



Saltash Town Council

Konsel An Dre Essa



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

29 October 2021

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 4th November 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,

S Burrows
Acting Town Clerk

To:

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

Agenda

1. Health and Safety Announcements.
2. Prayers.
3. Apologies.
4. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
5. Chairman's Report. (Page 7)
6. To receive a verbal report on the operations of local transport - Plymouth Citybus and Stagecoach.
7. Monthly Crime Figures. (Pages 8 - 9)
8. Report by Community Enterprises PL12. (Page 10)
9. CNP report for noting or matters arising.
10. CNP Action Points for Reports.
11. To receive a report on behalf of Safer Saltash.
12. To receive a report from Saltash Chamber of Commerce.
13. To receive a report from the Climate Change and Environmental Working Party. (Page 11)
14. To receive a report from Cornwall Councillors. (Page 12)
15. To consider Risk Management reports as may be received.
16. 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.
17. To receive and approve the Minutes of the Full Town Council Meeting held on Thursday 7th October 2021 as a true and correct record. (Pages 13 - 30)

18. Finance:
 - a. To advise the following receipts in: (Page 31)
 - i. September 2021.
 - b. To advise the following payments in: (Pages 32 - 33)
 - ii. September 2021.
 - c. Urgent and essential works actioned by the Acting Town Clerk under Financial Regulations.
 - d. To note that bank reconciliations up to 30th September 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.
19. To receive and consider a Community Chest Application - GLL - Saltash Leisure Centre. (Pages 34 - 41)
20. To receive and consider adopting the red phone box lease agreement between Saltash Town Council and BT and payment of the Land Registry compliant plan at £120 + VAT. (Pages 42 - 69)
21. To receive an update on Saltash Town Council Town Vitality Bid Application.
22. To receive a Notice of Election for the forthcoming election to be held on 2nd December 2021 and to ratify the election cost - Essa Ward. (Page 70)
23. Correspondence:
 - a. To receive and note a letter of thanks - Essa Ward Election. (Pages 71 - 72)
 - b. To receive a request to support Cormac Solutions in donating a commemorative bench located in Silver Street. (Page 73)
 - c. To receive and consider a request from the owner of 157 Grassmere Way Pillmere to purchase a section of STC land and to cover the Town Council valuation and legal costs. (Pages 74 - 79)
24. To receive and note the 2021 Regatta Report. (Pages 80 - 83)
25. To receive the draft Cornwall Transport Plan and consider submitting a Town Council response to the consultation live. (Page 84)

26. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Policy and Finance held on 7th September 2021. (Pages 85 - 92)
 - b. Extraordinary Planning and Licensing held on 5th October 2021 (Pages 93 - 98)
 - c. Joint Burial Board held on 12th October 2021. (Pages 99 - 103)
 - d. Burial Authority held on 12th October 2021. (Pages 104 - 108)
 - e. Services held on 14th October 2021. (Pages 109 - 115)
27. To receive and note the minutes of the Property Maintenance Sub Committee held on 6th October 2021 and consider any recommendations. (Pages 116 - 122)
28. To appoint Members to the following Sub Committees.
 - a. Property Maintenance

Composition:	Eight Members
Appointed Members:	Cllrs Bickford, Bullock, Dent, Miller, P Samuels, & Yates
Vacancies:	Two
 - b. Station Property

Composition:	Eight Members
Appointed Members:	Cllrs Bickford, Bullock, Dent, Miller, Peggs, P Samuels, & Yates
Vacancies:	One
 - c. Town Centre Vision

Composition:	Eight Members
Appointed Members:	Cllrs Bullock, Gillies, Griffiths, Martin, Miller, Peggs & Yates
Vacancies:	One
29. To consider the composition of the Town Team and reaffirm the appointed Members.

30. Planning:
- a. To note that Councillor Lennox-Boyd will vote upon the information before her at the meeting but in the light of subsequent information received at Cornwall Council, Councillor Lennox-Boyd may vote differently at that meeting.
 - b. To note that if Councillor Lennox-Boyd wishes to recommend opposite to the Town Council's view she will contact the Town Council by email. Considering time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the Officer's view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next Town Council meeting. Members of the public may request, via the Clerk, to be copied into any correspondence.
 - c. Applications for consideration:

PA21/08861
Mr Mark Purcell, Waitrose Ltd – **Waitrose Limited Tamar View Industrial Estate Prideaux Close Saltash.**
The addition of 6 new e-comm EV van parking spaces within the Waitrose customer car park. The provision of new refrigeration plant and new air handling unit at the roof level of the existing store.
Ward: Trematon
Date received: 05/10/21
Response date: 08/11/21
<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QYR15JFGKDE00>
31. Meet your Councillors:
- a. The next scheduled meeting date is Saturday 13th November 2021 outside Bloom Hearing, Fore Street.
32. 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.
33. To consider any items referred from the main part of the agenda.
34. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.
35. To consider urgent non-financial items at the discretion of the Chairman.
36. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
37. Date of next meeting: Thursday 2nd December 2021 at 7:00 p.m.

38. 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.

MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 4TH NOVEMBER 2021

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

Sunday 10 th October	Torpoint Mayor's Civic Service and Parade
Thursday 14 th October	St Austell Mayor Making (Deputy Mayor and Deputy Mayoress attended)
Thursday 21 st October	Mayors of Cornwall virtual meeting
Saturday 23 rd October	Saltash Rugby Club President's lunch
Sunday 24 th October	Tamar Bridge 60 th Anniversary event
Wednesday 3 rd November	Rugby Football Union 'Walk the Bridge' event Saltash Rugby Club



Devon & Cornwall Police

Building safer communities together

Crimes Recorded - 01/09/2021 to 06/10/2021 - Saltash Town

Offence	Recorded Crime 01/09/2021 to 06/10/2021	Recorded Crime 01/09/2020 to 06/10/2020	Recorded Crime % Difference
Violence with Injury	8	13	-38.5%
Violence without Injury	5	7	-28.6%
Stalking and Harassment	9	8	12.5%
Rape	1	2	-50.0%
Other Sexual Offences	1	1	0.0%
Vehicle Offences	0	1	-100.0%
Bicycle Theft	0	2	-100.0%
Shoplifting	5	5	0.0%
All Other Theft Offences	5	7	-28.6%
Criminal Damage	10	11	-9.1%
Public Order Offences	5	9	-44.4%
Possession of Weapons	1	2	-50.0%
Trafficking of Drugs	1	0	-
Possession of Drugs	1	4	-75.0%
Other Offences	2	2	0.0%
Total	54	74	-27.0%

Non Notifiable Offences	0	8	-100.0%
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**Devon & Cornwall Police**

Building safer communities together

Incidents Recorded - 01/09/2021 to 06/10/2021 - Saltash Town

Incident Closing Category	Incidents - 01/09/2021 to 06/10/2021	Incidents - 01/09/2020 to 06/10/2020	Incidents % Difference
Anti Social Behaviour	24	37	-35.1%
Crime Not Recorded	1	2	-50.0%
Crime Recorded	21	30	-30.0%
Public Safety	72	92	-21.7%
Transport	41	33	24.2%
Total	159	194	-18.0%

Community Enterprises PL12 Chair's Report

This has been a quite month in terms of news, with everyone concentrating their efforts on getting the Community Kitchen up & running.

We are in discussion with different organisations to set up organised clubs, & with potential funders. We are very grateful to everyone who has donated equipment & fixtures for the Kitchen.

We anticipate being open in Jan/Feb 2022.

We have contacted seed companies for their out-of-date seeds & have received about 50 packets so far, hopefully we can do the seed & plant swap/sale again next year.

We will be taking part in Window Wanderland, and late-night opening on Thursdays in the run up to Christmas.

Following an appeal for new drivers, we have 9 new drivers undergoing driver training, so will hopefully be able to roll out more trips soon. We also have new volunteers in the Hub/

We have joined Gleaning Cornwall, and will be helping to glean produce, to be distributed through the Community Fridge. This is getting busier every month, with 70 – 90 visitors every session. If you're in Saltash on a Tuesday 3 – 5pm, or Saturday 10.30 – 12.30, pop over & get some surplus food; it stops it being wasted!

All our enterprises are now up & running, post-covid.

Jo Baskott
Chair
26/10/2021

STC - Update from Saltash Chamber of Commerce October 2021

Our AGM went ahead as planned on 4th October at China Fleet - once again as a hybrid meeting which is a great option for people to join us from wherever they are.

I was unanimously voted in once again as Chair to serve for another year. Peter Ryland agreed to stay on as Vice Chair, and Hilary Frank and Steve Miller were voted in as Secretary and Membership Secretary. Thanks go to Ayesha Slader for her time as Secretary, Tracey Hayton of The Bookshelf for being Membership Secretary, and Doug Bond of Saphira Jewellers who has been the Chamber Treasurer for many years now and will continue until we find a replacement.

Bridge Roadworks

The specialist contractors Volkerlaser were due to finish on 15th October and the works which are set to finish by the end of October finished two weeks early - in time for the 60th anniversary celebrations of the bridge. I know we will be glad to see a return to normal operation on the bridge after such a difficult period for the town.

Threat to Saltash Leisure Centre

When it comes to business, financial viability is paramount, and our Leisure Centre in Saltash has struggled to retain membership and build it back up post lockdowns. Now the ongoing operation of the centre is in jeopardy. For me, our Leisure Centre is where my children learned to swim and it was a vital social hub - it's way more than a leisure centre and more of a community asset. Staff and residents alike would be affected by its closure, and the detrimental impact it would have on the well-being of so many not just in Saltash but further away is easy to appreciate. 14 schools now use the centre for swimming lessons - and there are over 500 swimming memberships. For many, the presence of a Leisure Centre in the town was a good reason to move to Saltash in the first place. The economic loss to the area if it were to close cannot be underestimated - and the need then to travel elsewhere to get access to pool and leisure services is moving investment away from the town. The consultation is now closed but comments can still be emailed to: leisure.consultation@cornwall.gov.uk

Want your say on what our roads need?

National Highways, formerly Highways England, use public consultation to inform conversations on which roads around the country need investment. We can directly feed into decisions being made about our roads in SE Cornwall by engaging in the route strategies consultation. The power of this tool cannot be underestimated - it will be used to influence road strategies in the next Road Improvement Scheme so please do make your views known at: <https://highwaysengland.co.uk/our-work/our-route-strategies/>. This ends on 30th November so please do go in and comment soon.

Come along and see what we do

As a Chamber we look to encourage more members to join us - especially from our retail centre. In order to do that, we now plan to hold alternate meetings in Fore Street starting on Monday 1st November at 5.30pm at The Cockleshell Micropub. We will be holding alternate monthly meetings on Fore Street and at China Fleet.

Sarah Martin
Chair of Saltash Chamber of Commerce

Climate Change Working Group

Due to circumstances, we were unable to meet collectively this month.

However, this does not mean that we have not been active.

Thank you to STC for supporting the community tree planting initiative and this moves forward with a planned meeting with Cornwall Council to discuss land areas due early in November.

We are starting to look at other initiatives within the town around transport and home insulation and ways that we can support residents and the community to start to make changes.

END OF REPORT

27 October 2021 – Cornwall Council

Responding to this afternoon's budget statement, Cornwall Council leader Cllr Linda Taylor said: "I welcome the chancellor's budget announcements this afternoon as we look to build back better after the pandemic.

"This package of investment is good news for our residents and further evidence of the government's commitment to make good on its promise to 'level up' Cornwall.

"A key part of levelling up was ensuring that Cornwall receives a significant share of the government's Shared Prosperity Fund in line with the Prime Minister's commitment that any funding would match or exceed EU funds.

"So, I am delighted that today the Chancellor has agreed to match that level of funding as a minimum. We have worked hard alongside our MPs to make the case for Cornwall, and it is clear our voices have been heard.

"One of the key priorities of this administration is ensuring that Cornwall is a brilliant place to be a child and grow up. Providing children with the best possible start in life is a key part of this, so news of the chancellor's investment in the 'first 1,001 days' of a child's life and Early Years Services, is welcome.

"Further funding for our Family Hubs and an increase to the Supporting Families Grant will make a real difference to families across Cornwall, and we also welcome more money to help schools and colleges recover from the impact of the pandemic.

"A 50% reduction in business rates for retail, hospitality and leisure sectors – sectors that are so important to our economy here in Cornwall and that have struggled greatly during the pandemic – is good news for Cornish businesses. The chancellor spoke of unleashing the 'dynamism and creativity' of British businesses, and I can think of no better phrase to describe Cornwall's business community. A rate reduction provides them with a welcome boost.

"I am equally delighted that the government has supported our call for funding to improve sea links between Cornwall and the Isles of Scilly. This will provide important transport and economic benefits for both residents and businesses alike.

"Finally, the chancellor's commitment to providing £4.8bn of grant funding to local authorities for social care and other services over three years is both timely and much-needed. It is of particular importance to us here in Cornwall where so many of our residents rely on the services we provide, and we are facing significant financial challenges.

"I have no doubt that more funding will be needed, but this is a positive move and a clear sign that the government recognises the scale of the challenge local authorities are facing."

SALTASH TOWN COUNCIL

Minutes of the Meeting of Saltash Town Council held at the Guildhall on Thursday 7th October 2021 at 7.00 pm

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

ALSO PRESENT: 36 Members of the Public, BBC Spotlight, Cornish Times, Saltash Observer, Reverend T Parkman, M Worth (Cornwall Council) and H Frank (Cornwall Council), S Burrows (Acting Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: Councillors: G Challen and L Challen.

The Chairman announced the first item of business would be agenda item 2 – Prayers following a minute's silence in memory of Saltash resident Brad Hine.

205/21/22 PRAYERS.

Reverend Tim Parkman led prayers.

206/21/22 HEALTH AND SAFETY ANNOUNCEMENTS.

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

207/21/22 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. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

208/21/22 CHAIRMAN'S REPORT.

It was **RESOLVED** to note.

209/21/22 TO RECEIVE A VERBAL REPORT ON THE LIVING STREET PROPOSAL - COUNCILLOR PHILIP DESMONDE.

Cornwall Councillor's Portfolio Holder for Transport Councillor P Desmond presented to Members his manifesto which outlines a proposal for interested rural villages and towns to adopt a 20mph zoning on designated streets to allow pedestrians, cyclists and public transport priority on the street scene.

Councillor Desmond spoke of the living street concept which aims to recognise the street as a place of activity whilst encouraging a better quality of life by reducing congestion, lowering speeds and promoting safer driving.

The living street proposal is anticipated to improve quality of life by reducing carbon emissions and noise, whilst promoting healthier living and reconnecting the community by providing a street scene where people can come together in a safe environment, not just a functional environment.

Councillor Desmond desire is to create street scenes that bring vitality back to communities with an urban design to include trees that assist in soaking up the carbon emissions.

Councillor Desmond extended the offer to the Town Council to pursue Fore Street and adjacent streets as Living Streets by writing to him to further progress the idea into fruition.

Extension of Station Platform

Councillor Martin asked if consideration would be given to extend the station platform to allow a higher volume of users access to alternative transport. Councillor Desmond agreed he would support this initiative but due to the land being ringfenced by a boundary owned by Network Rail and Great Western Rail believed this idea would be difficult to action.

Water Taxi

Councillor Martin asked if there would be any guarantee the Water Taxi resources for Saltash would be further pursued. Councillor Desmond responded that he could not guarantee it would be actioned but assured Members of his enthusiasm for all alternative modes of transport to be explored such as rail, water and road.

Bike Hire Scheme

Councillor Desmonde spoke of recent conversations with the Mayor and Deputy Mayor to further implement the idea for bicycle or scooter hire within Saltash, with the view to creating links for better connectivity between all forms of transport.

Members asked what a living street looks like. Councillor Desmonde spoke of other areas such as Truro and Bodmin who have proceeded with the proposal and the positive responses received.

The Chairman thanked Councillor Desmonde on behalf of all Members for the presentation provided.

