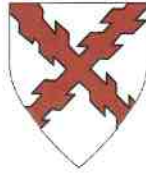


St Austell Town Council



To: All Members of St Austell Town Council

Dear Councillor

You are summoned to attend the **Remote Extraordinary Meeting** of **St Austell Town Council** to be held on **Monday 18th January 2021** at **6pm**.

Any member of the public wishing to attend this meeting, should obtain a password from the Clerk by no later than **12pm on Monday 18th January 2021**

For security reasons, no person will be admitted to the meeting without prior notification to the Clerk that they wish to attend.



David Pooley
Town Clerk

*****This remote meeting will be held using Zoom*****

12th January 2021

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).

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.

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).

4. Minutes of Meeting held on 14th December 2020

**Pages
1 to 6**

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

5. Matters to note

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

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

6. Mayor's announcements

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

7. Public Participation

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

8. Members' questions (10 minutes maximum)

A Member may ask the Mayor or the Clerk any question concerning the business of the Council, provided 3 clear days notice of the question has been given to the person to whom it is addressed. Every question shall be put and answered without discussion.

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A person to whom a question is put may decline to answer or undertake to provide a full answer within a timescale agreed with the Member.

They may also agree to accept a question after the deadline.

9. Budgets 2020/21 and 2021/22

**Pages
7 to 42**

(Purpose: To approve a resolution setting the Town Council's revised budget for 2020/21, an original budget and precept for the 2021/22 financial year and authorise the publication of a Council Tax leaflet). (Report attached).

10. Code of Conduct Consultation

**Pages
43 to 54**

(Purpose: To consider recommended changes to the Code of Conduct received from Cornwall Council). (Paper attached).

11. Members appointed to outside bodies update reports

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

12. Cornwall Councillor update reports

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

13. Small Grants Application

**Pages
55 to 58**

- Treverbyn Community Trust

(Purpose: To consider grant applications under the Town Council's Small Grants Scheme). (Attached).

14. Schedule of Payments

**Pages
59 to 64**

(Purpose: To receive a schedule of payments from 7th December 2020 to 8th January 2021). (Attached).

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

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- 15. Planning and Regeneration Committee** **Pages 65 to 70**
- (Purpose: To note the minutes of the Planning and Regeneration Committee meeting held on 4th January 2021). (Attached).
- 16. Schedule of Meetings** **Pages 71 to 72**
- (Purpose: To approve the schedule of meetings for the 2021-22 civic year). (Attached).
- 17. Dates of Meetings**
- (Purpose: To note dates of future Town Council Meetings Monday 1st February 2021).

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 14th DECEMBER 2020 (Remote Meeting) at 6pm.

Present: Councillors: Bishop, Brown, Bull, Cohen, Colwill, French, Hanlon, Heyward, Jones, Lanxon, Leonard, Oxenham, Palmer, Pears, Styles (Chair), Thompson and Walker.

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

C/19/236) Apologies for Absence

Apologies for absence were received from Councillors Pearce and Rees.

C/19/237) Declarations of interests and gifts or hospitality received

There were no declarations of interest.

C/19/238) Dispensations

There were no requests for a dispensation.

Councillor Oxenham joined the meeting

C/19/239) Minutes of Meeting held on 19th October 2020

It was **RESOLVED** that the minutes of the meeting held on the 19th October 2020 be approved and signed as a correct record.

Councillor Oxenham abstained from voting on this item as she was not present at the meeting

C/19/240) Matters to Note

The Clerk advised that he had nothing to add.

Arising from a question, the Clerk advised that he is in regular communication with Mount Charles School about the temporary fencing and that the situation is due to be reviewed again post-Christmas. He added that hardcore has been put down at the entrance to the park as the increased footfall and wet weather has caused muddy areas.

C/19/241) Mayor's announcements

The Mayor advised that he had attended the railway station with the Deputy Mayor to place a wreath on the poppy train and had taken part in two scaled back wreath laying ceremonies at the cenotaph.

C/19/242) Public Participation

Mrs Earl outlined to Members the effects of climate change and the need for everyone to do their bit. She advised that Climate Action St Austell (CASA) will be making lifestyle change suggestions for individuals in a fortnightly column in the Voice and regular social media posts. CASA has linked up with the Mevagissey and Pentewan

Valley Action Groups and attended a recent Community Network Meeting where climate change was discussed.

Members thanked Mrs Earl for her commitment to climate change and suggested that the Town Council could help CASA promote their work through social media posts making particular reference to the 10 pledges. It was also suggested that there should be an agenda item on the next Community Committee regarding partnership working on climate change initiatives.

It was **AGREED** that the Clerk should utilise the Town Council's social media to publicise the 10 pledges linking up with the CASA website.

Councillor Palmer arrived at the meeting

C/19/243) Members' questions

There were no Members' questions.

In answer to a question, the Clerk advised that a communication issue with regard to the Covid marshals had been resolved and the abandoned caravan and car at Priory Car Park and Tregonissey Lane End car parks respectively should be removed shortly.

C/19/244) Louise Wood, Service Director for Planning and Sustainable Development and Mark Ellis, Strategic Planning Manager – Cornwall Council

The Mayor welcomed Louise Wood and Mark Ellis to the meeting.

Ms Wood and Mr Ellis advised that there is a commitment at Cornwall Council to look at St Austell strategically and that, as part of a Place Shaping Review, consultants had been employed to identify opportunities and challenges, the history of the area, the local community's needs and the development potential in four key areas:

- Cornwall College
- Carlyon Road
- Town centre
- Penwinnick Road

Ms Wood outlined some of the dreams and solutions that had been suggested by stakeholders and the support that might be made available to help realise these aspirations.

Mr Ellis advised that St Austell is the second most important retail centre in Cornwall behind Truro, but 60% of St Austell residents do not shop in the town centre. St Austell is under-performing in terms of "gross value added" and has a low "job density" assessment which puts it on the cusp of becoming a residential rather than working town.

Mr Ellis went through the consultants' findings for the four key areas as follows:

Cornwall College

- Keen to retain a presence in the town
- Have more land than they require
- Potential for mixed use development

Carlyon Road Triangle

(Leisure centre, Registrars, Library, care home, GP surgery, Carlyon House)

- All in Cornwall Council ownership
- Central location
- Run down leisure centre
- Library – listed building

Town Centre

(Priory Car Park, White River Place, Old Vicarage Place, Old Police Station Site)

- Improved linkage required between White River Place and Old Vicarage Place
- Market House – key building in the town
- Sedgemoor change of use
- Potential to create a cycle hub in Priory Car Park

Penwinnick Road

(Arts Centre, Pondhu House & Stable Block, CC Office, Penwinnick House, Childrens Centre)

- Stable Block – Town Council Offices
- Lots of potential for the area
- Mature woodland/parkland
- Congestion at McDonalds junction

Ms Wood advised that all town centres are struggling but that there is real opportunity to make some positive changes in St Austell that could include a health hub, sports facilities, theatre facilities and a transformation of the town centre on land predominantly owned by Cornwall Council. She advised that the Property team are on board with a holistic approach to the transformation of St Austell and that help would be given to the Town Team to attract funding.

Arising from discussion, the following points/issues were raised:

- The timelines involved
- The need to differentiate between the “town centre” and “retail centre”
- How individual projects will be funded
- The decline of retail
- The future of the meeting rooms at Penwinnick Road
- The future of Carlyon House
- The effect of Brexit on the regeneration of the town
- The need to manage expectations
- The potential to create a Health Hub in the town
- The lack of A level provision in the town
- The lost opportunities in the past
- The lack of maintenance of key buildings owned by Cornwall Council

The Mayor thanked Ms Wood and Mr Ellis for their presentation and support for the town.

*** Councillor Palmer left the meeting during the next item***

Councillor Heyward left the meeting during the next item

C/19/245) Community Governance Review (CGR)

The Clerk advised that he had been asked to put CGR on the agenda and outlined the net result for the St Austell parish which is very little change. A letter expressing the Town Council's concerns with regard to the CGR process has been sent to Kate Kennally.

The Mayor expressed his disappointment that Cornwall Councillors voted against the Officers' initial recommendations to transfer Gwallon Keas to St Austell and made reference to political voting and disloyalty of some Members to the Town Council. He expressed concern for future devolution to the Town Council without additional precept as the car park income is not enough. He thanked Councillors Brown and Bull for their input into the process and meetings, but felt that it had all been a wasted exercise and hoped that a future review might result in the Trehiddle development being passed to St Austell.

Councillor Bull and Brown supported the Mayor's comments and expressed their concern with regard to the outcome of the process, the tactics used and the urban/rural divide.

Councillor French explained his role in the review as Cornwall Councillor for Carlyon Parish.

Councillor Pears expressed his disappointment with the outcome and his concerns with regard to the process. He suggested that the rural areas were at an advantage due to the number of rural Members on Cornwall Council compared with urban Cornwall Councillors.

Other Councillors expressed their disappointment and felt that on balance no further correspondence should be entered in to with Cornwall Council at this time.

Councillor Jones left the meeting

C/19/246) Premises Licence Applications

Asda Superstore, St Austell

The Clerk outlined some minor internal layout changes that require a licence approval.

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

C/19/247) Members appointed to outside bodies update reports

Councillor Brown advised that SABEF have received presentations from the Growth Hub and Louise Wood and that a Town Team is being set up to oversee a town centre revitalisation fund bid with SABEF representatives on this team.

Councillors Lanxon, Thompson and Bishop updated Members on Covid marshals, the Cornwall Planning Partnership, CIL Funding and STAK.

Arising from a question, Councillor Brown advised that the Town Team will be made up of the 5 Cornwall Councillors, 1 town council representative and public sector, business sector and voluntary sector representatives.

C/19/248) Cornwall Councillor update reports

Councillor Brown advised that the Covid marshals are being extended until February 2021 and targeted Covid19 enforcement will be carried out shortly to those businesses who have received COVID-19 safety advice but are still breaching the rules. Cornwall Council's council tax is now likely to increase by approximately 5% following the Government's announcement of a permitted 3% increase for Adult Social Care. Brexit is causing a lot of concern, particularly with regard to the fishing and agriculture sectors and disappointment has been expressed with regard to the Shared Prosperity Fund which has resulted in less money for Cornwall Council than first thought.

Councillor Bull expressed her support for the Town Centre Regeneration project which will hopefully provide a holistic approach to the future use of Cornwall Council buildings.

Councillor Brown left the meeting

Councillor French advised that discussions are taking place with regard to the future sustainability of Charlestown Harbour.

C/19/249) Schedule of Payments

It was **RESOLVED** that the Schedule of Payments for the period 10th October 2020 to 6th December 2020 totalling £151,959.83 be approved.

C/19/250) Community Committee

It was **RESOLVED** to note the minutes of the Community Committee meeting held on the 30th November 2020.

C/19/251) Planning and Regeneration Committee

It was **RESOLVED** to note the minutes of the Planning and Regeneration Committee Meetings held on the 2nd November 2020 and 7th December 2020.

C/19/252) Finance and General Purposes Committee

It was **RESOLVED** to note the minutes of the Finance and General Purposes Committee Meeting held on the 9th November 2020 and **APPROVE** the **RECOMMENDATIONS** contained therein.

C/19/253) Dates of Meetings

It was noted that the date of the next meetings of the Council are Monday 18th January 2021 (Extraordinary Meeting) and Monday 1st February 2021.

The meeting closed at 8.37pm

AGENDA NO: 9

ST AUSTELL TOWN COUNCIL

COUNCIL MEETING - 18th JANUARY 2021

BUDGETS 2020/21 AND 2021/22

1. PURPOSE OF REPORT

To formally approve a resolution setting the Town Council's revised budget for 2020/21, an original budget and precept for the 2021/22 financial year and authorise the publication of a Council Tax leaflet.

2. LEGAL AND RISK MANAGEMENT ISSUES

The requirement for Town and Parish Councils to calculate a budget and set a precept each year is contained in the Local Government Finance Act 1992. The Town Council is required to calculate a budget for expenditure likely to be incurred, contingency sums required, the amount required to be transferred to reserves, any income likely to be received other than precepts and any amounts of reserves anticipated to be used. The Town Council must then declare a precept for the amount of Council Tax income it wishes to receive.

Cornwall Council as the billing authority determines the level of Council Tax to be levied and makes arrangements for the payment of precepts to Parish and Town Councils in accordance with rules set out in the Local Authorities (Funds) (England) Regulations 1992.

In setting this budget, Members should take into account the impact of the Coronavirus pandemic and the risks associated with this. It should also be aware of the potential impact of the Garden Town initiative, the Climate Change agenda and other projects in the pipeline. The budget has been drafted assuming very little growth and a period of consolidation.

3. RESOURCE ISSUES

This report seeks to determine the Council's resources for the next 1-2 years.

4. EQUALITIES ISSUES.

None directly.

5. ENVIRONMENTAL ISSUES

The proposed budget includes a small provision specifically for initiatives linked to the climate change agenda. The day-to-day business of the Council includes positive environmental measures such as tree planting and maintenance, the planting of pollinators and wildflower areas, wildlife areas, the purchase of benches made of recycled materials and local purchasing.

5. RECOMMENDATIONS

It is recommended that the Council:

1. approves the revised budget for the 2020/21 financial year as shown in Appendix 1;
2. approves the original budget as attached in Appendix 1 for the 2021/22 financial year;
3. approves the contributions to and from reserves as shown in Appendix 4.
4. authorises the Town Clerk to submit a precept request to Cornwall Council in the sum of £795,350 (equating to a council tax increase of 4.90% to £128.98 per annum for a Band D property, an increase of £6.03 per annum or approximately 12 pence per week);
5. approves the draft Council Tax leaflet which is attached at Appendix 5.

Background

The Council is required to set its budget by the end of January and to notify Cornwall Council, as the billing authority, of its precept requirements for the 2021/22 financial year by 31st January 2021. The precept is the total amount of council tax income required by the Town Council.

