, St Austell based upon their quotation dated 26th February 2026.

CC/25/69) Re-admit Press and Public

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

CC/25/70) Dates of Meetings

It was noted that the next meeting of the Community Committee is scheduled to take place on Monday 1st June 2026.

The meeting closed at 7.29pm.

MINUTES of a MEETING of the ST AUSTELL TOWN COUNCIL STAFFING COMMITTEE held on MONDAY 30th MARCH 2026 at 6pm in the Stable Block, Pondhu House, Penwinnick Road, St Austell, PL25 5DP.

Present:

Councillors: Brown, Hamilton, Lanxon, Pearce and Young.

In attendance:

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

S/25/21) Apologies for Absence

An apology for absence was received from Councillor Bull.

S/25/22) Declarations of Interest

None.

S/25/23) Minutes of meeting held on the 2nd December 2025

It was **RESOLVED** that the minutes of the Staffing Committee held on 2nd December 2025 should be approved and signed as a correct record.

S/25/24) Matters to Note

The Clerk advised that the Regeneration Officer's contract expires on the 31st March 2026 which coincides with the end of the Government funding streams. The final claim form for the TRIP projects has been submitted to Cornwall Council and the Regeneration Officer has offered to come in for a few hours, if required, to clarify any last-minute queries to satisfy the grant claim process.

The Committee expressed their gratitude to the Regeneration Officer for his excellent project work over the last few years.

S/25/25) Public Participation

There were no members of the public present.

S/25/26) Staffing Policies

The Senior Projects Officer advised that the 11 policies for consideration are a suite of policies connected to the employment of staff and will be appendices to the staff handbook. He added that they are mainly model policies from either South-West Councils or NALC and that they should be consistent and complement each other as well as reflect known changes in legislation. As and when employment law changes, the policies will be updated and brought back to Members for consideration.

The Senior Projects Officer advised that the Flexible Working Policy, Leave Policy, Menopause Policy and Staff and Elected Member Training Policy are all new policies.

Once the policies are approved and published they will include a review date which is considered good practice.

Bullying and Harassment Policy

The following amendments were suggested:

Page 2 – Paragraph 4

Last Line:

Change “You” to “Employees” and “you” to “they”

Page 7 – 7.2 Town Clerk

First Line change to read:

“some or all of which they may delegate to the Deputy Town Clerk”

Last bullet point change to read:

“Reviewing this policy regularly and **advising members of amendments to ensure that it remains effective**”

Page 7 – 7.4 Members

Add a bullet point

- Reviewing the policy when necessary

Page 8

First sentence to read

“This procedure is designed to explain what you need to do if you feel you are being bullied or harassed”

Last paragraph to read as follows:

“Some acts of harassment may also amount to a criminal offence. In this situation we will speak to you about whether you wish for the matter to be reported to the police and support you to do so **or the Town Council may consider reporting the matter to the Police**”

Page 9

First sentence to read as follows:

“In this case you will need to put your complaint in writing to the Town Clerk (or in the case of the Town Clerk to the **Chair of the Staffing Committee**) giving details of the specific actions/incidents about which you are complaining.

Seventh paragraph to read:

It should be noted that if disciplinary action is taken against the alleged bully/harasser, you will be informed that disciplinary action is being taken but **due to employment law** will not be informed of the outcome of this or have a right of appeal against the decision of the disciplinary panel. Nor do you have the right to raise a grievance about any decision affecting the alleged bully/harasser following a disciplinary hearing or investigation.

Page 10

To read as follows:

9. Support and Advice for Employees Affected by Bullying and Harassment, including Sexual Harassment

If you would like further information about support and advice services available to you as the complainant or alleged harasser, you can contact **the Deputy Town Clerk**.

It was **RECOMMENDED**, subject to the above amendments, to approve the Bullying and Harassment Policy.

Capability Procedure

Page 5

Last paragraph to read:

Two members of the **Staffing** Committee will hear the appeal, **with the Deputy Mayor**, providing they have had no previous involvement in the matter. They will be assisted by an independent adviser.

It was **RECOMMENDED**, subject to the above amendment, to approve the Capability Procedure.

Disciplinary Procedure

Page 3

3.3 Personnel Committee

Should read

3.3 Staffing Committee

Page 4

Should read

3.6 Note Taker

During each stage of the disciplinary procedure, it is recommended that a note taker is present to **record the key circumstances and decisions**.

Page 5

Second paragraph, last sentence should read:

Records of informal advice/counselling should be kept **on the employee's personal file.**

Page 6

Last sentence should read:

Details of **the representative and** any witnesses the employee intends to call and a copy of all documents that the employee may wish to refer to at the hearing must be submitted to the Hearing Chair at least 3 working days prior to the hearing.

Page 11

Last paragraph should read:

Training

Appropriate training will be given to the **Town** Clerk or any Members who might be involved in disciplinary or appeals meetings to ensure that they fulfil their responsibilities under this procedure.

It was **RECOMMENDED**, subject to the above amendments, to approve the Disciplinary Procedure.

Flexible Working Policy

Page 2

4. Roles and Responsibilities

Second paragraph should read:

If the request is being made by the Town Clerk, this should be referred to the Staffing Committee, who **may** set up a panel to consider the request and a separate panel to consider any appeal.

It was **RECOMMENDED**, subject to the above amendment, to approve the Flexible Working Policy.

Guidance on Gifts and Hospitality Policy

It was **RECOMMENDED** to approve the Guidance on Gifts and Hospitality Policy.

Grievance Policy

Page 2

1. Policy Statement

Last paragraph should read:

This policy and the following procedure will be the subject of periodic review. Responsibility for conducting this review will rest with the Town Clerk, **reporting to the Staffing Committee.**

It was **RECOMMENDED**, subject to the above amendment, to approve the Grievance Policy.

Leave Policy

It was **RECOMMENDED** to approve the Leave Policy.

Maternity and Parental Leave Policy

It was **RECOMMENDED** to approve the Maternity and Parental Leave Policy

Menopause Policy

It was **RECOMMENDED** to approve the Menopause Policy.

Staff and Elected Member Training and Development Policy

It was **RECOMMENDED** to approve the Staff and Elected Member Training and Development Policy.

Arising from the above, the Deputy Clerk **AGREED** to review the Staff and Member training logs and report them to an appropriate committee.

Whistleblowing Policy

It was **RECOMMENDED** to approve the Whistleblowing Policy.

It was **FURTHER RECOMMENDED** that each policy should be reviewed every three years unless a change in legislation dictated otherwise.

S/25/27) To consider excluding the press and public

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

S/25/28) Staff Sickness

It was **RESOLVED** to note the Staff Sickness records for the period 27th September 2025 to 23rd March 2026.

Arising from the above, the Deputy Clerk advised that the Staff Absence Policy is being reviewed and will be considered at the Council meeting on Monday 13th April 2026.

S/25/29) Date of Next Meeting

Date to be confirmed.

The meeting closed at 7.23pm