



Saltash Town Council

Konsel An Dre Essa



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

26 August 2021

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 2nd September 2021 at 7.00 pm.**

We encourage members of the public and press attending Council meetings to wear a face covering, unless medically exempt, to be mindful and respect others space and to consider their own unique circumstances before attending.

The meeting is open to members of the public and press. 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

Planning applications can be viewed by Members of the Council prior to the meeting on the Cornwall Council's website www.cornwall.gov.uk.

Members of the public may view planning applications during normal working hours of 9:30 a.m. – 4:30 p.m. online at Saltash Library.

Yours sincerely,

PP R Lane
Town Clerk

To:

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

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 6)
6. Monthly Crime Figures
7. Report by Community Enterprises PL12 (Page 7)
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 Saltash Chamber of Commerce
12. To receive a report from the Climate Change and Environmental Working Party (Page 8)
13. To receive a report from Cornwall Councillors (Pages 9 - 14)
14. To consider Risk Management reports as may be received
15. 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.
16. To receive and approve the Minutes of the Full Town Council Meeting held on Thursday 5th August 2021 as a true and correct record (Pages 15 - 27)

17. Finance:

- a. To advise the following receipts in: (Page 28)
 - i. July 2021.
- b. To advise the following payments in: (Page 29)
 - ii. July 2021
- c. Urgent and essential works actioned by the Acting Town Clerk under Financial Regulations.
- d. To note that bank reconciliations up to 30th June 2021 were reviewed as correct by the Chairman of Policy & Finance Committee and the Acting 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.

18. Office of the Police and Crime Commissioner - Councillor Advocate Scheme (Verbal Report)

19. To receive and consider a report from Safer Saltash relating to the requirement and installation of CCTV in Saltash. (Pages 30 - 33)
(Pursuant to FTC held on 3.06.21 minute nr. 72/21/22b and FTC held on 1.07.21 minute nr. 106/21/22)

20. To consider carrying out a 'Saltash Town Council Priority Setting process' - Councillor Bickford (Pages 34 - 38)

21. Correspondence.

- a. Saltash Foodbank - Annual Report 2021 (Pages 39 - 60)
- b. Changing Places Toilets: Invitation for Proposals - Cornwall Council (Pages 61 - 69)
- c. Bude Stratton Town Council - Housing Resolutions. (Page 70)

22. To receive and note the minutes of the following Committees and consider any recommendations:

- a. Extraordinary Planning and Licensing held on Tuesday 24th August 2021. (Pages 71 - 76)
- b. Personnel held on Thursday 26th August 2021 (Pages 77 - 80)

23. To receive and note the minutes of the Station Sub Committee held on Thursday 5th August 2021 and consider any recommendations. (Pages 81 - 83).

24. To receive and consider the Christmas Lights 2021-22 report (Pages 84 - 88)
25. Planning:
- a. Applications for consideration:
- PA21/07551**
Benjamin Lennox-Boyd - **Greeps Farm Road From Elmgate Crossways To Greeps Elmgate Saltash**
Listed Building Consent for enlarge internal openings and convert window opening to door opening
Ward: Trematon
Date received: 19/08/21
Response date: 9/09/21
<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QWNNFQFGKDY00>
- b. Tree applications/notifications: None.
26. Consideration of License Applications: None.
27. Meet your Councillors:
- a. The next scheduled meeting date Saturday 11th September 2021 outside Bloom Hearing, Fore Street
28. 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.
29. To consider any items referred from the main part of the agenda.
30. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.
31. To consider urgent non-financial items at the discretion of the Chairman.
32. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
33. Date of next meeting: Thursday 7th October 2021 at 7:00 p.m.
34. 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:

Sunday 8 th August	1941 Blitz Committee Parade and Act of Remembrance, Saltash
Saturday 14 th August	Sir Lankan Community event, Saltash Social Club
Tuesday 17 th August	Launceston Town Mayor Induction, Launceston Town Hall
Friday 20 th August	Mayor's Cadet meeting, Guildhall
Thursday 26 th August	NHS Tea Party, Saltash Library
Friday 27 th August	Drawn to the Valley art exhibition Station Building, Saltash

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

Community Enterprises PL12

Chair's Report, August 2021

This has been a month of re-grouping & returning to some sort of normality, with Hopper trips being well supported, Dementia Voice activities beginning once again, & shoppers returning to Fore St and the Community Shop. Our new hopper bus has been well received.

The jigsaw swaps are being well supported, & we have had a lovely selection of fresh produce from the community school, being sold on a "pay as you feel" basis. This produce has been grown by volunteers, & the proceeds go towards the Community Fridge running costs.

The decision was made last month to withdraw from taking on the Barclays building. We have had time to recoup our thoughts & reconsider needs, and we are considering options for an alternative premises to house Digital Inclusion, Dementia Voice café, the Community Fridge and the Mobile Larder.

We have been donated numerous items for our enterprises, including some very nice office furniture. This is all currently being stored at Belle Vue until we find new premises, this isn't an ideal use for this office, but we have no other place to store it.

The new website is now almost ready to go live, Iconik Photography have taken some wonderful photos which will bring the website to life.

Our CIO application is continuing, and we hope to have the application ready for submission in September; this was always the intended date for applying.

The AGM will take place on 29.9.21 at the Wesley church. Notification is going out in a newsletter next week to Members.

Saltfest was a very successful day for us, & we raised a total of £741 through all the activities. Everyone looked particularly smart in their new polo shirts, & we had plenty of volunteers helping with preparations beforehand & manning the stalls. Thank you to everyone involved. We will have similar stalls at the Saltash Regatta.

Jo is now one of the 2 CEPL12 representatives on the S106 panel, since Peter has resigned; Thank you to Peter for his dedication in this role.

The Town Team are due to meet again next month, after several months without a meeting. We are waiting for approval/ advice regarding trees for planters, services survey re new seats, suitability of samples for planter tops, speakers on lampposts.

Finally, preparations are now under way for the Community Enterprises PL12 "Volunteer Thank You evening" on October 2nd.

Chair.

Climate Change Working Group – 19 August 2021.

As a group we are currently working on a community tree planting project and further details will follow as the project progresses.

In the meantime, if anyone has any suggestions for areas of land that could be set aside for tree planting in the town, please let us know.

We would also like to ask the council to consider committing to budget £2,000 a year for the next five years to be allocated to community tree planting initiatives.

Next meeting – 30 September

END OF REPORT

Report for full council 2nd September

The update is as follows Gilston Road

CORMAC have completed a report exploring potential options to ease issues traffic related issues at Gilston road, Saltash. The report reviews options previously discussed as well as investigating options to widen the junction, a potential of a signage trial and also investigation of a signal solution. The report is summarised in the attached document. Any changes to the junction will come with a significant cost due to shallow utilities in the footway.

We hope to be in a position to review with wider stakeholders to discuss next steps shortly, it must be stressed at this stage there are no funds available for capital works and further development work is required.

Extracted from EDG1846 Gilston Road Feasibility Report v2.0

Information Classification: PUBLIC

6 SUMMARY

6.1.1 Since the opening of the new retail development at Gilston Road in Saltash local members, the town council, the local community and businesses have reported experiencing substantial traffic issues for vehicles leaving Gilston Road onto Callington Road. Traffic data obtained as part of this study has further highlighted this issue (para. 2.1.3). This report has investigated possible options to improve this situation and drawings of these options can be found in Appendix C.


6.1.2 In particular, options for widening Gilston Road to provide an additional filter lane have been investigated. Given the comparative advantages and disadvantages of the three presented options for road widening, it is recommended that Option 3 (Parallel zebra crossing with *optimal* land take) be considered. It is considered that Option 3 is preferable to Option 1 (pedestrian refuge) due to the vehicle movement risks that Option 1 poses. It is also considered that a parallel zebra crossing would provide a crossing facility that is more easily usable by all road users.


Option 3 is also considered to be preferable to Option 2 (Parallel zebra crossing with *minimal* land take) as the greater carriageway lane widths provided by Option 3 would ensure the filter lanes can carry all sizes of vehicle, increasing the effectiveness of the scheme. Option 3 also provides 3m wide shared used paths, the minimum recommended by design guidance.

Gilston Road Junction Review 35 August 2021

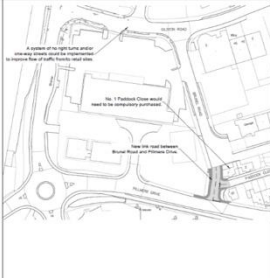
6.1.3 The comparative advantages and disadvantages of the presented options in Chapter 4, including the preferred road widening option, can be summarised as follows:

*Low: under £50k
Medium: £50k-£100k
High: £100k-£500k
Very High: Over £500k

Ref	Proposal	Image	Pros	Cons	Estimated Cost*
Shorter Term Options					
4.1	Advisory Signage Strategy		<ul style="list-style-type: none"> - Can be undertaken on a trial basis - Lesser impact on wider road network, therefore extensive traffic modelling likely not required - A parallel zebra crossing could be provided which would be a facility suitable for most people - Could be more easily implemented as an additional, supplementary measure to the other proposals listed below 	<ul style="list-style-type: none"> - Increased traffic on Pillmere Roundabout, therefore monitoring required. This could be included as part of a trial. - Could cause increased congestion on A38 westbound between Carkeel and Latchbrook, therefore consultation with Highways England required. - Impact on congestion at Gilston Road may be limited due to advisory nature of proposal 	Low (+High cost for a parallel zebra crossing on Gilston Road)

4.2	Right turn prohibition out of Gilston Road		<ul style="list-style-type: none"> - Can be undertaken on a trial basis - Forcing all vehicles to turn left would likely reduce queuing time on Gilston Road - Lesser impact on wider road network, therefore extensive traffic modelling likely not required. However there could still be unforeseen consequences, so some traffic modelling is still recommended. - A central refuge could be provided that would follow the desire line for pedestrians and cyclists 	<ul style="list-style-type: none"> - Increased traffic at Pillmere Roundabout, therefore monitoring required. This could be included as part of a trial. - There may be a level of non-compliance with the prohibition, particularly during non-peak times - Large vehicles required to do a U-turn at Pillmere Roundabout. Vehicle tracking indicates this manoeuvre is possible, but that it may also be awkward. - Permanent proposal has previously been publicly consulted upon, and received mostly negative responses - The refuge could be at most 2.5m in length, while cycle design guidance suggests such 	Trial-Low Permanent-Medium
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				<ul style="list-style-type: none">- Widening the carriageway would require significant utilities diversion, contributing to high cost- Wider filter lanes increase the crossing distance at the parallel crossing- Residual safety risks remain that are an intrinsic part of the scheme (para. 4.4.6)	
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4.9	Brunel Road-Pillmere Road Link		<ul style="list-style-type: none"> - Creating a new link road would provide an additional route out of Gilston Road, likely leading to a decrease in queueing - The additional link could allow the implementation of a system of one-way roads and/or turn prohibitions to improve traffic flow - A parallel zebra crossing could be provided at Gilston Road 	<ul style="list-style-type: none"> - Would require compulsory purchase and demolition of a private residence - Likely resistance from nearby residents, including possible compensation for some - Increased traffic at Pillmere Roundabout, traffic modelling would be required 	Very High
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6.1.4 Some of the options listed above, particularly the advisory signage strategy, could be delivered in combination to ensure maximum effect. For example, the advisory signage strategy could be provided in conjunction with a right turn prohibition. Regardless of this it is clear that there is no option which is deliverable in the short-term that is also guaranteed to alleviate traffic congestion on Gilston Road without adversely affecting the wider road network. Trials of some of these short-term proposals would provide further clarity on this, however it could be that a long-term solution that includes comprehensive study and modelling of the road network in northern Saltash is required in order to solve the issue.

6.1.5 It should be noted that the proposals outlined in this report are feasibility proposals only and should not be treated as detailed designs for construction. Any proposals taken forward will need to be investigated in more detail before they can be delivered.

Update and meeting with James Hatton On 14th September, will update outcome on the next full council meeting in October.

Update from Planning Committee meeting regarding 127 Old Ferry Road Saltash. Called in by the Town Council and Ward Member

The Senior Development Officer recommended that the application be approved with conditions .

Resident Stephen Jensen attended the meeting and spoke against the application as did Councillor Brenda Samuels.

Points made by the Electoral Member in relation to the application

1 She made reference to the policies relevant to the application , in particular, those that sought to conserve and enhance heritage assets.

2 She was disappointed that the application was recommended for approval as this was inconsistent with the pre-application advice given.

3 The housing requirement in the area had been met with planning being granted at Treledan and Pill.

4 The proposal would create parking problems on a busy road that had recreational amenity space at one end.

5 The proposal would constitute overdevelopment and overbearing on associated properties but if minded to approve the application a maximum of 3 or 4 bungalows would be the most acceptable

Points raised in debate by members

1 They needed clarification of the type and style of surrounding properties

2 Two Storey properties would be likely to be overbearing and bungalows would be a preferred option to be considered at the reserved matters stage.

3 All relevant policies and material planning had been considered when assessing the application.

4 Clarification on the assessment undertaken in relation to bats on the site.

5 A prior notification process had been undertaken that meant there was a realistic fall-back position of demolition on the site.

Arising from consideration of the report and debate by the committee it was Resolved that the application be approved 5 votes in favour, 4 against and 1 abstention.

SALTASH TOWN COUNCIL

Minutes of the Meeting of Saltash Town Council held at the Guildhall on Thursday 5th August 2021 at 7.00 pm

PRESENT: Councillors: R Bickford (Vice-Chairman), R Bullock, G Challen, J Dent, S Gillies, S Martin, S Miller, B Samuels, P Samuels (Chairman), G Taylor and D Yates.

ALSO PRESENT: 1 Member of the Press, Reverend T Parkman, H Frank (Cornwall Council) and M Worth (Cornwall Council), S Burrows (Acting Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: Councillors G Challen (Late arrival), M Griffiths, J Peggs and A Pinckney, S Lennox-Boyd (Cornwall Council), J Baskott (Chair of Community Enterprises PL12).

The Chairman announced that the first item of business would be agenda item 2 – Prayers.

136/21/22 PRAYERS.

The Chairman announced that the first item of business would be agenda item 2 – Prayers.

Reverend Tim Parkman led prayers.

137/21/22 HEALTH AND SAFETY ANNOUNCEMENTS.

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

138/21/22 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 the Meeting
Bickford	29	Non-Pecuniary	Member of Regatta Committee	Yes
G Challen	29	Non-Pecuniary	Member of Regatta Committee	Yes
Martin	29	Non-Pecuniary	Member of Regatta Committee	Yes

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

None.

139/21/22 CHAIRMAN'S REPORT.

It was **RESOLVED** to note.

140/21/22 MONTHLY CRIME FIGURES.

No Report.

141/21/22 REPORT BY COMMUNITY ENTERPRISES PL12.

It was **RESOLVED** to note.

142/21/22 CNP REPORT FOR NOTING OR MATTERS ARISING.

No report.

143/21/22 CNP ACTION POINTS FOR REPORTS.

No Actions.

144/21/22 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.

Councillor Miller briefed Members on the recent Safer Saltash meeting held on 20th August 2021.

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels and **RESOLVED** to note and that Councillor Miller be STC's liaison for future Safer Saltash reports.

145/21/22 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.

It was **RESOLVED** to note.