The Chairman announced the next item of business to be agenda item 24 - To receive and note the minutes of the Devolution Sub Committee held on 29th September 2021 and consider any recommendations.

210/21/22 TO RECEIVE AND NOTE THE MINUTES OF THE DEVOLUTION SUB COMMITTEE HELD ON 29TH SEPTEMBER 2021 AND CONSIDER ANY RECOMMENDATIONS.

RECOMMENDATION 1:

21/21/22 SALTASH LEISURE CENTRE

It was proposed by Councillor Martin, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council to be held on Thursday 7th October 2021:

1. To hold an Extraordinary Full Town Council meeting to include attendees from GLL, Cornwall Councillors and Cornwall Council Officer Julie Zessimedes with any questions forwarded in advance to the Acting Town Clerk with sufficient data and figures to be requested from Cornwall Council for Members to further consider viable options.
2. To issue a public statement on Saltash Town Council's current position and opposition of the closure of Saltash Leisure Centre including expressions of concern over the public consultation.
3. The Acting Town Clerk to register all Members to attend the virtual information public event to be held on 13th October 2021 at 7pm.

Councillor Bickford requested a recorded vote be taken.

It was proposed by Councillor Martin, seconded by Councillor Bullock and following a recorded vote **RESOLVED** to note and approve the above recommendations.

Bickford	For
Bullock	For
G Challen	Absent
L Challen	Absent
Dent	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Peggs	For
B Samuels	For
P Samuels	For
Taylor	For
Yates	For

RECOMMENDATION 2:

23/21/22 TO IDENTIFY AND PRIORITISE DEVOLUTION ASSETS AND LAND PROGRAMME

Waterside and Pontoon

It was proposed by Councillor Martin, seconded by Councillor Bickford and resolved to **RECOMMEND** to Full Council to be held on Thursday 7th October 2021 to:

1. Form a Saltash Waterside Partnership with Cornwall Council and other organisations such as Cornwall Council Maritime Team and Saltash Coastal Communities Team.
2. Form monthly meetings to progress the Partnership.
3. Further progress a management agreement with Cornwall Council for a period of five-years.
4. Work up a set of Terms of Reference.

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

RECOMMENDATION 3:

23/21/22 TO IDENTIFY AND PRIORITISE DEVOLUTION ASSETS AND LAND PROGRAMME

Victoria Gardens

It was proposed by Councillor Martin, seconded by Councillor Bickford and resolved to **RECOMMEND** to Full Town Council on Thursday 7th October 2021 to further progress a five-year lease agreement with Cornwall Council's Community Link Officer for Maurice Huggins Room and Victoria Gardens.

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

The Chairman announced the next item of business to be agenda item 25 – Saltash Leisure Centre.

211/21/22 SALTASH LEISURE CENTRE.

The Chairman addressed members of the public, to explain the difference between Cornwall Council and Saltash Town Council and to clarify that the closure of Saltash Leisure Centre is not a Saltash Town Council proposal.

The Chairman advised Members of public questions which had been received and invited those who submitted their questions prior to the meeting to come forward to further discuss their concerns.

Questions/statements raised as follows:

1. Can Cornwall Council provide income and expenditure of the Leisure Centre prior to the pandemic and current?
2. With one of the Government's targets to have all children able to swim 25 meters, unaided, by the time they leave primary school, and the recently announced incentive for any child unable to achieve the 25-metre unaided swim by the time they leave year 6, they and their family will be offered free swimming lessons. What would the benefits of closing the leisure centre?
3. Have Cornwall Council considered the increased burden of cost for schools and the increased time away from the classroom to achieve swimming as part of the curriculum?

4. Childhood obesity is another area of concern, especially in areas of deprivation, of which Cornwall is one. What message are we sending our children if we close a centre designed to promote health and fitness?
5. Increased traffic is at odds with Cornwall Council's own commitment to reducing climate change through, for example, achieving carbon neutrality. This extends further than just the schools using the pool: there are 16,000 residents in Saltash (compared to just 9,000 in Liskeard) Let's say, for the sake of it, 50% of these (8,000) have to drive a 26-mile round trip for a swim. Would this not be an unnecessary increase in pollution?
6. Why is the Government not supporting the health and wellbeing of the Cornish people, especially due to the pandemic and the financial impact it has had on the leisure centre?
7. Can clarification be given as to why Cornwall Council have stated that there is no additional funding available when other leisure centres in other parts of the country, such as the Northwest, are evidently being awarded funding from the Government?
8. Cornwall Council claim to promote public health and wellbeing through physical activity with a dedicated website called Healthy Cornwall which makes reference to swimming being recommended for wellbeing, both mentally and physically. How then can Cornwall Council justify the proposal to close the leisure centre?
9. In 2019 Cornwall Council declared a Climate Emergency but now seem to be suggesting that resident travel up to 30 miles or 30 minutes to reach leisure activities. How can this be justified and to what effect on the carbon footprint?
10. Many People are saying that the leisure centre consultation is skewed in the wording of questions, to allow for interpretation that residents and users can and would wish to travel further to alternative facilities.
11. Many have expressed a concern that closing the leisure centre is the first steps towards selling off the land for private development, helping towards plugging the £18 million black hole in Cornwall Council finances.
12. Insufficient information given to establish the actual financial loss suffered during the pandemic and no financial information forthcoming to enable proposals to be put together for the potential bid to continue.

- 13.No suitable explanation from Cornwall Council as to why they are prepared to all GLL to walk away from a contract that is valid until 2042.
- 14.As it was Cornwall Council that awarded the failing contract, do they not feel moral, if not legal responsibility to take action that will enable the leisure centre to continue and to improve.
- 15.Why are the financial calculations of Cornwall Council and GLL based on usage and membership during the pandemic, whilst giving no consideration to how membership and viability may improve in the future?

Members listened and further discussed in length their wishes for the leisure centre to remain open. Councillor Lennox-Boyd read a message received from Sheryl Murray MP in which it was stated that she is keen to see Saltash leisure centre remain open for the benefit of all constituents.

Members agreed with all the points that had been raised which it was felt broadly repeat the Town Council's opinion and encouraged everyone to have their say by completing the online consultation questionnaire by 31st October 2021 and to submit their concerns to leisureconsultation@cornwall.gov.uk

The Acting Town Clerk provided Members an update from Cornwall Council Officer Julie Zessimedes, following the virtual meeting to be held on 13th October 2021 Cornwall Council will arrange creative discussion/option meetings with a number of stakeholders that will include reps from the Town Council. At that stage Cornwall Council can then share with the group specific information around finance, performance and building survey reports, with the groups. This information will be confidential information as some of it will be commercially sensitive. After that meeting Cornwall Council will start looking at viable options to support draft business plans.

Councillor P Samuels requested a recorded vote be taken.

It was proposed by Councillor P Samuels, seconded by Councillor Gillies and following a recorded vote **RESOLVED** to approve a statement be issued to Cornwall Council and the press to include all public questions/statements raised this evening and to circulate the draft statement to Members for their input prior to publication.

Bickford	For
Bullock	For
G Challen	Absent
L Challen	Absent
Dent	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Peggs	For
B Samuels	For
P Samuels	For
Taylor	For
Yates	For

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to hold an additional Meet Your Councillor at Warfelton Field on Saturday 16th October 2021 to engage with members of the public relating to the closure of Saltash Leisure Centre.

The Chairman announced the next agenda item of business to be agenda item 7.

212/21/22 MONTHLY CRIME FIGURES.

It was **RESOLVED** to note.

213/21/22 REPORT BY COMMUNITY ENTERPRISES PL12.

It was **RESOLVED** to note.

214/21/22 CNP REPORT FOR NOTING OR MATTERS ARISING.

It was **RESOLVED** to note.

215/21/22 CNP ACTION POINTS FOR REPORTS.

It was **RESOLVED** to note.

216/21/22 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.

Councillor Lennox-Boyd informed Members that she had enquired with the Chairman of Safer Saltash for a report but had not received a response prior to this evening's meeting. Councillor Lennox-Boyd added that since the recent election as a Saltash Town Councillor she was happy to re-establish her role as STC's liaison for future Safer Saltash reports.

217/21/22 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.

It was **RESOLVED** to note.

218/21/22 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING PARTY.

It was **RESOLVED** to note.

219/21/22 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.

It was **RESOLVED** to note.

220/21/22 TO RECEIVE A REPORT ON FOUNTAIN HEAD HOUSE SCHOOL - MARGARET BUTFIELD CAMPUS MANAGER.

Members welcomed Margaret Butfield Campus Manager of The Fountain Head House School.

Margaret briefed Members on recent events at the school within the last 3-4 weeks and informed Members of a recent licence application submitted which would enable the school to accommodate up to 50 learners with 36 learners anticipated to be enrolled by the end of November.

Margaret added that the school is looking likely to grow considerably over time and extended an invitation to any Councillor who wished to visit as they would be most welcome.

It was **RESOLVED** to note.

221/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

222/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL:

The Chairman informed Members of a question received in relation to agenda item 22 – To receive and consider a report from Sustrans in relation to constructing a safe walk/cycle way between Hatt and Carkeel and to include a reference to the project in the Saltash Neighbourhood Development Plan.

The Chairman informed Members that the question would be received under agenda item 22.

223/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 2ND SEPTEMBER 2021 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 2nd September 2021 were confirmed as a true and correct record.

224/21/22 FINANCE:

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

It was **RESOLVED** to note.

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

It was **RESOLVED** to note.

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

None.

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

It was **RESOLVED** to note.

- 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.

225/21/22 TO RECEIVE THE CONCLUDED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31ST MARCH 2021.

The Acting Town Clerk informed Members of the AGAR inaccuracy relating to the credit card total amount of £651.48 which was input into the bank reconciliation total instead of the liability section with the amendment to be applied in following years.

It was **RESOLVED** to receive and note the Annual Governance and Accountability Return for the year ended 31st March 2021.

226/21/22 CORRESPONDENCE:

- a. To consider a request for the Mayor to write a letter of support to assist with funding applications - Livewire.

It was proposed by Councillor P Samuels, seconded by Councillor Taylor and **RESOLVED** to approve the Mayor sending a letter of support to Livewire on behalf of the Town Council.

- b. To receive a letter of thanks - Drawn to the Valley.

It was **RESOLVED** to note and to respond thanking Drawn to the Valley for their comments.

- c. To receive and consider supporting the Climate & Ecological Emergency Bill - CEE Bill Alliance.

It was proposed by Councillor Griffiths, seconded by Councillor Martin, that the Town Council support the Climate and Ecological Emergency Bill as requested from the CEE Bill Alliance.

The proposal did not carry.

- d. To receive and consider responding to the Housing Strategy Survey for Cornwall - Cornwall Council.

It was proposed by Councillor P Samuels, seconded by Councillor Taylor and **RESOLVED** to note and to give delegated authority to Councillor Yates in liaison with the Office to respond on behalf of the Town Council with any Member wishing to provide feedback to be included in the response to do so by Sunday 31st October 2021.

- e. To receive the National Highways consultation on future road investment - Cornwall Council.

It was **RESOLVED** to note.

- f. To receive a statement in relation to 20's Plenty - Cornwall Council.

It was **RESOLVED** to note.

227/21/22 TO RECEIVE AND CONSIDER A REPORT FROM SUSTRANS IN RELATION TO CONSTRUCTING A SAFE WALK/CYCLE WAY BETWEEN HATT AND CARKEEL AND TO INCLUDE A REFERENCE TO THE PROJECT IN THE SALTASH NEIGHBOURHOOD DEVELOPMENT PLAN.

Members received the following public question:

1. Will Saltash Council support in principle the creation of a safe walk / cycleway between Carkeel and Hatt?
2. If the answer to the above is positive, would the Council consider making reference to such a facility in their NDP?

Councillor Yates confirmed that due to the Neighbourhood Development Plan having already been submitted to Cornwall Council for review it is not possible to make an amendment at this time to make reference to such a facility.

Councillor B Samuels informed Members that areas of the Sustrans proposed cycle and walk way were incorrect in relation to the Treledan development site.

It was proposed by Councillor B Samuels, seconded by Councillor Yates, that the item be deferred to allow time for further information to be collected and collated from both the Treledan principle developers and Sustrans.

The proposal did not carry.

It was proposed by Councillor Taylor, seconded by Councillor Miller and **RESOLVED** to support in principle the creation of a safe walk / cycleway between Carkeel and Hatt and further to include Saltash.

228/21/22 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Policy and Finance held on 7th September 2021.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to defer the Policy and Finance Committee minutes and recommendations to Full Town Council to be held on Thursday 2nd November 2021.

b. Services held on 15th September 2021.

RECOMMENDATION 1:

37/21/22 TO FURTHER CONSIDER THE FINANCIAL IMPACT
AND ALTERNATIVE FUNDING SOURCES AVAILABLE FOR CCTV
IN SALTASH

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

1. An amendment to the proposal to include an additional camera to be situated within Alexandra Car Park
2. To approve submission of an application to the S106 Panel for the shortfall of money relating to any cameras within the Town Centre.
3. Further grant applications to alternative funding sources be made to assist with the shortfall.
4. Subsequent to any applications and monies awarded any further shortfall to be taken from the General Reserves to proceed with the proposal as soon as possible.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to approve the above recommendations numbered 1 to 3 ONLY and to await outcomes of any grant funding being sought prior to approving number 4.

c. Planning and Licensing held on 21st September 2021.

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

d. Personnel held on Tuesday 28th September 2021.

RECOMMENDATION 1:

76/21/22 TO RECEIVE, CONSIDER AND RECOMMEND
AMENDMENTS TO THE COMMITTEES TERMS OF REFERENCE
TO THE NEXT POLICY AND FINANCE MEETING

It was proposed by Councillor Miller, seconded by Councillor Taylor and resolved to **RECOMMEND** to Full Council the amendments to the Personnel Committee Terms of Reference.

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

RECOMMENDATION 2:

80/21/22 BUDGET STATEMENTS:

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and resolved to **RECOMMEND** to the next Full Council Meeting:

3. A salary uplift to the post Service Delivery Manager from scale 18-23 to 24-28, commencing on point 25 from 1st October 2021 to reflect the duties and responsibilities of the post.

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

e. Extraordinary Planning and Licensing held on 5th October 2021.

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

229/21/22 TO REVIEW AND CONSIDER THE NECESSITY TO CONTINUE WITH THE TOWN COUNCIL CHRISTMAS LIGHTS AND TOWN EVENTS SUB COMMITTEE.

Councillor Taylor requested a recorded vote be taken.

It was proposed by Councillor P Samuels, seconded by Councillor Dent and following a recorded vote **RESOLVED:**

1. To discontinue the Town Council Christmas Lights and Town Events Sub Committee with immediate effect.
2. Future Christmas Lights to be received and considered by the Services Committee.
3. Future Town Events to be received and considered by Full Town Council and a Working Party formed as and when required.

Bickford	For
Bullock	For
G Challen	Absent
L Challen	Absent
Dent	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Peggs	For
B Samuels	For
P Samuels	For
Taylor	Against
Yates	Abstain

The Acting Town Clerk informed Members that the meeting is about to exceed 2 ½ hours breaching Standing Orders.

It was proposed by Councillor P Samuels, seconded by Councillor Taylor and **RESOLVED** to suspend Standing Orders and to continue with the remaining items of business to be discussed on the agenda.

230/21/22 TO APPOINT A MEMBER TO THE JOINT BURIAL BOARD COMMITTEE.

It was proposed by Councillor P Samuels, seconded by Councillor Lennox-Boyd and **RESOLVED** to appoint Councillor Lennox-Boyd to the Joint Burial Board Committee. Next meeting to be held on 12th October 2021.

231/21/22 MEET YOUR COUNCILLORS:

a. Arrangements for future meetings.

The next scheduled meeting date Saturday 9th October 2021, 10am to 12 noon, outside Bloom Hearing, Fore Street with Councillors Gillies, Griffiths, Taylor and Yates to attend.

