



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

27 May 2021

Dear Councillor

I write to summon you to the meeting of **Saltash Town Council** to be held at the Guildhall on **Thursday 3rd June 2021 at 7.00 pm**.

The meeting is open to members of the public and press, however, **please note** due to Covid-19 safe working practices the number of attendees has been reduced significantly, limiting the Guildhall (long room) Covid-19 capacity number of people to 27.

We ask that members of the public and press attending Council meetings **arrive no earlier than 15 minutes prior to the start of the meeting** and consider their own unique circumstances before attending.

Please review and adhere to the [Guildhall Risk Assessment together with the Councils Protocol](#) and note that it is not likely to cover all scenarios.

Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email enquiries@saltash.gov.uk

Yours sincerely,

PP R Lane
Town Clerk
To:

Essa	Tamar	Trematon
R Bickford R Bullock G Challen M Fox A Pinckney Vacancy	L Challen S Gillies S Martin J Peggs P Samuels (Chairman) Vacancy	S Miller B Samuels G Taylor D Yates

Agenda

1. Health and safety announcements
2. Prayers.
3. Apologies.
4. Declarations of Interest
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
5. Chairman's Report (Page 8)
6. Monthly Crime Figures (Pages 9 - 10)
7. Report by Community Enterprises PL12 (Page 11)
8. CNP report for noting or matters arising
9. CNP Action Points for Reports
10. To receive a report on behalf of Safer Saltash
11. To receive a report from Cornwall Councillors (Page 12)
12. To present a certificate of appreciation to a member of the public.
13. To consider Risk Management reports as may be received
14. Questions - A 15-minute period when members of the public may ask questions of Members of the Council

Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.
15. To receive and approve the Minutes of the Annual Town Council Meeting held on 20th May 2021 as a true and correct record (Pages 13 - 27)

16. Finance:
 - a. To advise the following receipts in: (Pages 28 - 29)
 - i. March 2021
 - ii. April 2021.
 - b. To advise the following payments in: (Pages 30 - 33)
 - ii. March 2021
 - iii. April 2021.
 - c. Urgent and essential works actioned by the Clerk under Financial Regulations.
 - d. To note that bank reconciliations up to 28th February 2021 and 31st March 2021 were reviewed as correct by the Chairman of Policy & Finance Committee and the Town Clerk.
 - e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
17. To receive the Internal Auditors Year End Report 31st March 2021. (Pages 34 - 39)
18. Annual Governance and Accountability Return Statements 2020/21:
 - a. To approve and sign section 1 Annual Governance Statement 2020/21.
19. Annual Governance and Accountability Return Statements 2020/21:
 - a. To approve and sign section 2 Annual Governance Statement 2020/21.
20. To ratify the COVID-19 Delegated Decision Register: (Pages 40 - 41)

Ref Nr.	Details	Decision Agreed	Committees	Sub Committee
STC95	To approve Finance Officer 's Recommended Library PWLB Loan Repayment Method - EIP	APPROVED	FULL COUNCIL	LIBRARY
STC100	To approve the appointment of Sovereign Fire and Security - Intruder and Fire Alarm, Monitoring Centre Works at Station Building	APPROVED	FULL COUNCIL	N/A

21. Correspondence:
 - a. To receive a letter of appreciation from a resident of Saltash - 2021 Elections. (Pages 42 - 43)
 - b. To consider a request from a resident of Saltash to install CCTV in Fore Street. (Page 44)
 - c. To consider a request from a resident of Saltash to register the land known as Trematon Pound as a Heritage site with Heritage England (Pages 45 - 46)
 - d. To receive notice of cancellation of the Civic Event to commemorate the 1941 Blitz - Saltash 1941 Blitz Committee. (Page 47)
 - e. To consider a letter from a resident referring to Saltash Boat Park and Slip and Saltash Station Building. (Pages 48 - 50)
 - f. 20's Plenty for Cornwall - Global Road Safety Week. (Pages 51 - 52)
 - g. The Big Lunch 2021 - UK's annual celebration to give thanks and get to know our neighbours and communities.
 - h. Cornwall Council - Renewal of 2-VRM Parking Permits for Alexandra Square car park (Pages 53 - 67)
22. To note and receive the minutes of the following Committees and consider any recommendations:
 - a. Personnel held on 25th May 2021 (Pages 68 - 73)
 - b. Planning and Licensing held on 26th May 2021 (Pages 74 - 81)
23. To readopt the following Town Council policies/protocols:
 - a. Standing Orders
 - b. Civic Awards
 - c. Model Publication Scheme
 - d. Remote Meetings Protocol and Procedures
 - e. Remote Meetings Procedure and Roles
 - f. Annual Business Continuity Plan.
 - g. Annual Statement of Internal Control
 - h. Annual Internal Audit Business Risk Assessment
 - i. Annual Treasury Management Strategy

- j. Annual Reserves Policy
 - k. Anti Bribery Policy Statement and Anti Fraud and Anti Corruption Strategy
 - l. Finance Schedule and Precept Plan
 - m. Financial Regulations
 - n. Risk Management Plan Statement
 - o. Risk Management Strategy
 - p. Receiving Public Questions at Meetings
 - q. Scheme of Delegation
 - r. Local Government Pension Scheme
24. To receive, approve and sign the Health and Safety Policy Statement (Page 82)
25. To consider COVID-19 Government updates.
26. To receive a report from the Climate Change and Environment Working Party
(Pursuant to FTC held on 4.03.21 minute nr 348/20/21)
27. Planning:
- a. Applications for consideration:
 - PA21/01600**
 Mr Robert Carter, Carter Properties – **Land Adjacent To Unit 1F Long Acre Saltash PL12 6LZ**
 Development of two industrial units including parking facilities and loading bay areas.
Ward: Tamar
 Date received: 11/05/21
 Response date: 01/06/21
<https://planning.cornwall.gov.uk/onlineapplications/applicationDetails.do?activeTab=summary&keyVal=QOM64XFG1W400>
 - PA21/03568**
 Mr V Welch Welkin Development SW Ltd - **127 Old Ferry Road Saltash PL12 6BL**
 Outline application for the construction of up to six dwellings and associated works with all matters reserved except access.
 Demolition of the building under Part 11 of the Town and Country Planning (General Permitted Development) (England) Order 2015.
Ward: Tamar
<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QQW0CHF GMP700>

- b. Tree applications/notifications: None.
28. Consideration of License Applications: None.
29. To consider reinstating Meet your Councillor sessions.
30. Public Bodies (Admission to Meetings) Act 1960
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.
31. To consider any items referred from the main part of the agenda.
32. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.
33. To consider urgent non-financial items at the discretion of the Chairman.
34. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
35. Date of next meeting: Extraordinary Full Council Meeting - Thursday 10th June at 6:30 p.m.
36. Common Seal:
To Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Since the last meeting, the Mayor has attended the following:

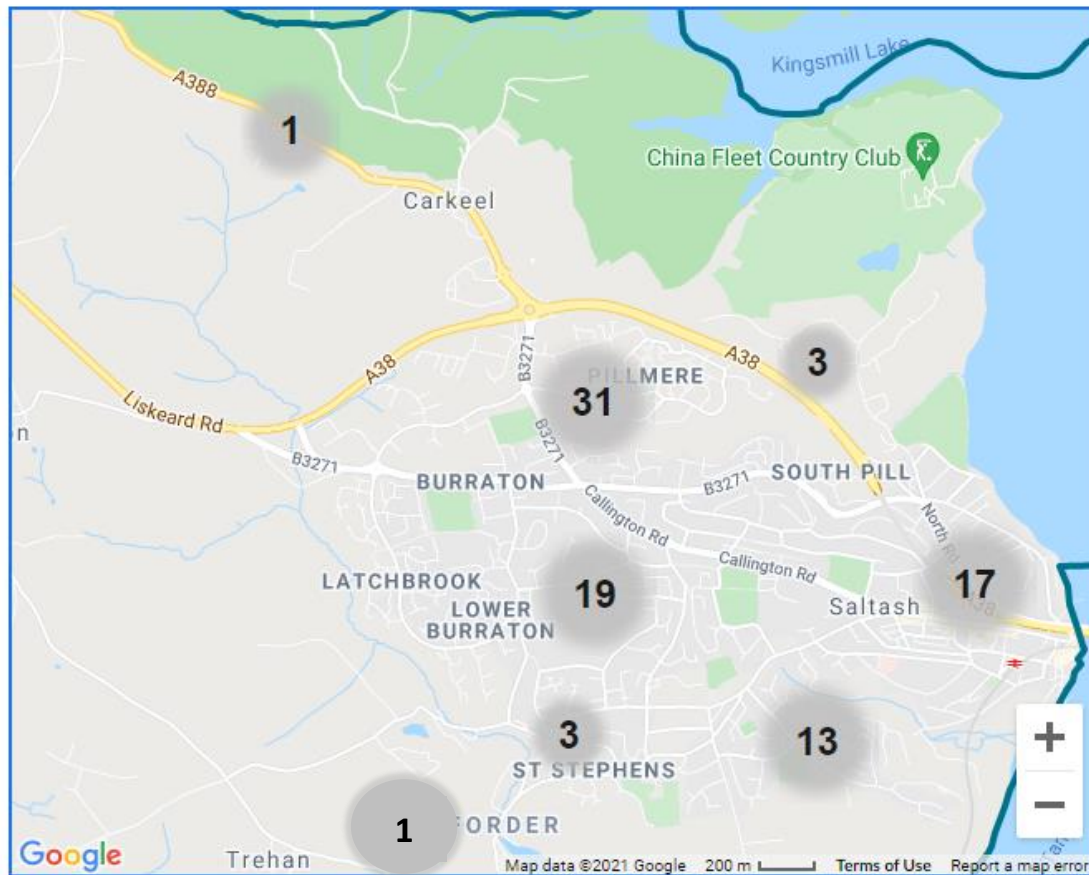
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|------------------------|--|
| 17 th April | Visit to Malvern House Nursing Home on the occasion of the Funeral of HRH The Prince Philip. |
| 22 nd April | St Stephens Church – Service of Remembrance for the six AFS Firemen from Saltash, who lost their lives on the 22 nd April 1941 during the Plymouth Blitz. |
| 1 st May | Visit to present Citizen of the Year Cup and Certificate. |
| 1 st May | Visit to Livewire to present Young Citizen of the Year. |
| 1 st May | Visit to Burraton Community Centre to present Best Performance of the Year Award to RWindband. |
| 13 th May | 101 st Birthday Celebration (accompanied by the Mayoress). |
| 13 th May | Visit to St Stephens Primary School to present Environmental Citizen of the Year. |
| 13 th May | Virtual Attendance at Portreeve Choosing Ceremony, Callington. |
| 15 th May | Wreath Laying for Royal British Legion's 100 th Anniversary at St. Nicholas and Faiths War Memorial (accompanied by the Mayoress). |
| 28 th May | A visit to the China Fleet vaccination centre to thank staff and volunteers for their services to the residents of Saltash and surrounding areas, this being the final day for this venue. |

Please note: all visits attended adhered to our Covid Risk Assessment and were socially distanced, where applicable.

Monthly Crime Figures

April 2021

All Crimes (88)	^
All Crimes (88)	▲
Anti-social behaviour (44)	
Burglary (2)	
Criminal damage and arson (11)	
Drugs (3)	
Other theft (2)	
Public order (3)	
Shoplifting (1)	
Vehicle crime (1)	
Violence and sexual offences (19)	
Other crime (2)	▼



Chair's Report to Saltash Town Council for Community Enterprises PL12

May 2021

The LiveWest housing association have awarded us £842 grant funding for essential items to keep the Community fridge operational.

We were unsuccessful with our bid to SWW Neighbourhood Fund, other applications are still in the pipeline. These will be needed to carry out refurbishment work & pay for operational costs for no 24.

Funding has now ended for the Community Transport enterprise, this was used for various things including promoting the buses, upgrading signage on the Hopper, hiring a co-ordinator on a 6 month contract, and publicity.

Slow steady progress is being made with the Town Team on phase 1 of Fore St regeneration. I am currently liaising with Head of Services for STC re planter tops being replaced with recycled plastic.

We are seeking a volunteer Gleaning co-ordinator for SE Cornwall, to join a network within Gleaning Cornwall.

Lease negotiations for no 24 Fore St (ex-Barclays building) are in the final stages, and we hope to take possession in June with a view to opening a new, larger Community Hub in July. This will be a multi-use community space and we are all very eager to see the project come to fruition. Donations of furniture & equipment for the new Hub at no 24 continue to come in, including an under-counter fridge, upright fridge/freezer and an electric cooker. Once the lease has been secured, we will be releasing a "Wish List" for items needed; please watch this space!

The Hub & shop has re-opened, several new volunteers have had their inductions and are being trained in readiness for our move to no 24.

The Plant Sale & Swap was a success, with lots of community participation and we made £101 towards Community Fridge overheads. We were donated so many plants that we are going to hold a second plant sale this Saturday, 29th May.

Quotes are being sought for new Membership cards, it is likely they will be made from 100% biodegradable plastic. The SaltashCard scheme will be transferred to Chamber of Commerce control from 1st June 2021.

Good progress has been made on the new website, we have tweaked the logos slightly & will have new logos for each enterprise. We hope the new website will go live June/ July. A local award-winning photographer is taking a portfolio of photos for website & publicity purposes.

GA have now been instructed to act for us in our planned conversion to CIO.

Jo Baskott, Chair, Community Enterprises PL12.

Cornwall Council Report

3rd June 2020

The new full Cornwall Council met for the first time on Tuesday 25th May when councillors voted in a new Chairman as Cllr. Pauline Giles from St Blazey. Her opening speech can be viewed here

<https://www.facebook.com/watch/?v=500775314705742>

Vice-Chair is Cllr Jordan Rowse from .St Austell Bethel & Holmbush.

The new leader of the Council is Cllr Linda Taylor from St Ives East, Lelant & Carbis Bay.

All councillors are engaging in an extensive online training induction with a particular focus on compulsory 4 planning session over the coming weeks.

Cllr. Martin Worth

Saltash, Trematon & Landrake Ward

Cornwall Council

SALTASH TOWN COUNCIL

Minutes of the Meeting of The Annual Meeting of Saltash Town Council held at the Guildhall on Thursday 20th May 2021 at 7.00 pm

PRESENT: Councillors: R Bickford (Vice-Chairman), R Bullock, G Challen, L Challen, M Fox, S Gillies, S Martin, S Miller, J Peggs, A Pinckney, B Samuels, P Samuels (Chairman), G Taylor and D Yates.

