

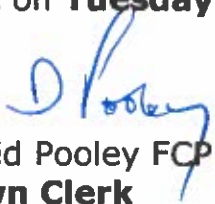
St Austell Town Council



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 **Tuesday 1st September 2026** at **6pm**.


David Pooley FCPFA
Town Clerk

25th August 2026

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

3. Dispensations

(Purpose: To consider requests for dispensations).

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 10th August 2026

**Pages
1 - 4**

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

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).

Each person addressing the Council will be allocated a maximum of 2 minutes or longer at the discretion of the Chair

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. (None 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.

9. St Austell Police update

(Purpose: To receive an update on Policing matters in St Austell).

10. Poltair Park accessibility and wheelchair swing **Pages 5 -16**

(Purpose: To receive an update on the Poltair Park accessibility and suitability for a wheelchair swing). (Attached).

11. Standing Orders **Pages 17 - 76**

(Purpose: To review and approve the Town Council's Standing Orders). (Attached).

12. Dispensations Procedure **Pages 77 - 82**

(Purpose: To review and approve a Dispensation Procedure). (Attached).

13. Anti-Fraud, Theft, Bribery and Corruption Policy **Pages 83 - 94**

(Purpose: To review and approve an Anti-Fraud, Theft, Bribery and Corruption Policy). (Attached).

14. External Audit Report – 2025/26 **Pages 95 - 100**

(Purpose: To note the External Audit Report – 2025/26). (Attached).

15. Members appointed to outside bodies update reports

(Purpose: To receive reports of any relevant information from Members appointed to outside bodies).

16. Cornwall Councillor update reports

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

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.

Each Cornwall Councillor addressing the Council will be allocated a maximum of 5 minutes. (Longer at the discretion of the Chair.).

17. Planning and Regeneration Committee

**Pages
101 -104**

(Purpose: To note the minutes of the Planning and Regeneration Committee held on 17th August 2026). (Attached).

18. Schedule of Payments

**Pages
105 - 108**

(Purpose: To receive a schedule of payments from 1st August 2026 to 21st August 2026)

19. 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 items:

Item 20 is confidential because it contains sensitive commercial information.

20. Poltair Park – Safety Surfacing

(Purpose: To consider appointing a contractor to undertake safety surfacing works). (Attached)

21. Dates of Meetings

(Purpose: To note dates of future Town Council Meetings: Monday 12th October 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 10th AUGUST 2026 in The Stable Block, Pondhu House, Penwinnick Road, St Austell, Cornwall, PL25 5DP.

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

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

Also present: Annie Etheridge (Interpreter to Councillor Nott).

The Mayor welcomed everyone to the meeting.

C/26/49) Apologies for Absence

Apologies for absence were received from Councillors Bullock, Clemo, Hawken and Thompson.

C/26/50) Declarations of interest and gifts or hospitality received

- Councillor Hamilton advised that he had received a dinner when giving a talk to St Austell Bay Rotary Club.
- Councillor Nott declared an interest in agenda item 15.
- Councillor Stephens advised that he had received tickets to a production of Frozen at Par.

C/26/51) Dispensations

There were no requests for a dispensation.

C/26/52) Minutes of Meeting held on 13th July 2026

It was **RESOLVED** that the minutes of the meeting held on 13th July 2026 be approved and signed as a correct record.

C/26/53) Matters to Note

The Clerk advised that Councillor Bullock had completed his acceptance of office form and requested to be appointed to the Community Committee (soon to become the Community and Environment Committee).

It was **RESOLVED** that Councillor Bullock should be appointed to the Community and Environment Committee.

C/26/54) Mayor's announcements

The Mayor advised that his Mayoral engagements had been quiet over the last few weeks, but he had attended an Active Cornwall Leadership course with the Deputy Mayor which was interesting. He added that on Saturday he is due to judge the Bake-Off competition at the Market House and attend a Stage Theatre Art production of Frozen.

*****Councillor Taylor arrived to the meeting*****

C/26/55) Public Participation

There were no members of the public at the meeting.

C/26/56) Cornwall Council Streetlight Initiative – (Final Phase of dimming/switch off)

The Clerk advised that Cornwall Council has finalised its final phase of dimming/switching off of streetlights in various locations across Cornwall and referred Councillors to the interactive map on Cornwall Council's website. He advised the following:

- The purple dots indicate that the lights will be switched off from midnight to 5am Sunday to Thursday and dimmed on Friday and Saturday between midnight and 5am.
- The pink dots indicate that the lights will be switched off from midnight to 5am seven days a week.
- The streetlights in St Austell town centre will not be affected.

The Clerk advised that Redruth Town Council has objected to the switching off/dimming of lights in their town. He added that the switching off/dimming of streetlights appears to run against the Police initiative to end violence against women in the evening/night-time economy (Project Night Eye).

Arising from a question, the Clerk confirmed that in early June he had received a draft of the proposals from Cornwall Council but was asked not to share it. At the beginning of August Cornwall Council advised that the public facing map had been finalised.

During discussion, the following comments/issues were raised:

- Disappointment that Town and Parish Councils and the public were not formally consulted on the matter;
- The severe ASB in Charlestown and Carlyon Bay;
- The potential for doorbell cameras not to work if they are recording in the darkness;
- The potential for more thefts and burglaries in residential areas that will be in darkness;
- Darkness is good to help people sleep better and is better for the environment;
- Concern for the safety of people walking home after a night out or walking to and from work (shift workers);
- Concern for the safety of vulnerable people.

It was **RESOLVED** to object to the streetlights being switched off or dimmed in St Austell and the surrounding areas as indicated on the final map due to the well-known ASB and crime issues in this area and the strong likelihood that ASB and crime will increase as a result of the additional periods of darkness. Members were particularly concerned about the safety of vulnerable people including women and children.

*****This was carried by 10 votes to 2*****

It was **FURTHER RESOLVED** to instruct the Clerk to write to Cornwall Council to complain about the lack of transparency and inadequacy of the consultation with Town and Parish Councils and the public in relation to this initiative and to seek an apology.

****This was carried unanimously****

C/26/57) Planning and Regeneration Committee

It was **RESOLVED** that the minutes of the Planning and Regeneration Committee meetings held on the 18th May 2026, 15th June 2026 and 20th July 2026 be noted.

The Clerk advised that further to Minute P/26/43 the hearing date for the licence application relating to 4 Fore Street has been set for Wednesday 26th August 2026.

It was also **RESOLVED** that Councillor Bull should represent the Town Council at the hearing.

C/26/58) Community Committee

It was **RESOLVED** that the minutes of the Community Committee meetings held on the 1st June 2026 and 6th July 2026 be noted and the **RECOMMENDATIONS** contained therein be approved.

C/26/59) Finance and General Purposes Committee

It was **RESOLVED** that the minutes of the Finance and General Purposes meeting held on the 22nd June 2026 be noted and the **RECOMMENDATIONS** contained therein be approved.

****Councillor Kimber declared an interest in a payment and left the meeting****

C/26/60) Schedule of Payments – 1st May 2026 to 2nd July 2026

It was **RESOLVED** that the Schedule of Payments totalling £307,767.44 and the transfers between bank accounts amounting to £7,985.49 for the period 1st May 2026 to 2nd July 2026 be approved.

C/26/61) Schedule of Payments – 3rd July 2026 to 31st July 2026

It was **RESOLVED** that the Schedule of Payments totalling £124,471.09 and the transfers between bank accounts amounting to £150,000 for the period 2nd July 2026 to 31st July 2026 be approved.

C/26/62) 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.

C/26/63) Communication Support

To assist with communication support for Councillor Nott, it was **RESOLVED** that the use of local signing interpreters be authorised for:

1. Council meetings;
2. Community and Environment and Finance and General Purposes Committee meetings;
3. Pre-approved duties such as training and civic events (up to 4 of each per annum).

C/26/64) Office accommodation/depot

The Clerk advised that he had still not received written confirmation of the acceptance of the Council's bid for Mount Charles Social Club despite chasing the estate agents on a number of occasions. Members referred to inaccurate social media posts relating to this site and the need to address the misinformation. The Clerk undertook to update Members, to issue a press release and to update Treveth Holdings as soon as he had written confirmation that the Council's offer had been accepted.

C/26/65) To re-admit press and public

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

C/26/66) Dates of Meetings

It was noted that the next Town Council meetings are due to take place on Monday Tuesday 1st September 2026 and Monday 12th October 2026.

The meeting closed at: 18:52

ST AUSTELL TOWN COUNCIL

COUNCIL MEETING – 1ST SEPTEMBER 2026

POLTAIR PARK ACCESSIBILITY AND WHEELCHAIR SWING

1. PURPOSE OF REPORT

To receive an update on the Poltair Park accessibility audit and the provision for a wheelchair swing.

2. LEGAL AND RISK MANAGEMENT ISSUES

The Town Council has a duty to consider accessibility under the Equality Act 2010 and to comply with the Occupiers' Liability Act 1957, which requires a duty of care to all visitors to its parks and open spaces. In considering any new item of play equipment, the Town Council should also be satisfied that the equipment, surfacing, installation, and subsequent management arrangements are compliant to BS EN 1176, the British and European standard for playground equipment and surfacing. The standard covers general safety requirements and guidance on installation, inspection, maintenance, and operation. Although compliance with BS EN 1176 is not itself a statutory requirement, it is widely recognised as the relevant benchmark for demonstrating good practice and reasonable risk management in public play areas.

There is currently no specific British or European Standard for wheelchair swings, meaning that these items need to be assessed against the broader BS EN 1176 standard. As wheelchair swings are generally regarded as higher-risk items requiring closer operational control than standard unsupervised play equipment, this ultimately renders them none-compliant with BS EN 1176.

3. RESOURCE ISSUES

If a suitable setting can be identified, a budget can be found from reserves to fund the installation of a wheelchair swing. A robust wheelchair swing is likely to cost in the region of £20,000 - £35,000.

4. EQUALITIES ISSUES

The Council includes a wide range of accessible play equipment across its parks and has worked to improve paths and access to play areas since taking the parks from Cornwall Council.

5. ENVIRONMENTAL ISSUES

None.

6. RECOMMENDATIONS

It is recommended that Members:

1. Note the Poltair Park accessibility report;
2. Note the professional advice obtained with regard to the installation of a wheelchair swing.

It is further recommended that Members, if they wish:

- a. Form a working group to identify a publicly accessible closed setting in the Parish of St Austell where a wheelchair swing could be installed, be made available to the general public and its use supervised at all times;
- b. Report back to full Council on the findings.

Background

At the Community Committee on 23rd February 2026 Members considered a report on the potential to instal a wheelchair swing in Poltair Park and made the following recommendation which was approved at the full Council meeting on 17th March 2026.

*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.*

Poltair Park - Accessibility Report

At the request of Councillors, an accessibility audit was undertaken in Poltair Park. This work was carried out by The Play Inspection Company and the full assessment can be found at Appendix 1.

The recommendations at the bottom of the report suggest that the following could be considered to enhance the offer at Poltair Park:

1. Consider providing improved signage catering for all users around the site;
2. Consider providing additional low level interactive / sensory items;
3. Consider providing more opportunities for social play that is not based around physical activities encouraging interactive play between all users.

All three recommendations are achievable and will be considered as part of the ongoing improvements in the park.

Wheelchair Swing – Professional advice received

An independent ROSPA Playground Inspector has been consulted on the provision of a wheelchair swing and the following response has been received.