An additional Meet Your Councillors to be held on Saturday 16th October 2021, 10am to 12 noon, at Warfelton Field with Councillors Bullock, Lennox-Boyd, Martin and Peggs to attend to engage with members of the public relating to the closure of Saltash Leisure Centre.

232/21/22 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.

233/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

234/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

235/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

236/21/22 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. Saltash Town Council opposition to the closure of Saltash Leisure Centre.
2. Meet Your Councillor to be held on Saturday 9th October and 16th October 2021.
3. Town Council to issue letters of support for funding applications for local organisations.

237/21/22 DATE OF NEXT MEETING: THURSDAY 4TH NOVEMBER 2021 AT 7:00 P.M.

Thursday 4th November 2021 at 7.00pm.

238/21/22 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: 9.41 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council
Receipts September 2021

Description	NET	VAT	GROSS
Allotment Income	93.48	-	93.48
Barclays Loyalty Rewards	0.04	-	0.04
Churchtown Cemetery Fees	3,132.00	-	3,132.00
Cornwall Council Precept	601,175.63	-	601,175.63
Guildhall Bookings Income	315.30	-	315.30
Library Income	35.98	7.20	43.17
NHS Charity Donations - Big Tea Party at The Library 02/09/21	129.80	-	129.80
Photocopying Charges - Guildhall	0.83	0.17	1.00
Public Sector Deposit Fund Interest	4.16	-	4.16
Railway Heritage Trust - Saltash Railway Station Grant	17,500.00	-	17,500.00
Royal British Legion - Refund Festival Fund	700.00	-	700.00
Service Delivery Income - Daily Mooring Fees	83.33	16.67	100.00
Service Delivery Income - Seagull Bags	110.83	22.17	133.00
St Stephen Parish Church - Cemetery Fees	2,297.00	-	2,297.00
Station Events Income - Murder Mystery	725.00	145.00	870.00

Saltash Town Council
For the period 1 September 2021 to 30 September 2021

Description	NET	VAT	GROSS
1st Office Equipment - Copier Charge 26/04/21 to 20/07/21 & Quarterly Maintenance 20/07/21 to 19/10/21	26.13	5.23	31.36
Abalone Graphics Ltd - Staff Uniforms	20.02	4.00	24.02
Acas - Staff & Councillor Training	860.00	172.00	1,032.00
Alexandra - Staff Uniforms	27.18	5.44	32.62
All Seasons Window Cleaning - Station Building	70.00	-	70.00
Alpha Flag - Flags	110.00	-	110.00
Amazon - Cleaning Materials	12.49	2.50	14.99
Amazon - Recycling Bins	141.60	28.30	169.90
Animal Encounters With Chris Johnson - Library Activities	280.00	-	280.00
AO Retail Ltd - Kitchen Equipment - Station	107.50	21.50	129.00
ASG Security - Annual Fee Security Alarm - Guildhall	294.93	58.99	353.92
ASG Security - Annual Fee Security Alarm - Library	160.16	32.03	192.19
Avansas - Stationery P&F	39.09	7.82	46.91
Bank Transfer from Barclays Business Current Account to Barclays Active Saver - Precept Transfer	250,000.00	-	250,000.00
Bank Transfer from Barclays Business Current Account to Barclays Active Saver - Precept Transfer	100,000.00	-	100,000.00
Bank Transfer from Barclays Business Current Account to Cornwall Council Deposit Account - Precept Transfer	50,000.00	-	50,000.00
Bank Transfer from Barclays Business Current Account to Cornwall Council Deposit Account - Precept Transfer	50,000.00	-	50,000.00
Bank Transfer from Barclays Business Current Account to Cornwall Council Deposit Account - Precept Transfer	50,000.00	-	50,000.00
Bank Transfer from Barclays Business Current Account to Cornwall Council Deposit Account - Precept Transfer	25,000.00	-	25,000.00
Barclays Bank Charge	6.61	-	6.61
BBB Printing - Staff Uniform	5.79	0.90	6.69
Cormac Contracting Limited - Community and Councillor Training	315.00	63.00	378.00
Cornwall Council - Legal Fees For June 2021	102.00	20.40	122.40
Cornwall Council - Longstone Depot Monthly Rent - August 2021	375.00	-	375.00
Cornwall Council - Longstone Depot Monthly Rent - October 2021	375.00	-	375.00
Cornwall Council - Longstone Depot Monthly Rent - September 2021	375.00	-	375.00
Cornwall Council - S106 Phase 1 Works Fore Street	85.00	-	85.00
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 - September 2021	10,759.28	-	10,759.28
Cornwall Pride CIC - Festival Fund Grant	500.00	-	500.00
Corseval Limited - Staff Training	250.00	50.00	300.00
Dainton Group Services - Portacabin Hire For Waterfront - September 2021	321.42	64.28	385.70
Denmans - Electrical Materials for Maintenance	83.71	16.74	100.45
Denmans - Electrical Tool for Maintenance	428.50	85.70	514.20
Door Care South West - Maintenance - Library	142.00	28.40	170.40
DVLA Vehicle Tax - 12 Months Reg YA11 SVY	277.50	-	277.50
EE - Grounds Mobile Phones & Waterfront Broadband - September 2021	288.67	57.73	346.40
Efficient Comms Ltd - Call Charges - September 2021	110.64	22.13	132.77
Furniture@Work - Office Furniture - Service Delivery	84.00	16.80	100.80
Galleon Supplies - Covid Safety Cleaning Supplies	163.50	32.70	196.20
Glendale Grounds Management Ltd - Grounds Maintenance Saltash Train Station	767.67	153.53	921.20
Heart Safe AED Locator - Annual Monitoring Charge 27/09/21 to 26/09/22	315.00	63.00	378.00
HMRC NIC Payment - September 2021	9,378.76	-	9,378.76
ICS Industrial Component Supplies - Tools, Equipment & Maintenance Materials	224.71	44.94	269.65
Ink N Toner - Stationery Service Delivery	177.65	35.53	213.18
Institute of Cemetery & Crematorium Management - Staff Training	125.00	25.00	150.00
IRQ Systems Ltd - IT Equipment Service Delivery & P&F	232.00	46.40	278.40
IRQ Systems Ltd - Monthly IT Maintenance & Broadband Fee - September 2021	1,063.50	212.70	1,276.20
Laser - Cemetery Electric 03/02/21 to 15/06/21	80.98	4.05	85.03
Laser - Christmas Light Electric Supply Point 6 - 20/02/21 to 31/05/21	38.57	1.93	40.50
Laser - Guildhall Gas 30/06/21 to 31/07/21	56.77	2.84	59.61
Laser - Library Gas 30/06/21 to 31/07/21	56.85	2.84	59.69
Laser - Unmetered Supply - 01/07/21 to 31/07/21	8.60	0.43	9.03
Manutan UK - Cleaning Equipment Station Building	107.25	21.45	128.70
Michaels Civic Robes - Cleaning & Repair Regalia	57.50	11.50	69.00
MJ Drains - Public Toilets Repairs	155.00	-	155.00
Moorepay - HR / Employment Law Consultancy - 22/08/21 to 21/09/21	70.83	14.17	85.00
Moorepay - Health & Safety And Employment Law - 09/08/21 to 08/09/21	262.83	52.57	315.40
Moorepay - HR / Employment Law Consultancy - 20/07/21 to 19/08/21	318.75	63.75	382.50
Moorepay - HR / Employment Law Consultancy - 20/08/21 to 19/09/21	318.75	63.75	382.50
Moorepay - Payroll & HR Software Services - 01/07/21 to 31/07/21	173.56	34.71	208.27
NALC - Councillor Training	97.32	19.47	116.79
NHS Charity Donations - Big Tea Party at The Library 02/09/21	129.80	-	129.80
Nisbets - Kitchen Utensils Guildhall	96.74	19.34	116.08
Nub Sound - Induction Loop Investigation Guildhall	75.00	15.00	90.00
Number 62 - Councillor Training Expenses	76.80	-	76.80
Opayo (Previously Sage) Card Machine Charges - September 2021	14.99	-	14.99
Opayo (Previously Sage) Card Machine Charges - August 2021	18.60	3.72	22.32
Otis Ltd - Contract Service Lift Guildhall 01/06/20 to 31/08/20	565.87	113.17	679.04
Otis Ltd - Contract Service Lift Guildhall 01/09/21 to 30/11/21	577.18	115.44	692.62
People Safe - Annual Subscription	2,100.00	420.00	2,520.00
Pertemps Recruitment - Service Delivery Recruitment Fee	1,000.00	200.00	1,200.00
Pertemps Recruitment - Service Delivery Temp Fees - August 2021	4,059.76	811.95	4,871.71

Description	NET	VAT	GROSS
Pertemps Recruitment - Service Delivery Temp Fees - July 2021	982.20	196.44	1,178.64
Pertemps Recruitment - Service Delivery Temp Fees - September 2021	1,153.32	230.66	1,383.98
PKF Littlejohns LLP - External Audit Year End 31/03/21	2,000.00	400.00	2,400.00
Post Office - Postage	111.30	-	111.30
Royal British Legion - Remembrance Wreath	25.00	-	25.00
Saltash & District Observer Town Messenger - July 2021	300.00	-	300.00
Saltash Window Cleaning Guildhall - 17/07/21 & 14/08/21	90.00	-	90.00
Shaun Libby Building Solutions Ltd - Station Building Completion Internal Refurbishment Works	5,392.00	1,078.40	6,470.40
Solar Centre - Lighting Pontoon Maintenance	199.93	39.99	239.92
South West Hygiene - Cleaning Equipment Longstone 03/08/21 to 06/07/22	60.20	12.04	72.24
Spot-On-Supplies - Cleaning Supplies and Covid H&S Equipment	326.42	65.28	391.70
Staff Expenses - Library Activities - August 2021	51.81	-	51.81
Staff Expenses - Staff Training	159.00	-	159.00
Staff Mileage & Expenses - August 2022	11.26	-	11.26
Staff Mileage & Expenses - July 2021	37.80	-	37.80
Staff Salaries - September 2021	35,537.33	-	35,537.33
Stamps 4 U - Stationery P&F	28.83	5.77	34.60
Station Events - Refund Cancelled Event - Murder Mystery	137.50	27.50	165.00
Tartendown Nursery - Landscape Sales	1,300.00	260.00	1,560.00
Thirsty Work - Bottled Water & Water Dispensers Hire For 6 Sites - August 2021	171.00	34.20	205.20
Trade UK Account - Tools & Equipment	26.74	5.35	32.09
Travis Perkins Trading Company Ltd - Materials & Equipment	869.95	173.99	1,043.94
UK Fuels Ltd - Vehicle & Machinery Fuel - September 2021	416.35	83.27	499.62
Vortex Designs - Staff Uniforms	210.00	42.00	252.00
Westcare Supply Zone - Stationery P&F	82.58	16.52	99.10
Westcare Supply Zone - Stationery Service Delivery	6.95	1.39	8.34
Westcountry Skip Hire - Green Waste Disposal	64.29	12.86	77.15
Westcountry Skip Hire - Skip Removal	540.00	108.00	648.00
WesternWeb Ltd - Website Maintenance	340.00	68.00	408.00
Xero Accounting Software Monthly Subscription - September 2021	24.00	4.80	28.80



Saltash Town Council



Grant Application Form

APPLYING FOR:
(Tick one box)

Community Chest Grant ☒

Festival Fund Grant ☐

DATE APPLICATION SUBMITTED:

1st November 2021

Contact Name:	
Position:	Head of Service
Organisation:	Greenwich Leisure Limited
Contact Address:	Saltash Leisure Centre, Callington Road, Saltash, PL12 6DJ
Telephone Number:	
E-mail:	
Status of Organization:	Charitable Social Enterprise
Charity/Company number (if applicable)	Charity No: XR43398 Company No: 27793R
What geographical area does your organization cover?	United Kingdom

How long has your organization been in existence?	28 years.
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Please note that it may be asked to attend a meeting of the Policy and Resources Committee to answer questions on your application.

1. Organisation Background

	Date Applied	Project	Amount Applied for	Successful Y/N
Have you applied for a grant from Saltash Town Council within the last 5 Years? (Please list – continue on a separate sheet if necessary)		N/a		
Please list the aims and objectives of your organization	<p>We aim to get more people, more active, more often. We promote healthy and active lifestyles, giving communities access to facilities that help improve their health and happiness through participation in activities.</p> <p>We do provide more than access. As a charitable social enterprise, we also invest in our communities as we are a not for profit organisation, this includes investing time and effort in encouraging everyone to take advantage of our services.</p>			

What are the main activities of your organization?	Public Leisure Centres, Libraries and Children's Centres. Saltash Leisure Centre provides a range of Health & Fitness activity including a gym and fitness classes, Swimming and Cafe facilities.
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	Yes / No or N/A
Are you part of a religious group?	No
If application is for a Church – is it for anything other than a parish clock, Community Hall (used by all within the community) or environmental purposes?	
If application is for a School – Is, it for anything other than environmental purposes or a project that does not benefit the wider community and is not in addition to statutory services?	
If application is from an education, health or social service establishment – do you work in partnership with other groups?	
If application is from an education, health or social service establishment – is project in addition to statutory services?	

2. Your project

Project	Start Date	15th November 2021
	Finish Date	31st January 2022
	Total Cost	£ 3,000
	Grant Applied For	£ 1,500

Project title:	Saltash Leisure Centre Awareness Campaign
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Description of project (please continue on a separate sheet if necessary):	Saltash Leisure Centre is under threat of closure unless, GLL, Cornwall Council and the community can find a solution, to make the Centre sustainable for the long term. Memberships at the Centre have dropped from 880 down to 460 due to the pandemic. It is widely recognised that to ensure the Centre remains a key service for the community that local people need 'to use it or lose it'. A hard hitting local marketing campaign is needed to support the community efforts to drive more membership to the Centre. These funds will support local advertising, including banners, signage on bus stops and leaflet drops to the community.
Where will the project/activity take place?	The marketing campaign will take place around Saltash and surrounding villages.

Who will benefit from the project? (What groups will benefit and approximately how many people will benefit in total)	Ultimately the community of Saltash will benefit from a sustainable Leisure Centre.
What evidence do you have that this project is required? (This might be survey work or statistical evidence)	Cornwall Council has been completing public consultation on the future of Saltash Leisure Centre. Through the public meetings and discussions, it has become clear a local campaign is required to drive membership numbers.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organization Consultation with Community)	The local community have set up a Save Saltash Leisure Centre campaign and have been actively encouraging as many local people as possible to join the Centre. There is huge social media support for this campaign.

How will the project be managed and how will you measure its success?	The General Manager at the Leisure Centre will oversee the project. It's success will be measured by the level of membership achieved as we try to demonstrate the sustainability of this Centre.
Please give the timescale and key milestones for your project, including a start date and finish date.	We aim to start a promotion as soon as possible, but no later than 22nd November. The promotion will be focussed on driving up the membership pre-Christmas, while also creating awareness for the traditional busy New Year period. The initial campaign will finish by the end of December.
What arrangements do you have in place to ensure safeguarding of children and /or young people and/or vulnerable people (applicable only if your project involves working with this client group)	N/a

3. How you will pay for your project.

What will the money be spent on? (Provide a full breakdown of project cost(s) identifying what cost(s) this grant would be spent on)	Banners, flyers, local door drops, poster advertising.
How will you promote STC once application and project are complete?	We will make it clear on material that STC has supported this campaign.

Saltash Town Council considers Match Funding is extremely important. Please list any applications you have made for funding from other organisations in the table below:

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

Please confirm the bank account your project is using is in the project's name/organization name	Yes
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4. Further information enclosed Checklist.