ALSO PRESENT: 2 Members of the Public, Chairman of Cornwall Council H Frank (Cornwall Councillor), S Lennox-Boyd (Cornwall Council), M Worth (Cornwall Council) and Press, S Burrows (Assistant Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: None.

28/21/22 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman informed those present of the actions required in the event of a fire or emergency.

Cllr G Challen informed the Chairman she would be recording the meeting.

29/21/22 TO ELECT A CHAIRMAN.

It was proposed by Councillor Peggs, seconded by Councillor Martin and following a recorded vote;

Bickford	For
Bullock	For
Challen G	Against
Challen L	Against
Fox	Abstain
Gillies	For
Martin	For
Miller	For
Peggs	For
Pinckney	Against
Samuels B	For
Samuels P	For
Taylor	Abstain
Yates	For

it was **RESOLVED** that Councillor P Samuels be appointed Chairman for the year 2021-22.

The Chairman read and signed the Chairman's Declaration of Acceptance of Office.

The Chairman signed the Book of Oaths.

30/21/22 INCOMING ELECTED CHAIRMAN TO PRESENT THE PAST MAYOR'S BADGE TO THE OUTGOING MAYOR IN A SOCIALLY DISTANCED MANNER.

Councillor Yates presented the Mayor's badge to the re-elected Mayor Councillor P Samuels.

31/21/22 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Yates, seconded by Councillor Miller and following a recorded vote;

Bickford	For
Bullock	For
Challen G	For
Challen L	For
Fox	For
Gillies	For
Martin	For
Miller	For
Peggs	For
Pinckney	Abstain
Samuels B	For
Samuels P	For
Taylor	For
Yates	For

it was **RESOLVED** that Councillor Bickford be appointed Vice Chairman for the year 2021-22.

The Mayor presented the Deputy Mayor's medallion to Councillor Bickford the incoming Deputy Mayor with the approval of all members that it be worn for the duration of the meeting.

32/21/22 TO CONFIRM AND NOTE THAT ALL MEMBERS OF THE TOWN COUNCIL HAVE SIGNED THEIR DECLARATION OF ACCEPTANCE OF OFFICE IN THE PRESENCE OF THE ASSISTANT TOWN CLERK.

The Assistant Town Clerk confirmed that all 14 Members of the Town Council have signed their Declaration of Acceptance of Office in the presence of the Assistant Town Clerk.

It was **RESOLVED** to note.

33/21/22 DECLARATIONS OF INTEREST:

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
G Challen	12	Non-Pecuniary	Member on Standard Committee	No

- b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

34/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 1ST APRIL 2021 AS A TRUE AND CORRECT RECORD

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor P Samuels, seconded by Councillor Bickford and **RESOLVED** that the minutes of the Full Town Council meeting held on Thursday 1st April 2021 were confirmed as a true and correct record.

35/21/22 TO NOTE AND RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Policy and Finance held on 9th March 2021

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was **RESOLVED** to receive and note the minutes. There were the following recommendations:

RECOMMENDATION 1:

172/20/21 POLICIES:

- a. Annual Statement of Internal Control

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL.**

b. Annual Business Continuity Plan

It was **RESOLVED** to defer this item to the next Full Council meeting.

c. Annual Internal Audit Business Risk Assessment

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

d. Annual Treasury Management Strategy

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL** subject to the document being reformatted.

e. Annual Reserves Policy

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

f. Anti Bribery Policy Statement & Anti Fraud & Anti-Corruption Strategy

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

g. Finance Schedule and Precept Plan

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

h. Scheme of Delegation

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

i. Financial Regulations

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

j. Risk Management Plan Statement

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

k. Risk Management Strategy

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

l. Receiving Public Questions at Meetings

It was proposed by Councillor Fox, seconded by Councillor Phillips and resolved to **RECOMMEND APPROVAL**.

It was proposed by Councillor Fox, seconded by Councillor Yates and **RESOLVED** to approve all recommendations under minute 172/20/21 collectively.

RECOMMENDATION 2:

173/20/21 TO ADOPT THE FOLLOWING POLICIES:

a. Co-option Policy

It was proposed by Councillor Martin, seconded by Councillor P Samuels and resolved to **RECOMMEND APPROVAL** subject to the removal of the requirement for a Proposer and Seconder on page 5 of the policy.

b. Equality and Diversity Policy

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and resolved to **RECOMMEND APPROVAL**.

c. Communication Policy

It was **RESOLVED** to defer this item to the next Full Council Meeting.

d. Provision of IT and Acceptable Use Policy

It was proposed by Councillor Fox, seconded by Councillor Bickford and resolved to **RECOMMEND APPROVAL**.

It was proposed by Councillor Fox, seconded by Councillor Peggs and **RESOLVED** to approve all recommendations under minute 173/20/21 collectively.

b. Planning and Licensing held on 16th March 2021

It was **RESOLVED** to receive and note the minutes. There were no recommendations.

c. Personnel held on 13th April 2021

It was **RESOLVED** to receive and note the minutes. There were the following recommendations.

RECOMMENDATION 1:

7/21/22 TO RECEIVE UPDATES TO THE PENSION POLICY.

The Finance Officer updated Members on the Pension Policy updates and the monthly re-attribution calculations.

It was proposed by Councillor Dent, seconded by Councillor Fox and resolved to **RECOMMEND** to Full Council to adopt the updates to the Local Government Pension Scheme Policy.

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** to adopt the updates to the Local Government Pension Scheme Policy.

RECOMMENDATION 2:

14/21/22 STAFFING:

It was proposed by Councillor Rance, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to:

1. Approve all incremental point progressions for eligible staff.

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** to approve all incremental point progression for eligible staff.

RECOMMENDATION 3:

2. Reflect the duties and responsibilities of the post of Assistant Service Delivery Manager at scale 13 - 17 and to receive an uplift from point 13 to 15 back dated to 1st April 2021 in recognition of work undertaken to date.

It was proposed by Councillor B Samuels, seconded by Councillor Pinckney and **RESOLVED** to approve the uplift from point 12 to 15 back dated to 1st April 2021 for the post of Assistant Service Delivery Manager.

RECOMMENDATION 4:

3. Increase the Assistant Town Clerk scale from 29 - 32 to 37 - 41 starting on point 39 and to be back dated to 1st April 2021 until such time the Town Clerk resumes his normal duties and responsibilities and as the Town Council circumstances change.

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** to approve the Assistant Town Clerk increase in scale to 37 -41 starting on point 39 to be back dated to 1st April 2021 until such time the Town Clerk resumes his normal duties and responsibilities and as the Town Council circumstances change.

d. Planning and Licensing held on 20th April 2021

It was **RESOLVED** to receive and note the minutes. There were no recommendations.

e. Extraordinary Personnel held on 29th April 2021

It was **RESOLVED** to receive and note the minutes. There were no recommendations.

36/21/22 TO NOTE AND RECEIVE THE MINUTES OF THE CHRISTMAS LIGHTS AND TOWN EVENTS SUB COMMITTEES HELD ON 23RD MARCH 2021 AND CONSIDER ANY RECOMMENDATIONS.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was **RESOLVED** to receive and note the minutes. There were no recommendations.

37/21/22 TO REAFFIRM THE COUNCIL HAS MET THE ELIGIBILITY CRITERIA AND IS ABLE TO ADOPT AND EXERCISE THE GENERAL POWER OF COMPETENCE.

The Assistant Town Council informed Members of the General Power of Competence:

The General Power of Competence (GPC) is the power of first resort and was introduced to provide Councils the power to do anything individuals generally may do if they do not break other laws.

For a Council to be eligible it must have a qualified Clerk who holds either the Certificate in Local Council Administration or Certificate of Higher Education in Local Policy. Two thirds of its members must be elected Councillors rather than co-opted.

The Council must resolve that it meets the criteria to be eligible for the GPC at its Annual Town Meeting following elections and to revisit that decision and make a new resolution at every Annual Town Meeting of the council following elections.

It was proposed by Councillor G Challen, seconded by Councillor Fox and **RESOLVED** to reaffirm that Saltash Town Council meets the eligibility criteria and agreed to adopt the General Power of Competence.

38/21/22 TO CONSIDER ADOPTING CORNWALL COUNCIL NEWLY ADOPTED CODE OF CONDUCT AS RECOMMENDED BY THE COMMITTEE ON STANDARDS IN PUBLIC LIFE.

Councillor G Challen declared an interest and advised she would not be voting.

The Assistant Town Clerk informed Members of Cornwall Councils new code of conduct for Councils in Cornwall.

The House of Lords Committee in standards of public life made a number of significant recommendations as part of its review into the code of conduct; after detailed work the Cornwall code has been updated to reflect these recommendations.

CALC strongly supports this single code for all elected members in Cornwall and is pleased to recommend the 2021 edition.

As the legislation and role of elected Members is slightly different between the two tiers of local government, it will always be difficult to have a single version which reflects both.

The code contained a number of elements specific to the Unitary Authority and the actions of Unitary Councillors as individuals.

Therefore CALC made a number of minor amendments which are highlighted in red on the version circulated to Members.

The Assistant Town Clerk advised Members to adopt the Cornwall Council Code of Conduct as recommended by the Committee on Standards in Public Life and CALC.

It was proposed by Councillor Fox, seconded by Councillor Gillies and **RESOLVED** to approve and adopt Cornwall Councils newly adopted Code of Conduct.

39/21/22 TO RECEIVE AND NOTE THE SCHEDULE OF MEETINGS CALENDAR FOR THE YEAR 2021-22 FUTURE MEETINGS OF THIS TOWN COUNCIL.

It was **RESOLVED** to note subject to amendments as follows:

- a. Mayfair event name change to Salt Fest and is to be held on 31st July 2021.
- b. Regatta to be held on 4th and 5th September 2021.

40/21/22 TO NOTE THE TIME AND PLACE OF FULL COUNCIL MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF FULL COUNCIL.

It was **RESOLVED** to note that Full Town Council meetings are to be held at the Guildhall subject to Covid-19 restrictions on the first Thursday of each month at 7:00 p.m with the next Annual Town Council Meeting to be held on Thursday 5th May 2022.

41/21/22 TO APPROVE THE CO-OPTION PROCESS TO FILL THE TAMAR AND ESSA VACANT SEAT ON THIS TOWN COUNCIL.

It was proposed by Councillor Peggs, seconded by Councillor Bullock and **RESOLVED** to:

1. Approve the co-option process to fill the Tamar and Essa vacant seat on the Council.
2. Advertise the two vacancies from Friday 21st May 2021 with a closing date of 4th June 2021.
3. Schedule an Extraordinary Full Town Council meeting to carry out co-option interviews to be held on Thursday 10th June 2021.
4. Appoint two successful candidates to Essa and Tamar Wards.

42/21/22 TO APPOINT MEMBERS TO THE FOLLOWING COMMITTEES:

(To note; Services, Policy & Finance, Planning & Licensing and Burial Authority Committees hold a composition of sixteen Members therefore appointments are not required, all Members will be summoned to the scheduled meetings of this Town Council)

a. Personnel

(Composition of six Members. All members of this Committee must undertake employment law training within 6 months of taking Office subject to course availability.)

Following a vote, it was **RESOLVED** that Councillors G Challen, Fox, Miller, Peggs, B Samuels and Taylor be appointed to the Personnel Committee.

b. Joint Burial Board

(Membership established by separate constitution together with St Stephens PCC - composition of four STC Members)

Following a vote, it was **RESOLVED** that Councillors B Samuels and Yates be appointed to the Joint Burial Board Committee with two vacancies requiring to be filled.

TO APPOINT MEMBERS TO THE FOLLOWING SUB COMMITTEES:

a. Devolution
(Composition of eight Members)

Following a vote, it was **RESOLVED** that Councillors Bickford, Bullock, Gillies, Martin, Peggs, B Samuels, P Samuels and Yates be appointed to the

b. Property Maintenance
(Composition of eight Members)

Following a vote, it was **RESOLVED** that Councillors Bickford, Martin, Miller, P Samuels and Taylor be appointed to the Property Maintenance Sub Committee with three vacancies requiring to be filled.

c. Station Property
(Composition of eight Members)

Following a vote, it was **RESOLVED** that Councillors Bickford, Bullock, Miller, Peggs, P Samuels, Taylor and Yates be appointed to the Station Property Sub Committee with one vacancy requiring to be filled.

d. Town Centre Vision
(Composition of eight Members)

Following a vote, it was **RESOLVED** that Councillors Bullock, Gillies, Martin, Miller, Peggs, Taylor and Yates be appointed to the Town Centre Vision Sub Committee with one vacancy requiring to be filled.

e. Library
(Composition of eight Members)

Following a vote, it was **RESOLVED** that Councillors Bullock, G Challen, Fox, Martin, B Samuels, P Samuels, Taylor and Yates be appointed to the Library Sub Committee.

f. Christmas Lights and Town Events
(Composition of eight Members)

Following a vote, it was **RESOLVED** that Councillors L Challen, Gillies, Miller, Peggs and P Samuels be appointed to the Christmas Lights and Town Events Sub Committee with three vacancies requiring to be filled.

44/21/22 TO APPOINT MEMBERS TO THE FOLLOWING WORKING PARTIES:

- a. Neighbourhood Plan
(Composition of two Council representatives)

Following a vote, it was **RESOLVED** that Councillors Taylor and Yates be appointed on the Neighbourhood Plan Working Party.

- b. Saltash Team for Youth
(Composition of four Members)

Following a vote, it was **RESOLVED** that Councillors Fox, Martin and Peggs be appointed to the Saltash Team for Youth Working Party with 1 vacancy requiring to be filled.

- c. S106 Working Party
(Composition of four Members)

It was proposed by Councillor P Samuels, seconded by Councillor Martin and **RESOLVED** to discontinue the S106 working party as it is no longer required.

- d. Climate Change and Environmental Working Party
(Composition of five Members)

Following a vote, it was **RESOLVED** that Councillors Gillies, Martin, Miller, Peggs and Yates be appointed to the Climate Change and Environmental Working Party.

- e. Waterfront Management
(Composition of six Members)

Councillor Bickford briefed Members on the remit and vision of the Waterfront Management Working Party.

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to approve to increase the composition to 7 Members and following a vote Councillors Bickford, Bullock, G Challen, Martin, P Samuels, Taylor and Yates be appointed to the Waterfront Management Working Party.

45/21/22 TO APPOINT MEMBERS TO OUTSIDE PARTNERSHIPS:

- a. Section S106 Steering Group
(Composition of two Members, Mayor and Deputy Mayor)

Following a vote, it was **RESOLVED** that Councillor Peggs, The Mayor and Deputy Mayor be appointed to represent the Town Council on the Section S106 Steering Group with 1 vacancy to be determined if required, subject to the S106 Terms of Reference.

