



Saltash Town Council

Konsel An Dre Essa



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

26 November 2021

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 2nd December 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)	L Challen	S Miller
R Bullock	J Dent	B Samuels
G Challen	S Gillies	D Yates
M Griffiths	S Martin	Vacancy
S Lennox-Boyd	J Peggs	
Vacancy	P Samuels (Chairman)	

Agenda

1. Health and Safety Announcements.
2. Prayers.
3. Apologies.
4. Declarations of Interest
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

To approve a dispensation to Saltash Town Council Members to allow setting of budgets and the precept for the year 2022-23. Without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business.

5. Chairman's Report. (Page 8)
6. Monthly Crime Figures.
7. Report by Community Enterprises PL12.
8. Cornwall Gateway Community report for noting or matters arising. (Page 9)
9. Cornwall Gateway Community Action Points for Reports.
10. To receive a report on behalf of Safer Saltash.
11. To receive a report from Saltash Chamber of Commerce. (Page 10)
12. To receive a report from the Climate Change and Environmental Working Party. (Page 11)
13. To receive a report from Cornwall Councillors. (Pages 12 - 21)
14. To consider Risk Management reports as may be received.
15. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.
Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.
16. To receive and approve the Minutes of the Full Town Council Meeting held on Thursday 4th November 2021 as a true and correct record. (Pages 22 - 39)

17. Finance:
 - a. To advise the following receipts in: (Page 40)
 - i. October 2021.
 - b. To advise the following payments in: (Pages 41 - 42)
 - i. October 2021.
 - c. Urgent and essential works actioned by the Acting Town Clerk under Financial Regulations.
 - d. To note that bank reconciliations up to 31st October 2021 were reviewed as correct by the Chairman of Policy & Finance Committee and the Acting Town Clerk.
 - e. To note that an audit on recent supplier payments was conducted by the Chairman of Policy & Finance in line with the Councils Financial Regulations. It was noted that there are no discrepancies to report.
18. Correspondence:
 - a. To consider a request for the Mayor to write a letter of support to assist with a funding application - Community Enterprises PL12. (Page 43)
 - b. To receive and approve for the Mayor to sign the joint Mayors of Cornwall letter voicing strong opposition to the closing of Leisure Centres. (Pages 44 - 45)
19. To receive and note the minutes of the following Committees and consider any recommendations:
 - a. Personnel held on 28th September 2021. (Pages 46 - 52)
 - b. Extraordinary Personnel held on 1st November 2021. (Pages 53 - 54)
 - c. Extraordinary Services held on 3rd November 2021. (Pages 55 - 58)
 - d. Policy and Finance held on 9th November 2021. (Pages 59 - 67)
 - e. Planning and Licensing held on 16th November 2021. (Pages 68 - 77)
 - f. Personnel held on 23rd November 2021. (Pages 78 - 85)
 - g. Extraordinary Policy and Finance held on 24th November 2021. (Pages 86 - 92)
20. To approve the Fees and Charges for the year 2022/23. (Pages 93 - 97)
This will be a recorded vote.

21. To approve the Town Council budgets for the year 2022/23. (Pages 98 - 109)
This will be a recorded vote.

Any Councillor that has an outstanding Council Tax debt of more than two months is unable to participate in the Precept vote - agenda item 22.

22. To set the Precept for the year 2022/23.
This will be a recorded vote.
23. To receive and consider the first draft Town Council precept information leaflet for the year 2022/23. (Pages 110 - 111)
24. To receive and note the minutes of the Library Sub Committee held on 10th November 2021 and consider any recommendations. (Pages 112 - 118)
25. To appoint a Member to the Personnel Committee.

Composition: Six Members

Appointed Members: Cllrs Challen, Martin, Miller, Peggs, B Samuels

Vacancy: One

Please note; Councillors appointed to the Personnel Committee must be willing to commit to undertake employment law training as soon as they are elected to the Committee. The Town Council recognises that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment.

26. To appoint Members to the following Sub Committees:

- a. Library Sub Committee.

Composition: Eight Members

Appointed Members: Cllrs Bullock, Dent, Martin, B Samuels, P Samuels & Yates

Vacancies: Two

- b. Property Maintenance.

