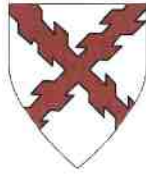


St Austell Town Council



Community Committee

To: All Members of the Community Committee (Councillors: Clemo, Cohen, Double, Fox, George, Guest, Nott, Pearce, Pears, Rowse, Stephens, Thompson and Young).

Dear Councillor

You are summoned to attend a **Meeting** of the **Community Committee** to be held at **The Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD** on **Monday 27th February 2023 at 6pm.**

Please note change of venue

David Pooley
Town Clerk

21st February 2023

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

AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**

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

- 3. Dispensations**

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

4. Minutes of meeting held Monday 28th November 2022

**Pages
1 to 6**

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

5. Matters to Note

A verbal update from the Town Clerk on the actions taken since the last meeting.

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

6. Public participation (15 minutes maximum)

The Chairman will invite members of the public to address the meeting in relation to the business to be carried out at the meeting.

15 minutes will be allocated for public participation (this can be extended at the Chairman's discretion). Each person addressing the Council will be allocated a maximum of two minutes.

7. Nick Smith, Chief Executive of Young People Cornwall

(Purpose: To receive an update from Nick Smith, Chief Executive, on the work of Young People Cornwall).

8. Small Grants Scheme

**Pages
7 - 46**

- Choose Nature CIC
- Friends of Cornwall Youth Choirs
- Friends of Robert Eliot Court
- Poltair Residents Association
- St Austell Amateur Operatic Society
- St Austell College

9. Trough and Sun Dial

(Purpose: To consider the re-location of the trough and sun dial currently located in the grounds of Penwinnick Road). (Verbal update).

10. King Charles III Coronation – Saturday 6th May 2023 (At the request of Councillor Lanxon)

(Purpose: To consider a commemorative stone to mark the Coronation of King Charles III).(Verbal report).

11. E-Bike Scheme

(Purpose: To receive an update on the e-bike trial and approve the use of Priory Car Park). (Verbal Report).

12. Townscape Heritage Scheme

(Purpose: To receive an update on the St Austell Townscape Heritage Scheme). (Report circulated electronically).

13. Projects Update

(Purpose: To receive a verbal report from the Town Clerk on the projects currently being worked on). (Verbal update).

14. Dates of Meetings

(Purpose: To confirm date of forthcoming meeting – Monday 27th March 2023).

MINUTES of ST AUSTELL TOWN COUNCIL COMMUNITY COMMITTEE held on MONDAY 28th NOVEMBER 2022 in the Registrar's Office, Carlyon Road, St Austell, Cornwall, PL25 4LD at 6pm.

Present: Councillors: Cohen, Double, Fox, George, Pearce, Stephens, Thompson and Young.

In attendance: David Pooley (Town Clerk), Sara Gwilliams (Deputy Town Clerk) and Steve Skinner (Operations Manager).

CC/22/31) Apologies for absence

Apologies for absence were received from Councillors Clemo, Guest, Nott and Rowse.

CC/22/32) Declarations of Interest

None.

CC/22/33) Dispensations

There were no requests for dispensations received.

CC/22/34) Minutes of the Meeting held on the 12th September 2022

It was **RESOLVED** that the minutes of the meeting held on the 12th September 2022 be approved and signed as a correct record.

CC/22/35) Matters to note

The Clerk advised that when the plants arrive, the Grounds Maintenance staff will plant up the station pots with the Friends of St Austell station. He further advised that the Grass Cutting Policy has been amended as suggested and placed on the Town Council's website.

The A391 and Britannia Inn roundabouts were discussed and Members felt that despite confirmation from Cornwall Council that they had received some maintenance, they are still full of weeds and in poor condition. Members sympathised with the resource required to maintain the roundabouts due to their location on a very busy road, but felt that having had such a large amount of money invested in them by SABEF, they should be better maintained.

It was **RESOLVED** to re-engage with the neighbouring parish councils to co-ordinate a further complaint to Cornwall Council and Cormac about the poor state of the A391 roundabouts (including Britannia Inn roundabout) and the urgent need for a proper maintenance regime to be put in place.

CC/22/36) Public Participation

There were no members of the public present.

CC/22/37) Nick Smith, Chief Executive of Young People Cornwall

The Chair advised that Mr Smith had apologised for not being able to attend the meeting due to family illness and had offered to attend the next meeting of the Community Committee.

The Chair referred Members to the previously circulated grant application form from Young People Cornwall requesting funding for Christmas Hampers for vulnerable young people and their families.

Councillors Double and Fox declared an interest by virtue of being Town Council representatives on The House Steering Group

The Deputy Town Clerk explained that Young People Cornwall continue to be very active in St Austell and take care of some very distressing cases involving young people on a daily basis.

Members expressed their full support for Young People Cornwall and praised the excellent work across St Austell and the surrounding area.

It was **RESOLVED** to award Young People Cornwall a grant of £500 towards their Christmas Hamper project.

CC/22/38) Small Grants Scheme

Poltair Residents Association

Members expressed their support for Poltair Residents Association and a wish to top up the funding requested to ensure that their extremely popular Christmas Party goes ahead.

It was **RESOLVED** to award Poltair Residents Association a grant in the sum of £330 towards the cost of their 2022 Christmas Party.

Friends of Carclaze School

The Deputy Town Clerk explained the background to the request and the support that the Library is providing towards the Literature Festival in June 2023.

Members expressed their full support for this event and the encouragement that it will provide to children and their families to discover the enjoyment of reading and hopefully rely less heavily on social media and computer games for entertainment.

It was **RESOLVED** to award the Friends of Carclaze School a grant in the sum of £500 towards the cost of their St Austell Children's Literature Festival in June 2023.

CC/22/39) Small Grants Scheme

The Deputy Town Clerk advised that at the informal budget meeting, Members had expressed concern with regard to the cost of living crisis and had asked that the Town Council's Small Grants Scheme be amended to permit organisations to apply for revenue expenditure as well as capital expenditure. She referred Members to a draft paragraph she had inserted within the Small Grants Scheme Summary under "C. Criteria" entitled "Cost of Living Crisis – Winter 2022". She advised that not many

organisations are applying for grants at the present time, which she felt is possibly reflective of the economic crisis and the difficulties that organisations are facing to facilitate capital grant projects and activities.

During discussion, Members expressed their full support for organisations to apply for revenue expenditure and approved the suggested wording within the scheme summary to facilitate this amendment.

It was **RESOLVED** to amend the Town Council's Small Grants Scheme criteria as suggested to permit organisations to apply for revenue expenditure with effect from 1st December 2022.

CC/22/40) Holy Trinity Church – Water Bottle Unit

The Town Clerk advised that the refurbishment of the water fountain at Holy Trinity Church is nearing completion, funded by the Townscape Heritage Scheme but due to technical difficulties it cannot be connected up to a water supply. As an alternative, the Town Council has been approached by the Historic Environment Strategy Officer to take on the maintenance of a proposed water bottle refill station to the right of the drinking fountain. It is envisaged that the costs to maintain the facility will be around £200 per annum and involve regular cleaning, legionella testing and the payment of water rates.