	Enclosed (please tick)
A copy of your organization's most recent bank statements (mandatory)	
Copies of all <u>relevant</u> Employer's, Building & Public Liability Insurance Certificates & Title Deeds if appropriate (mandatory)	✓

A letter head showing the organization's address and contact details		✓
A copy of your constitution and articles of association (or similar documents if the above do not exist, showing the organization's status)		✓
A copy of your organization's latest set of accounting statements (if any exist)		
Copies of any letters of support for your project		
If your organization has previously received a grant from STC please include a brief report and evidence of how you promoted the contribution from the Council		
Other (please list)		

If any of the above documents have not been enclosed, please give reasons why in the box below:

Saltash Leisure Centre does not have it's own bank account. The wider business uses one account. If you want evidence of this account please let me know and I will try and sort something.

Please note I can provide Saltash Leisure Centre accounting information confidentially.

5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we declare that, I/we have read the Town Council's Grant Policy and believe to the best of our knowledge, that we meet the criteria set out by the Policy.

I/we confirm that a risk assessment will be completed prior to an event granted funding by the Town Council.

I/we accept the following:

- (i) that any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered;
- (ii) that any grant offered will be used only for the purposes set out in this application;
- (iii) that we will provide reports on progress at the request of the Town Council;
- (iv) the support of the Town Council will be publicised;
- (v) that should any grant offered, not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to the Town Council on demand.

Please be aware that the decision as to whether you have been successful in your application will be communicated to you shortly after the relevant Council meeting.

Signed:			
Print Name(s):			
Position(s):	HEAD OF SERVICE		
Date:	01 / 11 / 2021		

**Agenda Item 19 – To receive and consider a Community Chest Application –
GLL – Saltash Leisure Centre**

The following quotes are estimates from GLL suppliers and their book price for GLL marketing material.

GLL have a list of available bus stop slots to book and when they place the booking they will get the final quote.

Below are the prices:

Bus Stop advertising in Saltash	£240 per bus stop for 2 weeks. 4 bus stops for 4 weeks	£1,920.00
Flyers (A5 double sided) 5000	£23 per 1000	£115.00
Flyer leaflet drop to 5000 homes	£65 per 1000 with Royal Mail	£325.00
Banners 3m x 1m	£60 per banner / 8 total	£480.00
Posters A3	£55 for 40	£55.00
Posters A2	£60 for 40	£60.00
Delivery costs of flyers and leaflets		£40.00
<u>Grand Total</u>		<u>£2,995.00</u>

GLL are match funding - £1,500.00.

END OF REPORT

AGREEMENT FOR THE SALE AND PURCHASE OF TELEPHONE KIOSK(S) TO A LOCAL AUTHORITY IN ENGLAND OR WALES

This agreement is made this day of 2021

Background

The Buyer wishes to buy the Goods from the Seller and the Seller has agreed to sell the Goods to the Buyer upon the terms and conditions set out in this agreement.

1 Definitions

In this agreement, unless the context requires otherwise:

'the Purpose' means []

'Buyer' means **Saltash Town Council**

'Conditions' means the terms and conditions of sale set out in this agreement.

'Decommissioning' means (i) the disconnection of the Goods from the Seller's telecommunications network and (ii) the removal of the payphone, ancillary equipment and wiring from within the kiosk. 'Decommission', 'Decommissioning' and 'Decommissioned' shall be construed accordingly.

'Goods' means the telephone kiosk or kiosks as more fully described in the schedule to this agreement, which the Buyer agrees to buy from the Seller but excluding any telephony and ancillary apparatus.

'IP Rights' means all intellectual property rights in any part of the world, including but not limited to patents, copyright, design rights, trade marks, database rights, registered design rights and community design rights and shall include pending applications for any intellectual property rights.

'Notice to Complete' means a notice in writing by the Seller to the Buyer stating that in the Seller's reasonable opinion the Goods have been satisfactorily Decommissioned and are ready for delivery to the Buyer.

"Ofcom"	means the regulatory body whose duties are set out in the Communications Act 2003 and includes any replacement body or entity under equivalent or replacement legislation.
"Planning Acts"	means any relevant planning legislation in force at the date of this agreement, including the Town and Country Planning Act 1990, the Planning (Listed Buildings and Conservation Areas) Act 1990 and the Town and Country Planning (General Permitted Development) Order (England) 2015 (and similar regulations in other regions), and any statutory replacement or modification of any of them.
'Price'	means the price for the Goods excluding any carriage, packing and insurance.
'Seller'	means British Telecommunications plc (company registration number 1800000 whose registered office is at 81 Newgate Street, London EC1A 7AJ).
'Universal Service Obligation'	means the obligations imposed upon BT by Ofcom in accordance with the EU Universal Services Directive.

2 Conditions applicable

- 2.1 These Conditions shall apply to this agreement to the exclusion of all other terms and conditions.
- 2.2 Any order for Goods shall be deemed to be an offer by the Buyer to purchase Goods pursuant to these Conditions.
- 2.3 Any variation to these Conditions (including any special terms and conditions agreed between the parties) shall be inapplicable unless agreed in writing by the Seller.
- 2.4 Where appropriate this agreement is entered into following written confirmation from the Buyer that an application for planning consent has been submitted for the Purpose.

3 Agreement, price and payment

- 3.1 The Seller shall sell to the Buyer the Goods and the Buyer shall purchase the Goods.
- 3.2 The Price shall be ONE POUND (£1.00) inclusive of VAT which shall be payable on the date of this agreement.
- 3.3 The Seller agrees that following the date of this agreement it shall Decommission the Goods.
- 3.4 The Seller shall be under no obligation to the Buyer to re-site, re-position, restore or repair the Goods. The Buyer acknowledges that it purchases the Goods in no better condition than they are at today's date, or than described in the schedule hereto.

- 3.5 For the avoidance of doubt the Seller is not selling the land beneath the Kiosk or any interest in it, nor shall the Buyer acquire that land or any interest in it under this agreement.

4. Decommissioning, delivery and acceptance

- 4.1 The Seller shall serve the Notice to Complete on the Buyer on or before the completion of the Decommissioning works in respect of the Goods
- 4.2 Delivery of the Goods shall be deemed to have taken place five working days after the day upon which the Seller sends the Notice to Complete to the Buyer. No further intimation is required.
- 4.3 The Buyer shall make all necessary arrangements to take delivery of the Goods following receipt of the Notice to Complete.
- 4.4 The Buyer shall be deemed to have accepted the Goods upon delivery.
- 4.5 After acceptance the Buyer shall not be entitled to reject the Goods due to their physical condition or due to any financial or statutory obligations (whether foreseen or not) imposed upon the Buyer as a result of this agreement or otherwise related to the Goods.
- 4.6 The Seller shall not be liable to the Buyer for late delivery of the Goods.

5 Post acceptance obligations

- 5.1 The Buyer shall own the Goods following acceptance and shall be responsible for all maintenance and repair of the Goods, which it shall do in accordance with:
- 5.1.1 Any industry or statutory guidelines and regulations relevant to the Goods in circulation or in force from time to time.
- 5.1.2 Any requirements, directions, rules or recommendations of Ofcom.
- 5.1.3 The Planning Acts.
- 5.1.4 Any planning consents relating to the Goods so far as they remain applicable.
- 5.1.5 Where the Buyer is a Registered Charity or Charitable Organisation, the Seller retains the right to re-claim ownership of the Goods if the Buyer loses its charitable status.
- 5.1.6 If planning for the Purpose is not granted within 12 months of the date of this agreement, the Buyer and Seller shall agree an extension of time of no more than 12 months to enable the Buyer to prepare and submit an appeal to the Department of Environment. In the event that the planning approval is not granted following submission of an appeal, or the expiry of time allowed to make an appeal without an appeal being made, then the Buyer shall at its own cost and expense:

- (i) In the case of listed Goods:

- a. Clean, lock and maintain the goods in accordance with the requirements of this paragraph 5; or
- b. Apply to de-list the Goods

(ii) In the case of non-listed Goods arrange for permanent removal of them at their own cost

5.2 The Buyer acknowledges that the Goods may have been painted with paint containing lead and accepts the health and safety risks which may be associated with its removal or maintenance. The Buyer also acknowledges that leaden paint may require specific maintenance procedures.

5.3 (a) Without affecting clause 6.3, the Buyer acknowledges that the kiosk may have a Class I light fitting and fuse spur(s) which do not meet current IP (ingress protection) rating requirements of BS7671 regulations for exterior electrical fittings. The Buyer accepts any health and safety risk with their ongoing use. The Buyer waives any claim against the Seller in respect of such matters. The Buyer also acknowledges that an upgrade to the light fitting and fuse spur(s) may be required which will be the sole responsibility of the Buyer. The Buyer may want to obtain an assessment from a qualified electrician.

(b) The Buyer agrees that the Goods are not intended to be used in any way by any person in the course of or in relation to their work. However, it agrees that, should a person at work do anything in relation to the Goods, it will take steps sufficient to ensure, so far as is reasonably practicable, that the Goods will be safe and without risks to health at all such times when it is being set, used, cleaned or maintained or otherwise interacted with by a person at work. In particular, the Buyer will ensure:

- (i) that the light is upgraded to a luminaire meeting Class 2 with IP rating of IP54 (or better).
- (ii) that the electrical supply housing is upgraded by replacing the spur units with IP66 type (or better).

The Buyer will employ an NICEIC registered electrician to review the installation, for the use it intends for the adopted kiosk, and carry out any required works in accordance with the then applicable regulations and standards.

The Buyer shall employ an NICEIC registered electrician to review the Goods for the use the Buyer intends, and for any required works. In addition, the Buyer will employ an NICEIC registered electrician for regular inspection and testing.

5.4 The Buyer shall indemnify the Seller in respect of any loss or damage it suffers in respect of any act or omission on the part of the Buyer or persons or entities authorised by it under or in relation to the

matters referred to in sub-paragraphs 5.1, 5.2 and 5.3 or in respect of any claim by a third party in respect of such matters.

- 5.5(i) The Seller shall be under no obligation to the Buyer to maintain, repaint, repair or manage the Goods nor shall it be under any obligation to the Buyer to maintain or provide Call Box Services (as defined in the Universal Service Obligations) or telephony services from the Goods SAVE that where the Buyer has requested the Seller, and the Seller has agreed, to supply electricity, then the Seller shall supply that electricity (at the Seller's cost) to the REC (regional electricity company) fusebox sufficient for the operation of an 8 watt lightbulb or similar. The Seller may discontinue to provide that supply (and payment) of electricity at any time by giving the Buyer notice in writing.
- 5.5(ii) The Buyer is not permitted to connect any equipment to the power supply provided by the Seller without first obtaining the Seller's written agreement.
- 5.5(iii) If written permission is given by the Seller to the Buyer, in accordance with paragraph 5.5(ii) to connect defibrillator equipment to the electricity supply, the equipment must meet all appropriate safety standards as amended from time to time including, but not limited to, the requirements as set out at paragraph (a)-(d) below.

The Defibrillator Cabinet must be:

- (a) Class 2 IP rating 54;
- (b) Compliant to BS7671-416/417 in its construction;
- (c) Manufactured by a ISO 9001/2 certified manufacturer;
- (d) Protected by an RCD

- 5.5(iv) The Seller does not actively monitor the electricity supply to the Goods. Responsibility for ensuring a continuous electricity supply required to power any equipment installed within the Goods remains with the Buyer at all times.
- 5.5(v) The Buyer shall remain, at all times, responsible for the monitoring, maintenance and repair of any equipment installed within the Goods.
- 5.5(vi) The Buyer indemnifies the Seller in respect of all damages or losses which the Seller may incur, or any third party claims received by the Seller as a result of any breach by the Buyer of its obligations as set out in this paragraph 5.

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- 5.6 From acceptance of the Goods the Buyer shall:

- 5.6.1 At all times display a sign in or on the Goods (clearly visible to anyone viewing or inspecting the Goods) that the Goods are the responsibility of the Buyer, do not contain a Seller payphone and are not connected to the Seller's electronic communications network.
 - 5.6.2 Take reasonable steps to inform the local public in the region or city in which the goods are situated that the payphone, ancillary equipment and wiring has been removed and that the Goods are the responsibility of the Buyer.
 - 5.6.3 Apply to the relevant authority or authorities for all necessary consents, licences, waivers, restrictions or determinations (if any) required for the Goods (including but not limited to consents granted under the Planning Acts and consents and licences under the Communications Act 2003 and any statutory replacement or modification thereof) and shall fully and without delay comply with any conditions or recommendations imposed by them made in respect of the Goods.
 - 5.6.4 Not sell, lease or license the Goods to a competitor to the Seller nor permit a competitor to install electronic communications apparatus (as defined in the Electronic Communications Code, in Schedule 3A of the Communications Act 2003 as amended from time to time) within the Goods and itself (as the Buyer) shall not install, provide or operate any form of electronic communications apparatus within the Goods.
 - 5.6.5 Release the Seller, insofar as it can do, from any obligation under the Town and Country Planning (Permitted Development) Order 1995 in respect of the Goods.
 - 5.6.6 Notify the emergency services that the Goods are no longer owned or maintained by the Seller and are now the property and responsibility of the Buyer.
 - 5.6.7 Indemnify the Seller in respect of any damages or losses which the Seller may incur as a result of any breach of the Buyer's obligations in this sub-paragraph 5.6 and in respect of any obligations imposed upon the Buyer under the Highways Act 1980 and the New Roads and Street Works Act 1991 in respect of the Goods.
- 5.7 The Buyer waives any rights it may have against the Seller in respect of the Goods under the Communications Act 2003.
- 5.8 The Seller reserves the right and the Buyer grants such right, at any time from the date of acceptance of the Goods by the Buyer, to enter into or onto the Goods and any neighbouring land of the Buyer (but only to the extent necessary) to undertake works or to procure the undertaking of works to disconnect or cap-off the electricity supply to the Goods described above in paragraph 5.5, at the cost of the Seller and making good any damage caused to the Goods and the Buyer's neighbouring land as aforesaid to the reasonable satisfaction of the Buyer.
- 5.9 Not connect any equipment to the electricity supply referred to in Clause 5.5 without the express written agreement of the Seller.

6 Warranties and liability

- 6.1 All warranties, conditions or terms relating to fitness for purpose, quality or condition of the Goods, whether express or implied by statute or common law or otherwise are excluded to the fullest extent permitted by law.
- 6.2 The Buyer acknowledges that the Seller is not in the business of selling the Goods and the Buyer will assume full responsibility to ensure compliance with any English Heritage requirements from the date of transfer of the goods.
- 6.3 The Seller makes no representations to the Buyer as to the Goods' quality, state of repair, safety, performance and fitness for purpose nor as to any apparent or latent defects. The Buyer shall take the Goods subject to any such defects and dilapidations (if any).
- 6.4 The Buyer agrees to the Decommissioning and, insofar as it is able, relieves the Seller of its obligations under Ofcom's Universal Services Obligations in respect of the Goods. The Buyer agrees not to object to Ofcom or any tier of local government to the Decommissioning of the Goods.
- 6.5 The Seller may supply the Buyer with a kiosk maintenance manual or other documents. Any recommendations or guidance therein shall not form warranties nor obligations of any nature upon the Seller.

7 Title and risk

- 7.1 Title shall pass on delivery of the Goods.
- 7.2 Risk shall pass on delivery of the Goods.

8 Limitation of Liability

- 8.1 When the Buyer accepts the Goods then the Seller shall have no liability whatsoever to the Buyer in respect of those Goods.
- 8.2 The Seller shall not be liable to the Buyer for late delivery of the Goods.
- 8.3 Except in respect of death any personal injury resulting from a negligent act or omission on the part of the Seller or anyone authorised by it, the Seller's liability to the Buyer for tortious and contractual damages shall not exceed the Price. The Buyer shall at all times use its best endeavours to minimise and mitigate its losses.
- 8.4 The Seller shall not be liable to the Buyer for any economic loss suffered by the Buyer as a result of it entering into this agreement.
- 8.5 The Buyer acknowledges that it has taken or has considered taking legal advice from a solicitor or counsel before entering into this agreement.

9 Intellectual property

No assignment or licensing of any IP Right is granted or made under this agreement.