The Town Council owns and manages 17 parks and open spaces, it leases and manages two car parks, The House youth centre, the Library and the Stable Block and it maintains grass verges, roundabouts, cemeteries, footpaths and a number of parcels of land under an agency agreement for Cornwall Council. All of these functions have been delivered and service improvements made with a small team of employees while keeping the council tax below the average for Cornwall. The Town Council is very lean with 19 staff

currently employed, 2 apprentices due to start after lockdown and contractors employed to support the various services. The Council employs local contractors and procures locally where possible and has an annual turnover of slightly over £1 million.

The Coronavirus pandemic and associated lockdowns has had an adverse effect on the Council's finances and in particular on commercial income levels. It has made this budget setting process the most difficult and uncertain in the Council's history. At the time of writing a national system of tiers has been replaced by a lockdown expected to last at least 6 weeks. Should this lockdown be extended there will be an impact on the Council's budget projections which are attached.

Cornwall Council has indicated that despite making significant savings, further savings are still required to balance its budget over the next few years. Principal authorities remain under tremendous pressure to cut costs and make savings. It is anticipated that this will translate into more service cuts and possibly more pressure on Parish and Town Councils to pick up services previously provided by Cornwall Council. Cornwall Council is permitted to increase its budgeted council tax by up to 5%.

The Finance and General Purposes Committee at its meeting on the 9th November 2020 considered a draft budget which indicated that a council tax increase of approximately 13% was required to make good losses of income and balance the Council's budget. Members suggested a number of savings and budget cuts and asked that a draft budget delivering a more reasonable council tax increase be brought back. The budgets have been reviewed and a whole range of adjustments have been made in response to the comments made at the Committee meeting. The main amendments made are:

- hardship funding of £64,004 from Cornwall Council has been included.
- A proposed contribution of £40,000 to reserves for playground equipment has been shifted from 2021/22 to 2020/21.
- A provision of £10,000 has been included for ASB resource.
- The climate emergency project budget has been cut by £6,000 to £5,000.
- The budget for car park resurfacing has been cut by £8,000.
- The playground equipment repairs/replacement budget has been cut by £5,000.
- £5,500 has been cut from the Miscellaneous Projects and Grants budget.
- Budgets generally have been squeezed and lots of small cuts have been made.

Government policy for Council Tax setting

Cornwall Council is expected to approve a 5.00% increase in council tax next year. The Secretary of State has previously announced a 2% limit for council tax increases for principal authorities plus up to 3% for social services. If Cornwall Council wished to breach the limits set by the Secretary of State it would have to hold a referendum on the subject. A 5.00% increase equates to an increase of £79.40 per annum from £1,588.02 to £1,667.42 at Band D level.

At the time of writing this report Devon and Cornwall Police had not announced its budget intentions but the Government are permitting an increase in its Council Tax element £15 per annum. The Band D Council Tax for Devon and Cornwall police is currently £221.64.

The Secretary of State has the power to insist that Parish and Town Councils should hold a referendum before increasing council tax by more than a certain percentage. The Government has advised that it does not intend to set any referendum criteria for Parish or Town Councils for the 2021/22 financial year.

Council Tax Base

The Billing Authority, Cornwall Council, has advised us of an estimated Council Tax Base for the 2021/22 financial year of 6166.56 Band D equivalent properties. The Tax Base for 2020/21 was 6205.25 Band D equivalent properties. The Covid19 pandemic has had an adverse effect on the collection rates for council tax which has reduced council tax bases generally across Cornwall despite significant levels of house building.

Council Tax Support Grant

In 2013/14 the Government changed the methodology used for funding Council Tax Benefit and calculating the Council Tax Base. In relation to this it introduced a Council Tax Support Grant which is paid to principal councils and which should be passed on to Parish and Town Councils. Cornwall Council has advised that the grant for 2021/22 for St Austell Town Council will be £30,200. This grant will be phased out in 2022/23.

Budget preparation

The detailed calculations and projections for 2020/21 and 2021/22 are attached at Appendix 1. Key assumptions which are built into the budget projections are as follows:

- Pay awards – Negotiations to determine the pay award for 2021/22 are still at an early stage. There are competing pressures to restrict public sector pay awards and to increase lower pay rates in local government to reflect movements in the National Living Wage. The budgets have been calculated assuming 2.0% annual pay awards for future years.
- Inflation will continue at similar rates – 1-2%;
- Pension contribution rates will remain at the current level;
- Office and staffing provision – two vacant posts (Community Projects Officer and Waste Operative to be deleted from the establishment and two apprentices to be recruited);
- The existing agency agreements for public rights of way, grass verges, cemeteries, and weed treatment to remain the responsibility of the Town Council;
- The allotments at Landrew Road to be turned into a community garden, but otherwise allotments and parks management arrangements to stay largely as at present;
- Car Parks fees to remain substantially the same across the budget period and a partial economic recovery will occur;
- Library management and staffing arrangements will gradually return to normal from the current restricted service;
- Poltair Park café will operate in a restricted manner during 2021/22 and some costs will fall on the Council;
- The SABEF Garden Town initiative will not impact significantly on budgets in the short to medium term;
- No other significant devolution of services in 2021/22 unless self-funding or funded from reserves;
- Small grants provision to continue at £8,000;
- A Climate Change budget of £5,000 per annum will be set for 2021/22 and reviewed periodically;
- A provision of £10,000 has been made for part funding an Anti-social Behaviour Caseworker and negotiations are due to take place shortly to explore how more resource might be acquired.

The budgets have been produced assuming a period of consolidation and no further devolution of services during the budget period. In order to achieve an acceptable council tax increase budgets have had to be squeezed and a post responsible for community projects and grant schemes has been deleted from the Council's staffing establishment. There will be little resource therefore for such projects. Members have identified a number of potential projects and initiatives in recent months. For clarity there is nothing within the recommended budget for the following:

- Truro Road Park toilets

- Garden Town/greening initiative
- Library service improvements
- Enforcement services
- Car Park technology/improvements
- By elections
- Additional staffing
- Social media expenditure
- Neighbourhood plans
- Additional devolution of land or services

Car Park revenue in the current year will be disappointingly low and likely to be £162,000 below budget. This needs to be monitored and pricing kept under review. There is a need to resurface parts of the car park where wear and tear has left a poor uneven surface. £7,000 (£8,000 less than in previous years) has been included in the 2021/22 budget to undertake further resurfacing works.

Election costs in 2021/22 are likely to be significant with a number of major elections coinciding on the 6th May 2021 but are difficult to estimate accurately. Assuming the elections can go ahead, some of the costs will be shared between Cornwall Council, Devon and Cornwall Police and parish councils. A provision of £25,000 has been made which will be funded from the reserve created for this purpose. No allowance has been made for by-elections. A by-election could cost £5,000 - £6,000.

A provision of £5,000 (a reduction from the £11,000 originally proposed) has been made for climate emergency initiatives and £2,500 is included to support events linked to the Tour of Britain in September 2021.

Council Tax

Initial projections suggested that the Council Tax for 2021/22 needed to increase by in the region of 13% to help make good the loss of commercial income. The average Parish Council Band D council tax in Cornwall in 2020/21 is £133.60. The Town Council's council tax is currently £122.95 for a Band D. The Council is therefore starting from a low base and is spending well below the county average. A comparison with other towns in Cornwall is provided at Appendix 2 for information.

A precept of £795,350 is recommended for 2021/22 which is an increase of 4.2% on the precept for 2020/21. This equates to a Band D council tax level of £128.98 which is still below the average

for Cornish parish and town councils and represents excellent value for money. Although council taxes are usually stated in terms of the maximum amount payable for Band D properties Members should be mindful that over 80% of properties in St Austell are below Band D and the average band in St Austell is nearer to Band B. A Band B property (assuming no entitlement to Council Tax Support (CTS) which is available for many low-income families) will pay an additional £4.68 per annum or 0.09 pence per week. An analysis of property numbers by band showing the additional cost for each band for those not receiving CTS and those in receipt of CTS is shown at Appendix 3.

Reserves

The Council has two types of reserves. There is a General Fund Reserve which is the working balance required to ensure the Council can continue to operate through cash flow changes. In addition, all Councils have earmarked reserves which are saved up for a particular purpose and help to fund one-off items of expenditure or to even out fluctuations in expenditure between years. There are only very limited guidelines on reserve levels. It is a matter of judgement and risk assessment.

At the 31st March 2020 the Council had combined reserves of £517,651 and an annual turnover of £1,115,000. Reserves are projected to decrease to £514,366 by the end of 2021/22 while the annual turnover will reduce to approximately £1,060,000.

It is your officer's view that a General Fund balance of approximately £330,000 to £350,000 (equivalent to about 4 months expenditure) is appropriate given the levels of uncertainty and risk the Council is exposed to. The national guidance on General Reserve levels for Parish Councils suggests that a balance of between 3 months and 12 months "net revenue expenditure" which equates to between £199,000 and £795,000 for St Austell Town Council is appropriate. Clearly the Council is near the mid-point of this scale.

Earmarked reserves are used to save up for known expenditure, to even out expenditure fluctuations or to meet unknown but potential liabilities. In practice there are no upper or lower limits for earmarked reserves.

A small projects reserve is maintained for known liabilities, funds donated for specific purposes and funds committed but not yet spent.

A reserve to help fund election expenses is maintained and is sensible as it helps to even out the cost of elections and by-elections. It is intended to try to add to this reserve from time to time to help fund any by-elections and the next major election after 2021.

Finally, a Repairs and Renewals Reserve of £75,000 exists to help fund the replacement of play equipment. It is proposed to add to this each year if affordable to save up for significant replacement costs anticipated in the next 5-10 years. No contribution is proposed in 2021/22 but it is hoped to make contributions in future years or if savings can be found during the year.

The contributions to and from reserves that are proposed are set out in Appendix 4.

Recommendations

It is recommended that the Council:

1. approves the revised budget for the 2020/21 financial year as shown in Appendix 1;
2. approves the original budget as attached in Appendix 1 for the 2021/22 financial year;
3. approves the contributions to and from reserves as shown in Appendix 4.
4. authorises the Town Clerk to submit a precept request to Cornwall Council in the sum of £795,350 (equating to a council tax increase of 4.90% to £128.98 per annum for a Band D property, an increase of £6.03 per annum or approximately 12 pence per week);
5. approves the draft Council Tax leaflet which is attached at Appendix 5.

DAVID POOLEY
TOWN CLERK

**ST AUSTELL TOWN COUNCIL
SUMMARY BUDGET PROJECTIONS**

	2017/18 Actual £	2018/19 Actual £	2019/20 Actual £	2020/21 Original £	2020/21 To 31.12.20 £	2020/21 Revised £	2021/22 Original £	2022/23 Projected £	2023/24 Projected £	Notes
Income										
Car Park Income	318,368	309,974	305,920	295,000	122,813	133,000	200,000	220,000	220,000	
Council Tax Grant	36,832	29,782	32,422	31,066	31,067	31,067	30,200	15,100	0	
Interest Income	3,112	3,051	3,511	3,000	2,750	2,750	2,000	2,000	2,000	
Library Income	8,099	10,715	11,642	11,000	345	500	5,000	7,000	7,000	
Other Grants and Contributions	30,700	5,339	68,126	0	76,258	161,935	16,825	0	0	
Other Income	1,985	7,568	11,410	600	2,782	2,275	890	890	890	
Precept Payments	462,576	591,500	672,800	762,958	762,958	762,958	795,350	893,500	923,500	
Public Convenience Charges	4,283	4,096	3,612	4,300	501	750	1,500	1,500	1,500	
Rent Received	588	1,404	5,549	10,536	5,382	10,380	10,416	10,416	10,416	
Total Income	866,543	963,429	1,114,992	1,118,460	1,004,856	1,105,615	1,062,181	1,150,406	1,165,306	
Gross Income	866,543	963,429	1,114,992	1,118,460	1,004,856	1,105,615	1,062,181	1,150,406	1,165,306	
Less Operating Expenses										
Employee Expenses										
Recruitment	840	1,165	270	1,750	360	1,000	1,750	1,750	1,750	
Salaries / Wages	328,971	432,694	468,501	528,625	356,757	486,065	525,225	539,275	550,740	
Training	2,843	6,225	2,592	8,400	1,140	4,350	6,700	7,400	7,400	
Total Employee Expenses	332,654	440,084	471,363	538,775	358,257	491,415	533,675	548,425	559,890	
Premises Expenses										
Cleaning & Domestic Supplies	6,029	6,940	7,536	7,300	5,459	8,075	8,150	7,950	7,950	
Electricity/Gas	3,185	10,703	10,012	11,100	5,133	9,545	11,510	11,660	11,800	
Grounds Maintenance Supplies	21,842	21,217	27,162	21,950	12,788	18,250	21,850	23,850	23,850	
Play Equipment	29,470	6,706	9,872	50,000	48,758	75,000	45,000	45,000	45,000	
Rates	78,693	86,618	85,070	84,330	62,901	87,220	82,525	80,835	80,145	
Rent / Room Hire	5,235	5,200	5,180	5,280	3,885	5,180	5,330	5,330	5,330	
Repairs / Maintenance Premises	30,545	35,909	49,684	41,200	16,940	50,970	30,450	40,700	41,200	
Water	1,202	1,659	2,194	2,350	673	5,580	2,200	2,200	2,200	
Total Premises Expenses	176,201	174,951	196,711	223,510	156,537	259,820	207,015	217,525	217,475	
Supplies and Services										
Books and Publications	119	200	360	200	0	200	200	200	200	
Contract Payments	149,542	158,073	164,302	147,615	117,679	157,140	161,900	163,500	165,515	
Election Expenses	22,788	0	0	0	0	0	25,000	0	0	
Grants	34,400	46,892	43,000	35,000	13,561	32,800	40,000	42,000	42,000	
Subscriptions	6,347	6,313	6,859	6,900	7,053	7,050	7,000	7,000	7,000	
Insurances	5,455	6,207	5,631	6,000	5,864	5,866	5,990	6,110	6,230	
IT / Communications	19,139	15,738	16,785	17,800	13,120	18,835	18,835	18,835	18,835	
Mayors Allowances	60	263	273	750	0	250	750	750	750	
Members Allowance	0	0	50	250	0	100	250	250	250	
Miscellaneous Expenses	49,464	57,611	27,290	38,070	15,723	43,750	32,770	42,270	40,270	
Office Supplies	1,987	4,683	3,146	4,250	1,108	4,100	4,250	4,250	4,250	
Printing and Stationery	4,480	3,069	3,035	3,725	1,999	2,830	3,275	3,275	3,275	
Protective Clothing	1,159	830	1,412	1,500	1,329	1,900	1,850	1,850	1,600	
Publicity	357	1,200	1,470	1,400	2,290	2,350	1,900	1,900	1,900	
Small Grants Scheme	7,100	7,965	7,502	8,000	4,510	8,000	8,000	8,000	8,000	
Total Supplies and Services	302,397	309,044	281,115	271,460	184,235	285,171	311,970	300,190	300,075	
Transport Related Expenses										
Contract Hire and Operating Leases	14,295	12,092	13,089	13,045	10,772	13,875	13,045	13,045	13,045	
Fuel	4,381	4,442	5,910	6,750	4,101	5,500	6,500	6,700	6,950	
Other Transport/plant expenses	13,693	961	47,528	2,350	1,251	12,000	1,750	1,900	1,900	
Repairs/ Maintenance-Vehicles/Plant	2,578	5,027	4,485	6,700	3,745	4,950	5,200	7,200	7,200	
Road Fund / Taxes	243	253	1,050	1,060	268	1,060	1,060	1,060	1,060	
Transport Insurance	3,243	2,445	2,343	2,500	2,614	2,615	2,700	2,700	2,700	
Travel and Subsistence	692	1,182	1,802	1,185	81	345	915	1,185	1,185	
Total Transport Related Expenses	39,125	26,401	76,206	33,590	22,832	40,345	31,170	33,790	34,040	
Total Operating Expenses	850,377	950,480	1,025,395	1,067,335	721,861	1,076,751	1,083,830	1,099,930	1,111,480	
Contingency				11,000		5,500	5,000	5,000	10,000	
Net Surplus/ Deficit (-)	16,166	12,949	89,597	40,125	282,995	23,364	-26,649	45,476	43,826	
Contributions to Reserves	0	40,160	78,479	40,000		80,000	0	45,000	45,000	1
Contributions from Reserves	10,776	11,762	35,690	0		37,341	25,000	0		2,3
Adjusted Surplus/Deficit (-)	26,942	-15,450	46,808	125	282,995	-19,295	-1,649	476	-1,174	
Balances C/Fwd										
General Fund	236,944	221,494	358,313			339,018	337,369	337,845	336,671	
Election Reserve	22,500	25,000	25,000			25,000	0	5,000	10,000	3
Projects Reserve	45,661	71,560	59,338			21,997	21,997	21,997	21,997	4
Devolution Reserve	30,000	30,000	0			0	0	0	0	
Service Improvement Reserve	50,000	50,000	0			0	0	0	0	
Repairs and renewals reserve	30,000	30,000	75,000			155,000	155,000	195,000	235,000	7