"Wheelchair swings can present management issues as it is recommended they are supervised in use and locked when not in use therefore you would need to set up a system where people could access a key etc in order to use the item.

The units themselves are non-compliant and are very expensive to install and for the complete installation package can cost tens of thousands of pounds.

In my opinion play means different things to children according to their disability and I firstly would recommend you assess /research what the needs of your users would be ie- what level of movement the identified users can undertake for example how mobile they are can they use items unassisted can they use their hands are they deaf ? this will determine the most suitable item for the user.

The same to and fro movement on a wheelchair swing can be achieved by installing a group nest swing at a fraction of the cost on an existing frame and for me will achieve the same play value .

Play panels /musical chimes /clock faces are other examples of items that provide good play value depending on the child's needs .

Please note these are my personal views based on my experience in the industry and not necessarily the views of ROSPA Playsafety Ltd

Stuart Griffiths

The first paragraph mirrors the concerns of your officers, previously expressed to Members, that a wheelchair swing is not suitable for a public park.

Other Options

St Austell Library

The library garden has been considered as a potential option for a wheelchair accessible swing but discounted for the following reasons:

- The front garden is large enough, but the installation of a wheelchair swing would present the same problems as a public park;
- The rear garden is enclosed and could be supervised but it is too small to accommodate a wheelchair swing and remain a useable garden for daily activities such as school visits (30-40 children at a time), SALSA events, gardening clubs/activities/projects and nursing home visits (eg Trevarner).

Day Care Centres/SEN School

It is your officers view that either a day care centre or an SEN school, that is open for drop in visits by the public, might be a suitable setting for the installation of a wheelchair swing.

Financial Implications

If a willing provider can be found, funding for a wheelchair swing can be found from the Town Council's reserves.

As a high-risk item, the Town Council would need to be satisfied that the setting provider:

- a) has robust public liability insurance;
- b) is able to resource regular inspections and maintenance.

Consultation

If Members choose to explore and identify a suitable setting that is willing to accommodate a wheelchair swing, a public consultation can be set up to gauge the public appetite and potential usage in that setting.

Conclusion

It is recommended that Members:

1. Note the Poltair Park accessibility report;
2. Note the professional advice obtained with regard to the installation of a wheelchair swing.

It is further recommended that Members, if they wish:

- a. Form a working group to identify a publicly accessible closed setting in the Parish of St Austell where a wheelchair swing could be installed, be made available to the general public and its use supervised at all times;
- b. Report back to full Council on the findings.

DAVID POOLEY
TOWN CLERK

Date: 03/06/2026

- 100

b	Is there a clear minimum path width throughout the route of at least 1.0m, with passing points?	☐	☐	☐	☐	Comments:	
c	Is the route free of obstructions with no overhanging shrubs, branches or equipment (Minimum head height 2 metres)	☐	☐	☐	☐	Comments:	
d	Is there sufficient space between items for manoeuvring, as well as passing points and hard standing areas?	☐	☐	☐	☐	Comments:	
e	Is the route free from erosion/holes and not susceptible to standing water problems?	☐	☐	☐	☐	Comments:	
f	Are there steps along the route that cannot be avoided?	☐	☐	☐	☐	Comments:	
g	Are there warning signs on the surface of unavoidable steps e.g. painted step edging, tactile surfacing?	☐	☐	☐	☐	Comments:	
h	Are there continuous support handrails alongside unavoidable steps at a height (no higher than 1000mm) suitable for all users?	☐	☐	☐	☐	Comments:	
i	Is there room for a straight ramp to be installed as an alternative to unavoidable steps, (gradient 1:12, 8%) with a minimum width of 1.0m?	☐	☐	☐	☐	Comments:	

4 Signage/Warnings

a	Are there welcoming signs within the play area that are at a height that can be read by the majority of play area users?	☐	☐	☐	☐	Comments: Minimal signage covering essential site information - site name, contact details for reporting defects Signs only present at some access points
b	Are the signs in a pictorial and Braille as well as written?	☐	☐	☐	☐	Comments: _____
c	Are the signs clear, with a high contrast ratio between text and background to aid visually impaired users?	☐	☐	☐	☐	Comments: Signage text is quite a small format
d	Do the signs advise whom to contact in an emergency with appropriate telephone numbers?	☐	☐	☐	☐	Comments: _____
e	Are there warning signals in suitable places, allowing for children and carers with limited vision? E.g. Swing barriers painted in a vibrant colour such as yellow or red; surface variations where a kerb is level with a pathway, at safe crossing points etc.	☐	☐	☐	☐	Comments: _____

5 Furniture

a	Can children and their parents/carers of all abilities access the seating and litter bins within the play area?	☐	☐	☐	☐	Comments: Accessible benches present however some of the benches require crossing grass surfaces to access
b	Do the seats have backrests and armrests to support those who have difficulty sitting upright?	☐	☐	☐	☐	Comments: Benches have back rests, picnic tables have no support
c	Can children, parents/carers of all abilities access any picnic tables installed on site	☐	☐	☐	☐	Comments: _____
d	Is there shelter and shade within the play area to protect children and carers from the wind, rain and sun?	☐	☐	☐	☐	Comments: No formal shelter provided but significant tree coverage provides ample shelter
e	How far away are the nearest toilet facilities for people using the playground?	Unknown				

6 General

a	Does the design of the playground encourage inclusive play?	☐	☐	☐	☐	Comments: There is an inclusive / wheelchair accessible roundabout and two basket swings (type 1 and cantilever)
b	Are there things to do for children who cannot or choose not to leave their wheelchair, such as low level panels, games etc.?	☐	☐	☐	☐	Comments: Inclusive roundabout
c	Is there a quiet space where children who choose not to join others can be part of the play experience?	☐	☐	☐	☐	Comments: No formal areas but the site is relatively large with a surrounding park so there is potential to find a quiet
d	Is there a balance of both physical and social play?	☐	☐	☐	☐	Comments: The equipment on site generally is for physical play

7 Play Equipment

a	Swinging: What types of swing activities are available within the play area?	☐	☐	☐	☐	Comments: _____
	Swings with cradle seats	☐	☐	☐	☐	Comments: _____
	Swings with flat seats	☐	☐	☐	☐	Comments: _____
	Swings with other seats	☐	☐	☐	☐	Comments: _____
	Other (Specify) Group / basket seat x2 (type 1 and cantilever), surf swing	☐	☐	☐	☐	Comments: _____
	None	☐	☐	☐	☐	Comments: _____
b	Sliding: What types of sliding activities are available within the play area?	☐	☐	☐	☐	Comments: _____
	Freestanding slide with single-width access and descent	☐	☐	☐	☐	Comments: _____

Freestanding slide with double-width access and descent	☐	☐	☐	☐	Comments:	
Embankment slide	☐	☐	☐	☐	Comments:	
Slide with single-width access and descent forming a part of a multipplay unit	☐	☐	☐	☐	Comments:	Two units - junior and toddler in separate areas
Slide with double-width access and descent forming a part of a multipplay unit	☐	☐	☐	☐	Comments:	
Other (Specify)					Comments:	
None	☐	☐	☐	☐	Comments:	
c Rotating: What types of rotating activities are available within the play area?						
Roundabout with no seating or non-support seating	☐	☐	☐	☐	Comments:	
Roundabout with surround support seating	☐	☐	☐	☐	Comments:	
Roundabout with wheelchair access	☐	☐	☐	☐	Comments:	
Other (Specify) Supemovra - rotating disc					Comments:	
None	☐	☐	☐	☐	Comments:	
d Rocking: What types of rocking activities are available?						
Traditional See Saw	☐	☐	☐	☐	Comments:	
Traditional rocker	☐	☐	☐	☐	Comments:	1x rocker in toddler area
Sit in spring mobile	☐	☐	☐	☐	Comments:	
Sit on spring mobile	☐	☐	☐	☐	Comments:	4 way spring unit
Other (Specify) spring boat, spring jeep, stand up see saw					Comments:	
None	☐	☐	☐	☐	Comments:	
e Multi-activity Equipment						
What type of multi-activity equipment is available within the play area?					Comments:	Toddler unit in toddler area
Low level of challenge	☐	☐	☐	☐	Comments:	2x units: Junior unit, large tower with tube slide in main area
Medium level of challenge	☐	☐	☐	☐	Comments:	
High level of challenge	☐	☐	☐	☐	Comments:	
Are the following elements available for all users on one or more items of multi-play equipment?						

Tactile low level play panels and games with strong colour contrast

Low level accessible bridges and tunnels

☐	☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Comments: _____

Transfer platforms

☐	☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Comments: _____

Sliding

☐	☐	☐	☐	☐
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Comments: _____

Have colours been used throughout to help the visually impaired?

☐	☐	☐	☐	☐
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Comments: _____

f Other Play Items: What other elements of play equipment are provided in this play area?

Activity trail	Skate area
Space net	MUGA area
Climbing wall / net	
skate unit	
play panels	

g Safer Surfacing:

Is safer surfacing installed under and surrounding each item of play (meeting BS EN 1177 recommendations)?

☐	☐	☐	☐	☐
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Comments: _____

Synthetic (rubber tiles or wet pour)

☐	☐	☐	☐	☐
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Comments: _____

Loose impact absorbing surface (bark/sand/woodchip)

☐	☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Comments: _____

Grass matting

☐	☐	☐	☐	☐
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Comments: _____

Other (Specify)

☐	☐	☐	☐	☐
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Comments: _____

Is the safer surfacing level with the surrounding surfaces?

☐	☐	☐	☐	☐
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Comments: _____

Comments

This is a large site with extensive facilities, there is scope for provision of equipment that encourages play between users of all abilities.

Recommendations:

Access:

None

Ancillary Items:

Consider providing improved signage catering for all users around the site

Design:

Equipment:

Consider providing additional low level interactive / sensory items. Consider providing more opportunities for social play that is not based around physical activities encouraging interactive play between all users.

Surfacing:

None

Other:

None



ST AUSTELL TOWN COUNCIL

STANDING ORDERS

Approved: XXX

Review: XXX

Index of model standing orders

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Paragraphs in bold type face indicate statutory requirements.

1. Rules of debate at meetings

- a ~~Items-Motions~~ on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair~~man~~ of the meeting.
- b A motion (including an amendment) shall not be progressed until it has been moved and seconded
- c A motion on the agenda that is not moved by its proposer may be treated by the Chair~~man~~ of the meeting as withdrawn.
- d If a motion (including an amendment) had been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) ~~motion~~ becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting ~~after the original or substantive motion has been recorded and before voting on that motion. If and, if~~ requested by the Chair~~man~~ of the meeting, ~~the amendment should be-is~~ expressed in writing to the Chair~~man~~.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion had already been seconded, the amendment shall be with the consent of the seconder and the

meeting.

- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair ~~Chairman of the meetings~~.
- j Subject to standing order 1(k) ~~below~~, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
- k One or more amendments may be discussed together if the Chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.

~~m~~ The mover of ~~a motion or~~ an amendment ~~shall have a~~ has no right of reply at the end of debate on it, ~~prior to the vote, not exceeding 3 minutes~~

~~n~~ Where a series of amendments to an original motion are carried, the mover of the original motion shall have ~~the a~~ right of reply either at the end of debate ~~of each on the first~~ amendment or at the very end of the debate on the final substantive motion immediately before it is put to the vote.

