

St Austell Town Council



To: All Members of St Austell Town Council

Dear Councillor

You are summoned to attend the **Meeting of St Austell Town Council** to be held in **Chi Austel, White River Place, St Austell, Cornwall, PL25 5AZ** on **Monday 26th January 2026** at **6pm**.



David Pooley
Town Clerk

20th January 2026

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

AGENDA

1. Apologies for absence

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

2. Declarations of interest and gifts or hospitality received.

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

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.

3. Dispensations

(Purpose: To consider requests for dispensations).

4. Minutes of Meeting held on 15th December 2025

**Pages
1 to 8**

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

5. Matters to note

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

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

6. Mayor's announcements

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

7. Public Participation

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

8. Members' questions (10 minutes maximum)

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

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9. Small Grants Scheme

**Pages
9 to 14**

- Studio 4 Dance CIC

10. St Austell Library

(Purpose: To consider approving the freehold transfer of St Austell Library from Cornwall Council to St Austell Town Council). (Verbal update).

11. The House

(Purpose: To consider approving the freehold or long lease transfer of The House from Cornwall Council to St Austell Town Council). (Verbal update).

12. Local Council Award Scheme

(Purpose: To receive an update on progress with the Local Council Award Scheme). (Verbal update).

13. Scheme of Delegation

**Pages
15 to 30**

(Purpose: To review and approve a revised Scheme of Delegation). (Attached).

14. Cornwall Armed Forces Day – June 2026

(Purpose: To consider a proposed Cornwall Armed Forces Day in St Austell and the resource implications).

15. Youth Council

(Purpose: To receive an update from the Youth Council Working Group). (Verbal update).

16. Members appointed to outside bodies update reports

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

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17. Cornwall Councillor update reports

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

18. Councillor Nott

(Purpose: To appoint Councillor Nott to up to two Committees of the Council).

19. Planning and Regeneration Committee

**Pages
31 to 36**

(Purpose: To note the minutes of the Planning and Regeneration Committee held on 5th January 2026). (Attached).

20. Climate and Environment Committee

(Purpose: To note the minutes of the Climate and Environment Committee held on 19th January 2026). (To follow).

21. Schedule of Payments

**Pages
37 to 42**

(Purpose: To receive a schedule of payments from 5th December 2025 to 16th January 2026) (Schedule attached).

22. St Austell Town Centre Revitalisation Partnership

(Purpose: To receive an update on the St Austell Town Centre Revitalisation Partnership). (Verbal update).

23. Dates of Meetings

(Purpose: To note dates of future Town Council Meetings: 16th March 2026)

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MINUTES of the MEETING of ST AUSTELL TOWN COUNCIL held on MONDAY 15th DECEMBER 2025 in Chi Austel, White River Place, St Austell, Cornwall, PL25 5AZ at 6pm.

Present: Councillors: Brown, Bull, Gray, Hamilton, Hawken, Kimber, Lanxon, Marshall, Preece, Stephens, Taylor, Thompson, Whitehouse and Young.

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

Also in attendance: Councillor Clemo (TEAMS)

C/25/92) Apologies for Absence

Apologies for absence were received from Councillors: Cohen, Lingham and Rowse.

C/25/93) Declarations of interests and gifts or hospitality received

Councillor Hamilton declared receiving 2 tickets for the production of Aladdin at the Hall for Cornwall on Saturday 6th December 2025 and 2 tickets for the production of Nah Tvity at the Hall for Cornwall on Sunday 7th December 2025.

C/25/94) Dispensations

There were no requests for a dispensation.

Councillor Stephens arrived during the next item

C/25/95) Minutes of Meeting held on 13th October 2025

Councillor Young advised that he was not present at the meeting on Monday 13th October 2025.

It was **RESOLVED** that subject to the above amendment, the minutes of the meeting held on the 13th October 2025 be approved and signed as a correct record.

C/25/96) Matters to Note

The Clerk advised that Councillor Brown has been appointed to CALC's Executive Board (Minute number: C/25/83) and the five additional CCTV cameras have been installed and are operational (Minute number: C/25/90).

C/25/97) Mayor's announcements

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

- Took part in a Police Hotspot funding video
- Attended the Halloween Childrens' Disco at the Library
- Interviewed by CHAOS Radio
- Attended the Cornwall College Graduation Event at Truro Cathedral
- Led the St Austell Remembrance Day Parade and Church Service
- Planted an Oak Tree with the High Sheriff at St Austell Library
- Placed a poppy wreath on the poppy train

- Presented a certificate to James Turner, World Kickboxer Champion at St Austell Library
- Attended the St Johns Festival of Music and Speech
- Introduced to Michael Morpurgo at the White River Cinema
- Switched on the town centre Christmas lights
- Attended the Band of Brothers Graduation Event in Truro
- Hosted the Town Council's School Christmas Choir Event at St John's Methodist Church
- Attended Aladdin at the Hall for Cornwall
- Attended the Nah Tvity Event at the Hall for Cornwall
- Visited the Hospital and Care Homes with the Deputy Mayor
- Presented certificates at the Phoenix graduation event at the Fire Station

C/25/98) Public Participation

None.

C/25/99) Members' questions

There were no questions from Members.

C/25/100) Budget 2025/26 and 2026/27

The Town Clerk advised that the budget presented reflects the priorities and projections discussed at the informal meeting held in October and the Finance and General Purposes Committee on the 3rd November.

The pressures which have increased the budget are:

- Inflation
- Pay awards
- Increased cost of the depot/office following the expiry of the lease
- Proposed freehold transfer of the Library and The House Youth Centre from Cornwall Council to the Town Council
- The creation of a Youth Council
- Additional staffing resource for maternity cover and project work
- Investment in the parks and play equipment

The Clerk advised that the Town Council's precept still compares extremely well with other large Town Council's in Cornwall and provides excellent value for money for local residents. He added that if Members approve a Council Tax increase of 8.47% the impact on a Band B property (assuming no reduction for single occupancy or benefits) will be £12.99 per annum or 25p per week.

During discussion, it was suggested that the Council Tax leaflet should refer to some of the work of the Planning and Regeneration Committee.

It was **RESOLVED** to:

1. approve the revised budget for the 2025/26 financial year as shown in Appendix 1;
2. approve the original budget as attached in Appendix 1 for the 2026/27 financial year;
3. approve 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 £1,420,600 equating to a council tax increase of £16.70 per annum (or 32 pence per week) for a Band D property paying the full council tax charge;
5. approve the draft Council Tax leaflet attached at Appendix 5, subject to a reference to the work of the Planning and Regeneration Committee.

C/25/101) Climate Action St Austell (CASA) representative

The Clerk advised that neither the Chair or Vice-Chair of the Climate and Environment Committee can commit to being the Town Council's representative on CASA and asked for nominations.

Councillor Bull advised that she would be willing to represent the Town Council at CASA meetings but is unable to attend on a Tuesday.

It was **RESOLVED** that subject to the meeting day and time being acceptable, Councillor Bull be nominated to represent the Town Council at CASA meetings.

C/25/102) Small Grants Scheme

The Deputy Clerk advised that due to the urgent nature of acquiring additional lap tops, she had agreed with Stepping Stones that their grant application could be put forward to the Council meeting for consideration instead of waiting for the next Community Committee meeting in February.

It was **RESOLVED** to award Stepping Stones Nursery £250 towards the purchase of lap tops for the nursery room leaders to communicate with parents, carry out research and undertake training.

C/25/103) Members appointed to outside bodies update reports

Councillor Brown advised that although the Town Council approved his application for a seat on the CALC Executive Board, he has been appointed to the Board in his personal capacity. He added that he is the Town Council's representative on the CALC Larger Council's group and referred to recent topics of discussion as follows:

- Some difficulties experienced with regard to the completion of nomination papers;
- The demise of Visit Cornwall;
- A presentation by Adam Birchall and Councillor Sarah Preece on the Local Plan.

Mr Birchall and Councillor Preece stressed that the development of a new Local Plan for Cornwall is in its very early stages as Government guidance is still awaited. Early indications show that the mid Cornwall area from Camborne to Bodmin and St Austell will be a major growth area. Councillor Brown advised that he had stressed at the meeting that he would like to see a mechanism for all local councils to be involved in the development of the plan and that if there are any areas of change, local councils should be involved as soon as possible.