146/21/22 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING PARTY.

The Climate Change and Environmental Working Party asked Saltash Town Council to confirm that all the current Service Delivery Team remain trained and empowered to inform and fine littering / dog waste.

The Chairman advised Members that two STC Officers and the ASDM are qualified to issue enforcement notices.

It was proposed by Councillor Bickford, seconded by Taylor and **RESOLVED** to note and to defer Enforcement Training to a future Services Committee for further consideration and exploration of various enforcement options and associated costs.

147/21/22 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.

Cornwall Councillor Worth gave a verbal update on behalf of Cornwall Council and complimented the town on the success of Saltfest and spoke of how great it was to see Fore Street so vibrant again.

Tamar Bridge

Councillor Worth informed Members he is always available to answer questions and questions from residents and is engaging directly in meetings with local haulage operators via their directors and Association.

Update on the Living Street proposal

Councillor Worth informed Members of a meeting held with Councillors and Officers at Cornwall Council and via the Community Link Officer with the view to approach the Town Team to agree the best way forward for maximum community engagement.

An offer has been received from Cllr Philip Desmonde as the portfolio holder for transport to attend a future Saltash Town Council meeting to further discuss the proposal.

It was **RESOLVED** to note.

148/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

149/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL:

None.

150/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETINGS HELD ON THURSDAY 1ST JULY 2021 AND THE EXTRAORDINARY FULL TOWN COUNCIL MEETING HELD ON WEDNESDAY 14TH JULY 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 Dent, seconded by Councillor Martin and **RESOLVED** to amend minute 116/21/22g to remove the wording - on behalf of STC.

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

It was proposed by Councillor P Samuels, seconded by Councillor Yates and **RESOLVED** that the minutes of the Extraordinary Full Town Council Meeting held on Wednesday 14th July 2021 were confirmed as a true and correct record.

151/21/22 FINANCE:

- a. To advise the following receipts in:
 - i. June 2021

It was **RESOLVED** to note.

- b. To advise the following payments in:
 - ii. June 2021

It was **RESOLVED** to note.

- c. Urgent and essential works actioned by the Clerk under Financial Regulations.

None.

- d. To note that bank reconciliations up to 31st May 2021 were reviewed as correct by the Chairman of Policy & Finance Committee and the Acting Town Clerk.

It was **RESOLVED** to note that bank reconciliations remain at the 31st May 2021 due to the Chairman of Policy and Finance experiencing technical difficulties.

- 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.

It was **RESOLVED** to note.

152/21/22 TO CONSIDER A FESTIVAL FUND APPLICATION:

The Acting Town Clerk reminded Members of the correct procedure in which all Grant applications are to be received by the Policy and Finance Committee as per STC policy, however, due to exceptional circumstances the Chairman of FTC and P&F kindly worked together on this occasion to receive the application at Full Council. This does not set a precedent for future applications.

The Council wish to continue supporting events for the benefit of the town, even more so, during the last few difficult months in which Covid restrictions have made organising such events extremely difficult.

Application Number	Organisation	Amount Requested
FF104	Friends of Tincombe	£648.00

It was proposed by Councillor Martin, seconded by Councillor Gillies and **RESOLVED** to award £648.00 to Friends of Tincombe.

153/21/22 TO RECEIVE AND APPROVE AMENDMENTS TO THE SCHEDULE OF MEETINGS 2021-2022.

It was **RESOLVED** to note that the request to amend the Schedule of Meetings had been withdrawn and the Administration Department to check all event dates and update if required.

154/21/22 TO CONSIDER THE ACTING TOWN CLERK TO WEAR THE TOWN CLERK'S FULL CIVIC REGALIA AT FUTURE TOWN COUNCIL CIVIC EVENTS.

It was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED** that the Acting Town Clerk is to wear the Town Clerk's Civic Regalia robe and the wig to be worn at the discretion of the Acting Town Clerk at future Town Council Civic Events.

155/21/22 TO RECEIVE A BY-ELECTION UPDATE FOR ESSA WARD.

The Chairman informed Members of the by-election notice, if the election is to be contested, the poll will take place on Thursday 9th September 2021.

The closing date for nominations is Thursday 12th August 2021.

Further information can be located on the Town Council website.

It was **RESOLVED** to note.

156/21/22 CORRESPONDENCE:

a. Mobile Speed Activation Sign Locations - Cornwall Gateway.

It was **RESOLVED** to note.

b. To receive an update on the A38 Road Safety Improvements - Sheryll Murray MP.

It was **RESOLVED** to note.

c. To receive a letter regarding Go-Ahead Group Climate Change Strategy - Go SouthWest.

It was **RESOLVED** to note.

d. Free Landmark Trees - Cornwall Council.

The Acting Town Clerk informed Members that STC had registered for a free landmark tree which upon more information being received will be brought back to Full Council for consideration.

It was **RESOLVED** to note.

TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Joint Burial Board held on Tuesday 6th July 2021.

RECOMMENDATION 1:

12/20/21 TO RECEIVE AN UPDATE FROM THE P.C.C REGARDING WILDFLOWER AND GRASS CUTTING SCHEDULES.

(Pursuant to JBB held on 13.10.20 minute nr. 11/20/21 C and E)

(Pursuant to JBB held on 9.02.21 minute nr. 33/20/21 / 36/20/21)

- a. The Committee considered the recommendation detailed in the Service Delivery Manager's report relating to the pursuant minute from the Joint Burial Board meeting held on 13th October 2020, minute number 11/20/21D, to appoint an Arboriculture contractor to remove tree branches protruding the cemetery boundary.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to appoint Contractor B at a cost of £225.00 +VAT to reduce over extended oak limbs projecting over the cemetery by 2-3 metres.

It was proposed by Councillor B Samuels, seconded by Councillor Taylor and **RESOLVED** to note and approve the above recommendation.

- b. Policy and Finance held on Tuesday 13th July 2021.

RECOMMENDATION 1:

53/21/22 TO CONSIDER AMENDMENTS TO STANDING ORDERS.

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND** the amendment to Full Council.

It was proposed by Councillor Miller, seconded by Councillor Taylor and **RESOLVED** to note and approve the above recommendation.

- c. Services held on Thursday 14th July 2021.

It was **RESOLVED** to note. There were no recommendations.

- d. Extraordinary Personnel held on Thursday 15th July 2021.

It was **RESOLVED** to note. There were no recommendations.

- e. Planning and Licensing held on Tuesday 20th July 2021.

It was **RESOLVED** to note. There were no recommendations.

The date of the next Planning and Licensing meeting has since been amended to hold an Extraordinary meeting on Tuesday 24th August 2021 commencing at 6:30pm.

- f. Personnel held on Tuesday 27th July 2021.

It was **RESOLVED** to note. There were no recommendations.

158/21/22

TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Devolution Sub Committee held on Wednesday 21st July 2021.

It was **RESOLVED** to note. There were no recommendations.

- b. Station Sub Committee held on Thursday 22nd July 2021.

RECOMMENDATION 1:

8/20/21 TO CONSIDER AND APPROVE INITIAL RENTAL CHARGES

The Chairman informed Members of the proposed rates for hire charges of Isambard House which are listed below:

Weekday rates

Between 9 a.m. - 5 p.m. (Community Rate) £10.00 (per hour)

Between 9 a.m. – 5 p.m. (Commercial Rate) £15.00 (per hour)

Evening and weekend rates

Weekends & evenings (Community Rate) £15.00 (per hour)

Weekends & evenings (Commercial Rate) £30.00 (per hour)

Hourly rates all plus VAT

It was proposed by Councillor Bickford, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Council to approve and adopt the initial rental charges to commence as soon as feasible to form STC official fees and charges list.

It was proposed by Councillor Bickford, seconded by Councillor Yates and **RESOLVED** to note and approve the above recommendation.

RECOMMENDATION 2:

9/20/21 TO CONSIDER A PROGRAMME OF EVENTS

It was proposed by Councillor Bickford, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council:

1. To give delegated authority to Councillors Bickford, Bullock and Yates to establish a programme of events.
2. To approve some free events throughout the initial marketing stage of the Station Building.
3. To report back at future Station Property Sub Committee Meetings.

It was proposed by Councillor Bickford, seconded by Councillor Yates and **RESOLVED** to note and approve the above recommendation.

RECOMMENDATION 3:

12/20/21 TO CONSIDER MANAGING AND OPENING THE WAITING ROOM AND REFRESHMENT FACILITIES

It was proposed by Councillor Bickford, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council:

1. To give delegated authority to Councillors Bickford and Miller to review previous applications received from interested operators wishing to manage and open the waiting room and refreshment facilities.
2. To further negotiate with potential operators the use of the waiting room and refreshment facilities on a temporary rent free basis with a minimal cost of business rates and utility costs, to be reviewed within six months, to assist a startup business in Saltash.
3. Waiting room and refreshment facilities to include the cleaning of the waiting room to minimise impact on the Council and its Officers.

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to note and approve the above recommendation.

- c. Library Sub Committee held on Tuesday 3rd August 2021.

The Chairman informed Members that the Library Sub Committee meeting was cancelled.

159/21/22 TO APPOINT A MEMBER TO THE CHRISTMAS LIGHTS AND TOWN EVENTS SUB COMMITTEE.

It was proposed by Councillor Bullock, seconded by Councillor Gillies and **RESOLVED** to appoint Councillor Bullock to the Christmas Lights and Town Events Sub Committee with a vacancy still outstanding to be further considered after the election held in September 2021.

160/21/22 TO CONSIDER APPOINTING A MEMBER AND/OR A REPRESENTATION FROM A LOCAL GROUP TO ENGAGE IN THE PROPOSED CORNWALL GATEWAY CLIMATE CHANGE WORKING GROUP.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to appoint Councillor Gillies as a representative to engage with the proposed Cornwall Gateway Climate Change Working Group.

161/21/22 NEIGHBOURHOOD PLAN SUBMISSION UPDATE.

It was **RESOLVED** to note.

162/21/22 PLANNING:

a. Applications for consideration:

PA21/01828

Re-Consultation

Mr Alan Donovan - **1 The Moorings Babis Lane St Stephens Saltash PL12 4FG**

To landscape the slope at the end of the level part of the garden to include a boat store/shed on the lower ground.

Ward: Essa

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

Councillors Bickford, G Challen and Martin declared an interest in the next agenda item and left the meeting.

163/21/22 CONSIDERATION OF LICENCE APPLICATIONS:

Premises Name & Address	Saltash Regatta – Brunel Green, Jubilee Green, Waterside Green & Section of Old Ferry Road, Saltash, PL12.
Applicant	Saltash Regatta Committee
Application Accepted	27.07.2021
Application Type	Grant
Licensable Activities	Regulated entertainment
Ref.	LI21_003249
Representations Deadline	24.08.2021
Licensing Officer	Linda Edmunds

It was proposed by Councillor Dent, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL**.

Councillors Bickford, G Challen and Martin were invited and returned to the meeting.

164/21/22 MEET YOUR COUNCILLORS:

It was proposed by Councillor Bullock, seconded by Councillor Dent and **RESOLVED** to reinstate Meet Your Councillors in Fore Street on the second Saturday of the month with the first date being Saturday 14th August 2021. Councillors to attend are Bullock, Miller, B Samuels and P Samuels.

165/21/22 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.

166/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

167/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that the public and press be re-admitted to the meeting.

168/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

The Chairman informed Members on the following two items:

Blitz Memorial Benches

On Wednesday 4th August 2021 the installation of the two Blitz Memorial benches commenced having received the street-works Application Approval the day before.

The works continued into Thursday 5th August. The aim is to complete the installation by the end of the week, prior to the Blitz Event on Sunday 8th August.

One bench is being installed on the corner to Wesley Road adjacent to the Blitz Memorial Information Board. The second bench is being installed on the opposite side of Fore Street outside the Factory Outlet Store in Fore Street, replacing an existing bench which will be relocated in Fore Street at a later date.

The works include the construction of a concrete plinth at one end of each bench to compensate for the land gradient so that they are level when being used.

SaltFest

The Mayor informed Members of a cash raffle prize won on Saturday's event which he is to donate the value of £50 to the Mayor's Charity.

169/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor P Samuels, seconded by Councillor Taylor and **RESOLVED** to issue the following Press and Social Media releases:

1. Meet Your Councillors in Fore Street
2. By-election notice of election of a Town Councillor – Essa Ward
3. Small areas of St Stephens Churchyard to be left for wildflower growth
4. Blitz Memorial bench installation.

170/21/22 DATE OF NEXT MEETING:

Thursday 2nd September 2021 at 7.00pm

171/21/22 **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: 8.36 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council
Receipts July 2021

Description	NET	VAT	GROSS
Allotment Income	50.00	-	50.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - July Salaries 28/07/21	54,000.00	-	54,000.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - June Expenditure 09/07/21	9,500.00	-	9,500.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - PWLB Loan Payment 30/07/21	10,000.00	-	10,000.00
Barclays Loyalty Rewards	0.90	-	0.90
Churchtown Cemetery Fees	2,505.00	-	2,505.00
Cornwall Council - Grass Cutting Payment 2021/22 - St Stephen by Saltash Church	561.00	-	561.00
Daily Moorings	20.83	4.17	25.00
Library Income - Book Sales	46.33	-	46.33
Miscellaneous Account - FRAUD ALERT 18/06/21 - Resolved and Full Refund Received	2.90	-	2.90
Public Sector Deposit Fund Interest - Churchtown Cemetery	5.11	-	5.11
Service Delivery Income - Annual Mooring Fees	640.83	128.17	769.00
Service Delivery Income - Daily Mooring Fees	83.33	16.67	100.00
Service Delivery Income - Seagull Bags	280.00	56.00	336.00