Total	415,105	428,054	517,651		541,013	514,366	559,842	603,668
Precept	462,576	591,500	672,800	762,958	762,958	795,350	893,500	923,500
Council Tax Base	5,833.98	6,051.13	6,128.53	6,205.25	6,205.25	6,166.56	6,190.00	6,210.00
Council Tax - Band D	79.29	97.75	109.78	122.95	122.95	128.98	144.35	148.71
Increase £ per annum	2.31	18.46	12.03	13.17	13.17	6.02	15.37	4.37
Increase £ per week	0.04	0.36	0.23	0.25	0.25	0.12	0.30	0.08
Increase %	3.00%	23.28%	12.31%	12.00%	12.00%	4.90%	11.92%	3.02%

Notes:

1. Contributions to reserves - Playground equipment/Elections
2. Use of Projects Reserves
3. Reserve to help fund elections
4. Projects Reserve - HTI, Sea Cadets loan, MCTI and Feast income
7. Repairs and renewals for playground replacements

ST AUSTELL TOWN COUNCIL
SUMMARY BUDGET PROJECTIONS

	2017/18	2018/19	2019/20	2020/21	2020/21	2020/21	2020/21	2021/22	2022/23	2023/24	Notes
	Actual	Actual	Actual	Original	To 31.12.20	Revised	Original	Projected	Projected	Projected	
	£	£	£				£	£	£	£	
Community Committee:											
Allotments	11	244	220	25	130	-170	-95	-95	-95	-95	
CCTV	-48106	-87280	-36921	-51600	-44776	-53620	-53615	-54025	-54025	-55135	
Misc. Projects and Grants	-26912	-36833	-30042	-28000	-8732	-21290	-35500	-40000	-40000	-40000	
Parks and Open Spaces	-220492	-214096	-227583	-310525	-208384	-321801	-312580	-337600	-337600	-339470	
Public Conveniences	-17286	-18712	-21880	-24700	-15626	-23225	-22895	-23395	-23395	-24410	
Public Rights of Way	-242	53	-351	-300	-379	-380	-400	-400	-400	-400	
The House/Youth Services	-21919	-20000	-16311	-13300	-5404	-12000	-12000	-12000	-12000	-12000	
Sub Total	-334946	-376623	-332868	-428400	-283171	-432486	-437085	-467515	-467515	-471510	
Finance and Gen. Purposes Committee											
Civic Expenses	-24774	-2283	-3180	-6675	-50	-2375	-29975	-4675	-4675	-4675	
General Admin.	-203155	-212002	-226057	-245099	-110018	-97425	-235479	-244534	-244534	-248929	
Library	-73207	-171872	-172864	-191050	-142159	-192330	-195925	-198305	-198305	-202205	
Priory Car Park	209417	194720	197968	184985	54213	25285	102535	114535	114535	115535	
Stable Block/Pondhu House	-18960	-15185	-13817	-17430	-9329	-23230	-17330	-17330	-17330	-17330	
Transport and Plant	-36544	-23999	-63582	-27480	-21834	-37955	-27680	-28030	-28030	-28280	
Tregonissey Lane End Car Park	-1073	-1088	-1100	-750	-1741	-2145	-1260	-1270	-1270	-1280	
Sub Total	-148296	-231709	-282632	-303499	-230918	-330175	-405114	-379609	-379609	-387164	
Climate and Environment Committee											
Climate and Environment	0	0	-125	-11000	0	-2500	-5000	-11000	-11000	-11000	
Sub Total	0	0	-125	-11000	0	-2500	-5000	-11000	-11000	-11000	
Contingency				-11000		-5500	-5000	-10000	-10000	-10000	
	-483242	-608333	-615625	-753899	-514090	-770661	-852199	-868124	-879674	-879674	
Contributions to Reserves	0	40,160	78,479	40,000	0	80,000	0	45,000	45,000	45,000	
Contributions from Reserves	10,776	11,762	35,690	0	0	37,341	25,000	0	0	0	
	-472,466	-636,732	-658,414	-793,899	-514,090	-813,320	-827,199	-913,124	-924,674	-924,674	
Council Tax Grant	36,832	29,782	32,422	31,066	31,067	31,067	30,200	15,100	15,100	0	
Precept	462,576	591,500	672,800	762,958	762,958	762,958	795,350	893,500	893,500	923,500	
Net Surplus/Deficit(-)	26,942	-15,450	46,808	125	279,935	-19,295	-1,649	-4,524	-4,524	-1,174	

Allotments

	2017/18 Actual £	2018/19 Actual £	2019/20 Actual £	2020/21 Original To 31.12.20	2020/21 Revised	2021/22 Original £	2022/23 Projected £	2023/24 Projected £	Notes
Income									
Other Income									
Rent Received	45	244.41	220	275	130	155	155	155	
Total Income	45	244.41	220	275	130	155	155	155	
Gross Income	45	244.41	220	275	130	155	155	155	
Less Operating Expenses									
Premises Expenses									
Repairs / Maintenance Premises	0	0	0	200	200	200	200	200	
Water	0	0	0	0	0	0	0	0	
Total Premises Expenses	0	0	0	200	200	200	200	200	
Supplies and Services									
Miscellaneous Expenses	0	0	0	50	100	50	50	50	
Printing and Stationery	34	0	0	0	0	0	0	0	
Total Supplies and Services	34	0	0	50	100	50	50	50	
Total Operating Expenses	34	0	0	250	300	250	250	250	
Net Surplus/Deficit(-)	11	244.41	220	25	130	-95	-95	-95	

Committee
Budget Officer

Community Committee
SG/SS

CCTV

	2017/18 Actual £	2018/19 Actual £	2019/20 Actual £	2020/21 Original	2020/21 To 31.12.20	2020/21 Revised	2021/22 Original £	2022/23 Projected £	2023/24 Projected £	Notes
Income										
Other Grants and Contributions	10000	0.00	15000	0	3735.00	3735	0	0	0	2
Other Income	0	4338.42	0	0	0.00	0	0	0	0	1
Total Income	10000	4338.42	15000	0	3735.00	3735	0	0	0	
Gross Income	10000	4338.42	15000	0	3735.00	3735	0	0	0	
Less Operating Expenses										
Employee Expenses										
Training	0	0.00	0	0	0.00	0	0	0	0	
Total Employee Expenses	0	0.00	0	0	0.00	0	0	0	0	
Premises Expenses										
Electricity	0	0.00	463		465.73	470	480	490	500	
Repairs / Maintenance Premises	101	6066.73	0	1000	0.00	500	750	1000	1000	
Total Premises Expenses	101	6066.73	463	1000	465.73	970	1230	1490	1500	
Supplies and Services										
Contract Payments	38037	38720.36	38571	44500	37832.29	45250	45250	45400	46500	
IT / Communications	1100	1100.00	1100	1100	2135.00	2135	2135	2135	2135	
Miscellaneous Expenses	18868	45730.94	11787	5000	8078.23	9000	5000	5000	5000	3
Total Supplies and Services	58005	85551.30	51457.8	50600	48045.52	56385	52385	52535	53635	
Transport Related Expenses										
Repairs/ Maintenance-Vehicles/Plant	0	0.00	0	0	0.00	0	0	0	0	
Total Transport Related Expenses	0	0.00	0	0	0.00	0	0	0	0	
Total Operating Expenses	58106	91618.03	51920.6	51600	48511.25	57355	53615	54025	55135	
Net Surplus/Deficit(-)	-48106	-87279.61	-36920.6	-51600	-44776.25	-53620	-53615	-54025	-55135	

1. CC contribution to new cameras
2. Police and Crime Commissioner grant
3. Camera improvements 2018/19 and 2019/20, mobile camera 2020/21 and repairs/upgrades £5000 per annum after 2020/21.

Committee
Budget Officer

Community Committee
DP

Newquay TC
SSE Maintenance

32745.44
5826.66

33564
12504.2

34235
10003

Civic Ceremonial/Members

	2017/18 Actual £	2018/19 Actual £	2019/20 Actual £	2020/21 Original	2020/21 To 31.12.20 Revised	2020/21 Revised	2021/22 Original £	2022/23 Projected £	2023/24 Projected £	Notes
Income										
Other Grants and Contributions	0	0	0				0	0	0	
Other Income	336	478	1377		0	0	0	0	0	
Total Income	336	478	1377	0	0	0	0	0	0	
Gross Income	336	478	1377	0	0	0	0	0	0	
Less Operating Expenses										
Employee Expenses										
Training	30	365	0	400		250	700	400	400	
Total Employee Expenses	30	365	0	400	0	250	700	400	400	
Premises Expenses										
Rent / Room Hire	0	0	0	0		0	0	0	0	
Total Premises Expenses	0	0	0	0	0	0	0	0	0	
Supplies and Services										
Election Expenses	22788	0	0			0	25000	0	0	
Mayors Allowances	60	263	273	750	0	250	750	750	750	
Members Allowance	0	0	50	250	0	100	250	250	250	
Miscellaneous Expenses	1946	1861	3890	5000	50	1500	3000	3000	3000	
Printing and Stationery	286	272	344	275	0	275	275	275	275	
Total Supplies and Services	25080	2396.21	4557.46	6275	50	2125	29275	4275	4275	
Transport Related Expenses										
Other Transport/plant expenses	0	0	0	0		0	0	0	0	
Total Transport Related Expenses	0	0	0	0	0	0	0	0	0	
Total Operating Expenses	25110	2761.21	4557.46	6675	50	2375	29975	4675	4675	
Net Surplus/Deficit(•)	-24774	-2283.11	-3180.36	-6675	-50	-2375	-29975	-4675	-4675	

Committee
Budget Officer

F & GP Committee
SG

NB No provision for by-elections

CLIMATE CHANGE

	2017/18 Actual £	2018/19 Actual £	2019/20 Actual £	2020/21 Original	2020/21 To 31.12.20 Revised	2021/22 Original	2022/23 Projected	2023/24 Projected	Notes
Income									
Other Grants and Contributions	0	0.00	0		0	0	0	0	0
Other Income	0	0.00	0		0	0	0	0	0
Total Income	0	0.00	0	0	0	0	0	0	0
Gross Income	0	0.00	0	0	0	0	0	0	0
Less Operating Expenses									
Employee Expenses									
Training			60	1000		0	0	1000	1000
Total Employee Expenses	0	0.00	60	1000	0	0	0	1000	1000
Premises Expenses									
Repairs / Maintenance Premises	0	0.00	0		0	0	0	0	0
Total Premises Expenses	0	0.00	0	0	0	0	0	0	0
Supplies and Services									
Contract Payments	0	0.00	0		0	0	0	0	0
IT / Communications	0	0.00	0		0	0	0	0	0
Miscellaneous Expenses	0	0.00	61	10000	0	2500	5000	10000	10000
Printing and Stationery			4						
Total Supplies and Services	0.00	0.00	64.8	10000	0	2500	5000	10000	10000
Transport Related Expenses									
Repairs/ Maintenance-Vehicles/Plant	0	0.00	0			0	0	0	0
Total Transport Related Expenses	0	0.00	0	0	0	0	0	0	0
Total Operating Expenses	0	0.00	124.8	11000	0	2500	5000	11000	11000
Net Surplus/Deficit(-)	0	0.00	-124.8	-11000	0	-2500	-5000	-11000	-11000