Lee Dunkley the new CALC Chief Executive is looking at the potential for a CALC Annual Conference which all Councillors will be invited to.

Councillor Gray advised that Young People Cornwall (YPC) had a very successful Time to Move programme in the summer despite some difficulty in claiming the grant funding for the events. He added that a project at the Fire Station to help disadvantaged young people is being worked up and that Nick Smith, CEO of YPC is happy for YPC to be involved with the creation of a Youth Council.

Councillor Gray advised that the Friends of the Old Bridge have done some river clearance works at Pondhu and thanked the Town Council for providing the daffodil bulbs.

Councillor Gray advised that the Arts Centre Feasibility Study is progressing and should be available to the Trustees at the end of January.

Councillor Lanxon advised that the last Cornwall South Community Area Partnership meeting discussed Cornwall Council's Priorities Plan. The Partnership is planning a Health and Wellbeing event in the Spring.

C/25/104) Cornwall Councillor update reports

Councillor Paul Ashton, Cornwall Councillor for Poltair and Mount Charles provided an update as follows:

- Working closely with Councillor Hanlon on issues affecting both St Austell and Treverbyn Parish;
- Arranging a residents meeting early in January to discuss road safety on Slades Road and Tregonissey Road and the potential for a pedestrian scheme at the crossroads;
- Working with Highways Officers on the potential for a parking scheme on Victoria Road to assist local businesses;
- Attended a meeting with the GP's with Councillor Yelland on the St Austell Healthcare proposals at Carlyon Road;
- Budget discussions at Cornwall Council
- Input into the Asset Management Strategy
- Attended discussions with regard to the freehold transfer of the library and The House to the Town Council.

Arising from the above, the Clerk **AGREED** to invite a Highways Officer to a future meeting to discuss the latest position with regard the West Carclaze development and the anticipated highways contribution for improvements at Tregonissey Road and Slades Road.

Councillor Jack Yelland, Cornwall Councillor for Central and Gover, provided an update as follows:

- Working with Home Bargains and Cormac on potential improvements to the Mevagissey roundabouts;
- No viable expression of interest received for the General Wolfe building;
- Listening to public concern with regard to a proposed large-scale development at Gewans Farm;
- Would like to hear the Town Council's views on the Highways Schemes
- Hopeful that Go Cornwall will step in following the collapse of First Bus
- Congratulated the Town Council on the Remembrance Day Parade and Church Service
- Expressed support for the White River Projects identified.

Members reiterated the need for robust infrastructure improvements should the Gewans Farm development proceed.

Members noted Councillor Rowse's written update.

C/25/105) Climate and Environment Committee

Further to minute number CE/25/04, Councillor Gray advised that he is not the Town Council's representative on CASA.

The Clerk advised that the minutes would be corrected and put forward for approval at the next meeting of the Climate and Environment Committee.

It was **RESOLVED** to note the minutes of the Climate and Environment Committee meeting held on the 20th October 2025.

C/25/106) Community Committee

It was **RESOLVED** to note the minutes of the Community Committee meeting held on the 24th November 2025.

C/25/107) Planning and Regeneration Committee

It was **RESOLVED** to note the minutes of the Planning and Regeneration Committee meetings held on the 27th October 2025 and 1st December 2025.

C/25/108) Finance and General Purposes Committee

It was **RESOLVED** to note the minutes of the Finance and General Purposes Committee meeting held on the 3rd November 2025 and **APPROVE** the **RECOMMENDATIONS** contained therein.

C/25/109) Staffing Committee

It was **RESOLVED** to note the minutes of the Staffing Committee meeting held on the 2nd December 2025 and **APPROVE** the **RECOMMENDATION** contained therein.

C/25/110) Schedule of Payments

It was **RESOLVED** to approve the Schedule of Payments for the period 4th October 2025 to 4th December 2025 totalling £338,151.30 and the transfer between bank accounts of £493,659.73.

C/25/111) St Austell Town Centre Revitalisation Partnership

The Clerk advised that the five Town Revitalisation Investment Programme (TRIP) projects are due to complete at the end of January by the latest. These are:

- Improved signage at Priory Car Park.
- Refurbishment of the old fire station site
- Refurbishment of railings outside the Baptist church and planters thereon
- Planters for the slope from Studio 4 to the toilets in White River Place
- Phase 2 design for Holy Trinity Church

The Government has confirmed that there will be no more Shared Prosperity Funding for Cornwall.

C/25/112) Town Councillor Vacancy – Poltair and Mount Charles Ward

The Town Clerk advised that three candidates had put themselves forward for the one vacancy in the Poltair and Mount Charles Ward, all of which were present at the meeting. He explained that Members would be given a voting form and asked to vote for one candidate out of the three. He advised that in line with the Town Council's standing orders 8 votes or more (a majority) would be needed to be successfully elected.

Mr Peter Guest, Mr Nathan Huddy and Mr Stephen Nott each outlined to Members why they would like to be elected as a Councillor for Poltair and Mount Charles Ward.

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

Mr Peter Guest – 3 votes
Mr Nathan Huddy – 4 votes
Mr Stephen Nott – 7 votes

The Clerk advised that a majority of votes had not been obtained and that the lowest scoring candidate, Mr Peter Guest would be removed from the second round of voting.

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

Mr Nathan Huddy – 5 votes
Mr Stephen Nott – 9 votes

It was **RESOLVED** that Mr Stephen Nott be elected as Councillors for the Poltair and Mount Charles Ward.

C/25/113) To consider excluding the press and public.

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

C/25/114) Poltair Park – Play Equipment

It was **RESOLVED** that:

1. a new Giant Dino Swing be procured from TK Play;
2. South West Play be contracted to replace the ropes in the large spacenet;
3. Further reports be brought forward early in the New Year about the replacement of the helter skelter in Poltair Park and the potential for a wheelchair accessible swing.

C/25/115) Draft letter from Noah Law, MP to Cornwall Council regarding the General Wolfe building

Members reviewed the MP's draft letter and the following response was agreed

- Formally support paragraphs 1 and 2 of the draft letter;
- Paragraph 3 be replaced with:

An examination of all options for the site, including demolition, be undertaken within the next 6 months to assess the best solution in both economic and community terms to this long running problem.

- A copy of the final letter should be sent to the Board of Directors at Corserv Facilities Ltd as well as the Cornwall Council Portfolio Holder.

It was **RESOLVED** to authorise the Town Clerk to write to the MP confirming the Town Council's support for the letter subject to the above amendments.