Saltash Town Council
Payments July 2021

Description	NET	VAT	GROSS
1st Office Equipment - Copier Charge 19/02/21 to 01/06/21 & Quarterly Maintenance 31/05/21 to 30/08/21	137.65	27.53	165.18
Amazon - IT Equipment P&F	23.91	4.78	28.69
Amazon - Library Activities	44.09	8.84	52.93
Amazon - Stationery Library	56.57	11.31	67.88
ASG Security - Fire & Security Ltd Adhoc Repair Guildhall	81.20	16.24	97.44
Bank Transfer from Barclays Business Current Account to Lloyds Current Account - To Cover Bank Charges	50.00	-	50.00
Barclaycard Card Fee	32.00	-	32.00
Barclays Bank Charge - 13/05/21 to 13/06/21	9.50	-	9.50
BBB Printing - Staff ID Badges	52.50	10.49	62.99
CF Corporate - Photocopier Lease Rental 01/07/21 to 01/10/21	500.00	100.00	600.00
Cornwall Council Rates - 2021/22 Monthly Instalment - Guildhall	861.00	-	861.00
Cornwall Council Rates - 2021/22 Monthly Instalment - Library	1,347.00	-	1,347.00
Cornwall Council Rates - 2021/22 Monthly Instalment - Station Building	354.00	-	354.00
Cornwall Pensions Fund Payment - July 2021	10,042.63	-	10,042.63
Dainton Group Services - Portacabin Waterfront Collection & Transport Cost Of Old Cabin	210.95	42.18	253.13
Dainton Group Services - Rental Waterfront Welfare Cabin 22/06/21 to 31/07/21	678.55	135.71	814.26
Denmans - Electrical Maintenance Supplies	10.66	2.13	12.79
Diverse Event - Library Promotional Event	70.00	-	70.00
EE - Grounds Mobile Phones & Waterfront Broadband - July 2021	263.11	52.62	315.73
Efficient Comms Ltd - Call Charges - July 2021	115.15	23.03	138.18
Galleon Supplies - Antiviral Disinfectant - Covid 19 H&S	274.25	54.85	329.10
Glendale Grounds Management Ltd - Tree Works Meadow Drive Pillmere	550.00	110.00	660.00
HMRC NIC Payment - July 2021	10,234.25	-	10,234.25
HMRC NIC Payment - Pension Payment Correction	106.79	-	106.79
Institute of Cemetery & Crematorium Management - Staff Training	405.00	81.00	486.00
IRQ Systems Ltd - Monthly IT Maintenance & Broadband Fee - July 2021	1,038.35	207.67	1,246.02
Laser - Guildhall Electric - 01/03/21 to 31/05/21	690.87	138.17	829.04
Medland Sanders & Twose - Grounds Maintenance Equipment	74.56	14.91	89.47
Moorepay - Payroll & HR Software Services - 01/05/21 to 31/05/21	246.60	49.32	295.92
Moorepay Health & Safety / Employment Law - 09/06/21 to 08/07/21	255.43	51.09	306.52
Moorepay HR / Employment Law Consultancy - 22/06/21 to 21/07/21	70.83	14.17	85.00
Opayo (Previously Sage) - Card Machine Charges - June 2021	6.64	-	6.64
Opayo (Previously Sage) - Card Machine Charges - June 2021	18.40	3.68	22.08
Paper Gourmet - Library Reopening Signage	122.41	24.48	146.89
Paper Mill Direct - Library Reopening Signage	94.00	18.80	112.80
Pertemps Recruitment - Service Delivery Temp Fees - June 2021	843.06	168.61	1,011.67
Post Office - Postage Stamps	37.56	-	37.56
Public Works Loan Board - Loan Interest Payment 30/07/21 Churchtown Cemetery	10,692.33	-	10,692.33
Pyramid Electrical - Electrical Repairs Library	460.00	92.00	552.00
SLCC Enterprises Ltd - Annual Membership	317.00	-	317.00
South West Water - Alexandra Square Public Toilets - 19/03/21 to 22/06/21	100.11	-	100.11
South West Water - Belle Vue Public Toilets - 15/03/21 to 21/06/21	195.00	-	195.00
South West Water - Waterside Public Toilets 19/03/21 to 21/06/21	172.79	-	172.79
Spot-On-Supplies - Cleaning Supplies	202.83	40.57	243.40
Staff Salaries - July 2021	33,559.27	-	33,559.27
Tartendown Nursery - Manure Churchtown Memorial Rose Garden	90.00	18.00	108.00
Trade UK Account - Tools & Equipment	43.71	8.74	52.45
Tudor Environmental - Grounds Maintenance Watering	94.50	18.90	113.40
UK Fuels Ltd - Vehicle & Machinery Fuel - July 2021	440.77	88.15	528.92
Vincent Tractors Ltd - Machinery Maintenance	395.00	79.00	474.00
WF Education Group Ltd - Library Furniture & Shelving	95.25	19.05	114.30
Xero Accounting Software Monthly Subscription - July 2021	24.00	4.80	28.80

Document is Restricted

Post meeting Priority Order - * indicates amended wording							
	Yout h	Publi c	Insid ers	Provisio nal	Meetin g 1	Meetin g 2	2014 - 2015 Council review
Top priority							
4 Continuing existing improvement projects (free parking, extra signage, hanging baskets etc.)	Medi um	High	Top	High	Top		
High Priority	Yout h	Publi c	Insid ers	Overall	Meetin g		
1 Continuing to develop a Saltash Neighbourhood Plan (for housing, jobs etc. for the next 20 years)	High	High	High	Top	High		
29 Promoting appropriate developments to waterside amenities	High	High	Mediu m	High			
30 Providing grants for community groups (Community Chest)	Low	Medi um	High	Medium	High		
46 Funding festivals in general	Medi um	Medi um	High	Medium	High		
70 Promoting development of Saltash station building (including additional passenger/community facilities	Medi um	Top	High	High	High		
79 Improving play areas	High	Medi um	Mediu m	Medium	High		
92 Developing the use of the Maurice Huggins Room within current budget*	None	Medi um	High	Medium	High		
High Priority - Sub category 'To investigate options around devolution of Cornwall Council Services'							
80 Supplementing Cornwall Council's weed control	Low	Low	None	Low			
81 Additional street cleaning	Low	Medi um	None	Low			
83 Providing local services where CC declines (e.g. Pillmere)	None	Low	Low	Low			
86 Investigating joint service provision with Cornwall Council for all grass cutting / weeding	Low	Medi um	Low	Low			
87 Taking on green spaces and parks from Cornwall Council	Low	Low	Low	Low			
88 Taking on further public toilets from Cornwall Council	Low	High	High	Medium	Low		
89 Negotiating taking on Cornwall Council Car Parks.	None	Medi um	Mediu m	Low			
90 Investigate taking over management of the boat-park & garages on Jubilee Green from Cornwall Council	None	Low	Low	Low			
121 Initiatives to reduce litter and dog mess in Saltash (ASBO group)							New priority
Medium Priority	Yout h	Publi c	Insid ers	Overall	Meetin g 1		
5 Supporting enhancements to the look of empty buildings in the Town Centre	Medi um	High	Mediu m	Medium			
8 Providing bike racks and dog stakes in fore street	High	Low	Low	Medium			
13 Investigating providing more car parks / spaces	High	Low	Low	Medium			
17 Promoting digital technology in the town centre (broadband, free wi-fi etc.)	High	Low	Mediu m	Medium			
19 Providing further markets at top/bottom of Fore Street	Medi um	Low	Mediu m	Medium	Medium		
20 Providing sports/recreation opportunities in Fore St (exercise equipment, rowing machines etc)	High	None	Mediu m	Medium			
21 Subsidising local economy initiatives (e.g. Saltash Card)	Medi um	Medi um	Mediu m	Medium			
24 Initiatives for job creation (rental support, publicity, grant support, premises location) etc.	Medi um	High	Mediu m	Medium			
27 Tourism and publicity initiatives	Low	Low	High	Medium			
34 Funding Saltash Town Youth Council	Low	Low	Low	Low	Medium		
35 Funding Citizen's Advice Bureau activities within Saltash	Low	High	High	Medium			
36 Acquiring new space for Saltash Heritage in partnership with Heritage and Saltash CIC	None	High	High	Medium			
39 Saltash Christmas Event	High	Medi um	Mediu m	Medium			
40 Establishing the Christmas lantern parade as an annual event	Low	Low	Mediu m	Low	Medium	Medium	
43 STC community events (Saltash Showcase, Beating The Bounds etc.)	None	None	Low	None			
44 Promote/fund more sports activities & festivals	Medi um	Low	Low	Low	Medium	Mediu m	
50 Maintaining Elwell woods	Low	Medi um	Low	Low			

51 Community toilet scheme	High	High	Medium	High	Medium	Medium	
53 Treeplanting/community orchard schemes	Medium	Low	Medium	Medium			
55 Expanding provision of salt bins to cover remaining key areas*	Low	Medium	None	Low	Medium		
58 Community clean-up projects	Medium	Medium	Low	Medium			
59 Other Environmental initiatives (e.g. clean air initiatives, car sharing, Recycler of the Year, Saltash shopping bag (as in Modbury) etc.	Medium	Low	Low	Low	Medium		
60 Providing additional litter bins in outer areas	Medium	Medium	Low	Medium			
68 Promoting public transport use in/to/from Saltash (other than through subsidy)	Low	Medium	Medium	Medium			
71 Promoting 'integrated transport' between bus, train, cycle ways, footpaths etc.	Low	Medium	Medium	Medium			
72 Maintaining Public Rights of Way	None	High	Medium	Medium			
74 Developing new cycling or walking opportunities	Medium	Medium	Low	Medium			
95 Working with partners who may provide additional leisure facilities	Top	Low	High	High			Medium
98 Providing further youth facilities for younger people (pre-teens)	Medium	Medium	Low	Medium	Medium		
102 Staff and councillor training	Low	None	Medium	Low			
104 Developing Guildhall as a venue (for weddings, licence etc.)	Low	Low	Medium	Low	Medium	Medium	
107 Items directly related to Quality Town Status	None	None	Medium	Low			
108 Increased STC use of social media (facebook, twitter etc)	None	None	High	Low		Medium	
111 Reintroducing STC 'Panel of Youth' or suitable alternative.	Low	Low	Medium	Low	Medium	Medium	
115 Updating and improving the STC website	None	Low	High	Low	Medium		
117 Crime reduction projects (CATS, clubs and projects etc.)	Medium	Low	Low	Low	Medium		
122 More proactively negotiate with developers over service provision							New priority
Low priorities	Youth	Public	Insiders	Overall	Meeting 1	Meeting 2	
2 Providing a 'vibrant Saltash' office (paid employee to oversee publicity, co-ordinate festivals, support community groups, town centre management etc). For further investigation and final decision by full council*	Medium	Medium	High	Medium	High		Low
3 Extension of the planning Conservation Area	Medium	Medium	Medium	Medium	Medium		
9 Promoting a night time economy (late night opening)	Medium	None	Low	Low			Low
10 Acquiring a building for a major town centre 'legacy project'	Low	None	Low	Low			
11 Building a town square	Medium	None	Low	Low			
12 Installing partial street coverings (canopies) for the town centre	Low	Low	Low	Low			
15 Proactive marketing to major chains to come to the town centre	High	Medium	High	High	Medium		Low
23 Proactive marketing to major business for industrial units	Low	Low	Medium	Low			Low
25 Providing advice and support for small start-up businesses.*	Medium	Medium	Medium	Medium	Medium		
26 Encouraging more shops around the town (outside Fore St)	Medium	Low	None	Low			
28 Providing a tourist information/visitor centre	Low	Low	Medium	Low			
33 Staff support for community groups (e.g. residents associations/neighbourhood watch)	Low	None	Low	Low			
37 Seed funding large-scale community projects	None	Low	Low	Low			
41 Events to commemorate centenary of the First World War / 70 years since D Day (2014)	Medium	Low	Medium	Medium	Low		
42 Support/fund a community fireworks event	Medium	None	Medium	Low			
45 Replacement & maintenance fund for festive lights	Low	Low	Low	Low			
47 Beautifying roundabouts	Low	None	Low	Low			
48 Maintaining verges on highways	Low	Medium	None	Low		Low	

49 Additional public art in the town	Medium	None	Low	Low			
52 Providing additional STC allotments	Low	Low	Low	Low			
56 Revival of gardens for allotments scheme	Low	Low	Low	Low			
57 Providing additional planting/floral areas in the town	Low	Low	None	Low			
62 Providing recycling bins (in and outside Fore St)	Medium	Low	Low	Low			
63 Providing additional benches/picnic tables in parks	Medium	Medium	None	Low			
64 Replacing and providing additional benches in and out of Fore St	Low	Low	None	Low			
69 Providing additional bus shelters	Medium	Low	Low	Low			
73 Producing further footpath / walk leaflets	Low	Low	Low	Low			
77 Increased toilet cleaning	High	Medium	Medium	Medium			
78 Acquiring / maintaining new playing fields	Medium	Low	None	Low		Low	
84 Increased emptying of litter bins	Medium	Medium	None	Low		Low	
85 Additional civil enforcement (for parking, dog mess etc)	Low	Medium	Low	Low			
93 Developing the use of the Toc H Building	Low	Low	Low	Low			
94 Providing covered area in Longstone Park	Medium	None	None	Low			
99 Expanding the range of sporting facilities in the town	Medium	Low	None	Low			
101 Restoration and protection of civic regalia	None	Low	Medium	Low			
103 Funding road safety initiatives	Low	Low	None	Low			
105 Development of Guildhall long room as an art gallery	None	Low	Low	Low			
109 Expanding town messenger (colour/pages/number of issues)	None	None	Medium	Low			
113 Improving, replacing and supplementing STC notice boards	None	Low	Low	Low			
114 Developing further public consultation on STC activities	None	Low	Medium	Low			
116 Providing CCTV	Medium	Medium	Low	Medium	Low		
118 Increased restoration of damaged gravestones at cemetery	Medium	None	None	Low			
119 Digitising cemetery records (for family history / research etc.)	Low	None	Low	Low	Low		
120 Fair-trade initiatives	Medium	Low	None	Low			

Non-priorities	Youth	Public	Insiders	Overall	Meeting 1	Meeting 2	
6 Community/subsidised paint of Fore St	Medium	Low	Medium	Medium			
7 Additional planters in Fore Street	Low	None	None	None			None
14 Investigating the widening of Fore St	Medium	None	None	Low			
16 Provision of dedicated disabled parking on Fore St (n.b. Cornwall Council responsibility)	Medium	Low	None	Low		None	
22 Additional signage for industrial estates	None	None	Low	None		None	
31 General funding to Saltash Community Interest Company (for project work / staff etc.)	None	None	None	None			
32 Funding for specific Saltash Community Interest Company projects	None	None	Low	None			
38 Providing insurance / maintenance for community projects	None	Low	None	None			
54 Providing STC dog bins	Medium	High	None	Medium	None		
65 Subsidising bus services to provide additional services/retain threatened services	Medium	Medium	None	Low			
66 Subsidising rail services to provide additional services/retain threatened services	Medium	Medium	None	Low		None	
67 Subsidising ferry services (including subsidy to Barbican Ferry)	Low	Low	None	Low		None	
75 Providing maintenance and power for new streetlighting,	Low	None	None	None		None	
76 Building / managing new STC public toilets	Medium	High	None	Medium	None		
82 Additional work to tackle potholes / uneven pavements	High	High	None	Medium	None		
91 Investigate taking over lease of boat sheds under bridge from Network Rail	None	None	Low	None			None
96 Investigating building an outdoor swimming pool	High	None	None	Low			
97 Providing a homeless shelter	High	None	None	Low			
100 Continuing refurbishment of guildhall except where there is a robust business case related to item 104.	None	Low	None	None			

106 Investigating technological solutions to display planning applications	None	None	Low	None			
110 Building email database of residents for electronic communication	None	None	None	None			
112 Holding additional 'meet the people' events (including outside Fore Street)	None	Low	None	None			

Item 21

To consider carrying out a 'Saltash Town Council Priority Setting process'

In 2014 the Town Council carried out a priority setting process, the result is attached.

The process was generally found to be useful by Council Members and public alike.

The priorities still seem relevant but do need to be updated and as a bare minimum re-ratified.

If Members wish STC to carry out a similar process, then I propose we pass this to P & F to work up a process.

End of Report
Cllr Bickford

Saltash Foodbank

Annual Report 2020 - 2021



Feeding People in Crisis

Chair's Message - Elizabeth Usher

This year there really hasn't been any getting away from Covid-19 and its impact on almost every aspect of everyone's life. For Saltash Foodbank this raised a number of issues:-

Could Saltash Foodbank continue to support its clients?