- b. Town Team
(Composition of four Members)

Following a vote, it was **RESOLVED** that Councillors Bullock, Martin, B Samuels and once elected the Chairman of the Town Centre Vision Sub Committee be appointed to represent the Town Council on Town Team.

46/21/22 TO READOPT THE FOLLOWING TOWN COUNCIL POLICIES:

Please note the following policies can be viewed on the website here: <https://www.saltash.gov.uk/policies.php>

- a. Employees
- i. Data Protection Criminal Records
 - ii. Data Protection Policy Employees
 - iii. Disability Employment
 - iv. Employee Handbook
 - v. Recruitment
 - vi. Staff Members Relations
- b. Finance
- i. Receipting of Income & Banking Procedures
 - ii. Annual Business Continuity Plan
(Pursuant to P&F held on 9.03.21 minute nr. 172/20/21)
- c. General
- i. Acquisition or Sale of Land and Property
 - ii. Customer Feedback
 - iv. Data Retention and Disposal
 - v. Freedom of Information
 - vi. Grants Policy and Application
 - vii. Information and Data Protection
 - viii. Management of Transferable Data
 - ix. Model Publication Scheme
 - x. Planning Handbook
 - xi. Safeguarding
 - xii. Social Media

- xiii. STC Seals and Logo
- xiv. Terms of Reference – Committees
- xv. Unreasonable Persistent Complaints
- xvi. Zero Tolerance

d. Health & Safety

- i. Health and Safety Handbook
- ii. Library
- iii. Library Computer Access and Usage
- iv. Library Information Security
- v. Library Information Storage
- vi. Stock Management
- vii. Wi-Fi Acceptable Use

f. Members

- i. Advisory Dress Code Councillors
- ii. Code of Conduct
- iii. Election of Mayor and Deputy Mayor

It was proposed by Councillor P Samuels, seconded by Councillor Fox and **RESOLVED** to:

1. Re-adopt all policies from 20a through to 20f with the exception of policy 20c iii
2. Receive the remaining policies at the next Full Council meeting to be held on 3rd June 2021.

Members identified the requirement for policies to be further reviewed at an Extraordinary Policy and Finance meeting to be held at a later date.

c. General

- iii. Communications Policy

It was proposed by Councillor P Samuels, seconded by Councillor Fox and **RESOLVED** to approve and formally adopt the Communications Policy.

47/21/22 TO NOTE THE TOWN COUNCIL INSURANCE POLICIES:

- a. Employers Liability
(Limit of Indemnity £10M)

It was **RESOLVED** to note.

- b. Public Liability
(Limit of Indemnity £15M)

It was **RESOLVED** to note and to ensure the limit of indemnity provides enough coverage for the Town Council.

48/21/22 TO RECEIVE ANY ITEMS FOR INFORMATION PURPOSES ONLY.

Training:

The Assistant Town Clerk advised Members sign up to the following training sessions:

1. Code of Conduct – Monday 21st June 2021 at 7pm
2. Being a Good Councillor including roles and responsibilities – Monday 5th July 2021 at 7pm
3. Chairmanship Training – Monday 12th July 2021 at 7pm.

The Assistant Town Clerk informed Members of the Personnel Committee of their attendance required at the ACAS for beginners training sessions in line with the Terms of Reference for the Committee. Course date and time to follow.

Elections Expenses:

The Assistant Town Clerk reminded Members to return their Election Expenses forms to the Returning Office by 3rd June 2021.

49/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

50/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was **RESOLVED** to issue the following Press and Social Media releases:

1. Co-option Vacancies and Advertisement
2. The appointment of Office of Mayor and Deputy Mayor of Saltash for the year 2021-22.

Councillor Pinckney left the meeting.

51/21/22 DATE OF NEXT MEETING: THURSDAY 3RD JUNE 2021 AT 7:00P.M.

Thursday 3rd June 2021 at 7:00 p.m.

52/21/22 COMMON SEAL:

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at: 8.19 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council
Receipts March 2021

Description	NET	VAT	GROSS
Allotment Income - Annual Rent	6.25	-	6.25
Bank Transfer from Barclays Active Saver to Barclays Business Current Account	25,500.00	-	25,500.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account	8,000.00	-	8,000.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account	4,500.00	-	4,500.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account	54,000.00	-	54,000.00
Churchtown Cemetery Fees	1,839.00	-	1,839.00
Cornwall Council - Business Support Grant	3,143.00	-	3,143.00
Great Western Railway - Station Building Renovation Grant	10,000.00	-	10,000.00
HMRC - SSP Covid Claims	95.85	-	95.85
Nationwide Account - Annual Interest Received 2020/21	1,510.52	-	1,510.52
Public Sector Deposit Fund Interest	6.11	-	6.11
Saltash Heritage Annual Rent	1.00	-	1.00
Service Delivery Income - Seagull Bags	40.83	8.17	49.00
Ziffit - Library Book Sales	26.13	-	26.13

Description	NET	VAT	GROSS
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - April Expenditure	6,000.00	-	6,000.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - April Expenditure	8,000.00	-	8,000.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - April Salaries	49,500.00	-	49,500.00
Chubb Fire Ltd - Refund Overpayment - New Contract	58.95	11.79	70.74
Churchtown Cemetery Fees	1,115.00	-	1,115.00
Cornwall Council - Community Infrastructure Levy Funds	189.06	-	189.06
Cornwall Council - S106 Funds For Saltash Station	16,439.19	-	16,439.19
Cornwall Council - Local Restrictions Support Grant	12,000.00	-	12,000.00
Guildhall Income - Guildhall Bookings	231.00	-	231.00
Library Income - Book Sales	50.79	-	50.79
Cornwall Council Precept 2021-22	602,570.63	-	602,570.63
Public Sector Deposit Fund Interest	7.80	-	7.80
Service Delivery Income - Annual Mooring Fees	5,063.40	1,012.68	6,076.08
Allotment Income	2,617.50	-	2,617.50
Service Delivery Income - Daily Mooring Fees	294.79	58.96	353.75
Service Delivery Income - Seagull Bags	40.00	8.00	48.00
St Stephen Parish Church - Cemetery Fees	1,747.00	-	1,747.00

Saltash Town Council
Payments March 2021

Description	NET	VAT	Gross
1st Office Equipment - Photocopier Maintenance 26/10/20 to 25/01/21	9.25	1.85	11.10
Amazon - P&F Stationery	57.45	11.49	68.94
Apple - Services Delivery Mobile Chargers	94.98	19.02	114.00
Aquastorage System Cleaning Ltd - Legionella Monitoring - February 2021	175.00	35.00	210.00
ASG Security - Guildhall - Annual Maintenance Fire Alarm	243.36	48.67	292.03
Bank Transfer from Barclays Business Current Account to Barclays Active Saver	10,000.00	-	10,000.00
Barclays Bank Charge	6.50	-	6.50
Brandon Hire - SDGAs Safety Boots	339.43	67.89	407.32
Budget Locksmiths Saltash - Building Repairs & Maintenance- Public Toilets	533.21	-	533.21
Budget Locksmiths Saltash - Building Repairs & Maintenance- Guildhall, Library, Longstone Depot	88.00	-	88.00
Canva - Annual Subscription 2021/22	107.88	-	107.88
Cartridge People - Library Stationery	33.91	6.78	40.69
Cormac Contracting Limited - Station Refurbishment	1,207.45	241.49	1,448.94
Cornwall Association of Local Councils - Staff Training	150.00	30.00	180.00
Cornwall Council - Corporate Governance Fees - December 2020	79.96	15.99	95.95
Cornwall Council - Land Licence Grenfell Avenue 01/04/20 to 31/03/21	120.00	-	120.00
Cornwall Council - Longstone Depot Monthly Rent April 2021	375.00	-	375.00
Cornwall Pensions Fund Payment - March 2021	10,038.05	-	10,038.05
Councillor's Annual Allowance 2020-21	2,545.75	-	2,545.75
Dainton Group Services - Portacabin Hire For Waterfront - March 2021	132.87	26.57	159.44
DB Autos Ltd - Vehicle Repairs	159.31	31.86	191.17
Denmans - Maintenance Electrical Parts and Supplies	210.64	42.13	252.77
Devon Mind - Staff Training	308.00	-	308.00
Door Care South West - Automatic Door Service Library	80.00	16.00	96.00
DVLA 12 Month Vehicle Tax - SDGA Van Reg BX15 HWJ	267.50	-	267.50
EE - Grounds Mobile Phones & Waterfront Broadband - March 2021	216.54	43.31	259.85
Efficient Comms Ltd - Call Charges - March 2021	91.68	18.34	110.01
Fire Safety Cornwall Ltd - Risk Assesment All STC Sites	1,100.00	-	1,100.00
Flags4Sale - Flags & Bunting	52.50	-	52.50
Furniture@Work - Library Office Furniture	583.00	116.60	699.60
Glendale Grounds Management Ltd - March 2021	1,520.00	304.00	1,824.00
Greenbarnes Ltd - Sign Writing Mayoral Board	41.98	8.39	50.37
HMRC NIC Payment - March 2021	10,533.12	-	10,533.12
ICS Industrial Component Supplies - Covid Safety PPE	269.70	53.94	323.64
Institute of Cemetary & Crematorium Management - Staff Training	540.00	108.00	648.00
IRQ Systems Ltd - Civica Software Integration	145.00	29.00	174.00
IRQ Systems Ltd - Monthly IT Maintenance & Broadband Fee - March 2021	1,026.75	205.35	1,232.10
Jackman Peckover Maintenance Services - Annual Gas Boiler Service's - Guildhall, Library and Gas Beacon	318.70	63.74	382.44
Jackman Peckover Maintenance Services - Guildhall Gas Boiler Maintenance	126.00	25.20	151.20
John Grimes Partnership Ltd - Waterfront Revitalisation Study	1,650.00	330.00	1,980.00
Laser - Cemetary Electric - 01/10/20 to 18/12/20	77.38	3.87	81.25
Laser - Cemetary Electric - 01/08/20 to 30/09/20	29.94	1.50	31.44
Laser - Guildhall Gas - 31/12/20 to 31/01/21	204.63	40.93	245.56
Laser - Library Gas - 31/12/20 to 31/01/21	207.27	41.45	248.72
Laser - Longstone Park Depot Electric - 01/03/20 to 19/05/20	155.46	7.77	163.23
Laser - Longstone Park Depot Electric - 01/09/20 to 30/09/20	29.03	1.45	30.48
Laser - Longstone Park Depot Electric - 01/10/20 to 30/11/20	57.12	2.86	59.98
Laser - Longstone Park Depot Electric - 01/12/19 to 29/02/20	361.15	18.06	379.21
Laser - Longstone Park Depot Electric - 20/05/20 to 31/08/20	100.74	5.04	105.78
Laser - Unmetered Supply Moorland View, Salt Mill Skate park - 01/01/21 to 31/01/21	8.60	0.43	9.03
Laser - Unmetered Supply Moorland View, Salt Mill Skate park - 01/02/21 to 28/02/21	7.77	0.39	8.16
Laser- Belle Vue Toilets Electric - 01/09/20 to 30/09/20	14.60	0.73	15.33
Laser- Belle Vue Toilets Electric - 01/10/20 to 18/12/20	38.76	1.94	40.70
Moorepay Health & Safety / Employment Law - 09/02/21 to 08/03/21	255.43	51.09	306.52
Moorepay - Payroll & HR Software - 01/02/21 to 28/02/21	168.50	33.70	202.20
Moorepay HR / Employment Law Consultancy - 22/01/21 to 21/02/21	70.83	14.17	85.00
Nicholls & Sainsbury, Solicitors - Professional Costs - Station	250.00	50.00	300.00
Opayo (previously Sage) - Card Machine Charges February 2021	13.00	2.60	15.60
Paypal - Services Delivery Mobiles	9.30	1.86	11.16
People Safe - Lone Working Device	188.00	37.60	225.60
Pertemps Recruitment - Service Delivery Temp Fees February 2021	2,795.98	559.20	3,355.18
Pertemps Recruitment - Service Delivery Temp Fees March 2021	1,951.20	390.24	2,341.44
Phill Tennant Electrical - General Repairs & Maintenance - Longstone	825.00	-	825.00
Protective Wear Supplies - H&S PPE	375.40	75.08	450.48
RBS Software Solutions - Annual Cemetery Software Subscription	290.00	58.00	348.00
Royal Mail Group Ltd - Precept Leaflets	735.39	147.08	882.47
Sage (UK) Ltd - Bank Charge	0.88	-	0.88
Saltash & District Observer - Neighbourhood Plan Article	316.00	-	316.00
Saltash & District Observer - Town Messenger - February 2021	300.00	-	300.00
Saltash & District Observer - Town Messenger - March 2021	300.00	-	300.00
Saltash Window Cleaning - Guildhall	135.00	-	135.00

SLCC Enterprises Ltd - Staff Training	15.00	3.00	18.00
South West Hygiene - Sharps Bin's	25.00	5.00	30.00
Spaldings - Grounds Maintenance Tools	1,286.78	257.36	1,544.14
Spot-On-Supplies - Cleaning Supplies	970.52	194.10	1,164.62
Staff Expenses	25.90	-	25.90
Staff Salaries - March 2021	30,553.89	-	30,553.89
Tamar Tag - For SDGA Vans	50.00	-	50.00
Thirsty Work - Bottled Water & Water Dispensers Hire For 6 Sites - March 2021	52.50	10.50	63.00
Trade UK Account - Tools, Equipment & Materials	444.78	88.96	533.74
Travis Perkins Trading Company Ltd - General Materials, Tools & PPE	573.21	114.64	687.85
UK Fuels Ltd - Vehicle & Machinery Fuel - March 2021	346.03	69.21	415.24
Underhill Engineering - Cornish Cross – Annual Tension Testing	1,939.50	387.90	2,327.40
Vimeo - Video Hosting Annual Subscription	69.00	13.80	82.80
Westcare Supply Zone - P&F Stationery	26.45	5.29	31.74
Westcountry Skip Hire - Green Waste Disposal	250.96	50.19	301.15
Westcountry Skip Hire - Skip Removal	529.42	105.88	635.30
WPS Insurance Brokers - Fleet Rated Commercial Motor Renewal - 06/03/21 to 05/03/22	1,870.76	-	1,870.76
Xero - Accounts Software - Monthly Subscription - February 2021	22.80	4.56	27.36
Xero - STC Demo Accounts Software - Monthly Subscription - February 2021	9.50	1.90	11.40