Members expressed their disappointment that the water fountain cannot be fully operational but broadly supported the installation of a water bottle refill station next to it. They expressed concern with regard to potential vandalism of the unit and the cost to the Council to repair, but on balance acknowledged the positive climate change effect for the town.

It was **RESOLVED** to take on the maintenance of the proposed water bottle refill station, with a review after two years to ensure that the expenditure on the facility is within the realms of the £200 budget suggested by Cornwall Council.

CC/22/41) Parliamentary Boundary Review

Members noted the completion of the Parliamentary Boundary Review which has resulted in the Clays, St Blazey and Fowey residing within St Austell and Newquay Constituency and St Columb in North Cornwall Constituency. This is as suggested by the Town Council.

It was **RESOLVED** to note the completion of the Parliamentary Boundary Review.

CC/22/42) Projects Update

The Town Clerk, Deputy Town Clerk and Operations Manager provided an update on the projects being worked on as follows:

Town Centre Regeneration

The Clerk advised that the Masterplan should be available within the next few weeks and that the Staffing Committee is due to consider resourcing of the next phase at their meeting on the 5th December. Grant applications are being prepared for shared prosperity funding and discussions are taking place with Senior Economic Development Officers at Cornwall Council about Levelling Up Fund opportunities.

CCTV

All 20 cameras are operational in the town centre and are monitored on a still very comprehensive, winter hours schedule. The mobile camera is still in the Bethel area.

Poltair Park

The Operations Manager advised that the presence of bats in the old toilet block has significantly delayed its removal as Natural England have insisted that a new bat roost must be provided before the toilets are demolished. Three locations for the bat roost have been identified in the park which the ecologist and Natural England are considering. The old toilet block has deteriorated significantly and needs removing quickly. The cost of a new bat roost will fall to the Town Council. A new sign to replace the arch sign into the park is being designed and procured and the last section of the safety surfacing has been replaced.

Café

The café has a tenant in situ under a Tenancy at Will and was officially opened by the Mayor in October. The layout of the café is much improved and has a reasonable footfall with regular customers.

Car Park

G4S are on the whole performing in accordance with the contract. The income levels are slightly better than budget and a number of season ticket holders are on the books. The Falmouth University web based payment system is working extremely well and has a good number of users. The only issue in the car park is the occasional break down of the machines which tend to fail in the rain/damp weather.

Toilets

The toilet cleaning contract is working extremely well with the contractors going the extra mile to keep the toilets up and running, particularly with regard to keeping the coin machines in working order. Compared to two years ago the anti-social behaviour (ASB) has decreased significantly.

Anti-social behaviour

The Deputy Town Clerk advised that Inspector Joliff had at a recent Safer St Austell meeting announced that the St Austell Sector is the best performing sector in Cornwall at the present time and had praised the joint working of the various organisations. The Security Guards funded by the BID and Town Council are playing an integral part in keeping the ASB levels low and are valued by the Police. The homelessness at Penwinnick Road occasionally spills over into the Stable Block which the Police are monitoring. Lostwood Park and Thornpark Road open spaces have been the subject of youths gathering in the early hours of the morning upsetting the neighbours with noise. The Police and Young People Cornwall are aware of the situation and have been making regular patrols.

Library

The Library is performing very well and has been the top performing library in Cornwall for issues over the last two months.

The renewal of the lease is with the Solicitors and should be completed shortly. The whole school visits to the library are proving very popular with a class of approximately 30 children attending the library 2-3 times a week from different schools. Baby classes, Lego classes, reading classes, writing classes and support groups are regularly on offer as well as events organised by SALSA.

Agency Agreement

The Clerk advised that he has chased Cornwall Council for the completion of the Agency Agreement which permits the Town Council to cut the grass and carry out various horticultural activities on their land. This should have been completed in March 2022.

Bethel Park – Community Infrastructure Levy (CIL)

The Operations Manager advised that a funding application for CIL monies has been submitted to Cornwall Council for improvements to Bethel Park. The Town Council should know whether or not they have been successful early in the New Year.

Grounds Maintenance

The Town Council has a full complement of grounds maintenance staff and the 9th cut of grass has been completed. The winter schedule of maintenance has commenced which includes park repairs, winter planting, repair of benches and tree and hedge works. The jubilee benches will be installed over the next couple of weeks (delayed due to bad weather) and the Trewiddle roundabout has been adopted by the Town Council and upgraded.

Allotments

Edible St Austell is still facilitating the community garden at Landrew Road, the lease of which to them should be completed shortly. There is a vacant plot and a couple of plots not being tended to at Alexandra Road which the Operations Manager is due to review over the coming months with a view to organising clearance works ready for the Spring.

Footpaths

Due to a full complement of experienced staff, the footpaths currently maintained by the Town Council under an agency agreement with Cornwall Council have been brought in-house to cut and maintain. In previous years they have been contracted out.

Weed Control

The Town Council has contracted with a foam stream contractor to keep the play surfaces and paths clear of weeds at Poltair Park. This method of treatment is not robust enough to treat the weeds on the highways.

Artwork – East Hill

The artwork at East Hill is with the Solicitors to finalise the lease.

CC/22/43) 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 commercially sensitive nature of the business to be transacted.

CC/22/44) Truro Road Park – Safety Surfacing

The Clerk advised that the safety surfacing at Truro Road Park is 13 years old and recommended a strategy for its replacement. The Operations Manager provided technical advice and explained the advantages of appointing the proposed contractor.

It was **RECOMMENDED** to waive contract standing orders and authorise the Operations Manager to appoint TK Play to undertake works to replace and repair safety surfacing at Truro Road Park in accordance with the quotation received.

CC/22/45) Dates of Meetings

It was noted that the next meeting of the Community Committee is scheduled for 27th February 2023.

The meeting closed at 7.19pm.

ST AUSTELL TOWN COUNCIL

COMMUNITY COMMITTEE – 27th FEBRUARY 2023

SMALL GRANTS SCHEME - APPLICATIONS RECEIVED

1. PURPOSE OF REPORT

To consider funding requests received under the Town Council's Small Grants Scheme.

2. LEGAL AND RISK MANAGEMENT ISSUES

The Council has the legal power to grant funding under the General Power of Competence which was formally re-adopted by the Town Council on the 17th May 2021.

3. RESOURCE ISSUES

The Council has earmarked the sum of £8,000 for the small grants scheme in the 2022-23 financial year. To date £4,238 has been awarded leaving a balance of £3,762.

4. EQUALITIES ISSUES

The Small Grants application form asks organisations to demonstrate their commitment to equal opportunities.

5. ENVIRONMENTAL ISSUES

The environmental impact for proposed projects will vary for each grant application received.

6. RECOMMENDATIONS

It is recommended that Members:

- (i) Consider and determine whether they wish to support the grant applications received.

Background

The application forms for the funding requested are reproduced with this report. Supporting information for the grant applications (including financial) can be viewed upon request prior to this meeting.

1. Choose Nature CIC

A request has been received from Choose Nature CIC for funding towards their outdoor kitchen.

2. Friends of CYC (Cornwall Youth Choirs)

A request has been received from Friends of CYC for funding towards the cost of taking 50 singers to participate in the Interkultur Hull International Choir Competition, four of which are from St Austell.