To comply with government guidelines, our Foodbank changed its operating procedure 12 months ago from one where clients came to us to obtain advice and signposting, and to collect their food parcels, to a system where clients were provided with support over the phone, and food parcels were delivered to them. In addition, our Foodbank has addressed food poverty by providing support direct to local schools, and has forwarded excess fresh produce to other local organisations including the Core, and (pictured below) The Community Fridge and Larder at No.4 Fore Street.



How can we best protect out volunteers?

Again, changes were made so that some volunteers began working alone and others came in to the Foodbank in small, fixed teams to prepare food parcels, weigh in donations, stack shelves, collect donations and deliver to clients. Older and clinically vulnerable volunteers had to follow government guidelines and step back for their own protection and everyone had to learn to follow strict cleaning and sanitising procedures. Like everyone else in the community, volunteers had to wear masks, wash hands and keep socially distanced – not easy rules to follow when undertaking many of the jobs that keep a Foodbank operational!

Will the Foodbank still have enough volunteers?

At the start of the first lockdown some of our longest serving and most experienced volunteers, reluctantly had to step back, but our Foodbank was fortunate to find support from a number of people who found themselves furloughed and the activities of the Foodbank have been undertaken by a reduced number of volunteers who have been quite amazingly dedicated and determined to keep up the flow of food in and out. A huge “Thank you” goes out to all those temporary and permanent volunteers who have been able to keep this Foodbank afloat.

Will donations dry up?

We knew that Covid-19, and the restrictions that this put on the general public, were bound to impact on our community and that local people might well face shorter working hours and even job losses. We were very concerned that this could impact on our community’s ability to continue their support.

But, we need not have worried! Saltash Foodbank has been overwhelmed by the generosity of the residents, organisations, and businesses of Saltash and the surrounding areas, who have continued to provide for their neighbours in these unprecedented times, with donations of food, cash and necessary items. This kindness was particularly appreciated at Christmas, when so much seasonal fare arrived in the form of tinned hams, crisps and chutney, mince pies, Christmas puddings, crackers, chocolates and gifts, all of which were distributed along with the Foodbank’s usual food parcels to local families.

Not that Saltash Foodbank has been working in isolation this year

Last year Cllr. Hilary Frank of Cornwall Council arranged virtual meetings of representatives from local churches, schools, charities and community groups who were supporting local people through the pandemic, to try to identify the need for food and related support in Saltash; improve communication between the various providers, and to coordinate provision of support and share best practice. Saltash Food Alliance, which was born out of that first meeting on 11 November 2020, has strengthened ties between local organisations to address not only hunger, but also food waste.

So, in spite of Covid-19, lockdowns and the ongoing uncertainty for all, Saltash Foodbank has continued to support local families in crisis. This has been entirely due to the dedication and hard work of our volunteers and the unfailing generosity and kindness of the local community.

TO YOU ALL - THANK YOU

. . . and to anyone who needs the help of Saltash Foodbank
please be assured we will be there for you.

Just ring: 0800 328 2124

to receive confidential help and advice

The Trussell Trust

Saltash Foodbank continues to be affiliated to the Trussell Trust, which this year has in particular, provided us with invaluable advice and assistance regarding how best to operate safely and in adherence to government guidelines.

Like other Trussell Trust Foodbanks, we have continued to collect and upload data to the Trust, which is then able to provide government with an accurate picture of the problems of food poverty, faced by so many families and to work to address poverty in our society.

Through Emma Greenwood, the Trussell Trust's South West's Area Manager, our volunteers have been able to undertake continuing (virtual) training and Emma has been a great support during these unprecedented times. We are very grateful for her advice and encouragement. Thank you for being at the end of the phone Emma and thank you to all your colleagues at Trussell Trust who have been there to provide ongoing help and guidance!

Volunteers

At the start of the first lockdown, Foodbank volunteers became recognised as front-line workers and were issued with a letter from the Trussell Trust to confirm this, in case volunteers were challenged when away from home on Foodbank business.

Because of the reduced number of volunteers able to keep working in the Foodbank, many of those who were able to keep going have staffed sessions, week-in week-out, without a break since last March.

The Warehouse staff weigh in the donations and stack the Warehouse shelves. The Drop-In staff make up the food parcels and bags going out to clients. The collections drivers pick up both the donations made by the public, in the collection boxes in various local shops, and also the donations made by the supermarkets. The delivery drivers take the food parcels to clients.

Together these teams have ensured that the flow of food in and out of the Foodbank has continued smoothly throughout a very difficult year. Most jobs in the Foodbank involve a fair amount of lifting and carrying and all volunteers have had to follow strict and time-consuming sanitising regimes to keep themselves, other volunteers and clients safe. The dedication of all Saltash Foodbank's volunteers has always been quite remarkable, but in this unprecedented year it has been nothing short of outstanding.

This year one of our Trustees, Karen Chapple, has kindly taken on the role of Volunteer Co-ordinator. Karen will become the point of contact for volunteers and she is also updating and uploading volunteers' details to our Foodbank's secure online data recording system. This is an ongoing task, but one that will ensure data protection for our volunteers' information. Many thanks to Karen for stepping forward to take on this very necessary role.

Drop-In Report - Rika Chanter

The drop-In has not been a drop-in to clients this last year as we have been operating a delivery only service during the pandemic. I am grateful to all the volunteers who have embraced our new way of working during this year, without seeing our clients. These are the volunteers that take my calls to receive the client details and their extra needs, as well as those that pack and weigh the food bags and any additional items and then also the Foodbank volunteer delivery drivers who have travelled many miles to deliver the food parcels.

The Foodbank drop-in has been working this last year with 2 volunteers per shift. This, along with a strict cleaning routine, has kept everyone safe. After the food parcels requested have been assembled, they are delivered that evening. Another volunteer then comes in at another time to replace the used food parcels for the next drop-in shift. Several of our volunteers managed to do a signposting course on Zoom to help our clients.

I had more calls from people that have had to use the Foodbank for the first time than in previous years. This has mainly been due to the pandemic and its effects. Some clients obviously never expected to be in such a precarious financial position. This is shown in the table below. This can be as children have been home more, the client has been put on furlough, or the client was put on Universal Credit after losing employment. There were even elderly and clinically vulnerable people that called us after the free food parcels stopped from the government after the first lockdown, requesting food. Luckily for the people in the Saltash and surrounding area, Community Enterprises PL12 have changed their operations during the pandemic by shopping for those unable to shop for themselves; this included getting prescriptions and even loans from the jigsaw library. The Hopper bus started to deliver hot meals and 'chill and cook' meals in lockdowns to people requesting them. These were cooked at the Bullers Arms in Landrake. Some of these meals we have been delivered to individuals in temporary housing with no cooking facilities, so they have access to a more balanced diet. This was facilitated with grant monies received from Cornwall Community Foundation. This funding also allowed us to buy food tokens from local take-away outlets, such as Rowes, Codfathers and The Hungry Fox. These were supplied to clients in temporary accommodation, so they could have an occasional hot meal. Many of these people in temporary accommodation have been housed by the Council for various reasons, most frequently to get people off the street during lockdowns. Many were in 'temporary' accommodation for several months, which is not ideal.

The main reason for people needing the Foodbank is low income. It is sad that current levels of benefits do not cover peoples' bills. Some have debt that needs addressing. We always ensure that the referring agency is helping them with their debts or that we refer them to Citizens Advice or that we encourage them to contact Christians Against Poverty. We are lucky in Saltash that Tim Squires from the Baptist church has recently started helping people with their debts. Unexpected circumstances, such as a broken appliance, being re-homed due to domestic violence, relationship breakdown, or a death or illness in the family, all add extra expense for those already on low income.

We recently asked a few clients to reflect on the service they had received from us. These are their responses:

'The Foodbank has helped me when I needed it due to money shortages. I really appreciated all the food received, even at Christmas, I had Christmas food boxes. Been a real help, thank you.'

'The Foodbank helped me enormously, at that time. I really did not know how I was going to eat for the next few weeks. It was an absolute life saver and extremely grateful.'

'As a self-employed single mother, I had no income for months and struggled to feed my family and pets. The Foodbank was our lifeline. Thank you so much'

'I was extremely grateful having all the food delivered to me by a very friendly man. This was a lifeline for me, and I shed a few tears as I unpacked it all. Thank you very much to you all.'

'The Foodbank has been amazing to my husband and I during some difficult financial times, we appreciate your help.'

'Help was very quick and understanding. I did not feel ashamed to be needing extra help, thank you.'

From the table on the next page you can see an added entry for Plympton. Plympton contacted the Trussell Trust and myself to see how they could start up a Foodbank. Their location was quite a distance from the other 2 Foodbanks in Plymouth. The feedback from the community was that a Foodbank was needed in their area to help the people affected by the pandemic. The Plympton team ministry, comprising of the 2 Anglican churches in Plympton, worked together to make this happen. At that time the Trussell Trust would not let them set up a Foodbank but were happy to allow them to be one of our agencies, but they would provide their own food for the food parcels they issued. This started in April 2020. Later in 2020, Plympton became a fully-fledged Foodbank and no further vouchers would go through our system. They are now called Plympton Foodbank under the Trussell Trust. Plympton also provide a delivery-only service and we have used them in the past to deliver to areas in Plymouth beyond our remit.

Our figures are shown both with and without Plympton. Both show an increase in need due to the pandemic on individuals and families. The trend for need in Saltash has increased in the 3 years shown.

Vouchers Report - Rika Chanter

Year 1st April to 31st March	Vouchers	Adults	Children	Total fed	% change on previous year
Year 4/20 to 3/21					
Saltash only	439	694	407	1101	14% up
+ Supporting Plympton (total S+P)	57 (496)	102 796	81 488	183 1284	----- 33% up)
Year 4/19 to 3/20					
Saltash	389	612	354	966	3% down
Year 4/18 to 3/19					
Saltash	372	614	385	999	6% up

As well as another Trussell Trust Foodbank in our area (Plympton), the increase of other food distribution hubs that have sprung up during the pandemic has been significant. Saltash has now a 'Community Fridge and Larder' that, as well as distributing end of day and items passed their 'best before' date, also distribute 'in date' tinned and dried foods, without asking questions of the receiver. This they do 3 times a week, with several dozens of customers at each session. Our data therefore underestimates the real state of hardship in Saltash. 'Ambient food' is made available through the government department DEFRA and Fare Share.

In Plymouth a new local food network has been set up to support all Foodbanks and food distribution hubs. This network recently reported there are over 100 different food distribution points in Plymouth, from the soup kitchen, to community larders, Trussell Trust foodbanks and many newer hubs which collect end-of-day food as well as Fare Share ambient food from the ARC (The Aid Redistribution Centre in Plymouth) supported by the Co-op, Sainsburys and other supermarkets. These new hubs also take community donations. At Saltash Foodbank we link in with this network, started during the pandemic and have seen the organisation grow to a point where referrals can be made by these new Foodbanks to Citizens Advice in Plymouth as well as developing an information leaflet for further support.



The Foodbank has been very lucky this year to receive donations from a number of very kind children, and thanks go to them and their families for their support.

Zennor donated to Saltash Foodbank again, providing 20 Christmas gift parcels and advent calendars. (Last year she donated lots of Easter eggs!)

The table below displays the areas from where we receive our referrals.

Ward	No. Vouchers	Adults	Children	Total
Budshead	11	18 (72%)	7 (28%)	25
Callington	1	1 (50%)	1 (50%)	2
Devonport	6	8 (61.54%)	5 (38.46%)	13
Drake	1	1 (100%)	0	1
Efford and Lipson	3	12 (100%)	0	12
Eggbuckland	1	1 (100%)	0	1
Ham	6	11 (55%)	9 (45%)	20
Honicknowle	22	32 (64%)	18 (36%)	50
Looe West, Lansallos and Lanteglos	3	3 (100%)	0	3
NFA	41	43 (100%)	0	43
Newton & Yealmpton	2	2 (50%)	2 (50%)	4
Peeverell	1	1 (50%)	1 (50%)	2
Plympton Chaddlewood	19	28 (68.29%)	13 (31.71%)	41
Plympton Erle	16	28 (41.79%)	39 (58.21%)	67
Plympton St Mary	9	22 (64.71%)	12 (35.29%)	34
Plymstock Radford	4	6 (66.67%)	3 (33.33%)	9
Rame Peninsular	1	2 (66.67%)	1 (33.33%)	3
Saltash East	87	153 (67.4%)	74 (32.6%)	227
Saltash North	50	79 (56.03%)	62 (43.97%)	141
Saltash South	80	133 (48.54%)	141 (51.46%)	274
Saltash West	42	69 (67.65%)	33 (32.35%)	102
Southway	5	9 (50%)	9 (50%)	18
St Budeaux	16	26 (72.22%)	10 (27.78%)	36
St Dominick, Harrowbarrow and Kelly Bray	11	18 (50%)	18 (50%)	36
St Germans and Landulph	36	48 (76.19%)	15 (23.81%)	63
St Peter and the Waterfront	4	8 (72.73%)	3 (27.27%)	11
Stoke	3	7 (100%)	0	7
Sutton and Mount Gould	6	7 (100%)	0	7
Torpoint East	1	2 (100%)	0	2
Truro Trehaverne	1	2 (100%)	0	2
Unknown	0	0	0	0
Wembury & Brixton	7	16 (57.14%)	12 (42.86%)	28
Totals	496	796	488	1284

The table includes Plympton Foodbank figures from before they became a separate Trussell Trust Foodbank.

Crisis Types

Crisis	No. Vouchers	Adults	Children	Total
Benefit Changes	40	59 (69.41%)	26 (30.59%)	85
Benefit Delays	34	72 (73.47%)	26 (26.53%)	98
Child Holiday Meals	2	4 (26.67%)	11 (73.33%)	15
Debt	33	59 (55.14%)	48 (44.86%)	107
Delayed Wages	3	5 (83.33%)	1 (16.67%)	6
Domestic Violence	12	20 (57.14%)	15 (42.86%)	35
Homeless	40	46 (97.87%)	1 (2.13%)	47
Low Income	271	435 (60.33%)	286 (39.67%)	721
No recourse to public funds	4	6 (54.55%)	5 (45.45%)	11
Other	32	43 (53.75%)	37 (46.25%)	80
Sickness	25	47 (59.49%)	32 (40.51%)	79
Totals	496	796	488	1284

Sad News

On January 21st this year, Saltash Foodbank lost its Secretary, Lesley Margetts, who had supported and guided the Trustees since 2012. Lesley's funeral took place on 18th. February 2021. The thoughts of everyone in Saltash Foodbank remain with her family.

As well as her work with the Foodbank, Lesley was involved in a wide range of activities in the local community, being a Reader and someone very involved with the running and the life of the Saltash Team Ministry. She also taught yoga and found time to run occasional sessions for the local Guides. She was as enthusiastic as she was energetic in all she took on. Lesley is greatly missed by all at Saltash Foodbank.



Secretary's Report - Corina Clement

Throughout this year we have continued to hold regular meetings, but these have had to be held virtually. In order to ensure that Trustees and Volunteers were not overwhelmed by virtual meetings, Lesley drew up a Meetings Policy to ensure that Saltash Foodbank only holds one meeting in any month, but still follows its Constitution by holding three Trustee Meetings and an AGM, as well as regular monthly meetings. Minutes of the various meetings have been circulated to keep Trustees and Volunteers up to date via reports on the activities of the Warehouse and Drop-In Centre, together with reports on Collections, Agencies, and a Treasurer's report.

