St Austell Town Council

To: All Members of St Austell Town Council

Dear Councillor

You are summoned to attend the **Extraordinary Meeting** of **St Austell Town Council** to be held in **Chi Austel, White River Place, St Austell, Cornwall, PL25 5AZ** on **Monday 13th April 2026** at **6pm.**

David Pooley
Town Clerk

7th April 2026

Tel 01726 829859
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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).

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

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

4. Minutes of meeting held on 16th March 2026 **Pages 1 to 6**

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

5. Matters to Note

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. Budget Monitoring Report **Pages 7 to 12**

(Purpose: To review the Town Council's budget monitoring report for the period 1st April 2025 to the 31st March 2026). (Report attached).

8. Asset Register

(Purpose: To review and approve the Town Council's Asset Register as at 31st March 2026).

9. Safeguarding Policy **Pages 13 to 18**

(Purpose: To review and approve a Safeguarding Policy). (Attached).

10. Complaints Procedure **Pages 19 to 24**

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

11. Model Publication Scheme **Pages 25 to 28**

(Purpose: To review and approve a Model Publication Scheme). (Attached).

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12. Staff Appraisal Policy **Pages 29 to 32**

(Purpose: To review and approve a Staff Appraisal Policy). (Attached).

13. Absence Management Policy

(Purpose: To review and approve an Absence Management Policy). (To follow).

14. Code of Conduct **Pages 33 to 42**

(Purpose: To note the Code of Conduct). (Attached).

15. Community Committee **Pages 43 to 46**

(Purpose: To note the minutes of the Community Committee held on 23rd March 2026). (Attached).

16. Planning and Regeneration Committee

(Purpose: To note the minutes of the Planning and Regeneration Committee held on 7th April 2026). (To follow).

17. Staffing Committee **Pages 47 to 52**

(Purpose: To note the minutes of the Staffing Committee held on 30th March 2026 and approve the **RECOMMENDATIONS** contained therein). (Attached).

18. Dates of Next Meetings

(Purpose: To note the date of next meetings – Annual Parish Meeting – 27th April 2026. Annual Town Council Meeting – 11th May 2026).

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