3. Friends of Robert Eliot Court

A request has been received from Friends of Robert Eliot Court for funding towards the cost of installing a defibrillator at Robert Eliot Court.

4. Poltair Residents Association

A request has been received from Poltair Residents Association for funding towards an afternoon social gathering and disco to celebrate the Coronation of King Charles III on Monday 8th May 2023.

5. St Austell Amateur Operatic Society

A request has been received from St Austell Amateur Operatic Society for funding towards the cost of hiring a hall for rehearsals for their April 2023 production of Young Frankenstein.

6. St Austell College

A request has been received from Cornwall College for funding towards a Female Empowerment Festival on Wednesday 8th March 2023.

SARA GWILLIAMS
DEPUTY TOWN CLERK

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St Austell Town Council



Small Grants Scheme

Application Form

PART B

1. Your organisation

Name of Organisation	Choose Nature CIC
Charity/company number (if applicable)	Charity No: / Company No: 13163877
Are there any Members of St Austell Town Council on your Committee? (if so, please list them)	No

What are the aims and objectives of your organisation?

Mission statement: "Choose Nature works to increase the well-being of individuals, communities and the environment by inspiring life-long learning and care. Our calm enriching outdoor spaces are emotionally grounding and cultivate a strong relationship with nature."

We aim to broaden accessibility of outdoor learning opportunities and therapeutic support to vulnerable children and families.

We currently have two regular weekly groups: 'Mamas in Nature' that supports women's mental health to form healthy relationships with their babies and each other through talking circles, walk and talk in the woods, and playing with their babies outside; and weekly additional needs Forest School group called 'Making Tracks' that is for children with additional needs and their families to access inclusive and sensory rich environment to develop confidence and motivation to learn. We also hope to create other regular groups (such as to support the Home Education community, and pre-schoolers and parents); continue to establish our volunteer programme; increase our family events calendar; and provide local education outreach for professional development for staff on outdoor learning, including therapeutic practice and a focus on wellbeing for staff and pupils.

We passionately believe that nature can support building healthy relationships as it provides people with a safe, fun and creative space for everyone to play and learn together. Children as young as 3 weeks old have attended our existing mother and baby group – we believe that early support is most beneficial and have amazing feedback from these sessions.

We are very fortunate to be able to rent an outdoor space and have the use of classrooms, poly tunnels, gardening beds, an orchard and ponds. We are keen to restore these to their former glory, whilst continuing development to ensure the whole site is accessible and inclusive for all. For every participant who uses our services there will be opportunities for them to engage regularly with sessions as well as we continue to build a volunteer programme open for all.

Please demonstrate your organisation's commitment to equal opportunities
(please enclose any relevant policies)

Policy taken from our Handbook (below)...

Further policy information can be received upon request.

Equal opportunities and inclusion

We are committed to giving each child, adult, staff member and volunteer every opportunity to achieve the highest of standards, irrespective of ethnicity, religion, attainment, age, disability, gender or background. We actively seek to remove the barriers to learning and participation that can hinder or exclude individuals or groups. We aim to provide everyone with the opportunity to succeed, and to reach the highest level of personal achievement.

We will:

- *Ensure equality of access for all.*
- *Employ a range of styles, including collaborative learning, so that everyone can value working together.*
- *Seek to involve all parents in supporting their child's learning.*
- *Take account of the performance of all individuals when planning for future learning, tasks and setting challenging targets.*
- *Make best use of all available resources to support the learning and efforts of all individuals.*

Choose Nature is aware of its obligation under the 2005 disability discrimination act and will take reasonable measures to ensure accessibility to its programmes and to any employment possibilities. We will endeavour to provide wheelchair accessible spaces within the outdoors and to move activities to those spaces when necessary to ensure equal access.

Forest School does mean Forest School FOR ALL. We encourage a level of risk-taking, always under close adult supervision, and actively foster friendships and collaboration between all children and adults. Forest School activities are always designed to produce success and enjoyment, even when this appears to be of a transitory nature. The outdoor environment is an environment to which we are all entitled and we strongly believe that the experiences we will have there will linger in the memory for years to come. Children with medical needs or disabilities will be helped so that they can take part fully in each session. Those children with challenging behaviour will be risk assessed and may need one to one supervision, but their entitlement to participate in our sessions remains the same.

Equal Opportunities and Volunteers

Choose Nature believes everyone has the right to volunteer. Volunteering is an activity designed to bring people together and should be 'status neutral' (i.e. your social or employment status should not have a bearing on your ability to volunteer). We will always seek to encourage and recruit volunteers from wide and varied backgrounds and where possible, will make suitable adaptations to our processes and procedures to facilitate this.

We will not tolerate any form of discrimination, bullying or harassment of staff or volunteers on any grounds – including age, sex, race, disability, religion or belief, sexual orientation and pregnancy/maternity.

We recognise that some people may decide to volunteer to support a particular cause or group and respect their right to choose where and how to volunteer, but we also ask our volunteers to respect our commitment to providing services to a broad range of users and our legal and moral obligations not to discriminate in service delivery. Although volunteers are not offered legal protection by the Equalities Act 2010, Choose Nature will try to ensure that our volunteers are treated as if the act did apply

2. Purpose for which the grant is sought

Project title:	Cooking up a storm in the outdoors with Choose Nature CIC
Description of project (please continue on a separate sheet if necessary):	<p>We are excited to propose an area of our site to become an outdoor kitchen with preparation space and hand-built pizza ovens. These will be created using recycled and repurposed materials where possible, and will involve people of all ages and abilities from the local community. Numerous days will be held to construct the pizza ovens with a celebratory event planned to enjoy the space and homemade pizzas!</p> <p>We believe that by developing an outdoor kitchen area we will enhance our site and services through giving opportunities to strengthen the relationships and connections we have with nature and one another. Such as through foraging workshops, food wellness sessions and family events.</p> <p>One of our aims for Choose Nature CIC is to broaden accessibility and inclusivity of outdoor learning opportunities and therapeutic support to vulnerable young people and families. This includes providing healthy meals (plus cooking education) in a time where food prices are increasing and inevitably restricting choices; as well as aiming to alleviate some of the challenges faced by those with additional needs. Consequently, we plan to create an outdoor kitchen space that will meet the varied needs for as many people as possible - for example, one of the pizza ovens will be lower so it can be accessible for wheelchair users.</p>
How would this grant be of benefit to the community in St Austell? (please continue on a separate sheet if necessary):	<p>Through our connections and collaborations with the local NHS Social Prescribing team and other charities (such as Action for Children and Penhaligon's Friends), we're aware of local families that are currently unable to access alternative provisions and exciting outdoor learning opportunities due to financial limitations and accessibility restrictions. Therefore, this grant would enable us to develop and improve our space and services, benefitting current and future participants of all ages and abilities.</p> <p>We aim to deliver healthy eating programmes for young people and families, using foods grown and foraged onsite and in the cooking, such as workshops to create homemade pizzas and breads in the outdoor pizza ovens.</p> <p>We will also provide training opportunities for educators and staff of local schools and organisations in how the outdoors and cooking can be used to support all areas of the curriculum and child's development.</p> <p>Local students from St Austell Cornwall College who are studying construction are already benefitting from this project as they are currently landscaping and paving accessible pathways near the proposed area. Thus practising vital skills in a 'real life' setting that will be invaluable for their future careers. They are keen to also be involved in the preparatory stages of the project, e.g. creating levelled access and the bases for the ovens.</p>
What arrangements do	Policy taken from our Handbook (below)... Further information can be received upon request.

you have in place to ensure safeguarding of children and young people (applicable only if your project involves working with this client group).