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

C/25/116) Dates of Meetings

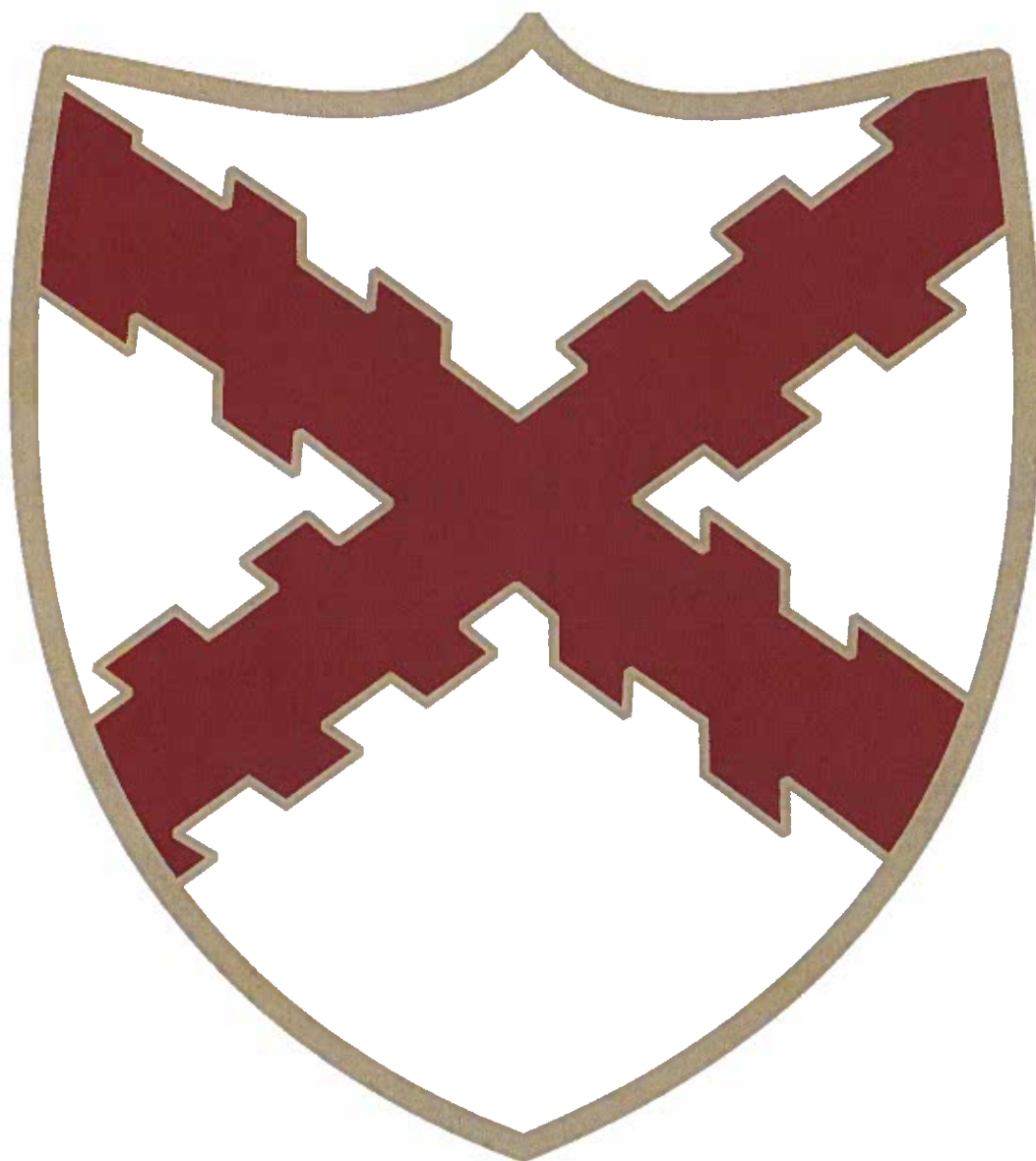
It was noted that the next Town Council meeting is due to take place on the 26th January 2026.

The meeting closed at 7.58pm.

St Austell Town Council**Small Grants Scheme****Application Form****PART B****1. Your organisation**

Name of Organisation	Studio 4 Dance CIC
Charity/company number (if applicable)	Charity No: Company No: 13044849
Are there any Members of St Austell Town Council on your Committee? (if so, please list them)	No

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<p>What are the aims and objectives of your organisation?</p>	<p>Studio 4 exists to provide accessible, high-quality opportunities for children, young people, and families to be active, creative, and connected. While our main focus is delivering dance education and performance opportunities, our wider aim is to support the wellbeing and social inclusion of the St Austell community.</p> <p>Alongside the dance centre, our Unit 4 community space plays a key role in achieving these aims. Unit 4 enables us to offer free and low-cost activities, including Stay and Play sessions, open-access community events, and positive opportunities for young people who may otherwise have limited access to structured activities.</p> <p>The space is designed to be welcoming, inclusive, and free from financial barriers, ensuring that families on low incomes or from disadvantaged backgrounds can take part fully.</p> <p>We also aim to strengthen community life in St Austell by providing a flexible, central venue that supports local groups, town-wide events, and partnership working. Unit 4 is made available for community use, including by St Austell Town Council, helping to create a more connected, active, and engaged town centre.</p>
<p>Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)</p>	<p>We are committed to ensuring that everyone can access our activities and community space regardless of background, income, ability, or circumstance.</p> <p>We offer free and low-cost sessions so families on low incomes and those facing disadvantage can take part without barriers.</p> <p>Our policies promote inclusion, fairness, and non-discrimination, and our staff create a safe, respectful environment where all children, young people, and adults are welcomed and supported.</p> <p>Unit 4 is designed to be an accessible, inclusive space that encourages participation from the whole community.</p>

2. Purpose for which the grant is sought

Project title:	Studio 4 Creative Centre
Description of project (please continue on a separate sheet if necessary):	<p>Studio 4 is seeking support to sustain Unit 4, our dedicated community space in the heart of St Austell town centre, for a further year. The space provides a welcoming, accessible environment for a wide range of free-to-attend community sessions, including our popular <i>Stay and Play</i> activities, alongside reduced-cost programmes designed to support local families, young people, and residents of all ages. Unit 4 plays a vital role in drawing people into the town centre. Through Studio 4's dance sessions, we bring students and parents into St Austell every week, and the community space acts as an ancillary but essential extension of that activity. It enables us to offer inclusive, non-commercial community provision that would not be viable without grant support.</p> <p>The space is also made available to St Austell Town Council at no cost (other than refreshments) for meetings, consultations, events, and other civic uses. This ensures the town council has a centrally located, flexible venue whenever required.</p> <p>Beyond our own programmes, Unit 4 supports the wider cultural and community life of the town. We hire the space at subsidised rates to local groups and partner organisations, and we regularly host and assist with town-wide events such as the St Austell Literacy Festival.</p> <p>Grant funding will be used to cover the core running costs of the space, allowing us to continue offering free sessions, maintain reduced-cost activities, and keep hire fees affordable for third-party community groups. With this support, Unit 4 can remain a vibrant, inclusive, and reliable community asset at the centre of St Austell.</p>
How would this grant be of benefit to the community in St Austell? (please continue on a separate sheet if necessary):	<p>This grant would enable more families in St Austell, particularly those on low incomes or from disadvantaged backgrounds to access free and inclusive activities that support wellbeing, social connection, and early childhood development.</p> <p>Our community sessions, including Stay and Play and other open-access activities, give parents and carers a safe, welcoming place to bring their children without worrying about cost, which is especially important for those facing financial pressures.</p> <p>Young people also benefit directly. Our free to attend sessions provide accessible, positive activities right in</p>

	<p>the town centre, giving children and teenagers a safe space to be active, creative, and engaged. This helps reduce isolation, builds confidence, and offers meaningful alternatives for those who may otherwise have limited opportunities.</p> <p>The wider community gains from having a central, inclusive space where people can come together, take part in local events, and feel connected to what's happening in the town. The space also supports other community groups and town-wide initiatives, helping to strengthen St Austell's cultural and social life. Overall, the grant enhances fair access, community cohesion, and opportunities for families and young people, ensuring that everyone regardless of background or income can participate in positive activities at the heart of St Austell.</p>
<p>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).</p>	<p>We have clear safeguarding procedures in place, led by a trained Designated Safeguarding Lead. All staff and volunteers working with children hold enhanced DBS checks and receive regular safeguarding training.</p> <p>Children are always supervised by appropriate adults, all activities are risk-assessed. Safeguarding is embedded in our everyday practice to ensure all children and young people feel safe, supported, and protected while attending our sessions.</p>

3. Finance

What is the total cost of the project?	£5000 for a 12 month period
Amount of grant applied for (Up to £250) *	£ 3,000-£5,000
Have you previously received a grant from St Austell Town Council?	Yes
If "Yes" please indicate: a) When b) Amount received c) For what purpose	June 2023 £5,000 A programme of events for St Austell town centre

* 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)

4. Further information enclosed

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

5. Publicity

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

We will acknowledge the Town Council's support across all our public-facing channels. This includes thanking the Council on our social media platforms and highlighting their contribution when promoting our community sessions and events. We will also include the Town Council's logo on printed materials such as posters and flyers displayed in Unit 4 and around the town. Where appropriate, we will also acknowledge the grant at events held in the space so the community is aware of the Council's support.

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 – 26th JANUARY 2026
DELEGATION SCHEME

1. PURPOSE OF REPORT

To review and amend the Scheme of Delegation operated by the Town Council.

2. LEGAL AND RISK MANAGEMENT ISSUES

Some matters by law have to be dealt with by the full Council. The majority of issues however can be delegated either to a Committee, a sub Committee or to an officer. It is illegal for Parish and Town Councils to delegate matters to individual Councillors.

The delegation of functions to Committees and Officers is essential to ensure the smooth running of the organisation.

3. RESOURCE ISSUES

Delegation should reduce the burden of some of the decision-making processes and improve efficiency.

