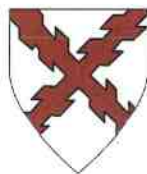


# St Austell Town Council



**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 the Council Chamber, St Austell Information Centre, 39 Penwinnick Road, St Austell, Cornwall, PL25 5DR (Cornwall Council Offices) on **Monday 31<sup>st</sup> January 2022 at 6.00pm.**

  
David Pooley  
**Town Clerk**

25<sup>th</sup> January 2022

Tel 01726 829859  
e-mail: [david.pooley@staustell-tc.gov.uk](mailto:david.pooley@staustell-tc.gov.uk)  
Website: [www.staustell-tc.gov.uk](http://www.staustell-tc.gov.uk)

## AGENDA

<b>1.</b>	<b>Apologies for absence</b>  (Purpose: To accept apologies for non-attendance).	
<b>2.</b>	<b>Declarations of interest and gifts or hospitality received.</b>  (Purpose: To receive declarations of Members' interests and gifts or hospitality received).	
<b>3.</b>	<b>Dispensations</b>  (Purpose: To consider requests for dispensations).	

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

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

<b>4.</b>	<b>Minutes of Meeting held on 13<sup>th</sup> December 2021</b>  (Purpose: to agree that the minutes of the above meeting be signed as a correct record).	<b>Pages 1 to 8</b>
<b>5.</b>	<b>Matters to note</b>  (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.	
<b>6.</b>	<b>Mayor's announcements</b>  (Purpose: To receive an update from the Mayor on his engagements and any other civic matters).	
<b>7.</b>	<b>Public Participation</b>  (Purpose: To invite members of the public to address the meeting in relation to the business to be carried out at the meeting).	
<b>8.</b>	<b>Members' questions</b> (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.	
<b>9.</b>	<b>Woodland Road Park – Working Group</b>  (Purpose: To create a Working Group to consider and make recommendations on proposals coming forward from Mount Charles School). (Verbal update).	

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<b>10.</b>	<b>Town Centre Revitalisation Project</b>  (Purpose: To introduce Mr Bill McCardle, Regeneration Officer and receive an update on work to date).	<b>Pages 9 to 10</b>
<b>11.</b>	<b>Community Governance Review – Working Group</b>  (Purpose: To receive a recommendation from the Community Governance Working Group). (Verbal update).	
<b>12.</b>	<b>Queen’s Jubilee – Working Group</b>  (Purpose: To receive a recommendation from the Queen’s Jubilee Working Group). (Verbal update).	
<b>13.</b>	<b>Scheme of Delegation</b>  (Purpose: To note the Scheme of Delegation).	<b>Pages 11 to 12</b>
<b>14.</b>	<b>Highways Schemes</b>  (Purpose: To recommend potential Highways Schemes for consideration by Cornwall Council under the Community Network Highway Scheme). (Correspondence attached).	<b>Pages 13 to 20</b>
<b>15.</b>	<b>Climate and Environment Activities</b>  (Purpose: To receive an update on Climate and Environment activities since July 2020).	
<b>16.</b>	<b>Poltair Café</b>  (Purpose: To receive an update on the future operation of Poltair Café).	
<b>17.</b>	<b>Members appointed to outside bodies update reports</b>  (Purpose: To receive reports of any relevant information from Members appointed to outside bodies).	

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<b>18.</b>	<b>Cornwall Councillor update reports</b>  (Purpose: To receive reports of any relevant information from local Cornwall Councillors).	
<b>19.</b>	<b>Schedule of Payments</b>  (Purpose: To receive a schedule of payments from 7 <sup>th</sup> December 2021 to 21 <sup>st</sup> January 2022) (Report attached).	<b>Pages 21 to 26</b>
<b>20.</b>	<b>Schedule of Meetings – 2022/23</b>  (Purpose: To approve the schedule of meetings from May 2022 to May 2023).	<b>Page 27</b>
<b>21.</b>	<b>Dates of Meetings</b>  (Purpose: To note dates of future Town Council Meeting Monday 21 <sup>st</sup> March 2022)	

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**MINUTES of a meeting of ST AUSTELL TOWN COUNCIL held on MONDAY 13<sup>th</sup> DECEMBER 2021 in the Council Chamber, 39 Penwinnick Road, St Austell, Cornwall, PL25 5DR (Cornwall Council Offices) at 6.00pm.**

**Present:** Councillors: Brown, Bull, Clemo, Double, Fox, George, Guest, Hamilton, Lanxon, Nott, Pearce, Pears (Mayor), Rowse, Styles and Young.

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

**Also present:** Annie Etheridge, Communication Support Services (accompanying Councillor Nott).

**C/21/78) Apologies for absence**

Apologies were received from Councillors Cohen, French, Stephens and Thompson

**C/21/79) Declarations of interest and gifts or hospitality received**

The Town Clerk and Deputy Town Clerk declared an interest in agenda item 19 (Staffing Committee Minutes – S/21/10).

Arising from a question, the Clerk advised Councillor Fox that if the college is discussed in detail under Agenda Item 9 (Town Centre Revitalisation Project), she should leave the room by virtue of it being her place of employment.

**C/21/80) Dispensations**

There were no requests for a dispensation.

**C/21/81) Minutes of meeting held on 18<sup>th</sup> October 2021**

It was **RESOLVED** that the minutes of the meeting held on the 18<sup>th</sup> October 2021 be approved and signed as a correct record.

**C/21/82) Matters to Note**

The Clerk advised that he had nothing to add.

**C/21/83) Mayor's announcements**

The Mayor outlined his engagements since the last Council meeting as follows:

- Mayor Making Ceremony at Holy Trinity Church
- Remembrance Day Parade and Church Service
- Painting of Asda underpass
- Town centre Christmas lights switch on
- Meeting with the Deputy Mayor at Lostwood Gardens to discuss a potential mural project with Poltair School
- Climate Change Festival at Cornwall College
- St Petrocs Carol Service at Truro Cathedral
- Visit to the Town Centre to see the Christmas entertainment organised by St Austell BID
- Presentation to the winner of the Mayor's Christmas Card competition at St Austell Library

The Mayor invited the Clerk to outline possible business continuity measures in view of the escalation of Covid19.

The Clerk advised that further to the Government's implementation of "Plan B" and advice from NALC suggesting that Councils should consider not meeting in December, he felt that a process to invoke a Scheme of Delegation, if required, should be agreed at this meeting.

By way of background, the Clerk advised that the Regulations permitting remote meetings were withdrawn in May 2021 which leaves face-to-face meetings as the main mechanism available for Councils to make decisions legally.

The Clerk expressed the need to keep the Council functioning should further measures be taken by the Government, or it no longer be safe to hold face-to-face meetings and suggested that if it is deemed necessary, a Temporary Scheme of Delegation could be invoked by himself, in consultation with the Mayor and Deputy Mayor.

The Clerk advised that if a Temporary Scheme of Delegation is invoked the full Council and Committees could meet informally by Zoom or Teams to discuss Council business and provide recommendations to the Clerk and relevant Committee Chair and Vice Chair to make an informed decision. He stressed that formal agendas and minutes would not be taken at these meetings as they would have no legal standing.

During discussion, Members raised the following issues:

- The need to ensure that a process is in place in the eventuality that the Council is unable to meet face-to-face;
- The need to ensure that Planning Applications are considered and recommendations lodged with Cornwall Council on a timely basis;
- The need to make the decision making processes under the Scheme of Delegation as inclusive as possible;
- The need to lobby the Government, MP and NALC to request the reinstatement of legislation to allow remote meetings

It was **RESOLVED** that the Town Clerk, in consultation with the Mayor and Deputy Mayor be authorised to invoke a Temporary Scheme of Delegation if it is no longer safe to hold face-to-face meetings or, Government rules no longer permit face-to-face meetings and Regulations permitting remote meetings have not been reinstated.