Description	NET	VAT	GROSS
1st Office Equipment - Photocopier Maintenance 28/02/21 to 30/05/21	14.60	2.92	17.52
Allotment Rent Refund	42.65	-	42.65
Aquastorage System Cleaning Ltd - Legionella Risk Assessment Station Building	300.00	60.00	360.00
ASG Security - Security Alarm Maintenance Cemetery	21.77	4.35	26.12
Bank Transfer from Barclays Business Current Account to Barclays Active Saver - Precept Transfer	250,000.00	-	250,000.00
Bank Transfer from Barclays Business Current Account to Barclays Active Saver - Precept Transfer	100,000.00	-	100,000.00
Bank Transfer from Barclays Business Current Account to Cornwall Council Deposit Account - Precept Transfer	50,000.00	-	50,000.00
Bank Transfer from Barclays Business Current Account to Cornwall Council Deposit Account - Precept Transfer	50,000.00	-	50,000.00
Bank Transfer from Barclays Business Current Account to Cornwall Council Deposit Account - Precept Transfer	50,000.00	-	50,000.00
Bank Transfer from Barclays Business Current Account to Cornwall Council Deposit Account - Precept Transfer	50,000.00	-	50,000.00
Bank Transfer from Barclays Business Current Account to Cornwall Council Deposit Account - Precept Transfer	40,000.00	-	40,000.00
Barclays - Bank Charges	6.50	-	6.50
Brandon Hire - Staff Safety Clothing	98.98	19.80	118.78
Brandon Hire - Staff Safety Clothing & Equipment Hire	74.05	14.81	88.86
Budget Locksmiths Saltash - All Public Toilets Repairs & Maintenance	60.00	-	60.00
Cartridge People - Stationery - P&F	49.97	9.99	59.96
CF Corporate - Photocopier Quarterly Lease Rental 01/04/21 to 01/07/21	500.00	100.00	600.00
Civica - Modern.Gov - Annual Subscription	4,355.00	871.00	5,226.00
Cornwall Association of Local Councils - Staff Training	40.00	8.00	48.00
Cornwall Council - Land Licence Grenfell Avenue 01/04/21 to 31/03/22	120.00	-	120.00
Cornwall Council - Longstone Depot Monthly Rent - April 2021	375.00	-	375.00
Cornwall Council - Seagull Proof Sacks	300.00	-	300.00
Cornwall Council Rates - 2021/22 Monthly Instalment - Alexander Square Public Toilets	58.21	-	58.21
Cornwall Council Rates - 2021/22 Monthly Instalment - Belle Vue Public Toilets	102.90	-	102.90
Cornwall Council Rates - 2021/22 Monthly Instalment - Guildhall	858.75	-	858.75
Cornwall Council Rates - 2021/22 Monthly Instalment - Library	1,350.00	-	1,350.00
Cornwall Council Rates - 2021/22 Monthly Instalment - Station Building	356.90	-	356.90
Cornwall Council Rates - 2021/22 Monthly Instalment - Waterside Public Toilets	73.50	-	73.50
Cornwall Pensions Fund Payment - April 2021	9,874.81	-	9,874.81
Dainton Group Services - Portacabin Hire For Waterfront - April 2021	128.58	25.72	154.30
David Ogilvie Engineering Ltd - Street Furniture	2,204.00	440.80	2,644.80
DB Autos Ltd - Vehicle Maintenance	439.79	87.96	527.75
Denmans - Maintenance Electrical Parts & Supplies	643.19	128.64	771.83
EE - Grounds Mobile Phones & Waterfront Broadband - April 2021	322.83	64.57	387.40
Efficient Comms Ltd - Call Charges - April 2021	96.07	19.21	115.28
Envico - Staff Training	280.00	56.00	336.00
Flags 4 Sale - Cornish & Union Jack Flags	210.00	-	210.00
Glendale Grounds Management Ltd - Annual Tree Survey on 6 STC Sites	5,251.93	1,050.39	6,302.32
Glendale Grounds Management Ltd - March 2021	1,520.00	304.00	1,824.00
Guildhall Booking Overpayment Refund - August 2019	43.20	-	43.20
HMRC NIC Payment - April 2021	9,607.36	-	9,607.36
Ink N Toner - Stationery - Service Delivery	188.98	37.80	226.78
IRQ Systems Ltd - IT Equipment	135.00	27.00	162.00
IRQ Systems Ltd - Monthly IT Maintenance & Broadband Fee - April 2021	1,033.10	206.62	1,239.72
Laser - Belle Vue Toilets Electric - 19/12/20 to 02/02/21	24.28	1.21	25.49
Laser - Cemetery Electric 19/12/20 to 02/02/21	33.97	1.70	35.67
Laser - Christmas Light Electric Supply Point 3 - 01/12/20 to 19/02/21	33.24	1.66	34.90
Laser - Christmas Light Electric Supply Point 1 - 01/12/20 to 19/02/21	36.00	1.80	37.80
Laser - Christmas Light Electric Supply Point 2 - 01/12/20 to 19/02/21	76.45	3.82	80.27
Laser - Christmas Light Electric Supply Point 4 - 01/12/20 to 19/02/21	33.24	1.66	34.90
Laser - Christmas Light Electric Supply Point 6 - 04/11/20 to 19/02/21	105.99	5.30	111.29
Laser - Christmas Light Electric Supply Point 5 - 01/10/20 to 30/11/20	39.31	1.97	41.28
Laser - Christmas Light Electric Supply Point 5 - 01/12/20 to 19/02/21	62.43	3.12	65.55
Laser - Guildhall Electric - 25/11/20 to 28/02/21	662.66	132.53	795.19
Laser - Guildhall Gas - 28/02/21 to 31/03/21	215.29	43.06	258.35
Laser - Guildhall Gas - 31/01/21 to 28/02/21	212.04	42.41	254.45
Laser - Haldo Pillar Park Light Electric - 04/11/20 to 28/02/21	57.50	2.88	60.38
Laser - Library Electric - 02/12/20 to 01/03/21	445.20	22.26	467.46
Laser - Library Gas - 28/02/21 to 31/03/21	166.16	33.23	199.39
Laser - Library Gas - 31/01/21 to 28/02/21	183.30	36.66	219.96
Laser - Longstone Park Depot Electric - 01/12/20 to 28/02/21	84.38	4.22	88.60
Laser - The Maurice Higgins Room Electric - 04/11/20 to 28/02/21	364.48	18.22	382.70
Laser - Unmetered Supply Moorland View, Salt Mill Skate Park - 01/03/21 to 31/03/21	8.60	0.43	9.03
Lister Wilder - Ride On Mower	20,561.44	4,112.29	24,673.73
Living Wage Foundation - Annual Subscription	120.00	24.00	144.00
Moorepay - Employment Law & H&S - 09/03/21 to 08/04/21	255.43	51.09	306.52
Moorepay - HR/Employment Law Consultancy - 22/03/21 to 21/04/21	70.83	14.17	85.00
Moorepay - Payroll & HR Software Services - February 2021	291.00	58.20	349.20
Moorepay - Software Payroll Bundle Implementation	200.00	40.00	240.00
Moorepay - Web Archive & Bureau Payroll - March 2021	75.00	15.00	90.00
Opayo (previously Sage) - Card Machine Charges March 2021	13.00	2.60	15.60
Pertemps Recruitment - Service Delivery Temp Fees - April 2021	2,622.73	524.55	3,147.28
Pertemps Recruitment - Service Delivery Temp Fees - March 2021	1,951.20	390.24	2,341.44
Post Office - Postage	2.25	-	2.25
Rosevale Accountants - Finance Consultancy Fees	1,125.00	-	1,125.00

Sage (UK) Ltd - Bank Charge	1.38	-	1.38
Sign Holders - Civic Occasions	13.45	2.69	16.14
SLCC Enterprises Ltd - Staff Training	20.00	4.00	24.00
South West Assessment & Training - Staff Training	1,045.00	200.00	1,245.00
South West Hygiene - Sanitary Unit Rental / Service - 31/05/21 to 30/05/22	202.60	40.52	243.12
South West Water - Alexandra Square Toilets - Water Charges - 10/12/20 to 18/03/21	127.38	-	127.38
South West Water - Belle Vue Toilets - Water Charges - 09/12/20 to 14/03/21	230.98	-	230.98
South West Water - Guildhall - Water Charges - 12/12/20 to 13/03/21	45.60	-	45.60
South West Water - Waterside Toilets - Water Charges - 10/12/20 to 18/03/21	163.99	-	163.99
Spaldings - Tools & Equipment	714.09	142.82	856.91
Spot-On-Supplies - Cleaning Supplies & PPE	810.98	162.20	973.18
Staff Expenses	20.79	-	20.79
Staff Salaries - April 2021	29,904.90	-	29,904.90
The Christmas Decorators - Festive Lights Maintenance	180.00	36.00	216.00
Thirsty Work - Bottled Water & Water Dispensers Hire For 6 Sites - April 2021	52.50	10.50	63.00
Trade UK Account - Tools, Equipment & Materials	531.13	106.23	637.35
UK Fuels Ltd - Vehicle & Machinery Fuel - April 2021	180.24	36.05	216.29
Underhill Engineering - Pontoon – Annual Survey	821.50	164.30	985.80
Westcare Supply Zone - Stationery - Library	330.32	66.06	396.38
Westcare Supply Zone - Stationery - P&F	124.75	24.95	149.70
Westcare Supply Zone - Stationery - Service Delivery	42.78	8.56	51.34
Westcountry Skip Hire - Green Waste Disposal	80.90	16.18	97.08
Westcountry Skip Hire - Skip Removal	270.00	54.00	324.00
WesternWeb Ltd - Website Maintenance	607.50	121.50	729.00
Xero - Accounts Software - Monthly Subscription - March 2021	22.80	4.56	27.36
Xero - STC Demo Accounts Software - Monthly Subscription - March 2021	9.50	1.90	11.40



HUDSON ACCOUNTING LTD.
INTERNAL AUDIT REPORT:
TO THE MEMBERS OF SALTASH TOWN COUNCIL
YEAR ENDED 31ST MARCH 2021.

ISSUE DATE: 13/05/2021
ISSUED TO: TOWN CLERK

INTRODUCTION:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

SCOPE:

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return and the Transparency Code.

Areas not covered at the interim stage are included in this report as is any re-testing of areas already covered.

APPROACH:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2020.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed. Due to the pandemic much of the work was carried out remotely with information provided electronically or hard copies collected and returned a few days later. Overall coverage has not been materially affected.

GENERAL COMMENTS:

We would like to thank the staff for their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications, thus in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Also attached is a copy of the completed Internal Audit Report required as part of the Annual Governance & Accountability Return.

AUDIT COMMENTARY:

Items in **bold text** within the body of the report represent our findings in respect of the application of controls, text in *italics* represent suggested actions and may not necessarily pertain to the application of internal controls.

Previous Recommendations

The position in respect of previous recommendations is set out in the attached Internal Audit Response Record.

Accounting Records

Accounting records have been properly kept throughout the year.

Payments

Grants:

Grants paid were traced to member approvals via the Minutes and found to be in accord.

Payments:

Invoices over £500 received since 1st January were checked and there are no issues to report.

Risk

Risk Assessment:

The Policy & Finance Committee considered the Council's Risk Management Strategy, Plans and Assessment at its meeting in March 2021.

It also reviewed the effectiveness of Internal Controls.

Insurance:

The Fidelity Guarantee remains adequate at £2 million.

Budgets

Budget 2020/21:

The budget process was robust, and the precept and budget were properly approved at Full Council in December 2020.

Budget Monitoring:

Monitoring reports have been provided regularly throughout the year.

There has been a significant surplus in the year and Council should ensure it fully understands the reasons behind it.

Adequacy of Reserves:

After allowing for earmarked reserves the general reserve stands at £743,687 equating to 61% of gross expenditure in 2020/21. Within generally accepted parameters.

Income

Burials:

A sample of burial income was tested and there are no issues to report.

Interest:

Interest on Investments has been accurately reflected in the ledger.

VAT:

VAT claims for the year have been submitted and the balance sheet accurately reflects the year-end debtor.

Room Hire:

There has been no income this year.

Petty Cash

Petty cash is adequately controlled and is regularly reconciled and reviewed.

Payroll

Testing of the March payroll revealed no issues to report.

Three new members of staff have been issued contracts of employment and have been paid in accordance with them.

Assets.

The asset register has been updated to reflect in year changes and the total value of assets held has been accurately disclosed in the AGAR.

Bank Reconciliations

Monthly bank reconciliations have been carried out in a timely manner throughout the year.

The year-end bank reconciliation was found to be accurate.

Accounting Statements

The accounts were produced on an income and expenditure basis and were in accord with underlying records.

A good audit trail was provided, and debtors and creditors were properly reflected in the balance sheet.

The publication requirements for the 2019/20 accounts were met.

INTERNAL AUDIT REPORT RESPONSE RECORD – SALTASH TOWN COUNCIL

Page 37

No	Recommendation	Management Response	Timescale/ Responsibility	Follow Up (for auditor use)
FINAL REPORT 2016/17				
1	The Councils website page dedicated to the Transparency Code is fully populated at the earliest opportunity and those items included within the Model Publication Scheme are also made available on the website.	Ongoing	Finance officer	Still no quarterly procurement information published. – compliance expected very shortly – test 2020/21 – still no publication of all contracts purchase orders etc. in excess of £5,000.

Annual Internal Audit Report 2020/21

SALTASH TOWN COUNCIL

saltash.gov.uk/financeandprecept

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

01/11/2020 13/05/2021 14/05/2021

Name of person who carried out the internal audit

S P HUDSON C.P.F.A.

Signature of person who carried out the internal audit

S. P. Hudson

Date

14/05/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



OFFICER DELEGATED DECISION REGISTER 2021-2022

The following are decisions that have been taken by the Clerk as Proper Officer of the Town Council under the Emergency Scheme of Delegation as a result of the Coronavirus Bill 2020 and associated Government Restrictions. The Register is made in accordance with the 2014 Openness of Local Government Bodies Regulations.