Composition: Eight Members

Appointed Members: Cllrs Bickford, Bullock, Dent, Miller, Peggs, P Samuels & Yates

Vacancy: One

27. To appoint a Member to the following Working Parties:
- a. Saltash Team for Youth.
Composition: **Four Members**

Appointed Members: **Cllrs Griffiths, Martin & Peggs**

Vacancy: **One**
 - b. Waterfront Management.
Composition: **Seven Members**

Appointed Members: **Cllrs Bickford, Bullock, G Challen, Martin, Miller & Yates**

Vacancy: **One**
 - c. Neighbourhood Plan Steering Group.
Composition: **Two Members**

Appointed Member: **Cllr Yates**

Vacancy: **One**
28. To appoint a Member as a representative to the following external partnership groups:
- a. OPCC Councillor Advocate Scheme. (Pages 119 - 120)
Composition: **Two Representatives**

Appointed Representative: **Cllr Peggs**

Vacancy: **One**
 - b. Safer Saltash.
Composition: **Four Representatives**

Appointed Representatives: **Cllrs Martin, Miller and Peggs**

Vacancy: **One**
29. Town Centre Vision Sub Committee - To receive and consider a change of name to Town Vision Sub Committee and Terms of Reference. (Pages 121 - 122)
30. To receive, consider and approve events to mark the Queen's Jubilee celebrations and any associated expenditure. (Pages 123 - 124)
31. Saltash Leisure Centre.

32. To receive and approve confirmation of street names at Treleden Development including the naming of the main road through the development. (Pages 125 - 127)
33. 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:

PA21/11060
Mrs Karen Brooks – **64 Warfelton Crescent Saltash PL12 4NE**
Single storey rear and side extension forming entrance and living accommodation. New first floor window and replacement first floor bedroom window.
Ward: Essa
Date received: 18/11/21
Response date: 17/12/21
<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=R23MU7FGJ2Z00>
34. Meet your Councillors:
- a. The next scheduled meeting date is Saturday 11th December 2021 outside Bloom Hearing, Fore Street.
35. 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.
36. To consider any items referred from the main part of the agenda.
37. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.
38. To consider urgent non-financial items at the discretion of the Chairman.
39. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

40. Date of next meeting: Thursday 13th January 2022

41. 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 2ND DECEMBER 2021

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

Wednesday 9 th November	Isambard House opening, Saltash
Thursday 11 th November	Remembrance day, Saltash
Sunday 14 th November	Remembrance Service and parade
Thursday 18 th November	Virtual Mayors of Cornwall meeting
Thursday 18 th November	Christmas lights switch on, Saltash
Thursday 18 th November	Lord Mayor of Plymouth charity dinner and dance
Wednesday 24 November	Saltash Royal British Legion meeting
	Saltash Football Club

CNA Panel: next meeting 8th December

The agenda includes an introduction to the Springboard Programme, an update from Saltash Area Road Safety and an update on the situation regarding Leisure Centres.

Climate Change Working Group (*next meeting 3rd December*)

The next meeting will be on 3rd December, and the Group will present a report at the Panel meeting on 8th December.

Health and Care Focus Session: 11th Nov, 6pm – 7:30 (via Teams)

A very useful was held on health and care on 11th November. A report will be presented to the Panel meeting on 8th December.

Chamber Update November

Car Parking initiative to start 19th November

Friday 19th November saw the start of a new Chamber initiative to subsidise car parking. Car parking charges up to £1.60 will be able to be redeemed at participating shops against a purchase of £5+. At present, £1.60 gets you two hours car parking in Saltash, so that's two hours of shopping time free of charge. Look out for the Car Park sticker in shop windows. Initially the scheme will run for three months, but we're hopeful of extending it if we have a good response. So make the most of two free hours to start all your Christmas Shopping locally this December.

Christmas Festival is back!

As a Chamber we are so pleased to be bringing you a Christmas Festival this year for the first time since 2019! With the first ever Saltash Santa Fun Run and the 10th annual Lantern Parade it's going to be a magical day on 4th December.

We are also hosting the second Window Wonderland in Saltash after a great first event last year which replaced the Christmas Festival. The schools have been involved again this year producing windows for retailers in Fore Street as well as for their own windows. I'd like to acknowledge Saltash News for their generous support donating the coloured paper for the school to make their windows. It's a very generous gesture. Thank you.

I also have to give massive credit to our Christmas Festival committee team which this year has been smaller than usual. They have managed to pull together a fab event which includes so many schools and groups in the community. It's a mammoth effort - I just hope the weather plays ball and the wind isn't the 40mph being forecast for Saturday!

Wishing all councillors a very Merry Christmas, and the town, please do support our independent traders this Christmas. 16th December we have another late night shopping planned - and whether you can attend that or not, this is the busiest and hopefully best time to get to know the great shops we have in our Fore Street.

Sarah Martin
Chair

Climate Change Working Group – Meeting 18 November 2021

The Saltash Team for Trees met with relevant officers from Cornwall Council and the Saltash Cornwall Councillors on 12 November to discuss the proposed project and availability of Cornwall Council land to start initial planting.