It was **FURTHER RESOLVED** that:

- (i) if a Temporary Scheme of Delegation is invoked, the Town Clerk be authorised to hold informal Zoom or Teams meetings with Councillors for consultation purposes on issues, normally considered by full Council or a Committee, which legally can be delegated to the Town Clerk, in consultation with the relevant Chair and Vice Chair of the Committee to which the matter pertains;
- (ii) A Scheme of Delegations register is published on the Town Council's website detailing all decisions made under the Scheme of Delegation;
- (iii) The Town Clerk writes to the Government, MP and NALC requesting the reinstatement of legislation to permit remote meetings.



### **C/21/84) Public Participation**

Mrs Earl thanked the Town Council for the comprehensive display at the Climate Change Festival and paid particular thanks to Councillor Hamilton for co-ordinating the Town Council's efforts. With regard to the Town Centre Revitalisation Project, she stressed the need for a process to be put in place to ensure that local community and voluntary groups are consulted on proposals before the final decision making takes place.

Mr John Keast referred to the Community Committee minutes and advised that he was accompanied by the Mount Charles School Chair of Governors, Katie Chandler, to raise a few points pertaining to Woodland Road Park.

Mr Keast thanked the Mayor, Deputy Mayor, Town Clerk and Operations Manager for meeting with representatives from Mount Charles School at the park recently to discuss the school's requirements and how matters could be taken forward. He explained that the current arrangements for the use of the park by the school is not fit for purpose and raised a point that in 1989 the park was referred to by Restormel Borough Council as a school playing field. He advised that the issue will not go away and that all parties must face up to the educational need and community need with regard to the use of the park. He stressed that the Academy Trust would like to work positively with the Town Council to come to a satisfactory arrangement without the use of expensive lawyers and suggested that a meeting early in the New Year should be arranged to try to establish a solution.

### **C/21/85) Members' questions**

The Mayor agreed to take a question from Councillor Rowse.

Councillor Rowse expressed his disappointment that the mobile CCTV camera is still not up in Chapel Field, despite a deadline of end of September 2021 and asked when the repair work was likely to be finished.

The Clerk advised that he had chased the contractor two weeks ago and that he would chase them again this week. He added that he hoped that it would be in situ by Christmas.

### **C/21/86) Town Centre Revitalisation Project**

The Clerk advised that this is a master planning exercise commissioned by Cornwall Council and is the biggest project that the Town Council will have to manage since the devolution of services in 2017. He advised that since the last meeting he had drafted a Governance paper which has been accepted by Cornwall Council officers and the Revitalisation Partnership. He advised that he had carried out some work with a procurement expert and produced a plan outlining the 7 deliverables, grouped into 5 themes that should simplify the letting of contracts and hopefully prevent duplicate or conflicting work occurring. He referred to a draft delivery timetable for the first two themes and stressed that the 12 month deadline imposed by Cornwall Council will be challenging. He drew Members' attention to the proposed next steps of the project which includes the induction of the newly appointed Regeneration Officer.

During discussion, Members raised the following issues:

- The property review that Cornwall Council is undertaking and the need to ensure that this work is taken into consideration;
- The need to consult the public;
- The need to have a robust timeline in place

Members thanked the Town Clerk for his comprehensive report and the good progress made so far.

It was **RESOLVED** to:

1. Note the progress outlined in the report;
2. Approve the Governance paper
3. Approve the procurement plan and draft timeline
4. Approve the next steps suggested within the report

### **C/21/87) Budgets – 2021/22 and 2022/23**

The Town Clerk advised that he had recommended a minimum Council Tax increase of 6.95% to the Finance and General Purposes Committee in the light of the increase in fuel and energy costs, general inflation and the reduction in car park income. He explained that Members at the time expressed concern with regard to the lack of staffing resource, the impact of Cornwall Council's property review on the Town Council, the resource required for playground equipment replacement and the phasing out of the Council Tax Support Grant and had recommended an increase in Council Tax of 9.95% to help the Town Council budget for these unknowns.

The Clerk advised that in comparison to other City and Town Councils the Town Council's Council Tax is still low and below the county average and reassured Members that the impact on Council Tax Bands A, B & C will be small.

Councillor George advised that she proposed the 9.95% increase in Council Tax at the Finance and General Purposes Committee for the reasons outlined by the Clerk as she felt strongly that the Town Council should be resourced sufficiently to maintain services. She added that she was disappointed with the media report of the meeting in the local newspaper.

It was **RESOLVED** to:

1. approve the revised budget for the 2021/22 financial year as shown in Appendix 1;
2. approve the original budget as shown in Appendix 1 for the 2022/23 financial year;
3. approve the contributions to and from reserves as shown in Appendix 5.
4. authorise the Town Clerk to submit a precept request to Cornwall Council in the sum of £905,520 (equating to a council tax increase of 9.95% or £12.83 per annum or 25 pence per week for a Band D property);
5. approve the draft Council Tax leaflet attached at Appendix 6.

### **C/21/88) Insurance**

The Clerk advised that the Town Council's General Insurance Policy is due to expire on the 31<sup>st</sup> March 2022 and that he would like to seek quotations for a further 3 year period with effect from 1<sup>st</sup> April 2022.



It was **RESOLVED** that the Town Clerk be authorised to seek quotations for insurance services for up to 3 years and that the Finance & General Purposes Committee (or the Town Clerk, if meetings are suspended) reviews the quotations received and approves the most economically advantageous cover to commence with effect from 1st April 2022.

#### **C/21/89) The House Steering Group – Councillor representative**

The Clerk advised that at the Annual Town Council meeting, Councillors Fox and Thompson were elected as the Town Council's representatives to sit on The House Steering Group and that a new representative is sought following the resignation of Councillor Thompson.

Councillor Double advised that she would be happy to sit on The House Steering Group.

It was **RESOLVED** that Councillor Double be appointed as one of the Town Council's representatives to sit on The House Steering Group.

#### **C/21/90) Members appointed to outside bodies update reports**

Councillor Hamilton advised that CASA meet every 2-3 weeks and that recent activity includes the scheduling of regular litter picks with the Operations Manager. Once the dates are finalised, Councillor Hamilton will arrange for all Members to have a copy of the dates so they can add their support to the litter picks if they wish.

Councillor Brown advised that Cornwall Council provided a presentation, at the last Revitalisation Partnership meeting on the Estates Transformation Programme and updated Members on their early ideas with regard to a Health Hub at Carlyon Road and the potential for office/meeting space in White River Place. He advised that there was also a discussion about the pros and cons of the Town Council moving into the town centre.

Councillor Brown also provided an update on the recent SABEF meeting which included presentations from Wes Pascoe on an Imerys G7 Legacy project, Emma Hogg from Wildworks and Steve Gudge on the A30 link road. He added that the future of SABEF is uncertain at the present time, particularly as Cornwall Council has withdrawn officer support for the meetings but Councillor Rowse is in discussions with Cornwall Council managers to establish whether or not an Economic Development Officer can attend future meetings.

#### **C/21/91) Cornwall Councillor update reports**

Councillor Double advised that the Clarence Road planning application has been withdrawn, the needle bin in North Street Car Park has been removed and put into storage and the Eastbourne Road temporary housing has been closed. The traffic lights at Bodmin Road are still causing a lot of frustration and the situation is now being dealt with by Cornwall Council's legal department. She advised that she visited Creative Futures with Councillor Mustoe recently, an organisation which helps NEETS to get an education and find work. It is currently operating out of the old Seven Stars Pub and the students run the open space that is available to hire within the building. She is hopeful that they will be able to work closely with Cornwall College.