For further details, please contact the Town Clerk by email at townclerk@saltash.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	Ref Nr.	Decision Taken By	Details	Decision Agreed	Financial Value	S137 Yes or No	Committee	Sub Committee
09/04/21	STC91	Councillors P Samuels, M Fox & B. Phillips	Approve Transfer of £350,000 to Active Saver Precept Funds which takes it above the Risk Threshold of £500,000 for a month	APPROVED	N/A		P&F	
09/04/21	STC92	Councillors P Samuels, M Fox & B. Phillips	Transfer £240,000 Precept Funds to Cornwall Council	APPROVED	N/A		P&F	
12/04/21	STC93	Councillors P Samuels, M Fox & B. Phillips, R. Bickford	Approved to cancel all Guildhall Bookings up to the 31st May 2021 except polling station booking	APPROVED	N/A		SERVICES	
16/04/21	STC94	Councillors P Samuels, B Phillips, R Bickford, M Fox	Reopening of the Guildhall reception only as of 17th May 2021 under step 3 of the roadmap out of lockdown	APPROVED	N/A		P&F	
16/04/21	STC95	Members Library Sub Com	To approve Finance Officer 's Recommended Library PWLB Loan Repayment Method - EIP	APPROVED	N/A		FULL COUNCIL	LIBRARY
20/04/21	STC96	Councillors Fox and Phillips	Procurement of an ergonomic desk for the Reception of the Guildhall	APPROVED	£750.00		P&F	
30/04/21	STC97	Councillors Fox and Phillips	Renewal of the three annual Zoom Licences	APPROVED	£359.70		P&F	
5/05/21	STC98	Councillors Fox and Phillips	Increase of SIP Channels to 14	APPROVED	£390.00		P&F	
4/05/21	STC99	Councillors Fox and Phillips	Approved VAT consultancy quote for 2021/22 with Parkinson Partnership	APPROVED	£600		P&F	

12/05/21	STC100	Mayor Cllr P Samuels	To approve the appointment of Sovereign Fire and Security - Intruder and Fire Alarm, Monitoring Centre Works for the Station Building	APPROVED	£1,102.92	Full Council
2/06/21	STC101	Councillors Miller, Fox and Bickford	Approved to cancel all Guildhall bookings up to the 31 st July 2021	APPROVED		Services

Dear Sir,

ELECTIONS 2021 - POLLING STATION E57

As always, the Guildhall staff deserve recognition and my gratitude for all their hardwork, assistance and professional advice throughout the Election period.

Our stalwarts, . Casual Caretaker and Cleaner / Caretaker veterans of many Elections, deserve special thanks for their unfailing support and physical labour in setting up the Polling Station. We could not manage without them.

It was a pleasure to meet the Assistant Town Clerk and the Receptionist, neither of whom had experienced an Election at the Guildhall before. Their objective suggestions concerning a revised layout, due to Covid 19 precautions, was most helpful. and their invitation to view the set-up on the day before Polling turned out to be a Godsend. Having collected my Ballot Box from Liskeard on the 3rd, I was advised that I should have been given an extra Ballot Box for the Tamar Ward! The greatest problem was that of voters putting their

Ballot Papers in the wrong box and causing re-counts! As a result, we had to alter the set-up that Cleaner/Caretaker and had worked hard to create. It also meant that the extra Poll Clerk I had been allocated for marshalling and sanitisation would have to assist in the issuing of Ballot papers (and she has never participated in an Election before).

This was an Election like no other and we only survive the day thanks to the fantastic help from Casual Caretaker and his colleagues Service Delivery General Assistants Their

assistance in marshalling the voters and their sanitising surveillance were crucial to the smooth running of the day. I always consider myself truly blessed to work at the Guildhall with your wonderfully supportive staff.

With best wishes to you all.

Yours gratefully,

PRESIDING OFFICER)

Correspondence Received

I am a Saltash resident for 38 years and the Regatta Chair, for several years. I know this subject has probably been discussed before, but at this time, in view of the Sarah Everard tragedy, I feel compelled to ask if Saltash maybe considered for CCTV at all. I know this has costs and could never cover the entire town, but Fore Street at a minimum perhaps? This would help with safety, vandalism and demonstrate our towns commitment to improving safety for all - shopkeepers, shoppers, public transport users and dare I say - women. I believe a pilot scheme and investment to improve CCTV is being discussed now by the Government, I also know from a letter from Derek Holley that the Tamar Bridge are not increasing barrier sizes, despite having budget to do so. Perhaps this committee could be approached to offer some of this unused budget towards the cause?

I am not familiar with the politics, budgets, processes etc, but I do know that now could be a time to try to attract funding, even by using alternative methods, such as Go Fund Me, for example. I would happily push this myself, but naturally not without further considerations by yourselves.

I am asking if this maybe something that could be discussed please at the appropriate time.

Trematon Pound – Heritage Site

Reason for listing:

Request from residents, other Towns and Parishes have done so already, ensures history is preserved.

What is involved:

Most of the works have been completed such as a search on the Historic England Register and established ownership to name a couple, with a precedent already set for the site to be registered.

The criteria to consider prior to application:

- The property address, or location information for sites without a postal address, so that we can clearly identify the building or site you are proposing.
- Ownership details including contact details. This is essential information so we can ensure people are informed and consulted when appropriate. If unknown, ownership information can usually be found on the Land Registry web site.
- Details of any current planning applications, permission or marine consent. This information can usually be found on your council website, or see the Planning Portal for further information.
- Photographs to support your application.
- The reasons why you believe the building or site should be assessed for listing (historic, architectural, archaeological, and/or artistic interest)
- Documentary evidence to support your application, such as historic maps and research reports – see the sources checklist below.
- A list of the books, articles, websites etc that you have used in completing your research

Application and costs:

You can apply for free or an enhanced / fast-track service which costs between £2,000 - £6,000.

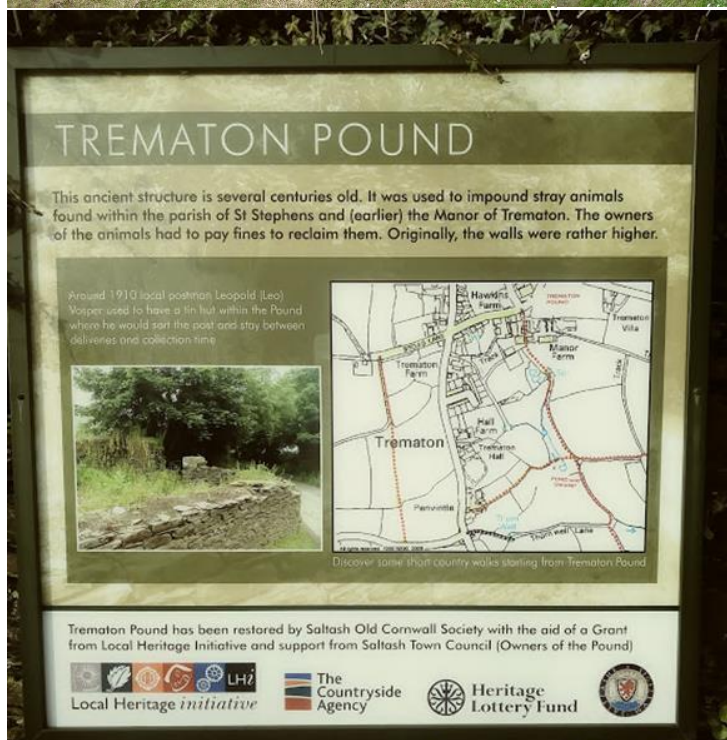
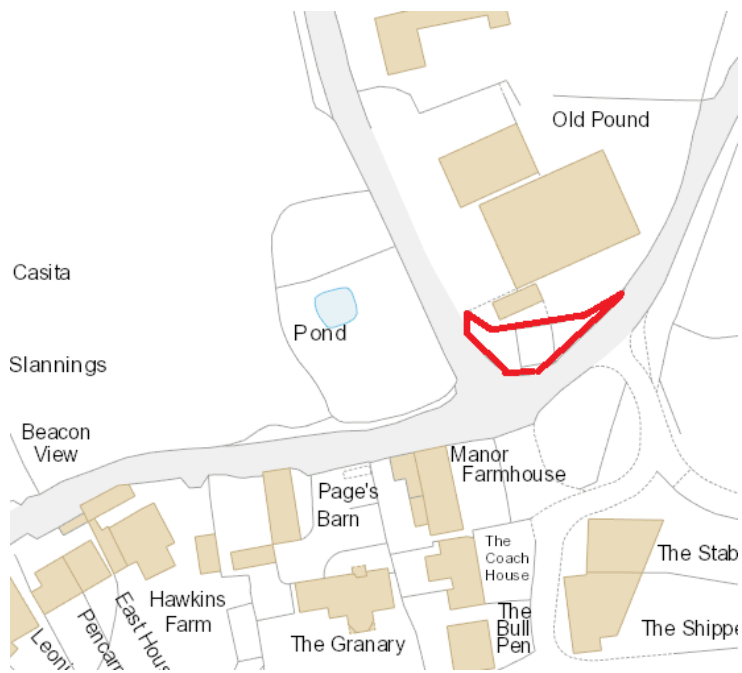
There is no reason why a free service can't be used as there is no time restrictions on the listing. There is no reason why an enhanced service would be required to be used either.

The application is slightly lengthy however with the request submitted to Council it would not create much more than a few hours work to be undertaken by STC.

The only consideration for Members is that if any repairs were required and/or maintenance to the existing structure of the walls still remaining, they would be required to be repaired under listed building constraints. Therefore, it is worth noting the cost may be considerably more if repairs are required in the future.

RECOMMENDATION:

If Members approve there is no reason why Trematon Pound should not be listed.



(Letter of clarification to Saltash Town Council)
Friday May 28th 2021

On behalf of the Saltash 1941 Blitz Committee, may I please be given an opportunity of clarifying the Committee's position with regards to the scheduled Act of Remembrance Parade and Church Service, scheduled for August 8th 2021

May I please refer to the Saltash Town Council agenda for June 3rd (Agenda Item 21d) which states

To receive notice of cancellation of the Civic Event to commemorate the 1941 Blitz - Saltash 1941 Blitz Committee.

May I please clarify that the **event** has not been cancelled, only the Civic aspect of the Parade and Service. The commemoration ceremony will still go ahead (Still subject to the Government's road map and guidelines).

The Mayor and Mayoress have kindly accepted their invitations in the knowledge of the event not being Civic. The Deputy Mayor and Deputy Mayoress sent their apologies.

Due to number restrictions the Committee considered that the huge Saltash Town Council Civic list with its very long list of Civics/Dignitaries/VIPs and other suggested invitees within a Civic Event would have been impossible to accommodate due to Covid-19 restrictions.

Therefore, the Committee decided as an Independent body to reschedule the event as a community remembrance ceremony of commemoration with the Fire Service, Scouts and families being given priority to reflect the Fire Service, Scouts movement and Saltash civilian losses.

Furthermore, due to Covid-19 and the restrictions that were forced upon the Committee the ceremony had to be delayed from April until August, which was less than helpful to the Committee's tireless endeavours.

Rest assured, all 15 fallen have already been honoured with various and meaningful small ceremonies; with Committee tributes in accordance with the Government's rules and regulations.

Thank you for allowing me on behalf of the Committee to clarify this matter, Indeed, we look forward to welcoming the Mayor and Mayoress, Councillors Pete and Brenda Samuels to the Parade and Act of Remembrance on Sunday 8th August.

With warm regards,
Sue Hooper MBE
General Secretary
Saltash 1941 Blitz Committee

Saltash Boat Park and Slip

We are very lucky here in Saltash to have a boat park and slipway; however the park is not cheap when you consider there is no water, no electricity and no security. There have been thefts and vandalism and nobody to answer the phone numbers prominent on the notice boards.

We have been told for many years that there are things in the pipe line to improve the situation, unfortunately we were not told how long the pipe is and I wonder if I will live long enough to see the end.

I have written some suggestions for the Council to perhaps think about but this page is just for the slipway itself.

With a northerly wind and strong current it is impossible to launch a dinghy let alone a bigger boat single handed, even with two people it can be quite dangerous with no protection from the waves sometimes a very large wash caused by the marines whizzing about. There are no securing cleats or rings apart from one high up the slip, the side of the slip has no timber or fenders of any sort which causes considerable damage to boats and nothing to tie a boat to, which is why many of us only use it on occasion.

The answer is quite simple and need not be expensive and also removable if required. A Gabion wall alongside the slip with scaffolding planks secured to the top and side, designed properly with lifting rings, the cages could easily be lifted in or out if required. Boats could tie alongside the wall allowing others to use the slip or whilst trailers are parked. By being removable I doubt if planning permission would be required from Cornwall Council, Prince Charles, RSPB, Fisheries, MOD, Etc. Etc. so it might even be possible before I'm 95.

As I watch people with little experience using the slipway I am surprised there have not been (as far as I know) serious accidents caused by the wash coming in whilst trying to launch.

For those not sure what a Gabion is, it is a steel basket of stone often used on motorways to retain banks and other landscaping uses. They have used some on the river bed at Lostwithiel successfully.

Thoughts by _____ This was written over two years ago so the income lost is now more like £50,000 and rising. And now they want us to vote for them Grrrrrrrrrrrrrrrr

Sadly Saltash Council just like many other Councils and in particular this ridiculous government we are saddled with all seem to have a remarkable ability to waste probably 50% of the tax payer's money going down blind alleys before they realise the hidden consequences of their actions, the waterfront is our late example of ghost wardens.

I have lived by the water here for ten years with a boat on the river and one on the Jubilee Green boat park. The Council appointed wardens to look after the area and hopefully gain some income from boats visiting the pontoon apart from the finger moorings. They were expected to keep the boat and car parks tidy but Cornwall Council gets the income, we are told that the responsibility would be transferred to Saltash Council two years ago, for heaven's sake how long does it take to transfer a filing cabinet from Truro to Saltash ?? By my calculations Saltash has been deprived of an income of £37,300 over the last two years. Of course Truro want to hang on as long as possible, money for old rope and no responsibilities. End of rant, now maybe some suggestions:

The water front needs to be policed and cared for, this requires an income. Many jet skiers have proved to be a menace speeding through the moorings and causing a wash at the slipway making it dangerous for other users; my solution to this is that all Jet boats have to be registered displaying a number on the side, this will ensure that the Council and police have contact numbers and addresses and a copy of insurance certificates, this need not cost much to the owners maybe £10; a year two warnings of miss behaviour and they are banned from using Saltash slipways.

What to charge for launching? Deprive local residents from free launching would cause mayhem, I would suggest a card similar to or part of the Saltash discount card, registered to a local address and costs £10 a year which would entitle the owner to free launching, anyone from outside the area has to pay a launching fee just like Salcombe and other towns between £5 and £10.

Most Continental towns have a municipal park for camping and motor caravans but not UK of course despite the huge popularity of these vehicles, tents might be a problem but a few set aside motor caravan spaces with hook-ups could be created on the car park, I think the current charges at camp sites are anything up to £30 a night depending on facilities.