Safeguarding

Everyone at Choose Nature has a responsibility in relation to Child Protection.

We are committed to:

- taking all reasonable measures to safeguard and promote the welfare of each child and young person in our care.
- the practice of safe recruitment - checking the suitability of staff and volunteers to work with children and young people.
- protecting each child from any form of abuse, whether from an adult or another child.

Our aims:

- to raise awareness of individual responsibilities in identifying and reporting possible cases of abuse.
- to ensure that safe recruitment procedures are operated.
- to contribute to the operation of appropriate health and safety procedures.
- to have regard to, and be consistent, with relevant statutory and regulatory requirements and guidance.

Child Protection Procedure

DSL – Designated Safeguarding Lead – Ysella Wood

DDSL –Deputy Designated Safeguarding Lead – Claire Whalley

We are responsible for ensuring the safety and welfare of all children in line with the procedures laid out by the Cornwall and Isles of Scilly Safeguarding Children Board and we take account of all guidance issued by the DfE, OfSTED and other significant bodies.

The CIOS SCB is responsible for producing Safeguarding Children Procedures based on national guidelines set out in Working Together to Safeguard Children - Dept of Education & Skills. It monitors the effectiveness of the Procedures systematically and amends them as it becomes necessary.

We will follow the procedures set out on the CIOS SCB website:

www.safechildren-cios.co.uk.

In accordance with the above procedures, we carry out an annual review of our Safeguarding provision.

1. Any child protection concerns arising during a session should be reported to the session leader, volunteer coordinator or class teacher.
2. They should then contact the DSL or DDSL to discuss the concern. Alternatively for school groups, the lead teacher will follow the school's Child Protection policy – follow up should be undertaken to ensure the matter has been dealt with.
3. The DSL/DDSL may report the concern to the appropriate body if appropriate.
4. A written log will be kept of any concerns raised and how these

were dealt with – the session leader or notifying adult may be asked to provide a written account in this regard. This is true even where there is no need to refer the matter immediately.

5. Under these circumstances, we may not be able to keep information relating to the child confidential and can share it with Social Services, Ofsted and/or the police as appropriate.

Reporting concerns

NO perceived risk of harm

Within Cornwall the Early Help Hub is the first point of contact when considering additional support for children and their families where there is NO PERCEIVED RISK OF HARM.

There are situations which may occur in a family's life where 'vulnerable children' may benefit from additional support that cannot be provided solely by universal services. Examples of situations that may require such support include children who:

- Are disabled/have specific additional needs
- Have special educational needs
- Are young carers
- Are showing signs of engaging in anti-social or criminal behaviour
- Are in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health, domestic violence
- Are showing early signs of abuse and/or neglect
- Are showing signs of displaying behaviour or views that are considered to be extreme

In the first instance a discussion should take place with the DSL and a record kept of this discussion. If further advice is needed or the DSL wishes to make a referral they will contact the Early Help Hub.

Contact details:

Telephone: 01872 322277

Email: earlyhelphub@cornwall.gov.uk

Website: www.cornwall.gov.uk/earlyhelphub

Additional guidance can also be accessed by using the CIOS SCB multi agency threshold document. This guidance is available via the following link:

<http://www.safechildren-cios.co.uk/media/18591641/multi-agency-threshold-guidance.pdf>

Perceived risk of harm

In the first instance if a member of staff or volunteer has a concern about a child they should report this immediately to the DSL, however insignificant. If the DSL is not available then speak to one of the DDSLs. If the DSL wishes to make a referral they will contact the MARU.

If the DSL/DDSL are not available:

If there is an immediate concern about a child or their family anyone can phone the MARU for advice and guidance.

Contact details:

MARU: 0300 123116

Out of office hours: 01208 251300

Ensure that you have as much factual information about the child as possible when you phone. You will need to back any phone call up in writing by completing the multi-agency referral form. This is available from the CIOS SCB website:

<https://www.cornwall.gov.uk/media/20401433/cornwall-inter-agency-referral-form.doc>.

You must then send it in by secure email to multiagencyreferralunit@cornwall.gcsx.gov.uk. Notify the DSL of actions taken thereafter.

Informing parents

We will ensure we have spoken to the family about concerns and proposed actions unless to do so would place the child at risk or in exceptional circumstances. Any decision not to inform parents/carers must be justified and the details recorded. If a child makes a disclosure or presents with an injury, it is imperative that advice is sought immediately and prior to the child returning home.

Resolution of Professional Differences

In the event that we disagree with the actions or decisions of another agency we will use the Resolution of Professional Differences policy also referred to as the escalation policy. The policy is available via the following link:

<http://www.safechildren-cios.co.uk/media/18591637/conflict-resolution-policy-resolving-professional-differences-and-flowchart.pdf>

If the child/family are already known to Social Care

Where there are concerns for a child, and we are aware the case is already open to social care, the DSL/DDSL should contact the allocated worker. If they do not know the name of the worker they can contact MARU who will provide contact details of the worker and/or their manager.

Staff member and volunteer accusations

Where allegations are made against the session leader, assistant, volunteer or any other adult helping to deliver a session, the DSL/DDSL must be notified and they will seek advice in ALL circumstances, initially contacting the Local Authority Designated Officer (LADO) for advice.

We will consider the safeguarding arrangements of the child or young person involved to ensure they are not in contact with the accused member of staff or volunteer, and contact the parents or carers of the child/young person if advised to do so by the LADO. We will consider the rights of the staff member or volunteer for a fair and equal process of investigation, ensure that the appropriate disciplinary procedure is followed, including considering whether suspending a member of staff from work or requesting the volunteer to take a break from volunteering with us, until the outcome of any investigation is deemed necessary, and advise the Disclosure and Barring Service (DBS) and any other appropriate regulatory or professional body where a member of staff or volunteer is disciplined or dismissed as a result of the allegations .

All accusations will be taken seriously and fully investigated. A written record of such investigations will be maintained.

Contact details

LADO: 01872 326536

If a referral needs to be made then this must go through MARU who will pass it on to the LADO team. The referral form can be found at: <https://www.cornwall.gov.uk/media/22109961/lado-allegations-referral-form-template.doc>

Low Level Concern Policy 2021

It may be possible that a member of staff or volunteer acts in a way that does not cause risk to children, but is however inappropriate. A member of staff or volunteer who has a concern about another member of staff or volunteer should inform the DSL or DDSL about their concern.

The following is taken from **Keeping Children Safe in Education September 2021**:

407. *As part of their whole school approach to safeguarding, schools and colleges should ensure that they promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school or college (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately.*

408. *Creating a culture in which all concerns about adults (including allegations that do not meet the harms threshold (see Part Four - Section one)) are shared responsibly and with the right person, recorded and dealt with appropriately, is critical. If implemented correctly, this should encourage an open and transparent culture; enable schools and colleges to identify concerning, problematic or inappropriate behaviour early; minimise the risk of abuse; and ensure that adults working in or on behalf of the school or college are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the institution.*

What is a low level concern?