One particularly important meeting this year was the General Meeting held on 9th December 2020, when the Constitution of Saltash Foodbank was amended so that the Volunteers of the Foodbank are now automatically 'Members' entitled to vote on the appointment of Trustees. The Trustees actively encourage the Volunteer members to attend the regular meetings and to be involved in how the Foodbank is run.

There are just so many "Thank you's" that Saltash Foodbank needs to send out this year. Thanks go to our Volunteers, to our supporters, and to all those organisations and businesses who have worked with Saltash Foodbank to support families in crisis, including Lidl, Waitrose, Co-op, Tesco Transit Way; also the smaller local shops who have become collection points; the local schools, The Core, Community Enterprises PL12, Community Fridge and Larder. Our thanks also go to British Gas and their lovely delivery drivers.



We would like to give a 'special mention' to the local hot food outlets who signed up for the Foodbank's voucher scheme, enabling homeless Saltash Foodbank clients to have a hot meal. Thanks to the management and all the staff at The Cod Fathers, Rows and The Fresh Fox. The voucher scheme has meant so much to local people in crisis. We also liaised with Age Concern to have hot meals (which were prepared by the Bullers Arms for Age Concern and the community during lockdown) delivered by the Hopper bus and volunteer drivers to some of our clients.

In this particularly difficult year we felt it was important to try to add some fresh food to our client's food parcels, and we are very grateful to local farmers and growers who regularly donated big bags of fresh potatoes, onions, carrots and swedes. Fresh food was a very welcome addition to our food parcels. Thank you to Tremayne Carew Pole and Sean O'Neill for your generous support through out this year.



Tremayne Carew Pole, has been supporting Saltash Foodbank with a donation of around 120kg of fresh vegetables from his farm every week throughout the last year.

Thanks also to Jim Hill. Right at the beginning of lockdown last year we realised that our new Covid-safe operating procedure was going to mean that more volunteers would need keys to the Foodbank. Rika rang round and Jim of Masterkey Locksmiths agreed that as we were a Foodbank charity he would drive across the bridge and come and help us. He came in his van and, in the carpark at the back of the Foodbank, he cut the keys that we needed to keep Saltash Foodbank operational. Thank you, Jim!



A generous donation of £100 from Pengelly Funeral Services.



A donation from Marjon's Pastoral Team, represented by Revd. Michelle Parkman on left and Foodbank volunteer Anne Melling on the right.

Agencies Report - Rika Chanter

As the Referral Agencies table shows, our main source of referral is the Job Centre. These clients are mainly on Universal Credit (UC). They are able to email their work coach to request food help. Many on UC struggle to budget even though the government has added £20 per week to this benefit during the pandemic.

Many clients were also waiting for their first payment of Universal Credit or their benefit advance (that they have to pay back over 12 months). On top of this they can get deductions from their benefit of up to 40% for things like government loans they had in the past, or arrears they need to pay back. If clients have other debts, they need to pay these as well with their monthly benefit money, especially the priority debts like rent and council tax. Many clients struggle to pay even these and will get referred to support agencies such as Citizens Advice or Christians Against Poverty, to help them manage all their debts.

Most referrals during the pandemic have been submitted with the agency not having met with the client directly. This has led to some clients experiencing a delay in support. This, along with less people working for the agencies during the lockdowns, staff illness and shielding, have affected many operations at the agencies, especially as demand has increased. Due to lack of face-to-face meetings, we have noticed more clients coming to us with mental health issues.

Additional referrals were received from the following agencies: Plymouth City Council First Stop Shop and Citizens Advice National Helpline (introduced during Covid-19), recently renamed 'Help in Hardship'. As these referrals were not made by a referral agency set up by Saltash Foodbank these are not shown in the full figures below.

We have received no red vouchers during the last year. This used to be our main means of referral when agencies could meet people face-to-face. All referrals have been done via the Trussell Trust database, directly from the referral agency. They are able to choose the nearest or appropriate Foodbank for their client. Alternatively, we receive an email referral with details of the person needing support. Several referrals were done by phone to our 0800 number where details of the situation and client were passed to us and a voucher created for them. All communications with agencies and clients are kept strictly confidential.

Recently, more local primary Schools have agreed to become e-referral agencies. We are now supporting many families that have been unable to access free school meals (or the voucher which supported the families that usually received the free school meals) but were home schooling their children. It is good to add this school support to the Trussell Trust data system as they were previously supported with food by the schools directly.

We are here for the whole community and are keen to work with other groups we do not see often, especially the elderly.



Carla did a 27 mile hike to raise funds for the Foodbank and purchased items for Christmas Hampers. £170 was raised.



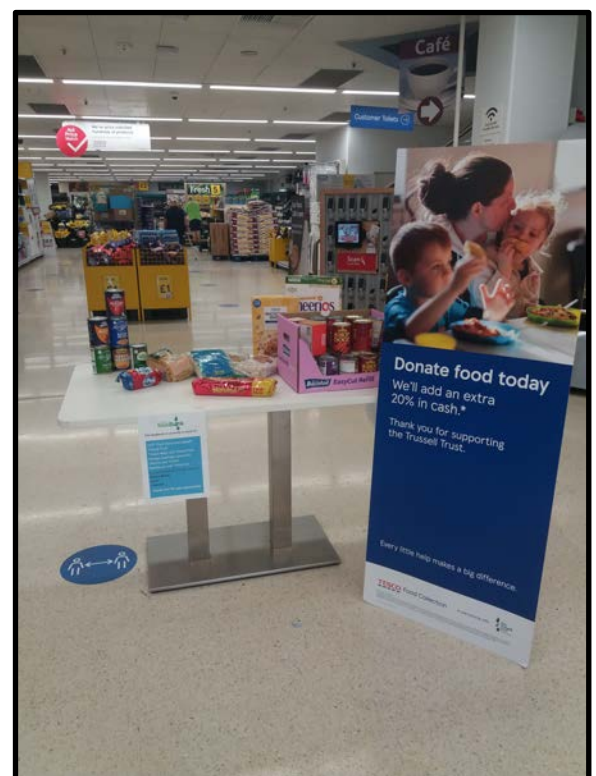
Zoe Angear donated £130 to the Foodbank by selling a beautiful picture of Saltash.

Referral Agencies (delivery only)

Agency	Referrals
Job Centre	107
Saltash Foodbank	57
Plympton Team Ministry	56
Saltash Family Hub	22
We are with you (formerly Addaction)	22
Cornwall Housing - Bodmin	14
St Stephens Saltash CP School	10
Young People Cornwall	10
Age UK Cornwall Social Prescriber	8
Burraton CP School	6
Citizens Advice Cornwall - Saltash	5
Saltash Health Visiting Team	5
Adult Social Care - Liskeard, Looe and Rame	4
Education Health and Social Care - Ongoing Support	3
Marine Academy Plymouth	3
Trevillis House (CMHT)	3
Children and Families Services	2
Cornwall Council Early Help Teams	2
Cornwall Housing Ltd Prevention and Engagement Officer	2
Education, Health and Social Care (Child in Need Team)	2
Live Wire	2
Pluss Social Prescriber	2
Pluss - Plymouth	2
Port View Surgery	2
Saltash Foodbank Centre - Waterside	2
Action for Children - St Austell	1
Adult Care and Support	1
Adult Social Services - Falmouth/Penryn Team	1
BCHA	1
Bishop Cornish CEVA Primary School	1
Community Energy Plus	1
Community Enterprise PL12	1
Devon and Cornwall Police	1
District Guiding Commissioner	1
First Light	1
Housing Options Cornwall Housing Ltd	1
PCT Health Trainer	1
Pentreath Ltd	1
Plymouth School of Creative Arts	1
Probation Service - Liskeard	1
Saltash Community School	1
Together for Families in Cornwall	1
True Butterflies	1
Willow Tree Housing Partnership	1

Collection Points

Participating organisations
Burraton Chapel
Co-op Saltash
Deli Bazaar
Food Warehouse
Lidl Saltash
Nicholls and Sainsbury Solicitors
Saltash Baptist Church
Saltash Wesley Church
Spar Mote Park
St Nicholas and St Faith's Church, Saltash
St Stephens Church, Saltash
Tesco Transit Way
Transit Way Post Office
Waitrose Saltash



Unmanned Supermarket collection at Tesco Transit Way in Nov. 2020, due to Covid-19 restrictions. Over 3 days, 422.6kg of food was collected from items on a list at the table at the store entrance.

Supermarket Collections Report - Jackie O'Melia

Due to the pandemic there have been no manned supermarket collections over the last year but that did not mean that donations wavered; in actual fact, offers of support increased with many generous donations.

In previous years there has been a great deal of positive feedback and conversation from the community on supermarket Collection Days and although this has been missed over the last year I feel that the generous donations reflect the strong support Saltash Foodbank has within the local community. I do however hope that we will one day be able to return to face-to-face collections and be seen within the community again.

I would like to take this opportunity to thank all of the stores and premises that hold Collection Points, as well as churches, businesses and individuals who have donated or provided support over the last year. Without your support and offers of help Saltash Foodbank wouldn't have been able to support as many clients as we have. I would also like say a huge thank you to all of the Volunteers, Trustees and supporters who have given help throughout this unprecedented year.



Thank you Waitrose Partners for your £333 gift voucher.

There are now many collections points across Saltash and the local area. Deli Bazaar in Fore Street and Spar Mote Park have now had Collection Points installed.



Thank you, Deli-Bazaar for having one of Saltash Foodbank's donation baskets and thanks to your customers for all their donations.



Thank you Spar Mote Park for having a Saltash Foodbank collection point in store and to your customers for their donations.

Warehouse Report - Rika Chanter

We have been blessed with additional volunteers over the last year in the Warehouse to help sort, label and even redistribute food we had donated to us. Thank you to all those who joined us as volunteers this last year, to work on their own or as a couple 'bubble' to sort donations; this has really allowed us to keep all our volunteers safe.

As well as this we have added to our storage area by renting part of the converted toilet block ('the Looibrary') at the other Belle Vue Road Car Park. This is run by the Saltash Community Enterprises PL12, who are also our landlord at 18 Belle Vue Road premises.

'The Looibrary', or as we call it 'the Castle' was a real blessing late in 2020, when we needed space for Christmas hamper items. It currently still houses some Christmas hamper items and gifts as well as surplus stock we could not store in the main building, recently when we had a minor ingress of water into the Warehouse. The source of the problem was identified and dealt with by our landlord and their agents and our wall will be repaired soon when all is dry. In the meantime, some shelving had to be removed from our warehouse.

In addition to the Warehouse volunteers, overseen by Ruth, our Warehouse Manager, we also have added to our team of people that collect from supermarkets as we have increased the number of collection points in Saltash. Thank you to all who support us with their time, to ensure we can feed those in need.

The Foodbank had several large quantities of food donated to it. From Tesco direct through British Gas Drivers during the first lockdown. From Tesco Transit Way where we prepared a set list of items we needed for a 3 day food collection at their store in November. Then at Christmas, Lidl Saltash asked people to buy an extra item from a list of 5 items that Lidl prepared over a few weeks in December. In February we received one and a half pallets of stock from them, mainly rice, muesli, tuna, biscuits and pasta sauce. Thank you to Mike Finch and his van for collecting these items for us along with Les and Mel Dixon.

Stock_In

Organisation	Amount (kg)
'Love Your Neighbour'	13.15
Aldi Plympton, end of day fresh items or items not at their best to resell	652.6
Antony Estate, fresh vegetables.	2705
Asda	45.55
Bakers Cornish Bakehouse (plain flour)	80
Baptist Church	18
Bishop Cornish School (Harvest)	45.35
Blunts Methodist Church (Harvest)	23.8
Brunel School (Harvest)	64.35
Buckfastleigh Foodbank	120
Callington Foodbank	1404.05
Chapple Property Management	56.7
CHICKS	41.25
Co op store, Saltash Collection point	2463.3
Co-op Depot, Plympton. End of day fresh produce.	486.45
Community	1676.93
Community Enterprise PL12, No 4 Fore Street (Collection Point)	460.1
Cryola Holiday Cottages	33.4
Deli bazaar Collection point	80.6
Food Warehouse Collection point	205.45
Forthglade (dog food)	63
Helmsley Fraser (Christmas)	26
Home Bargains	6
Lidl (Christmas Campaign Collection)	528.8
Lidl supermarket Collection point and warehouse	6195.57
Liskeard & Looe Foodbank	178
Marjon Pastoral Care (Christmas)	46.45
Mary Dean Primary (Christmas)	45.05
Mote Park Spar (Collection point)	300.45
Nicholls and Sainsbury Solicitors (Collection point)	113.5
Pengelly funeral Directors (Christmas)	7.15
Plymouth Foodbank	353
Plymouth Hygiene Bank	33.45
Plympton Foodbank (Food parcels fulfilled by PF as client out of our area)	489.86
Plympton Team Ministry (Stock provided by PTM to fulfil their food parcels)	1329.99
Waitrose (end of day fresh produce)	783.85
Provide Devon	227.7
Saltash Community School (Christmas)	29.05
Saltash Sailing Club	10.75
Saltash Wesley Church (Harvest and Collection point)	106.8
Sir Robert Geffery's School (Harvest)	20.15
St Anne's residential home (Christmas Hampers)	80
St Nicholas & St Faith Church	29.9
St Stephens Church	23.25
St Stephens School	3.7
St. Mellion (Fresh produce)	10.5
Tesco - bulk delivery by British Gas Drivers during lockdown one	3275.48
Tesco Transit Way (Collection point)	3651.6
Tesco Transit Way (Unmanned Supermarket Collection)	422.6
Tesco Transit Way	4074.2
Volkers (Christmas)	23.2
Waitrose collection point	7581.98
Purchased items using Waitrose gift card	85.45
Total food in (kg)	36758.49

Stock_Out

Destination	Amount (kg)
'Help yourself' items	7216.77
Client Christmas hamper	1307.05
Buckfastleigh foodbank	677.9
Plympton' foodbank	19.35
Bishop Cornish School	362.9
Breakthrough Project Plymouth	60.6
Brunel Primary School	705.5
Burraton School	733.25
Community Table	1212.8
Devonport Live	141.55
Hillsborough spiritualist church foodbank	34.4
Jeff Adams (in exchange for loan of dehumidifier)	3.6
Landrake school	471.6
Landulph School	307.6
Plympton Team Ministry	39.1
Provide Devon	49
Red Cross	263.71
Saltash Community Fridge and Larder	505.05
Saltash Community School	3323.8
Salvation Army	247.1
Shekinah Mission	320.6
St Stephen's School	2176.4
St. Petrocs	333.85
Tamar View Community Complex foodbank	288.4
Trevi House	126.9
Emergency food boxes	581.4
For disposal (OOD/damaged)	721.66
Other	254.53
Stock adjust	2244.84
Saltash FB Waterside (food parcels)	25
Saltash Foodbank (food parcels)	11364.91
Total stock out (kg)	36,129.1

Stock In 2020 – 2021 = 36,758.49kg

Stock In 2019 – 2020 = 17,680.20kg

Stock In 2018 – 2019 = 15,160.80kg

Stock Out 2020 – 2021 = 36,129.10kg

Stock Out 2019 – 2020 = 16,524.60kg

Stock Out 2018 – 2019 = 14,226.80kg

I would like to thank all the organisations listed to the left, for their donations this last year. Thanks also to the many individuals who donate to our collection points.