Next, the difficulty of affording someone on site 7 days a week. There has been talk of a two story warden hut. My thoughts are to make it sufficiently large and attractive enough to have a section such as a greasy spoon outlet, in other words bacon butties, sandwiches, coffee and ice cream etc., only outside seating under a canopy. A person to run it would be on a Franchise system to supplement his Council salary; this would be to give the person an incentive for their own business and responsibility; their remit would be to collect the money from the slipway and boats visiting the pontoon, motor caravans etc., and generally police the whole area.

At present I would be very unhappy paying £1000 a year to have my boat on the pontoon with kids climbing all over it, I have witnessed this twice on one occasion I was able to phone a warden but on many other times when people have tried there is no answer. There is vandalism around the boat park my neighbour had his cover slit last week, again for the money we should have some sort of safety.

Lastly dog poo: A lot of dog walkers do not pick up the poo some of which is impossible to pick up due to stomach upset, children are getting covered in it on the green; my suggestion is that a low fence be constructed around the grass opposite the pontoon, NO dogs even on a lead are not allowed in there or face a high fine, so that area at least is clean for children to play or picnic.

Without knowing the exact amount I gather the tin office on the car park costs several hundred pounds a month on lease, so in the thrée / four years it has been there has cost you and me probably £5,000 to £6,000 and mounting, I know where you can buy and own a better one for under £2000. Councils Grrrrrr.

A message to all the Gentlemen of Saltash and the Ladies maybe! Regarding the Saltash Station building.

There is a movement gathering pace across the Country called "The Men's Shed Association" from what I can understand men will meet and share experiences that may include a variety of skills ranging from engineering, carpentry, computer technology, photography, fishing tips or cooking. A place to meet and learn new skills from each other, play chess or cards or just chat over coffee. There are a lot of people living on their own in small flats etc., who do not now have the facilities to pursue any of their skills or hobbies. Reading some of the articles about the association these "Men's Sheds" have contributed hugely to their health and well being by being able to meet other men living on their own.

Braving the wrath ofI don't see why it should be confined to men, I know a lady who is one of the best engineers in the Country who has won countless awards for her work. Please read on :-

A fortune has been spent on buying and restoring the station building. Unfortunately apart from a small area at one end to accommodate rail passengers in comfort, the Council have no idea as to what to do with the rest of it, there is talk of renting it to acquire some income, but who would want it? No parking, not exactly suitable for offices, maybe a warehouse for junk, there are already many empty shops and offices available without providing more.

What about a NEW movement called "The Ladies and Men's Shed". Again I have read that there is ample funding from firms like Dewalt, Makita etc., who would donate tools; I would donate a wood turning lathe myself, I gather not only Lottery grants but even Government is keen to help as they see the health benefits and the savings made to social services. I have a friend who started a cookery school on a credit card, Miele donated a kitchen and now they have six kitchens turning over a million a year; so there are companies willing to help.

So what is my vision for The Station Building? Firstly Saltash bought it so perhaps it would be fair for Saltash to benefit not necessarily in cash. Some of the inside could be partitioned off for workshop / hobbies, wood turning, rug making, welding, all sorts of engineering, pottery, house plants, perhaps creating wonderful gardens outside etc. A kitchen where perhaps the ladies could teach us guys how to cook better. A dance floor where us men could teach the ladies how to dance ho ho ! Tutorials given in computing, mobile phones etc., maybe a band or choir evenings; the possibilities are endless. Snooker, Scottish dancing (unless there is a Cornish equivalent!)

Apart from say a line dancing day or evening or cooking lessons if the Ladies don't want to be associated with us lovely Gentlemen, they could have the facilities one day and we have it the next. A couple of years ago I was involved in helping the elderly to get fitter thus saving the social services so many visits, so perhaps the facility could be used for that, say two hours each morning. Perhaps some gym equipment could be acquired so maybe some showers would be a good idea, don't want smelly men around.

If any anyone else feels that this would be a good use for the Station Building perhaps they would like to Email their Councillor. No doubt funding will become an issue, there are grants available but perhaps a membership system could be incorporated, the facilities hired out on an hour or day basis, lots of options to think about.

AGENDA ITEM 21F

This week is UN Global Road Safety Week. At the heart of this year's road safety week is the message that 'Low speed streets save lives and are at the heart of any community. 20 mph speed limits where people and traffic mix make for streets that are healthy, green and liveable, in other words, streets for life'.

We know that many Town Clerks receive complaints of speeding traffic and I am sure that it has been the subject of many Council debates. This week we're calling on policymakers to act for low speed streets worldwide, limiting speeds to 20 mph (30 km/h) where people walk, live and play and *20's plenty for Cornwall* would like your Council to join us. *20's plenty for Cornwall* is a local campaign group allied to the UK national campaign, *20's plenty for us*.

The Government is encouraging local councils to introduce 20 mph schemes into residential streets and other roads where cycle and pedestrian traffic is high, such as around schools, shops and parks but has decided not to introduce a nation wide default limit as has been decided in Wales, and recently in Spain, but to allow Councils to introduce limits where the communities ask for them. The 30mph default limit for the UK is no longer credible. Already more than 13 million people live in areas where there are 20mph limits. Why not throughout Cornwall?

In the past, Councils wanting to implement 20 mph schemes on groups of roads have had to do so in 'zones' which require traffic calming measures such as speed humps. 20 mph limits without traffic calming were only recommended on individual roads. In 2009 the Government announced plans to enable Councils to relax the criteria. This means that they can be introduced at a lower cost and with less inconvenience to local residents. https://www.20splenty.org/signs_regs_changes
They could be introduced County wide.

With a new Council elected on 6 May now is the time to make a change for Cornwall. Now is the time to ask that Cornwall Council adopts 20mph as the default speed limit wherever people and traffic mix, that is in towns and villages throughout the County. That means streets and roads that are quieter, with cleaner air; roads that are less congested; roads that encourage people to leave the car on the drive and walk or cycle for those shorter journeys; and roads that are safer, for everyone. The figures compiled by the *20's plenty for us* Campaign (attached) show that reduced speed limits save lives and reduce costs through reduced police, ambulance and medical needs, as well as the reduced personal costs of less casualties. The costs are recovered in a very short period of time. Some argue that 20mh limits are not enforceable but the Police Commissioner for Devon & Cornwall supports the *20's plenty for Cornwall* campaign and enforcement is viable. Many police authorities have a significant number of cases of action taken.

We know that the last Cornwall Council undertook a review of the 20mph policy and officers are likely to be recommending that speed limits should be lowered in those communities that ask for them. *20's plenty for Cornwall* is asking for them and I am inviting all parish and town Councils in Cornwall to ask for them too.

Please forward this email to your new Chair with the request that your Council:

1. Writes to Cornwall Council to demand 20 mph limits on those roads within the parish where people and traffic mix;
2. Register with 20's plenty for us (<http://www.20splenty.org/>) to add your community to those who already support the campaign.
3. Join other campaigners in our monthly campaigners meeting on Zoom at 20:00 on the 20th.
4. Register at <https://zoom.us/meeting/register/tJYvfuCtpz0uHNfRtDXEzHVOFnUmG25h8qPt>

Lead for *20's plenty for Cornwall*



Saltash Town Council
 The Guildhall
 12 Lower Fore Street
 Saltash
 PL12 6JX

My ref: RES 20-21
Date: 5 May 2021

Dear Saltash Town Council

PERMIT NUMBER/S: RS/2784
YOUR SPACE/S: 1
SPACE TYPE Residential
CAR PARK: Alexandra Square

Please find enclosed the forms offering you the opportunity to renew your reserved parking space/s at the above car park for the year 2021/22.

On the attached Reserved Spaces Price list Appendix A you will see the ticket types available for your space. Please note that if your car park has differing business or resident types you can only apply for the tickets available for the space type that you currently have – that is detailed above. The number of printed copies of the permit you will be able to have are as below and we are unable to provide additional ones.

NB VRM = Vehicle Registration Mark

Car Park: Alexandra Square	Number of printed permits you will receive
Ticket Type 1 - 1 VRM	1 Permits
Ticket Type 2 - 2 VRM	2 Permits
Ticket Type 3 - 5 VRM	5 Permits
Ticket Type 4 - No VRM	5 Permits

Please see Appendix B regarding eligibility for St Ives, Newlyn, Mousehole and Helston Permits. May I remind you that in locations where we have existing policies of eligibility criteria's for spaces i.e. where lease holders must either be a resident or business within a specific catchment area, a restriction on the purchase of Ticket Type Four has been put into effect. These are:

- 1) All St Ives and Newlyn reserved car parks – Ticket Four will only be available to those that are paying Non Domestic Rates
- 2) Duck Street, Mousehole and Castle Green, Helston – Ticket Type Four is not available.

Vehicle Registration Mark permit types: If you purchase a permit with a VRM and you should wish to change your vehicle there will be a £10 administration fee to do so. You will need to notify us of any changes in advance as these may take 10 days to process. You are only permitted to make the number of vehicle changes according to the number of VRM's on the permit. I.e. - 1 vehicle- 1 Change, 5 vehicles- 5 changes.

DATA PROTECTION FORM: In line with Data Protection regulations we are required to advise you how we will deal with information we keep on our systems about you and you have to confirm that you authorise us to do that. As such we have enclosed two copies of an information sheet 'Data Protection Privacy Notice' which you need to read and then return one copy (Form D) to us.

You need to return all your completed paperwork to us by 24 May 2021. Please see the enclosed advice note Appendix C which gives step by step guidance on 'What you need to do to renew your space/s'.

PAYMENT: Please see Appendix D which is a payment guide that gives detailed information relating to the differing payment options available for you.

IMPORTANT: If you do not correctly complete and return all of the required paperwork by 24 May 2021 or contact us, we cannot guarantee to keep your space/s and renew your permit. We will deem that you no longer require the space and as such will lease it to someone else.

What you need to do if you no longer require your space?

If you do not wish to renew your space you must either contact us directly using the methods listed below, or complete the relevant section on the reserved space application form and return it.

Contacting the Permit Team

- Email parkingpermitenquiries@cornwall.gov.uk
- By phoning our contact centre on 0300 1234 222 to leave us a message
- post to Parking Permit Team, PO Box 664, Truro, TR1 9DH

The best way to contact the team is by email as they will be able to quickly read and note details; they will reply as soon as they can. Please do not use any other forms of contact than those as above as we cannot guarantee that it will reach us and this could mean your new permit will not be generated.

THIS IS THE BUSIEST TIME OF YEAR FOR THE PERMIT TEAM. IF YOU CONTACT US THERE IS POTENTIAL THAT IT COULD BE A WEEK OR MORE BEFORE WE ARE ABLE TO RESPOND, AND REPEAT CALLS/EMAILS ADD TO THE TIME IT TAKES US TO ASSIST EVERYONE. PLEASE BE ASSURED THAT WE WILL BE READING THE CONTACT CENTRE MESSAGES AND YOUR EMAILS, BUT MIGHT NOT BE ABLE TO IMMEDIATELY RESPOND. IF WE CONSIDER YOUR ENQUIRY NEEDS URGENT RESPONSE WE WILL CONTACT YOU.

**PLEASE CONTINUE TO DISPLAY YOUR PERMIT WITH THE EXPIRY DATE
OF 31 May 2021**

Please be assured that we will not be enforcing on any space with a vehicle displaying a valid permit (expiry date of 31st May 2021). **Please do not worry:** if you have contacted us by the date required, we will NOT enforce on your space. We will not enforce on any space we have had contact about until we are assured all the permits have been delivered. We are endeavouring to have all new permits processed as quickly as possible but it is likely that we will not have this complete for several weeks.

If you are returning your paperwork by post and have any concerns at all about your paperwork being mislaid in the post then you might wish to send it by recorded delivery

We apologise for the delays with this process and thank you in advance for your patience.

Yours sincerely



Ken Polmounter
Operations Manager, Parking
Economic Growth & Development

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FORM A - THIS FORM MUST BE RETURNED TO PARKING PERMIT TEAM☐**Please tick the box to confirm:**

By returning this form to Cornwall Council I am confirming that I am the named licence holder below and that I will comply with the terms of the licence detailed below. I also confirm that I meet the criteria necessary for a resident or business reserved space as detailed on Appendix A

CORNWALL COUNCIL
RESERVED PARKING SPACE LICENCE

Name of Licence Holder:

Saltash Town Council

Licence Conditions

1. **Permitted hours:** All hours
 Permitted days: All days
 Duration of Licence: From 1st April 2021 -31st March 2022
 Reserved Space No: **1**
 Parking Area: **Alexandra Square**
 Type of Space: **Residential**

 Licence Fee: As per Appendix A - Reserved space price list

2. The holder of this Licence shall comply with the following terms:
 - (i) to pay the Licence Fee within 14 days of the date payment is due. Failure to do so will result in revocation of the licence
 - (ii) to inform the Council immediately if the space is to be vacated or not required either during or at the end of a licensed period
 - (iii) to produce this Licence on demand when so required by an Officer of the Council
 - (iv) ensure that a current parking permit, appropriate to the space, is clearly displayed inside the front windscreen or on the dashboard of any vehicle using the space so that it can be easily read from the front of the vehicle
 - (v) not to cause any unnecessary obstruction of the access ways leading to or within the parking area or park in a manner so as to obstruct or inconvenience the user of any adjoining parking spaces
 - (vi) not to cause a nuisance, annoyance or danger to any persons lawfully using the parking area
 - (vii) not to make any excavations or indentations of any description whatsoever in the surface of the reserved parking space, place or fix anything to or upon it or to any nearby wall unless the Council has given its written consent to do so
 - (viii) not to use the reserved parking space for any purpose other than the parking of vehicles only

- (ix) to indemnify the Council against all action, proceedings, claims, demands and liability which may at any time be taken, made or incurred in consequence of the exercise of the rights permitted by this Licence
- (x) to comply with any directions that may be given by the Council or its Officers or Agents from time to time to ensure compliance with the terms of this Licence or in respect of the efficient operation of the parking area
- (xi) to fully compensate the Council if the reserved parking space or its immediate adjacent area is damaged or defaced through misuse or neglect
- (xii) not to underlet/sublet/assign or part with possession of the reserved space without the written consent of the Council, as this will result in the immediate termination of the reserved space and this licence.