~~o~~ Unless permitted by the Chairman of the meeting, a councillor may speak once in the debate on a motion except:

- i. To speak on an amendment moved by another councillor;
- ii. To move or speak on another amendment if the motion has

been amended since he last spoke;

- iii. To make a point of order;
- iv. To give a personal explanation; or
- v. In exercise of a right of reply.

p During the debate ~~of on~~ a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which ~~he~~ they considers has been breached or specify the other irregularity in the proceedings of the meeting ~~which he is~~ they are concerned by.

q A point of order shall be decided by the Chair~~man~~ of the meeting and their decision shall be final.

r r. When a motion is under debate, no other motion shall be moved except:

- ~~i.~~ To amend the motion;
- ~~ii.~~ To proceed to the next business;
- ~~iii.~~ To adjourn the debate;
- ~~iv.~~ To put the motion to a vote;
- ~~v.~~ To ask a person to be no longer heard or to leave the meeting;
- vi. To refer a motion to a committee or sub-committee for consideration;
- vii. To exclude the public and press;
- viii. To adjourn the meeting; or
- ix. To suspend particular standing order(s) excepting those which reflect mandatory statutory ~~or legal~~ requirements.

s Before an original or substantive motion is put to the vote, the Chair~~man~~ of the meeting shall be satisfied that the motion has been

sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any councillor or the Chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

-  Full Council Meetings
-  Committee Meetings
-  Sub-committee Meetings

-
-  a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
 -  b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
 -  c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
 -  d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of the meeting shall be by a resolution which shall give reasons for the public's exclusion.
 - e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
 - f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the Chair~~man~~ of the meeting.

- g Subject to standing order 3(f)-~~above~~, a member of the public shall not speak for more than 2 minutes.
- h In accordance with standing order 3(e)-~~above~~, a question shall not require a response at the meeting nor start a debate on the question. The Chair~~man~~ of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and may remain seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the Chair~~man~~ of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair~~man~~ of the meeting shall direct the order of speaking.

- l ~~Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted provided those undertaking these activities do not act in a disruptive manner. The Chairman of the meeting shall have the right to exclude anyone acting in a disruptive manner from the meeting.~~ Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

 m ~~The press and public shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present~~A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

 n The press and public shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. **YELLOW SQUARE NEEDED**

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 o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in their absence be done by, to or before the Vice-Chairman of the Council (if anythere is one). **RED SQUARE NEEDED**

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  op The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-ChairmanChair of the Council (if there is one), if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

   pq Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or non-councillorsnon-councillors with voting rights present and voting.

   r The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes

may exercise their casting vote whether or not ~~he~~ they gave an original vote.

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q See standing orders 5(~~th~~) and (~~th~~) below for the different rules that apply in the election of the Chair~~man~~ of the Council at the annual meeting of the council.

FS Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. In exceptional circumstances, where the majority of members present at a meeting consider it appropriate, a vote may be undertaken by a secret ballot.

st The minutes of the meeting shall include an accurate record of the following:

- i. The time and place of the meeting;
- ii. The names of councillors present and the names of Councillors who are absent;
- iii. Interests that have been declared by councillors and non-councillors with voting rights;
- iii-iv. The grant of dispensations (if any) to councillors and non-councillors with voting rights;
- iv-v. Whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- v-vi. If there was a public participation session; and
- vi-vii. The resolutions made.

tu A councillor or a non-councillor with voting rights who has a

disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the Code on their right to participate and vote on that matter.

uv No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three. Where the Council is meeting in its capacity as a trustee for a formal trust this clause shall apply. See standing order 4d (vii) below for the quorum of a committee or sub-committee meeting.

~~v~~ ~~No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three. See standing order 4d (vi) below for the quorum of a committee or sub-committee meeting.~~

w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x ~~Normally a~~ meeting shall not exceed a period of 2 ½ hours.

4. Committees and sub-committees

- a** Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of ~~full the council~~ Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - ~~iv.~~ shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - ~~v.~~ shall, after it has appointed the members of a standing committee appoint the chair of the standing committee;
 - ~~iv-vi.~~ shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - ~~v.~~ shall permit a committee to appoint its own chairman at the first meeting of the committee;
 - ~~vi-vii.~~ shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three. The Council has determined that the quorum of a committee or sub-committee should be

one third of the membership or three whichever is the greater;

~~vii.viii.~~ shall determine ~~whether-if~~ the public may participate at a meeting of a committee;

~~viii.ix.~~ shall determine if the public and the press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

~~ix.x.~~ shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

~~x.xi.~~ may dissolve a committee or a sub committee.

- e. Individual advisors or non-councillors may only be appointed to committees or sub committees by the full Council and should be appointed for a clearly defined purpose and period of time. The appointment of advisors should be reviewed at least annually.
- f. Advisors will not have voting rights except within advisory committees or subcommittees if the approved terms of reference permit non-councillors to vote.
- g. Advisors or non-councillors when attending meetings of the Council will be expected to uphold the standards of the Council including compliance with the Code of Conduct, standing orders, financial regulations and any protocols or policies relating to behaviour or conduct. The Council may terminate the appointment of an advisor if it has any concern with regard to conduct or at any time.

5. Ordinary council meetings

- a. In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b. ~~b.~~ In a year which is not an election year, the annual meeting of ~~a the~~ Council shall be held on such day in May as the ~~council~~ Council may direct~~decides~~.
- c. If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- ~~e.~~ ~~d.~~ In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs~~decides~~.
- ~~d.~~ ~~e.~~ The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if ~~anythere is one~~) of the Council.
- ~~e.~~ ~~f.~~ The Chairman of the Council, unless ~~he has~~ they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- ~~f.~~ ~~g.~~ The Vice-Chairman of the Council, if ~~anythere is one~~, unless ~~he they~~ resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- ~~g.~~ ~~h.~~ In an election year, if the current Chairman of the Council has not been re-elected as a member of the ~~council~~ Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but ~~must shall~~ give a casting vote in the case of an equality of votes.
- ~~h.~~ ~~i.~~ In an election year, if the current Chairman of the Council

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has been re-elected as a member of the ~~C~~council, ~~he-they~~ shall preside at the ~~annual~~ meeting until a new Chairman of the Council has been elected. ~~He-They~~ may exercise an original vote in respect of the election of the new Chairman of the Council and ~~must-shall~~ give a casting vote in the case of an equality of votes.

~~1.1~~ Following the election of the Chairman of the Council and Vice-Chairman (if ~~anythere is one~~) of the Council at the annual meeting ~~of the council~~, the business ~~of the annual meeting~~ shall include:

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- i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the ~~C~~council resolves for this to be done at a later date. In a year which is not an election year, delivery by the ~~Chairman-Chair~~ of the Council of their acceptance of office form unless the ~~C~~council resolves for this to be done at a later date;
- ii. Confirmation of the accuracy of the minutes of the last meeting of the ~~C~~council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4-~~above~~;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements ~~(including any charters and agency legal agreements)~~, with other local authorities

~~and review of contributions made to expenditure incurred by other local authorities; not for profit bodies and businesses;~~

- ~~xi.~~ Review of representation on or work with external bodies and arrangements for reporting back;
- ~~xii.~~ In an election year, to make arrangements with a view to the ~~C~~council becoming eligible to exercise the general power of competence in the future;
- ~~xiii.~~ Review of inventory of land and ~~other~~ assets including buildings and office equipment;
- ~~xiv.~~ Confirmation of arrangements for insurance cover in respect of all ~~insured~~ ~~insurable~~ risks;
- ~~xv.~~ Review of the ~~C~~council's and/or staff subscriptions to other bodies;
- ~~xvi.~~ Review of the ~~C~~council's complaints procedure;
- ~~xvii.~~ Review of the ~~C~~council's ~~policies, procedures and practices in respect of its obligations under the procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998~~ legislation (see also standing orders 11,20 and 21);
- ~~xviii.~~ Review of the ~~C~~council's policy for dealing with the press/media; and
- ~~xix.~~ ~~Review of the Council's employment policies and procedures;~~
- ~~xviii-xx.~~ ~~Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence~~
- ~~xix-xxi.~~ Determining the time and place of ordinary meetings of the ~~full council~~ ~~Council~~ up to and including the next annual meeting of ~~full the council~~ ~~Council~~.

j—Members' Formal Questions

A Member may at a full meeting of the Council ask the Chairman, the Chairman of any Committee or the Clerk any question concerning the business of the Council, provided notice of the question has been given to the person to whom it is addressed at least 3 clear working days before the meeting begins.

The Chairman may allow other members to discuss the subject or ask supplementary questions on the same subject at their or her discretion.

A person to whom a question has been put may decline to answer or agree to provide a response in writing after the meeting.

6. Extraordinary meetings of the ~~C~~council, ~~and~~ committees and sub-committees

- a The Chair~~man~~ of the Council may convene an extraordinary meeting of the Council at any time.

~~b-b.~~ If the Chair~~man~~ of the Council does not ~~or refuses~~ ~~to call~~ an extraordinary meeting of the Council within 7 days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.

- ~~c~~ ~~The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.~~

~~d.c.~~ The Chair~~man~~ of a committee (or a sub-committee) may convene an extraordinary ~~formal or informal~~ meeting of the committee (or the sub-committee) at any time subject to the rules for calling meetings. ~~subject to the rules for calling meetings.~~

~~ed.~~ If the Chair~~man~~ of a committee (or a sub-committee) does not ~~or refuses to call~~ an extraordinary meeting within 7 days ~~(and hold the same within the following 14 days)~~ of having been requested to do so by one third of the membership or 3 councillors (whichever is the greater), those councillors may convene an extraordinary meeting of a committee (or a sub-committee).

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a

special motion, which requires written notice by at least 7 councillors to be given to the Proper Officer in accordance with standing order 9 ~~below~~, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b. When a motion moved pursuant to standing order 7(a) ~~above~~ has been disposed of, no similar motion may be moved ~~within for~~ a further six months.
- c. Notwithstanding standing order 7(a) above, the planning ~~and regeneration~~ committee or council may re-consider a decision with regard to the council's response to a consultation on a planning matter if requested to do so by Cornwall Council in accordance with Cornwall Council's planning protocol for such matters within 6 months.
- d. Where necessary, in order to meet the deadlines imposed by Cornwall Council's planning protocol, the Clerk may, in consultation with the Chair~~man~~ and Vice-chair~~man~~ of the planning and regeneration committee:
 - i. Ask that the planning application be referred to the appropriate planning committee of Cornwall Council; or
 - ii. Reiterate the planning and regeneration committee's original response but permit delegated decision making; or
 - iii. Review and amend the planning and regeneration committee response in the light of additional information received.

In each case, the decision should be reported for information to the next meeting of the planning and regeneration committee.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the ~~C~~council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair~~man~~ of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting ~~for~~ which it is tabled ~~for~~ and in any event shall relate to the performance of the ~~council's~~ Council's statutory functions, powers and obligations or an issue which specifically affects the ~~council's~~ Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it so

that it can be understood, in writing, to the Proper Officer ~~so that it can be understood~~ at least 7 clear days before the meeting.

- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f ~~Subject to standing order 9(e) above, t~~The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded ~~in a book for that purpose~~ and numbered in the order that they are received.
- h Motions rejected shall be recorded ~~in a book for that purpose~~ with an explanation by the Proper Officer of the reason for their rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. To correct an inaccuracy in the draft minutes of a meeting;
 - ii. To move to a vote;
 - iii. To defer consideration of a motion
 - iv. To refer a motion to a particular committee or sub-committee;
 - v. To appoint a person to preside at a meeting;

- vi. To change the order of business on ~~an~~ the agenda;
- vii. To proceed to the next business on the agenda;
- viii. To require a written report;
- ix. To appoint a committee or sub-committee, and their members
- ~~ix.x.~~ its members and appropriate terms of reference; To extend the time limits for speaking;
- ~~x.xi.~~ To exclude the press and public from a meeting in respect of confidential or ~~sensitive~~ other information which is prejudicial to the public interest;
- ~~xi.xii.~~ To not hear further from a councillor or a member of the public;
- ~~xii.xiii.~~ To exclude a councillor or member of the public for disorderly conduct;
- ~~xiii.xiv.~~ To temporarily suspend the meeting;
- ~~xiv.xv.~~ To suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- ~~xv.xvi.~~ To adjourn the meeting; or
- ~~xvi.xvii.~~ To close ~~a~~ the meeting.

11. ~~Handling confidential or sensitive~~ Management of Information

- a ~~The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.~~
- b ~~The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not~~

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possible the criteria used to determine that period (e.g. the Limitation Act 1980).

c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

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~~a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.~~

~~b. Councillors shall not disclose information given in confidence or in a confidential report (green papers) or which they believe, or ought to be aware, is of a confidential nature.~~

~~c. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.~~

~~d. The following types of business are likely to be considered confidential for special reasons:~~

- ~~1. Engagement, terms of service, conduct and dismissal of employees;~~
- ~~2. Terms of tenders, and proposals and counter proposals in negotiations for contracts;~~
- ~~3. Preparation of cases in legal proceedings; and~~
- ~~4. The early stages of dispute~~

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i)-~~above~~.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair~~man~~ of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair~~man~~ of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, ~~he~~they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Chair~~man~~ of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but ~~their~~ this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e Upon Subject to the publication of draft minutes in accordance with standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. 13-Code of Conduct, Complaints and Dispensations

See also standing order 3(u).

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- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

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- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

- d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

- e A decision as to whether to grant a dispensation shall be made ~~by the Proper Officer~~ OR by a meeting of the Council, or committee or

~~sub-committee for which the dispensation is required]~~ and that decision is final.

f A dispensation request shall confirm:

- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered ~~f~~ by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR ~~[at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].~~

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h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
- ii. granting the dispensation is in the interests of persons living in the Council's area; or
- iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

a Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or

suspension from office.

General

- a ~~The Council has adopted the Cornwall Code of Conduct for City, Community, Parish and Town Councils which will apply to all councillors and members of the public co-opted to serve on Committees and sub Committees of the Council in respect of the entire meeting.~~

~~All interests arising from the Code of Conduct adopted by the Council will be recorded in the minutes giving the existence and nature of the interest.~~

- b ~~Members must have particular regard to their obligation to record and leave the room for certain matters in which they have an interest as defined by the Code of Conduct or by relevant legislation.~~
- c ~~The Council shall maintain for public inspection, a Register of Members' interests that is compliant with the Code of Conduct and with relevant legislation.~~

Members and the Code of Conduct

- d ~~All councillors and members of the public co-opted to serve on Council committees and sub committees shall observe the Code of Conduct adopted by the Council.~~
- e ~~All councillors and members of the public co-opted to serve on Council committees and sub committees shall maintain a Register of Disclosable Pecuniary Interests, and must update their register by notifying the Monitoring Officer and the Clerk of any changes within 28 days.~~
- f ~~All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.~~
- g ~~Unless granted a dispensation, a councillor or non-councillor with voting rights who has registered a Disclosable Pecuniary Interest in relation to any item of business being transacted at a meeting, shall~~

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~~leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.~~

~~h Unless granted a dispensation, a councillor or non-councillor with voting rights who has registered a non-registerable interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.~~

~~i Where a non-registerable interest arises from membership of an outside body as defined in 3.5a of the Council's code of conduct for which no dispensation has been issued, a councillor may remain in the room to address the meeting, provide a short statement and answer questions for no more than three (3) minutes before leaving the room at the request of the Chairman.~~

~~j Councillors must record in a register of interests maintained by the Proper Officer any gifts or hospitality that are offered or received in connection with their 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 their judgement in these matters.~~

~~k A Member of the Council may, for the purposes of their duty as a member but not otherwise, inspect any document which has been considered by a Committee or by the Council. The Proper Officer or Solicitor to the Council may decline to allow inspection of any document which is protected by other legislation or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client. All Minutes kept for any Committee shall be open for the inspection of any member of the Council during office hours.~~

~~Allegations of breaches of the Code of Conduct~~

~~l Notification of any complaint shall remain confidential to the Proper Officer of the Council until such time as the matter has been concluded, when the outcome of the complaint shall be reported to a meeting of full council.~~

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- ~~m Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.~~
- ~~n Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.~~

~~o The council may:~~

- ~~i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;~~
- ~~ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;~~

- ~~p References to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.~~

- ~~q Upon notification by the Monitoring Officer of the Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider any recommendations of the Monitoring Officer and what, if any, action to take against him in accordance with the recommendations. The Council has no ability to impose its own sanctions against a member found in breach of the Code of Conduct. Such action excludes disqualification or suspension from office but may include removal from one or more committees of the Council or restricted access to council premises except to attend meetings.~~

Dispensations

- ~~r The Council has adopted a policy for the issuing of dispensations which is in accordance with the Council's Code of Conduct. It is attached to these Standing Orders as an appendix.~~

~~s This policy shall apply to all meetings of the Council, its committees and sub-committees.~~

~~t No dispensation will be awarded for any meeting where there are no minutes of the proceedings.~~

1415. Proper Officer

a The Proper Officer shall be either (i) the clerk (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. At least three clear days before a meeting of the council, a committee and a sub-committee

- serve on councillors, by delivery or post at their residences or by email authenticated in such a manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by e-mail), and**

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- Provide, in a conspicuous place, a public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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- i. Provide in a conspicuous place, a public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council**

~~convened by councillors is signed by them); or~~

~~At least three clear days before a meeting of the council, a committee and a sub-committee serve on Councillors a summons, by e-mail, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.~~

~~See standing order 3 (b) above for the meaning of clear days for a meeting of a full Council and standing order 3 (c) above for the meaning of clear days for a meeting of a committee.~~

~~ii. Give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);~~

~~See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.~~

~~iii.ii. Subject to standing order 9-above, include on the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming their withdrawal of it;~~

~~iv.iii. Convene a meeting of the full council Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in their office;~~

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~~v-iv. Facilitate inspection of the minute book by local government electors and other residents.~~

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~~vi-v. receive and retain copies of byelaws made by other local authorities;~~

~~vii-vi. retain-hold acceptance of office forms from councillors;~~

~~viii-vii. retain-hold a copy of every councillor's register of interests;~~

- viii. assist with responding to requests made under the Freedom of Information ~~Act 2000~~ legislation and rights exercisable under Data Protection Act ~~1998~~ legislation, in accordance with ~~and subject to~~ the Council's relevant policies and procedures ~~relating to the same~~;
- ix. liaise as appropriate with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form; assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (eg the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
See also standing order 21-23 below.
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council Council in accordance with ~~the council's~~ sits financial regulations;
- xiv. record every planning application notified to the council Council and the ~~council's~~ Council's response to the local planning authority for such purpose;
- ~~xiv.(a)~~ xv. refer a planning application or such similar consultation received by the ~~council~~ Council to the Chair or in their absence the Vice-Chair of the Planning and Regeneration Committee within two working days of receipt to facilitate an extraordinary meeting if the

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nature of the matter requires consideration ~~by~~
~~Committee~~ before the next ordinary meeting of the
Planning and Regeneration Committee; or

~~xiv.(b)~~~~xvi.~~ refer a planning consultation or similar matter to the
Chair and Vice-Chair of the Planning and Regeneration
Committee (together with the local Cornwall Council
Divisional Member where appropriate) where delegated
procedures ~~as outlined in Appendix 1~~ are necessary to
meet deadlines imposed;

~~xv.~~ ~~xvii.~~ manage access to information about the ~~council~~
~~Council~~ via the publication scheme; and

~~xvi.~~ ~~xviii.~~ retain custody of the seal of the ~~council~~ ~~Council~~
(if ~~anythere is one~~) which shall not be used without a
resolution to that effect.

See also standing order ~~21-23~~ below.

1516. Responsible Financial Officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

1617. Accounts and accounting statements

- a. "Proper practices" in standing orders refer to the most recent version of ~~Joint Panel on Accountability and Governance~~ "Governance and Accountability for Local Councils – a Practitioners' Guide."
- b. All payments by the ~~council~~ ~~Council~~ shall be authorised, approved and paid in accordance with the law, proper practices and the ~~council's~~ Council's financial regulations.

c. The Responsible Financial Officer shall supply to each meeting of the Finance and General Purposes Committee a statement summarising:

- i. the ~~C~~council's receipts and payments (or income and expenditure) for each quarter;
- ii. the ~~C~~council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the accounting period being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- i. each councillor with a statement summarising the ~~council's~~ Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
- ii. to the ~~full council~~ Council the accounting statements for the year in the form of Section ~~1-2~~ of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e. The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the ~~council~~ Council (receipts and payments, or income and expenditure) for ~~a the~~ year to 31 March. A completed draft annual governance and accountability return shall be presented to ~~each all~~ each councillors at least 147 days prior to anticipated approval by the Council. before the end of the following month of May. The annual return of the ~~council~~ Council,

which is subject to external audit, including the annual governance and accountability statement, shall be presented to the eCouncil for consideration and formal approval before 30 June.

1718. Financial controls and procurement

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

~~procured on the basis of a formal tender as summarised in standing order 17(d) below.~~

~~dc~~ Subject to additional requirements in the financial regulations of the ~~council~~Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

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

~~ed~~ Neither the ~~C~~council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

~~f~~ **e.** Where the value of a contract is likely to exceed ~~£214,904~~ **(or other the threshold specified by the Office of Government Commerce from time to time)** the ~~council~~ **Council** must consider whether the **contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details. Public Contracts Regulations 2015 (as amended) and the Utilities Contracts Regulations 2016 (as amended) apply to the contract and, if either of those Regulations apply, the council must comply with UK procurement regulations.**

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

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

1819. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of ~~council~~ Council or the Staffing Committee is subject to standing order 11 above.
- b Subject to the ~~council's~~ Council's policy regarding absences from work, the ~~council's~~ Council's most senior member of staff shall notify the chair~~man~~ of the Staffing Committee or, if he is not available, the vice-chair~~man~~ of the Staffing Committee of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Committee at its next meeting.
- c The chair~~man~~ of the Staffing Committee or in their absence, the vice-chair~~man~~ shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Staffing Committee.
- d Subject to the ~~council's~~ Council's policy regarding the handling of grievance matters, the ~~council's~~ Council's most senior ~~employee member of staff~~ (or other ~~employees~~ members of staff) shall contact the chair~~man~~ of the Staffing Committee or in their absence, the vice-chairman of the Staffing Committee in respect of an informal or formal grievance matter, and ~~their~~ this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e Subject to the ~~council's~~ Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chair~~man~~ or vice-chair~~man~~ of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.

f—Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.

g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f)

g—~~The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.~~

h—~~Only persons with line management responsibilities shall have access to staff records referred to in standing orders 18(f) and (g) above if so justified.~~

i—~~Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 18(f) and (g) above shall be provided only to the Town Clerk and Deputy Town Clerk and/or the Chairman of the Staffing Committee.~~

1920. Requests for informationResponsibilities to provide information

See also standing order 21

a—~~Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.~~

a Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Finance and General Purposes Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000. In

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accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

- b** ~~*If gross annual income or expenditure (whichever is higher) exceeds £25,000)*~~ The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

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21. Responsibilities under Data Protection Legislation

See also standing order 11

- a. The Council may appoint a Data Protection Officer**
- b. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c. The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d. The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e. The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f. The Council shall maintain a written record of its processing activities.**

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2022. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

2123. Execution and sealing of legal deeds

See also standing orders ~~1415~~(b) (xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order ~~21-23~~ (a) ~~above~~, any two councillors may sign, on behalf of the ~~c~~Council, any deed required by law and ~~the~~ Proper Officer shall witness their signatures.**

2224. Communicating with Unitary councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Division councillors of the Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the Division Councillors representing the area of the Council.