Councillor Double advised that she attended the Remembrance Day Parade, the climate festival and the switching on of the town centre lights and had met with the new ASB Caseworker, Kat Kemp and Police Inspector, Ian Joliffe and reiterated the need to report any ASB activity via the 101 email address and urged Councillors to advise residents accordingly. She updated Members on the work of Donna Hewart of Konnect Communities and urged Members to report anybody they suspect of being homeless to her.

Councillor Double concluded by wishing everyone a Merry Christmas and Happy New Year.

Councillor Rowse advised that he had also attended the Remembrance Day Parade and Church service and was delighted to see the town so busy. He outlined some parking issues at Holmbush which will hopefully be resolved following the implementation of regular enforcement. He advised that the Porthpean Road junction works have been put on hold until after Christmas and expressed his gratitude to the grounds maintenance team for helping him sow the jubilee wildflower seeds. He advised that the St Austell and Mevagissey Network Meeting was advised by Inspector Joliffe that crime is down 10% on last year and that the police station will be manned 8am to 6pm Monday to Saturday. He updated Members on a consultation exercise with young people at County Hall and advised of the current challenges within the Localism Team due to staff reductions but that he is in discussions with Simon Mould about officer support for SABEF.

Councillor Guest advised that he had attended a Remembrance Day service at Treverbyn where he was pleased to see young people in attendance. He has been busy with the new Roche skateboard park and attended the Climate Change Festival. He added that he is on the Adult Education Board, Children and Families Overview and Scrutiny Committee, the Health and Wellbeing Board and is a representative on the Cornwall Education Service Board.

Councillor Guest wished everyone a Happy Christmas and Merry New Year.

Following a request for an update on the leisure review, the Mayor advised that the negotiations taking place are commercially sensitive but confirmed that the focus is still on four leisure centres and the hydrotherapy pool in St Austell which has been closed for 2 years and will remain closed for the time being whilst negotiations are taking place.

#### **C/21/92) Schedule of Payments**

It was **RESOLVED** that the Schedule of Payments for the period 11<sup>th</sup> October 2021 to 6<sup>th</sup> December 2021 totalling £357,922.56 be approved.

#### **C/21/93) Community Committee**

It was **RESOLVED** that the minutes of the Community Committee meeting dated 29<sup>th</sup> November 2021 be noted.

#### **C/21/94) Planning and Regeneration Committee**

It was **RESOLVED** that the minutes of the Planning and Regeneration Committee meetings dated 1<sup>st</sup> November 2021 and 6<sup>th</sup> December 2021 be noted.

### **C/21/95) Finance and General Purposes Committee**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting dated 8<sup>th</sup> November 2021 be noted.

### **C/21/96) Staffing Committee**

It was **RESOLVED** that the minutes of the Staffing Committee meeting dated 5<sup>th</sup> November 2021 be noted.

### **C/21/97) Dates of Meetings**

It was noted that the next Town Council meetings were due to take place on Monday 31<sup>st</sup> January 2022 and Monday 21<sup>st</sup> March 2022.

The meeting closed at 7.39pm.



## **Revitalisation Partnership Update 01 (January 2022)**

### **What has been happening since I started on 4 January 2022**

#### Consultation

January was allocated to initial consultation, emphasis on listening to views and opinions, with as many individuals and organisations as possible using zoom, teams and preferably personal contacts.

30 individuals representing 18 organisations including councillors, partnership members, BID, community groups and White River Place have been individually spoken with and 10 tours of the town centre undertaken. This work will be re-focused during the rest of quarter one to ensure best use of resources.

Our 1<sup>st</sup> consultation event in conjunction with FEAST Cultural activities and BID was held on 24 January 2022 at the old Eden Café from 10am-4pm. Over 60 suggestions and ideas were put forward to revitalise the town and these will be fed into the ongoing consultation. The event helped to link together organisations active in the town to assist in co-ordinating cultural events and activity throughout the year.

#### General

Undertaken desktop research of as many documents on St Austell development as I can track down, thanks to David, Sara at Town Council and Rachel at Cornwall Council.

Photos of the town centre highlighting specific locations have been taken for future consideration.

I have started on a 1<sup>st</sup> outline draft of a specification for a Masterplan document with risk and contingency to present to the Partnership for consideration in February. The document aims to focus our resources on priority areas, actions and challenges while facilitating briefing on consultants as appropriate. Appropriate consultation will be undertaken throughout the project.

I'm reviewing the original Revitalisation application and subsequent Vitality Fund Scoping Considerations document to ensure fitness for action going forward. Approval for any identified changes will be sought from appropriate sources

Details of potential consultants covering planning, design, architecture, town centre, marketing, environment and other areas are being identified in preparation for the tender exercise.

#### **Next steps (February)**

- Draft specification Masterplan working document will be completed

- Identify and be ready to appoint first consultants in March. However, I will only do this when I feel we have sufficient understanding of our area to make it worthwhile. I want solid foundations to start and consultants who can really add value not merely tell me/us what we already know
- Assist with the co-ordination of the Welcome Back Fund and Feast Cultural events spending plans before determining the plan for Theme STA2 (Output 3)
- Continue communication and consultation
- Prepare Communication strategy as appropriate
- Take on board feedback from the Partnership
- Take on the administration of the Revitalisation Partnership
- Review the Revitalisation Partnership Meeting dates to try and coincide them as far as possible with Town Council meetings and progress to aid a smooth decision making process

### **Notes**

- Consider best way to engage with output champions
- Identify and work with potential core partners to ensure we avoid duplication while creating a synergy to compliment our knowledge and expertise

Bill McCardle  
St Austell Regeneration Officer

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Revitalisation Partnership Update 01 (January 2022)tc



# OFFICER DELEGATED DECISION REGISTER - 2022

The following are decisions that have been taken by the Clerk as Proper Officer of the council under the Emergency Scheme of Delegation as a result of the continuing Covid19 pandemic.

For further details, please contact the Clerk by email at [david.pooley@staustell-tc.gov.uk](mailto:david.pooley@staustell-tc.gov.uk) Information exempted under the Freedom of Information Act 2000 and the General Data Protection Regulations marked \* will not be published.

Date of Decision	Reference Number	Decision Taken By	Financial Value	S137 Yes or No	Details
04.01.22	CV01	Clerk, Mayor and Deputy	0	No	Invoke delegated powers due to incidents of Covid within the families of key staff (minute number C/21/83)
04.01.22	CV02	Clerk, Chair and Vice-Chair of the Planning & Regeneration Committee	0	No	Agreed to hold an informal Planning & Regeneration consultation meeting on the 10th January 2022 by Zoom and place the notes on the Town Council website.
06.01.22	CV03	Clerk	0	No	Decisions made by the Clerk in consultation with the Chair and Vice-Chair of the Planning & Regeneration Committee held on Monday 4th January 2022 relating to 17 planning applications notified to Cornwall Council.



## Briefing Note

### Community Networks Highways Scheme Programme Briefing Note – October 2021

18 October 2021

#### 1. Introduction

- 1.1. In 2018 Cornwall Council committed to Strengthening Community Networks by giving Community Network Panels (CNPs) an annual Community Network Highways Budget for a term of 4 years.
- 1.2. I have reviewed this policy in some depth with Officers and this briefing note lays out my proposal to introduce a budget split equally between Members for allocation to the Network Panels dependent upon the number of Members in an area.
- 1.3. The policy should be read in conjunction with the Local Transport Plan (LTP).

#### 2. Background

- 2.1. The CNPs are the local key point of contact for engagement and consultation in delivery of major capital transport schemes in or affecting their Community Network Area (CNA) and whilst they can still influence such schemes this new budget enables CNPs to target investment for their local smaller highway improvement schemes: the **Community Networks Highways Scheme (CNHS)**.
- 2.2. The CNHS has successfully committed to deliver over 500 schemes to help local communities either by providing better access or to increase safety of the highway. The current round of funding ends in 2021/22.
- 2.3. Many schemes coming through this process were attempts to control inappropriate parking or speed. These require a Traffic Regulation Orders (TROs) for yellow lines or speed limits. Such a workload has meant that the current commitment from Cormac is to have all schemes either delivered or ready to deliver by March 2022 and completed by the end April\*.