409. *The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold set out at paragraph 338. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:*

- *is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and*
- *does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.*

410. *Examples of such behaviour could include, but are not limited to:*

- *being over friendly with children;*
- *having favourites;*
- *taking photographs of children on their mobile phone;*

- *engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,*
- *using inappropriate sexualised, intimidating or offensive language.*

411. *Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.*

412. *It is crucial that any such concerns, including those which do not meet the harm threshold (see Part Four - Section one), are shared responsibly and with the right person, and recorded and dealt with appropriately. Ensuring they are dealt with effectively should also protect those working in or on behalf of schools and colleges from potential false allegations or misunderstandings.*

To be reported to SGL by email and initial 'Low level concern' form.

Staff and Volunteer Safeguarding Training

Our DSL and DDSs will undertake multi-agency safeguarding training at least every two years.

All session leaders will be required to undergo Safeguarding and Child Protection training to at least level 2 to ensure that staff are trained to recognise signs and symptoms of abuse.

Safeguarding training will be provided to all leaders and assistants at meetings conducted at least annually. This will include ensuring everyone is aware of the Child Protection Procedure.

Volunteers are expected to have a sound understanding of Safeguarding and to feel comfortable with our policies and procedures. Volunteers will be treated the same as staff members and beneficiaries in this regard. Any concerns can be discussed with the volunteer coordinator. Volunteers are invited to the safeguarding training provided at least annually, but this is not mandatory.

Disclosures

In addition, adults working within our sessions need to appreciate that when children feel comfortable and content, when their instinct to trust and risk take is encouraged, they may be moved to disclose information which they might have otherwise kept to themselves. Any volunteer, or member of staff, who finds that a child is telling them something that concerns them should follow the course of action set out below in simple steps:

1. **Listen** to the pupil but ask NO leading questions. Allow the child to lead the discussion and do not press for details.
2. **Keep calm and offer reassurance.** Accept what the child says without challenge.
3. **Make NO promises.** You cannot 'keep a secret'. You should make it understood that there are limits to confidentiality at the start of the disclosure.

	<p>4. Inform Claire, Ysella or relevant body.</p> <p>5. Keep an accurate, written record of the conversation, including the date, the time, the place the conversation occurred in and the details of what was said and done by whom and in whose presence. Keep the record secure and hand it to Claire or Ysella who will alert the correct authority.</p>
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3. Finance

What is the total cost of the project?	Approx. £1750 (subject to change due to material inflation costs etc)
Amount of grant applied for (Up to £250) *	£250
Have you previously received a grant from St Austell Town Council?	No
If "Yes" please indicate: a) When b) Amount received c) For what purpose	

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

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

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

4. Further information enclosed

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

5. Publicity

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

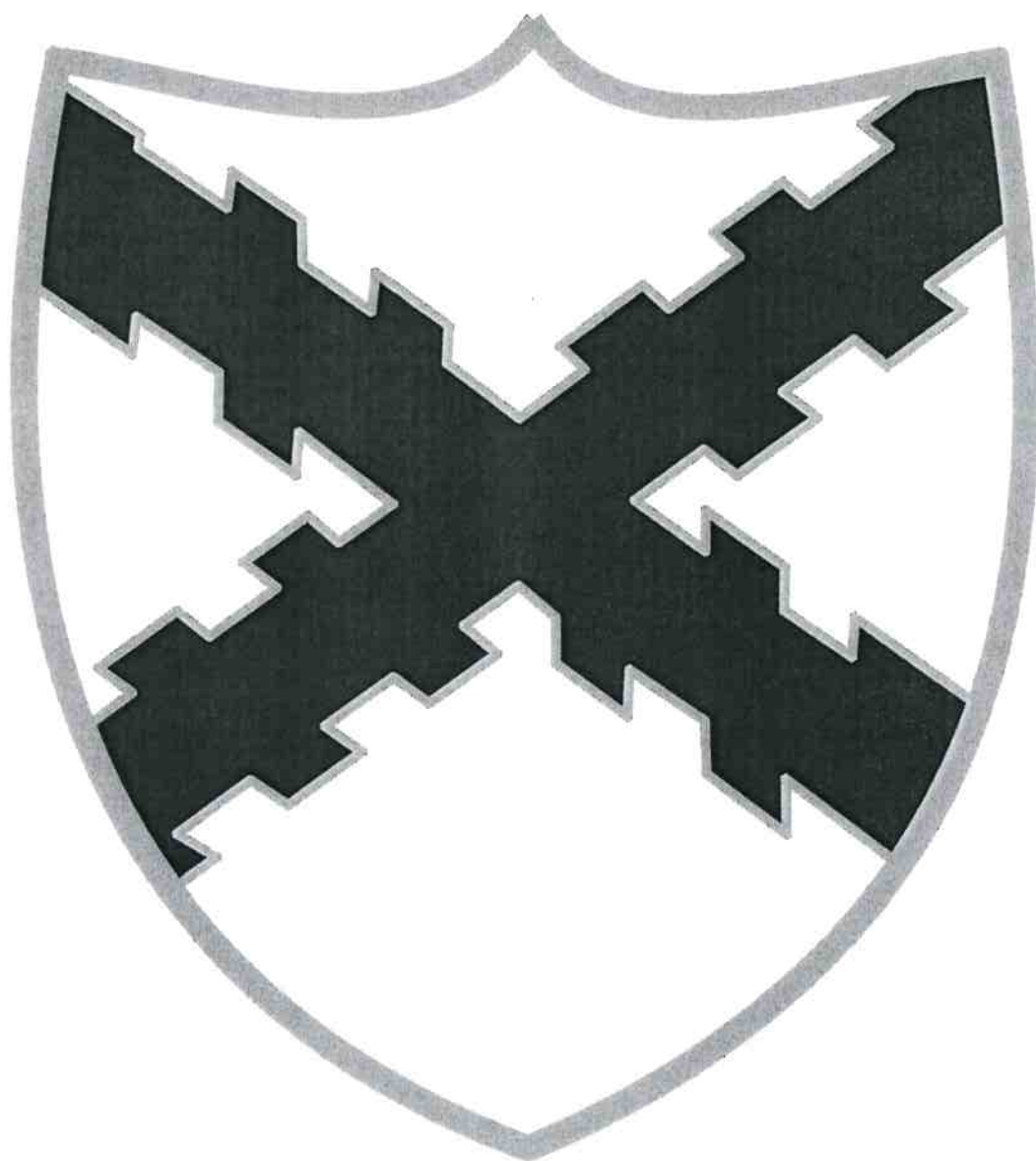
The grant will be publicly acknowledged and thanked via our social media pages (i.e. Facebook and Instagram), our mailing lists, and through verbal communications with participants of our groups and events.
We hope when the project is complete and a celebratory event is held, then local press can be invited.