2325. Restrictions on councillor activities

- ~~a. Unless duly authorised ~~by a resolution~~, no councillor shall ~~in the name, or on behalf of the Council, a Committee or Sub Committee:~~~~
- ~~i. inspect any land and/or premises property which the council has a right or duty to inspect; or~~
- ~~ii. issue orders, instructions or directions.~~
- ~~b All formal inspections shall be undertaken, and all instructions be given, by suitably qualified officers or contractors.~~

2426. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in

relation to the consideration of an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the ~~council's~~ Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 7 councillors to be given to the Proper Officer in accordance with standing order 9-~~above~~.
- ~~e~~—The Proper Officer shall provide a copy of the ~~council's~~ Council's standing orders to a councillor as soon as possible ~~after he has delivered their acceptance of office form.~~
- c—
- d The decision of the chair~~man~~ of a meeting as to the application of standing orders at the meeting shall be final.

APPENDIX 1 — TERMS AND REFERENCES FOR COMMITTEES **(Approved May 2025)**

Planning and Regeneration Committee

Purpose:

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

Responsibilities:

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

Relevant Delegations:

- Responses to planning consultations and other consultations within the remit of the Committee;
- To direct activity designed to regenerate the town and promote

economic development in the St Austell area;

- Approval of planning and other relevant training within budget;
- The Clerk in consultation with the Chair and Vice Chair (and the local Cornwall Council Ward Member where appropriate) may agree a response to consultations in cases when a response is required urgently.

Finance and General Purposes Committee

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

Responsibilities:

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

Relevant delegations:

- Appointment of Internal Auditor.

- ~~Risk Management~~
- ~~Health and Safety~~
- ~~Insurance arrangements.~~
- ~~Banking and Treasury Management arrangements.~~
- ~~Allotment administration~~
- ~~To approve responses to consultation papers on governance matters.~~
- ~~The Town Clerk be authorised to transfer monies between bank accounts and to undertake investment activities in accordance with approved Treasury Management Strategies.~~
- ~~See separate paper detailing specific financial delegations.~~

Communities Committee

Purpose:

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

Responsibilities:

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

Relevant delegations:

- Grants under the Council's small grants scheme.
- Grants up to £10,000 provided they are within an approved budget.
- Small environmental projects costing less than £10,000 within budget.
- The management of contracts for CCTV, parks and open spaces, footpath maintenance and weed treatment works within budget.

- ~~To approve responses to consultation papers relating to matters within the remit of the Committee.~~

Climate and Environment Committee

Purpose:

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

Responsibilities:

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

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

Relevant delegations:

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

Staffing Committee

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

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

Delegations

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

Exclusions

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

Dispensations Procedure (Approved 16th December 2019)

Dispensations Procedure

1. — Introduction

1.1 — ~~St Austell Town Council is responsible for determining requests for a dispensation by a Councillor under Section 33 of the Localism Act 2011. The Town Council is a 'relevant Authority' under Section 27 (6) (d) of the Act.~~

1.2 — ~~This Procedure explains the:—~~

- ~~i) — purpose and effect of dispensations;~~
- ~~ii) — procedure for requesting dispensations;~~
- ~~iii) — criteria which are applied in determining dispensation requests; and~~

iv) — terms of dispensations.

2. — Purpose and Effect of Dispensations

2.1 — In certain circumstances Councillors may be granted a dispensation which enables them to take part in Council business where this would otherwise be prohibited because they have a Disclosable Pecuniary Interest or Non-registerable Interest. Provided Councillors act within the terms of their dispensation, there is deemed to be no breach of the Code of Conduct or the law.

2.2 — Section 31 (4) of the Localism Act 2011 states that dispensations may allow the Councillor:—

i) — to participate, or participate further, in any discussion of the matter at the meeting(s); and/or

ii) — to participate in any vote, or further vote, taken on the matter at the meeting(s).

2.3 — If a dispensation is granted, the Councillor may remain in the room when the business is being considered.

Please note: If a Councillor participates in a meeting where they have a Disclosable Pecuniary Interest and they do not have a dispensation, they may be committing a criminal offence under Section 34 of the Localism Act 2011.

3. — Procedure for Requesting Dispensations

3.1 — Any Councillor who wishes to apply for a dispensation must complete a Dispensation Request Form (Appendix A) and submit it to the Town Clerk as soon as possible before the meeting at which the dispensation is required. Applications may also be made at a Committee or Full Council meeting.

3.2 — There will be a standing item on the Full Council and Committee agendas to consider dispensation requests.

3.3 — A request for dispensation will be made on an individual basis.

3.4 — The Full Council or Committee may grant a dispensation to a Councillor who has a Disclosable Pecuniary Interest or Non-registerable Interest to participate in any discussion of a matter at a meeting and/or to participate in any vote on the matter if they consider that:

i) — so many members of the decision-making body have a Disclosable

Pecuniary Interest that it would impede the transaction of the business (i.e. the meeting would be inquorate);

ii) — the Council considers that the dispensation is in the interests of persons living in the parish; or

iii) — it is otherwise appropriate to grant a dispensation.

3.5 — The Minute of the decision must include statutory reference and length of time.

3.6 — The Councillor will receive confirmation of the Council's or Committee's decision in writing.

4. — Criteria for Determination of Requests

4.1 In reaching a decision on a request for a dispensation the Council will take into account:

i) — the nature of the Councillor's interest

ii) — the need to maintain public confidence in the conduct of the Council's business

iii) — the possible outcome of a proposed vote

iv) — the need for efficient and effective conduct of the Council's business

v) — any other relevant circumstances

5. — Terms of Dispensations

5.1 Dispensations may be granted:

i) — for one meeting; or

ii) — an agreed period not exceeding four years

5.2 — The Monitoring Officer shall be notified of dispensations awarded and a copy of the form filed with the Councillor's Register of Interests.

6. — Disclosure of Dispensations

6.1 — A Councillor that has been granted a dispensation must declare the existence and nature of the dispensation before the commencement of any business to which it relates.

~~7. Requests for a Dispensation at Meetings which become Inquorate~~

~~7.1 In the event of the number of Members declaring an interest in an item during a Council/Committee meeting would result in the meeting becoming inquorate, the Town Clerk (or their representative) has delegated authority to grant a dispensation to as many Councillors as necessary to enable the business to be transacted.~~

~~7.2 The Town Clerk (or their representative) shall award a dispensation to the Councillor who, in their opinion, has the least interest and their decision shall be final. This process shall continue until the meeting is quorate.~~

~~8. Review~~

~~8.1 This Procedure will be reviewed regularly and amended as necessary to reflect best practice.~~

DISPENSATION REQUEST FORM

Please give full details of the following in support of your application for a dispensation. If you need any help completing this form please contact the parish clerk.

Your name	
The business for which you require a dispensation (refer to agenda item number if appropriate)	
Details of your interest in that business	
Date of meeting or time period (up to 4 years) for which dispensation is sought	
Dispensation requested to participate, or participate further, in any discussion of that business by that body	Yes / No
Dispensation requested to participate in any vote, or further vote, taken on that business by that body	Yes / No
REASON(S) FOR DISPENSATION	
23 a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business	
23b) without the dispensation the representation of different political groups would be affected so as to alter the likely outcome of any vote	
23c) the dispensation is in the interests of persons living in the authority's area	
23e) that it is otherwise appropriate to grant a dispensation	

Reason:

Signed: _____ Dated: _____

DECISION :

Dispensation Given : YES / NO

LENGTH OF DISPENSATION :

Date:

Minute Number:

ST AUSTELL TOWN COUNCIL



DISPENSATIONS PROCEDURE

Responsible Officer:
Date approved:
Date of review:

Town Clerk
September 2026
September 2029

1. Introduction

1.1 St Austell Town Council is responsible for determining requests for a dispensation by a Councillor under Section 33 of the Localism Act 2011. The Town Council is a 'relevant Authority' under Section 27 (6) (d) of the Act.

1.2 This Procedure explains the: -

- i) purpose and effect of dispensations
- ii) procedure for requesting dispensations
- iii) criteria which are applied in determining dispensation requests
- iv) terms of dispensations.

2. Purpose and Effect of Dispensations

2.1 In certain circumstances Councillors may be granted a dispensation which enables them to take part in Council business where this would otherwise be prohibited because they have a Disclosable Pecuniary Interest or Non-registerable Interest. Provided Councillors act within the terms of their dispensation, there is deemed to be no breach of the Code of Conduct or the law.

2.2 Section 31 (4) of the Localism Act 2011 states that dispensations may allow the Councillor: -

- i) to participate, or participate further, in any discussion of the matter at the meeting(s); and/or
- ii) to participate in any vote, or further vote, taken on the matter at the meeting(s).

2.3 If a dispensation is granted, the Councillor may remain in the room when the business is being considered.

Please note: If a Councillor participates in a meeting where they have a Disclosable Pecuniary Interest and they do not have a dispensation, they may be committing a criminal offence under Section 34 of the Localism Act 2011.

3. Procedure for Requesting Dispensations

3.1 Any Councillor who wishes to apply for a dispensation must complete a Dispensation Request Form (Appendix A) and submit it to the Town Clerk as soon as possible before the meeting at which the dispensation is required. Applications may also be made at a Committee or Full Council meeting.

3.2 There will be a standing item on the Full Council and Committee agendas to consider dispensation requests.

3.3 A request for dispensation will be made on an individual basis.

3.4 The Full Council or Committee may grant a dispensation to a Councillor who has a Disclosable Pecuniary Interest or Non-registerable Interest to participate in any discussion of a matter at a meeting and/or to participate in any vote on the matter if they consider that:

- i) so many members of the decision-making body have a Disclosable Pecuniary Interest that it would impede the transaction of the business (i.e. the meeting would be inquorate);
- ii) the Council considers that the dispensation is in the interests of persons living in the parish; or
- iii) it is otherwise appropriate to grant a dispensation.

3.5 The Minute of the decision must include statutory reference and length of time.

3.6 The Councillor will receive confirmation of the Council's or Committee's decision in writing.

4. Criteria for Determination of Requests

4.1 In reaching a decision on a request for a dispensation the Council will take into account:

- i) the nature of the Councillor's interest
- ii) the need to maintain public confidence in the conduct of the Council's business
- iii) the possible outcome of a proposed vote
- iv) the need for efficient and effective conduct of the Council's business
- v) any other relevant circumstances

5. Terms of Dispensations

5.1 Dispensations may be granted:

- i) for one meeting; or
- ii) an agreed period not exceeding four years

5.2 The Monitoring Officer shall be notified of dispensations awarded and a copy of the form filed with the Councillor's Register of Interests.