Note: \*Timescales are subject to unforeseen circumstances that could have an impact on the delivery programme such as adverse weather or substantial objection at the scheme consultation stage.

#### 3. Proposed CNP Funding

3.1. I am proposing a further round of funding be allocated to continue this local programme. However, I have updated the policy to provide greater fairness between CNP's and to significantly improve the efficiency of the programme.

3.2. Key principles are:

3.2.1. **Community Networks Highways Budget:** A new annual amount of £1.05m per annum is to be allocated from the Integrated Transport Block of the Local Transport Plan budget of £4m per annum.

3.2.2. **Budget Distribution:** The previous programme (2018 to 2021) saw funding allocated equally between the CNA's (£50,000 each), with £50,000 in reserve for potential overspends. The budget will now be split equally between Members and allocated to the Network Panels dependent upon the number of Members in an area. See table 1 below.

Table 1 CNP Funding Distribution

CNP		Member no.s	Allocation
1	Bodmin	3	£34,398
2	Bude	3	£34,398
3	CPIR	10	£114,660
4	Camelford	2	£22,932
5	Caradon	3	£34,398
6	China Clay	4	£45,864
7	Cornwall Gateway	5	£57,330
8	Falmouth Penryn	7	£80,262
9	Hayle St. Ives	4*	£45,864
10	Helston	5	£57,330
11	Launceston	3	£34,398
12	Liskeard and Looe	5*	£57,330
13	NQY St.Columb	5	£57,330
14	St. Agnes Perranporth	3	£34,398
15	St.Austell Meva	5*	£57,330
16	St. Blazey Fowey Lostwithiel	3*	£34,398
17	Truro Roseland	8*	£91,728
18	Wadebridge and Padstow	3*	£34,398
19	West Penwith	6*	£68,796
X	Portfolio		£52,458
		87	<b>£1,050,000</b>

\* some  
share a CNP

- 3.3. **A common CNP TRO:** To ensure the whole scheme costs are captured it is intended that all Traffic Regulation Order costs would be attributed to the CNP schemes. This change will ensure that the whole scheme cost is understood. The premise that one TRO per CNA per financial year would still be recommended to the CNP to avoid additional costs.
- 3.4. **Timeline Protocols:** To ensure this round of schemes is delivered effectively as possible firm deadlines throughout the commissioning process and programme efficiencies are required. A particular challenge is ensuring the TRO procedural and delivery timescales are as streamlined as possible. As such individual schemes that emerge as significantly controversial and cannot be resolved within the time scales allocated for inclusion would in consultation with the Portfolio Holder(s) for Transport and Neighbourhoods, be allocated to the following years to ensure that it does not hold up the overall programme of work. A protocol is to be issued that set outs these deadlines and time scales.
- 3.5. **Expressions of Interest:** The CNPs will be tasked to provide a list of nominations through an Expression of Interest form. Technical advice be available from Cormac's Highways Managers, supported by Cormac's Engineering Design Group (EDG) about potential solutions which reflect the concepts of the LTP.
- 3.6. **Scheme Commitment:** CNP's will then agree which schemes are to be recommended to the Portfolio Holder for Transport. The CNP members would be responsible for the inclusion of any available additional supplementary funding (e.g. S106 funding or match-funding from local Parish and Town Councils).
- 3.7. **Roll Over:** If a CNP wishes to roll forward the funding into the next financial year to fund a larger project this must be approved by the Portfolio Holder in line with the new protocol.
- 3.8. **Monitoring:** Monthly monitoring reports are to be provided to CNP's on the progress of approved schemes, from formal consultation to scheme completion.
- 3.9. **Programme of Enactment:** It is proposed that the new programme would run in parallel to the duration of the Integrated Transport Block funding (anticipated for four years from 2022-2023).

#### 4. Process

##### Stage 1: Review

- 4.1. Each Member will ask their CNP to provide them with a list of proposed local highways schemes. The CNPs will provide these to the Member by way of the Expression of Interest form. The CNP, Member and CLO will then consider them to create an agreed programme of highway improvements for their area. The aim of which will be to benefit all. To be eligible for funding, schemes must support highway improvements that meet the revised 2022 Cornwall Local Transport Plan Objectives.

- 4.2. Schemes should include proposals to deliver, as far as practicable, towards the themes of Quality of Life, Connectivity and Carbon Neutrality by 2030 with the following principal outcomes:

**Quality of Life:** deliver a Town and Village street scene that respects our Cornwall Heritage and Culture, provides a safe, accessible, and attractive place for Residents whilst substantially reducing environmental harm from vehicle operations.

**Road Safety:** To improve the safety of our highway networks.

**Modal Shift:** To improve facilities for pedestrians, cyclists, and public transport.

**Economic Impact:** To improve access to shops and business activities and to contribute to local events or facilities.

**Connectivity and Access:** To improve access for all

**Climate Change:** contribution towards climate change policy of carbon neutrality by 2030

**Extent:** Improvements to any part of the highway network would qualify (i.e. A, B, C and U class roads).

- 4.3. It is recommended that should a CNA require a Traffic Regulation Order as part of their schemes then they only carry out one TRO consultation per financial year to avoid additional costs.

#### 4.4. Gateways

- 4.4.1. I recommend that the emphasis should be on seeking to enhance the “Healthy” and “Living Streets” concept for Town and Village Streets.

- 4.4.2. For example, to provide gateway features that demonstrate to vehicle users they are entering a safe street environment and that pedestrian and cyclists are the principal, entitled users.

- 4.4.3. The design of the Gateways is important. Not a simple utilitarian Highway sign, but a feature that incorporates the best in class urban and landscaping design.

### 5. Stage 2: Prioritise

- 5.1. The Highways Managers will review the expression of interest forms from the CNPs alongside the Members. The annual quantity of schemes needs to be manageable, therefore expression of interest forms should be because of prioritisation at a Parish and CNA level. They will prepare a schedule setting out brief comments on the listed schemes, covering issues including estimated cost, deliverability, match with the Cornwall LTP objectives, policy, strategy, legal or other implications.
- 5.2. The schedule will indicate if the listed schemes have any relationship with any existing or planned schemes (within the LTP programme, or arising from Section 106 funding or other funding streams) and if there is any potential to link schemes together and/or bring them forward early.



5.3. A schedule will be represented to each CNP by the member for final prioritisation. CNPs will discuss the schedule and conduct consultations with Town & Parish Councils in their CNP as they deem appropriate (e.g. during the meetings and/or by correspondence as necessary). Highways Managers will attend CNPs to provide technical advice and answer questions (this should be linked to the regular Highways visits to CNPs).

5.4. CNPs should use the criteria from the Cornwall Local Transport Plan to assist them with the prioritisation process.

5.5. Each CNP working with their Members will then agree which schemes should be progressed as their top priorities within the available funding to be taken to full design and formal consultation stage. Where it wishes to recommend a scheme as a top priority, it will provide brief reasons setting out the business case for this.

#### **5.6. Funding Sources:**

5.6.1. The Community Network Highway Budget for the CNA. A CNP may carry forward funds for more costly or contentious schemes in later years but at the Portfolio Holders discretion.

5.6.2. Additional funding identified in S106 or larger LTP schemes

5.6.3. Match-funding. CNPs and members may invite Town & Parish Councils to consider if they wish to offer match-funding to a scheme within their Parish.

### **6. Stage 3: Evaluation and Approval**

6.1. The CLO will prepare a draft report for each CNA, setting out the CNP's and member recommendations. This will include a completed project brief for each scheme, together with Highway Managers evaluation and comments.