3. The Council may:

- (i) allocate an alternative parking space in the parking area for such period as it directs in the event that the reserved space is required to be vacated to enable works to be carried out in the parking area
- (ii) terminate this Licence upon giving 7 days prior written notice in the event of a breach of any of the above mentioned conditions or in the event of any proposal to alter or redevelop the parking area
- (iii) the benefit of this consent is exclusive to the Holder and is not transferrable
- (iv) the Council shall be under no obligation to the Licence Holder to renew this Licence at the end of the Licence period
- (v) if a permit is lost or destroyed, the permit holder may apply to the Council for the issue of a replacement permit. For the first loss within a year after a permit has been issued this will be 10% of the full cost of a new permit (this will apply to each permit issued at renewal). For subsequent losses this will be 25% of the full cost of a new permit (this will apply to each permit issued at renewal). The original permit will become invalid
- (vi) in signing this consent the Licence Holder has agreed to be bound by the terms and conditions set out above

Signed:



Dated: 1 April 2021

Officer and authorised signatory for the Council

Signed:

Dated:

The Licence Holder

FORM B - PLEASE SIGN AND KEEP THIS COPY FOR YOUR RECORDS**CORNWALL COUNCIL**
RESERVED PARKING SPACE LICENCE**Name of Licence Holder:**

Saltash Town Council

Licence Conditions

1. **Permitted hours:** All hours
 Permitted days: All days
 Duration of Licence: From 1st April 2021 -31st March 2022
 Reserved Space No: **1**
 Parking Area: **Alexandra Square**
 Type of Space: **Residential**

 Licence Fee: As per Appendix A - Reserved space price list
2. The holder of this Licence shall comply with the following terms:
 - (i) to pay the Licence Fee within 14 days of the date payment is due. Failure to do so will result in revocation of the licence
 - (ii) to inform the Council immediately if the space is to be vacated or not required either during or at the end of a licensed period
 - (iii) to produce this Licence on demand when so required by an Officer of the Council
 - (iv) ensure that a current parking permit, appropriate to the space, is clearly displayed inside the front windscreen or on the dashboard of any vehicle using the space so that it can be easily read from the front of the vehicle
 - (v) not to cause any unnecessary obstruction of the access ways leading to or within the parking area or park in a manner so as to obstruct or inconvenience the user of any adjoining parking spaces
 - (vi) not to cause a nuisance, annoyance or danger to any persons lawfully using the parking area
 - (vii) not to make any excavations or indentations of any description whatsoever in the surface of the reserved parking space, place or fix anything to or upon it or to any nearby wall unless the Council has given its written consent to do so
 - (viii) not to use the reserved parking space for any purpose other than the parking of vehicles only
 - (ix) to indemnify the Council against all action, proceedings, claims, demands and liability which may at any time be taken, made or incurred in consequence of the exercise of the rights permitted by this Licence
 - (x) to comply with any directions that may be given by the Council or its Officers or Agents from time to time to ensure compliance with the terms of this Licence or in respect of the efficient operation of the parking area
 - (xi) to fully compensate the Council if the reserved parking space or its immediate adjacent area is damaged or defaced through misuse or neglect

- (xii) not to underlet/sublet/assign or part with possession of the reserved space without the written consent of the Council, as this will result in the immediate termination of the reserved space and this licence.

4. The Council may:

- (i) allocate an alternative parking space in the parking area for such period as it directs in the event that the reserved space is required to be vacated to enable works to be carried out in the parking area
- (ii) terminate this Licence upon giving 7 days prior written notice in the event of a breach of any of the above mentioned conditions or in the event of any proposal to alter or redevelop the parking area
- (iii) the benefit of this consent is exclusive to the Holder and is not transferrable
- (iv) the Council shall be under no obligation to the Licence Holder to renew this Licence at the end of the Licence period
- (v) if a permit is lost or destroyed, the permit holder may apply to the Council for the issue of a replacement permit. For the first loss within a year after a permit has been issued this will be 10% of the full cost of a new permit (this will apply to each permit issued at renewal). For subsequent losses this will be 25% of the full cost of a new permit (this will apply to each permit issued at renewal). The original permit will become invalid
- (vi) in signing this consent the Licence Holder has agreed to be bound by the terms and conditions set out above



Signed:

Dated: 1 April 2021

Officer and authorised signatory for the Council

Signed:

Dated:

The Licence Holder

**FORM C – THIS FORM MUST BE COMPLETED AND RETURNED TO THE PARKING
PERMIT TEAM
RESERVED PARKING SPACE
APPLICATION/PAYMENT FORM 2020/21**

SPACE NO: **1**
SPACE TYPE: **Residential**

CAR PARK: **Alexandra Square**
PERMIT NO: **RS/2784**

Name:

Address:

..... Postcode:

Please note this should be the address you want us to detail as your main home/business address on our system and will be where we send correspondence)

Daytime phone no: Email.....

(Please note we are only able to contact you during normal office hours of 9am – 5pm)

NB Due to issues with missed deliveries we have to send the permits by recorded post, which must be signed for. Please detail below if you wish to have the permits sent to any other address other than that detailed above. Please note: we cannot be responsible for any permits lost in the postal system.

Alternative address to send permits by recorded delivery:

Name:

Address:

..... Postcode:

Please see enclosed note 'Your Payment Options'
PAYMENT please tick (✓) box applicable

- ☐ **(A)**- Please find enclosed a cheque for the full amount payable to 'Cornwall Council'
- ☐ **(B)**- I request that you contact me on the above number/s to take full payment by Debit/Credit card
- ☐ **(C)** - I require an invoice for the full amount (please complete invoice details overleaf)
- ☐ **(D)**- I wish to continue my Direct Debit; I confirm the payments are to continue from the same account
- ☐ **(E)**- I wish to set up a Direct Debit. The Number to contact me on is.....

FOR OFFICE USE ONLY	
New Permit Numbers:	
Date Sent:	Recorded No:
No of VRMs on Permit:	Multi-permits?
Payment Type:	Cheque Number:

Continued over

Please choose your ticket type and list the VRM (vehicle registration mark) for each vehicle where a VRM is required.

It is very important you print the VRMs carefully so that we can read them clearly.

The Permit allowances for this year are:

- ☐ Ticket Type 1- 1 VRM - 1 Permit
- ☐ Ticket Type 2- 2 VRM - 2 Permits
- ☐ Ticket Type 3- 5 VRM – 5 Permits
-
- ☐ Ticket Type 4 – No VRMs -5 Permits

Please note that these permit allowances are fixed and we are unable to provide any additional permits. There will be a £10 charge for lost/replacement permits.

VRM Changes For any vehicle specific permit types, should you change your vehicle there will be a £10 administration fee. You will need to notify us of any changes in advance as these may take 10 days to process. Please contact us at Parkingpermitenquiries@cornwall.gov.uk. Please note that no temporary changes of vehicle registration numbers can be made

You are only permitted to make the number of vehicle changes according to the number of VRMs on the permit i.e. 1 vehicle – 1 change, 5 Vehicles- 5 changes.

Cancelling Space licence

If you no longer require the space detailed on this form please tick the box and then sign and return this form to us

- ☐ I confirm that I no longer require the parking space detailed on this form

INVOICE DETAILS (this is not a direct debit payment - invoices require full payment within 28 days of receipt of invoice)

If payment has not been sent with this form and an invoice is required, please advise full details of address where it should be sent :

.....

.....

I confirm that I am the licence space holder as detailed on Form A

Print Name:

Date:

Please return completed form by 24 May 2021 to:

By email to parkingpermitenquiries@cornwall.gov.uk OR
By Post to Parking Permit Team, PO Box 664, Truro, Cornwall, TR1 9DH

FORM D - THIS FORM MUST BE COMPLETED AND RETURNED TO PARKING PERMIT TEAM

DATA PROTECTION PRIVACY NOTICE CORNWALL COUNCIL

Who will control my data?

The Data Controller for all the information you provide on this form is Cornwall Council, New County Hall, Treyew Road, Truro TR1 3AY. Data Protection Registration Number: Z1745294

There's something I don't understand

If you need help in understanding or completing this form, please contact the Parking Services team on telephone number 0300 1234 222 or by emailing parkingpermitenquiries@cornwall.gov.uk

How we will use the information about you

The information you provide on this form will be used to assess your application for a Reserved Parking space/permit

Who else will we share your information with?

We will only use this information in conjunction with your Reserved parking space lease/permit. This may include checks with the Council Tax team if eligibility for the space is based upon residency or business ownership. It will be shared with our finance teams for the purposes of income reconciliation and collection of any outstanding payments. We may also use your data for the purposes of verifying information in relation to any Penalty Charge Notices issued which relate to the use of the space/s that you lease and/or the permit/s which you are issued.

How will we look after your data

- Your data will be held within Cornwall Council's secure network and premises and will not be processed outside of (the UK/the EEA). Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice. The information you provide is entered on the permit application system which is provided by ZatPark. Payments are completed by the Permit team using Paye.Net an automated payment system provided by Capita Pay 360. Both are companies acting on behalf of Cornwall Council.
- Our sub-contractor(s) detailed in this privacy notice will also maintain the same levels of security that we do which are set out in the contract we have with them.

How long will you keep this information for?

2 years from the date your lease/permit expires

What are my data rights?

Your personal information belongs to **you** and you have the right to:

- be informed of how we will process it
- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)

- withdraw your consent if you no longer wish us to process
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

How do I exercise these rights?

If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:

Simon Mansell

Data Protection Officer

Assurance

Cornwall Council

County Hall

Truro

TR1 3AY

Tel: 01872 326424

Email: dpo@cornwall.gov.uk

I don't agree with something

We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office Tel No. 0303 123 1113 <https://ico.org.uk/concerns/>

Why do you need my information?

You have asked us to provide you with a Reserved Parking space/permit so we need your name, address, email and phone contact information and payment details. Without them we will not be able to provide you with the service.

☐

Please tick this box and complete your details below. By returning the form you confirm consent for Cornwall Council to process your data as detailed above

Customer Name:

Date:

Permit Number/s: RS/2784

Car Park: Alexandra Square

Space/s : 1

FORM E – PLEASE KEEP THIS COPY FOR YOUR RECORDS**DATA PROTECTION PRIVACY NOTICE CORNWALL COUNCIL****Who will control my data?**

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The information you provide on this form will be used to assess your application for a Reserved Parking space/permit

Who else will we share your information with?

We will only use this information in conjunction with your Reserved parking space lease/permit. This may include checks with the Council Tax team if eligibility for the space is based upon residency or business ownership. It will be shared with our finance teams for the purposes of income reconciliation and collection of any outstanding payments. We may also use your data for the purposes of verifying information in relation to any Penalty Charge Notices issued which relate to the use of the space/s that you lease and/or the permit/s which you are issued.

How will we look after your data

- Your data will be held within Cornwall Council's secure network and premises and will not be processed outside of (the UK/the EEA). Access to your information will only be made to authorised members of staff who are required to process it for the purposes outlined in this privacy notice. The information you provide is entered on the permit application system which is provided by Zatpark. Payments are taken by the Permit Team using Paye.Net an automated payment system provided by Capita Pay 360. Both are companies acting on behalf of Cornwall Council.
- Our sub-contractor(s) detailed in this privacy notice will also maintain the same levels of security that we do which are set out in the contract we have with them.

How long will you keep this information for?

2 years from the date your lease/permit expires

What are my data rights?

Your personal information belongs to **you** and you have the right to:

- be informed of how we will process it

- request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)
- have it amended if it's incorrect or incomplete
- have it deleted (where we do not have a legal requirement to retain it)
- withdraw your consent if you no longer wish us to process
- restrict how we process it
- object to us using it for marketing or research purposes
- object to us using it in relation to a legal task or in the exercise of an official authority
- request that a person reviews an automated decision where it has had an adverse effect on you

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Simon Mansell

Data Protection Officer

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Cornwall Council

County Hall

Truro

TR1 3AY

Tel: 01872 326424

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We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office Tel No. 0303 123 1113 <https://ico.org.uk/concerns/>

Why do you need my information?

You have asked us to provide you with a Reserved Parking space/permit so we need your name, address, email and phone contact information and payment details. Without them we will not be able to provide you with the service.

☐

Please tick this box and complete your details below. By returning the form you confirm consent for Cornwall Council to process your data as detailed above

Customer Name:

Date:

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Tuesday 25th May 2021 at 6.30 pm

PRESENT: Councillors: M Fox (Chairman), G Taylor (Vice-Chairman), G Challen, S Miller, J Peggs and B Samuels.

ALSO PRESENT: S Burrows (Assistant Town Clerk)

APOLOGIES: None.

21/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

Councillor B Samuels in the Chair.

The Chairman informed those present of the actions required in the event of a fire or emergency.

22/21/22 TO APPOINT A CHAIRMAN

It was proposed by Councillor Challen, seconded by Councillor Fox and following a vote it was **RESOLVED** to appoint Councillor Fox as Chairman.

Councillor Fox in the Chair.

23/21/22 TO APPOINT A VICE CHAIRMAN

It was proposed by Councillor Challen, seconded by Councillor Taylor and following a vote it was **RESOLVED** to appoint Councillor Taylor as Vice Chairman.

24/21/22 DECLARATIONS OF INTEREST:

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

25/21/22 TO NOTE AND RECEIVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 13TH APRIL 2021 AND THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 29TH APRIL 2021 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website.

It was proposed by Councillor Fox, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Personnel Meeting held on 13th April 2021 were confirmed as a true and correct record.

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on 29th April 2021 were confirmed as a true and correct record.

Please see a copy of the minutes on the STC website.

26/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

27/21/22 TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT.

It was **RESOLVED** to note.

28/21/22 TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED.

No report.

29/21/22 TO RECEIVE AN UPDATE REGARDING THE INVESTORS IN PEOPLE AWARD

Councillor Peggs informed Members of the Investors in People Award.

It was proposed by Councillor Fox, seconded by Councillor Taylor and **RESOLVED** that Councillor Peggs circulates the information relating to the Investors in People Award for Members consideration at a future Personnel Committee.

30/21/22

TO RECEIVE THE UPDATED STC SERVICES AND OPERATIONAL RECOVERY REPORT.

Members considered STC Services and Operational Recovery Report in line with the Government Roadmap.

It was resolved to **RECOMMENDED** to Full Council:

Guildhall:

1. Guildhall reception to remain closed to members of the public until sufficient staff are appointed.
2. No Guildhall bookings until relocation of staff and easing of social distancing.
3. To continue to work towards re-opening the Guildhall room bookings in line with the Government Roadmap as of 21st June 2021.
4. To relocate the Finance Department on a temporary basis to the Station Building (extension) subject to completion of building works, at the earliest opportunity and to continue to review.
5. In the absence of the Town Clerk, the Assistant Town Clerk to continue with the day to day line management and operations of the Council liaising with each department as we move through the roadmap, reporting back to the Personnel Committee.