4. EQUALITIES ISSUES

None directly.

5. ENVIRONMENTAL ISSUES

None directly.

6. RECOMMENDATIONS

It is recommended that:

The revised Scheme of Delegation as set out in this report be approved.

Background

Section 101 of the Local Government Act 1972 permits a Parish Town Council to arrange for the discharge of any of its functions by a committee, sub-committee or an officer. A committee or sub-committee of the Council could include all of the Members of the Council, but it cannot be made up of one Councillor. Unless the Council otherwise directs, any committee appointed by the Council may itself arrange for the discharge of any of its functions by a sub-committee. It is not necessary for the full Council to ratify committee decisions ie resolutions. The only powers that cannot be transferred to a committee are those of issuing a precept for a Council tax and of borrowing money.

The public (which includes members of the press) must be admitted to all committees of the Parish or Town Council. In the case of sub-committees, there is no obligation to admit the public, but it is advisable to do so since the public and the press have a legitimate interest in the deliberations and decisions of all local authorities.

There is no power to delegate any function to a Chairman or to any individual Councillor, but most functions can be delegated to the Clerk, with or without a rider that the Clerk shall exercise that power in consultation with the Chairman or whomever.

Role of Committees

The Scheme of Delegation document approved previously by the Council in 2017 is attached together with a revised version setting out suggestions for a new Scheme of Delegation reflecting the increased scale of the organisation and inflation. The Terms of References for committees are attached. These were reviewed in May 2025 and constitute part of the scheme of delegation. The spending limits have been changed to reflect the recommended new limits.

Members are asked to approve the revised delegations.

DAVID POOLEY
TOWN CLERK

SCHEME OF DELEGATIONS (APPROVED 18.12.17)

Service/Function	Council	Committee	Town Clerk	Deputy Clerk	Oper. Manager
Parks and Open Spaces					
Repairs, maintenance, inspections etc					
Up to £5,000 within budget			✓	✓	✓
Up to £10,000 within budget		✓ CC			
Emergency repairs/works (up to £10,000)			✓	✓	✓
Improvements/Major works	✓				
Utilities			✓	✓	✓
Toilets					
Consumables/minor repairs < £5,000			✓	✓	✓
Major works/improvements > £5,000		✓ FGP			
Major works > £10,000	✓				
Utilities and rates			✓	✓	✓
Emergency repairs/works (up to £10,000)			✓	✓	✓
Allotments					
Minor works < £5,000			✓	✓	✓
Major works > £5,000		✓ CC			
Major works > £10,000	✓				
Enforcement/Debt recovery			✓		
Letting of allotments			✓	✓	
Policy and rent setting	✓	✓ CC			
Car Parks					
Minor works < £5,000			✓	✓	✓
Major works > £5,000		✓ FGP			
Major works > £10,000	✓				
Enforcement			✓	✓	✓
Debt recovery			✓	✓	
Write off of Fixed Penalty Notices			✓	✓	
Utilities and rates			✓	✓	✓
Letting of advertising space		✓ FGP			
Car Park Order	✓				
Policy and charge setting	✓				
Offices/Library					
Minor works < £5,000			✓	✓	✓
Major works > £5,000		✓ FGP			
Major works > £10,000	✓				
Emergency repairs/works (upto £10,000)			✓	✓	✓
Cleaning and security contracts			✓	✓	✓
Utilities and rates			✓	✓	✓
General office supplies/consumables			✓	✓	
Write off of library fines			✓	✓	
Transport, plant and machinery					
Repairs and maintenance < £2,500			✓	✓	✓
New purchases < £2,500			✓	✓	
New purchases > £2,500 < £10,000		✓ FGP			
New purchases > £10,000	✓				
Administration					
New purchases > £2,500	✓	✓ FGP			
New purchases < £2,500			✓	✓	
General office supplies			✓	✓	
Printing and Stationery			✓	✓	

Existing subscriptions and contracts			✓	✓	
Staffing					
Recruitment of Town Clerk	✓				
Recruitment of staff - over £20,000FTE		✓ SC			
Recruitment of staff - under £20,000FTE			✓		
Staff management			✓	✓	✓
Disciplinary matters - all staff exc. Clerk			✓	✓	
Disciplinary matters - Town Clerk		✓ SC			
Overtime/temporary staff within budget			✓	✓	✓
Overtime/temporary staff outside budget		✓ SC			
Changes to staffing establishment	✓				
Application of national pay awards			✓		
Payment of salaries, tax and pensions			✓		
Contract Management					
Footpath maintenance contract - Minor variations			✓	✓	✓
Footpath maintenance contract - Major Variations/Renewal		✓ CC			
Weed treatment contract - Minor variations			✓	✓	✓
Weed treatment contract - Major Variations/Renewal		✓ CC			
CCTV maintenance contract - Minor Variations			✓	✓	✓
CCTV maintenance contract - Major Variations/Renewal		✓ CC			
Grounds maintenance contracts - other - Minor Variations			✓	✓	✓
Grounds maintenance contracts - other - Major Variations/Renewals		✓ CC			
Emergency repairs/works (up to £10,000)			✓	✓	✓

SCHEME OF DELEGATIONS - Proposed 26.1.26

Service/Function	Council	Committee	Town Clerk	Deputy Clerk	Oper. Manager
Parks and Open Spaces (including allotments)					
Repairs, maintenance, inspections etc					
Up to £7,500 within budget			✓	✓	✓
Up to £12,500 within budget		✓ CC			
Emergency repairs/works (up to £12,500)			✓	✓	✓
Improvements/Major works	✓				
Utilities			✓	✓	✓
Toilets					
Consumables/minor repairs < £7,500			✓	✓	✓
Major works/improvements < £12,500		✓ FGP			
Major works > £12,500	✓				
Utilities and rates			✓	✓	✓
Emergency repairs/works (up to £12,500)			✓	✓	✓
Car Parks					
Minor works < £7,500			✓	✓	✓
Major works < £12,500		✓ FGP			
Major works > £12,500	✓				
Enforcement			✓	✓	✓
Debt recovery			✓	✓	✓
Utilities and rates			✓	✓	✓
Letting of advertising space		✓ FGP			
Car Park Order	✓				
Policy and charge setting	✓				
Offices/Library					
Minor works < £7,500			✓	✓	✓
Major works < £12,500		✓ FGP			
Major works > £12,500	✓				
Emergency repairs/works (upto £12,500)			✓	✓	✓
Cleaning and security contracts			✓	✓	✓
Utilities and rates			✓	✓	✓
General office supplies/consumables			✓	✓	
Write off of library fines			✓	✓	
Transport, plant and machinery					
Repairs and maintenance < £5,000			✓	✓	✓
New purchases < £5,000			✓	✓	
New purchases > £5,000 < £25,000		✓ FGP			
New purchases > £25,000	✓				
Administration					
New purchases < £5,000			✓	✓	
New purchases > £5,000		✓ FGP			
General office supplies			✓	✓	
Printing and Stationery			✓	✓	
Existing subscriptions and contracts			✓	✓	
Staffing					
Recruitment of Town Clerk	✓				
Recruitment of staff - over £35,000 FTE		✓ SC			
Recruitment of staff - under £35,000 FTE			✓		
Staff management			✓	✓	✓
Disciplinary matters - all staff exc. Clerk			✓	✓	
Disciplinary matters - Town Clerk		✓ SC			
Overtime/temporary staff within budget			✓	✓	✓
Overtime/temporary staff outside budget		✓ SC			
Changes to staffing establishment	✓				
Application of national pay awards			✓		
Payment of salaries, tax and pensions			✓		
Contract Management					
Footpath maintenance contract - Minor variations/renewal			✓	✓	✓
Footpath maintenance contract - Major Variations		✓ CC			
Weed treatment contract - Minor variations/renewal			✓	✓	✓
Weed treatment contract - Major Variations		✓ CC			
CCTV maintenance contract - Minor Variations			✓	✓	✓
CCTV maintenance contract - Major Variations/Renewal		✓ CC			
CCTV - new purchases < £12,500		✓ CC			
CCTV - new purchases > £12,500	✓				
Grounds maintenance contracts - other - Minor Variations			✓	✓	✓
Grounds maintenance contracts - other - Major Variations/Renewals		✓ CC			
Emergency repairs/works (up to £12,500)			✓	✓	✓

Planning and Regeneration Committee

Purpose:

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

Responsibilities:

- To respond, on behalf of the Town Council, to consultations on planning matters and other consultations relating to matters within the remit of the Committee;
- To consider issues, consultation documents and policy initiatives relating to the regeneration and economic development of the St Austell area and to respond, on the Council's behalf, as appropriate;
- To direct all activity designed to regenerate the town and promote economic development in the St Austell area;
- To monitor the work of and liaise as necessary with the St Austell Town Centre Partnership;
- To consider issues, consultation documents and policy initiatives relating to highways and transportation;
- To prepare an annual budget estimate for the areas within its remit for submission to full Council;
- Spending Limit: Up to **£12,500** on any one item, subject to expenditure being within an agreed budget head and policy and a suitable procurement process being put in place. (Expenditure outside these limits to be recommended to full Council for approval);
- To liaise as appropriate with local parish councils on planning issues with regard to the local plan.