In attendance were Saltash Tree wardens, Ben Norwood of Forrest for Cornwall, Stuart Wallace CC Public Space officer, Laura Jones Cornwall Trees Team and Catherine Thompson.

The feedback was extremely positive, and Ben will be starting land research across the identified areas checking for utilities etc.

Other flagged areas are the responsibility of Cornwall Housing and further liaison will be required to establish the availability in these areas.

This project team will meet again in the new year.

The group discussed the public disappointment that had been expressed following the failure of the vote to support the CCE Bill, correspondence received at Full Town council on 7 October 2021. It was agreed to obtain further information and carry this forward.

The group discussed further projects to consider and agreed that transport should remain an area that we would continue to look for opportunities either direct with transport companies, Cornwall Council and other partners and stakeholders.

In addition it was agreed to look to set up some more immediate projects in the form of Climate Emergency workshops – The following were proposed –

- Assistance with Grant Applications
- Bike repair and maintenance
- Electrical repair shop
- Cloths swaps and secondhand fashion show

A further area for consideration is the establishment of a Climate Emergency Centre which can assist the community and join Saltash to a network of community groups around the country.

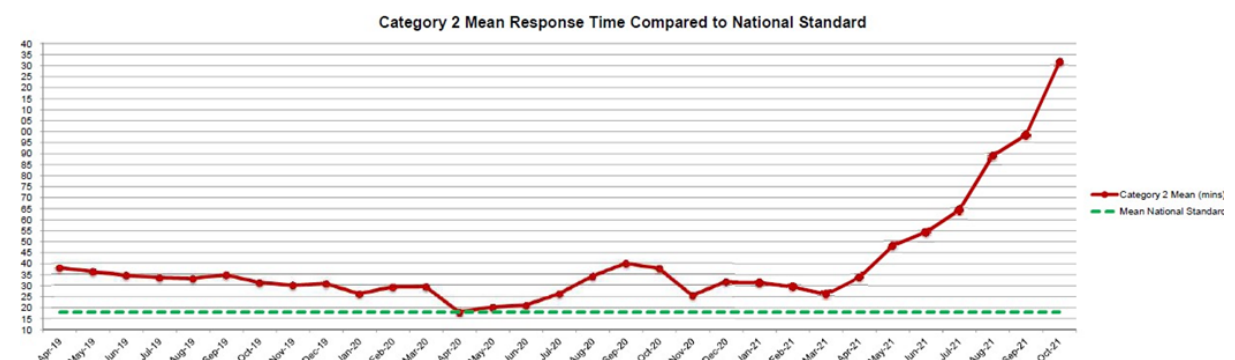
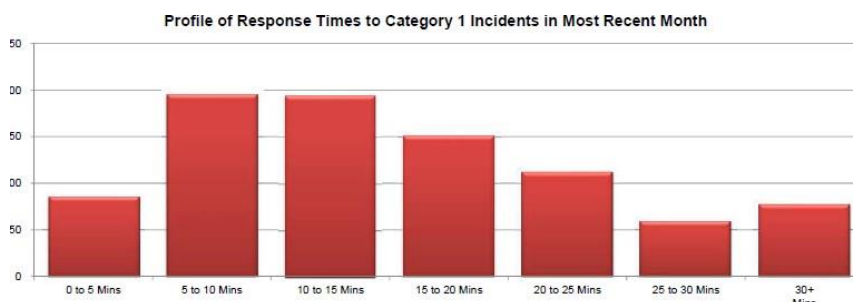
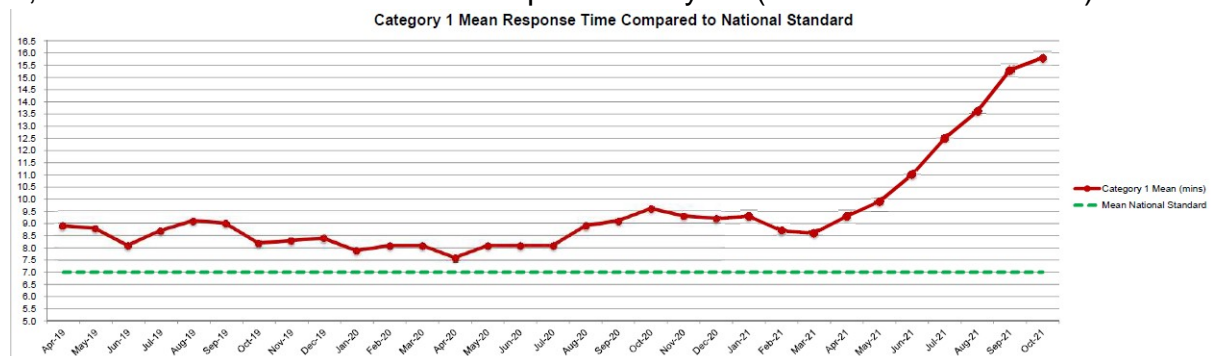
Next meeting will be in the new year.