Committee
Budget Officer

Climate and Environment
DP

General Administration

	2017/18 Actual £	2018/19 Actual £	2019/20 Actual £	2020/21 Original	2020/21 To 31.12.20	2020/21 Revised	2021/22 Original	2022/23 Projected	2023/24 Projected	Notes
Income										
Interest Income	3112	3051.08	3510.69	3000	2309.16	2750	2000	2000	2000	4
Other Grants and Contributions	0	0.00	0	0	60534.88	133500	2750	0	0	
Other Income	500	-0.02	143.12	0	0.02	0	0	0	0	
Rent Received	0	5.00	0	1	2.00	0	1	1	1	
Total Income	3612	3056.06	3654	3001	62846.06	136250	4751	2001	2001	
Gross Income	3612	3056.06	3654	3001	62846.06	136250	4751	2001	2001	
Less Operating Expenses										
Employee Expenses										
Recruitment	840	895.00	270	750	360.00	500	750	750	750	
Salaries / Wages	161709	172354.17	187316	201500	140573.42	188560	192920	198805	202980	
Training	2813	3570.00	2532.32	3500	789.88	2500	3500	3500	3500	
Total Employee Expenses	165362	176819.17	190118	205750	141723.30	191560	197170	203055	207230	
Premises Expenses										
Cleaning & Domestic Supplies	5	0.00	60.5	0	137.29	175	150	150	150	
Grounds Maintenance Supplies	39	0.00	0	0	0	0	0	0	0	
Rent / Room Hire	55	20.00	0	100	0	0	150	150	150	
Total Premises Expenses	99	20.00	61	100	137.29	175	300	300	300	
Supplies and Services										
Books and Publications	119	200.00	359.5	200	0.00	200	200	200	200	1
Contract Payments	905	2267.75	2953.68	3500	2480.00	3500	3550	3600	3700	2
Subscriptions	6347	6313.29	6859.15	6900	7052.73	7050	7000	7000	7000	
Insurances	5455	6206.89	5631.23	5700	5837.86	5840	5960	6080	6200	
IT / Communications	18039	14637.94	14938.33	16700	10985.48	16700	16700	16700	16700	3
Miscellaneous Expenses	6097	3127.62	2483.92	3000	944.56	2500	3000	3000	3000	
Office Supplies	1385	2249.49	2154.43	2500	836.84	2500	2500	2500	2500	
Printing and Stationery	1936	1165.24	1031.92	1350	495.13	1000	1200	1200	1200	
Protective Clothing	0	0.00	0	0	0	0	0	0	0	
Publicity	357	1200.00	1470	1400	2290.00	2350	1900	1900	1900	
Total Supplies and Services	40640	37368.22	37882.2	41250	30922.60	41640	42010	42180	42400	
Transport Related Expenses										
Travel and Subsistence	666	851.01	1649	1000	80.55	300	750	1000	1000	
Total Transport Related Expenses	666	851.01	1649.43	1000	80.55	300	750	1000	1000	
Total Operating Expenses	206767	215058.40	229710	248100	172863.74	233675	240230	246535	250930	
Net Surplus/Deficit(-)	-203155	-212002.34	-226057	-245099	-110017.68	-97425	-235479	-244534	-248929	

- 1: Confidential waste recycling, audit and payroll
- 2: CALC,SWC, SLCC, Ellis Whittam.
- 3: 2017/18 includes 5500 for new photocopier
- 4: CJRS, JSS, CC Hardship funding

Committee
Budget Officer

F & GP Committee
SG

Library

	2017/18 Actual £	2018/19 Actual £	2019/20 Actual £	2020/21 Original	2020/21 To 31.12.20	2020/21 Revised	2021/22 Original	2022/23 Projected	2023/24 Projected	Notes
Income										
Other Grants and Contributions	12700	750	1072	0	801.00	800	0	0	0	4 5
Library Income	8099	10715	11642	11000	345.28	500	5000	7000	7000	
Rent Received	543	500	11	10	0.00	0	10	10	10	
Total Income	21342	11965	12724	11010	1146.28	1300	5010	7010	7010	
Gross Income	21342	11965	12724	11010	1146.28	1300	5010	7010	7010	
Less Operating Expenses										
Employee Expenses										
Recruitment	0	270	0	500	0.00	0	500	500	500	
Salaries / Wages	69201	135968	145372	155250	111670.28	149540	155340	158560	161730	
Training	0	0	0	2000	0.00	400	1000	1000	1000	
Total Employee Expenses	69201	136238	145372	157750	111670.28	149940	156840	160060	163230	
Premises Expenses										
Cleaning & Domestic Supplies	278	976	1307	1300	1021.34	1650	1500	1300	1300	
Electricity/Gas	2701	8073	5985	7600	1885.83	5000	6630	6770	6900	
Grounds Maintenance Supplies	75	130	0	0	0.00	0	0	0	0	
Rates	6528	14000	14308	14680	11040.00	14530	14820	15120	15420	
Repairs / Maintenance Premises	4829	8944	2696	4500	7775.88	8000	5000	5000	5000	1
Water	188	700	886	1000	221.90	480	850	850	850	
Total Premises Expenses	14599	32824	25182	29080	21944.95	29660	28800	29040	29470	
Supplies and Services										
Books and Publications	0	0	0	10965	7087.18	10000	10500	11400	11700	2
Contract Payments	6592	10646	10269							
IT / Communications	0	0								
Miscellaneous Expenses	3499	1932	2673	2300	1473.53	2250	2750	2750	2750	3
Office Supplies	589	1621	962	750	271.48	600	750	750	750	
Printing and Stationery	43	0	23	100	0.00	50	100	100	100	
Protective Clothing	0	0	11		150.65	150	100	100	100	
Total Supplies and Services	10723	14198.17	13938.02	14115	8982.84	13050	14200	15100	15400	
Transport Related Expenses										
Contract Hire and Operating Leases	0	385	943	945	707.40	945	945	945	945	
Travel and Subsistence	26	193	153	170	0.00	35	150	170	170	
Total Transport Related Expenses	26	577.9	1095.82	1115	707.40	980	1095	1115	1115	
Total Operating Expenses	94549	183837	185588	202060	143305.47	193630	200935	205315	209215	
Net Surplus/Deficit(-)	-73207	-171872	-172864	-191050	-142159.19	-192330	-195925	-198305	-202205	

1. Door to garden 2018/19 £7000
2. Contracts - cleaning, security, litter, recycling/waste, legionella.
3. 2017/18 inc legal expenses furniture notice board etc
4. CC External painting + transition fund
5. SALSA statue and door contributions

Committee
Budget Officer

F & GP Committee
SG

Misc. projects and grants

	2017/18 Actual £	2018/19 Actual £	2019/20 Actual £	2020/21 Original	2020/21 To 31.12.20	2020/21 Revised	2021/22 Original £	2022/23 Projected £	2023/24 Projected £	Notes
Income										
Other Grants and Contributions	0	468	0	0	2397.89	15900	0	0	0	1
Other Income	0	900	0	0	1312.50	1310	0	0	0	2
Total Income	0	1368	0	0	3710.39	17210	0	0	0	
Gross Income	0	1368	0	0	3710.39	17210	0	0	0	
Less Operating Expenses										
Supplies and Services										
Grants	14400	26892	22540	15000	5276.00	11000	20000	22000	22000	3
Miscellaneous Expenses	5412	3344	0	5000	2656.67	19500	7500	10000	10000	4
Small Grants Scheme	7100	7965	7502	8000	4510.00	8000	8000	8000	8000	
Total Supplies and Services	26912	38201	30042	28000	12442.67	38500	35500	40000	40000	
Total Operating Expenses	26912	38201	30042	28000	12442.67	38500	35500	40000	40000	
Net Surplus/Deficit(-)	-26912	-36833	-30042	-28000	-8732.28	-21290	-35500	-40000	-40000	

Notes:

1. RHSSF £15000
 2. Discovery map contributions
 3. Carnival 2500-3000 BID 5276 Church 275 ASB Officer 10000
 4. Discovery maps 2000 In Bloom 1000 Misc.
- inc. Tour of Britain and cycle paths/ASB/Covid Info Officers

Committee
Budget Officer

Community Committee
SG

Parks And Open Spaces

Inc. Poltair Park and Truro Road Park

	2017/18 Actual £	2018/19 Actual £	2019/20 Actual £	2020/21 Original	2020/21 To 31.12.20	2020/21 Revised	2021/22 Original	2022/23 Projected	2023/24 Projected	Notes
Income										
Other Grants and Contributions	8000	4122	52054	0	8790	8000	14075	0	0	1
Other Income	0	38	292	0	792	290	290	290	290	
Rent Received	0	250	250	250	250	250	250	250	250	
Total Income	8000	4410	52596	250	9831	8540	14615	540	540	
Gross Income	8000	4410	52596	250	9831	8540	14615	540	540	
Less Operating Expenses										
Employee Expenses										
Recruitment	0	0	0	500		500	500	500	500	
Salaries / Wages	98061	124372	135813	171875	104513	147965	176965	181910	186030	
Training	0	2290	0	1500	350	1200	1500	1500	1500	
Total Employee Expenses	98061	126662	135813	173875	104863	149665	178965	183910	188030	
Premises Expenses										
Cleaning & Domestic Supplies	66	0	0	0	420	750	500	500	500	
Electricity	100	2386	3157	3100	2505	3700	4000	4000	4000	
Grounds Maintenance Supplies	21244	21080	26992	21000	12763	18000	21000	23000	23000	2
Play Equipment	29470	6706	9872	50000	48758	75000	45000	45000	45000	
Rates	0	0	0	0	0	7500	5000	5000	5000	
Repairs / Maintenance Premises	18228	4084	35847	12000	4181	7500	10000	12000	12000	3
Water	0	0	0	250	0	4000	250	250	250	
Total Premises Expenses	69108	34255	75869	86350	68626	116450	85750	89750	89750	
Supplies and Services										
Contract Payments	50092	55974	60620	42000	40257	55000	55000	55000	55000	4
Grants and Subscriptions	0	0	460	0	904	1800	0	0	0	
Insurances	0	0	0	0	26	26	30	30	30	
Miscellaneous Expenses	9566	170	5106	6000	2151	5000	5000	7000	5000	5
Office Supplies	13	14			0					
Protective Clothing	1159	830	1401	1500	1178	1750	1750	1750	1500	
Total Supplies and Services	60830	56987.42	67587.45	49500	44516.14	63576	61780	63780	61530	
Transport Related Expenses										
Other Transport/plant expenses	282	462	753	850	210	500	500	500	500	
Repairs/ Maintenance-Vehicles/Plant	211	0	158	200	0	150	200	200	200	
Travel and Subsistence		138								
Total Transport Related Expenses	493	599.8	910.29	1050	210	650	700	700	700	
Total Operating Expenses	228492	218505	280179	310775	218215	330341	327195	338140	340010	
Net Profit	-220492	-214096	-227583	-310525	-208384	-321801	-312580	-337600	-339470	

Notes:

1. Section 106 for Poltair Park and funding for apprentices
2. £25,000 provision for safety surfaces and £20,000 for play equipment
3. Includes fences at Sandy Hill Truro Road and Poltair Park in 2017/18, bandstand and Poltair Café kitchen in 2019/20.
4. Weeds , CC waste , Biffa, Glendale ,SSE, Grasscutting and litter contracts
5. Includes tree surveys and works

Committee
Budget Officer

Community Committee
SS

Priority Car Park

2017/18 Actual £ 2018/19 Actual £ 2019/20 Actual £ 2020/21 Original £ 2020/21 To 31.12.20 Revised £ 2021/22 Original £ 2022/23 Projected £ 2023/24 Projected £ Notes

Income												
Car Park Income	318368	309974	305920	295000	122813.27	133000	200000	220000	220000			
Other Grants and Contributions	0	0	0	0			0	0	0			
Other Income	0	1020	0	0	47.00	45	0	0	0			
Rent Received	0	0	0	0			0	0	0			
Total Income	318368	310994	305920	295000	122860.27	133045	200000	220000	220000			
Gross Income	318368	310994	305920	295000	122860.27	133045	200000	220000	220000			
Less Operating Expenses												
Employee Expenses												
Training	0	0	0	0	0.00	0	0	0	0			
Total Employee Expenses	0	0	0	0	0.00	0	0	0	0			
Premises Expenses												
Cleaning & Domestic Supplies	0	60	0	0								
Electricity	0	0	0	0								
Grounds Maintenance Supplies	265	0	90	500	0.00	0	500	500	500			
Rates	71498	69690	67222	66000	48919.25	64495	62000	60000	59000			
Repairs / Maintenance Premises	0	14310	7630	15000	250.00	15000	7000	15000	15000			
Water	0	0	0	0			0	0	0			
Total Premises Expenses	71763	84059	74942	81500	49169.25	79495	69500	75500	74500			
Supplies and Services												
Contract Payments	33247	29436	31352	23000	17718.04	26000	25000	25000	25000			1
Miscellaneous Expenses	1094	773	26	500	255.61	250	250	250	250			2
Printing and Stationery	2181	1632	1632	2000	1504.00	1505	1700	1700	1700			3
Total Supplies and Services	36522	31841	33011	25500	19477.65	27755	26950	26950	26950			
Transport Related Expenses												
Repairs/Maintenance-Vehicles/Plant	666	373	0	3000	0.00	500	1000	3000	3000			4
Travel and Subsistence			15	15	0.00	10	15	15	15			
Total Transport Related Expenses	666	373	0	3015	0.00	510	1015	3015	3015			
Total Operating Expenses	108951	116273	107953	110015	68646.90	107760	97465	105465	104465			
Net Surplus/Deficit	209417	194720	197968	184985	54213.37	25285	102535	114535	115535			

- Contract Payments.
Cale Briparc - maintenance
Cale Briparc - sim cards
G4S Cash Collection
Waste Management
CC Enforcement
Resurfacing
- Includes legal expenses in 2017/18
- Tickets
- Includes covers for machines and reprogramming of tariff changes plus allowance for 1 new machine.