10 General

- 10.1 This contract is subject to the law of England and Wales and the non-exclusive jurisdiction of the courts of England and Wales.
- 10.2 The invalidity or unenforceability of any provision in this agreement, for whatever reason, shall not prejudice or affect the validity or enforceability of its other provisions.
- 10.3 The headings of this agreement are for reference only. No delay, neglect, forbearance by either party in enforcing any provision in this agreement shall be deemed to be a waiver or compromise of any right or rights unless made in writing.
- 10.4 In relation to the Goods, this agreement constitutes the entire agreement between the parties.
- 10.5 A person who is not a party to this agreement may not enforce any of its terms under the Contracts (Rights of Third Parties) Act 1999.
- 10.6 The Buyer shall not, disclose the existence of the Agreement in any journal magazine or publication or any other publicly available media or otherwise use the Seller's name or logos (including any trade marks) in any of its advertising or publicity material without the seller's prior written consent, which may be withheld or given in the Seller's absolute discretion.

SCHEDULE

THE GOODS – Specification and Description

01752 843744

Albert Road

Saltash

PL12 4EB

Signed by [] for and on behalf of

BRITISH TELECOMMUNICATIONS plc

Signature

.....
Position (director/company
secretary/manager/attor-
ney/agent).

*If signing as agent or under a power
of attorney, please attach a copy of
the document giving authority.*

Signed by [] for and on behalf of

Signature

.....
Position (director/company
secretary/manager/attor-
ney/agent).

*If signing as agent or under a power
of attorney, please attach a copy of
the document giving authority.*

Adopt a Kiosk



Contents

Welcome to the Adopt a Kiosk scheme 3

The Adopt a Kiosk scheme 4

Doing something wonderful with an iconic asset 4

Adopting a kiosk – all you need to know is right here 6

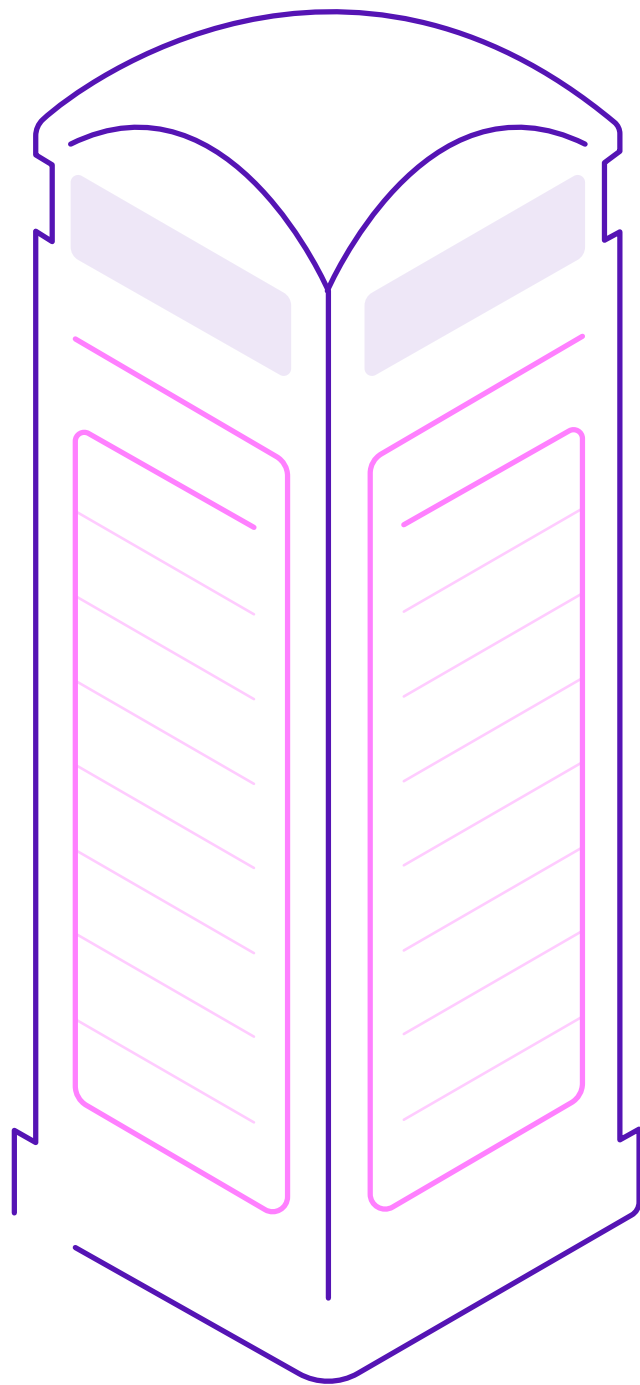
The next steps to adoption 7

What happens when you apply to adopt? 8

Success stories 9

Did you know...? 13





Welcome to the Adopt a Kiosk scheme

Since 2008, almost 4,000 communities and charitable bodies have adopted more than 5,800 iconic red kiosks and around 800 of our more modern glass boxes. People have come up with fantastic ideas on how to repurpose them such as using them to house defibrillators and art exhibitions.

Costing just £1, our adoption scheme is open to:

- Local authority district or borough councils
- Parish, community and town councils or their equivalents
- Registered charities
- People with a kiosk on their land.

It's a way of retaining and rejuvenating an historic part of British culture in your community and making it an eye-catching asset that local people can enjoy.

The Adopt a Kiosk scheme is not available to other individuals, commercial organisations, community interest companies or community groups such as residents' associations.

The Adopt a Kiosk scheme

Page 58



Doing something wonderful with an iconic asset

Red phone kiosks have been part and parcel of British villages, towns and cities for many years. Placed in the heart of our communities, some may be underused but they're certainly not unloved. They no longer have the key role they played in bringing communities together, but with our Adopt a Kiosk scheme they can once more be a fantastic focal point for the local area.

With thousands of kiosks being used for an array of creative and civic-minded ideas, we are delighted to be able to give more communities the chance to develop inspiring uses for this icon of British design and heritage. We're also offering some more modern glass units for the sole purpose of making lifesaving defibrillators available to more people.

We still have around 4,000 red phone kiosks available to adopt for the princely sum of a pound each. This brochure will help you see how they can become practical, cultural, inspiring additions to the community, and allow you to do something wonderful with an iconic asset.

Adopting a kiosk – all you need to know is right here

We've made it as simple as possible for you to adopt your local kiosk. Here's the key information you need to know:

Who can apply?

Any recognised local authority, parish / community / town council or registered charity in the UK can apply to adopt their local kiosk.

How much does it cost?

To comply with legal requirements, authorities need to buy the kiosk from BT for £1.

Which planning regulations apply?

Adopters of boxes should check with their local authority to see if any planning consents are required.

What happens to the power connection?

Option 1:

BT Payphones will continue to be responsible for the electrical supply and any associated payments to electricity companies. We reserve the right to disconnect the electricity supply at any point in the future, however we will contact the kiosk owner should this become necessary. Electrical equipment cannot be connected to the electrical supply unless agreed with BT.

We will only be responsible for the electricity supply up to the fuse box. Any faults beyond this point will be the responsibility of the kiosk owner.

Option 2:

Customers taking responsibility for the electricity supply will need to apply for a Meter Point Administration Number (MPAN) from their electricity company. This is a reference number used to identify the electricity supply point.

When the customer owns the power connection, we will need to know this number to transfer the billing for the kiosk's power supply. Your local power company will be able to give you your MPAN, but please contact us for more information on how to apply for an unmetered MPAN.

What if the power supply has already been disconnected?

If the power to the kiosk has been disconnected, BT will not refund any payments made or reconnect the supply.

What is the annual electricity cost for a kiosk?

Costs to supply power to kiosks will vary depending on your electricity company. We don't have any control over what they may charge.



The next steps to adoption

Below are the steps you will need to take to adopt your kiosk.

There's more information at www.bt.com/adopt and we are happy to answer any questions you have.



CONDITIONS OF TRANSFER

The following conditions let you know what to do to when adopting your kiosk. You will also need to carefully review the agreement we send you.

1. The adopting body must apply to the relevant authorities for any of the necessary consents to retain a kiosk. This may involve planning consent, depending on the local authority.
2. The kiosk will be disconnected from our telephone network and we'll remove the payphone equipment.
3. Where the kiosk is powered, the adopters will have the option for us to supply power free of charge or to take ownership of the supply. Please contact us if you want to own the power connection.
4. To comply with legal requirements, adopters need to purchase the kiosk from BT for £1.
5. The kiosk will be purchased with any and all physical defects. No representations, warranties or conditions concerning the quality or fitness for purpose are given or assumed by BT.
6. Adopters will be responsible for all support and maintenance of the kiosk and for any liability resulting from the kiosk or its use following transfer of ownership.

What happens when you apply to adopt?

Page 61
Once an application has been submitted, BT will handle the rest. It's that simple!

It is imperative that all the legal conditions contained within the "agreement for the sale and purchase of telephone kiosk(s)" are met.

Please only submit an online application when the agreement can be signed and returned to BT.

2. Upon receipt of the online application BT will consider whether to approve the adoption. If approved, BT will send an agreement for signature and return.

3. Upon return BT will countersign the agreement and provide a copy. At this stage the transfer process will start automatically.

4. Upon completing the removal of the payphone equipment from the phone box, BT will forward a Notice to Complete to the adopting body.

Ownership of the phone box will be automatically transferred within 5 days.

5. The phone box(es) will then be the property of the adopting body.

6. Some applications will require the permission of the local authority to remove the telephone service.

BT will apply for permission in these cases, but this can take up to 90 days and acceptance cannot be guaranteed.

In the event an application isn't approved BT will contact the interested party directly.



Success stories

Page 62

Defibrillator – Patrick Brompton Parish Council, Richmondshire

A traditional red BT phone box, situated in the centre of the village, has been converted into housing for a defibrillator unit to help save lives.



“As a council we were really keen to adopt our red phone box and we didn’t want to see it go (...) It’s a fact that no-one really uses payphones anymore, but they look quite iconic, especially in rural areas like ours, so we wanted to retain it from a heritage perspective... Thankfully, it’s never had to be used but it’s reassuring to know it’s there in case we ever need it in an emergency.”

Brian Whitehead

Vice Chairman of the Parish Council



Book Exchange – Church Lawford Parish Council, Warwickshire

A book exchange has been created inside a former BT red phone box opposite a pub in Church Lawford.

“We wanted to add the book exchange element as the mobile library only visits briefly once a month (...) At Christmas we installed lights on the green for the first time, powered from the phone box, and we also installed a sound system with carols and songs written about the village during the Covid lockdown. If another village were considering adopting their phone box, I would say it is very worthwhile.”

Jeremy James

Chairman of the Parish Council

Defibrillator – Orkney, Scotland

A red phone kiosk on the remote island of Westray in Orkney has been transformed into housing for a defibrillator, part of Westray Development Trust's ongoing initiative to increase access to first aid in the area.



“The red telephone box on the Westside of Westray was an ideal location to install a public access defibrillator as the telephone box was both memorable and already strategically placed. Thanks to BT’s ‘Adopt a Kiosk’ scheme we were able to expand our defibrillator network and improve access to life-saving equipment in an emergency for our isolated island community.”

Isobel Thompson

Operations Manager at the Trust

Defibrillator – Meopham Parish Council, Kent

It's not just our red boxes being given a new lease on life either. We're repurposing our more modern glass boxes exclusively to house defibrillators, providing better access to life-saving gear for more rural communities.

Meopham Parish Council worked with the Community Heartbeat Trust to make better use of an older glass phone box at the local train station.



"I think it's a wonderful initiative and it's great that the modern glass boxes like these can also have a new purpose, not just the red ones (...) It could make the difference between life and death for someone in our community."

Jo McTavish
Councillor

Did you know...?

Page 66.

- Since the Adopt a Kiosk scheme was launched in 2008, over 6,600 kiosks have been adopted.
- Kiosks have been turned into defibrillator housings, art galleries, book exchanges, exhibition spaces, information centres and even a pub!
- Every village that fits a defibrillator provided by Community Heartbeat Trust in their adopted kiosk can receive a free paint kit from the British Coatings Federation to spruce it up.
- Villagers in Ambridge – from BBC Radio 4's long-running drama The Archers – have adopted a kiosk.
- You can check online to see if your local kiosk is available for adoption, and even if it isn't you can contact us to see what we can do for you.



How to get in touch

Visit www.bt.com/adopt to find out more about adopting a kiosk.



Offices Worldwide

The services described in this publication are subject to availability and may be modified from time to time. Services and equipment are provided subject to British Telecommunications plc's respective standard conditions of contract. Nothing in this publication forms any part of any contract.

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May 2021

HEADS OF TERMS

New Lease Agreement

Subject to Contract

1. Landlord	First Greater Western Limited Milford House 1 Milford Street Swindon Wiltshire SN1 1HL Registered Company No: 05113733
2. Tenant	Saltash Town Council The Guildhall Lower Fore Street Saltash Cornwall PL12 6JX FAO: Sinead Burrows, Assistant Town Clerk E-mail: Sinead.burrows@saltash.gov.uk Tel: 01752 844846
3. Guarantors	None
4. Station	Saltash Station, Albert Road, Saltash, Cornwall, PL12 4EB
5. Details of Station Lease	Lease dated 29 th March 2020 made between (1) NRIL and (2) First Greater Western Limited and to expire 01 st April 2023.
6. Premises	Land at Saltash Station on which a former BT Phone Box (now decommissioned) currently sits, to be shown edged blue on a plan to be attached to the lease and which is to extend no further than the footprint of the former BT Phone Box.
7. Lease Plan	The tenant shall pay the cost of £120 plus vat for a Land Registry Compliant Lease Plan
8. Type of Premises	Freestanding; The premises comprise land only and are not subsurface to the station area (to which the Fire Precautions (Sub-Surface Railway Stations) Regulations apply
9. Lease Term	From Lease Commencement Date to expire 30th March 2023. The lease will exclude the security of tenure provisions of the 1954 Landlord & Tenant Act.
10. Lease Commencement Date	To be confirmed

11. Lease Status	This is a new lease being granted to the tenant for these premises.
12. Termination Provisions	Standard railway industry terms shall apply. Landlord's right to determine on 6 months' notice at any time and the Landlord or Superior Landlord may break the lease on 28 days' notice if the premises are urgently required for the proper operation of the railway undertaking.
13. EPC Rating	Not applicable (demised premises comprise land only; the Tenant will have liability for the phone box situated on the land that is the subject of the lease)
14. Minimum Guaranteed Rent	Peppercorn rent. Interest not applicable.
15. Turnover Rent	Peppercorn rent.
16. Rent Commencement	Rent under the new lease will commence on the Lease Commencement Date
17. Rent Deposit	None
18. Rent Review Period	None
19. Basis of Rent Review	Not applicable
20. Permitted Use	Land upon which is situated a former BT Phone Box that is in the process of being adopted by the Tenant from BT as part of a formal transfer process and which is intended to be used to house a community defibrillator, any other use to be agreed at the landlords sole discretion.
21. Alienation	Assignment or under letting of the whole or any part of the premises is prohibited as is any sharing or parting with possession. The Premises must be occupied solely by the Tenant.
22. Repairs	The Tenant will be fully responsible for the former BT Phone Box after adoption, including for all maintenance & repairs. The Landlord is to have no repairing or maintenance liability.
23. Alterations	No alterations are to be undertaken without the consent of the Landlord and (where required) the Superior Landlord, and the approval of all method statements and risk assessments as set out in more detail in the lease.
24. Insurance	The Tenant will insure the former BT Phone Box and contents. The Tenant shall also insure against third party and public liability.
25. Utilities	The Tenant will be responsible for the cost of any utilities used within the former BT Phone Box situated on the Premises during the Term, including any costs with connecting any new utility supplies.