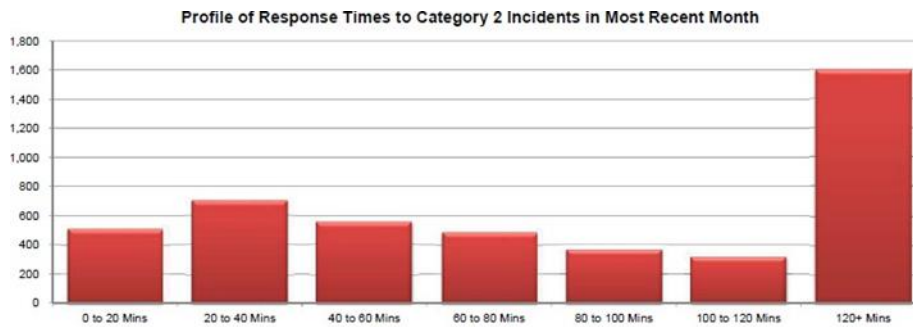
This is a report that was received to the Adult Social Care Overview and Scrutiny Committee on Wednesday 17th November 2021.

I thought it would be an important report to bring to Full Town Council.

South Western Ambulance Service NHS Foundation Trust (SWASFT) – Performance update and report

1. Background SWASFT has responsibility for the provision of ambulance services across an area of 10,000 square miles which is 20% of mainland England. The Trust covers the counties of Cornwall and the Isles of Scilly, Devon, Dorset, Somerset, Wiltshire, Gloucestershire and the former Avon area (Bristol, Bath, North and North East Somerset and South Gloucestershire). The Trust serves a total population of over 5.5 million and is estimated to receive an influx of over 23 million visitors each year. The operational area is predominantly rural but also includes large urban centres including Bristol, Plymouth, Exeter, Bath, Swindon, Gloucester, Bournemouth and Poole.
2. Performance October 2021 During October the Trust responded to 90,940 incidents across the South West – this was an average of 2,934 per day and 8,993 incidents more than the same period last year (an increase of 18.23%)





3. Factors impacting on performance

3.1. Demand

The Trust has been experiencing activity increases since the easing of lockdown measures in May 2021, with further rises across June, July and August.

Weekly incidents ran at over 20,000 incidents for 25 consecutive weeks from the start of May, compared to levels prior to COVID-19 which were around 18,000 incidents per week.

To put this in perspective, during the previous two years (2019/2020) the trust has only reported 2 weeks above 20,000 incidents, both of which fell over the Christmas and New Year period in 2019 when activity is traditionally busier.

Ambulance incident numbers across the South West throughout September continued to be significantly higher than historic levels. During September we experienced five consecutive days where daily incident numbers exceeded 3,000 or approximately a new incident every 25 seconds.

To put this into context only 19 individual days in the history of the Trust have exceeded 3,000 incidents and only 6 of those days were outside the busy Christmas and New Year period.

This unprecedented and sustained demand resulted in the trust declaring a major incident on 7 September until 10 September. Moving to a major incident is a decision the Trust does not take lightly but allows us to better manage and tackle the high levels of demand we are currently facing and implement a number of measures around resourcing, call handling, triaging patients, and meal breaks.

3.2. Abstraction rates

As seen across other areas of the Healthcare system, SWASFT is experiencing workforce pressures with reductions in the operational frontline resourcing levels available due to high levels of abstraction.

These abstractions include high levels of sickness (in excess of 10% at present) plus abstractions in relation to COVID-19 sickness and isolation which are around 5% on top of the sickness at present.

SWASFT take the health, safety and welfare of its crews seriously and continues to monitor local and national changes in guidance and infections for the protection of our crews and ultimately patients. However, this is limiting the Trust in any ability to increase the operational resources on the road to meet any surges in demand, especially at this time of the year when annual leave levels are at their peak.

3.3. Handover delays at acute hospitals

By far, the most significant impact on performance is the length of time it's taking us to hand over many patients into busy hospitals, which is higher than we've ever seen before.

We are currently losing around 750 hours per day to handover delays at hospital emergency departments, compared to around 400 hours per week two years ago. This results in many ambulances queuing outside hospitals, and unable to respond to other emergency calls.

On Friday 5 November the Trust lost 709 hours (or the equivalent of 64.4 double crewed ambulance shifts) to handover delays, 162 of which were lost at Royal Cornwall Hospital.