Relevant Delegations:

- Responses to planning consultations and other consultations within the remit of the Committee;
- To direct activity designed to regenerate the town and promote economic development in the St Austell area;

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

DRAFT

Finance and General Purposes Committee

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

Responsibilities:

- To oversee the financial management of the Council and support the Responsible Financial Officer of the Council;
- To regularly monitor income and expenditure against budgets on behalf of the Council;
- To direct the Council's communications activity, including public information, consultation and engagement, and media relations;
- To oversee the Council's public conveniences, car parks and library services;
- To maintain adequate and robust internal and external audit arrangements and to receive and ensure that audit reports are properly considered and acted on;
- To oversee the Council's property portfolio and maintain and review appropriate asset registers and insurance arrangements;
- To oversee and approve the Council's information technology requirements including telecommunications;
- To manage and oversee the Council's risk management and health and safety arrangements;
- To review policies and procedures at agreed intervals;
- To prepare an annual budget estimate for the areas within its remit for submission to full Council;
- Spending Limit: Up to **£12,500** on any one item, subject to expenditure being within an agreed budget head and policy and a suitable procurement being put in place. (Expenditure outside these limits to be recommended to full Council for approval).

Relevant delegations:

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

Communities Committee

Purpose:

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

Responsibilities:

- To direct all activity designed to benefit the town and its community, except those aspects reserved to other Committees;
- To operate the Council's Small Grants Scheme, and recommend revisions to the Scheme for approval by full Council;
- To manage the allotments, sports grounds, open spaces, verges and bus shelters which are owned, leased or managed by the Town Council;
- The management of contracts for CCTV, parks and open spaces, footpath maintenance and weed treatment works within budget;
- To approve responses to consultation papers relating to matters within the remit of the Committee;
- To manage the Council's input to issues relating to youth services and The House;
- To maintain the Council's environmental initiatives;
- To prepare an annual budget estimate for the areas within its remit for submission to full Council;
- Spending Limit: Up to **£12,500** on any one item, subject to expenditure being within agreed budget head and policy and a suitable procurement process being put in place. (Expenditure outside these limits to be recommended to full Council for approval).

Relevant delegations:

- Grants under the Council's Small Grants Scheme.
- Miscellaneous grants up to **£10,000** provided they are within an approved budget.

- Environmental projects up to **£12,500** provided they are within an approved budget.
- The management of contracts for CCTV, parks and open spaces, footpath maintenance and weed treatment works within budget.
- To approve responses to consultation papers relating to matters within the remit of the Committee.

DRAFT

Climate and Environment Committee

Purpose:

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

Responsibilities:

- To develop a climate emergency plan;
- To oversee environmental initiatives within the remit of the Committee;
- Approval of climate and environmental training within budget;
- To advise other committees, when relevant, about proposed changes that they have responsibility for that may impact negatively on carbon emissions;
- To consider issues, consultation documents and policy initiatives relating to the climate emergency and to respond on the Council's behalf, as appropriate;
- Work with Cornwall Council and other agencies where mutual benefits exist;
- To support and work with neighbouring parish councils where appropriate;
- Investigate appropriate sources of external funding;
- To liaise with Government agencies, Cornwall Council, strategic partners and members of the community to educate, inform and advise on carbon reduction;
- To prepare an annual budget estimate for the areas within its remit for submission to full Council;
- Spending Limit: Up to **£12,500** on any one item, subject to expenditure being within agreed budget head and policy and a suitable procurement process being put in place.

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

Relevant delegations:

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

Staffing Committee

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

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

Delegations

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

Exclusions

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

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

Present: Councillors: Brown (Chair), Bull, Gray, Hamilton, Lanxon, Stephens, Thompson and Whitehouse

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

P/25/106) Apologies for absence

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

Councillor Preece observed the meeting by TEAMS.

P/25/107) Declarations of Interest

None.

P/25/108) Dispensations

None.

P/25/109) Minutes from the Meeting dated 1st December 2025

Councillor Brown advised that on page 1 (Minute Number: P/25/92 – Matters to note), he would like to add the following words to the last sentence after “local plan”

and an early opportunity to make suggestions about future procedure to Cornwall Council

It was **RESOLVED** that subject to the above amendment, the minutes of the meeting dated 1st December 2025 be approved and signed as a correct record.

P/25/110) Matters to note

The Clerk advised that he had nothing to add.

P/25/111) Public participation

There were no members of the public present.

P/25/112) Planning Applications

- i. **PA25/08295:** 50 Alexandra Road St Austell Cornwall PL25 4QN. Loft conversion, new replacement roof finish, raised ridge to allow warm roof construction new dormer to the west elevation and cabrio window in east elevation.

The Clerk advised that the Town Council had made no objection to this application and Cornwall Council had consulted the Town Council again in error.

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

*****Councillor Lanxon arrived to the meeting*****

- ii. **PA25/08544:** Carlyon House 20 Carlyon Road St Austell Cornwall. Alteration and extension of existing building to provide a health hub (Use Class E(e)) with associated external works.

During discussion, Members noted that ground works had commenced at the site and expressed concern with regard to the loss of amenity space to create the new access. Concern was also expressed with regard to the proposed closure of Park House Medical Centre in Gover and the need for a reliable bus service to and from the health hub to enable all residents to access the health hub.

It was **RESOLVED** to support this application subject to as little amenity land as possible being lost to make way for access to the building and that the bus routes in the St Austell area are reviewed to ensure that patients have access to the new health centre.

- iii. **PA25/08669:** 47 Manor Close St Austell Cornwall PL25 4HH. Additional storey above garage to side of dwelling and rear single storey extension replacing existing.

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

- iv. **PA25/08799:** Pondhu House Penwinnick Road St Austell Cornwall. Change of use and conversion of Pondhu House and its associated stables to form 8 residential units.

The Clerk advised that the proposal is to turn Pondhu House into 6 residential units and the Stable Block into 2. The Planning Officer suggests that respect for the character and features of the listed building are a key issue and consideration will need to be given to comments from the Historic Environment Team.

During discussion, Members expressed strong concern that the building had been allowed to lapse into disrepair. They also had concerns with regard to the costs associated with bringing it up to standard and the viability of future uses.

Members expressed disappointment that there were no comments from the Historic Environment Officer and the lack of Section 106 contributions proposed.

A discussion took place with regard to the Town Council's offices and the suitability/viability of Pondhu House/Stable Block as a long-term option. It was noted that Cornwall County Council's Education Service used to be located at Pondhu House.

It was noted that Members were required to comment on the planning application before them. It was suggested that Treveth should be invited to the next meeting to discuss the proposals for Pondhu House/Stable Block.

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

- The loss of employment space;

- A lack of clarity with regard to the Section 106 proposals, particularly with regard to a lack of contribution towards Highways and Open Space;
 - A lack of information from the Historic Environment Officer.
- v. **PA25/08800:** Pondhu House Penwinnick Road St Austell Cornwall. Listed Building Consent for change of use and conversion of Pondhu House and its associated stables to form 8 residential units.

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

- The loss of employment space;
- A lack of clarity with regard to the Section 106 proposals, particularly with regard to a lack of contribution towards Highways and Open Space;
- A lack of information from the Historic Environment Officer.