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

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St Austell Town Council



Small Grants Scheme

Application Form

PART B

1. Your organisation

Name of Organisation	Friends of CYC (Cornwall Youth Choirs)
Charity/company number (if applicable)	Charity No: Application in progress Company No:
Are there any Members of St Austell Town Council on your Committee? (if so, please list them)	No

<p>What are the aims and objectives of your organisation?</p>	<p>Friends of Cornwall Youth Choirs (FoCYC), works for the benefit of Cornwall Youth Choirs and to support its members.</p> <p>It develops a sense of community by enabling young people of all ages and their families to participate in rehearsals, events and volunteering opportunities. This provides a pathway for all the young people in Cornwall to participate in the various choirs, which builds their confidence and ability and provides opportunities to raise aspirations.</p> <p>FoCYC recognises the importance of singing, group learning and strong leadership on young people's mental health and well-being. It is committed to putting young people at the forefront of its decisions and will always ensure that its programmes meet one or more of the following needs for their benefit:</p> <ol style="list-style-type: none"> 1. Fundraising 2. Supporting CYC projects financially and in person 3. Organising events and rehearsals which further music education and growth through music. 4. Promoting CYC membership.
<p>Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)</p>	<p>See attached policy</p>

2. Purpose for which the grant is sought

<p>Project title:</p>	<p>Interkultur Hull International Choir Competition</p>
<p>Description of project (please continue on a separate sheet if necessary):</p>	<p>For the first time in its history, Interkultur are holding an international competition in the UK. Cornwall Youth Choirs are taking 50 singers from their senior choir to participate in the competition in Hull in April 2023. Cornwall Youth Choirs receive funding from the Astone Perform CIC music hub but due to budget constraints they are unable to fund this project. The costs of the trip are being met entirely through parental support and fundraising.</p>

	<p>Our singers are performing at a very high level and were invited to sing at the Music for Youth Proms in the Royal Albert Hall in November 2021. They were the only choir selected to perform for the BBC Radio Cornwall Christmas Concert in 2022 which was broadcast multiple times over the festive period. They are now ready for their next big challenge on an international platform.</p> <p>The approximate cost for each singer is £400 and in order to keep costs as low as possible for parents, Friends of CYC and the singers themselves are fundraising individually and as a group to enable them to participate. Over £8,000 has been raised to date through sponsored events, raffles, participation at concerts, busking and selling donated items and greetings cards designed especially for our cause.</p>
<p>How would this grant be of benefit to the community in St Austell? (please continue on a separate sheet if necessary):</p>	<p>There are 4 members of the choir heading to Hull in April who live in St Austell and they will gain a huge amount of personal, musical and educational growth from their experience.</p> <p>These young singers are also active in more locally based musical activities alongside their membership of Cornwall Youth Choir. Their experiences of competing at such a high level will give them new knowledge, enthusiasm and confidence and will enhance the future musical projects they are involved with in 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>See attached policy.</p>

3. Finance

What is the total cost of the project?	In excess of £20,000
Amount of grant applied for (Up to £250) *	£250
Have you previously received a grant from St Austell Town Council?	Yes/No

<p>If “Yes” please indicate:</p> <p>a) When b) Amount received c) For what purpose</p>	
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* 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)	None available as newly formed.

5. Publicity

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

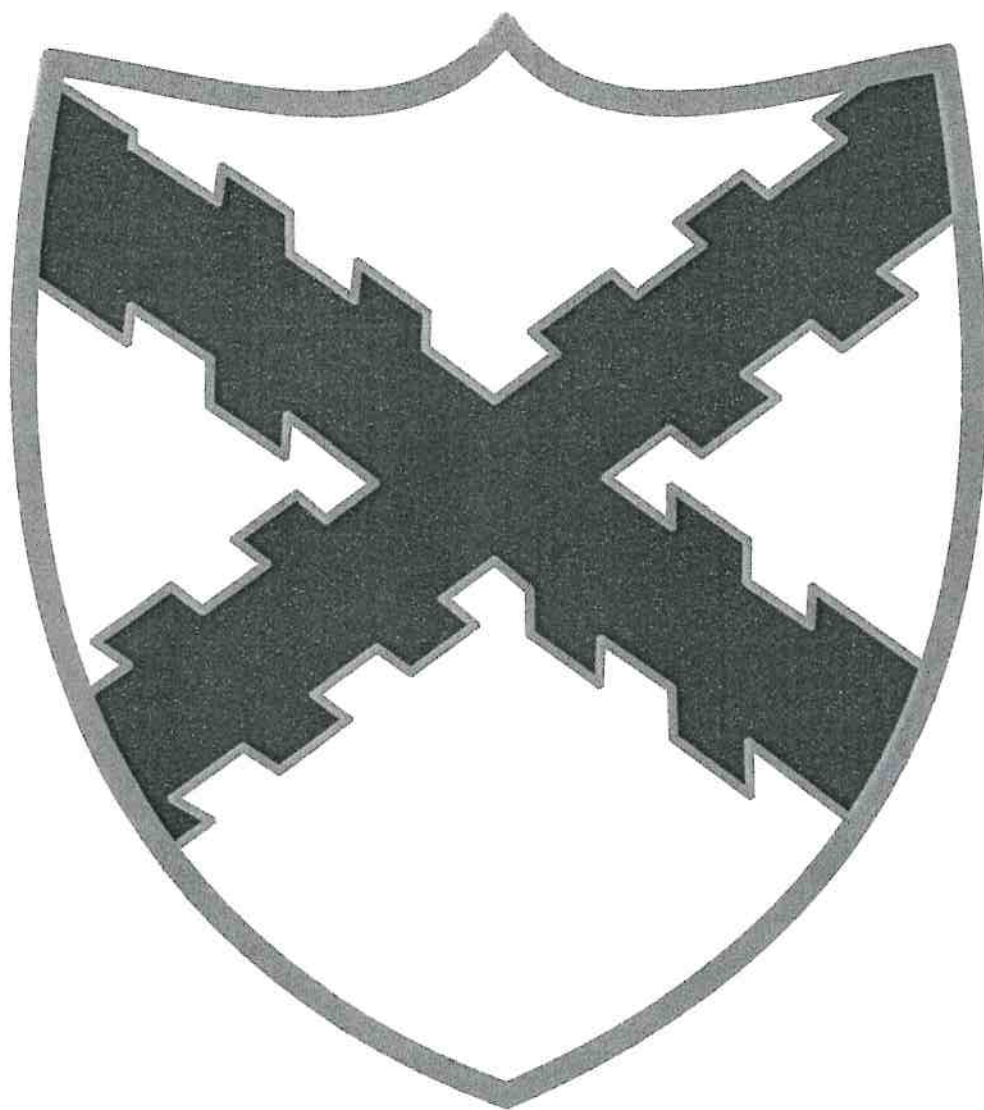
A successful grant application will be celebrated with choir members, parents, leaders and shared on social media if appropriate. We aim to produce a souvenir programme/brochure after the event in which we will acknowledge and publicly thank all our funders. If requested, members of the choir would be happy to give feedback about the trip to St Austell Town Council and the depending on their commitments, the choir are available to sing at large scale public events on request.

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

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St Austell Town Council



Small Grants Scheme

Application Form

PART B

1. Your organisation

Name of Organisation	Friends of Robert Eliot Court
Charity/company number (if applicable)	Charity No: N/A Company No: N/A
Are there any Members of St Austell Town Council on your Committee? (if so, please list them)	No
What are the aims and objectives of your organisation?	Friends of Robert Eliot Court is a small group of elderly residents who have got together to improve the environment that they live in. They do not have a constitution or accounting statements but do have a bank account into which is lodged any money raised through fundraising events. Please see copy of bank statement sent with this application.