26. Refuse Disposal & Sustainability	Not applicable.
27. Minimum Trading Hours	Not applicable.
28. Business Rates	<p>The Tenant will be responsible for contacting the local Council to advice of their occupation and will be liable for the payment of any applicable business rates.</p> <p>If after the end of the Term the Landlord or Superior Landlord loses rating relief (or any similar relief or exemption) because it has been allowed to the Tenant, then the Tenant shall pay the Landlord or Superior Landlord an amount equal to the relief or exemption that the Landlord or Superior Landlord has lost.</p>
29. Parking Spaces	None.
30. Service Charge	None.
31. Tenants Works	<p>The Tenant is in the process of adopting the former Phone Box occupying the demised premises (from BT).</p> <p>Following completion of the adoption, the Tenant is proposing to install a power supply and a community defibrillator and will provide the Landlord with Method Statements and Risk Assessments, for any works proposed, which are to be carried out at the tenants expense.</p>
32. Licensing	Not Applicable
33. Statutory Compliance	<p>The Tenant is to comply with all laws affecting the Premises or their use and with any notice or order served by a Competent Authority.</p> <p>The Tenant will be responsible for ensuring compliance with all statutory fire and electrical safety legislation applicable to the Premises.</p>
34. Landlords Solicitor	<p>Carol McFarlane First Group Solicitor First Group plc 8th Floor The Point 37 North Wharf Road London W2 1AF</p> <p>FAO: Carol McFarlane Tel: 0207 291 0511 E-mail: carol.mcfarlane@firstgroup.com</p>

35. Legal Costs	<p>None.</p> <p>The Landlord has waived the standard requirement to make a contribution towards reasonable legal costs which are estimated to be £800 plus VAT given the community benefit of the proposed use. However, should the tenant propose a change to the proposed use, then the Landlord reserves the right to recover retrospectively its reasonable legal costs as appropriate.</p>
36. Tenants Solicitor	Tenant to confirm if appointing solicitor representation.
37. Landlords Agent	<p>Amey TPT Limited Chancery Exchange 10 Furnival Street London EC4A 1AB</p> <p>FAO David Corp DDI: 07708 479441 E-mail: david.corp@amey.co.uk</p>
38. Conditions	<p>Subject to Contract and completion of formally executed legal documentation</p> <p>Subject to First Greater Western Limited Approval</p> <p>Subject to Superior Landlord Approval</p> <p>Subject to DfT approval</p>

Signed on behalf of the Tenant.....

Name.....

Date.....

These Heads of Terms are not intended to create any legally binding obligations and do not constitute a commitment by First Greater Western Trains Limited or Network Rail Infrastructure Limited and no liability will be accepted by them or their agents for any expenses incurred by any party.

These Heads of Terms are confidential to the intended parties to the proposed lease and to their professional advisors.

It is recommended that the tenant seek professional advice with respect to the Heads of Terms and refer to the RICS code of leasing business premises.

Cornwall Council

Notice of Election Election of a Town Councillor Saltash Town Council Essa Ward

Notice is hereby given that:

- **COUNCILLORS TO BE ELECTED**

An election is to be held for **ONE** Councillor for the said Town Ward.

- **NOMINATION PAPERS**

Nomination papers may be obtained from the Deputy Returning Officer at 3S, Cornwall Council, County Hall, Truro TR1 3AY (01209 614373)

- **DELIVERY OF NOMINATION PAPERS**

Nomination papers **can only be submitted in person** on any day after the date of this notice, but not later than **4 pm on Friday 5 November 2021** to the following location on the specified dates and times: -

29 October, 1 -3 November and 5 November to the Deputy Returning Officer, Cornwall Council, 3S, County Hall, Treyew Road, Truro TR1 3AY between the hours of 10.00am – 1.00pm and 2.00pm – 4.00pm

4 November to the Deputy Returning Officer, Cornwall Council, Luxstowe House, Liskeard PL14 3DZ between the hours of 10.00am – 1.00pm and 2.00pm - 4.00pm

- **POLLING DAY**

If the election is contested, the poll will take place on **Thursday 2 December 2021**.

- **Applications to register to vote** at this election close at Midnight on Tuesday 16 November 2021. www.gov.uk/register-to-vote

- Electors and their proxies should note that:

ABSENT VOTING

New applications to vote by post or to **vary or cancel existing postal or proxy voting arrangements** must be sent to the Electoral Registration Officer by not later than **5.00pm** on **Wednesday 17 November 2021**.

New applications to vote by proxy at this election must be sent to the Electoral Registration Officer by not later than **5.00pm** on **Wednesday 24 November 2021**, except in cases where **unforeseen illness, incapacity, occupation, service or employment** occurs after that time, in which case applications may be received by no later **5.00pm** on **Thursday 2 December 2021**.

All applications and notices regarding absent voting must be sent to the **Electoral Registration Officer, Cornwall Council, 3S, County Hall, Treyew Road, Truro TR1 3AY**.

Cornwall Council
3S
County Hall
Treyew Road
Truro
TR1 3AY

Kate Kennally
Returning Officer
28 October 2021

10th September 2021

Dear Sir,

ESSA WARD BY-ELECTION: THURSDAY 9TH SEPTEMBER 2021

Yet again, I must commend the Staff of Saltash Guildhall for all their help and guidance at yesterday's By - Election and in the days prior to it:

Acting Town Clerk, Sinead Burrows, for her assistance and advice, especially with regard to the best one-way system for voters;

our stalwart caretakers, to whom, as always, special thanks are due for their unfailing kindness and helpful support:

Jeannette Bridge, for her constructive suggestions and for moving all the furniture into place prior to Polling Day and for her kindness on Polling Day itself.

Grahame O'Donoghue, for his usual, invaluable help and suggestions, particularly with regard to signage, and his inspection of the Ballot Box at the opening of the Poll, together with every assistance at the close of Poll;

Receptionist, Lindsay Peters, for on-going liaison, particularly

with regard to the late arrival of the Polling Booths.

Without the assistance and support of these fantastic Staff members, Elections would never run as smoothly and efficiently. This time, I had a different Poll clerk allocated to me and she frequently expressed her amazement at all the support we received.

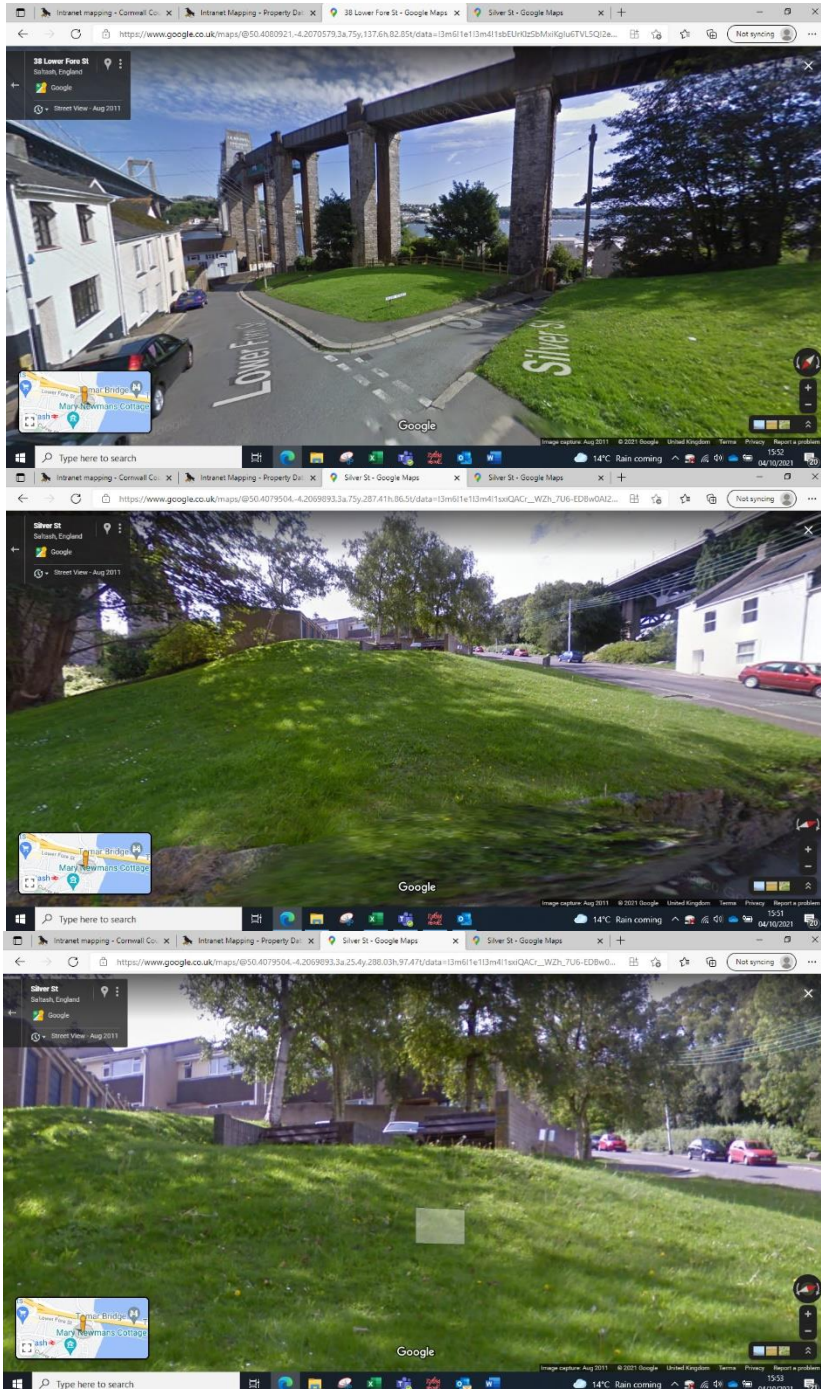
Please pass on my thanks to the above personnel.

Yours most gratefully,

(DR WENDY HUDSON - PRESIDENTIAL OFFICER, SALTASH GUILDHALL)

I spoke to STC a couple of weeks ago with regards to the donation of a commemorative bench somewhere overlooking the water in Saltash.

Attached are a couple of photos showing the area I had in mind as it is showing as CC land. The benches are at the very top of the green, you can just about make them out. Would Saltash TC have any objection to me offering one of these benches as a commemorative bench, if they aren't already donated that is?



East Burials Officer
Cormac Environmental
Cormac Solutions Ltd

157 Grassmere Way
Pillmere
Saltash

To whom it may concern

I enclose some information regarding some land we would like to acquire from the Town Council.

We understand there may be conditions as to retaining trees, bushes. But this can be discussed. We hope this can be achieved by negotiation.

Kind Regards
Resident of Saltash

The Service Delivery Manager visited the site and ascertained that the land definitely belongs to STC, when referring to the Land Registry Document CL179736.

Below are copies of maps that are relevant to this application;

The google maps image 1 and image 2 PDFs show the area of land.

The location in Pillmere PDF is a plan of Pillmere taken from the Land Registry Document CL179736

Risk Assessment:

- Financial – the land should be sold at market value after a valuation process, no financial risk.
- Operational – no operational risks if the parcel of land is enclosed subsequent to purchase. Access to the surrounding STC land will not be effected.
- Environmental – the land is maintained as a grass lawn with a few small shrubs. The Resident is planning to erect a small picket style fence around the area, creating a pedestrian entrance in the existing traditional Cornish wall for access. As the area has been maintained as a lawn there are no wildlife habitats that will be effected.

The area proposed will extend out from the side boundaries of the property to the trees on either side as in the photos.



Land in question approx 3m.
From wall,

The resident has erected a picket style fence around Town Council land they wish to purchase.





6.72 panels within 1.2m gate.

13.5m

4.7m (2.6 panels)

4m

2.18 panels

Page 80

HOUSE





Saltash Regatta Committee

28/09/2021

Regatta Reflections – Chairs report

Regatta 4th & 5th September 2021

Karen Lilley, Chair and Aaron Monk (Diverse Events CIC) along with the volunteers organising the annual Regatta and Waterside Festival, are delighted to celebrate another successful event enjoyed by many visitors, near and far.

Feedback has been very positive overall.

After the postponement last year due to Covid, and delays organising this year's event, for the same reason; it was a challenge to pull everything together in time for the 2021 Regatta. The Gig rowers were unsure if they could attend and there was great concern that the event would fall flat, but thankfully; they came, along with Saltash Rowing Club and the sail by from the Cargreen Regatta. The Tamar was awash with activity and Brunel green was packed.

With only days before the event, toilets could not be sourced, and volunteers could not be engaged. It was a scramble at the end that saw Karen and Aaron and everyone who could, begging for toilets. In the future we will take no chances and payments will be made in advance to ensure we are not in this situation again. We will use a new supplier after being let own badly, despite booking our toilets.

The kindness of many supporters who contributed through our Go Fund Me Appeal, along with a monumental donation from John Lawler from Waterways Drainage Specialists in Saltash, meant we were able to bring in a truckload of sand at the end of July, just in time for the school holidays. I believe that waterways will probably always sponsor the sand, it has been suggested already. I think "Go Fund Me" has probably run its course now for sand.

Sponsorship was sourced from Saltash Town Council as the main sponsor, with financial contributions gained from Cornwall Councilors, Carlton Plastics, Spinnaker

International, Grove Nurseries Boarding Kennels and Ambers Angels. This was significantly lower although Jolly's have expressed an interest in future sponsorship. Carlton has confirmed they will always sponsor the event. Nonetheless, this year we did make a loss so are starting the New Year without a lot of money. This is a concern and needs the most attention.

The support the event received from the Royal Navy Submariners was exemplary. They helped with all aspects of the management, in particular roadblocks. Additionally, they had a great attitude and got involved in the races at the same time.

The event supporters included CBL Hire and Sales, Sky View Media, Waitrose, Redeemer Church, Mike Pitches Photography and Community Enterprises, PL12.

We were grateful to have the Saltash Hopper Bus expertly arranged by Alan Marks to help visitors get up the hill! This year we did not pay for the buses, and we usually have to. It was very helpful to not have to run Gig rowers around and to not need to find more money for the buses. In future we will not provide transport for Rowers, but we expect we will need to pay the buses.

The Saltash service deliver team, (Mike and Steve) proved to be really helpful throughout every stage of the preparations and the event itself. We were grateful to be able to access power, although on reflection, we did not actually use any notable quantity. It was helpful to know we had it if needed.

The team kept toilets in order and kindly ensured we had the portable covid units. It makes all the difference to know that the Town Council are rooting for you!

A huge thanks to the Mayor at the Civic and Children's Parade. The Mayor opened the event and spent some time visiting the stalls and selling cakes at Ashtorre. Special guests included Brunel School who made a huge effort; along with a few Dinosaurs to add to the spectacle. Saltash Town Band led the procession safely to the Waterside, where prizes, donated by Truly Scrumptious Sweets, were handed out. The parade had fewer children due to its timing in September, when schools are not engaged. Perhaps in the future we need to plan this more with the schools. Karen also feels that she may have missed some invitees and will address this for the future. Namely, the High Sheriff and other dignitaries.

Saturday afternoon saw the popular Wild Swim and the introduction of a new fun race: The Regatta Relay. Paddle boards were kindly be provided by Mai adventures to local businesses and groups to have plenty of watery fun. The outright winners were MoreCore Gym, Saltash, who took the top spot from the Royal Navy Submarine Service. This was fun event, cleverly put together by Redeemer church and will be

continued, I am sure. Mai Adventures enabled this to take place with use of paddle boards etc. There were many people saying how paddle board hire at the Waterside would be a good thing.

Activities on Sunday included the glorious Paint Party and the thrills and spills of the Cardboard Boat Race. Jon and Dee White, along with their team of volunteers from Redeemer Church, have been organising this infamous spectacle for four years now, setting up a workshop in Studio 79 on Fore Street as a hub of remarkable creativity and cardboard. Intrepid sailors competed for coveted titles including the Most Impressive Sinking and the Brunel Award for the Best Eco-creative Design.

This year was so popular that we had a waiting list! This is no doubt the highlight. Plans for the future could include having the boats carried down in the parade...watch this space!

Another public appeal saw a local company called “We Dump 4 U” kindly collect the large amount of cardboard waste for us as a kind help. The Tamar was expertly cleaned of all debris. The site was also constantly being cleaned by “Saltash Environmental Action”, alongside “Clean our Patch”. I feel confident the site was very clean after the event.