Committee F & GP Committee
Budget Officer DP

Public Conveniences

	2017/18	2018/19	2019/20	2020/21	2020/21	2020/21	2021/22	2022/23	2023/24	Notes
	Actual	Actual	Actual	Original	To 31.12.20	Revised	Original	Projected	Projected	
	£	£	£	£	£	£	£	£	£	
Income										
Other Income	0	0	0		20.00	20	0	0		
Public Convenience Charges	4283	4096	3612	4300	500.91	750	1500	1500	1500	
Total Income	4283	4096	3612	4300	520.91	770	1500	1500	1500	
Gross Income	4283	4096	3612	4300	520.91	770	1500	1500	1500	
Less Operating Expenses										
Premises Expenses										
Cleaning & Domestic Supplies	0	0	0				0	0		
Electricity	384	244	407	400	276.69	375	400	400	400	
Rates	154	2400	3000	3100	2448.05	145	145	145	145	
Repairs / Maintenance Premises	2634	1724	2396	3000	2274.00	6775	2500	2500	3000	
Water	1014	959	1308	1100	451.45	1100	1100	1100	1100	
Total Premises Expenses	4186	5327	7111	7600	5450.19	8395	4145	4145	4645	
Supplies and Services										
Contract Payments	17356	17481	18382	21250	10696.75	15500	20100	20600	21115	1
Miscellaneous Expenses	27	0	0	150	0.00	100	150	150	150	
Total Supplies and Services	17383	17481	18382	21400	10696.75	15600	20250	20750	21265	
Total Operating Expenses	21569	22808	25492	29000	16146.94	23995	24395	24895	25910	
Net Surplus/Deficit(-)	-17286	-18712	-21880	-24700	-15626.03	-23225	-22895	-23395	-24410	

1. Cleaning contract

Committee
Budget Officer

Community Committee
SS

Public Rights of Way

	2017/18 Actual £	2018/19 Actual £	2019/20 Actual £	2020/21 Original	2020/21 To 31.12.20	2020/21 Revised	2021/22 Original	2022/23 Projected	2023/24 Projected	Notes
Income										
Other Grants and Contributions	0	0	0				0	0		
Other Income	419	599	599	600	610.52	610	600	600	600	
Total Income	419	599	599	600	610.52	610	600	600	600	
Gross Income	419	599	599	600	610.52	610	600	600	600	
Less Operating Expenses										
Supplies and Services										
Contract Payments	661	546	900	900	990.00	990	1000	1000	1000	
Miscellaneous Expenses			50							
Total Supplies and Services	661	546	950	900	990.00	990	1000	1000	1000	
Total Operating Expenses	661	546	950	900	990.00	990	1000	1000	1000	
Net Surplus/Deficit(-)	-242	53	-351	-300	-379.48	-380	-400	-400	-400	
Committee Budget Officer										Community Committee SS

Stable Block

	2017/18 Actual £	2018/19 Actual £	2019/20 Actual £	2020/21 Original	2020/21 To 31.12.20	2020/21 Revised	2021/22 Original	2022/23 Projected	2023/24 Projected	Notes
Income										
Other Grants and Contributions	0	0	0	0			0	0	0	
Other Income	0	195	0	0			0	0	0	
Rent Received	0	405	68	68	0.00	0	0	0	0	0
Total Income	0	600	68	68	0.00	0	0	0	0	0
Gross Income	0	600	68	68	0.00	0	0	0	0	0
Less Operating Expenses										
Premises Expenses										
Cleaning & Domestic Supplies	5680	5904	6168	6000	3880.59	5500	6000	6000	6000	6000
Grounds Maintenance Supplies	219	7	81	250	25.50	150	150	150	150	150
Rent / Room Hire	5180	5180	5180	5180	3885.00	5180	5180	5180	5180	5180
Repairs / Maintenance Premises	4753	780	985	3000	808.00	10000	3000	3000	3000	3000
Water	0	0			0.00					
Total Premises Expenses	15832	11871	12414	14430	8599.09	20830	14330	14330	14330	14330
Supplies and Services										
Contract Payments	2092	2443	695	1500	617.46	900	1500	1500	1500	1500
IT / Communications	0	0	747	0	0.00	0	0	0	0	0
Miscellaneous Expenses	1036	673	0	500	112.88	500	500	500	500	500
Office Supplies	0	799	29	1000		1000	1000	1000	1000	1000
Total Supplies and Services	3128	3914.6	1470.41	3000	730.34	2400	3000	3000	3000	3000
Total Operating Expenses	18960	15785	13885	17430	9329.43	23230	17330	17330	17330	17330
Net Surplus/Deficit(-)	-18960	-15185	-13817	-17430	-9329.43	-23230	-17330	-17330	-17330	-17330

1. Excludes Pondhu House

Committee F & GP Committee
Budget Officer DP

The House/Youth Services

	2017/18 Actual £	2018/19 Actual £	2019/20 Actual £	2020/21 Original	2020/21 To 31.12.20	2020/21 Revised	2021/22 Original	2022/23 Projected	2023/24 Projected	Notes
Income										
Other Grants and Contributions	0	0	0	0	0	0	0	0	0	
Other Income	0	0	0	0	0	0	0	0	0	
Rent Received	0	0	5000	10000	5000.00	10000	10000	10000	10000	
Total Income	0	0	5,000	10,000	5000.00	10,000	10,000	10,000	10,000	
Gross Income	0	0	5,000	10,000	5000.00	10,000	10,000	10,000	10,000	
Less Operating Expenses										
Premises Expenses										
Cleaning & Domestic Supplies										
Electricity										
Grounds Maintenance Supplies										
Rates										
Rent / Room Hire			130	2500	403.50	1500	1500	1500	1500	
Repairs / Maintenance Premises										
Water										
Total Premises Expenses	0	0	130	2500	403.50	1500	1500	1500	1500	
Supplies and Services										
Contract Payments										
Grants and Subscriptions	20000	20000	20000	20000	10000.00	20000	20000	20000	20000	
Insurances				300		0	0	0	0	
Miscellaneous Expenses	1919	0	1181	500		500	500	500	500	
Total Supplies and Services	21919	20000	21181	20800	10000.00	20500	20500	20500	20500	
Total Operating Expenses	21919	20000	21311	23300	10403.50	22000	22000	22000	22000	
Net Surplus/Deficit	-21919	-20000	-16311	-13300	-5403.50	-12000	-12000	-12000	-12000	

Committee Council
Budget Officer SG

Transport and Plant

	2017/18 Actual £	2018/19 Actual £	2019/20 Actual £	2020/21 Original	2020/21 To 31.12.20	2020/21 Revised	2021/22 Original	2022/23 Projected	2023/24 Projected	Notes
Income										
Other Grants and Contributions										
Other Income	730	0	9000			0.00	0	0	0	1
Total Income	730	0	9000	0		0.00	0	0	0	
Gross Income	730	0	9000	0		0.00	0	0	0	
Less Operating Expenses										
Supplies and Services										
Contract Payments										
Miscellaneous Expenses	0	0	32	70		0.00	50	70	70	
Total Supplies and Services	0	0	31.66	70		0.00	50	70	70	
Transport Related Expenses										
Contract Hire and Operating Leases	14295	11707	12145	12100		10064.91	12930	12100	12100	
Fuel	4381	4442	5910	6750		4101.24	5500	6500	6950	
Other Transport/plant expenses	13411	499	46775	1500		1041.16	11500	1250	1400	2
Repairs/ Maintenance-Vehicles/Plant	1701	4654	4327	3500		3745.23	4300	4000	4000	
Road Fund / Taxes	243	253	1050	1060		267.50	1060	1060	1060	
Transport Insurance	3243	2445	2343	2500		2614.38	2615	2700	2700	
Total Transport Related Expenses	37274	23999	72550.3	27410		21834.42	37905	27610	28210	
Total Operating Expenses	37274	23999	72582	27480		21834.42	37955	27680	28280	
Net Surplus/Deficit (-)	-36544	-23999	-63582	-27480		-21834.42	-37955	-27680	-28280	

1. Sale of strimmer 730
 2. Include brush cutter 970 + New Van 10000 in 2017/18
New vehicles 2019/20 30989+14000-9000sales
New Mower 2020/21
- Committee
Budget Officer
- F & GP Committee
SS

Tregonissey Lane End Car Park

	2017/18 Actual £	2018/19 Actual £	2019/20 Actual £	2020/21 Original	2020/21 To 31.12.20 Revised	2021/22 Original	2022/23 Projected	2023/24 Projected	Notes
Income									
Car Park Income	0	0	0	0		0	0		
Other Income	0	0	0	0	0.00	0	0	0	
Total Income	0	0	0	0	0.00	0	0	0	
Gross Income	0	0	0	0	0.00	0	0	0	
Less Operating Expenses									
Premises Expenses									
Electricity	0	0	0	200	0.00	100	200	200	
Grounds Maintenance Supplies	0	0	0	550	493.90	550	560	570	
Rates	513	528	540	550	1247.00	1495	500	500	
Repairs / Maintenance Premises	0	0							
Water	0	0							
Total Premises Expenses	513	528	540	750	1740.90	2145	1260	1270	1280
Supplies and Services									
Contract Payments	560	560	560		0.00	0	0	0	
Miscellaneous Expenses	0	0							
Total Supplies and Services	560	560	560	0	0.00	0	0	0	0
Total Operating Expenses	1073	1088	1100	750	1740.90	2145	1260	1270	1280
Net Surplus/Deficit (-)	-1073	-1088	-1100	-750	-1740.90	-2145	-1260	-1270	-1280

Committee F & GP Committee
Budget Officer SS

Appendix 2

2020/21 City and Town Council Precepts

Council	2020/21 Precept £	Council Tax Band D £
Bodmin	1,502,455.00	334.96
Bude-Stratton	910,219.00	241.05
Camborne	1,234,869.00	204.86
Falmouth	2,208,220.85	306.72
Launceston	765,203.00	254.79
Newquay	1,801,523.00	219.78
Penzance	1,435,230.00	205.80
Redruth	720,615.00	170.00
Saltash	1,304,083.00	240.97
St Austell	762,958.00	122.95
Truro	1,862,334.00	262.64

Appendix 3

Projected Council Tax at Band D

	2020/21 £	2021/22 £	Increase %	Increase £	Increase £ per mth	Increase £ per week
Cornwall Council	1588.02	1667.26	4.99%	79.24	6.60	1.52
Devon & Cornwall Police	221.64	236.64	6.77%	15.00	1.25	0.29
St Austell Town Council	122.95	128.98	4.90%	6.03	0.50	0.12
Total Band D	1932.61	2032.88	5.19%	100.27	8.36	1.93

COUNCIL TAX PROJECTIONS

Appendix 3

Percentage increase		4.90%										
BAND	Total No.	% of total	CTS No.	% on CTS	Council Tax		Council Tax		Assuming no CTS		With CTS	
					2020/21	2021/22	2020/21	2021/22	Annual increase	Weekly increase	Annual increase	Weekly increase
					£	£	£	£	£	£	£	£
A	2784	29.11%	1228	44.11%	81.97	85.99			4.02	0.08	1.01	0.02
B	2637	27.58%	578	21.92%	95.63	100.32			4.69	0.09	1.17	0.02
C	2453	25.65%	270	11.01%	109.29	114.65			5.36	0.10	1.34	0.03
D	1114	11.65%	80	7.18%	122.95	128.98			6.03	0.12	1.51	0.03
E	452	4.73%	17	3.76%	150.27	157.63			7.36	0.14	1.84	0.04
F	83	0.87%	1	1.20%	177.59	186.29			8.7	0.17	2.18	0.04
G	38	0.40%	1	2.63%	204.92	214.96			10.04	0.19	2.51	0.05
H	2	0.02%	0	0.00%	245.90	257.95			12.05	0.23	3.01	0.06
	9563	100.00%	2175	22.74%								

RESERVES SUMMARY 2020/21 AND 2021/22

APPENDIX 4

	1.4.20	Additions	Reductions	31.3.21	Additions	Reductions	31.3.22
PROJECTS RESERVE							
THI	13835.57			5973.59			5973.59
St Austell MCTI	1324.14		7861.98	1324.14			1324.14
Sea Cadets	10000.00			10000.00			10000.00
Feast Week	476.14			476.14			476.14
Sandy Hill Park	222.92		0.00	222.92			222.92
Poltair Café	8000.00	0.00	4000.00	4000.00			4000.00
Safety Surfacing - Poltair	25479.00	0.00	25479.00	0.00			0.00
PROJECTS RESERVE TOTALS	59337.77	0.00	37340.98	21996.79	0.00	0.00	21996.79
ELECTIONS RESERVE	25000.00	0.00	0.00	25000.00		25000.00	0.00
PLAY EQUIPMENT REPAIR & RENEWALS	75000.00	80000.00		155000.00			155000.00
	159337.77	80000.00	37340.98	201996.79	0.00	25000.00	176996.79

St Austell Town Council



INCOME AND EXPENDITURE SUMMARY

2020/2021				2021/2022		
Gross Expenditure £	Income £	Net Expenditure £		Gross Expenditure £	Income £	Net Expenditure £
250	275	-25	Allotments	250	155	95
51,600	0	51,600	CCTV	53,615	0	53,615
6,675	0	6,675	Civic expenses	4,975	0	4,975
0	0	0	Elections	25,000	0	25,000
11,000	0	11,000	Climate Change	5,000	0	5,000
248,100	3,001	245,099	General Administration	240,230	4,751	235,479
202,060	11,010	191,050	Library	200,935	5,010	195,925
28,000	0	28,000	Misc. Projects and Grants	35,500	0	35,500
310,775	250	310,525	Parks and Open Spaces	327,195	14,615	312,580
110,765	295,000	-184,235	Car Parks	98,725	200,000	-101,275
29,000	4,300	24,700	Public Conveniences	24,395	1,500	22,895
900	600	300	Public Rights of Way	1,000	600	400
17,430	0	17,430	Office and Depot Costs	17,330	0	17,330
23,300	10,000	13,300	The House and Youth Services	22,000	10,000	12,000
27,480	0	27,480	Transport and Plant	27,680	0	27,680
11,000	0	11,000	Contingency	5,000	0	5,000
1,078,859	324,436	753,899		1,088,830	236,631	852,199
	31,066	-31,066	Council Tax Support Grant		30,200	-30,200
40,125		40,125	Contributions to Reserves	0		0
	0	0	Contributions from Reserves		28,649	-28,649
1,118,460	355,502	762,958		1,088,830	295,480	795,350

Estimated Reserves at: -

31st March 2021
31st March 2022

General Fund

£359,618
£337,369

Specific Reserves

£201,997
£176,997

Employees at: -

31st March 2021
31st March 2022

Full time
11
11

Part time
10
10

The Town Council owns 17 parks and open spaces, has entered into an agency agreement with Cornwall Council to maintain grass verges and roundabouts, cemeteries and a number of other parcels of land and is responsible for Priory and Tregonissey Lane End car parks, allotments, the library and The House youth centre. St Austell Town Council also manages CCTV systems in the town centre, maintains footpaths on behalf of Cornwall Council and undertakes weed spraying on highways and pavements across the town. The Coronavirus pandemic has had a major impact on the Council's income including the income from Priory Car Park. Members of the public are encouraged to use the Priory Car Park when visiting the town centre as this helps to support the Town Council with the provision of services across the town.