<p>Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)</p>	<p>As an estate we do not have any EO policy. However, the defibrillator will be available for use by anybody who needs it, not just on our estate, but in the general locality, in an emergency.</p>
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2. Purpose for which the grant is sought

Project title:	
Description of project (please continue on a separate sheet if necessary):	Defibrillator to be placed in over 55s development (average age of residents is 75) Robert Eliot Court Trevarrick Road St Austell PL255JZ
How would this grant be of benefit to the community in St Austell? (please continue on a separate sheet if necessary):	Potential to save lives. Also, anxiety levels are high in the elderly living here due to long waiting times for ambulances. Having a defibrillator on site would go a long way to relieving that anxiety.
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).	N/A

3. Finance

What is the total cost of the project?	£1000 plus annual maintenance costs
Amount of grant applied for (Up to £250) *	£250 (more to bring us to nearer to the amount needed, if possible)
Have you previously received a grant from St Austell Town Council?	No
If "Yes" please indicate:	N/A

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* 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)
N/A			

4. Further information enclosed

Information	Enclosed (please tick)
A copy of your organisation's most recent bank statement(s) (mandatory)	<input checked="" type="checkbox"/>
A copy of your constitution (or similar document showing the organisation's status)	N/A
A copy of your organisation's latest set of accounting statements (if any exist)	N/A

5. Publicity

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

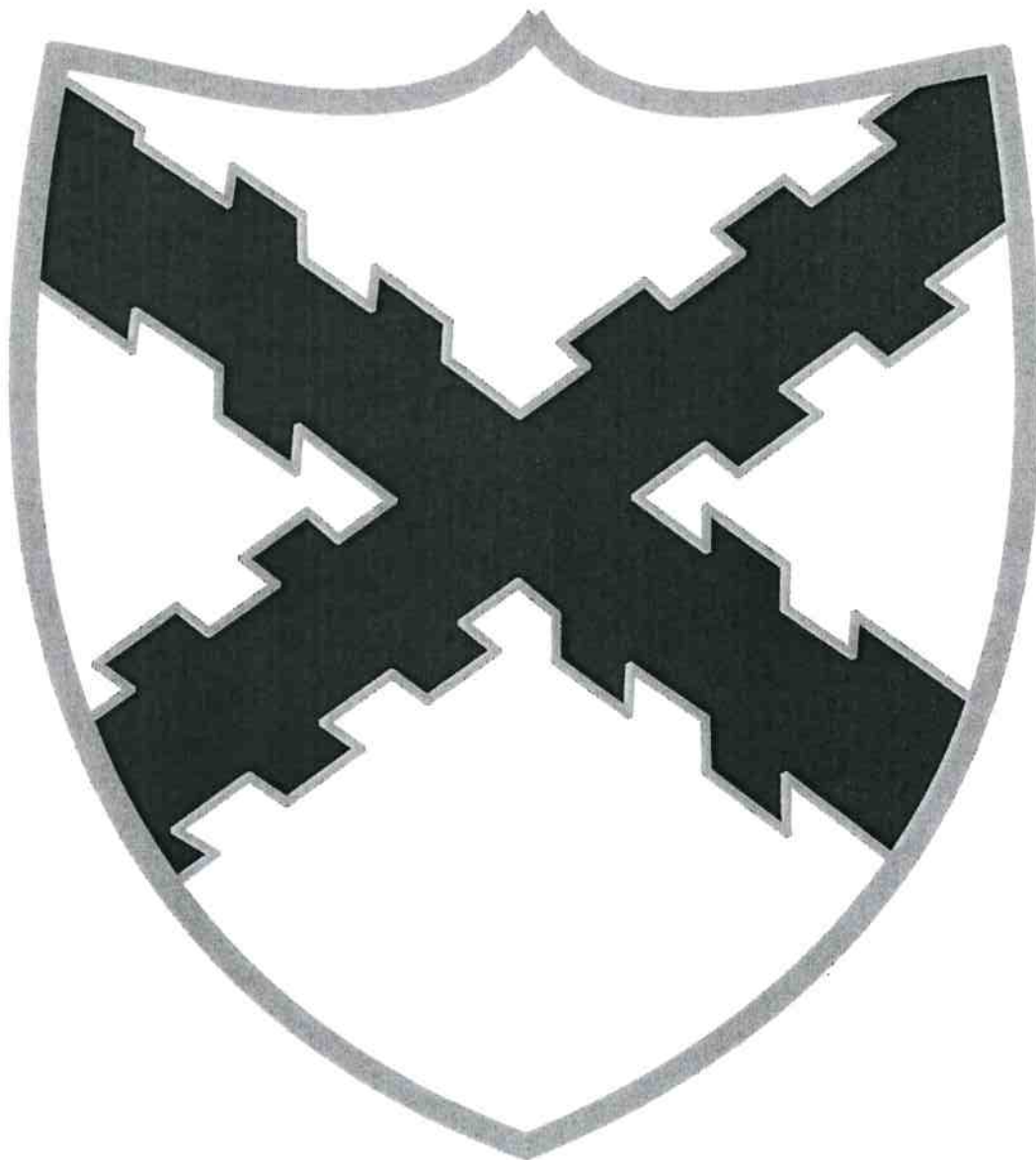
Word of mouth and a notice put beside the defibrillator to acknowledge the help given by the town council. I would also be happy to give a statement for any publicity you may need one for.

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

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St Austell Town Council



Small Grants Scheme

Application Form

PART B

1. Your organisation

Name of Organisation	Poltair Residents Association
Charity/company number (if applicable)	Charity No: Company No:
Are there any Members of St Austell Town Council on your Committee? (if so, please list them)	Yes Cllr Andrea Lanxon
What are the aims and objectives of your organisation?	Building a cohesive sense of community, encouraging activities and well being, with events that are inclusive to all ages and abilities, in the local area
Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)	Our organisation welcomes participation, ideas and offers support to enhancing the lives and environment in which we live

2. Purpose for which the grant is sought

Project title:	King's Coronation Family Event – Monday 8 th May 2023
Description of project (please continue on a separate sheet if necessary):	A get together of local families to celebrate the Coronation of King Charles III. An afternoon free event with a disco.
How would this grant be of benefit to the community in St Austell? (please continue on a separate sheet if necessary):	This Community event will bring people together, in a friendly setting to commemorate this historic occasion.
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).	Constitution

3. Finance

What is the total cost of the project?	£ 200
Amount of grant applied for (Up to £250) *	£ 150 Any grant awarded would be used towards the cost of providing a disco, table snacks and printed posters/advertising. £150 – Pick and Mix Disco £ 50 - Posters/table snacks Total: £200
Have you previously received a grant from St Austell Town Council?	Yes
If “Yes” please indicate:	June 2022 - £200

a) When b) Amount received c) For what purpose	To celebrate the Platinum Jubilee November 2022 - £330 Children's Christmas Party
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* 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)	V
A copy of your constitution (or similar document showing the organisation's status)	V
A copy of your organisation's latest set of accounting statements (if any exist)	V

5. Publicity

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

The local newspaper Posters Facebook
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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

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St Austell Town Council



Small Grants Scheme

Application Form

PART B

1. Your organisation

Name of Organisation	St Austell AOS
Charity/company number (if applicable)	Charity No: 256573 Company No:
Are there any Members of St Austell Town Council on your Committee? (if so, please list them)	No
What are the aims and objectives of your organisation?	To provide live musical theatre.
Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)	Policy attached.