The future is creative fundraising, the Regatta will return again but we need to push very hard for community support and sponsors, as despite it being a great event; sadly this year we did end up over budget and these costs rise year on year

We could not have run this event without the financial support received by Saltash Town Council and we are very grateful.

Yours Sincerely

Karen Lilley

Please click on the following link to view the draft Cornwall Transport Plan:

<https://letstalk.cornwall.gov.uk/lets-talk-transport>

SALTASH TOWN COUNCIL

Minutes of the Meeting of Policy and Finance Committee held at the Guildhall on Tuesday 7th September 2021 at 6.30 pm

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

ALSO PRESENT: C Cook (Locum Town Clerk), M Thomas (Senior Policy and Data Compliance Officer) and S Emmett (Finance Officer)

APOLOGIES: Councillors: R Bullock, S Gillies, S Martin, J Peggs and A Pinckney.

62/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

63/21/22 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.

64/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

65/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON TUESDAY 13TH 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 Miller, seconded by Councillor Dent and **RESOLVED** that the minutes of the Policy and Finance Committee held on Tuesday 13th July 2021 were confirmed as a true and correct record.

66/21/22 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 30TH JUNE 2021

It was **RESOLVED** to note.

67/21/22 PETTY CASH RECONCILED UP TO 31ST JULY 2021 - NO TRANSACTIONS SINCE 31ST MARCH 2021.

It was **RESOLVED** to note.

68/21/22 TO RECEIVE A REPORT ON VAT.

It was **RESOLVED** to note.

69/21/22 TO RECEIVE A REPORT ON INVESTMENTS.

It was **RESOLVED** to note and request that the Finance Officer review Financial Regulations and the Investment Strategy relating to investment limits reporting back at the next Policy and Finance Committee meeting.

70/21/22 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.

71/21/22 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.

It was **RESOLVED** to note.

72/21/22 TO RECEIVE AND CONSIDER MEMORIAL BENCH FEES AND CHARGES 2021-22.

It was proposed by Councillor Miller, seconded by Councillor G Challen and **RESOLVED** to defer this item to the next Joint Burial Board and

Burial Authority meetings to review the provision and maintenance of Memorial Benches, reporting back to the Policy and Finance Committee.

73/21/22 TO RECEIVE AN UPDATED INSURANCE CLAIMS REPORT.

It was **RESOLVED** to note.

74/21/22 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

The Finance Officer reported:

- a. The Guildhall is available for hire as of 31st August 2021.

It was **RESOLVED** to note.

- b. Approval requested to amend the payment method for Longstone Depot rent to Cornwall Council from BACS to direct debit.

It was **RESOLVED** to approve.

- c. To ratify the recommencement of library fees and charges as of 1st September 2021.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to ratify the recommencement of library fees and charges as of 1st September 2021.

75/21/22 CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.

No report.

76/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

77/21/22 TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:

- a. Community Chest Fund: None
- b. Festival Fund: None

78/21/22 TO RECEIVE AND NOTE A REPORT ON FUNDING AWARDED:

- a. Application CC249 – Saltash United Junior FC - £970 awarded – SUJFC Relaunch Project

It was **RESOLVED** to note.

- b. Application FF102 – Cornwall Pride CIC - £500 awarded – Cornwall Pride Tour

It was **RESOLVED** to note.

- c. Application FF103 – SaltFest - £1,477.75 awarded – SaltFest event

It was **RESOLVED** to note.

79/21/22

TO REVIEW AND APPROVE AMENDMENTS TO THE FOLLOWING POLICIES:

- a. Grants Policy

It was proposed by Councillor Miller, seconded by Councillor G Challen and **RESOLVED** to defer to the next Policy and Finance meeting with a working group comprising Councillors Miller, Yates and Griffiths to review the policy with the Senior Policy and Data Compliance Monitoring Officer.

- b. Civic Handbook

It was proposed by Councillor Taylor, seconded by Councillor Yates and resolved to **RECOMMEND** approval to Full Council to be held on 7th October 2021.

- c. Standing Orders

It was proposed by Councillor Miller, seconded by Councillor L Challen and **RESOLVED** to defer to the next Policy and Finance meeting with a working group comprising Councillors Miller, Yates, Dent and B Samuels to review the Standing Orders relating to public questions at meetings, particularly at meetings of the Planning and Licensing Committee, with the Senior Policy and Data Compliance Monitoring Officer.

- d. Terms of Reference Committees and Sub-Committees

It was proposed by Councillor Miller, seconded by Councillor Griffiths and **RESOLVED** to:

1. Defer the amendment relating to public questions to the next Policy and Finance meeting.

It was proposed by Councillor Miller, seconded by Councillor Griffiths and resolved to **RECOMMEND** to Full Council to be held on 7th October 2021 to:

2. Approve the amendment relating to ratification of decisions;
3. Merge the Committee and Sub Committee Terms of Reference into one document.

e. Recruitment Policy

It was proposed by Councillor Miller, seconded by Councillor Taylor and resolved to **RECOMMEND** approval to Full Council to be held on 7th October 2021.

f. Photography and Filming Policy Statement

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** approval to Full Council to be held on 7th October 2021.

80/21/22 TO RECEIVE A REPORT AND RECOMMENDATION FOR PROFESSIONAL YOUTH WORK TENDERS 2021/22.

The report from Saltash Team for Youth recommended three bids that had been submitted, were complete and could be considered for funding by STC.

The total bids exceeded the £40,000 available in the budget but, considering the huge need for youth work in the town due to the Covid-19 pandemic it was requested that the additional £3,000 be vired from General Reserves.

It was proposed by Councillor Dent, seconded by Councillor Miller and resolved to **RECOMMEND** approval to Full Council to be held on 7th October 2021 that:

- a. £3,000.00 be vired from General Reserves to budget code 6222 Commissioning Youth Work;
- b. The Commissioning Youth Work funding for 2021-22 be awarded to:
 1. Livewire £15,000
 2. The Core £15,000
 3. Junkyard Skatepark £13,000

81/21/22 TO RECEIVE AND CONSIDER QUOTES FOR THE ADVERTISING OF THE TOWN MESSENGER

Three quotes for publishing the Town Messenger were considered.

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

1. Appoint quote B at a cost of £300 (none Vatable) for the monthly Town Messenger half a page rate within budget;
2. Appoint quote B at a cost of £2.52 (None Vatable) per column centimetre for editorial work within budget;
3. Allocate costs to budget code 6221 Town Messenger;
4. Note quote B covers Saltash and surrounding areas, delivered direct to homes and businesses via letterboxes and remaining copies to Forder, Antony Passage, Carkeel, Landrake, Hatt Industrial areas;
5. Note quote B operates via Facebook and website uploading STC latest news. Twitter is used to promote the release of monthly copies;
6. Note the above rates commence from March 2022 and are assessed annually (March to February) by the supplier.

82/21/22 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

Councillor Yates gave a verbal report. Progress is being made slowly with editorial meetings due to be held this week.

It was **RESOLVED** to note.

b. Saltash Team for Youth

Councillor Griffiths gave a verbal report. The Saltash Team for Youth will meet on 27th September to discuss recommending changes to the tender process, the purpose of the Saltash Team for Youth and to consider involving young people.

It was **RESOLVED** to note.

c. Section 106 Panel

Councillor Bickford gave a verbal report. The S106 committee have recently approved applications for Saltfest, the Christmas event and from Saltash Chamber of Commerce for discounted parking in December.

It was **RESOLVED** to note.

83/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was resolved 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.

84/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

85/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was resolved that the public and press be re-admitted to the meeting.

86/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

87/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was **RESOLVED** to issue the following press and social media release:

1. The receipt of reports from groups who have received grants from the Town Council.

DATE OF NEXT MEETING

Tuesday 9 November 2021 at 6.30 pm

Rising at: 7.57 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of Planning and Licensing Committee held at the Guildhall on Tuesday 5th October 2021 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent (Vice-Chairman), S Miller, J Peggs, B Samuels (Chairman) and D Yates.

ALSO PRESENT: C Cook (Locum Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: Councillors: G Challen, L Challen, S Gillies, M Griffiths, S Martin, P Samuels and G Taylor.

86/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

87/21/22 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. Locum Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

88/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

89/21/22 TO RECEIVE AND APPROVE THE MINUTES FROM THE EXTRAORDINARY PLANNING & LICENSING COMMITTEE HELD ON 24TH AUGUST 2021 AND THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON 21ST SEPTEMBER 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 B Samuels seconded by Councillor Dent and **RESOLVED** that the minutes of The Extraordinary Planning and Licensing Committee held on 24th August 2021 were confirmed as a true and correct record.

It was proposed by Councillor B Samuels seconded by Councillor Dent and **RESOLVED** that the minutes of the Planning and Licensing Committee held on 21st September 2021 were confirmed as a true and correct record.

90/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

91/21/22 PLANNING:

- a. To note that Councillor Lennox-Boyd will vote upon the information before her at the meeting but in the light of subsequent information received at Cornwall Council, Councillor Lennox-Boyd may vote differently at that meeting.
- b. To note that if Councillor Lennox-Boyd wishes to recommend opposite to the Town Council's view she will contact the Town Council by email. Considering time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the Officer's view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next Town Council meeting. Members of the public may request, via the Clerk, to be copied into any correspondence.

c. Applications for consideration:

PA21/08289

Mr & Mrs Raymond & Elizabeth Hutchings AR Hutchings & Son –
Tredown Farm Elmgate Saltash PL12 4QY

General purpose agricultural building.

Ward: Trematon

Date received: 15/09/21

Response date: 06/10/21

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and resolved to **RECOMMEND APPROVAL** for the general agricultural building only as displayed on the Application. Members decided that the glamping pods as documents (not on the application) but on the attached plan which accompanied the application would not be considered and deemed to be a separate issue.

PA21/08467

Mrs Carolyn Wakeham – **1 St Georges Road Saltash PL12 6EH**

Removal of existing infil conservatory and rear lean to. New single storey extension to the rear.

Ward: Tamar

Date received: 15/09/21

Response date: 06/10/21

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

PA21/08568

Thorp – **16 Castle View St Stephens PL12 4RD**

Addition of second storey to existing single storey extension.

Ward: Essa

Date received: 17/09/21

Response date: 08/10/21

It was proposed by Councillor Bickford, seconded by Councillor Bullock and resolved to **RECOMMEND APPROVAL** subject to obscure glass being installed for the bathroom windows.

PA21/08707

Mr Darren Bennets – **62 St Stephens Road Saltash PL12 4BJ**

Demolition of an existing dormer bungalow and construction of two pairs of semi-detached dwellings with variation of condition 2 in respect of decision notice PA19/08594.

Ward: Essa

Date received: 28/09/21

Response date: 19/10/21

It was proposed by Councillor Miller, seconded by Councillor Bullock and resolved to **RECOMMEND REFUSE**. The parking is not viable in the garages, leading to more parking on an already congested road. Members wished it to be noted that the Ground Floor drawings were incorrect in relation to the application form.

PA21/08801

Mr & Mrs Steve & Laura Kitt – **Bagmill Farm Trevollard Lane Trematon PL12 4RX**

Single-storey rear and side extension.

Ward: Trematon

Date received: 16/09/21

Response date: 07/10/21

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

d. Tree applications:

None.

e. Tree notifications:

PA21/09506

Mr Adam Peck Tamar Tree Care – **Dartana Forder Saltash Cornwall PL12 4QR**

Works to tree in a conservation area: Fell Monterey Pine (T1) to ground level due to low amenity value and to allow for a new native planting scheme in that area. Replant with two Sessile Oaks, two Common Beeches and two Hawthorns (with appropriate spacings).

Ward: Trematon

Date received: 21/09/21

Response date: 08/10/21

The Chairman informed Members of Saltash Town Council's Tree Wardens' report which recommended acceptance of the application and the replacement of suitable trees.

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

92/21/22 CONSIDERATION OF LICENCE APPLICATIONS

None.

93/21/22 CORRESPONDENCE.

None.

94/21/22 NEIGHBOURHOOD DEVELOPMENT PLAN - UPDATE FROM COUNCILLOR YATES

Councillor Yates informed Members that the Council is still awaiting a response from Cornwall Council.

The Neighbourhood Plan Steering Group's (NPSG) appointed external consultant is currently pursuing a response from Cornwall Council with a proposed timeline.

The (NPSG) is considering a brochure and press release when a response from Cornwall Council is received. The expected referendum date 4th November 2021 is unlikely to be met.

It was **RESOLVED** to note.

95/21/22 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.

96/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

97/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

98/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

99/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 19 October 2021 at 6.30 pm

Rising at: 7.11PM

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of Joint Burial Board Committee held at the Guildhall on Tuesday 12th October 2021 at 6.00 pm

PRESENT: Councillors: J Dent, B Samuels (Co-Chair), S Lennox-Boyd, S McKee (St Stephens PCC Co-Chair) and M Wills (St Stephens PCC).

ALSO PRESENT: C Cook (Locum Town Clerk), R Enticknap (Service Delivery Manager), S Emmett (Finance Officer) and D Joyce (Administration Officer)

APOLOGIES: Councillor D Yates, L Maddock (St Stephens PCC), D Fowell (Pengelly Funeral Service).

19/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

Co-Chairman Councillor B Samuels announced the next agenda item 2 – St Stephens Members to elect a Co-Chairman would be received upon the arrival of Mrs M Wills – Member of St Stephens Church.

20/21/22 DECLARATIONS OF INTEREST:

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

None.

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

None.

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

None.

22/21/22 TO RECEIVE AND APPROVE THE MINUTES FROM THE JOINT BURIAL BOARD MEETING HELD ON TUESDAY 6TH 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 B Samuels, seconded by Councillor Dent and **RESOLVED** that the minutes of the Joint Burial Board Committee held on Tuesday 6th July 2021 were confirmed as a true and correct record.

23/21/22 FINANCE:

- a. To receive the current Committee budget statement

It was **RESOLVED** to note.

- b. To set the Joint Burial Board budget for the year 2022/23

It was proposed by Councillor B Samuels, seconded by Councillor Dent and following a vote of STC board Members resolved to **RECOMMEND** to the Extraordinary Policy and Finance Committee to be held on Wednesday 24th November 2021 to approve the Joint Burial Board budget for 2022/2023 as attached.

M Wills – Member of St Stephens Church arrived and joined the meeting.

- c. To set the fees and charges for 2022/23

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to amend the amount of £703 Interment Fees – Re-opening /Interment of a body (Saltash Residents) to £700.00.

The Finance Officer informed Members that the Council's forecasted fees and charges for 2022/2023 were comparable to other church cemeteries and confirmed the amounts sufficiently covered costs of the services provided.

It was proposed by Councillor Dent, seconded by Councillor B Samuels and following a vote of STC board Members resolved to **RECOMMEND** to the Extraordinary Policy and Finance Committee to be held on Wednesday 24th November 2021 to approve the Joint Burial Board fees and charges for 2022/2023 as attached.

Co-Chairman Councillor B Samuels announced the next item of business to be discussed is agenda item 2 – St Stephens Members to elect a Co-Chairman.

24/21/22 ST STEPHENS MEMBERS TO ELECT A CO-CHAIRMAN

In the absence of an incumbent Vicar it was proposed by M Wills, seconded by S McKee and **RESOLVED** to elect Mrs Sandra McKee, Member of St Stephens Church as St Stephens Co-Chairman of the Joint Burial Board Committee.

25/21/22 HEALTH & SAFETY

No report.

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

No report.

27/21/22 CORRESPONDENCE.

Co-Chairman Councillor B Samuels informed Members of correspondence received informing the Council of Mr B Jones – Church Warden's resignation from the Joint Burial Board Committee.

Councillor B Samuels added that Mr Len Maddock had been appointed to the Joint Burial Board Committee until an incumbent Vicar has been appointed.

28/21/22 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT.