During w/c 6 September 2021 the Trust lost over 5,609 hours to handover delays in excess of the 15 minute target. That is the equivalent of 510 ambulance shifts being lost (an average of 73 shifts lost per day).

These levels have become intolerable and it's an absolute priority for us and for our NHS partners to reduce these delays, so crews can get back out on the road for other patients.

SWASFT have resourced managers to Royal Cornwall Hospital to co-ordinate the timely offload of patients in conjunction with nursing staff to ensure safe continuity of care.

Locally, SWASFT have been working in collaboration with all partners in the Cornwall and Isles of Scilly health and social care system to reduce the risk associated with handover delay whilst continuing to deliver a service in the community.

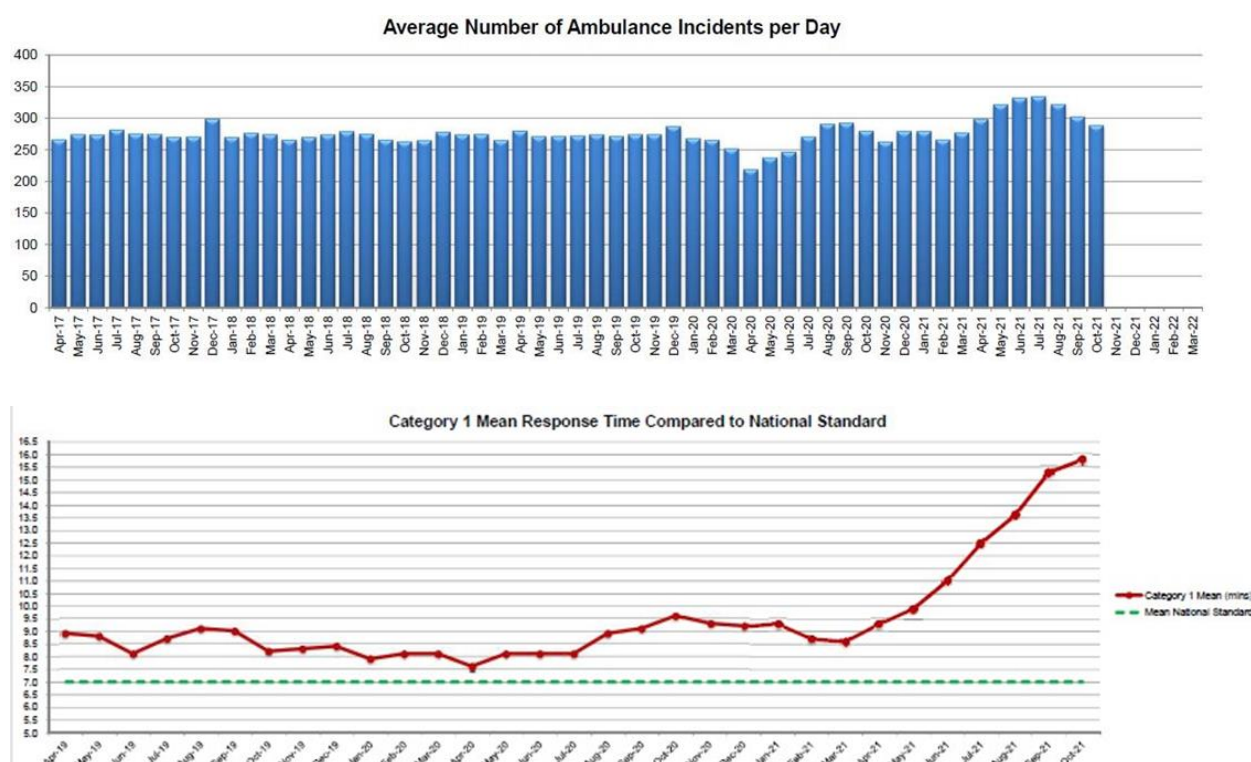
4. Demand – Cornwall

The Trust responded to 8978 incidents across Cornwall during October which is up by 274 compared to the same time last year. This was an average of 290 incidents per day. It should be noted that public demand has fluctuated significantly day on day making forecasting within the Cornwall & Isles of Scilly health system a challenge.

On average there were 28 Cat 1 incidents per day, throughout October, requiring a response at scene.

3

Of these 32.1% received a response within 10 minutes, 54.2% of incidents received a response within 15 minutes and 91.1% of incidents received a response within 30 minutes.