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

- vi. **PA25/09083:** 1A Dennison Avenue St Austell Cornwall PL25 3HD. To replace the existing conservatory. Extend a single story extension to the rear of the property to extend our living space and create an extra downstairs bedroom in the current living room.

It was **RESOLVED** to make no objection to this application subject to the side window being opaque to protect the privacy of the neighbour.

Councillor Bull returned to the meeting

- vii. **PA25/09371:** Old Orchard Bownder Vean St Austell Cornwall. Demolition of the existing single-storey rear extension and construction of a new two-storey rear extension to provide two first-floor bedrooms and a ground-floor annex with associated works.

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

P/25/113) Premises Licence Applications

None.

P/25/114) Planning Decisions

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

P/25/115) Cornwall Council – Urgent Delegated Planning Decisions

None.

P/25/116) St Austell Town Centre Revitalisation Partnership

The Clerk advised that the project works were put on hold during the Christmas period with completion due by 31st January 2026. The Clerk updated the latest position as follows:

- Refreshed signage at Priory Car Park completed
- The work on the fire station site has commenced
- The planters have been ordered for the slope past Studio 4
- The railings are complete outside the Baptist church and the planters are on order
- The design of Phase 2 at the Holy Trinity Church is complete

Arising from a question, the Clerk advised that a letter signed by the MP and the Town Council has been submitted to Cornwall Council regarding the poor state and lack of progress with regard to the future of the General Wolfe building. To date, a response has not been received.

P/25/117) Local Plan

The Clerk advised that he had e-mailed the Clerks from the surrounding parishes and of the responses received, none of the parishes are responding to Cornwall Council's request to identify larger sites (800 houses upwards) but they have expressed an interest in meeting with the Town Council again at an appropriate time.

Councillor Brown advised that Cornwall Council's Good Growth meeting scheduled for the 22nd January 2026 might provide further information on the local plan.

P/25/118) National Planning Policy Framework (NPPF)

The Clerk advised that the Government has published a revised draft of the National Planning Policy Framework and has launched a consultation ending on the 10th March 2026 in relation to it. He added that the consultation seeks views on a wide range of technical details which are better addressed by planning authorities and planning professionals.

Councillor Brown suggested that the Town Council should consider supporting Cornwall Council's response to the consultation or do its own and that the matter should be considered again at the Planning and Regeneration Committee meeting in March.

It was **RESOLVED** to thank the Town Clerk for reporting on the revised NPPF and that the Committee should consider the matter again at the Planning and Regeneration Committee meeting in March 2026 at which time a response from Cornwall Council should be available.

P/25/119) Cornwall Council – Cornwall Bus Travel Survey

Members considered Councillor Brown's draft response to Cornwall Council's Cornwall Bus Travel Survey and made the following suggestions:

Question 7

First two bullet points should read "Disagree"

Question 20

Add:

- *At an appropriate time review the routes within the St Austell area to the new Health Hub at Carlyon Road.*
- *Regularly review the routes as and when new housing developments are completed.*

It was **RESOLVED** to thank Councillor Brown for his draft response and to submit the response, as drafted, subject to the above amendments.

Councillor Brown raised whether the Town Council should respond to the Cornwall Council Visitor Economy Sector Survey and, in light of the tight deadline, offered to provide a draft response for submission by the Clerk.

P/25/120) Dates of Meetings

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

The meeting closed at 7.41pm.

ST AUSTELL TOWN COUNCIL
COUNCIL MEETING – 26TH JANUARY 2026
SCHEDULE OF PAYMENTS
5th DECEMBER 2025 to 16th JANUARY 2026

1. PURPOSE OF REPORT

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

2. LEGAL AND RISK MANAGEMENT ISSUES

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

3. RESOURCE ISSUES

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

4. EQUALITIES ISSUES

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

5. ENVIRONMENTAL ISSUES

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

6. RECOMMENDATIONS

It is recommended that Councillors approve the attached Schedule of Payments totalling £166,276.99 and the transfers between bank accounts amounting to £80,494.75.

DAVID POOLEY - TOWN CLERK

Payment Schedule St Austell Town Council For the period 5 December 2025 to 16 January 2026