The Council has worked closely with Cornwall Council, the Police and other agencies to reduce the anti-social behaviour in and around the town centre. The measures undertaken include increased agency patrols and a re-deployable CCTV camera. The Town Council has also supported the St Austell Bay Economic Forum (SABEF) with their ceramics and greening initiatives and has agreed to take on the maintenance of many of the projects when they are completed.

The Council's Planning Committee has considered and responded to over 100 planning consultations this year. 11 grants have been awarded during the year to date under the Town Council's small grants scheme. These grants have helped local organisations fund various community projects and services in and around the town. Other organisations who have benefited from a Town Council grant include St Austell BID, St Austell Arts Centre and Young People Cornwall who facilitate educational opportunities and counselling for young people at The House.

The Town Council has declared a climate emergency and is committed to planting and maintaining trees and pollinators across the town. It is also exploring ways in which it can reduce its carbon footprint.

Councillors have agreed to set a precept which equates to a Council Tax charge of £128.98 (for Band D properties). This compares very favourably with other large Town Councils and is less than the average for all Parish and Town Councils in Cornwall.

Full details of the Council's budgets for the 2020/21 and 2021/22 financial years are available from the Town Clerk, The Stable Block, Pondhu House, Penwinnick Road, St Austell, Cornwall, PL25 5DP. Telephone: 01726 829859 or e-mail david.pooley@staustell-tc.gov.uk

More details about the Town Council are available on our website at www.staustell-tc.gov.uk

Cornwall Council

Code of Conduct for Members and Co-opted Members

General principles of public life

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

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

Honesty and integrity – Members should not place themselves in situations where their honesty and integrity may be questioned. The public nature of a Member's role means the distinction between acting in your official capacity and your private life may become blurred and a Member's honesty and integrity may therefore be questioned.

As a result, a Member must ensure that, as far as possible, there is clear separation between what they do in their private life and in their capacity as a Member. This is especially the case when a Member's activity in their private life relates to the functions of the Council and/or their corporate responsibilities as a Member such that a reasonable member of the public may perceive that the conduct comes within the scope of this Code of Conduct.

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

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

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

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

Cornwall Council also expects its Members to observe the following principles:

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

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

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

Stewardship – Members should do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.

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

Introduction and Interpretation

1. This Code of Conduct has been adopted by Cornwall Council to support its duty to promote and maintain high standards of conduct by Members of the Council as required by the Localism Act 2011. The Standards Committee assumes ownership of the Code on behalf of the Council and also monitors the operation of the Code in conjunction with the Monitoring Officer.

2. In this Code:

"disclosable pecuniary interest" means an interest described in Part 5A of this Code and which is an interest of a Member or an interest of (i) that Member's spouse or civil partner; (ii) a person with whom that Member is living as husband or wife; or (iii) a person with whom that Member is living as if they were civil partners, and that Member is aware that that other person has the interest as found on page 11 of this Code

"dispensation" means a dispensation granted by the Standards Committee of the Council or other appropriate person or body which relieves a Member from one or more of the restrictions set out in subparagraphs 3(5)(i), 3(5)(ii) and 3(5)(iii) of Part 3 of this Code to the extent specified in the dispensation

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

"meeting" means any meeting of the Council, the Cabinet and any of the Council's or the Cabinet's committees, sub-committees, joint committees, joint sub-committees, area committees or working groups

"Member" includes an Elected Member and a Co-opted Member

"non-registerable interest" mean an interest as defined in Part 5B of this Code as found on page 13 of this Code

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

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

"trade union" means a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992

3. This Code is arranged as follows:

Part 1	Application of the Code of Conduct
Part 2	General obligations
Part 3	Registering and declaring interests
Part 4	Sensitive interests
Part 5A	Pecuniary interests
Part 5B	Non-registerable interests.

Part 1 – Application of the Code of Conduct

- 1.1 This Code applies to you as a Member of the Council.
- 1.2 This Code should be read together with the preceding general principles of public life.
- 1.3 It is your responsibility to comply with the provisions of this Code.
- 1.4 Subject to paragraphs 1.5 and 1.6 of this Code, you must comply with this Code whenever you:
- (a) conduct the business of the Council, which in this Code includes the business of the office to which you have been elected or appointed; or
 - (b) act, hold yourself out as acting or conduct yourself in such a way that a third party could reasonably conclude that you are acting as a representative of the Council or use knowledge you could only have obtained in your role as a representative of the Council

and references to your official capacity are construed accordingly.

- 1.5 Where you act as a representative of the Council:
- (a) on another authority which has a Code of Conduct, you must, when acting for that other authority, comply with that other authority's Code of Conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with this Code of Conduct, except and insofar as it conflicts with any lawful obligations to which that other body may be subject.
- 1.6 Where you are also a member of an authority other than the Council you must make sure that you comply with the relevant Code of Conduct depending on which role you are acting in. Your conduct may be subject to more than one Code of Conduct depending on the circumstances. Advice can be sought from the Monitoring Officer or one of his team.

Part 2 – General obligations

- 2.1 You must treat others with respect.

- 2.2 You must not treat others in a way that amounts to or which may reasonably be construed as unlawfully discriminating against them.
- 2.3 You must not bully or harass any person.
- 2.4 You must not intimidate or attempt to intimidate others.
- 2.5 You must not conduct yourself in a manner which is contrary to the Council's duty to promote and maintain high standards of conduct by Members.
- 2.6 ~~You must not accept any gifts or hospitality that could be seen by the public as likely to influence your judgement in relation to any matter that you deal with in your official capacity. There is no requirement to register or declare any gifts or hospitality which have been offered or received.~~
- You must not accept any gifts or hospitality that could be seen by the public as likely to influence your judgement and you are responsible for declaring all gifts and hospitality received over the value of £50 from a single source in one year, either in the form of a single gift or as a cumulative total . You also must register any gifts or gifts or hospitality over £50 within 28 days of receiving either the gift or hospitality.
- 2.7 You must not do anything which compromises or is likely to compromise the impartiality of those who work for or on behalf of the Council.
- 2.8 You must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where –
- (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees in writing not to disclose the information to any other person before the information is provided to them; or
 - (iv) the disclosure is –
 - (a) reasonable and in the public interest; and
 - (b) made in good faith; and
 - (c) in compliance with the reasonable requirements of the authority, which requirements must be demonstrable by reference to an adopted policy, procedure or similar document of the Council or evidenced by advice provided by the Monitoring Officer or his nominee.
- 2.9 You must not prevent or attempt to prevent another person from gaining access to information to which that person is entitled by law.
- 2.10 You must not conduct yourself in a manner which could reasonably

be regarded as bringing your office or the Council into disrepute.

- 2.11 You must not use or attempt to use your position as a Member of the Council improperly to confer on or to secure for yourself or any other person an advantage or disadvantage.
- 2.12 You must when using or authorising the use by others of the resources of the Council:
 - (i) act in accordance with the reasonable requirements of the Council;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
 - (iii) have regard to any statutory or other requirements relating to local authority publicity.
- 2.13 When reaching decisions on any matter you must have regard to any relevant advice provided to you by the Council's Chief Financial Officer and Monitoring Officer.
- 2.14 You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.
- 2.15 You must not participate in any meeting of an Overview and Scrutiny Committee that is scrutinising or otherwise considering the business of one of the Council's decision-making persons or bodies, other than the Cabinet or an individual exercising executive decision-making powers, in relation to which you have been involved in making the decision, save as may be required to make representations, answer questions or give evidence relating to that business to the meeting and subject to the reasonable requirements of the person Chairing that meeting.

2.166 -You must comply with the requirements of the Monitoring Officer in assisting with any assessment or investigation relating to an alleged breach of the Code of Conduct and comply with any sanction that is imposed upon you for breaching the Code of Conduct;

2.17 You must complete Code of Conduct training within 6 months of taking office and then must attend refresher training every 2 years or as required by the Monitoring Officer.;

Part 3 – Registering and declaring interests and withdrawal from meetings

- 3.1 The provisions of this Part of this Code are subject to the provisions of Part 4 of this Code relating to sensitive interests.
- 3.2 Within 28 days of becoming a Member you must notify the Council's Monitoring Officer of any disclosable pecuniary interest that you have and your membership of any trade union(s) at the time of giving the

notification.

- 3.3 Where you become a Member as a result of re-election or your co-option being renewed you need only comply with paragraph 3.2 of this Code to the extent that your disclosable pecuniary interests and your trade union membership(s) are not already entered on the register at the time the notification is given.
- 3.4 You are not required to notify non-registerable interests to the Monitoring Officer for inclusion in the register.
- 3.5 If you are present at a meeting and you are aware that you have a non-registerable interest, a disclosable pecuniary interest or an interest by virtue of any trade union membership in any matter being considered or to be considered at the meeting you must disclose that interest to the meeting if that interest is not already entered in the register and, unless you have the benefit of a current and relevant dispensation in relation to that matter, you must:
 - (i) not participate, or participate further, in any discussions of the matter at the meeting;
 - (ii) not participate in any vote, or further vote, taken on the matter at the meeting; and
 - (iii) remove yourself from the meeting while any discussion or vote takes place on the matter, to the extent that you are required to absent yourself in accordance with the Council's standing orders or other relevant procedural rules.
- 3.5A Where a Member has a non-registerable interest in a matter to which paragraph 3.5 relates that does not benefit from a valid dispensation and that interest arises only from the Member's participation in or membership of a body whose objects or purposes are charitable, philanthropic or otherwise for the benefit of the community or a section of the community the Member may with the permission of the Chairman of the meeting or until such time as the Chairman directs the Member to stop, address the meeting to provide such information as they reasonably consider might inform the debate and decision to be made before complying with paragraphs 3.5(i), (ii) and (iii).
- 3.6 If a disclosable pecuniary interest or any membership of a trade union to which paragraph 3.5 relates is not entered in the register and has not already been notified to the Monitoring Officer at the time of the disclosure you must notify the Monitoring Officer of that interest within 28 days of the disclosure being made at the meeting.
- 3.7 Where you are able to discharge a function of the Council acting alone and you are aware that you have a non-registerable interest, a disclosable pecuniary interest or an interest by virtue of any trade union membership(s) in a matter being dealt with, or to be dealt with, by you in the course of discharging that function you must :
 - (i) not take any steps, or any further steps, in relation to the matter (except for the purpose of enabling the matter to be

- dealt with otherwise than by you); and
- (ii) if the interest is a disclosable pecuniary interest —or membership of a trade union, notify the Monitoring Officer of that interest within 28 days of becoming aware of the interest if the interest is not entered in the register and has not already been notified to the Monitoring Officer.

3.8 Within 28 days of becoming aware of any new disclosable pecuniary interest or trade union membership, or change to any disclosable pecuniary interest or trade union membership already registered or notified to the Monitoring Officer, you must notify that new interest or the change in the interest to the Monitoring Officer.

3.9 All notifications of disclosable pecuniary interests and trade union membership to the Monitoring Officer, excepting those made verbally at meetings, must be made in writing.

Part 4 – Sensitive interests

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

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

Part 5A – Disclosable Pecuniary Interests

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

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

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

Interest		Description
(b)(i)	Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
(b)(ii)	Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out your duties as a member, or towards the election expenses of you. This includes any payment or financial benefit from a trade union(as defined above)

(b)(iii)	Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority under which goods and services are to be provided or works are to be executed and which has not been fully discharged
(b)(iv)	Land	Any beneficial interest in land which is within the area of the relevant authority
(b)(v)	Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer
(b)(vi)	Corporate tenancies	Any tenancy where, to your knowledge, the landlord is the relevant authority and the tenant is a body in which the relevant person has a beneficial interest
(b)(vii)	Securities	Any beneficial interest in securities of any body where that body, to your knowledge, has a place of business or land in the area of the relevant authority and either the total nominal value of the securities exceeds £25,000 or one hundredth of the total of the issued share capital of that body, or if the share capital of that body is of more than one class the total nominal value of the shares in any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class

Part 5B – Non-registerable interests

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

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

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

- (iii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
- (iv) statutory sick pay under, where you are in receipt of, or are entitled to the receipt of, such pay;
- (v) an allowance, payment or indemnity given to Members;
- (vi) any ceremonial honour given to Members; and
- (vii) setting of the council tax

and for the avoidance of doubt the above exceptions to the definition of non-registerable interests do not negate the requirements arising from having a disclosable pecuniary interest.