5. Operation Braidwood

As part of the Trust's wider response to the pandemic, the five fire and rescue services within the south west, including Devon, continue to support SWASFT by providing a cadre of fire fighters to drive ambulances and work alongside SWASFT clinicians, known as Operation Braidwood. These fire fighters, who already have blue light driving skills, have undertaken additional training and hold a skills passport to ensure they are able to safely support the delivery of patient care alongside SWASFT crews. The current agreement between SWASFT and the five Fire and Rescue Services will see Operation Braidwood continue until the end of the year.

Care Hotel

As you know from our previous briefings, Cornwall and the Isles of Scilly's health and care system has been under sustained pressure since the start of the summer.

There's no single reason for this – it's a complex mix of factors affecting the whole health and care system, including the impact of COVID-19, and providing care for the elderly and vulnerable outside of hospital.

Our emergency department in Truro remains busy managing demand from people needing help. Inside the hospital on 9 November, there were 147 people who were well enough to go home but are waiting for care to be provided from elsewhere within our health and care system, or for someone to collect them.

A number of initiatives have been put in place to help manage flow and demand across our system, including access to support and a 1-off discharge support grant to help care for people when they are at home.

Demand for adult social care services has increased by more than a third in the past month, causing unprecedented demand on all adult social service care services.

Since the beginning of July almost 300 packages of homecare have been handed back to Cornwall Council from home care providers. Care providers, including care homes cite staff taking up alternative employment (ie in hospitality or cleaning/maintenance) as a key factor.

I'm pleased to tell you that as part of our continued work to support people to get the care they need, when they need it, and in the right setting, we have today launched a new initiative called the care hotel.

The care hotel is a joint initiative paid for by NHS Kernow and supported by adult social care and provider Abicare.

Anyone who is ready to leave hospital when they have no clinical reason to be there but needs some extra support to get back on their feet, may be moved to a hotel in Cornwall while their needs are assessed. This hotel has been in operation since the middle of November.

Number of long-term empty homes in Cornwall reduced by nearly 800

Cornwall Council has met its aim to reduce the number of Long-Term Empty (LTE) properties in Cornwall.

There are now 800 fewer LTEs than a year ago, which is below the average for England. It marks significant progress from 2017, when the percentage of empty homes in Cornwall was a third higher than the national average.

The figure revealed in the Government's latest Council Taxbase for England, is 2,289, compared to 3,071 a year ago. It means that just 0.84 per cent of Council Tax-chargeable homes are now classed as Long-Term Empty, compared to 1.14 per cent a year ago.

Across England, the number of LTE properties has dropped by about 30,000, with 0.97 per cent being classed as such, against 1.11 per cent a year ago.

Olly Monk, the Council's Portfolio Holder for Housing and Planning, said: "This is very positive news. During a housing crisis the last thing anybody wants is homes sitting empty.

"Empty properties are simply a wasted resource. They can also be an eyesore for communities and cause other concerns.

"This reduction is thanks to the hard work of the Council's Empty Homes Team in our Private Sector Housing department, which communicates and engages with owners to help bring empty properties back into use through advice and assistance - including our successful Empty Property Loan scheme - and by taking enforcement action where necessary.

"The Empty Homes Team is working hard to further reduce the number, and we are also continuing to work across a wide range of other initiatives to tackle the housing issues we are faced with from all angles."

The Council set out the target to reduce the proportion of LTE properties down to or below the national figure by the end of its Housing Service Plan for 2018 to 2022.

Empty properties can be reported to the Council via a dedicated webpage and the Empty Homes Team also offers a service that matches owners of empty homes who would like to sell with potential buyers who want to bring them back into use. The team can also help supply evidence about how long a property has been empty, to help support potential VAT savings.

Dealing with the issue of empty properties is just one way in which the Council is tackling the housing pressures facing Cornwall.

In June the council announced its plans to tackle both the immediate issues around housing and the longer-term problems.

Earlier this month the Council announced that it had bought 130 homes at West Carclaze Garden Village, taking them off the open market and making them available to local households in needs for social rent, affordable rent and shared ownership.

A range of further initiatives is in action, from the provision of more emergency accommodation at New County Hall in Truro and Rosewarne Car Park in Camborne, to the purchase and refurbishment of disused properties around Cornwall, development of a landmark modular homes scheme near Pool and a significant ramp-up of the new 'council housing' programme, including a new site on the edge of Padstow.

Cornwall Councillor's Report - Cllr. Hilary Frank

Draft Council Business Plan Published

Cabinet has published a draft business plan and budget for the next financial year as part of the papers for a meeting of Cabinet on 8th December.

The proposals would see Cornwall Council's share of Council Tax charge rise by 1.99%, plus an additional 1% for the Government's adult social care precept.