6. Disclosure of Dispensations

6.1 A Councillor that has been granted a dispensation must declare the existence and nature of the dispensation before the commencement of any business to which it relates.

7. Requests for a Dispensation at Meetings which become Inquorate

7.1 In the event of the number of Members declaring an interest in an item during a Council/Committee meeting would result in the meeting becoming inquorate, the Town Clerk (or their representative) has delegated authority to grant a dispensation to as many Councillors as necessary to enable the business to be transacted.

7.2 The Town Clerk (or their representative) shall award a dispensation to the Councillor who, in their opinion, has the least interest and their decision shall be final. This process shall continue until the meeting is quorate.

8. Review

8.1 This Procedure will be reviewed regularly and amended as necessary to reflect best practice.

Appendix A

DISPENSATION REQUEST FORM

Please give full details of the following in support of your application for a dispensation. If you need any help completing this form please contact the parish clerk.

Your name	
The business for which you require a dispensation (refer to agenda item number if appropriate)	
Details of your interest in that business	
Date of meeting or time period (up to 4 years) for which dispensation is sought	
Dispensation requested to participate, or participate further, in any discussion of that business by that body	Yes / No
Dispensation requested to participate in any vote, or further vote, taken on that business by that body	Yes / No
REASON(S) FOR DISPENSATION 33 a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business	
33b) without the dispensation the representation of different political groups would be affected so as to alter the likely outcome of any vote	

33c) the dispensation is in the interests of persons living in the authority's area	
33d) that it is otherwise appropriate to grant a dispensation	
Reason :	

Signed: _____

Dated: _____

DECISION :	
Dispensation Given : YES / NO	LENGTH OF DISPENSATION :
Date:	Minute Number:
Signed : Clerk to the Council	

ST AUSTELL TOWN COUNCIL



ANTI-FRAUD, THEFT, BRIBERY AND CORRUPTION POLICY

Responsible Officer:
Date approved:
Date of review:

Town Clerk
September 2026
September 2029

Introduction

St Austell Town Council has a duty to ensure that it safeguards the public money for which it is responsible, and has adopted an anti-fraud, theft, bribery and corruption policy, to underpin its commitment to these duties.

This policy incorporates relevant sections of the CIPFA Code of Practice 2014 on managing the risk of fraud and corruption, the five principles of which are to:

- Acknowledge the responsibility of the Council for countering fraud and corruption
- Identify the fraud and corruption risks
- Develop an appropriate counter fraud and corruption strategy
- Provide resources to implement the strategy.
- Take action in response to fraud and corruption

It also reflects the principles of the Anti-Bribery Act 2010 which are to

- Ensure that employees understand the provisions of the act and are aware of risks to the Town Council
- Understand their wider operating context and the external risks including working in corrupt environments, providing services to high risk sectors, using agents, sub-contractors and relying on company structures or subsidiaries and joint venture arrangements.

Definitions

Fraud is the intentional distortion of financial statements, accounts or other records by persons internal or external to the authority which is carried out to conceal the misappropriation of assets or otherwise for gain or to mislead or misrepresent. The criminal act is the attempt to deceive, and attempted fraud is therefore treated as serious as accomplished fraud.

Corruption is the offering, soliciting or acceptance of an inducement or reward which may influence the action of any person to act against the interests of an organisation. In addition, corruption is hereby defined to also include the deliberate failure to disclose an interest to obtain a financial or other pecuniary gain for oneself or another.

Theft is dishonestly acquiring, using or disposing of funds, physical or intellectual property belonging to the Council or to individual members of the organisation. Deliberately misusing materials or equipment belonging to the Council for financial or material benefit.

Bribery is an inducement or reward offered, promised or provided to gain personal, commercial, regulatory or contractual advantage. An individual being bribed also commits an offence under the Act. This includes requesting, agreeing to receive, accepting a financial or other advantage where that constitutes improper conduct, or intending improper conduct to follow, or as a reward for acting improperly'.

The 2010 Act also covers a commercial organisation's responsibility for a person associated with the organisation bribing, or attempting to bribe, another person for the purpose of obtaining or retaining business for the organisation.

Culture

The Council promotes a culture of integrity, honesty, transparency and fairness which supports its opposition to fraud, theft, bribery and corruption. The prevention and detection of fraud and corruption and the protection of the public purse are the responsibility of everyone. Councillors and employees all play important roles in creating and maintaining this culture. All are positively encouraged to raise concerns regarding fraud, theft, bribery and corruption, as set out in this and the Council's related policies and procedures.

1.0 The Policy

Acknowledgement of responsibility

- 1.1 The Town Council acknowledges its responsibility for ensuring that the risks associated with fraud, theft, bribery and corruption are managed effectively across all parts of the organisation.
- 1.2 The Town Council acknowledges the threats of fraud, theft, bribery and corruption and the harm they can bring to the organisation, its aims and objectives and to its service users.
- 1.3 The Town Council acknowledges the importance of a culture that is resilient to the threats of fraud and corruption and aligns to the principles of good governance.
- 1.4 The Town Council acknowledges its responsibility for ensuring the management of its fraud, theft, bribery and corruption risks and will be accountable for the action it takes through its governance reports.

2.0 Identification of risks

- 2.1 Risk identification is essential to understand specific exposures to risk, changing patterns in fraud and corruption threats and the potential consequences to the Town Council and its service users.
- 2.2 Fraud risks are routinely considered as part of risk management and review assessments.
- 2.3 The Town Council identifies the risks of corruption and the importance of behaving with integrity in its governance framework.
- 2.4 Councillors and employees are regularly appraised of the dangers of bribery and corruption and that they are criminal offences.

3.0 Policies, Strategies and Interventions

- 3.1 The Town Council has developed a series of policies and procedures which in combination aim to counter fraud, bribery, theft and corruption and respond to the identified risks. Risks are managed on a daily basis through effective procedures and system controls. In addition, they are reviewed regularly in the Town Council's risk strategy and statement of internal controls.
- 3.2 The Town Council works in partnership with its internal auditor, external auditor banking providers, payroll, IT and software suppliers to mitigate the risks of fraud, theft and corruption through remote and electronic means.

3.3 The Town Council adopts a proactive approach to the risks including:

- Culture: developing an anti-fraud, theft and bribery counter culture
- Internal Controls: Installing appropriate internal controls and security measures
- Risk assessment: adopting a dynamic approach to risk assessments
- Communications: publicising anti-fraud, bribery and corruption policies and any action taken to combat fraud, corruption and theft.

3.4 The Town Council adopts a robust response to any threats, near misses or activities it identifies including:

- Implementing effective whistleblowing arrangements
- Investigating all allegations of theft, fraud, corruption or bribery it receives
- Working proactively with the police and Council auditors, applying appropriate sanctions including disciplinary measures or referring the matter to the police
- Seeking redress – recovery of money or assets where appropriate

4.0 Providing resources

4.1 The Town Council will ensure that sufficient resources are made available to ensure that this policy is adhered to and any allegation of theft, bribery, fraud or corruption is properly investigated.

4.2 Should it be necessary for the Town Council to work in partnership with another organisation to investigate fraud or corruption or an allegation of fraud or corruption affecting the Town Council it will apply the appropriate resources.

5.0 Taking action

5.1 The Town Council has put in place a framework of policies and procedures to support this policy, and takes action to prevent, detect and investigate fraud, corruption, theft, bribery or wrongdoing. The policy framework includes:

- Anti-fraud, theft, bribery and corruption policy
- Risk Strategy and risk register for key projects
- Dynamic risk assessments for day to day activities
- Whistleblowing policy
- Anti-bribery statements
- Gifts and hospitality rules and register
- Pecuniary interest and conflict of interest regulations and register
- Code of Conduct
- Standing Orders
- Financial Regulations
- Scheme of delegation

- General Data Protection Regulations
 - Procurement Policy
 - The separation of duties and procedural notes and guides
- 5.2 Providing for independent assurance over fraud risk by the internal and external auditors and member inspections.
- 5.3 Where corruption, theft and fraud have occurred as a result of existing procedures, arrangements will be made to ensure that the appropriate improvements are introduced in order to prevent a re-occurrence.
- 5.4 Fraud, corruption and theft are considered to be serious offences against the Council and employees will face investigation under the Council's Whistleblowing policy if there is an allegation that they have been involved in any of these activities.
- 5.5 Similarly, any Councillor will face appropriate action under this policy if it is shown that they have been involved in fraud, corruption or theft against the Town Council or have acted otherwise illegally.
- 5.6 The Town Council will never seek to cover up cases of fraud and corruption and will reserves the right to ensure where appropriate that the results of any external action taken, including prosecutions, are notified to the media.
- 5.7 In all proven cases where financial loss has occurred and it is in the public's interest to do so the Town Council will seek to recover such loss and will give consideration to making a statement where appropriate.

6.0 Role of Councillors

- 6.1 As elected representatives, councillors have a duty on behalf of their electorate to protect the Council from all forms of theft, fraud and corruption. This is reflected through the adoption of this Policy and compliance with the Code of Conduct. The Town Council's Standing Orders and other relevant legislation and policies as set out above.
- 6.2 On taking office Councillors are required to sign to the effect that they have read and understood the Code of Conduct. The Code requires Councillors to declare and register interests and to register receipt of gifts and hospitality.

7.0 The Role of the Senior Management Team

- 7.1 The Town Clerk is responsible for the communication and implementation of this Policy and ensuring that employees are aware of the Town Council's Financial Regulations and Standing Orders, and that the relevant requirements of each are being met in the day to day conduct of Council business.

- 7.2 Managers are expected to strive to create an environment in which employees feel able to approach them with any concerns they may have regarding suspected irregularities or potential wrongdoing.
All such concerns must be passed to the Town Clerk or Mayor in accordance with the Council's Whistleblowing Policy.
- 7.3 The Town Council is aware of the responsibilities of staff in handling credit and debit cards, cash and ordering goods and services (in accordance with the scheme of delegation) and will ensure that adequate financial controls are in place and adhered to in order to protect those employees.
- 7.4 The Town Council recognises that a key preventative measure in dealing with fraud and corruption is ensuring that effective steps are taken at the recruitment stage to establish as far as possible, the honesty and integrity of potential employees and volunteers whether for permanent, temporary or casual posts. This includes obtaining two written references. In addition, Disclosure and Barring Service (DBS) checks will be made for employees should they be required to work with children or vulnerable people.
- 7.5 Senior Managers are responsible for the regular review of policies and procedures in their services and to ensure that they are regularly reviewed and updated in response to the change in services, activities and working practices.

8.0 Staff

- 8.1 The work of employees is governed by the Town Council's Standing Orders and Financial Regulations, the Scheme of Delegation and other relevant policies as set out.
- 8.2 In addition to the above, staff are responsible for ensuring that they follow the instructions given to them by their manager including directions on the safekeeping of the Town Council's assets and the application of financial systems and processes.
- 8.3 Employees are bound by section 117 of the Local Government Act 1972 regarding the disclosure of pecuniary interests in contracts relating to the Town Council, and the non-acceptance of any fees or rewards whatsoever other than their proper remuneration.
- 8.4 Employees are bound by the provisions of procurement law, including the Procurement Act 2023 in properly declaring conflicts and ensuring that conflicts can be managed in purchasing and procurement decisions.
- 8.5 Employees are expected to be aware of the possibility that fraud, corruption, bribery and theft may occur in the workplace and consequently must feel able to share their concerns in accordance with the Town Council's Whistleblowing Policy.