St Austell Town Council



Small Grants Scheme

Application Form

PART B

1. Your organisation

Name of Organisation	Treverbyn Community Trust
Charity/company number (if applicable)	Charity No: 1186284 Company No: n/a
Are there any Members of St Austell Town Council on your Committee? (if so, please list them)	No
What are the aims and objectives of your organisation?	Provide food for those in need through the use of a mobile larder that regularly calls at places in and around St Austell. Support existing food banks and community larders in the same area.

Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)	Enclosed
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2. Purpose for which the grant is sought

Project title:	Community Larder
Description of project (please continue on a separate sheet if necessary):	Establish convenient places for people to collect food parcels, schedule regular visits to these sites and maintain a supply of food to satisfy those who are in need of food support. Collect and distribute food to other similar organisations providing food to those in need. Recruit and organise volunteers.
How would this grant be of benefit to the community in St Austell? (please continue on a separate sheet if necessary):	We already support organisations in St Austell town: Daisy Dukes, Cosgarne, Gover Community Larder and Stak. The grant would also enable us to begin a regular collection from Fairshare in Bristol which would mean provide more ambient food to the above organisations as currently our supply is split with other Cornwall wide organisations. We plan to visit Tregonissey Lane End car park each week to supply food parcels direct to residents in that area.
What arrangements do you have in place to ensure safeguarding of children and young people (applicable only if your project involves working with this client group).	Policy attached

3. Finance

What is the total cost of the project?	£43,378.00
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Amount of grant applied for (Up to £250) *	£500.00
Have you previously received a grant from St Austell Town Council?	No
If “Yes” please indicate: a) When b) Amount received c) For what purpose	

* Should you wish to apply for a grant over £250, the Council may consider a larger grant in exceptional circumstances, but you may be asked to provide a presentation to the Town Council.

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

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
DEFRA	£24,891		£24,891
Volunteer in-kind	£8,000		£8,000
Secured match funding	£6,036		£6,036
Food donations	£1,041	Outstanding	
St Austell Town Council	£500	£500	
Cornwall Councillors Discretionary Fund	£1,550	£500	£1,050
Treverbyn Parish Council	£1,000		£1,000

4. Further information enclosed

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

5. Publicity

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

Through our website and social media (Twitter, Facebook) and local press release. Our ongoing reports and statements to media contain references to our funders and St Austell Town Council will form part of these acknowledgements should we receive the grant.

Please return your completed form to:

Sara Gwilliams
Deputy Town Clerk
The Stable Block
Pondhu House
Penwinnick Road, St Austell, PL25 5DP

E-mail: sara.gwilliams@staustell-tc.gov.uk

ST AUSTELL TOWN COUNCIL
COUNCIL MEETING – 18th JANUARY 2021
SCHEDULE OF PAYMENTS
7th DECEMBER 2020 to 8th JANUARY 2021

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. Payments methods used are cheque, BACS, direct debit, credit card and petty cash.

3. RESOURCE ISSUES

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

4. EQUALITY ISSUES

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

5. ENVIRONMENTAL ISSUES

All items procured are delivered to the office by van or lorry.

6. RECOMMENDATIONS

It is recommended that Councillors approve the attached Schedule of Payments totalling £113,509.48.

DAVID POOLEY
TOWN CLERK

Detailed Account Transaction Report **St Austell Town Council** **From 7 December 2020 to 8 January 2021**

Cash Basis					
Date	Payee	Payment Method	Reference	Amount	Cost Centre
24-12-2020	December Salaries and Oncosis	BACS	EBP	£41,320.22	General Administration
9-12-2020	Payment: Cornwall Association of Local Councils Limited	BACS	2021-349	£24.00	General Administration
11-12-2020	Payment: Nalc	BACS	1416934297	£38.93	General Administration
9-12-2020	Payment: Glendale Countryside Ltd	BACS	GC421-3204	£237.60	Other Parks and Open Spaces
29-12-2020	Payment: Gleadon UK Limited	BACS	SI804639	£789.62	Other Parks and Open Spaces
29-12-2020	Payment: UK Radon Ltd	BACS	UK201241	£19.50	Stable Block/Pondhu House
29-12-2020	Payment: Glendale Countryside Ltd	BACS	GC421-3137A	£264.00	Pollair Park
29-12-2020	Payment: Glendale Countryside Ltd	BACS	GC421-3137A	£1,110.00	Other Parks and Open Spaces
29-12-2020	Payment: SBR Electrical	BACS	2021150	£168.00	Stable Block/Pondhu House
15-12-2020	Payment: Cornwall Council	Direct Debit	802552521-2020/21-6	£384.00	Priority Toilets
15-12-2020	Payment: Cornwall Council	Direct Debit	80262013X-2020/21-9	£5,191.00	Priority Car Park
15-12-2020	Payment: Cornwall Council	Direct Debit	802628607-2020/21-9	£55.00	Tregonissey Lane End
11-12-2020	Payment: Cornwall Council	Direct Debit	802635724-2020/21-9	£1,164.00	Library
5-01-2021	Payment: E.ON	BACS	H193982055	£237.05	Other Parks and Open Spaces
5-01-2021	EDF Energy	BACS	E39105397001	£43.46	Other Parks and Open Spaces
5-01-2021	EDF Energy	BACS	E39105397001	£43.46	Other Parks and Open Spaces
18-12-2020	Payment: Kent County Council	BACS	G7536433	£253.04	Library
18-12-2020	Payment: South West Water	BACS	1072452063	£16.31	Library
18-12-2020	Payment: South West Water	BACS	1072452063	£20.47	Library
11-12-2020	Payment: Elliott Window Cleaning Services	BACS	1453	£68.00	Library
29-12-2020	Payment: Logical Cleaning Solutions	BACS	INV-2863	£564.56	Stable Block/Pondhu House
9-12-2020	Payment: M A Grigg Ltd	BACS	S52595	£40.80	Other Parks and Open Spaces
9-12-2020	Payment: M A Grigg Ltd	BACS	S30892	£41.93	Other Parks and Open Spaces
9-12-2020	Payment: M A Grigg Ltd	BACS	S25225	£42.42	Other Parks and Open Spaces
9-12-2020	Payment: M A Grigg Ltd	BACS	SI19204	£35.09	Other Parks and Open Spaces
9-12-2020	Payment: M A Grigg Ltd	BACS	SI16656	£101.57	Other Parks and Open Spaces
9-12-2020	Payment: M A Grigg Ltd	BACS	S42391	£46.56	Other Parks and Open Spaces
9-12-2020	Payment: M A Grigg Ltd	BACS	S42434	£28.36	Other Parks and Open Spaces
9-12-2020	Payment: M A Grigg Ltd	BACS	S31896	£64.99	Other Parks and Open Spaces
9-12-2020	Payment: M A Grigg Ltd	BACS	S43873	£51.60	Other Parks and Open Spaces
4-01-2021	Payment: Screwfix Direct Ltd	Direct Debit	1117316181	£28.01	Other Parks and Open Spaces
11-12-2020	Payment: TK Play Ltd	BACS	Invoice1	£15,235.80	Pollair Park
11-12-2020	Payment: TK Play Ltd	BACS	Invoice1	£2,376.00	Other Parks and Open Spaces
11-12-2020	Payment: Fenland Leisure Products Ltd	BACS	SIN038382	£146.40	Other Parks and Open Spaces
29-12-2020	Payment: Cormac Solutions	BACS	IN111196	£1,206.20	Transport and Plant
29-12-2020	Payment: Cormac Solutions	BACS	IN112691	£1,391.46	Transport and Plant
9-12-2020	Payment: Alistar Business Solutions	Direct Debit	E2013310923	£114.95	Transport and Plant
23-12-2020	Payment: Alistar Business Solutions	Direct Debit	E2013347579	£177.32	Transport and Plant
30-12-2020	Payment: Alistar Business Solutions	Direct Debit	E2013379418	£54.90	Transport and Plant
6-01-2021	Payment: Alistar Business Solutions	Direct Debit	E2013387158	£152.42	Transport and Plant
16-12-2020	Payment: Alistar Business Solutions	Direct Debit	E2013320949	£54.85	Transport and Plant
23-12-2020	B Presswell - Bulb - van	Petty Cash	PC9	£5.00	Transport and Plant
9-12-2020	Payment: Lyreco UK Limited	BACS	6722873133	£55.26	General Administration

Account Name
Salaries / Wages
Training
Training
Repairs / Maintenance Premises
Repairs / Maintenance Premises
Repairs / Maintenance Premises
Repairs / Maintenance Premises
Repairs / Maintenance Premises
Repairs / Maintenance Premises
Rates
Rates
Rates
Rates
Electricity
Electricity
Electricity
Gas
Water
Water
Cleaning & Domestic Supplies
Cleaning & Domestic Supplies
Grounds Maintenance Supplies
Grounds Maintenance Supplies
Grounds Maintenance Supplies
Grounds Maintenance Supplies
Grounds Maintenance Supplies
Grounds Maintenance Supplies
Grounds Maintenance Supplies
Grounds Maintenance Supplies
Grounds Maintenance Supplies
Play Equipment
Play Equipment
Contract Hire and Operating Leases
Contract Hire and Operating Leases
Fuel
Fuel
Fuel
Fuel
Repairs/ Maintenance-Vehicles/Plant
Repairs/ Maintenance-Vehicles/Plant
Office Supplies

9-12-2020	Payment: Lyreco UK Limited	BACS	6722873135	£14.40	General Administration	Office Supplies
9-12-2020	Payment: Lyreco UK Limited	BACS	6722873134	£23.09	Library	Office Supplies
8-01-2021	Payment: Lyreco UK Limited	BACS	6722889523	£23.75	Library	Office Supplies
8-01-2021	Payment: Lyreco UK Limited	BACS	6722889523	£12.60	General Administration	Office Supplies
8-01-2021	Payment: Lyreco UK Limited	BACS	6722889524	£1.87	General Administration	Office Supplies
9-12-2020	Payment: ObjectiveIT Services	BACS	SATC1005/6	£334.26	General Administration	IT / Communications
14-12-2020	Payment: EE Limited	Direct Debit	V01620917208	£81.38	General Administration	IT / Communications
14-12-2020	Payment: EE Limited	Direct Debit	V01820917208	£18.00	General Administration	IT / Communications
4-01-2021	Payment: Xero (UK) Ltd	Credit Card	CC4.1.21	£28.80	General Administration	IT / Communications
4-01-2021	Payment: BT	Direct Debit	M056 8G	£476.40	General Administration	IT / Communications
4-01-2021	Payment: BT	Direct Debit	M055 KD	£141.90	General Administration	IT / Communications
11-12-2020	Payment: ObjectiveIT Services	BACS	SATC1005/7	£334.26	General Administration	IT / Communications
18-12-2020	Payment: KCS Print	BACS	46999	£336.00	Priority Car Park	Printing and Stationery
4-01-2021	Payment: AD Sales Limited T/A Newquay & St Austell Voice	BACS	SL-273462	£360.00	General Administration	Publicity
4-01-2021	AD Sales Limited T/A Newquay & St Austell Voice	BACS	SL-273689	£648.00	General Administration	Publicity
4-01-2021	AD Sales Limited T/A Newquay & St Austell Voice	BACS	SCN-55	-£648.00	General Administration	Publicity
4-01-2021	Payment: AD Sales Limited T/A Newquay & St Austell Voice	BACS	SL-273555	£720.00	General Administration	Publicity
8-01-2021	Payment: Young People Cornwall	BACS	1932	£5,000.00	The House/Youth Services	Publicity
9-12-2020	Payment: Daisy Dukes C.I.C	BACS	Grant1	£500.00	Misc. Projects/Grants	Miscellaneous Grants
9-12-2020	Payment: Citizens Advice Cornwall	BACS	Grant1	£250.00	Misc. Projects/Grants	Small Grants Scheme
9-12-2020	Payment: St Austell Arts Centre	BACS	Grant2	£1,000.00	Misc. Projects/Grants	Small Grants Scheme
9-12-2020	Payment: Merlin MS Centre	BACS	Grant2	£500.00	Misc. Projects/Grants	Small Grants Scheme
9-12-2020	G4S	BACS	02488527	£193.52	Priority Car Park	Contract Payments
9-12-2020	G4S	BACS	02488527	£7.74	Library	Contract Payments
9-12-2020	G4S	BACS	00465355	-£172.51	Priority Car Park	Contract Payments
9-12-2020	G4S	BACS	00465355	-£28.75	Library	Contract Payments
9-12-2020	Payment: In2Play	BACS	00603	£920.00	Other Parks and Open Spaces	Contract Payments
9-12-2020	Payment: In2Play	BACS	00603	£290.00	Pollair Park	Contract Payments
9-12-2020	Payment: Alin2Play	BACS	00603	£190.00	Truro Road Park	Contract Payments
9-12-2020	Payment: Complete Weed Control (SW)	BACS	SW - 3036	£72.00	Priority Car Park	Contract Payments
9-12-2020	Payment: Complete Weed Control (SW)	BACS	SW-3037	£4,363.20	Other Parks and Open Spaces	Contract Payments
9-12-2020	Payment: G4S	BACS	02482688	£1,409.69	Priority Car Park	Contract Payments
9-12-2020	Payment: G4S	BACS	02482688	£42.29	Library	Contract Payments
11-12-2020	Payment: G4S	BACS	02488527	£1,244.08	Priority Car Park	Contract Payments
11-12-2020	Payment: G4S	BACS	02488527	£49.76	Library	Contract Payments
18-12-2020	Payment: Newquay Town Council	BACS	TC/0185	£6,687.89	CCTV	Contract Payments
21-12-2020	Payment: Biffa Waste Services Ltd	Direct Debit	522C89095	£488.06	Other Parks and Open Spaces	Contract Payments
29-12-2020	Payment: Cornac Solutions	BACS	IN113067	£935.10	Library	Contract Payments
29-12-2020	Payment: Cornac Solutions	BACS	IN113072	£1,725.83	Priority Toilets	Contract Payments
29-12-2020	Payment: Cornwall Council	BACS	8100080329	£440.51	Priority Car Park	Contract Payments
4-01-2021	Payment: SSE Contracting Ltd	BACS	REPA075903	£3,001.01	CCTV	Contract Payments
8-01-2021	Payment: In2Play	BACS	00621	£900.00	Other Parks and Open Spaces	Contract Payments
8-01-2021	Payment: Garden Services (SW) Ltd	BACS	ST AUSTELL174	£460.00	Other Parks and Open Spaces	Contract Payments
29-12-2020	Payment: SLCC	BACS	MEM233017	£262.00	General Administration	Subscriptions
9-12-2020	Payment: Stephens Scown LLP	BACS	142706	£1,025.00	Misc. Projects/Grants	Miscellaneous Expenses
15-12-2020	NatWest - Bankline charges	Direct Debit		£45.60	General Administration	Miscellaneous Expenses
21-12-2020	Payment: Wordplay (UK) Ltd	Direct Debit	133684710	£21.00	Library	Miscellaneous Expenses
21-12-2020	Payment: Wordplay (UK) Ltd	Direct Debit	133684710	£0.36	Library	Miscellaneous Expenses

21-12-2020	Payment: Worldpay (UK) Ltd	Direct Debit	133597779	£32.99 General Administration	Miscellaneous Expenses
21-12-2020	Payment: Worldpay (UK) Ltd	Direct Debit	133597779	£3.21 General Administration	Miscellaneous Expenses
8-01-2021	Payment: St Austell BID	BACS	Wardens1	£5,346.00 Misc. Projects/Grants	Miscellaneous Expenses
				£113,509.48	

**MINUTES of a REMOTE MEETING of ST AUSTELL TOWN COUNCIL
PLANNING AND REGENERATION COMMITTEE held on MONDAY 4th
JANUARY 2021 at 6pm.**

Present: Councillors: Bishop, Colwill, Jones, Lanxon, Leonard, Palmer, Pearce, Styles, Thompson and Walker (Chair).