Date	Payment Method	Contact	Description	Reference	Debit	Credit Cost Centre
Bank Transfer						
15 Dec 2025	Transfer		Bank Transfer from NW Business Reserve Account to NW Current Account	EBP	0.00	50,000.00
15 Dec 2025	Transfer		Bank Transfer from NW Business Reserve Account to NW Current Account	EBP	50,000.00	0.00
22 Dec 2025	Transfer		Bank Transfer from NW Business Reserve Account to NW Current Account	EBP	0.00	25,000.00
22 Dec 2025	Transfer		Bank Transfer from NW Current Account to St/AUSTELL TC - Credit Card	DIO	5,494.75	0.00
22 Dec 2025	Transfer		Bank Transfer from NW Business Reserve Account to NW Current Account	EBP	25,000.00	0.00
22 Dec 2025	Transfer		Bank Transfer from NW Current Account to St/AUSTELL TC - Credit Card	DIO	0.00	5,494.75
			Total Bank Transfer		80,494.75	80,494.75
Credit Card Refund						
18 Dec 2025	Credit Card		Payment: Blue Flame Heating Solutions	CC18.12.25	956.81	0.00 Library
					959.81	0.00
Payments						
05 Dec 2025	Direct Debit	British Gas	Payment: British Gas	13054657	0.00	54.34 Priority Toilets
05 Dec 2025	BACS	EMS Waste Services Ltd (Masters Ships)	Payment: EMS Waste Services Ltd (Masters Ships)	323095	0.00	126.00 Other Parks and Open Spaces
05 Dec 2025	BACS	Objective IT Services	Payment: Objective IT Services	3780	0.00	393.72 General Administration
05 Dec 2025	BACS	Grahams Garden Machinery Ltd	Payment: Grahams Garden Machinery Ltd	125178	0.00	72.00 Transport and Plant
05 Dec 2025	BACS	D May & Son Ltd	Payment: D May & Son Ltd	65321	0.00	375.95 Other Parks and Open Spaces
05 Dec 2025	BACS	Treveth Commercial LLP	Payment: Treveth Commercial LLP	3020	0.00	559.51 Stable Block/Pondhu House
05 Dec 2025	BACS	Enervio	Payment: Enervio	90058282	0.00	821.07 CCTV
05 Dec 2025	BACS	Divelline (GB) Ltd	Payment: Divelline (GB) Ltd	INV-9857	0.00	282.18 Transport and Plant
05 Dec 2025	BACS	Logical Cleaning Solutions	Payment: Logical Cleaning Solutions	48170	0.00	811.42 Stable Block/Pondhu House
05 Dec 2025	BACS	Comwell Signs	Payment: Comwell Signs	U100021578	0.00	180.00 Other Parks and Open Spaces
05 Dec 2025	BACS	Flowbird Smart City UK Limited	Payment: Flowbird Smart City UK Limited	69808	0.00	1,383.10 Priority Car Park
05 Dec 2025	BACS	D May & Son Ltd	Payment: D May & Son Ltd	65113	0.00	32.40 Other Parks and Open Spaces
05 Dec 2025	BACS	D May & Son Ltd	Payment: D May & Son Ltd	82592	0.00	70.19 Other Parks and Open Spaces
05 Dec 2025	BACS	GB Clothing Ltd	Payment: GB Clothing Ltd	Expenses December 25	0.00	302.76 Other Parks and Open Spaces
05 Dec 2025	BACS	J K Hyde	Payment: J K Hyde	INV-8677	0.00	52.78 Events
05 Dec 2025	BACS	Logical Cleaning Solutions	Payment: Logical Cleaning Solutions	SI-858	0.00	1,165.34 Library
05 Dec 2025	BACS	DJR Water Hygiene	Payment: DJR Water Hygiene	65720	0.00	200.00 Multiple Categories
05 Dec 2025	BACS	D May & Son Ltd	Payment: D May & Son Ltd	65778	0.00	69.92 Other Parks and Open Spaces
05 Dec 2025	BACS	D May & Son Ltd	Payment: D May & Son Ltd	65869	0.00	25.48 Other Parks and Open Spaces
05 Dec 2025	BACS	D May & Son Ltd	Payment: D May & Son Ltd	24472	0.00	11.88 Other Parks and Open Spaces
05 Dec 2025	BACS	D May & Son Ltd	Payment: D May & Son Ltd	67134	0.00	85.98 Other Parks and Open Spaces
05 Dec 2025	BACS	D May & Son Ltd	Payment: D May & Son Ltd	33197	0.00	24.37 Other Parks and Open Spaces
05 Dec 2025	BACS	D May & Son Ltd	Payment: D May & Son Ltd	67084	0.00	16.20 Other Parks and Open Spaces
05 Dec 2025	BACS	Fons Traillscapes	Payment: Fons Traillscapes	INV-0105	0.00	53.84 Other Parks and Open Spaces
05 Dec 2025	BACS	Radmore & Tucker	Payment: Radmore & Tucker	33239	0.00	20,013.36 Other Parks and Open Spaces
05 Dec 2025	BACS	Hutchison 3G UK Limited	Payment: Hutchison 3G UK Limited	CC8.12.25	0.00	117.91 Other Parks and Open Spaces
08 Dec 2025	Credit Card	Pitchcare	Payment: Pitchcare	CC8.12.25	0.00	100.80 Transport and Plant
08 Dec 2025	Credit Card	Sam Turner & Sons Ltd	Payment: Sam Turner & Sons Ltd	CC9.12.25	0.00	28.65 Pollair Park
08 Dec 2025	Credit Card	Royal Mail	Payment: Royal Mail	CC9.12.25	0.00	186.25 Other Parks and Open Spaces
08 Dec 2025	Credit Card	Alstar Business Solutions	Payment: Alstar Business Solutions	CC9.12.25	0.00	389.98 Transport and Plant
10 Dec 2025	Direct Debit	Amazon EU S.a.r.l.	Payment: Amazon EU S.a.r.l.	E2021306397	0.00	185.00 General Administration
10 Dec 2025	Credit Card	Vincent Tractors Ltd	Payment: Vincent Tractors Ltd	CC10.12.25	0.00	277.97 Multiple Categories
12 Dec 2025	BACS	FindParkPay Ltd	Payment: FindParkPay Ltd	188083	0.00	16.00 General Administration
12 Dec 2025	BACS	Glendale Countryside Ltd	Payment: Glendale Countryside Ltd	INV-000056	0.00	778.36 Transport and Plant
12 Dec 2025	BACS	APS Construction Services Limited	Payment: APS Construction Services Limited	GC421-5021	0.00	328.20 Priority Car Park
12 Dec 2025	BACS	Comwell Council	Payment: Comwell Council	4009	0.00	497.23 Other Parks and Open Spaces
12 Dec 2025	BACS	Brandon Hire Station	Payment: Brandon Hire Station	810085782	0.00	3,754.10 Town Centre Revitalisation Project
12 Dec 2025	BACS	Comwell Council	Payment: Comwell Council	16871794	0.00	7,359.44 Civic Ceremonial
12 Dec 2025	BACS	GAS	Payment: GAS	2025112558	0.00	124.07 Library
12 Dec 2025	BACS	Bennose Booth Paragon Ltd	Payment: Bennose Booth Paragon Ltd	532888	0.00	431.14 Priority Car Park
12 Dec 2025	BACS	Enchantment Comwell	Payment: Enchantment Comwell	10122	0.00	780.55 Multiple Categories
15 Dec 2025	Direct Debit	Comwell Council	Payment: Comwell Council	802828607-2025/26-9	0.00	741.36 Priority Car Park
15 Dec 2025	Direct Debit	Comwell Council	Payment: Comwell Council	802835724-2025/26-9	0.00	454.00 Events
15 Dec 2025	Direct Debit	Comwell Council	Payment: Comwell Council	80282013X-2025/26-9	0.00	55.00 Tregonissey Lane End
15 Dec 2025	Direct Debit	AlBMS	Payment: AlBMS	E2021331414	0.00	1,208.00 Library
15 Dec 2025	Direct Debit	NetWest	Payment: NetWest	CC17.12.25	0.00	3,788.00 Priority Car Park
17 Dec 2025	Direct Debit	Laptops Direct	Payment: Laptops Direct	Small Grant	0.00	471.90 Priority Car Park
17 Dec 2025	Credit Card	Worldpay (UK) Ltd	Payment: Worldpay (UK) Ltd	48278	0.00	58.25 General Administration
17 Dec 2025	Direct Debit	Worldpay (UK) Ltd	Payment: Worldpay (UK) Ltd	CC17.12.25	0.00	412.17 Transport and Plant
18 Dec 2025	BACS	Stepping Stones Childcare Comwell	Payment: Stepping Stones Childcare Comwell	0.00	0.00	481.68 Multiple Categories
19 Dec 2025	BACS	ITEC	Payment: ITEC	0.00	0.00	0.88 Priority Car Park
19 Dec 2025	BACS	Comwell Signs	Payment: Comwell Signs	0.00	0.00	250.00 Misc. Projects/Grants
19 Dec 2025	BACS	Comwell Signs	Payment: Comwell Signs	0.00	0.00	57.24 General Administration
19 Dec 2025	BACS	Comwell Signs	Payment: Comwell Signs	0.00	0.00	108.00 Other Parks and Open Spaces