2. Purpose for which the grant is sought

Project title:	Young Frankenstein – 3 rd to 8 th April 2023
Description of project (please continue on a separate sheet if necessary):	Musical Theatre production
How would this grant be of benefit to the community in St Austell? (please continue on a separate sheet if necessary):	Providing low cost access to musical theatre for audiences and participants.
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).	See attached policy

3. Finance

What is the total cost of the project?	£30,000
Amount of grant applied for (Up to £250) *	£750 (Funding towards hall hire costs for rehearsals)
Have you previously received a grant from St Austell Town Council?	<u>Yes</u>/No
If “Yes” please indicate: a) When b) Amount received c) For what purpose	£750 2020 Shrek

* 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)
SPAR	£250	Yes	Awaited
Cornwall Councillor Community Chest	In process of applying		

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.

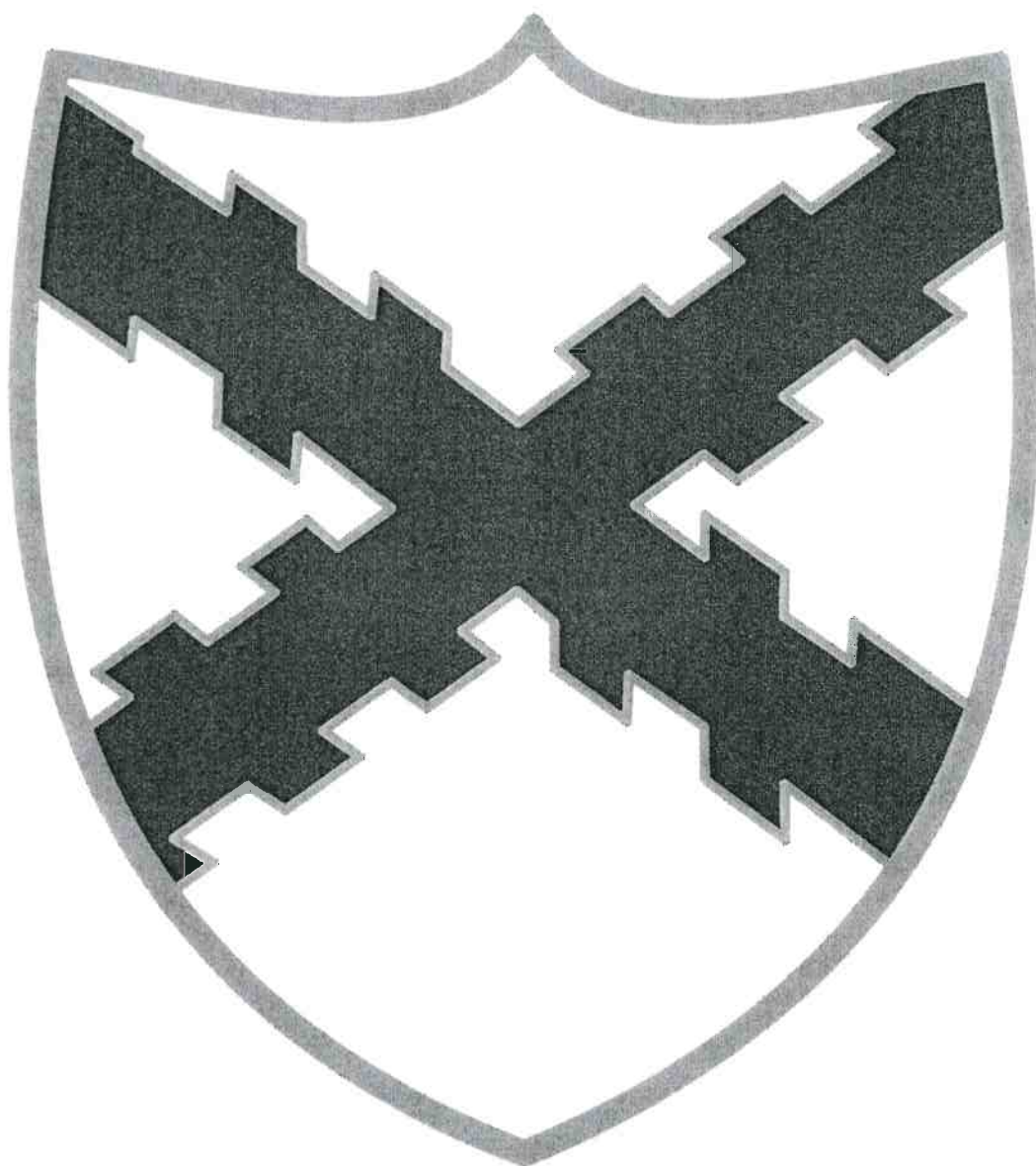
Social Media and Programme acknowledgement.

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

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St Austell Town Council



Small Grants Scheme

Application Form

PART B

1. Your organisation

Name of Organisation	Cornwall College of Further Education
Charity/company number (if applicable)	Charity No: N/A Charity by Government Statute Company No:
Are there any Members of St Austell Town Council on your Committee? (if so, please list them)	No – Julie Fox is a member of staff but is not involved in the project.
What are the aims and objectives of your organisation?	Please see document below
Please demonstrate your organisation's commitment to equal opportunities (please enclose any relevant policies)	Please see attached policies.

2. Purpose for which the grant is sought

Project title:	Female empowerment
Description of project (please continue on a separate sheet if necessary):	<p>We would like to create an annual festival that celebrates and raises awareness of women in our local community.</p> <p>This will be an all-day event located at St Austell College using the Keay Theatre as a base. The event will be held on Wednesday 8th March 2023 to coincide with international women's day.</p> <p>The event will have 3 elements:</p> <ol style="list-style-type: none"> 1. A range of Ted talk style guest speakers 2. Performances and displays of work by women in our local community. 3. 'An Evening with' a gala style evening event which will include awards presented by and for our students.
How would this grant be of benefit to the community in St Austell? (please continue on a separate sheet if necessary):	The event will raise the profile of women in the local community, create opportunities for the younger generation to be inspired by and to seek support advice and guidance. A chance for networking and raising the profile of local businesses and projects. A way to bring local people together to raise money for local women's charities and projects.
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).	A full risk assessment will be in place, the staff from the college who will be organising the event are all at least tier 3 safeguarding trained and all have DBS in place. Any young person under the age of 18 will have consent from an adult and will be under supervision of a suitable adult throughout.

3. Finance

What is the total cost of the project?	£500
Amount of grant applied for (Up to £250) *	£250
Have you previously received a grant from St Austell Town Council?	Yes/No
If "Yes" please indicate: a) When b) Amount received c) For what purpose	

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

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

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

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.

The Cornwall College has its own marketing team who will market the event pre and post. Including through local media outlets, online and through our social media channels. We will also promote within our feeder schools

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