In the documents, it states that: 'When the Council set last year's Medium-Term Financial Plan for 2021-25, we knew that the impact of Covid-19 would have a legacy impact on our finances, but we were unsure as to exactly what that impact would be. The Council continued to receive one-off Covid grants from central Government during 2021/22 to cover loss of income and some expenditure which certainly helped, but this was not enough to cover all of our losses and we estimate the balance of unfunded losses to be £5.7m.'

It goes on to say that "Our total resources for 2022/23 are forecast to increase by £37.8m (net of reserve movements), subject to the Government's Local Government Finance Settlement, which is due to be published before Christmas. The overall increase in our resources is not sufficient to fund the £92.7m financial pressures the local authority faces and therefore results in a savings requirement of £55m for 2022/23... At the time of writing, savings amounting to £53.2m have been identified... Further work will be undertaken over the coming weeks to close the budget gap and bring forward a balanced budget for 2022/23."

Some of the savings will come from staff reductions. It has been confirmed, for example, that the number of Community Link Officers will be reduced from 17 to 11.

The full documents can be accessed by viewing the documents for the Cabinet meeting.

Leisure Centres

The Leisure Centre Petition received over 5,000 responses, and as such was added to the agenda for Full Council on 30th November. The Chairman allocated a time of 15 minutes for discussion on the topic, and within that time each Group Leader was given 3 minutes to put forward a statement. The only decisions taken by Full Council were to thank residents for the petition, and to take no further action.

The results of the survey, which received over 4,700 responses, have not yet been published. We are given to understand that officers are preparing a report for the meeting of Cabinet on 15th December.

Cornwall Music Education Hub

On 25th November Cornwall Councillors in Saltash were copied into an email that Andy Rance of Livewire sent to members of Cornwall Council's Cabinet. In the email, he said that he had been made aware that Cornwall Council would be closing the Cornwall Music Education Hub on 31st March 2022, and highlighted the negative impact this would have on young people.

This was the first time the three Saltash-based Cornwall Councillors had heard of this move.

On 1st December, though, the Portfolio Holder for Children and Families, Cllr. Barbara Ellenbroek, announced in a Press Release that because of "a rise in demand for frontline services such as adult social care, Cornwall Council is unable to continue maintaining the CEMH in its current format," and that they are looking to identify a new provider.

Worryingly, staff at the Cornwall Music Education Hub seem to have been given redundancy warning notices some days ago.

Cornwall Outdoors Service

In a press release on 26th November, the Portfolio Holder for Children and Families, Cllr. Ellenbroek, said: “There is no statutory obligation for Cornwall Council to provide outdoor learning,” and launched a ‘consultation’ about the future of the Cornwall Outdoors service, which provides opportunities for outdoor education and learning to schools and youth groups from sites at Delaware, Carnyorth, Porthpean, and a summer camp at Pelistry on the Isles of Scilly.

The consultation is available on <https://letstalk.cornwall.gov.uk/cornwall-outdoors> with a closing date of 9th January.

To end on a positive note:

I have now undertaken the training to act as a Group Co-ordinator for Community Speedwatch. Over the next few weeks, we will be reviewing the Speedwatch sites and then recruiting others to join the Group. Please get in touch if you are interested.

SALTASH TOWN COUNCIL

Minutes of the Meeting of Saltash Town Council held at the Guildhall on Thursday 4th November 2021 at 7.00 pm

PRESENT: Councillors: R Bickford (Chairman), R Bullock, G Challen, J Dent, S Gillies, S Martin, S Miller, J Peggs and D Yates.

ALSO PRESENT: 5 Members of the Public, J Baskott (Chair Community Enterprises PL12), M Watson (Managing Director Stagecoach), D Roberts (Stagecoach Depot Manager), R Stevens (Plymouth Citybus Managing Director), J Church (Plymouth Citybus Commercial and Customer Manager), H Frank (Cornwall Councillor), M Worth (Cornwall Councillor) S Burrows (Acting Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: Councillors: L Challen, M Griffiths, S Lennox-Boyd, B Samuels, P Samuels (Chairman) and G Taylor.

In the absence of the Mayor Cllr Bickford presided the meeting.

239/21/22 HEALTH AND SAFETY ANNOUNCEMENTS.

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

240/21/22 TO ELECT A VICE CHAIRMAN.

Due to the absence of the Mayor it was proposed by Councillor Bickford, seconded by Councillor Challen and **RESOLVED** to appoint Councillor Challen as the Vice Chairman for this meeting only.

241/21/22 PRAYERS.

In the absence of Reverend Tim Parkman Councillor Yates led prayers.

The Town Council send their best wishes and a speedy recovery to Reverend Tim Parkman and his family.

242/21/22 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.

243/21/22 CHAIRMAN'S REPORT.

It was **RESOLVED** to note.