9.0 Conflicts of Interest

- 9.1 Councillors and employees must ensure that they avoid situations where there is a potential for a conflict of interest. Effective role separation will ensure that decisions made are seen to be made based on impartial advice and therefore avoid questions regarding improper disclosure of confidential information.
- 9.2 Councillors and officers should comply in full with provisions in standing orders, the financial regulations and procurement policy and within the scheme of delegation to ensure that conflicts are recognised and dealt with effectively.

10.0 Role of Internal Audit

- 10.1 The Town Clerk is responsible for ensuring that there is an adequate and effective system of internal audit of the Council's accounting, financial and other systems in accordance with the relevant Accounts and Audit Regulations.
- 10.2 Internal audit plays a significant preventative role in ensuring that the relevant systems deter bribery, theft, fraud and corruption and will work with management to identify any procedural changes necessary to prevent the Council from exposure to losses. The actions of the internal auditor include the undertaking of a number of specific reviews and tests of the relevant financial systems and other arrangements for the protection and detection of fraud.
- 10.3 The Town Council's policy is to review all recommendations made by its internal auditor and to act upon them in a timely manner.

11.0 Role of External Audit

- 11.1 The external auditor has a responsibility to review the Council's arrangements for preventing and detecting irregularities, and arrangements designed to limit the opportunity for corrupt practices. The outcome of these reviews is reported each year in the Annual Audit Letter which is presented to Council by the external auditor.

12.0 Investigation and Detection

- 12.1 Systems of internal control have been established together with Financial Regulations, Standing Orders and other policies to deter crime, fraud and corruption. These are complemented by the work undertaken by Internal Audit in the review of systems and financial controls.
- 12.2 In addition it is often the vigilance of employees, councillors and members of the public that aids detection. Employees are encouraged to raise any concerns they may have without fear of recrimination and the Town Council's Whistleblowing procedures have been designed specifically to address this matter.

- 12.3 If an employee makes an allegation of fraud, corruption or theft in good faith which is not confirmed in an ensuing investigation no action will be taken against that employee. However, if an employee makes malicious or vexatious allegations disciplinary action may follow.
- 12.4 Frauds are in some cases discovered by chance or 'tip-off' and the Town Council's policy is to follow up any such information
- 12.5 The Town Council recognises that it is essential that there is a consistent treatment of information received suggesting the possibility of fraud, corruption or theft and that the actions laid out in the Whistleblowing policy are adhered to.
- 12.6 Following the completion of an investigation, the circumstances will be assessed to determine the need for procedural and system changes to ensure that future risks are eliminated.
- 12.7 Where necessary, following an investigation, the Town Council's disciplinary procedures will be applied to any employee found to be guilty of improper behaviour.

13.0 Awareness and Training

- 13.1 The Town Council recognises that the sustained success of this policy and its general credibility will depend upon the effectiveness of its training programmes and awareness on the part of councillors and employees throughout the organisation
- 13.2 Employees will be made aware of their responsibilities and the procedures to be followed for the safekeeping of the Town Council's assets and will be advised that failure to adhere to the specified procedures may lead to disciplinary action being taken.

14.0 Conclusion

The Town Council has put in place systems and procedures to assist in the prevention and detection of fraud and corruption. The Town Council is determined to ensure that these arrangements will keep pace with future developments in prevention and detection techniques regarding fraudulent or corrupt activity that may affect its operations.

The Town Clerk has a day to day responsibility for the successful operation of the relevant systems supported by internal and external audit and will ensure that this policy is reviewed regularly in order to be satisfied that the Town Council's exposure to potential fraud and corruption is minimised.

APPENDIX 1

The General Principles of Public Life including the Nolan Principles:

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Anti-Bribery Act 2010 General Principles

1. Risk Assessment

(i) Internal Risks

The Town Council will ensure that employees understand the provisions of the Bribery Act and are aware of the bribery risks that the Council may face.

(ii) External risks – The Council will consider whether it is involved in:

- Interacting with public officials
- Providing services to high risk sectors
- Using agents, sub-contractors, relying on subsidiaries, or
- Entering into joint venture arrangements

2. Top Down Commitment

The top level management is committed to preventing bribery and will establish a culture in which bribery is never acceptable. Steps will be taken to ensure that the Council's policy is clearly communicated to all employees and any relevant external bodies.

3. Due Diligence

The Council will have due diligence policies and procedures in place, which are proportionate and risk based in respect of persons who perform services for or on behalf of the Council in order to mitigate identified bribery risks. This includes the Council's supply chain, agents and intermediaries, all forms of joint venture and similar relationships to cover all areas in which the Council does business.

4. Clear, practical and accessible policies and procedures

The Council's policies and procedures to prevent bribery being committed on its behalf will be clear, practical, accessible and enforceable. Policies and procedures should take account of the roles of all employees and any other people and entities over which the Council has control.

5. Effective Implementation

The Council will effectively implement its anti-bribery policies and procedures and ensure they are embedded throughout the organisation so that their development reflects the practical issues that it faces when seeking to conduct business without bribery.

6. Monitoring and Review

The Council will institute monitoring and review mechanisms to ensure compliance with relevant policies and procedures and identify any issues as they arise.

St Austell Town Council
Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for St Austell Town Council for the year ended 31 March 2026 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of St Austell Town Council on application to:	
(a) David Pooley, Town Clerk, St Austell Town Council, The Stable Block, Penwinnick Road, St Austell, PL25 5DP	(a) Insert the names, position and address of the person to whom local government electors should apply to inspect the AGAR.
(b) 10.00am to 4.00pm Monday to Thursday	(b) Insert the hours during which the inspection rights may be exercised.
3. Copies will be provided to any person on payment of £2 for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs.
(d) Announcement made: David Pooley FCPFA, Town Clerk	(d) Insert the name and position of person placing the notice.
(e) Date of announcement: 17 th August 2026	(e) Insert the date of placing of the notice.

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

St Austell Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		Yes means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	☒	☐	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	☒	☐	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	☒	☐	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	☒	☐	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	☒	☐	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	☒	☐	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	☒	☐	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	☒	☐	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	☒	☐	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	☒	☐	has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

11/05/2026

and recorded as minute reference:

C/26/12

MINUTE REFERENCE

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

Chair

E. S. A. A. REQUIRED

Clerk

DP REQUIRED

www.staustell-tc.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

St Austell Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	908,101	1,161,353	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,177,920	1,301,100	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	552,104	589,195	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	730,521	791,852	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	746,251	919,654	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,161,353	1,340,142	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,110,256	1,298,511	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	856,606	1,030,030	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	☒	☐	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date

05/05/2026

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

11/05/2026

as recorded in minute reference:

C/26/13

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of

EN St Austell Town CouncilTY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

None

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR
BDO LLP - Southampton

External Auditor Signature

DocuSigned by:

BDO LLP

467DFB746A8A428

SIGNATURE REQUIRED

Date

12 August 2026 YYYY

MINUTES of a MEETING of ST AUSTELL TOWN COUNCIL PLANNING AND REGENERATION COMMITTEE held on MONDAY 17th August 2026 in Chi Austel, White River Place, St Austell, Cornwall, PL25 5AZ at 6pm.

Present: Councillors: Brown (Chair), Gray, Hamilton, Lanxon, Preece, Stephens and Whitehouse.

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

P/26/47) Apologies for absence

Apologies for absence were received from Councillors: Bull, Lingham, Marshall and Thompson.

P/26/48) Declarations of Interest

None

P/26/49) Dispensations

None

P/26/50) Minutes of the meeting dated 20th July 2026

It was **RESOLVED** that the minutes of the meeting held on 20th July 2026 be approved and signed as a correct record.

P/26/51) Matters to note

Booze Bay

The Clerk advised that further to minute number **P/26/43**, Councillor Bull will represent the Town Council at the licensing hearing due to take place virtually on Wednesday 26th August 2026.

The Chair referred to the successful tender of the Mount Charles Social Club and thanked the Town Clerk for his hard work and skill. He advised that in due course the Planning and Regeneration Committee might be consulted on planning applications for the site and stressed the importance of the Town Council engaging with local residents. The Clerk advised that once the sale had gone through, he would like to invite all Councillors to view the building and invite local residents to an informal meeting with teas/coffees/biscuits to discuss the proposals and listen to any comments/concerns.

P/26/52) Public Participation

None.

P/26/53) Planning Applications

- i. **PA26/04182:** 172 Killyvarder Way, St Austell, Cornwall, PL25 3DL.
Change existing garage flat roof to a pitched roof.

During discussion, Members noted that the property is attached to a sub station and felt it appropriate to ask the Planning Officer if the electricity board has been consulted on the proposal.

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

- ii. **PA26/04236:** 20 Cromwell Road, St Austell, Cornwall, PL25 4PS.
Construction of rear terrace, change of existing rear first floor flat roof to pitch roof and conversion of garage to self-contained annexe with associated fenestration changes and internal remodelling.

It was **RESOLVED** to make no objection to this application subject to it being ancillary to the host building.

- iii. **PA26/04312:** 2 Market Hill St Austell Cornwall PL25 5QA.
Replace the existing roof with a slate roof with variation of condition 2 of decision notice PA21/03041 dated 08.07.2021.

It was **RESOLVED** to make no objection to this application subject to compliance with the Historic Officer conditions.

- iv. **PA26/04391:** 5 Mount Charles Road St Austell Cornwall PL25 3LB.
Change of Use from Shop/Cafe/Bakery (Class E) to Hot Food Takeaway (Sui Generis).

The Clerk read out comments from Councillor Thompson and noted two public objections. During discussion the parking difficulties in the area were raised but Members welcomed the potential to bring an empty building back into use and the creation of jobs.

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

- v. **PA26/04615:** 20-26 Belmont Road St Austell Cornwall PL25 4UJ.
Proposed replacement of communal doors.

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

- vi. **PA26/04912:** 7 Trecarne Close, St Austell, Cornwall, PL25 3ET.
Extensions and alterations to dwelling.

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

- vii. **PA26/04945:** Land Adjacent To 8-11 Old Vicarage Place St Austell PL25 5YY.
Removal of the existing BT phone box to facilitate the installation of a new proposed global street hub with associated advertising screens on both sides of the unit.

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

- viii. **PA26/04946:** Land Adjacent To 8-11 Old Vicarage Place St Austell PL25 5YY.

Advertisement Consent for removal of the existing BT phone box to facilitate the installation of a new proposed global street hub with associated advertising screens on both sides of the unit.

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

- ix. **PA26/04951:** Land Adjacent To McDonalds Trevanion Road St Austell PL25 5BU.

Installation of a proposed new global street hub, including the associated display of advertisements on both sides of the unit.

It was **RESOLVED** to make no objection to this application subject to the Highways Officer being satisfied with the proposal, particularly in relation to the potential for the installation to be a distraction to drivers on a busy A road.

- x. **PA26/04952:** Land Adjacent To McDonalds Trevanion Road St Austell PL25 5BU.

Advertisement consent for the installation of 1No. BT Street Hub Unit and associated illuminated advertisement panels on either side of the unit.

It was **RESOLVED** to make no objection to this application subject to the Highways Officer being satisfied with the proposal, particularly in relation to the potential for the installation to be a distraction to drivers on a busy A road.

- xi. **PA26/05327:** 5 Lostwood Road, St Austell, Cornwall, PL25 4JN.
Formation of vehicular access drive.

It was **RESOLVED** to object to this application unless the Forestry Officer is happy with the proposal.