The Service Delivery Manager briefed Members on the report submitted and updated Members on recent issues which have since come to the SD Teams attention.

Headstones

Headstones which have been deemed unsafe have been identified and health and safety procedures followed. The SDM stated that it is proving difficult to resolve the issue of removing or replacing the deteriorating headstones due to records not being kept up to date with the financially responsible owner, therefore, the process is ongoing with Members to be kept up to date with any further progression.

Elder Bushes

The SDM informed Members of the growth of elder bushes at the base of yew trees. The SD Team are planning to remove the elder bushes due to health and safety issues which could arise and that this will form part of winter works programme.

S Mckee asked about the debris which had been left on the pathways due to the recent cutting of the churchyard grounds. The SDM advised that all debris from the surrounding pathways would be cleared upon completion of the works later this week.

Co-Chairman Councillor B Samuels offered praise to the SD Team for the works undertaken at the church.

It was **RESOLVED** to note.

29/21/22 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. (As required or if necessary).

30/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

31/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

32/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

33/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 8 February 2022 at 6.00 pm

Rising at: 6.27 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of Burial Authority Committee held at the Guildhall on Tuesday 12th October 2021 at 6.30 pm

PRESENT: Councillors: R Bullock, J Dent (Chairman), M Griffiths, S Lennox-Boyd, J Peggs, B Samuels (Vice-Chairman) and P Samuels.

ALSO PRESENT: C Cook (Locum Town Clerk), R Enticknap (Service Delivery Manager), S Emmett (Finance Officer) and D Joyce (Administration Officer)

APOLOGIES: Councillors: R Bickford, G Challen, L Challen, S Gillies, S Martin, S Miller, G Taylor and D Yates.

The Mayor Councillor P Samuels in the Chair.

1/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

2/21/22 TO ELECT A CHAIR

It was proposed by Councillor B Samuels, seconded by Councillor P Samuels and **RESOLVED** to elect Councillor Dent as Chairman of the Burial Authority Committee.

3/21/22 TO ELECT A VICE CHAIR

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to elect Councillor B Samuels as Vice Chairman of the Burial Authority Committee.

4/21/22 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. Locum Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

5/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

6/21/22 TO RECEIVE AND APPROVE THE MINUTES FROM THE BURIAL AUTHORITY MEETING HELD ON TUESDAY 6TH OCTOBER 2020 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 B Samuels and **RESOLVED** that the minutes of the Burial Authority Committee held on Tuesday 6th October 2020 were confirmed as a true and correct record.

7/21/22 FINANCE:

- a. To receive the current Committee budget statement

It was **RESOLVED** to note.

- b. To set the Burial Authority budget for the year 2022/23

Members asked when the budget 6010 BA Public Works Loan Board Repayments & Interest would come to an end. The Finance Officer advised the loan would be repaid by the year 2025. Due to a typographical error this was not reflected in the budget sheets circulated in the reports pack.

Members requested £5,000.00 be transferred from budget code 6071 BA Replace Machinery & Equipment to budget code 6070 BA Churchtown Cemetery Capital Works.

It was proposed by Councillor Dent, seconded by Councillor B Samuels and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Meeting to be held on Wednesday 24th November 2021 to approve the Burial Authority Budget for the year 2022/2023 as attached.

c. To set the fees and charges for 2022/23

It was proposed by Councillor Dent, seconded by Councillor P Samuels and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Meeting to be held on Wednesday 24th November 2021 to approve the Burial Authority Fees and Charges for the year 2022/2023 as attached.

8/21/22 HEALTH & SAFETY.

No Report.

9/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

10/21/22 CORRESPONDENCE.

None.

11/21/22 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT.

Members praised the Service Delivery Team for their hard work.

It was **RESOLVED** to note.

12/21/22 TO RECEIVE A REPORT AND CONSIDER THE PROVISION AND MAINTENANCE OF MEMORIAL BENCHES

The Administration Officer briefed Members on the report received.

The report outlined three options Members considered.

Option 1:

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

1. Purchase and install 6 composite benches at a total cost of £3,090.00 within budget.
2. Allocate the cost to budget code 6070 EMF Capital Works.
3. Give delegated authority to the SDM, Chairman and Vice Chairman to determine the location of the benches.

Option 2:

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** that the Town Council offer the purchase of a memorial plaque with inscription and installation, including maintenance, for a lease period of 10 years at a cost to the customer of £350.00.

Option 3:

It was **RESOLVED** that memorial benches are not to be installed at St Stephens Church until an incumbent vicar is appointed.

13/21/22 TO RECEIVE, CONSIDER AND APPROVE THE MEMORIAL BENCH APPLICATION FORM AND AMENDMENTS TO THE MANAGEMENT POLICY AND REGULATIONS

Members received and considered the Memorial Bench application form and amendments to the Town Councils Management Policy and Regulations for Churchtown Cemetery and Rules and Regulations relating to the erection of Memorials.

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to note and approve subject to an amendment to the Management Policy and Regulations to state that the Town Council will replace a rose bush like for like should it deteriorate and expire within the lease period.

14/21/22 TO RECEIVE, CONSIDER AND APPROVE THE ROSE BUSH MEMORIAL APPLICATION FORM

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to approve the Rose Bush Memorial Application Form and that the fees and charges for a rose bush are as advertised and would not be doubled if a non-Saltash resident wished to apply.

15/21/22 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. (As required or if necessary).

16/21/22 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

17/21/22 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

18/21/22 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

19/21/22 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Griffiths, seconded by Councillor Peggs and **RESOLVED** to issue the following Press and Social Media release:

1. Memorial Rose Bushes and Memorial Benches available upon application at Churchtown Cemetery.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.37 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of Services Committee held at the Guildhall on Thursday 14th October 2021 at 6.30 pm

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

ALSO PRESENT: S Burrows (Acting Town Clerk), R Enticknap (Service Delivery Manager), D Joyce (Administration Officer) and M Cotton (Assistant Service Delivery Manager)

APOLOGIES: M Griffiths, S Lennox-Boyd, S Miller and D Yates.

43/21/22 HEALTH AND SAFETY ANNOUNCEMENTS.

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

44/21/22 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. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

45/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL:

None.

46/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON WEDNESDAY 15TH SEPTEMBER 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 Martin, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Services Committee held on Wednesday 15th September 2021 were confirmed as a true and correct record.

47/21/22 FINANCE:

a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

48/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

49/21/22 CORRESPONDENCE.

None.

50/21/22

TO RECEIVE AND NOTE CORNWALL COUNCIL'S FOREST FOR CORNWALL PRE-APPLICATION GUIDANCE AND CONSIDER A LOCATION FOR PLANTING.

The Acting Town Clerk informed Members of the Town Council's successful application to Cornwall Council for a free Landmark Tree. Members received the guidance from Cornwall Council and further considered the tree's location and what the tree would represent.

The Acting Town Clerk confirmed the Service Delivery Team would plant the tree provided and sufficient protection be included to protect the sapling.

It was proposed by Councillor Dent, seconded by Councillor Taylor and resolved to **RECOMMEND** to Full Council to be held on Thursday 4th November 2021 to:

1. Apply to Cornwall Council for permission to plant a free landmark tree on Jubilee Green in celebration of the Queen's Green Canopy.
2. Plant the landmark tree in the official planting season of October 2021 to March 2022.
3. Upload the planting project to the interactive map on the new Queen Green Canopy website.

51/21/22

TO CONSIDER A RECOMMENDATION FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING PARTY TO BUDGET FOR COMMUNITY TREE PLANTING INITIATIVES.

Councillor Gillies briefed Members on the idea behind the request which includes working with the local schools as well as other community organisations to promote Climate Change.

Councillor Gilles confirmed the Working Party had been in contact with STC tree wardens who are assisting in identifying suitable locations for suitable species of trees and asked the Town Council to offer financial backing and support of the initiative at this early stage for the Party to further progress.

Members agreed the community planting initiative would coincide with the Saltash Neighbourhood Development (Green Boulevard) as well as support the impact of Climate Change.

Members further discussed including local schools in their network of trees in Saltash by offering schools the opportunity to plant trees on their site.

It was proposed by Councillor Dent, seconded by Councillor Gillies and **RESOLVED** to approve:

1. The Finance Officer to work into the Precept for the year 2022-23 a budget of £2,000 and to further forecast over the next five years.
2. To create a new budget code named – Community Tree Planting Initiatives.

52/21/22 TO CONSIDER A DATE FOR THE TOWN 2021 CHRISTMAS LIGHT SWITCH ON.

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

1. To switch on the white river lights located in Fore Street on Thursday 4th November 2021.
2. The Mayor to officially switch on all other Christmas lights including the Christmas tree lights situated in Victoria Gardens on Thursday 18th November 2021 at 4:30pm to coincide with the start of late night shopping.
3. To request Rotary's Santa and his sleigh to attend the Christmas lights switch on to be held on Thursday 18th November 2021 at 4:30pm.

Members further discussed invitations to local school choir groups to attend the Christmas Lights switch on at Victoria Gardens to be held on Thursday 18th November 2021.

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

1. To give delegated authority to Councillor Martin to invite the local school choir groups to attend the Christmas lights switch on at Victoria Gardens to be held on 18th November 2021 at 4:30pm.
2. That Councillor Martin reports back at the Extraordinary Services Precept meeting to be held on Wednesday 3rd November 2021.

53/21/22 TO RECEIVE AND NOTE A SERVICE DELIVERY DEPARTMENT REPORT.

It was **RESOLVED** to note.

54/21/22 TO RECEIVE AND CONSIDER A REPORT ON DOG FOULING.

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

1. That the SDM obtains associated costs of additional Cornwall Council Enforcement Officer hours for Saltash reporting back at the next Services Committee meeting to be held on 8th December 2021.
2. That the Administration Department issue a Survey Monkey Poll requesting the community to confirm the hotspot areas for dog fouling reporting the results back at a future Services Committee meeting for Members to consider the purchase of dog fouling enforcement signs.
3. To request Cornwall Council's permission to stencil the school routed pavements to assist in educating the community on the issues of dog fouling.
4. To not pursue the Enforcement Officer training.

55/21/22 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.

56/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

57/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

58/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

59/21/22 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.**

It was proposed by Councillor Peggs, seconded by Councillor Taylor and **RESOLVED** to issue the following press and social media releases:

1. Community Survey Poll to identify dog fouling hotspot areas.
2. Christmas Lights Switch on event.
3. Community tree planting initiatives.

DATE OF NEXT MEETING

Wednesday 3 November 2021 at 6.30 pm

Rising at: Time Not Specified

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of Property Maintenance Sub Committee held at the Guildhall on Wednesday 6th October 2021 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent (Chairman), S Miller, P Samuels and D Yates.

ALSO PRESENT: C Cook (Locum Town Clerk), R Enticknap (Service Delivery Manager), S Emmett (Finance Officer) and D Joyce (Administration Officer)

APOLOGIES: Councillor: S Martin and G Taylor.

The Mayor Councillor P Samuels in the Chair.

1/20/21 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/20/21 TO ELECT A CHAIRMAN.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to elect Councillor Dent as Chairman of the Property Maintenance Sub Committee.

3/20/21 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and **RESOLVED** to elect Councillor Bickford as Vice Chairman of the Property Maintenance Sub Committee.

4/20/21 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
Dent	8	Non-Pecuniary	Chairman of Heritage Committee	No
Bullock	8	Non-Pecuniary	Member of Heritage Committee	No

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

None.

5/20/21 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

6/20/21 TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON TUESDAY 22ND SEPTEMBER 2020 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, seconded by Councillor P Samuels and **RESOLVED** that the minutes from the Property Maintenance Sub Committee held on Tuesday 22nd September 2020 were confirmed as a true and correct record.

7/20/21

TO RECEIVE AND REVIEW THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN TOGETHER WITH THE SERVICES COMMITTEE BUDGET SHEETS.

Councillor Miller arrived and joined the meeting.

Members reviewed the Five-Year Maintenance Plan with the following recommendations:

The Guildhall

It was resolved to **RECOMMEND** to the Extraordinary Services Precept Meeting to be held on Wednesday 3rd November 2021:

1. To precept £20,000 for the year 2022/23, and to precept a further £5,000 by the year 2023/24 for the Guildhall external and internal refurbishment works budget code 6470 GH EMF Guildhall Maintenance.

Maurice Huggins Room:

It was **RESOLVED** to note that no major works are planned or scheduled within the current five-year plan for the Maurice Huggins Room.

Longstone Depot:

It was **RESOLVED** to note no major works are planned or scheduled within the current five-year plan for Longstone Depot.

Library:

It was **RESOLVED** to defer all major works to the Library Sub Committee Meeting to be held on 10th November 2021 for further consideration.

Station:

It was **RESOLVED** to note no major works are planned or scheduled within the current five-year plan for the Station Building.

Public Toilets:

Members discussed the Waterside toilets and the land which is currently owned by Network Rail and the necessity of a refurbishment to assist in the general maintenance. It was resolved to **RECOMMEND** to the Extraordinary Services Precept Meeting to be held on Wednesday 3rd November 2021:

1. To precept £10,000 for further external and internal works for the Waterside toilets for the year 2022/23 allocated to budget code 6580 Public toilets.
2. To note no major works are planned or scheduled within the current five-year plan for Alexander Square, Longstone Park and Belle Vue Toilets.

The Chairman Councillor Dent and Councillor Bullock declared an interest in the next agenda item and remained in the room.

Vice Chairman Councillor Bickford in the Chair.

Heritage Museum:

Members discussed the requirement for roof repairs to the Heritage Museum building – 17 Lower Fore Street.

It was resolved to **RECOMMEND** to the Extraordinary Services Precept Meeting to be held on Wednesday 3rd November 2021 to precept £5,000 for the year 2022/23 budget code 6471 GH EMF Heritage Centre.

Chairman Councillor Dent in the Chair.

Joint Burial Board:

It was **RESOLVED** to note no major works are planned or scheduled within the current five-year plan for St Stephens.

Churchtown Cemetery:

It was **RESOLVED** to note no major works are planned or scheduled within the current five-year plan for Churchtown Cemetery.

Outdoor Land and Fences:

Members wished for separate budget categories to be added to reflect the various outdoor land.

1. Victoria Gardens

It was **RESOLVED** to note no major works are planned or scheduled within the current five-year plan for Victoria Gardens.

2. Waterside Development

It was **RESOLVED** to note no major works are planned or scheduled within the current five-year plan for land at Waterside Development.

3. Pillmere

It was **RESOLVED** to note no major works are planned or scheduled within the current five-year plan for land at Pillmere.

4. Allotments

It was **RESOLVED** to note no major works are planned or scheduled within the current five-year plan for Allotments.

5. Play areas

It was resolved to **RECOMMEND** to the Extraordinary Services Precept Meeting to be held on Wednesday 3rd November 2021 to precept a further £10,000 allocated to budget code 6571 SE EMF Saltash Recreational Areas for improvements to play areas and not repairs.

Pontoon:

It was **RESOLVED** to defer until a further update on the developments with Cornwall Council and the establishment of the Saltash Waterside Partnership taken place prior to any consideration on forecasted budget requirements.

8/20/21 TO CONSIDER AND RECOMMEND TO THE POLICY AND FINANCE COMMITTEE TO APPOINT AN INTERIM BUILDING SURVEYOR.

It was proposed by Councillor P Samuels, seconded by Councillor Bullock and resolved to **RECOMMEND** to the Policy and Finance Committee to be held on Tuesday 9th November 2021 to give authorisation to the Locum Town Clerk to further ascertain costs and timescales for the insurance valuation of the Council's asset portfolio reporting back at a future Policy and Finance Committee Meeting.

Members discussed the consideration of appointing a temporary Building Surveyor in the absence of the current surveyor due to ill health.

The Locum Town Clerk to contact the Town Council's appointed Building Surveyor to request recommendations during this period.

9/20/21 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.

10/20/21 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

11/20/21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

12/20/21 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

13/20/21 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: 7.37 pm

Signed: _____
Chairman

Dated: _____