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

Also present: Councillors Brown and Bull.

P/19/229) Apologies for absence

Apologies for absence were received from Councillor Oxenham.

P/19/230) Declarations of Interest

Councillor Styles declared an interest in agenda 7 (iii) by virtue of being a friend of the applicant.

Councillor Thompson declared an interest in agenda item 12 by virtue of being a Carlyon Bay Parish Councillor and having assisted in the writing of the document.

P/19/231) Dispensations

None.

P/19/232) Minutes from the Meeting dated 7th December 2020

It was **RESOLVED** that the minutes of the meeting held on the 7th December 2020 be approved and signed as a correct record.

P/19/233) Matters to note

Further to minute number **P/19/227** (land north of Brockstone Road) the Clerk advised that a letter had been written to the planning inspector in support of Cornwall Council's refusal.

P/19/234) Public participation

The Chair welcomed Mr Skinner to the meeting and Members agreed that agenda item 7 (iii) should be brought forward.

Councillor Styles reiterated his interest in this agenda item and left the meeting

- iii. **PA20/09513:** To Rear Of 75 Treverbyn Road St Austell Cornwall. Proposed extension to existing B1/B8 industrial warehouse building and formation of new vehicle access and parking area.

Whilst Mr Skinner tried to resolve technical difficulties, the Clerk outlined the background to the application. He advised that the site in question is just outside the Town Council's area and resides in Treverbyn and the application is to extend an existing building used by Mr Skinner's business and create a new, larger access to the north of the building. The Clerk advised that Treverbyn Parish Council and a neighbour have objected to the application.

The Chair advised that Mr Skinner still had technical issues and that he proposed moving on to the next agenda item to allow Mr Skinner more time to resolve the problem.

Councillor Styles returned to the meeting

P/19/235) Planning Applications

- i. **PA20/09322:** 1 Cannis Road St Austell PL25 4EB. Removal of existing detached garage to create new side extension incorporating integral garage and additional room.

The Clerk advised that Cornwall Council had approved this application.

- ii. **PA20/09501:** 23 Polmarth Close St Austell PL25 3TW. Double storey extension to the left side of property.

Councillor Bull expressed concern with regard to the impact this proposal would have on the neighbouring property and the potential obstruction of their driveway/garage during construction due to the shared access arrangements with 23 Polmarth Close. She suggested that with some privacy modifications a proposal might be achievable to the satisfaction of both parties.

It was **RESOLVED** to object to this application on the grounds of the adverse impact on the neighbouring property and **FURTHER RESOLVED** that the Planning Officer should be asked to work with the applicant to improve the proposal which should include a condition to ensure that the

shared driveway is kept clear during construction and the new first floor windows which would overlook the neighbouring property are frosted.

Councillor Styles abstained from voting on this application

The Chair advised that Mr Skinner had resolved his technical difficulties and wished to speak in support of Planning Application Number **PA20/09513**.

Councillor Styles reiterated his interest and left the meeting

- iii. **PA20/09513:** To Rear Of 75 Treverbyn Road St Austell Cornwall. Proposed extension to existing B1/B8 industrial warehouse building and formation of new vehicle access and parking area.

Mr Skinner explained the existing planning permission for the site and the conditions regarding the operating hours. He advised that he had spoken to the neighbours and that they are now reasonably happy with the proposal. He added that the Highways Officer and Water Consultants are happy with the proposed access and drainage arrangements.

Following Members questions, Mr Skinner advised that the new access is being created to make it safer for lorries and that the industrial unit has been used since 1991. The potential to create or retain jobs on this site was welcomed. Mr Skinner confirmed that the proposal is on part of the site that a planning application had been refused for 10 self-build bungalows.

Members reiterated their objection to the 10 self-build bungalows previously submitted for land in this area and expressed concern about the impact that dwellings in this area would have on the surrounding countryside.

It was **RESOLVED** to make no objection to this application subject to:

- The Highways Officer being satisfied with the new access arrangements;
- Any drainage issues being resolved;
- Noise limits being set for the extension of the building similar to those set previously for the original building.

Councillor Styles returned to the meeting

- iv. **PA20/10441:** Co-Operative Retail Services Ltd West Hill St Austell PL25 5BS. Advertisement consent for 1x slatted fascia sign with internally illuminated logo and non-illuminated welcome text, 2x wall mounted internally illuminated logo, 1x totem sign with internally illuminated logo, 5x post mounted non-illuminated ancillary sign and 1x wall mounted non-illuminated ancillary sign.

It was **RESOLVED** to make no objection to this proposal subject to compliance with the requirements of South West Water.

- v. **PA20/10447:** Tesco Superstore Daniels Lane St Austell Cornwall. Proposal to install new warehouse extension with barrier all around.

It was **RESOLVED** to make no objection to this proposal subject to a satisfactory land contamination report.

- vi. **PA20/10737:** The Bungalow 19 Alexandra Road St Austell PL25 4QR. Alterations to the existing dwelling house including extensions.

It was **RESOLVED** to make no objection to this proposal subject to Network Rail being satisfied with the proposals and the listed milestone being retained.

- vii. **PA20/10824:** 5 Trenowah Road St Austell Cornwall. Proposed off street parking with a drop crossing.

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

- viii. **PA20/10868:** Land Rear Of 4 Sandy Hill St Austell PL25 3AS. Construction of two semi-detached dwellings, creation of new vehicular access, provision of vehicular parking, external garden amenity areas, and associated works.

It was **RESOLVED** to make no objection to this application subject to the Highways Officer being content with the access arrangements.

Councillor Lanxon abstained from voting on this application

- ix. **PA20/11124:** 6 Claybourne Close St Austell Cornwall PL25 3TP. Single storey rear extension.

During discussion, Members expressed concern with regard to the size of the proposal and impact on the neighbouring properties.

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

- Overdevelopment
- Loss of privacy for the neighbouring properties.

It was **FURTHER RESOLVED** that the Planning Officer should be asked to work with the applicant with a view to negotiating a smaller proposal.

P/19/236) Premises Licence Applications

None.

P/19/237) Planning Decisions

PA20/08122 (38 Pennor Drive)

The Clerk advised that following a 5-day protocol, the Chair and Vice Chair had agreed not to pursue the Town Council's objection to Committee.

The decisions listed in the report were noted.

P/19/238) Cornwall Council – Urgent Delegated Planning Decisions

None.

Councillor Jones left the meeting

P/19/239) St Austell Bay Neighbourhood Development Plan Consultation

The Clerk advised that having read the document, he felt that it is a well written plan designed to protect areas in the parish, particularly the World Heritage Site at Carlyon Bay which is important for the area.

It was **RESOLVED** to support the document.

Councillor Thompson reiterated his interest in the next item and left the meeting

Councillor Palmer left the meeting

P/19/240) Carlyon Parish Neighbourhood Development Plan Consultation

The Clerk outlined three areas of concerns within the document:

Figure 2: Carlyon Settlement Boundary map – the Gwallon Keas development is not considered a settlement.

Section 11.1 – the policy numbers quoted are wrong.

Figure 5: Carlyon NDP area Green Buffers – the Gwallon Keas site is shown as a recreational area.

It was **RESOLVED** to:

1. Write to Carlyon Parish Council to point out the errors identified.
2. Support the general aims of the document.

P/19/241) Dates of Meetings

It was noted that the dates of the next meetings of the Planning and Regeneration Committee are Monday 8th February 2021 and Monday 8th March 2021.

The meeting closed at 7.11pm.

ST AUSTELL TOWN COUNCIL
SCHEDULE OF MEETINGS - May 2021 to May 2022

	Day	Time	Meeting	Location
3rd May 2021	Monday		Bank Holiday	
6th May 2021	Thursday		ELECTION	
10th May 2021	Monday	6.00pm	Training Day/Induction	Zoom/Stable Block
17th May 2021	Monday	6.05pm	Annual Town Council Meeting	Zoom/Council Chamber
24th May 2021	Monday	6.00pm	Planning & Regeneration Committee	Zoom/Stable Block
31st May 2021	Monday		Bank Holiday	
1st June 2021	Tuesday	6.30pm	Mayor Making Ceremony	Tbc
7th June 2021	Monday	6.00pm	Community Committee	Zoom/Stable Block
14th June 2021	Monday	6.00pm	Planning & Regeneration Committee	Zoom/Stable Block
21st June 2021	Monday			
28th June 2021	Monday	6.00pm	Finance and General Purposes Committee	Zoom/Stable Block
5th July 2021	Monday			
12th July 2021	Monday	6.05pm	Council	Zoom/Council Chamber
19th July 2021	Monday	6.00pm	Planning & Regeneration Committee	Zoom/Stable Block
26th July 2021	Monday			
2nd August 2021	Monday			
9th August 2021	Monday			
16th August 2021	Monday			
23rd August 2021	Monday	6.00pm	Planning & Regeneration Committee	Zoom/Stable Block
30th August 2021	Monday		Bank Holiday	
6th September 2021	Monday	6.05pm	Council	Zoom/Council Chamber
13th September 2021	Monday	6.00pm	Community Committee	Zoom/Stable Block
20th September 2021	Monday	6.00pm	Finance and General Purposes Committee	Zoom/Stable Block
27th September 2021	Monday			
4th October 2021	Monday	6.00pm	Planning & Regeneration Committee	Zoom/Stable Block
11th October 2021	Monday			
18th October 2021	Monday	6.05pm	Council	Zoom/Council Chamber
25th October 2021	Monday			
1st November 2021	Monday	6.00pm	Planning & Regeneration Committee	Zoom/Stable Block
8th November 2021	Monday	6.00pm	Finance and General Purposes Committee	Zoom/Stable Block
15th November 2021	Monday			
22nd November 2021	Monday			
29th November 2021	Monday	6.00pm	Community Committee	Zoom/Stable Block
6th December 2021	Monday	6.00pm	Planning & Regeneration Committee	Zoom/Stable Block
13th December 2021	Monday	6.05pm	Council	Zoom/Council Chamber
20th December 2021	Monday			
24th December 2021	Friday		Christmas Eve	
25th December 2021	Saturday		Christmas Day	
26th December 2021	Sunday		Boxing Day	
27th December 2021	Monday		Bank Holiday	
28th December 2021	Tuesday		Bank Holiday	
1st January 2022	Saturday		New Year's Day	
3rd January 2022	Monday			
10th January 2022	Monday	6.00pm	Planning & Regeneration Committee	Zoom/Stable Block
17th January 2022	Monday			
24th January 2022	Monday			
31st January 2022	Monday	6.05pm	Council	Zoom/Council Chamber
7th February 2022	Monday	6.00pm	Planning & Regeneration Committee	Zoom/Stable Block
14th February 2022	Monday			
21st February 2022	Monday	6.00pm	Finance and General Purposes Committee	Zoom/Stable Block
28th February 2022	Monday	6.00pm	Community Committee	Zoom/Stable Block
7th March 2022	Monday	6.00pm	Planning & Regeneration Committee	Zoom/Stable Block
14th March 2022	Monday			
21st March 2022	Monday	6.00pm	Council	Zoom/Council Chamber
28th March 2022	Monday	6.00pm	Community Committee	Zoom/Stable Block
4th April 2022	Monday	6.00pm	Finance and General Purposes Committee	Zoom/Stable Block
11th April 2022	Monday	6.00pm	Planning & Regeneration Committee	Zoom/Stable Block
15th April 2022	Friday		Good Friday	
18th April 2022	Monday		Easter Monday	
25th April 2022	Monday	6.00pm	Annual Parish Meeting	Zoom/Council Chamber
2nd May 2022	Monday		Bank Holiday	
9th May 2022	Monday	6.05pm	Annual Town Council Meeting	Zoom/Council Chamber
16th May 2022	Monday	6.00pm	Planning & Regeneration Committee	Zoom/Stable Block
23rd May 2022	Monday			
30th May 2022	Monday		Bank Holiday	
31st May 2022	Tuesday	6.30pm	Mayor Making Ceremony	Tbc

Excludes: Extraordinary Meetings and Working Groups