Reasons for such a significant increase in donations are:

1. Addition of Plympton Foodbank food parcels
2. Additional food collection points in Saltash at No 4 Fore Street, Deli Bazaar, Mote Park Spar, Food Warehouse and Lidl, Saltash
3. Increase in collection of end of day items from supermarkets, such as bread, veg and fruit, especially from the Co-op Depot in Plympton, Aldi in Plympton and Lidl warehouse both Saltash and Plympton.
4. Lots donated direct from Tesco via British Gas drivers during the first lockdown to help those in crisis, and also to support local schools. This was a scheme delivering to all Trussell Foodbanks.
5. Generally, people being more generous in Saltash to support the Foodbank during this pandemic
6. Fresh vegetables such as potatoes, onions, carrots and swedes donated by Mr Carew Pole, Hay Farm on the Antony Estate and collected by volunteer Pat Dollard weekly. This fresh food has been well received by our clients who sometimes let me know how they will use these items for a nutritious meal for their families
7. Surplus stock received from other Foodbanks that were unable to store the excess food received from the lockdown Tesco deliveries
8. New supermarket one-off collections from Tesco Transit Way (3 day unmanned collection) and Lidl Christmas campaign for 5 specific items.

Reasons for such a significant increase in food distribution are:

1. We are unable to store more than 3 tonnes of food on our premises without being overwhelmed, so need to look for other Foodbanks and organisations that support vulnerable people, schools as well as adding extra to food parcels, to pass some of this valuable resource on to where it is needed.
2. Plympton Foodbank and the Plympton Team Ministry figures are also included here, for when they were not yet a Trussell Trust Foodbank. Their figures are added to the total that went out as food parcels
3. Increase of discretionary items collected from other supermarkets and the community that we could pass on to our clients and to the community such as, at the community table and at the Community Fridge and Larder in Saltash. These are items that are end of day items from supermarkets, items past their best before date, unusual items, not on our normal food allocation list, items with slightly damaged outer packaging or missing an item from a multi-pack that cannot be sold on. Many of these items would otherwise end up in landfill.

Projects Report - Charles Worth

2020/21 has again been a challenging year to deliver the Saltash Foodbank service! The Covid-19 pandemic meant that we had to develop and extend our 'virtual' infrastructure to ensure the Foodbank kept operating efficiently.

Laptops

The key Foodbank roles: Chair, Management, Logistics, Finance, Communications and Secretary, all now have dedicated laptops. As well as having efficient new computers, this means that when key volunteers step back, they will be able to hand on their computer, with all the information a new volunteer needs, to maintain our vital service. Colleagues have been exemplary in adapting to these new tools. We have therefore been able to use applications like Skype and WhatsApp, enabling the information-flow to be maintained. Screen-sharing has allowed us to support each other's IT skills and solve the technical issues that inevitably arise when a new IT infrastructure is implemented. We base our communications on the secure mail and web systems provided via the Trussell Trust and we are extremely grateful for their support and professionalism. We ensure the protection and privacy of our critically important information through the use of Bitdefender Antivirus software.

Coda

The challenge of working virtually has also provided the opportunity to use online tools which ensure that relevant information is easily and securely accessible to all Volunteers, Trustees and Administrators. We have selected an application called Coda for this. As well as storing and accessing information, Coda has enabled us to work collaboratively online, for example in the production of this Annual Report. The use of Coda has also prompted us to review and update information that we have previously held in box files. Whilst this has meant an increased workload, it also means that our working information (Volunteer and Trustee information, Policies, etc.) can be more easily reviewed and kept up-to-date.

Funding

Working with grant funding providers, most notably the Cornwall Community Foundation, has been a major Project focus this year. Without their support we would have found it impossible to meet the practical and financial challenges that the Covid pandemic has created. We sincerely thank the Cornwall Community Foundation for their ongoing support. Their systems provide the funding we need but also ensure that it is carefully spent through a detailed reporting process. My sincere thanks to Jill Morton for her extremely hard work, ensuring that our spending is rigorously and transparently accounted for.

Christmas

My most enjoyable task in the past twelve months has been my involvement in the Christmas Hamper process. Both directly and through Saltash Schools and other organisations, we have been able to provide extra support for many Saltash families – particularly those with children – at Christmas time. Seeing the relief on the faces of parents, when just a little extra is provided to help them get through Christmas, is a very special experience.

Finance Report - Jill Morton

At the end of March, Saltash Foodbank found itself with bank balances of £47k. This is mainly due to the grants and the very generous donations received during the year.

Donations have been received from local Churches, Neighbourly, L2D Ltd, Making a Difference Locally, B&M, WCP Ltd Pengelly Funeral Services, St Barnabas League of Friends, Inner Wheel, Waitrose, Cecily Baker Charity, Marjon, Clive Barford Ltd, Spareable, Unite the Union, Cornish Christmas Giving and many donations from individuals.

We are very grateful for all donations, regardless of size, that help us to continue our work to help relieve poverty in Saltash and the surrounding area.

Donations this year were received from:

Name	Amount
Regular monthly donors	£ 4.1k
Virgin Money Giving	£ 9.9k
Other donations	£10.9k
Fundraising	£ 0.0k
Total	£24.9k

Grants received this year:

Name	Amount
Saltash CEPL12	£ 100
Trussell Trust	£ 600
Duchy Health Charity	£ 3,000
Cornwall Community Foundation	£ 5,000
Cornwall Council	£ 10,000
Total	£ 18,700



Saltash Foodbank volunteer, Jane, in the Loo Library with some of the Christmas donations

These grants have enabled the Foodbank to continue its work. We have had to change the way we work, with the food being delivered to clients. This has incurred additional travel expenses. Many volunteers have also had to work remotely.

The Trustees have agreed that the reserve fund should enable the Foodbank to operate for a 12 month period in times of economic hardship (such as the pandemic that we are currently experiencing). This reserve fund has been calculated at £12k. This reserve fund will give us the comfort of knowing that we are able to carry on our extremely valuable work in times of ongoing hardship.

The Trustees would like to thank Stephen Richards for examining our books and records and for his Report thereon. The Income and Expenditure Account for the year ended 31 March 2021, the Balance Sheet as at 30 March 2021 and the notes to the accounts are set out below.

Income and Expenditure account for the year 1 April 2020 - 31 March 2021

	2020-21				2019-20		
	Unrestricted	Restricted	Total		Unrestricted	Restricted	Total
Income							
Donations	£24,884.19		£24,884.19		£6,483.88		£6,483.88
Grant	£10,600.00	£8,100.00	£18,700.00		£4,000.00	£1,350.00	£5,350.00
Interest Received	£34.67		£34.67				
Gift Aid	£1,166.10		£1,166.10		£2,510.63		£2,510.63
	£36,684.96	£8,100.00	£44,784.96		£12,994.51	£1,350.00	£14,344.51
Expenditure							
Rent	£3,000.00	£340.00	£3,340.00		£3,000.00	£0.00	£3,000.00
Electricity	£276.26		£276.26		£447.59	£0.00	£447.59
Rates	£94.89		£94.89		£81.56	£0.00	£81.56
Insurance	£491.90		£491.90		£300.06	£0.00	£300.06
Fees	£0.00		£0.00		£360.00	£0.00	£360.00
Office Expenses	£300.94	£3,396.45	£3,697.39		£99.22	£0.00	£99.22
Travel Expenses	£97.77	£1,740.70	£1,838.47		£130.16	£0.00	£130.16
PPE & Cleaning		£828.34	£828.34				
Food		£330.74	£330.74				
Project/Grant			£0.00		£668.55	£192.54	£861.09
Client Top-ups		£260.00	£260.00		£0.00	£30.00	£30.00
Depreciation	£1,237.32		£1,237.32				
Sundry	£100.00	£5,599.08	£5,699.08		£99.25	£5,186.39	£5,285.64
Net Income	£31,085.88	£687.23	£31,773.11		£7,808.12	£1,127.46	£8,935.58

Registered Charity in England & Wales No. 1157577

Balance Sheet as at 31 March 2021

Fixed Assets					£4,949.26					
Current Assets										
Cash at bank & in hand (excl reserves)	£33,732.65		£1,623.91		£35,356.56		£19,405.25		£1,127.46	£20,532.71
Cash at bank reserves	£12,000.00				£12,000.00					
					£52,305.82					£20,532.71
Represented by										
Net income b/fwd					£20,532.71					£20,532.71
Net income in year					£31,773.11					£0.00
Net income c/fwd					£52,305.82					£20,532.71

Registered Charity in England & Wales No. 1157577

Notes to the accounts year ended 31 March 2021

1. The accounts have been prepared under the receipts and payments method
2. Fixed Assets have been depreciated at 20% on reducing balance
3. For insurance purposes Saltash Foodbank has assets valued at £17,637
4. The accounts do not show any stock as all of the stock is donated
5. For insurance purposes Saltash Foodbank has stock values at £9,900
6. The Trustees do not think that the stock value at 31 March 2021 would have changed from the estimated value at February 2021
7. The Foodbank has a telephone account which enables its clients to phone at no charge to themselves. It is the policy of the Foodbank to make lump sum payments to BT to ensure that the account is always in credit
8. As at 31 March 2021 it is estimated that the credit balance was £830

Fixed Asset Schedule as at 31 March 2021

Date Purchased	Asset	Cost	Dep'n	WDV
07.08.20	Beacon Electrical - freezer	194.98	39.00	155.98
04.11.20	Apple Distribution Int Ltd - Magic Mouse	354.00	70.80	283.20
10.11.20	6 Apple laptops	5,637.60	1,127.52	4,510.08
		6,186.58	1,237.32	4,949.26

CHARITY COMMISSION FOR ENGLAND AND WALES		Independent examiner's report on the accounts	
Section A Independent Examiner's Report			
Report to the trustees/ members of	Saltash Foodbank		
On accounts for the year ended	31 March 2021	Charity no (if any)	1157577
Set out on pages	1 - 4		
Responsibilities and basis of report	<p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2021</p> <p>As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").</p> <p>I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.</p>		
Independent examiner's statement	<p>I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:</p> <ul style="list-style-type: none"> accounting records were not kept in accordance with section 130 of the Act or the accounts do not accord with the accounting records <p>I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.</p> <p>* Please delete the words in the brackets if they do not apply.</p>		
Signed:	[Signature]		Date: 12/3/21
Name:	STEPHEN RICHARDS		
Relevant professional qualification(s) or body (if any):	CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS (CIMA)		
Address:	3 PRINCE HILL, PLYMOUTH, PLYMOUTH, DEVON PL1 1WR		

Saltash Foodbank Trustees - 2021

Liz Usher (Chair)

Corina Clement (Secretary)

Jill Morton (Treasurer)

Rika Chanter (Manager)

Bob McLean

Rev. Di Burrows (SFB's link to Churches Together)

Darren Chapple (Logistics)

Charles Worth (Projects)

Karen Chapple (Volunteer Co-ordinator)

Sara Walker

Jackie O'Melia (Collections Co-ordinator)



Saltash Foodbank's virtual Christmas card 2020

Invitation to submit Changing Places Toilets proposals for potential inclusion in funding bid to Government

The Government has invited principal local authorities, including Cornwall Council, to bid for capital funding for their areas to install Changing Places Toilets (CPTs) in existing publicly accessible buildings across the country. A CPT is a larger, accessible toilet for disabled people and their carers whose needs are not met by standard accessible toilets.

Cornwall is likely to receive enough funding for up to three new CPT's. Timescales are short: the bid deadline is before the end of September 2021.

Cornwall Council is inviting any interested organisation (public, private or voluntary sector) that wants to install a CPT at their venue to submit their proposals to us, so we can consider including them in Cornwall's bid to Government.

Proposals must be made on the attached proposal form and sent to changingplaces@cornwall.gov.uk by 10 September 2021. Queries should be sent to the same email address. Further details are set out in the proposal form.

If you are representing an organisation that would like to make a proposal, we will warmly welcome your proposal form by the deadline.

If you are representing a particular sector, we would greatly appreciate it if you could circulate this message to those you are representing.

Cabinet Member for Neighbourhoods
Cornwall Council

Changing Places Toilet (CPT) Programme

Invitation to Submit Proposals to Cornwall Council for Potential Inclusion in Funding Bid to Government

Supporting Information and Proposal Form

“Over 250,000 severely disabled people across the UK do not have access to public toilet facilities that meet their needs. Changing Places toilets open up public spaces to this group and their families, enabling them to enjoy the same experiences as everyone else” (HM Government, July 2021)

“User insight: Q: What does having access to a Changing Places toilet mean to you? A: “It means I can travel, work, see my friends, have a meal without needing to be in an embarrassing situation”

A. Supporting Information

Overview: The Government has announced funding to install more Changing Places Toilets (CPTs) in existing, publicly accessible buildings across the country. Cornwall Council is likely to receive enough **funding for up to three new CPTs across Cornwall**. The Council is inviting organisations who want to install a CPT at their venue to submit their proposals to us, so we can consider including them in our bid to Government. **Proposals must be made on this proposal form and sent to changingplaces@cornwall.gov.uk by 10 September 2021.** Queries should be sent to the same email address.

B. The Changing Places Toilets Programme: Key Points

(i) The Government has invited principal local authorities like Cornwall Council to bid for capital funding for their areas to install Changing Places Toilets (CPTs). The timescale for making bids is short: the invitation was issued on 29 July 2021 and the bid deadline is Sunday 26 September 2021.

(ii) A CPT is a larger, accessible toilet for disabled people and their carers whose needs are not met by standard accessible toilets. The Government wants to improve the number and geographical spread of CPTs that are accessible to the public, in the areas of greatest need as informed by users and carers.

(iii) The average cost of installing a CPT is around £40,000. Cornwall is likely to receive between £40,000 and £100,000, potentially enough to install between one and three more CPT's. We expect to hear the outcome of Cornwall's bid in November 2021. The funding needs to be spent, and the new CPTs installed, by March 2024.

(iv) We want to work with local partners to use any funding received to deliver additional CPTs where they are needed most. **We are therefore inviting organisations who want to install a CPT at their venue to submit a proposal to us, so we can consider including them in Cornwall's bid.** We are considering user and carer views on where any new CPTs should be located, and this will be a primary factor in deciding which proposals we will include in Cornwall's bid.

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(v) The funding can be used to install a CPT toilet in any existing, publicly accessible building. **The venue can be in any ownership – public, private, or voluntary and community sector – so we are inviting proposals from any interested organisation.** In certain circumstances, the funding can also be used to install an external modular CPT or a mobile facility. Consideration will of course need to be given to any necessary planning, building regulations or other consents.

(vi) Venue owners will be responsible for the ongoing management and maintenance of any CPTs funded through this programme, and the costs of this.

(vii) Nationally, users and carers priority venues for new CPTs are: (1) Beaches/seaside; (2) parks and gardens; (3) motorway services (4) visitor attractions and (5) zoos/safari parks.