- xii. **PA26/00003/NDP:** Pentewan Valley Cornwall
Pentewan Valley Neighbourhood Development Plan

Members commended Pentewan Valley Parish Council on the production of their Neighbourhood Development Plan. It was suggested that the need for improvements to the Menagwins water treatment plant should be stressed more strongly in the document to future proof the sewage system for more homes in the future.

P/26/54) Planning Decisions

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

P/26/55) Cornwall Council – Urgent Delegated Planning Decisions

The Clerk advised that correspondence has been received from Cornwall Council's Enforcement Team to advise that they have investigated an alleged breach of conditions 7 & 8 of Planning Application PA22/09153 (outline application) and following a site visit and discussion with the landowner have concluded that no breach of planning conditions has been identified. The case has been closed.

Councillor Brown expressed his disappointment with the Enforcement Officer's view that the land has been worked on for maintenance purposes and not clearance works which does not trigger a breach of conditions. He added that the work had been carried out during bird nesting season which is a serious offence.

It was **RESOLVED** to note the Enforcement Officer's decision.

P/26/56) Premises Licence Applications

None

P/26/57) Local Plan

The Chair advised that the Vice-Chair and himself had met with Mark Mitchley, Senior Projects Officer that morning to discuss the Neighbourhood Priority Statement (NPS) for the Parish and had agreed that it would be appropriate to convene an informal meeting of the Planning and Regeneration Committee on Monday 7th September 2026, 6pm at The Stable Block. He advised that Mr Mitchley will provide a presentation on what is known to date and the work he has done so far.

The Chair added that Cornwall Council is due to present a Local Plan Scoping Study to Cabinet in September and a consultation on the Scoping document is due to take place between 5th October 2026 and 16 November 2026 and that it would be helpful to obtain the Planning and Regeneration Committee's views at its meeting on 26th October.

The Clerk **AGREED** to bring a report on Cornwall Council's Local Plan Scoping Study to the Planning and Regeneration Committee in October to discuss and agree comments to be made to Cornwall Council.

During discussion, it was noted that the Helston NPS is not yet available and might not be available before the informal meeting on 7th September. The Clerk added that it has become clear from Cornwall Council that an NPS statement is not just about planning and should include what the Council would like to see for the Parish when funding is available eg: jobs, improvements, infrastructure. The document when completed should be approximately 15 pages and there should be at least two public consultations, 1 early in the process and 1 towards the end of the process.

P/26/58) Dates of Meetings

It was noted that the date of the next meeting of the Planning and Regeneration Committee is Monday 21st September 2026.

The meeting closed at 6.57pm.

ST AUSTELL TOWN COUNCIL
COUNCIL MEETING – 1ST SEPTEMBER 2026
SCHEDULE OF PAYMENTS
1ST AUGUST TO 21ST AUGUST 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 £26,064.53 and the transfers between bank accounts amounting to £1,153.42.

DAVID POOLEY - TOWN CLERK

PAYMENT SCHEDULE **St Austell Town Council** For the period 1 August 2026 to 21 August 2026

Date	Payment Method	Contact	Description	Reference	Debit	Credit	Cost Centre
Bank Transfer							
19 Aug 2026	Transfer		Bank Transfer from NW Current Account to ST AUSTELL TC	D/D	0.00	1,153.42	
19 Aug 2026	Transfer		Bank Transfer from NW Current Account to ST AUSTELL TC	D/D	0.00	1,153.42	
Total Bank Transfer					1,153.42	1,153.42	
Payments							
03 Aug 2026	Direct Debit	BT business	Payment: BT business	M123QM	0.00	504.00	General Administration
03 Aug 2026	Direct Debit	Screwfix Direct Ltd	Payment: Screwfix Direct Ltd	2013631658	0.00	34.83	Multiple Categories
03 Aug 2026	Direct Debit	Screwfix Direct Ltd	Payment: Screwfix Direct Ltd	2013839257	0.00	137.96	Other Parks and Open Spaces
03 Aug 2026	Direct Debit	Cornwall Council	Payment: Cornwall Council	803010122	0.00	358.00	Priority Car Park
04 Aug 2026	Direct Debit	Worldpay (UK) Ltd	Worldpay (UK) Ltd		0.00	25.27	Priority Car Park
05 Aug 2026	Direct Debit	Worldpay (UK) Ltd	Worldpay (UK) Ltd		0.00	7.28	Priority Car Park
05 Aug 2026	Direct Debit	British Gas	British Gas		0.00	0.47	Priority Toilets
05 Aug 2026	Direct Debit	Alister Business Solutions	Payment: Alister Business Solutions	E2022367855	0.00	442.91	Transport and Plant
06 Aug 2026	BACS	FindParkPay Ltd	Payment: FindParkPay Ltd	1039	0.00	400.54	Priority Car Park
07 Aug 2026	BACS	Lucy Parry	Payment: Lucy Parry	INV40207	0.00	4.05	Library
07 Aug 2026	BACS	Treveth Commercial LLP	Payment: Treveth Commercial LLP	7430	0.00	810.40	Transport and Plant
07 Aug 2026	BACS	Tony Pascoe Engineering Ltd	Payment: Tony Pascoe Engineering Ltd	SI-934	0.00	200.00	Stable Block/Pond/House
07 Aug 2026	BACS	DJR Water Hygiene	Payment: DJR Water Hygiene	0003989	0.00	477.72	General Administration
07 Aug 2026	BACS	ObjectiveIT Services	Payment: ObjectiveIT Services	1284022	0.00	78.00	Library
07 Aug 2026	BACS	M-R-S Communications Ltd	Payment: M-R-S Communications Ltd	1283653	0.00	78.00	Stable Block/Pond/House
07 Aug 2026	BACS	M-R-S Communications Ltd	Payment: M-R-S Communications Ltd	INV-9255	0.00	1,438.84	Library
07 Aug 2026	BACS	APS Construction Services Limited	Payment: APS Construction Services Limited	Interim 5	0.00	2,400.00	Priority Car Park
07 Aug 2026	BACS	Logical Cleaning Solutions	Payment: Logical Cleaning Solutions	INV-9286	0.00	851.99	Stable Block/Pond/House
07 Aug 2026	BACS	Fenland Leisure Products Ltd	Payment: Fenland Leisure Products Ltd	Bethel/26-1000031065	0.00	32.40	Other Parks and Open Spaces
07 Aug 2026	BACS	M A Grigg Ltd	Payment: M A Grigg Ltd	1336	0.00	27.65	Events
07 Aug 2026	BACS	Lex Print	Payment: Lex Print	SI-4093	0.00	9.60	Other Parks and Open Spaces
07 Aug 2026	BACS	D May & Son Ltd	Payment: D May & Son Ltd	32097	0.00	102.38	Other Parks and Open Spaces
07 Aug 2026	BACS	D May & Son Ltd	Payment: D May & Son Ltd	43223	0.00	7.50	Other Parks and Open Spaces
07 Aug 2026	BACS	D May & Son Ltd	Payment: D May & Son Ltd	86472	0.00	107.94	Other Parks and Open Spaces
07 Aug 2026	BACS	D May & Son Ltd	Payment: D May & Son Ltd	87058	0.00	38.00	Other Parks and Open Spaces
07 Aug 2026	Petty Cash	Timpson Ltd	Payment: Timpson Ltd	Petty Cash 19	0.00	40.90	Priority Toilets
10 Aug 2026	Direct Debit	Valda Energy	Payment: Valda Energy	01992204	0.00	473.10	Transport and Plant
12 Aug 2026	Direct Debit	Alister Business Solutions	Payment: Alister Business Solutions	E2022426684	0.00	230.51	Stable Block/Pond/House
17 Aug 2026	Direct Debit	British Gas	Payment: British Gas	15777180	0.00	180.00	Other Parks and Open Spaces
17 Aug 2026	BACS	The Play Inspection Company Ltd	Payment: The Play Inspection Company Ltd	88483	0.00	228.00	Events
17 Aug 2026	BACS	Andyloos	Payment: Andyloos	NCY984879	0.00	359.16	Other Parks and Open Spaces
17 Aug 2026	BACS	Spot on Supplies	Payment: Spot on Supplies	21636743	0.00	52.00	Priority Car Park
17 Aug 2026	BACS	Trinity Cafe	Payment: Trinity Cafe	INV-0572	0.00	3.78	Stable Block/Pond/House
17 Aug 2026	BACS	APS Construction Services Limited	Payment: APS Construction Services Limited	4288	0.00	63.60	Transport and Plant
17 Aug 2026	Direct Debit	Cornwall Council	Payment: Cornwall Council	802628607	0.00	102.00	Library
17 Aug 2026	Direct Debit	British Gas	Payment: British Gas	15778110	0.00	980.05	Priority Car Park
17 Aug 2026	BACS	Driveline (GB) Ltd	Payment: Driveline (GB) Ltd	SL-26050493	0.00	176.52	Library
17 Aug 2026	BACS	T Clarke	Payment: T Clarke	2026072189	0.00	90.00	Civic Ceremonial
17 Aug 2026	BACS	GAS	Payment: GAS	G10632181	0.00	1,086.00	Library
17 Aug 2026	BACS	Kent County Council	Payment: Kent County Council	000159	0.00	3,553.00	Priority Car Park
17 Aug 2026	BACS	Annie Etheridge	Payment: Annie Etheridge	802635724	0.00	258.00	Civic Ceremonial
17 Aug 2026	Direct Debit	Cornwall Council	Payment: Cornwall Council		0.00		
17 Aug 2026	Direct Debit	Cornwall Council	Payment: Cornwall Council		0.00		
17 Aug 2026	BACS	Booths Print	Payment: Booths Print	73249	0.00		

17 Aug 2026	BACS	T Clarke	Payment: T Clarke	SL-26050492	0.00	823.20	Library
17 Aug 2026	BACS	Enervoo	Payment: Enervoo	900062891	0.00	144.00	Other Parks and Open Spaces
17 Aug 2026	BACS	Source for Business	Payment: Source for Business	7095 0195 65	0.00	220.25	Library
17 Aug 2026	Direct Debit	NetWest	NetWest		0.00	60.05	General Administration
17 Aug 2026	Direct Debit	AIBMS	AIBMS		0.00	615.19	Priority Car Park
18 Aug 2026	Direct Debit	Worldpay (UK) Ltd	Worldpay (UK) Ltd		0.00	2.40	Priority Car Park
18 Aug 2026	BACS	Vincent Tractors Ltd	Payment: Vincent Tractors Ltd	170809	0.00	117.33	Other Parks and Open Spaces
18 Aug 2026	BACS	APS Construction Services Limited	Payment: APS Construction Services Limited	4238	0.00	443.84	Truro Road Park
18 Aug 2026	BACS	Driveline (GB) Ltd	Payment: Driveline (GB) Ltd	1449478	0.00	85.57	Transport and Plant
18 Aug 2026	BACS	APS Construction Services Limited	Payment: APS Construction Services Limited	4298	0.00	48.00	Library
19 Aug 2026	Direct Debit	Alistar Business Solutions	Payment: Alistar Business Solutions	E2022454938	0.00	327.10	Transport and Plant
19 Aug 2026	Direct Debit	EE Limited	Payment: EE Limited	VO2503837308	0.00	26.40	Other Parks and Open Spaces
21 Aug 2026	Direct Debit	Worldpay (UK) Ltd	Worldpay (UK) Ltd		0.00	1.20	Priority Car Park
Total Payments					0.00	26,084.53	

Total					1,183.42	27,217.95	
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