6.2. The report will then be submitted to the Head of the Highways Service and the Portfolio Holder for Transport for approval in accordance with Cornwall Council's approved procedures for decision-making. The Portfolio Holder's decision will be recorded in writing and published in accordance with Cornwall Council's usual procedures, including the reasons for approving or declining the recommendations. The CNP and Member will be informed of the outcome as soon as possible after the Portfolio Holder's decision is made.

6.3. A deadline will be in place for these reports and briefs to be issued to the Portfolio Holder. Any report or brief issued after this date will automatically enter part of the next years round of schemes and be delayed by 12 months. It will be at the Portfolios Holders discretion whether the budget is carried forward.

### **7. Stage 4: Design, Consultation and Delivery**

7.1. The project briefs for each scheme will be used to commission Cormac to design, consult and deliver each scheme, depending upon the size and scale of the scheme this may

include preparation of a Comprehensive Impact Assessment. CNPs will be consulted on design and cost changes that may arise. The more accurate the brief at conception stage the quicker the scheme can be progressed.

## 7.2. Consultations

7.2.1. The level of consultation would be dependent upon the impact the scheme may have on the highway network. Those requiring a Traffic Regulation Order will have to follow the agreed statutory process. However, with the Member and CNP both being aware of the agreed proposals at the outset this should shorten the time frame for the informal consultation and before formal consultation commences.

7.2.2. Schemes will vary in complexity and as such their consultation phase may vary in length. It is therefore intended that clear timelines are agreed for each scheme upon commission and where these timelines are affected by increased complexity at consultation stage this is to be made clear as soon as possible to the Member and CNP.

7.2.3. For efficiency, approved schemes will be in one package for the TRO procedures. This will enable a faster on-site delivery.

7.2.4. Where a scheme within a TRO package increases in complexity causing delay, so as not to prejudice the package delivery in a timely manner, the Portfolio Holder will mitigate these circumstances by moving such schemes into the following year's list of schemes.

## 8. Stage 5: Monitoring and Review

8.1. A monitoring report will be submitted to CNPs each month setting out progress from formal consultation to scheme completion. This will be linked to regular 6 monthly visits of Highways Managers to CNP's.

8.2. An annual summary document will be published at the end of each financial year setting out how the CNP has contributed to each of the objectives set out in 4.2.

## 9. Notes:

9.1. CNP's, Highway Managers and Members are encouraged to reach a consensus view at all stages where they are involved. CLO's should review the Terms of Reference for their CNP to ensure voting procedures are clear with one vote per parish and per Cornwall Councillor as the standard approach.

9.2. This briefing note and particularly any timescales are for guidance only. The deadlines introduced for this round of CNP funding are to ensure that resource issues within Cormac can be planned to avoid, as far as possible foreseeable time delays. Phasing over four years is therefore proposed. Early delivery of briefs (within the timescale protocol) would also significantly assist the delivery teams in programming the specialist resources

available to these tasks and for this to occur, the protocol on timelines for the procedures will apply.

- 9.3. Enforcement can only commence once the necessary lines and signs are in place. If the area of new restriction falls into an existing priority enforcement route, it will be included in regular patrols by Civil Enforcement Officers. However, if the restrictions are in a location that are patrolled on an ad-hoc basis or in an area that does not have visits, it is very unlikely the area would receive regular patrols at present.

**Philip Desmonde**  
**Cornwall Councillor**  
**Cabinet Member - Transport Portfolio**  
Pool and Tehidy (C)



**ST AUSTELL TOWN COUNCIL**  
**COUNCIL MEETING – 31<sup>st</sup> JANUARY 2022**  
**SCHEDULE OF PAYMENTS**  
**7<sup>th</sup> DECEMBER 2021 to 21<sup>st</sup> JANUARY 2022**

**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 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. 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 £110,525.55.