C. Guidance for organisations wishing to submit a proposal to Cornwall Council

(i) If your organisation wishes to submit a proposal to Cornwall Council, you are advised to refer to the [Changing Places toilets programme: prospectus - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/changing-places-toilets-programme-prospectus), to ensure your proposal complies with the Government's requirements. The Prospectus also contains links to other useful information. We would particularly highlight the following links:

- The Changing Places Consortium website: [Changing Places Consortium](https://www.changingplaces.org/)
- The national Changing Places map: [ToiletMap \(uktoiletmap.org\)](https://www.uktoiletmap.org/)

(ii) The following key points/sections in the Prospectus are particularly highlighted:

Section 1 of Prospectus. "Background"

- A CPT must meet set specifications and be registered by the Changing Places Consortium

Section 3: "Definition of a CPT and target user group"

- The advice on: the difference between CPTs and standard accessible toilets; CPT "target user groups"; and CPT toilet design features. Also, see case studies/user insights in Section 2.

Section 4. "Programme aims and scope"

- The information on what is in scope for the funding:
 - Any existing **publicly accessible venue or place** (*Definition of publicly accessible: "a primary purpose of venue is access to general public for recreational, social or related activities"*)
 - Any existing such **buildings owned or operated by public, private or voluntary & community sectors** (the Prospectus provides examples)
 - **May be considered:** (a) **External modular CPTs**, if no space within building and (b) **Mobile CPTs** where supports economic recovery/well-advertised so users can plan journeys ahead
- The information on what must be avoided/is out of scope for funding:
 - **Do not** duplicate support available through existing schemes for installation of CPTs in specific venue types as defined in 4.10 of Prospectus
 - Do not detract from existing toilet facilities – accessible or otherwise
 - Out of scope: hire of temporary mobile/static facilities
- The information on the national consultation on users' priority sector/venues

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Section 6. “**Funding details**”

- The Government funding is capital only.
- Ongoing costs: Local authorities will need to ensure that ongoing revenue costs are covered. The Government has clarified that where the venue is not in the local authority’s ownership, local authorities will need to come to an agreement with the venue operator to this effect. **Cornwall Council will expect venue operators to manage and maintain the new CPTs and to fund all ongoing revenue costs.**
- Co-funding: Local authorities have to set out in their bid what co-funding they and partners can bring to the project. **“Eligible co-funding includes: capital contributions and any in-kind contributions directly related to the delivery of new CPTs (e.g. dedicated staff time and technical support such as surveys and plans). Recognising that once delivered CPTs will need to be regularly cleaned and maintained, it is likely this will form part of variation to an existing contract. Noting from consultation that this can be a barrier to delivery, where they can be clearly identified, we will allow the first 3 years of these costs to be eligible as co-funding.** For the avoidance of doubt, costs incurred after the 3 years are not eligible to be considered as co-funding and the relevant operators of the CPTs will be responsible for their ongoing maintenance and cleaning for their lifetime.” Historic expenditure is not eligible as co-funding.
- Financial profile: “We recognise that it can take considerable time to plan and execute the installation of a new CPT and therefore local authorities should set out the expected financial profile over 3 years (2021/22, 2022/23 and 2023/24).”

Section 7: “**Monitoring**”: The Government will require regular monitoring reports and meetings with local authorities about the progress of projects. Local authorities will also be expected to take part in programme evaluation. Cornwall Council will need delivery partners to support and take part in this process as appropriate.

D. PRE-QUALIFYING QUESTIONS

You need to be able answer yes to the following questions to demonstrate you meet the requirements and can continue with your proposal.

1. Is your proposed CPT venue publicly accessible as defined in the Prospectus?	YES/NO
2. Will your CPT be accessible to all users and carers who are visiting the local area (even if they are not visiting the venue for its primary purpose) at all times that the venue is open?	YES/NO
3. Will your CPT comply with CPT design specifications?	YES/NO
4. Can you assure us that your CPT will not detract from existing toilet provision at your venue, accessible or otherwise?	YES/NO
5. Can you assure us that your proposal is not covered by one of the existing schemes for installation of CPT toilets listed at 4.10 of the Prospectus?	YES/NO
6. Can you install the CPT within the funding period (by March 2024)?	YES/NO
7. Can you provide ongoing management of the CPT and cover all ongoing revenue costs?	YES/NO
8. Can you confirm that, if your CPT is awarded funding under this Scheme, your organisation is willing to enter into a formal agreement with Cornwall Council to this effect?	YES/NO

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E. The Proposal Form

We require the answers to the following to enable the completion of the bid to Central Government

SECTION 1: Privacy Notice Please confirm you have read and signed the Privacy Notice at Annex 1, which explains how your personal data will be used and your rights under the Data Protection Act 2018	YES/NO
SECTION 2: Your Organisation's Details	
1. Name of organisation	
2. Contact name	
3. Contact name job title	
4. Contact name email address	
SECTION 3: Your CPT proposal: venue address, type and rationale Please use this Section to tell us about your proposal to install a CPT, and why you think Cornwall Council should include this proposal in its bid for Government funding.	
1. Name of CPT venue (<i>the building where your proposed CPT will be installed. If your proposed venue is not within an existing building, please specify whether you are proposing an external modular facility or a mobile facility</i>)	
2. Address	
3. Postcode	
4. Parliamentary constituency	
5. Type of venue/place (select one)	Country parks/open spaces/seaside
	Tourist attraction
	Transport network (including road service stations)
	Entertainment (e.g. cinemas, bowling alleys, theatres)
	Retail
	Hospitality (e.g. restaurants, cafes, pubs)
	Healthcare buildings
	Leisure/sport venues
	Other (please specify):
6. Rationale for choosing this venue/location: Please summarise why you have chosen this location for a CPT toilet and any engagement you have carried out on this proposal, particularly with local user and carer groups (250-word limit)	

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SECTION 4: Questions about your proposal	
To help us evaluate your proposal, please briefly answer the following questions as far as possible.	
1. What are the opening days and times of your venue?	
2. What geographical area does your venue serve?	
3. How many people visit your venue each year?	
4. How many users in the “target user group”, as defined in the Prospectus, visit your venue each year?	
5. How many users in the “target user group” would you expect will use your proposed CPT each year?	
6. How will you ensure that the CPT is promoted to users and carers?	
7. How will your CPT help to improve the geographical spread of CPTs in Cornwall, and reduce gaps in coverage?	
8. Please can you explain any progress made to date on your proposal (we understand it may be an entirely new proposal)	
Sections 5 and 6 are about the funding required for your proposal. The information requested is quite detailed, reflecting the information requested by the Government. Please answer the questions as far as possible. If you are only able to provide indicative figures and information at this stage, please make this clear.	
SECTION 5: Funding overview	
1. What is the total capital cost for installing your proposed CPT?	£
2. What contribution are you seeking towards this capital cost from the Government grant?	£
3. What contribution will you make towards this capital cost?	£
4. Have you secured the funding you need to make this contribution to the capital cost? If yes, how are you funding this? If no, how will you fund this?	
5. What are the annual maintenance costs of your proposed CPT?	£
6. Can you provide any other co-funding, as defined in Section 6 of the Prospectus? If yes, please can you describe this and the total annual value of this co-funding.	
7. If your co-funding includes staff time contributions, please provide a short	

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methodology of how you arrived at the staff time contributions figure.	
SECTION 6: Profile of spend. Please use this section to provide a breakdown of the spend for your project over the next three financial years, in the following four areas: <ul style="list-style-type: none"> • Grant funding spend: amount you propose to use from the Government grant • Cleaning/maintenance costs • Capital co-funding spend: your contribution to the capital costs each year • In-kind co-funding spend: your in-kind spend each year 	
(i) Financial Year 2021/22	
Grant funding spend in FY 2021/22 (£)	£
Cleaning/maintenance costs in FY 2021/22 (£)	£
Capital co-funding spend in FY 2021/22 (£)	£
In-kind co-funding spend in FY 2021/22 (£)	£
(ii) Financial Year 2022/23	
Grant funding spend in FY 2022/23 (£)	£
Cleaning/maintenance costs in FY 2022/23 (£)	£
Capital co-funding spend in FY 2022/23 (£)	£
In-kind co-funding spend in FY 2022/23 (£)	£
(iii) Financial Year 2023/24	
Grant funding spend in FY 2023/24 (£)	£
Cleaning/maintenance costs in FY 2023/24 (£)	£
Capital co-funding spend in FY 2023/24 (£)	£
In-kind co-funding spend in FY 2023/24 (£)	£
SECTION 7: Other information Please use this space if you wish to share any other information that you think is relevant to your proposal (250 word limit)	[Optional]
Section: Declaration I declare that the information supplied in this proposal form is accurate to the best of this organisation's knowledge. I confirm that I am duly authorised and empowered to submit this proposal on behalf of my organisation.	Please confirm YES or NO below YES/NO Name: Date:

Annex 1**Changing Places Toilets Programme: Privacy Notice****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 email changingplaces@cornwall.gov.uk. If you are calling, please telephone 0300 1234 100 and ask for the Localism Team.

How we will use the information about you

The information you provide on this form will be used to contact you about your organisation's proposal for a Changing Places toilet and the Changing Places toilet programme.

We will not use your data for any automated decision-making

Who else will we share your information with

We will only use this information in conjunction with the Changing Places toilet programme. We will share your information with Council officers on the Council's Changing Places Working Group.

We will hold your data within Cornwall Council's secure network and premises and it will not be processed outside of the UK. 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.

How long will you keep this information for?

For two years after the conclusion of the Changing Places toilet programme (expected to conclude in March 2024).

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 a commonly used electronic format if you wish
- 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

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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:

Data Protection Officer

Cornwall Council

County Hall

Truro

TR1 3AY

Telephone: 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:

Telephone: 0303 123 1113

Website: <https://ico.org.uk/concerns/>

Why do you need my information?

We need your contact name and email address in order to be able to contact you about your Changing Places toilet proposal and stay in touch with you about the Changing Places toilet programme. If you do not provide the requested information, then the Council will not be able to do this.

Declaration	Please tick below ✓
I have read this privacy notice	
I give the Council permission to contact me about the Changing Places toilet programme	
I give the Council permission to share my information with the Council's Changing Places Working Group	
Name:	
Signature:	
Date:	

Dear All,

We have received the following email from Bude Stratton Town Council.

“Housing was the number one issue that our Cllrs came across when door knocking for May’s election, so they are keen to try and make a positive difference. Although this is difficult within the remit of a Town Council, hence the calls for policy changes at a government level and for Cornwall Council as the Housing Authority to take action. The Council has resolved to lobby government to:

1. End the ‘Right to Buy’ scheme
2. Scrutinise the principles of Affordable Housing with a view to creating links to local earnings
3. New homes must be prioritised for local need and occupancy
4. Second Homes:
 - a. To allow a multiplier of council tax which is passed to local communities
 - b. Scrutiny of the principle of registering houses as businesses
5. Additions to our housing stock should be delivered to high sustainable living standards and offered with secure and humane tenancy agreements

If this situation remains unchecked, we fear fracturing of our communities leading to long term social identity issues, workforce problems, loss of family support networks and empty homes bringing a loss of economic vitality and sustainability of our community. Bude-Stratton Town Council urges Cornwall Council to declare a housing emergency based on the BSTC statement.

The Council is sending this statement to Scott Mann MP and is also passing it to CALC and NALC for circulation to all Town and Parish Councils for support.

We would welcome other Councils passing a similar resolution and adding to the call for action.”

If you have any questions about the proposals please contact the Clerk direct (KCornwell@bude-stratton.gov.uk) and I am sure he would also welcome feedback on the views of your members. Please remember to copy the CALC into your response as the CALC Executive is keen to understand your council’s views.

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 24th August 2021 at 6.30 pm

PRESENT: Councillors: R Bullock, G Challen, J Dent (Vice-Chairman), S Gillies, M Griffiths, S Martin, S Miller, B Samuels (Chairman), P Samuels and D Yates.

ALSO PRESENT: 3 Members of the Public, S Burrows (Acting Town Clerk) and F Morris (Planning and General Administrator)

APOLOGIES: R Bickford, J Peggs, A Pinckney and G Taylor.
G Challen (early departure).

59/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

60/21/22 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.

61/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

62/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

The Chairman informed Members of a statement received from a member of the public in relation to Agenda Item No. 7a – Applications for consideration: PA21/06447 in support of Land At Pilmere Drive, Saltash, Cornwall.

The Chairman announced that this statement would be taken at the time of the Planning Application after having been discussed with the member of the public who had provided that statement.

63/21/22 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 20TH JULY 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 Dent and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 20th July 2021 were confirmed as a true and correct record.

Councillor Miller arrived at the meeting.

64/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

65/21/22 PLANNING:

a. Applications for consideration:

PA21/05006

Mr William Trinick Antony Estate – **Wearde Farm Wearde Road St Stephens Saltash**

Division of the existing single dwelling into two dwelling units including minor alterations to the listed building.

Ward: Essa

Date received: 12/08/21

Response date: 02/09/21

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

PA21/05007

Mr William Trinick Antony Estate – **Wearde Farm Wearde Road St Stephens Saltash**

Listed Building Consent for division of the existing single dwelling into two dwelling units including minor alterations to the listed building.

Ward: Essa

Date received: 12/08/21

Response date: 02/09/21

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

PA21/05570

Mrs Yvonne Beaumont - **12 Vincent Way Saltash PL12 4EX**

Convert garage into independent living quarters.

Ward: Essa

Date received: 30/07/21

Response date: 27/08/21

It was proposed by Councillor Bullock, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL** subject to the condition that the independent living quarters remain within the family and are not therefore occupied by a separate household. This conversion is not to be let independently.

PA21/05743

Mr & Mrs Steve & Ann Jameson – **Land West of 6 Churchtown Drive St Stephens Cornwall**

Erection of two detached bungalows with integral garage and parking.

Ward: Essa

Date received: 26/07/21

Response date: 27/08/21

It was proposed by Councillor Dent, seconded by Councillor Griffiths and resolved to **RECOMMEND REFUSAL** on the grounds of:

1. Overdevelopment of the site.
2. The problems with the site as highlighted by Natural England:
 - a. The increase in recreational pressure.
 - b. The adverse impact on nature conservation interests and biodiversity opportunities.

Member of the public spoke for three minutes in support of PA21/06447.

PA21/06447

Mr D I Barrett – **Land At Pilmere Drive Saltash Cornwall**

Change of use of existing industrial building from trade counter for parts and components approved under PA20/00973 dated 31.07.2020 to fish and chip shop, butchery, home deliveries and research and development area (Classes A1, A5, B1 (b), and B8).

Ward: Tamar

Date received: 22/07/21

Response date: 27/08/21

It was proposed by Councillor Gillies, seconded by Councillor P Samuels and resolved to **RECOMMEND APPROVAL** on the basis that parking will be customer parking only at and adjacent to the property and that staff will be allocated parking off site.

PA21/06599

Mr & Mrs Hind – **23 Long Park Road St Stephens Saltash PL12 4AH**

Loft conversion and first floor extension over single storey flat roof element to the rear of an existing detached bungalow.

Ward: Essa

Date received: 23/07/21

Response date: 27/08/21

It was proposed by Councillor G Challen, seconded by Councillor R Bullock and resolved to **RECOMMEND REFUSAL** on the grounds of overlooking.

PA21/06948

Mr & Mrs Carl Thorp – **Land East of 16 Castle View St Stephens PL12 4RD**

Erection of Dwelling (Revision to planning approval PA18/09876 to allow for integral garage and fourth bedroom on slightly larger site).