Library:

1. To continue working towards re-opening the Library building as of 21st June 2021 in line with the Government Roadmap.
2. To work towards re-introducing events and activities to Saltash Library Hub over a phased period to be managed by the Community Hub Team Leader.
3. To stop quarantining books, newspapers and magazines in line with Public Health England advice on book quarantining.
4. Members of staff to return to their place of work from home working.

Service Delivery:

1. Full service and operations to continue under the safe covid-19 working practices and risk assessments.
2. Staff to continue operating in bubbles of two for inside work only. Staff to continue wearing PPE and maintain social distancing where possible.
3. Staff are no longer required to operate in bubbles of two when working outside. Staff to continue wearing PPE and maintain social distancing where possible.
4. Staff to return to sharing work vehicles whilst wearing PPE and ensuring good ventilation.
5. Public toilet cleaning schedule to be reduced to twice daily between the hours of 0800 and 0930 and 1130 and 1230 and fogged when closed at 1700.
6. Town centre and Waterfront sanitising cleaning schedule to be reduced to twice daily (subject to weather conditions) between the hours of 0800 and 0930 and 1130 and 1230.

31/21/22 TO CONSIDER RAPID LATERAL FLOW TESTS.

It was proposed by Councillor Fox, seconded by Councillor Taylor and resolved to **RECOMMEND** to:

1. Adopt a daily employee Covid-19 Safety Checklist for all STC staff to complete.
2. Offer home testing kits to members of staff to be taken twice weekly at home and results produced to their line manager for recording.

32/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

The Chairman announced that the next item of business to be considered is agenda item 15.

33/21/22 STAFFING MATTERS.

The Assistant Town Clerk updated Members on staffing matters.

Due to the nature of the business transacted and in accordance with GDPR and Data Protection Regulations minute number 34/21/22 remains a confidential matter of the Personnel Committee.

34/21/22 TO REVIEW THE STAFFING STRUCTURE.

Members reviewed and discussed part of the current staffing structure.

It was proposed by Councillor Fox, seconded by Councillor Taylor and resolved to **RECOMMEND:**

1. A part time Administration Assistant be appointed at 20hrs per week, Monday to Friday, hours to be determined by the line manager, liaising with successful candidate.
2. The part time Administration Assistant Post forms part of the Council's existing staffing structure.
3. Within budget a salary costs at £11,111 (including pension and NI) from 1st July 2021 to 31st March 2022 allocated to the Service Delivery Staffing Cost Budget.
4. NJC scale 7 – 9.

It was proposed by Councillor Fox, seconded by Councillor Taylor and **RESOLVED:**

1. To introduce a Service Delivery Work Request Form and generic STC email address for Councillors, STC Officers, and members of the public to report details of works identified to the Service Delivery Department.
2. To introduce a Works Request Log for the Service Delivery Department to conduct the works by receipt of a Work Request Form and departments availability.
3. To prioritise health and safety works.
4. That the Service Delivery Work Request Form be made available on Saltash Town Council website and social media platforms.
5. To implement with immediate effect.

In line with Standing Orders a meeting of the Council shall not exceed a period of 2½ hours.

The Chairman ended the meeting and called for an Extraordinary Personnel Committee meeting to be held on Monday 7th June 2021 to continue with the remaining business of the Personnel Committee.

35/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Extraordinary Personnel Committee Meeting: Monday 7th June 2021.

Rising at: 8:50 p.m.

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of The Planning and Licensing Committee held at the Guildhall on Wednesday 26th May 2021 at 6.30 pm

PRESENT: Councillors: R Bullock, G Challen, M Fox (Vice-Chairman), S Martin, S Miller, A Pinckney, B Samuels (Chairman), P Samuels, G Taylor and D Yates.

ALSO PRESENT: 1 Member of the Public, S Burrows (Assistant Town Clerk) and F Morris (Planning and General Administrator).

APOLOGIES: Councillors: R Bickford, L Challen, S Gillies and J Peggs.

17/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

Councillor Fox in the Chair.

Councillor Fox informed those present of the actions required in the event of a fire or emergency.

18/21/22 TO APPOINT A CHAIRMAN

It was proposed by Councillor Martin, seconded by Councillor Bullock and **RESOLVED** to appoint Councillor B Samuels as Chairman.

Councillor B Samuels in the Chair.

19/21/22 TO APPOINT A VICE CHAIRMAN

It was proposed by Councillor B Samuels, seconded by Councillor Taylor and **RESOLVED** that Councillor Fox be appointed Vice Chairman.

20/21/22 DECLARATIONS OF INTEREST:

- a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
B Samuels	PA21/02720	Non-Pecuniary	Friend	Yes
P Samuels	PA21/02720	Non-Pecuniary	Friend	Yes
Fox	PA21/03641	Non-Pecuniary	Friend	Yes

- b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

21/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

22/21/22 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 20TH APRIL 2021 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website.

It was proposed by Councillor B Samuels, seconded by Councillor Fox and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 20th April 2021 were confirmed as a true and correct record.

The minutes will be signed upon the return to the Guildhall and made available upon request.

23/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

24/21/22 PLANNING:

a. Applications for consideration:

PA21/01600

Mr Robert Carter, Carter Properties – **Land Adjacent To Unit 1F Long Acre Saltash PL12 6LZ**

Development of two industrial units including parking facilities and loading bay areas.

Ward: Tamar

Date received: 11/05/21

Response date: 01/06/21

It was proposed by Councillor B Samuels, seconded by Councillor P Samuels and resolved to **RECOMMEND** to defer to the next Full Town Council meeting in order to receive further information and greater clarity with regard to the matter under consideration.

PA21/01757

C/o agent Barratt David Wilson (Exeter) Ltd – **Land At Broadmoor Farm Stoketon Cornwall**

Reserved matters application for Phase 1, which comprises: the construction of 387 dwellings, public open space, landscape planting, pedestrian, cycle and vehicular links, 1 substation and one governor and associated infrastructure. (Details following outline application PA14/02447 dated 13.10.2017). Resubmission of application no. PA19/08297 dated 09/04/20.

Ward: Trematon

Date received: 26/02/21

Response date: 27/05/21

It was proposed by Councillor Yates, seconded by Councillor Pinckney and resolved to **RECOMMEND APPROVAL**.

Councillor B Samuels and Councillor P Samuels declared an interest in the next agenda item and left the meeting.

Councillor Fox Vice Chairman in the Chair.

PA21/02720

Mr Simon Congdon – **Land South Of Roodscroft Hatt Cornwall PL12 6PJ**

Construction of building for storage and distribution (B8) and installation of soakaways and septic tank.

Ward: Trematon

Date received: 30/04/21.

Response Date: 28/05/21

It was proposed by Councillor Yates, seconded by Councillor Taylor and resolved to **RECOMMEND APPROVAL**.

Councillor B Samuels and Councillor P Samuels were invited and returned to the meeting.

Chairman in the Chair.

PA21/02863

Mrs A Greenaway – **The Studio Little Trevollard Trevollard Lane Trematon Saltash PL12 4RX**

Change of use of building from Storage garage to residential annexe – resubmission of PA20/11218.

Ward: Trematon

Date received: 21/04/21

Response date: 28/05/21

It was proposed by Councillor Yates, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL** subject to the annexe not being occupied by a separate household.

PA21/03267

Mr & Mrs Thompson - **Smallacombe Road From Bidwell Cottage To Elmsleigh Carkeel PL12 6NW**

The proposals include the upgrading of an existing outbuilding to make it a suitable office & meeting space for the existing dwelling. The new office will contain a Covid secure meeting room at first floor.

Ward: Trematon

Date received: 18/05/21

Response date: 08/06/21

It was proposed by Councillor Bullock, seconded by Councillor Martin and resolved to **RECOMMEND APPROVAL**.

PA21/03455

Mrs Lisa Richardson – **South Broadmoor Elmgate Saltash PL12 4QX**

Listed Building Consent for the reinstatement of porch with open oak frame, replacement of existing plastic windows to front elevation with new timber sliding sash, replacement of door with timber, removal of existing pointing to the south/west/north outside stone walls and replacement with lime mortar.

Ward: Trematon

Date received: 30/04/21

Response date: 28/05/21

It was proposed by Councillor Yates, seconded by Councillor Martin and resolved to **RECOMMEND APPROVAL**.

Councillor M Fox declared an interest in the next agenda item and left the meeting.

PA21/03641

Mr R Eatwell – **2 Broad Walk St Stephens PL12 4NT**

Rear conservatory.

Ward: Essa

Date received: 04/05/21

Response date: 28/05/21

It was proposed by Councillor Pinckney, seconded by Councillor Bullock and resolved to **RECOMMEND APPROVAL.**

Councillor M Fox was invited and returned to the meeting.

PA21/03791

Amanda Warne – **8 Smithfield Drive Latchbrook PL12 4TW**

Two storey side extension.

Ward: Trematon

Date received: 04/05/21

Response date: 28/05/21

It was proposed by Councillor B Samuels, seconded by Councillor Taylor and resolved to **RECOMMEND APPROVAL.**

PA21/03792

Mrs Rachel Hamilton - **Dobbins Farm Road From Elmgate Crossways To Cattle Grid South West Of Tredown Farm Elmgate Saltash**

Change of Use from Office to include Holiday Letting Accommodation.

Ward: Trematon

Date received: 30/04/21

Response date: 27/05/21

It was proposed by Councillor Martin, seconded by Councillor Yates and resolved to **RECOMMEND APPROVAL.**

PA21/03839

Very Clever Locums Ltd – **19 Fore Street Saltash PL12 6AF**

Replacement of existing shop front with new aluminium shop front

Ward: Essa

East

Received: 04/05/21

Response date: 27/05/21

It was proposed by Councillor Fox, seconded by Councillor Yates and resolved to **RECOMMEND APPROVAL.**

PA21/04165

Mr & Mrs S Davies – **6 Rowan Court Latchbrook PL12 4UN**

Side extension to house and garden room.

Ward: Trematon

Received: 13/05/21

Response date: 03/06/21

It was proposed by Councillor B Samuels, seconded by Councillor Yates and resolved to **RECOMMEND APPROVAL**.

PA21/04326

Mr & Mrs S Shaw – **Land South Of Luces Tenement Broad Lane Trematon PL12 4RU**

Reserved matters application covering access, layout and landscaping. Details following application no. PA20/00782 dated 19/06/20.

Ward: Trematon

Date received: 26/04/21

Response date: 28/05/21

It was proposed by Councillor Yates, seconded by Councillor Taylor and resolved to **RECOMMEND APPROVAL**.

b. Tree applications:

PA21/03780

Anita Johnson Livewest – **81 Pollards Way Saltash PL12 6UJ**

Works to Oak tree (SLTA011) subject to a Tree Preservation Order, namely remove deadwood in excess of 30mm diameter and reduce crown over garden by 3 - 4m laterally and reshape upper crown retaining natural flowing form

Ward: Tamar

Date received: 30/04/21

Response date: 28/05/21

The Chairman informed Members of Saltash Town Council Tree Wardens' report.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND REFUSAL** in line with the Saltash Town Council and Cornwall Councils Tree Wardens' reports due to the proposed cutting being out of proportion to the need.

PA21/03761

Mr Scott Tunnicliffe – **32 The Brook Saltash PL12 6UL**

Works to Oak tree (T1) subject to a Tree Preservation Order, namely reduce back lateral branches on the south side towards the property back by 3m over the fence line, cutting no greater than 4-inch diameter and reduce the mid crown on the south side vertical height by up to 2 meters.

Ward: Tamar

Date received: 30/04/21

Response date: 28/05/21

The Chairman informed Members of Saltash Town Council and Cornwall Councils Tree Wardens' reports.

It was proposed by Councillor Taylor, seconded by Councillor P Samuels and resolved to **RECOMMEND REFUSAL** of the original application. However, consideration would be given to an application citing a less dramatic proposal of works in accordance with the Saltash Town Council Tree Wardens' report.

25/21/22 CONSIDERATION OF LICENCE APPLICATIONS:

None.

26/21/22 CORRESPONDENCE.

None.

27/21/22 TO CONSIDER ANY ITEMS FOR INFORMATION PURPOSES ONLY AT THE DISCRETION OF THE CHAIRMAN.

Councillor Miller informed Members of the demolition notice for 127 Old Ferry Road.

The Chairman of Full Council agreed to receive the application at the next Full Town Council meeting.

28/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was **RESOLVED** to issue the following Press and Social Media releases:

1. The appointment of four Saltash Town Council Voluntary Tree Wardens.

29/21/22 DATE OF NEXT MEETING

Tuesday 15 June 2021 at 6.30 pm

Rising at: 7.37 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL HEALTH & SAFETY GENERAL POLICY STATEMENT

At Saltash Town Council our policy is to ensure, so far as is reasonably practicable, the health and safety of our employees and anyone else who may be affected by our work activities. The minimum standard we will adopt will be compliance with legal requirements and appropriate codes of practice. However, our aim will be to fulfil the spirit of the law and not just comply with technical requirements. We will assess the risks from our work activities and will operate according to the procedures that best promote health and safety at work.

We accept our responsibilities for health and safety and are committed to giving health and safety equal importance with other business matters. We will ensure that the resources necessary to achieve the objectives of this policy are made available. Our employee's cooperation is critical to enable us to fulfil our statutory duties and the objectives of this policy. To promote co-operation, procedures for consulting with employees on matters of health, safety and welfare are part of the general policy of the company.

Work equipment will be provided and maintained to ensure its safe operation. If employees are required to operate any work equipment they will be provided with appropriate training. Where exposure to hazards cannot be prevented by any other means, appropriate personal protective equipment (PPE) will be provided as a last resort and instruction in its use and maintenance given.

All materials and work equipment will be stored in a safe manner. Safe access to and egress from our premises will be maintained, in order to protect employees and others.

Suitable facilities for welfare at work will be provided and maintained, as will arrangements to enable employees and others affected by our undertaking to obtain first aid.

The signatory below has ultimate responsibility for health and safety within Saltash Town Council and will nominate a competent person for health and safety. Other responsibilities for health and safety matters have been assigned as appropriate and are described in the relevant organisation and procedures sections of the policy.

The Policy Holder will oversee an annual review of this policy and associated procedures to ensure their continued effectiveness. Where necessary to ensure legal compliance and promote continuous improvement, the policy and procedures will be amended. Any amendments will be brought to the attention of all employees and other interested parties.

Policy Holder:

Signed Name:

Signed Title:

Date:

Review Date July 2021