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DAVID POOLEY - TOWN CLERK





Detailed Account Transaction Report

St Austell Town Council

From 7 December 2021 to 21 January 2022

Cash Basis

Date	Payee	Payment Method	Reference	Cost Centre	Account Name
22/12/2021	December Salaries inc. Tax, NI and Pensions	BACS	Various	£41,601.61 General Administration	Salaries / Wages
10/12/2021	Payment: Cornwall Association of Local Councils Limited	BACS	2122-638	£72.00 Civic Ceremonial	Training
15/12/2021	Payment: Cornwall Association of Local Councils Limited	BACS	Refund	-£36.00 Civic Ceremonial	Training
10/12/2021	Payment: AD Sales Limited T/A Newquay & St Austell Voice	BACS	477490	£144.00 General Administration	Recruitment
24/12/2021	Payment: Cornwall Council	BACS	8100205099	£90.00 Misc. Projects/Grants	Recruitment
10/12/2021	Payment: Glendale Countryside Ltd	BACS	GC421-3382	£790.26 Other Parks and Open Spaces	Repairs / Maintenance Premises
10/12/2021	Payment: Cornwall Signs	BACS	39196	£162.00 Other Parks and Open Spaces	Repairs / Maintenance Premises
10/12/2021	Payment: SBR Electrical	BACS	2122372	£804.00 Stable Block/Pondhu House	Repairs / Maintenance Premises
17/12/2021	Payment: Trudgian Brothers	BACS	Inv1	£2,100.00 Stable Block/Pondhu House	Repairs / Maintenance Premises
17/12/2021	Payment: Lorne Stewart	BACS	112388	£91.38 Library	Repairs / Maintenance Premises
17/12/2021	Payment: Cornwall Signs	BACS	39237	£120.00 Other Parks and Open Spaces	Repairs / Maintenance Premises
17/12/2021	Payment: Glasswrox South West	BACS	1267	£175.00 Library	Repairs / Maintenance Premises
24/12/2021	Payment: APS Construction Services Limited	BACS	2122386	£210.00 Stable Block/Pondhu House	Repairs / Maintenance Premises
7/01/2022	Payment: Screwfix Direct Ltd	Direct Debit	2760	£591.36 Priory Toilets	Repairs / Maintenance Premises
10/01/2022	Payment: Screwfix Direct Ltd	Direct Debit	1214291902	£4.00 Stable Block/Pondhu House	Repairs / Maintenance Premises
10/01/2022	Payment: Screwfix Direct Ltd	Direct Debit	1211531651	£18.67 Stable Block/Pondhu House	Repairs / Maintenance Premises
10/01/2022	Payment: Screwfix Direct Ltd	Direct Debit	1214291899	£5.29 Library	Repairs / Maintenance Premises
14/01/2022	Payment: Glasdon UK Limited	BACS	S828781	£283.39 Pollair Park	Repairs / Maintenance Premises
14/01/2022	Payment: Glasdon UK Limited	BACS	S829155	£227.29 Other Parks and Open Spaces	Repairs / Maintenance Premises
15/12/2021	Payment: Cornwall Council	Direct Debit	80262013X/9	£4,948.00 Priory Car Park	Rates
15/12/2021	Payment: Cornwall Council	Direct Debit	802635724/9	£1,164.00 Library	Rates
15/12/2021	Payment: Cornwall Council	Direct Debit	802628607/9	£55.00 Tregonissey Lane End	Rates
17/01/2022	Payment: Cornwall Council	Direct Debit	80262013X/10	£4,948.00 Priory Car Park	Rates
17/01/2022	Payment: Cornwall Council	Direct Debit	802635724/10	£1,164.00 Library	Rates
17/01/2022	Payment: Cornwall Council	Direct Debit	802628607/10	£55.00 Tregonissey Lane End	Rates
17/12/2021	Payment: E.ON	BACS	H1A7D588B4	£259.31 Other Parks and Open Spaces	Electricity
18/12/2021	EDF Energy	Direct Debit	E39105397001	£76.55 Other Parks and Open Spaces	Electricity
18/12/2021	EDF Energy	Direct Debit	E39105397002	-£76.55 Other Parks and Open Spaces	Electricity
7/01/2022	Payment: EDF Energy	Direct Debit	E39105397002	£9.62 Other Parks and Open Spaces	Electricity
14/01/2022	Payment: E.ON	BACS	H1A9076F09	£18.82 Other Parks and Open Spaces	Electricity
17/12/2021	Payment: Kent County Council	BACS	G8001972	£271.84 Library	Gas
17/12/2021	Payment: Kent County Council	BACS	G8001974	£363.84 Library	Gas
7/12/2021	Payment: Amazon EU S.a.r.l.	Credit Card	CC7.12.21	£21.98 Library	Cleaning & Domestic Supplies
22/12/2021	Payment: Amazon EU S.a.r.l.	Credit Card	CC22.12.21	£17.78 Library	Cleaning & Domestic Supplies
7/01/2022	Payment: Logical Cleaning Solutions	BACS	INV-4213	£576.98 Stable Block/Pondhu House	Cleaning & Domestic Supplies
7/01/2022	Payment: Elliott Window Cleaning Services	BACS	1848	£27.00 Stable Block/Pondhu House	Cleaning & Domestic Supplies
11/01/2022	Payment: Rentokill Initial UK Limited	BACS	60262121	£91.61 Stable Block/Pondhu House	Cleaning & Domestic Supplies
8/12/2021	Payment: No Butts Bin Company Ltd	Credit Card	CC8.12.21	£288.00 Truro Road Park	Grounds Maintenance Supplies
10/12/2021	Payment: D May & Son Ltd	BACS	1/000014985	£24.60 Other Parks and Open Spaces	Grounds Maintenance Supplies
10/12/2021	Payment: Euro Tool Hire and Sales South West Ltd	BACS	275378	£31.80 Priory Car Park	Grounds Maintenance Supplies
17/12/2021	Payment: D May & Son Ltd	BACS	2/000025130	£28.38 Other Parks and Open Spaces	Grounds Maintenance Supplies
17/12/2021	Payment: M A Grigg Ltd	BACS	2/000025849	£225.58 Other Parks and Open Spaces	Grounds Maintenance Supplies
17/12/2021	Payment: M A Grigg Ltd	BACS	S29361	£89.34 Other Parks and Open Spaces	Grounds Maintenance Supplies
17/12/2021	Payment: M A Grigg Ltd	BACS	S93442	£36.11 Other Parks and Open Spaces	Grounds Maintenance Supplies
17/12/2021	Payment: M A Grigg Ltd	BACS	S95863	£24.00 Other Parks and Open Spaces	Grounds Maintenance Supplies
17/12/2021	Payment: M A Grigg Ltd	BACS	S17746	£69.42 Other Parks and Open Spaces	Grounds Maintenance Supplies
17/12/2021	Payment: M A Grigg Ltd	BACS	S95516	£5.40 Other Parks and Open Spaces	Grounds Maintenance Supplies
17/12/2021	Payment: M A Grigg Ltd	BACS	S06847	£342.02 Other Parks and Open Spaces	Grounds Maintenance Supplies
17/12/2021	Suttons	Credit Card	Credit11	-£186.85 Other Parks and Open Spaces	Grounds Maintenance Supplies
22/12/2021	Payment: J Parkers	Credit Card	SUT20700444	£186.85 Other Parks and Open Spaces	Grounds Maintenance Supplies
24/12/2021	Payment: Contec South West Limited	Credit Card	CC22.12.21	£103.88 Other Parks and Open Spaces	Grounds Maintenance Supplies
24/12/2021	Payment: Tony Pascoe Engineering Ltd	BACS	91532	£269.82 Pollair Park	Grounds Maintenance Supplies
6/01/2022	Tanner Trading	Credit Card	5787	£264.00 Pollair Park	Grounds Maintenance Supplies
			211130-94312-1646	£30.03 Other Parks and Open Spaces	Grounds Maintenance Supplies

6/01/2022	Tanner Trading	Credit Card	Credit11	-£30.06	Other Parks and Open Spaces	Grounds Maintenance Supplies
10/01/2022	Payment: Screwfix Direct Ltd	Direct Debit	1217963847	£7.99	Other Parks and Open Spaces	Grounds Maintenance Supplies
10/01/2022	Payment: Screwfix Direct Ltd	Direct Debit	1210563975	£9.14	Other Parks and Open Spaces	Grounds Maintenance Supplies
10/01/2022	Payment: Screwfix Direct Ltd	Direct Debit	1211531651	£5.39	Other Parks and Open Spaces	Grounds Maintenance Supplies
10/01/2022	Payment: Screwfix Direct Ltd	Direct Debit	1213543029	£40.86	Other Parks and Open Spaces	Grounds Maintenance Supplies
10/01/2022	Payment: Screwfix Direct Ltd	Direct Debit	1216199780	£19.99	Other Parks and Open Spaces	Grounds Maintenance Supplies
10/01/2022	Payment: Screwfix Direct Ltd	Direct Debit	1216199779	£25.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
14/01/2022	Payment: Beaver Teeth Services	BACS	SI4516	£588.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
14/01/2022	Payment: M A Grigg Ltd	BACS	S61554	£88.46	Other Parks and Open Spaces	Grounds Maintenance Supplies
14/01/2022	Payment: M A Grigg Ltd	BACS	S84433	£14.40	Other Parks and Open Spaces	Grounds Maintenance Supplies
14/01/2022	Payment: M A Grigg Ltd	BACS	S61557	£8.94	Other Parks and Open Spaces	Grounds Maintenance Supplies
14/01/2022	Payment: M A Grigg Ltd	BACS	S33622	£10.00	Other Parks and Open Spaces	Grounds Maintenance Supplies
14/01/2022	Payment: M A Grigg Ltd	BACS	S79055	£16.92	Other Parks and Open Spaces	Grounds Maintenance Supplies
14/01/2022	Payment: M A Grigg Ltd	BACS	S49693	£68.74	Other Parks and Open Spaces	Grounds Maintenance Supplies
17/12/2021	Payment: Fenland Leisure Products Ltd	BACS	SIN044333	£38.80	Other Parks and Open Spaces	Grounds Maintenance Supplies
24/12/2021	Payment: HAGS-SMP Ltd	BACS	079679	£228.00	Pollair Park	Play Equipment
10/12/2021	Payment: Steve Skinner	BACS	Travel Expenses	£28.57	General Administration	Travel and Subsistence
17/12/2021	Payment: Richard Pears	BACS	Expenses2	£31.50	Civic Ceremonial	Travel and Subsistence
14/01/2022	Payment: Steve Skinner	BACS	Travel expenses	£27.09	General Administration	Travel and Subsistence
7/01/2022	Payment: Cormac Solutions	BACS	IN129142	£1,112.99	Transport and Plant	Contract Hire and Operating Leases
8/12/2021	Payment: Allstar Business Solutions	Direct Debit	E2014725578	£72.53	Transport and Plant	Fuel
15/12/2021	Payment: Allstar Business Solutions	Direct Debit	E2014737337	£155.69	Transport and Plant	Fuel
15/12/2021	Payment: Allstar Business Solutions	Direct Debit	E2014737337	£54.85	Transport and Plant	Fuel
22/12/2021	Payment: Allstar Business Solutions	Direct Debit	E2014762166	£257.62	Transport and Plant	Fuel
5/01/2022	Payment: Allstar Business Solutions	Direct Debit	E2014819307	£69.10	Transport and Plant	Fuel
12/01/2022	Payment: Allstar Business Solutions	Direct Debit	E201483596	£98.71	Transport and Plant	Fuel
19/01/2022	Payment: Allstar Business Solutions	Direct Debit	E2014885180	£92.52	Transport and Plant	Fuel
10/12/2021	Payment: Cormac Solutions	BACS	IN127945	£265.80	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
24/12/2021	Payment: Cormac Solutions	BACS	IN129013	£97.56	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
28/12/2021	Payment: Allstar Business Solutions	Direct Debit	E2014789193	£439.24	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
7/01/2022	Payment: Mid Cornwall MOTT Centre	BACS	18862	£50.00	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
14/01/2022	Payment: Steve Andrews Tyres Ltd	Direct Debit	SAH-6393	£65.76	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
19/01/2022	Payment: Allstar Business Solutions	Direct Debit	E2014885180	£7.99	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
22/12/2021	Payment: DVLA Swansea	Credit Card	CC22.12.21	£277.50	Transport and Plant	Repairs/ Maintenance-Vehicles/Plant
7/12/2021	Payment: Royal Mail	Credit Card	CC7.12.21	£10.00	General Administration	Road Fund / Taxes
7/12/2021	Payment: Royal Mail	Credit Card	CC7.12.21	£81.50	General Administration	Office Supplies
9/12/2021	Amazon EU S.a.r.l.	Credit Card	GB13902AAEUC	-£35.99	Stable Block/Pondhu House	Office Supplies
7/01/2022	Payment: Lyreco UK Limited	Credit Card	GB1396ZIEAEUI	£35.99	Stable Block/Pondhu House	Office Supplies
7/01/2022	Payment: Lyreco UK Limited	Credit Card	6723126703	£15.84	General Administration	Office Supplies
7/01/2022	Payment: ITEC	BACS	6723126704	£26.44	Library	Office Supplies
10/12/2021	Payment: Dell Products	BACS	6723126707	£38.23	General Administration	Office Supplies
10/12/2021	Payment: EE Limited	Credit Card	CW1126181	£46.20	General Administration	IT / Communications
13/12/2021	Payment: EE Limited	Direct Debit	CC10.12.21	£1,066.80	General Administration	IT / Communications
17/12/2021	Payment: Interpretation Services	Direct Debit	V01938054275	£75.82	General Administration	IT / Communications
24/12/2021	Payment: BT	BACS	000045	£18.00	General Administration	IT / Communications
24/12/2021	Payment: BT	BACS	M086 TA	£180.00	Civic Ceremonial	IT / Communications
24/12/2021	Payment: BT	BACS	M057 XQ	£143.94	General Administration	IT / Communications
4/01/2022	Payment: BT	Direct Debit	M086 LE	£40.00	General Administration	IT / Communications
7/01/2022	Payment: ObiectiveITServices	BACS	3123	£754.26	General Administration	IT / Communications
7/01/2022	Payment: ITEC	BACS	CW1126799	£46.20	General Administration	IT / Communications
12/01/2022	Payment: EE Limited	Direct Debit	V01948994192	£75.24	General Administration	IT / Communications
12/01/2022	Payment: EE Limited	Direct Debit	V01948994192	£18.00	General Administration	IT / Communications
17/12/2021	Payment: Bemrose Booth Paragon Ltd	BACS	499220	£489.60	Priory Car Park	Printing and Stationery
7/01/2022	Payment: ITEC	BACS	663489	£83.95	General Administration	Printing and Stationery
10/12/2021	Payment: Studio 4 Dance	BACS	Grant 5	£5,000.00	Misc. Projects/Grants	Miscellaneous Grants
24/12/2021	Payment: Young People Cornwall	BACS	2061	£5,000.00	The House/Youth Services	Miscellaneous Grants
14/01/2022	Payment: Children's Hospice South West	BACS	Mayor's Charity Donation	£233.76	Mayor's Charity	Miscellaneous Grants