Ward: Essa

Date received: 04/08/21

Response date: 27/08/21

It was proposed by Councillor G Challen, seconded by Councillor Martin and resolved to **RECOMMEND REFUSAL** on the grounds of overdevelopment of the site and parking concerns.

b. Tree applications:

PA21/05955

Mr Nigel Coles – **Coombe Farm Babis Lane St Stephens PL12 4ET**

Sycamore (T1) Tree is part of an old coppice stool on Devon hedge and has decay at the base, therefore recommend coppice down to stump. Sycamore (T2) same as above so recommend coppice down to stump.

Ward: Essa

Date received: 22/07/21

Response date: 27/08/21

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

It was proposed by Councillor Martin, seconded by Councillor Griffiths and resolved to **RECOMMEND APPROVAL** in line with the recommendations of the Cornwall Council Tree Officer's Report.

Councillor G Challen left the meeting.

66/21/22 CONSIDERATION OF LICENCE APPLICATIONS:

None.

67/21/22 CORRESPONDENCE.

None.

68/21/22 TO CONSIDER STREET NAMES FOR THE TRELEDAN DEVELOPMENT.

It was proposed by Councillor Griffiths, seconded by Councillor Martin and **RESOLVED** to submit to Barratt David Wilson Homes proposals for street names for the Treledan Phase 1 Development as supplied by Saltash Heritage.

69/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To resolve that Pursuant to Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

70/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To resolve that the public and press be re-admitted to the meeting

71/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

72/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 21 September 2021 at 6.30 pm

Rising at: 7.25 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Thursday 26th August 2021 at 6.30 pm

PRESENT: Councillors: G Challen, S Martin (Vice-Chairman), S Miller, B Samuels and G Taylor (Chairman).

ALSO PRESENT: Councillor P Samuels, S Burrows (Acting Town Clerk)

APOLOGIES: Councillor J Peggs.

68/21/22 HEALTH AND SAFETY ANNOUNCEMENTS.

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

69/21/22 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.
- b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

Cllr.	Agenda item	Pecuniary /Non-Pecuniary	Reason	Left the meeting	Remained at the meeting and did not vote.
G Challen	5 Report 1	Non-pecuniary	On-going matters	Yes	n/a

None.

70/21/22 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 reminded all Members that items discussed are of the strictest confidence and must not be discussed or shared with others.

All Members are subject to GDPR and Data Protection Regulations.

The Chairman asked Members to refrain from taking notes in part two confidential session, reports have been provided.

71/21/22 STAFFING MATTERS.

Councillor G Challen declared an interest in the next item and left the meeting.

1. The Chairman informed Members regarding the forthcoming retirement of a member of staff on the 10th March 2022.

It was proposed by Councillor Taylor, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council that the employee be offered early release from 1st January 2022 on the terms and conditions agreed by the Personnel Committee.

Councillor G Challen was invited and returned to the meeting.

2. The Chairman updated Members on the welfare of a member of staff.

It was **RESOLVED** to note.

3. The Chairman informed Members regarding a Covid-19 phase return and hybrid working request from a member of staff.

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and **RESOLVED** to decline the request due to business needs of the Council.

4. The Chairman updated Members on the recent appointment of a Service Delivery General Assistant (Grounds Maintenance) and the urgent requirement to appointment another permanent Service Delivery General Assistant to assist with the grounds maintenance works.

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** to appoint the next successful Service Delivery General Assistant (Grounds Maintenance) candidate within budget on 37 hours per week, NJC 7 – 9, commencing on point 7, allocated to budget code Services Staffing Costs.

5. The Chairman informed Members that both the Chair and Vice Chair of Personnel approved one week's unpaid leave for the year 2021-22 for a member of staff due to personal reasons.

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** to ratify the approval for a member of staff to take one week's unpaid leave for the year 2021-22.

6. The Chairman updated Members on an incident that occurred at St Stephen's Churchyard.

The correct reporting procedures have been followed, including the incident being reported under RIDDOR's over-seven-day injuries to workers as a legal requirement.

It was **RESOLVED** to note.

7. The Chairman informed Members of the recent recruitment agency transfer fee for the appointment of a Service Delivery General Assistant (Grounds Maintenance).

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** to ratify the approval of the agency transfer fee at a cost of £1,000 allocated to budget code Staff Recruitment for the position of a Service Delivery General Assistant (Grounds Maintenance).

8. The Vice Chairman informed Members of the need for a qualified Town Clerk to be contacted with immediate effect to assist the Acting Town Clerk and for the Acting Town Clerk to direct the qualified Town Clerk in the day to day running of the Council.

It was proposed by Councillor Taylor, seconded by Councillor Miller and **RESOLVED** that the Chairman of Personnel contacts a qualified Town Clerk to assist the Acting Town Clerk with immediate effect on 30 hours per week in ensuring the Town Council is correctly run according to Local Government regulations and legislation.

It was proposed by Councillor Challen, seconded by Councillor Taylor and resolved to **RECOMMEND** to Full Council that Councillors G Challen and Miller together with the Acting Town Clerk work up an advert, job description and person specification for a qualified Town Clerk on a six month fixed term contract for 30 hours per week, NJC 37 – 41, commencing on point 37, to assist the Acting Town Clerk in ensuring the Town Council is correctly run according to Local Government regulations and legislation.

DATE OF NEXT MEETING

Tuesday 28 September 2021 at 6.30 pm

Rising at: 8.50 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of Station Property Sub Committee held at the Guildhall on Thursday 5th August 2021 at 6.30 pm

PRESENT: Councillors: R Bickford (Chairman), R Bullock (Vice-Chairman), J Dent, P Samuels, G Taylor and D Yates.

ALSO PRESENT: Councillor B Samuels, S Burrows (Acting Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: Councillor J Peggs.

18/21/22 HEALTH AND SAFETY ANNOUNCEMENTS.

Councillor Bickford in the Chair.

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

Councillor Bickford welcomed Members that are not part of the Station Property Sub Committee to the meeting and politely reminded those Members they have no voting rights.

19/21/22 TO ELECT A CHAIRMAN.

It was proposed by Councillor Bickford, seconded by Councillor Taylor and following a vote **RESOLVED** to elect Councillor Bickford as Chairman.

20/21/22 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Bickford, seconded by Councillor Taylor and following a vote **RESOLVED** to elect Councillor Bullock as Vice Chairman.

21/21/22 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.

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

None.

23/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON THURSDAY 22ND JULY 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 Bickford and seconded by Councillor Bullock and **RESOLVED** that the minutes of the Station Property Sub Committee held on Thursday 22nd July 2021 were confirmed as a true and correct record.

24/21/22 TO RECEIVE AND APPROVE THE SUB COMMITTEES TERMS OF REFERENCE.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to approve the Station Property Sub Committee Terms of Reference.

25/21/22 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.

26/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

27/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

To resolve that the public and press be re-admitted to the meeting.

28/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

Art Exhibition

The Chairman informed Members of the scheduled art exhibition – Drawn to the Valley with an opening ceremony to be held for Members to attend on Friday 27th August 2021. Invites to be issued to Members at this evening's Full Council meeting.

Station Fencing

The Chairman informed Members that the fence works to be installed by Network Rail is proving challenging in terms of a start date. The Chairman will continue to chase Network Rail.

29/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 6.41 pm

Signed: _____
Chairman

Dated: _____

Services Committee - Christmas Lights and Town Events Sub Committee
Saltash Town Council
As at 21st July 2021

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2020/21	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Notes
Operating Expenditure							
Town & Waterfront EMF Expenditure							
6572 SE EMF Festive Lights (6572)	0	5,582	0	5,000	0	10,582	
Total Town & Waterfront EMF Expenditure	0	5,582	0	5,000	0	10,582	
Total Operating Expenditure	0	5,582	0	5,000	0	10,582	
Operating Surplus/ (Deficit)	0	(5,582)	0	(5,000)	0	(10,582)	

Service Delivery Manager - Christmas Lights – Report 2021

Brief overview of the decorations and works provided for the year 2020:

Install, take down and storage of 10 x Lamppost Dressings, 3 x Cross street features and maintenance of Fore Street catenary lighting.

Supply and install a 20' lit fresh tree in Victoria Park with fence surrounding it.

Install Lights to 10 feature trees in Fore Street and trees in front of the Slot Machine Company - decorate with string light and snowfalls.

Catenary wire and power supply to Lamppost R009, then Snowfall lighting dressed into tree.

Snowfall lighting to trees by middle cross street dressing (by Oggy Oggy Pasties)

To install 3 x Cross street motifs for Fore Street

Equipment owned by STC in storage and available for future use:

10 x 2m Lamppost Motifs

3 x New Cross Street Motif Dressing

3 x Old Cross Street Motif Dressing

All other Christmas Light decorations installed into the Town Centre were owned by the contractor and rented by STC

Quotes for 2021 decorations:

Please note: The quotes are based on installing and provisions identical to the year 2020 with the addition of fortnightly maintenance visits.

Company A

Specification:

- *Installation of All Christmas Lights is to be completed by 19th November 2021, prior to the Christmas Lights Turning on Ceremony.*
- *All lights installed, including the existing Festoon lighting in Fore Street and Lower Fore Street to be turned off on the 7th January 2022*
- *Dismantle (and storage of appropriate items) to be undertaken no earlier than the 7th January 2022 and no later than the 21st January 2022*
- *Inspections and repair visits, including replacing any non-functioning bulbs of all light installations in Fore Street, Victoria Gardens and Waterside, including ALL of the existing Festoon Lighting to be undertaken on a two weekly frequency from Installation date to the 7th January 2021. The first Inspection undertaken after the installation MUST be completed before the Christmas Lights Turning on Ceremony (date to be advised)*

Items:

- 1. Install and then take down and storage of 10 x Lamppost Dressings in Fore Street £500*
- 2. Install and then take down and storage of 3 x Cross Street features in Fore Street £400*
- 3. Inspection and maintenance / repair / replace catenary wire in Fore Street and Lower Fore Street Inspection £400, then £80 per hour plus cost of replacements.*
- 4. Inspection and maintenance / replace non-functioning bulbs with matching of the existing Festoon lighting in Fore Street and Lower Fore Street*
- 5. Inspection and maintenance / replace non- functioning bulbs with matching to ALL lamppost Dressings and Cross Street Features in Fore Street and Lower Fore Street*
- 7. Inspection and maintenance / repair / replace non-functioning bulbs to the Christmas Tree and Fence and lights in Victoria Gardens*
- 12. Inspection and maintenance / repair / replace no functioning bulbs with matching of the Festoon lighting at Waterside Green and Jubilee Green.*

Nos: 4, 5, 7, & 12. Would be combined in fortnightly visits £400 per visit (first 2 hours) then £80 per hour plus cost of replacement products. (estimate 4 inspection/maintenance visits throughout the festive period therefore a total of £1600)
- 8. Lights to 10 feature trees in Fore Street and trees in front of Slot Machine Company decorated with string light and snowfalls. £900*
- 9. Catenary wire and power supply to Lamppost R009, then Snowfall lighting dressed into tree £800*
- 10. Snowfall lighting to trees by middle cross street dressing (by Oggy Oggy Pasties) £500*
- 11. Inspection and maintenance / repair/ replacement of Catenary Wire at Waterside Green and Jubilee Green £200 inspection then £40 per hour plus cost of replacements.*
- 13. Storage of 10 x 2m Lamppost Dressings and 6 x Cross Street Dressings (possibly reduced to 3 Cross Street Features) £400 per year.*

Cost: £5700.00 (plus any additional hours for inspection/repairs plus any parts/bulbs required)

Company B

Cost: *declined verbally 17/06/2021*

Company C

Cost: *declined opportunity email 17/06/2021*

Company D

Cost: *declined opportunity email 16/06/2021*

Recommendation:

It is recommended Company A be appointed to carry out the above Christmas decoration works for the year 2021 at a cost of £5,700.00 (plus any additional hours and parts/bulbs required)

Total Available Budget for Festive Lights (expenditure code 6572) is £10,582.00

For the year 2022 it is recommended the Council undertakes a formal tendering process in plenty of time for the Christmas Light Installation and Maintenance.

Christmas Tree for Victoria Gardens:

SDM has researched undertaken this item within the SDD. Sourcing the 20ft Christmas Tree, exterior string lighting and some picket fence panels

For the Christmas tree to be supplied two companies were asked for quotations:

Contractor E - price for large Nordmann Fir trees is £10.00 / foot (no VAT to be applied) – total of £200.00

Contractor F – unable to supply a tree of this size.

100m of Exterior LED White String lights with 1000 lights and a transformer can be purchased on line at a cost of £254.15 + VAT

Picket Fence panels 1800mm x 1000mm can be purchased at a local DIY merchant for £23.10 plus VAT each. Estimate to use 6 panels

Fence Posts 1800mm x 45mm can be purchased at a local DIY merchant for £3.14 + VAT. Estimate to use 7 posts

Service Delivery Department – to supply, install and display a 20 foot Nordmann Fir Christmas tree with lights and fencing will be £614.73 + VAT

NB: the lights and fencing can be reused in future years.

Note: The Waterside Christmas Tree could be purchased at the same time.

Company A

6. Supply and Install and then take down a 20' lit fresh tree in Victoria Park with fence at a Cost of £1,500.00 + VAT

Recommendation:

It is recommended that the works to display a Christmas Tree in Victoria Gardens is undertaken by the Service Delivery Department at a cost of £614.73 + VAT.

Total Available Budget for Festive Lights (expenditure code 6572) is £10,582.00

Christmas Trees displayed above Fore Street Shop Fronts – SDM contacted two local suppliers regarding the supply of small Christmas Trees for Fore Street, and for the supply of the large Christmas Tree for Victoria gardens, with a possibility of supplying the tree for the waterside.

Contractor A - price for small Nordmann Fir trees is £3.90 / foot (no VAT to be applied)

NB: delivery and wrapping are available

Contractor B – unable to supply trees this year

Recommendation:

It is recommended appointing Contractor A as they are offering the best value.

Total Available Budget for Festive Lights (expenditure code 6572) is £10,582.00

Guildhall Wash Lights – The lights were purchased in November 2020 with the new Town Centre Christmas Lights and Jubilee Green Festoon lights, with the intention to install on the external walls of the Guildhall so that the building could be lit in different colours for events. However, due to the Guildhall being a Grade II Listed the lights could not be installed without Planning permission. Planning permission was applied for in the early part of 2021, unfortunately the planning application remains undecided and the Building Consultant continues to work with the Planning Officer to come to a fair and reasonable outcome.

Consideration has been made as to whether the lights could be installed internally in the Long Room windows. It is felt this would be impractical considering the use of the long room for events and meetings.

It may be possible to use the lights for another building or asset. It may be that Members wish to install on the station building, please be mindful this is adjacent to a railway line, and may require GWR approval.

The Library is another possibility where ground mounting is a possibility to the West façade.

If, however there is not a building or asset that the lights can be used on, Cllrs should consider whether to keep the lights in storage, or to sell the lights

3 x Old Cross Street Motif Dressings – the decorations are in need of refurbishment if they are to be used in the future. Estimated cost of the refurbishment is similar to the price to replace. Replacement Cross Street Decorations were purchased in 2020. There is currently no infrastructure in Fore Street to install more than 3 Cross Street decorations.

Recommendation:

It is recommended that the items are disposed of.

END OF REPORT