19 Dec 2025	BACS	Holy Trinity Church	Payment: Holy Trinity Church	INV 1790	150.00 Civic Ceremonial
19 Dec 2025	BACS	Studio 4 Dance	Payment: Studio 4 Dance	INV - 1535	60.00 Civic Ceremonial
19 Dec 2025	BACS	Comwell Association of Local Councils Limited	Payment: Comwell Association of Local Councils Limited	2526-908	30.00 Civic Ceremonial
19 Dec 2025	BACS	Source for Business	Payment: Source for Business	6092 2845 63	15.57 Polair Park
19 Dec 2025	BACS	Source for Business	Payment: Source for Business	6092 2844 74	110.33 Library
19 Dec 2025	BACS	H D Pooley	Payment: H D Pooley	Expenses	37.80 Civic Ceremonial
19 Dec 2025	BACS	Ethan Stephens	Payment: Ethan Stephens	Travelling Expenses	34.65 Civic Ceremonial
19 Dec 2025	BACS	Vincent Tractors Ltd	Payment: Vincent Tractors Ltd	189295	198.20 Transport and Plant
19 Dec 2025	BACS	Kent County Council	Payment: Kent County Council	G10226226	480.44 Library
19 Dec 2025	BACS	Comwell Tree Consultancy	Payment: Comwell Tree Consultancy	392CTC0725	2,182.69 Other Parks and Open Spaces
19 Dec 2025	BACS	Various Christmas Cards	Various Christmas Cards	EBP	67,760.63 General Administration
19 Dec 2025	BACS	Mayors Christmas Cards	Mayors Christmas Cards		100.00 Civic Ceremonial
22 Dec 2025	Credit Card	TV Licensing	Payment: TV Licensing	CC22 12 25	174.50 General Administration
22 Dec 2025	Direct Debit	Cobalt Communication Solutions Ltd	Payment: Cobalt Communication Solutions Ltd	1526963	49.57 General Administration
22 Dec 2025	Direct Debit	Biffa Waste Services Ltd	Payment: Biffa Waste Services Ltd	522C0903053	1,474.22 Other Parks and Open Spaces
24 Dec 2025	BACS	Annie Etheridge	Payment: Annie Etheridge	CS-000125	90.00 Civic Ceremonial
24 Dec 2025	BACS	Flowbird Smart City UK Limited	Payment: Flowbird Smart City UK Limited	U10022175	1,143.78 Priory Car Park
24 Dec 2025	BACS	Comwell Council	Payment: Comwell Council	8100836832	1,369.26 Multiple Categories
24 Dec 2025	BACS	Vincent Tractors Ltd	Payment: Vincent Tractors Ltd	116283	83.68 Transport and Plant
24 Dec 2025	BACS	Alstar Business Solutions	Payment: Alstar Business Solutions	E2021352309	603.56 Other Parks and Open Spaces
24 Dec 2025	Direct Debit	Engle Power Limited	Payment: Engle Power Limited	2-05699010	108.00 Stable Block/Pondhu House
24 Dec 2025	BACS	TClarke Contracting Ltd	Payment: TClarke Contracting Ltd	SL-25091050	355.50 Library
24 Dec 2025	BACS	E McCann	Payment: E McCann	Expenses November	150.00 Civic Ceremonial
24 Dec 2025	BACS	St Austell Town Band	Payment: St Austell Town Band	Remem parade	1,184.77 Transport and Plant
24 Dec 2025	BACS	Vincent Tractors Ltd	Payment: Vincent Tractors Ltd	189485	2,222.69 Town Centre Revitalisation Project
24 Dec 2025	BACS	APS Construction Services Limited	Payment: APS Construction Services Limited	4034	430.08 Library
24 Dec 2025	BACS	SBR Electrical	Payment: SBR Electrical	SI-9174	5,587.20 Polair Park
24 Dec 2025	BACS	South West Play Ltd	Payment: South West Play Ltd	E2021363198	194.10 Transport and Plant
31 Dec 2025	Direct Debit	Alstar Business Solutions	Payment: Alstar Business Solutions	INV-8732	811.42 Stable Block/Pondhu House
02 Jan 2026	BACS	Logical Cleaning Solutions	Payment: Logical Cleaning Solutions	INV-8732	1,221.74 Library
02 Jan 2026	BACS	Logical Cleaning Solutions	Payment: Logical Cleaning Solutions	1563263	26.52 Library
02 Jan 2026	BACS	Brandon Hire Station	Payment: Brandon Hire Station	M116 VS	504.00 General Administration
02 Jan 2026	Direct Debit	BT	Payment: BT	2526 263	188.00 Stable Block/Pondhu House
02 Jan 2026	BACS	SBR Electrical	Payment: SBR Electrical	2688	222.36 General Administration
02 Jan 2026	BACS	Mei Ltd	Payment: Mei Ltd	1163319	126.00 Stable Block/Pondhu House
02 Jan 2026	BACS	TEC	Payment: TEC	SL-25091630	419.00 Priory Car Park
02 Jan 2026	BACS	TClarke Contracting Ltd	Payment: TClarke Contracting Ltd	833010122-202526-7	25.23 Multiple Categories
02 Jan 2026	BACS	Comwell Council	Payment: Comwell Council	20088911841	156.10 Other Parks and Open Spaces
02 Jan 2026	Direct Debit	Screwfix Direct Ltd	Payment: Screwfix Direct Ltd	2008514867	35.00 Other Parks and Open Spaces
02 Jan 2026	Direct Debit	Screwfix Direct Ltd	Payment: Screwfix Direct Ltd	2008472553	63.50 Other Parks and Open Spaces
02 Jan 2026	Direct Debit	Screwfix Direct Ltd	Payment: Screwfix Direct Ltd	200871269	48.00 Other Parks and Open Spaces
02 Jan 2026	Direct Debit	Screwfix Direct Ltd	Payment: Screwfix Direct Ltd	2008893261	48.56 Priory Car Park
02 Jan 2026	Direct Debit	Worldpay (UK) Ltd	Worldpay (UK) Ltd	13369533	68.69 Priory Toilets
05 Jan 2026	Direct Debit	British Gas	Payment: British Gas		28.65 Polair Park
06 Jan 2026	Direct Debit	Hutchison 3G UK Limited	Hutchison 3G UK Limited	E2021401267	103.38 Transport and Plant
07 Jan 2026	Direct Debit	Alstar Business Solutions	Payment: Alstar Business Solutions	2625	5,000.00 The House/Youth Services
09 Jan 2026	BACS	Young People Comwell	Payment: Young People Comwell	3039	810.40 Stable Block/Pondhu House
09 Jan 2026	BACS	Trevelth Commercial LLP	Payment: Trevelth Commercial LLP	2025122270	78.55 Multiple Categories
09 Jan 2026	BACS	GAS	Payment: GAS	003776	561.72 General Administration
09 Jan 2026	BACS	ObjectiveITServices	Payment: ObjectiveITServices	820266	60.00 General Administration
09 Jan 2026	BACS	Natic	Payment: Natic	216233071	119.52 Library
09 Jan 2026	BACS	Spot-On Supplies Ltd	Payment: Spot-On Supplies Ltd	6724242489	147.00 Multiple Categories
09 Jan 2026	BACS	Lyreco UK Limited	Payment: Lyreco UK Limited	60548968	134.12 Stable Block/Pondhu House
09 Jan 2026	Direct Debit	Rentokil Initial UK Limited	Payment: Rentokil Initial UK Limited	125851	38.00 Transport and Plant
09 Jan 2026	BACS	Grahams Garden Machinery Ltd	Payment: Grahams Garden Machinery Ltd	125852	6.00 Transport and Plant
09 Jan 2026	BACS	Grahams Garden Machinery Ltd	Payment: Grahams Garden Machinery Ltd	S119101	50.05 Other Parks and Open Spaces
09 Jan 2026	BACS	M A Grigg Ltd	Payment: M A Grigg Ltd	S170690	156.66 Other Parks and Open Spaces
09 Jan 2026	BACS	D May & Son Ltd	Payment: D May & Son Ltd	68735	88.78 Other Parks and Open Spaces
09 Jan 2026	BACS	D May & Son Ltd	Payment: D May & Son Ltd	67668	88.71 Other Parks and Open Spaces
13 Jan 2026	Direct Debit	Worldpay (UK) Ltd	Worldpay (UK) Ltd	E2021453597	1.20 Priory Car Park
14 Jan 2026	Direct Debit	Alstar Business Solutions	Payment: Alstar Business Solutions		110.08 Transport and Plant
15 Jan 2026	Direct Debit	Worldpay (UK) Ltd	Worldpay (UK) Ltd		1.20 Priory Car Park
15 Jan 2026	Direct Debit	Comwell Council	Payment: Comwell Council	802635724-202526-10	1,206.00 Library
15 Jan 2026	Direct Debit	Comwell Council	Payment: Comwell Council	80262013X-202526-10	3,788.00 Priory Car Park
15 Jan 2026	Direct Debit	NetWest	Payment: Comwell Council		53.30 General Administration
16 Jan 2026	Direct Debit	NetWest	Payment: Comwell Council		473.63 Priory Car Park
16 Jan 2026	BACS	Kent County Council	Payment: Kent County Council	G10275483	152.66 Library
16 Jan 2026	BACS	Spot-On Supplies Ltd	Payment: Spot-On Supplies Ltd	21624044	39.46 Library
16 Jan 2026	BACS	St Austell Trader	Payment: St Austell Trader	000178	225.00 Events
16 Jan 2026	BACS	Driveline (GB) Ltd	Payment: Driveline (GB) Ltd	H1126141	234.00 Transport and Plant
16 Jan 2026	BACS	Comwell Council	Payment: Comwell Council	8100649616	162.27 Civic Ceremonial
16 Jan 2026	BACS	Driveline (GB) Ltd	Payment: Driveline (GB) Ltd	1447680	453.17 Transport and Plant
16 Jan 2026	BACS	Source for Business	Payment: Source for Business	6092676532	317.05 Priory Toilets
16 Jan 2026	BACS	St Austell Sea Cadets	Payment: St Austell Sea Cadets	Grant1	2,500.00 Misc. Projects/Grants
16 Jan 2026	BACS	Comwell Council	Payment: Comwell Council	8100645761	392.29 Priory Car Park
16 Jan 2026	BACS	Glendale Countryside Ltd	Payment: Glendale Countryside Ltd	GC421-5228	2,522.78 Other Parks and Open Spaces

Date	Description				
16 Jan 2026	BACS	Corwall Council	Payment Corwall Council	6100645842	0.00
16 Jan 2026	BACS	DJR Water Hygiene	Payment DJR Water Hygiene	SI988	0.00
16 Jan 2026	BACS	Gendalls Courmayside Ltd	Payment Gendalls Courmayside Ltd	GC421-5729	200.00 Multiple Categories
16 Jan 2026	BACS	Sodelva Tyres	Payment Sodelva Tyres	131.26	282.78 Other Parks and Open Spaces
16 Jan 2026	BACS	Enerveo	Payment Enerveo	900059285	92.00 Transport and Plant
16 Jan 2026	BACS	Driveline (GB) Ltd	Payment Driveline (GB) Ltd	H1126212	144.00 Other Parks and Open Spaces
Total Payments					42.00 Transport and Plant 0.00 166,276.39
Total					61,454.66 248,771.74