14/01/2022	Payment: St Austell Community Kitchen (STAK)	BACS	Mayor's Charity Donation	£233.76	Mayor's Charity	Miscellaneous Grants
10/1/2022	Payment: in2Play	BACS	00786	£800.00	Other Parks and Open Spaces	Contract Payments
17/1/2021	Payment: Cornwall Council	BACS	8100202652	£326.49	Priony Car Park	Contract Payments
20/1/2021	Payment: Biffa Waste Services Ltd	Direct Debit	522C81401	£638.50	Other Parks and Open Spaces	Contract Payments
24/1/2021	Payment: Cormac Solutions	BACS	IN128818	£967.82	Library	Contract Payments
24/1/2021	Payment: Complete Weed Control (SW)	BACS	SW - 3273	£4,440.00	Other Parks and Open Spaces	Contract Payments
24/1/2021	Payment: Complete Weed Control (SW)	BACS	SW - 3273	£72.00	Priony Car Park	Contract Payments
31/1/2021	G4S	BACS	00470227	£78.69	Priony Car Park	Contract Payments
31/1/2021	G4S	BACS	00470227	£2.46	Library	Contract Payments
31/1/2021	G4S	BACS	2021123493	£81.15	Priony Car Park	Contract Payments
31/1/2021	G4S	BACS	00491838	£57.06	Priony Car Park	Contract Payments
31/1/2021	G4S	BACS	00491838	£1.79	Library	Contract Payments
31/1/2021	G4S	BACS	2021123493	£58.85	Priony Car Park	Contract Payments
31/1/2021	G4S	BACS	00493704	£285.31	Priony Car Park	Contract Payments
31/1/2021	G4S	BACS	00493704	£8.93	Library	Contract Payments
31/1/2021	G4S	BACS	2021123493	£294.24	Priony Car Park	Contract Payments
7/01/2022	Payment: Newquay Town Council	BACS	TC-334	£6,788.21	CCTV	Contract Payments
7/01/2022	Payment: FindParkPay Ltd	Invoice	SA-0280	£93.38	Priony Car Park	Contract Payments
7/01/2022	Payment: Enerveo	BACS	REPA252858	£3,001.01	CCTV	Contract Payments
7/01/2022	Payment: Enerveo	BACS	SHE252878	£1,183.81	Other Parks and Open Spaces	Contract Payments
14/01/2022	Payment: in2Play	BACS	00784	£900.00	Other Parks and Open Spaces	Contract Payments
14/01/2022	Payment: Cornwall Council	BACS	8100214919	£326.98	Priony Car Park	Contract Payments
14/01/2022	Payment: Bemrose Mobile Limited	BACS	B3122289	£1,656.24	Priony Car Park	Contract Payments
14/01/2022	Payment: G4S	BACS	2021123493	£49.72	Priony Car Park	Contract Payments
14/01/2022	Payment: G4S	BACS	2021123493	£1.56	Library	Contract Payments
10/1/2021	Payment: GB Tool Hire Ltd	BACS	72403	£75.42	Other Parks and Open Spaces	Protective Clothing
17/1/2021	Payment: D May & Son Ltd	BACS	2000025018	£43.20	Other Parks and Open Spaces	Protective Clothing
17/1/2021	Payment: D May & Son Ltd	BACS	2000025131	£35.00	Other Parks and Open Spaces	Protective Clothing
17/1/2021	Payment: M A Grigg Ltd	BACS	S29757	£15.12	Other Parks and Open Spaces	Protective Clothing
17/1/2021	Payment: M A Grigg Ltd	BACS	S93292	£63.86	Other Parks and Open Spaces	Protective Clothing
17/1/2021	Payment: M A Grigg Ltd	BACS	S04065	£41.50	Other Parks and Open Spaces	Protective Clothing
17/1/2021	Payment: M A Grigg Ltd	BACS	S04065	£46.08	Other Parks and Open Spaces	Protective Clothing
14/01/2022	Payment: M A Grigg Ltd	BACS	S84568	£65.87	Other Parks and Open Spaces	Protective Clothing
10/1/2021	Payment: Sara Gwilliams	BACS	Inv5	£49.05	Misc. Projects/Grants	Miscellaneous Expenses
10/1/2021	Payment: Wendy Earl	BACS	Inv5	£215.08	Misc. Projects/Grants	Miscellaneous Expenses
10/1/2021	Payment: Hay Nurseries (Cornwall) Ltd	BACS	156222	£411.06	Misc. Projects/Grants	Miscellaneous Expenses
15/1/2021	NatWest - Bankline charges	Direct Debit	CC16.12.21	£154.19	General Administration	Miscellaneous Expenses
16/1/2021	Payment: UK Wholesales 1 Ltd	Credit Card	39207	£372.00	Other Parks and Open Spaces	Miscellaneous Expenses
17/1/2021	Payment: Cornwall Signs	BACS	8100192889	£150.00	Library	Miscellaneous Expenses
17/1/2021	Payment: Cornwall Council	BACS	Remembrance21	£100.00	Civic Ceremonial	Miscellaneous Expenses
21/1/2021	Payment: St Austell Town Band	Direct Debit	182304839	£7.61	General Administration	Miscellaneous Expenses
21/1/2021	Payment: Wordpay (UK) Ltd	Direct Debit	182304839	£21.00	General Administration	Miscellaneous Expenses
21/1/2021	Payment: Wordpay (UK) Ltd	Direct Debit	182257597	£3.20	Library	Miscellaneous Expenses
21/1/2021	Payment: Wordpay (UK) Ltd	Direct Debit	182257597	£21.00	Library	Miscellaneous Expenses
7/01/2022	Payment: Cornwall Council	BACS	8100204986	£150.00	Library	Miscellaneous Expenses
7/01/2022	Payment: Lyreco UK Limited	BACS	6723126705	£4.12	Library	Miscellaneous Expenses
7/01/2022	Payment: Lyreco UK Limited	BACS	6723126706	£3.30	Library	Miscellaneous Expenses
11/01/2022	Steve Skinner - Milk	Petty Cash	PC14	£1.75	General Administration	Miscellaneous Expenses
14/01/2022	Payment: Cornwall Council	BACS	8100207487	£46.00	Civic Ceremonial	Miscellaneous Expenses
14/01/2022	Payment: Cornwall Council	BACS	8100207487	£26.40	Civic Ceremonial	Miscellaneous Expenses
17/01/2022	NatWest - Bankline charges	Direct Debit	186540507	£53.60	General Administration	Miscellaneous Expenses
19/01/2022	Payment: Wordpay (UK) Ltd	Direct Debit	186540507	£4.12	Library	Miscellaneous Expenses
19/01/2022	Payment: Wordpay (UK) Ltd	Direct Debit	186543804	£21.00	Library	Miscellaneous Expenses
19/01/2022	Payment: Wordpay (UK) Ltd	Direct Debit	186543804	£14.03	General Administration	Miscellaneous Expenses
19/01/2022	Payment: Wordpay (UK) Ltd	Direct Debit	CC13.12.21	£21.00	General Administration	Miscellaneous Expenses
13/1/2021	Payment: Amazon EU S.a.r.l.	Credit Card	CC15.12.21	£35.99	Stable Block/Pondhu House	Office Equipment
15/1/2021	Payment: Amazon EU S.a.r.l.	Credit Card	CC15.12.21	£33.80	Stable Block/Pondhu House	Office Equipment
10/1/2021	Payment: Studio 4 Dance	BACS	Grant 5	£5,000.00		Long Term Investment

£110,525.55



**ST AUSTELL TOWN COUNCIL**  
**SCHEDULE OF MEETINGS - May 2022 to May 2023**

	Day	Time	Meeting	Location
2nd May 2022	Monday		Bank Holiday	
9th May 2022	Monday			
16th May 2022	Monday	6.05pm	<b>Annual Town Council Meeting</b>	Council Chamber
23rd May 2022	Monday	6.00pm	Planning & Regeneration Committee	Council Chamber
30th May 2022	Monday	6.30pm	<b>Mayor Making Ceremony</b>	Holy Trinity Church
2nd June 2022	Thursday		Bank Holiday	
3rd June 2022	Friday		Bank Holiday	
6th June 2022	Monday	6.00pm	Community Committee	TBC
13th June 2022	Monday	6.00pm	Planning & Regeneration Committee	TBC
20th June 2022	Monday			
27th June 2022	Monday	6.00pm	Finance and General Purposes Committee	TBC
4th July 2022	Monday	6.00pm	Climate and Environment Committee	TBC
11th July 2022	Monday	6.05pm	<b>Council</b>	Council Chamber
18th July 2022	Monday	6.00pm	Planning & Regeneration Committee	TBC
25th July 2022	Monday			
1st August 2022	Monday			
8th August 2022	Monday			
15th August 2022	Monday			
22nd August 2022	Monday	6.00pm	Planning & Regeneration Committee	TBC
29th August 2022	Monday		Bank Holiday	
5th September 2022	Monday	6.05pm	<b>Council</b>	Council Chamber
12th September 2022	Monday	6.00pm	Community Committee	TBC
19th September 2022	Monday	6.00pm	Finance and General Purposes Committee	TBC
26th September 2022	Monday	6.00pm	Planning & Regeneration Committee	TBC
3rd October 2022	Monday			
10th October 2022	Monday			
17th October 2022	Monday	6.05pm	<b>Council</b>	Council Chamber
24th October 2022	Monday	6.00pm	Climate & Environment Committee	TBA
31st October 2022	Monday		Planning & Regeneration Committee	
7th November 2022	Monday	6.00pm	Finance and General Purposes Committee	TBC
14th November 2022	Monday			
21st November 2022	Monday			
28th November 2022	Monday	6.00pm	Community Committee	TBC
5th December 2022	Monday	6.00pm	Planning & Regeneration Committee	TBC
12th December 2022	Monday	6.05pm	<b>Council</b>	Council Chamber
19th December 2022	Monday			
24th December 2022	Saturday		Christmas Eve	
25th December 2022	Sunday		Christmas Day	
26th December 2022	Monday		Boxing Day	
27th December 2022	Tuesday		Bank Holiday	
1st January 2023	Sunday		New Year's Day	
2nd January 2023	Monday		Bank Holiday	
9th January 2023	Monday	6.00pm	Planning & Regeneration Committee	TBC
16th January 2023	Monday			
23rd January 2023	Monday	6.00pm	Climate & Environment Committee	TBC
30th January 2023	Monday	6.05pm	<b>Council</b>	Council Chamber
6th February 2023	Monday	6.00pm	Planning & Regeneration Committee	TBC
13th February 2023	Monday			
20th February 2023	Monday	6.00pm	Finance and General Purposes Committee	TBC
27th February 2023	Monday	6.00pm	Community Committee	TBC
6th March 2023	Monday	6.00pm	Planning & Regeneration Committee	TBC
13th March 2023	Monday			
20th March 2023	Monday	6.00pm	<b>Council</b>	Council Chamber
27th March 2023	Monday	6.00pm	Community Committee	TBC
3rd April 2023	Monday	6.00pm	Finance and General Purposes Committee	TBC
7th April 2023	Friday		Good Friday	
10th April 2023	Monday	6.00pm	Easter Monday	TBC
11th April 2023	Tuesday	6.00pm	Planning & Regeneration Committee	TBC
17th April 2023	Monday			
24th April 2023	Monday	6.00pm	<b>Annual Parish Meeting</b>	Council Chamber
1st May 2023	Monday		Bank Holiday	
8th May 2023	Monday	6.05pm	<b>Annual Town Council Meeting</b>	Council Chamber
15th May 2023	Monday	6.00pm	Planning & Regeneration Committee	TBC
22nd May 2023	Monday			
29th May 2023	Monday		Bank Holiday	
29th May 2023	Monday	6.30pm	<b>Mayor Making Ceremony</b>	TBC

Excludes: Extraordinary Meetings and Working Groups