244/21/22 TO RECEIVE A VERBAL REPORT ON THE OPERATIONS OF LOCAL TRANSPORT - PLYMOUTH CITYBUS AND STAGECOACH.

The Chairman welcomed representatives from Stagecoach and Plymouth Citybus and thanked them for the public services provided throughout the pandemic.

Stagecoach

Michael Watson – Managing Director of Stagecoach apologised for the impact experienced by residents and users of Stagecoach.

M Watson briefed Members on the issues the public transport sector had experienced during the COVID-19 pandemic. These included staff shortages, absences and short notice of Government restrictions requiring to be implemented immediately.

M Watson went on to speak of the continuing challenges faced by the service provider post pandemic and the difficulties trying to maintain an acceptable level of service to residents throughout the pandemic.

M Watson offered explanations for Members further understanding of the challenges faced. One example would be that it takes only a day to lose an experienced driver and a minimum of 15 weeks to replace with a trained and qualified driver.

M Watson offered reassurance to Members and Residents that the situation is taking a turn for the better with an 18% wage increase implemented to assist with recruitment and retainment of staff. Residents should now see an increase in the frequency of the services provided by Stagecoach with the plan to reinstate services such as the Falcon, all being well, by January 2022.

Plymouth Citybus

Richard Stevens – Managing Director spoke of their appreciation to Members for the invitation and opportunity to speak in person at Full Council.

R Stevens said he did not have much more to add to the explanation given by Stagecoach. R Stevens stated that although Plymouth Citybus had not experienced staffing issues to the extent of Stagecoach, there had been other issues the service provider had faced during the pandemic and post pandemic period.

These included delays due to the Tamar Bridge resurfacing as well as the increase of traffic due to those returning to work. With varying dictates from central Government with short notice to implement, the services provided took an impact nobody was able to predict.

R Stevens added that external services, such as training and test centers for newly recruited drivers, have also been affected by the pandemic. This has contributed to delays in obtaining provisional licenses therefore having a knock-on effect not only on available drivers but also the morale of employees during an already difficult period.

R Stevens spoke of the Transport for Cornwall partnership between service providers and Cornwall Council with the aim to provide better services for the whole of Cornwall. With a service level promise that Plymouth Citybus and Cornwall Council can continue to progress further following the lifting of restrictions.

R Stevens added that further challenges are to be expected in the coming months following the COP26 meeting. This includes lowering carbon emissions whilst maintaining a service level at an affordable rate and continuing to offer better connectivity for health, wealth and education services.

The Chairman thanked the representatives for their time to further explain the current situation for both service providers.

Members of the public who had submitted questions prior to meeting were then permitted to speak.

To view the public questions received please refer to Appendix 1 attached to the minutes.

Cornwall Councillor Frank spoke of the Transport for Cornwall collaboration between Cornwall Council and Plymouth Citybus which continues to be a strengthened partnership to offer better connectivity for Cornwall.

Members asked if there was one mobile application for both Stagecoach Services and Plymouth City Bus Services.

Plymouth Citybus responded that the Go Cornwall mobile application provides all public transport options on one platform. Plymouth Citybus informed Members of the printed timetables with all bus services from all organisation's which would be available as of 12th November 2021. Cllr G Challen asked if copies could be made available for the Guildhall and Library for the residents of Saltash and those that visit the town.

The Chairman thanked the representatives for their attendance.

245/21/22 MONTHLY CRIME FIGURES.

Members were pleased to have received up to date figures as well as seeing a significant decrease in crime rates in Saltash.

It was **RESOLVED** to note.

246/21/22 REPORT BY COMMUNITY ENTERPRISES PL12.

It was **RESOLVED** to note.

247/21/22 CNP REPORT FOR NOTING OR MATTERS ARISING.

No report had been received due to the following CNP meeting scheduled for 8th December 2021.

Cornwall Councillor Frank offered a brief verbal update to Members.

Cornwall Councillor Frank informed Members of focus groups created to focus on specific areas that have been identified by the CNP.

Key dates for focus panel meetings are:

Health and Care - 11th November 2021 at 6pm

The focus group are meeting to discuss Health and Care in the local area. With the view to look at further progressing integrated care systems within the wider community.

Climate Change - 3rd December at 1pm

An invite has been sent to Members if they wished to attend, they would be more than welcome.

Cornwall Councillor Frank updated Members on the procurement of speed activation signs which are currently being distributed and installed at requested locations with Latchbrook's sign to be installed soon.

248/21/22 CNP ACTION POINTS FOR REPORTS.

No Actions.

249/21/22 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.

No Report.

250/21/22 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.

It was **RESOLVED** to note.

251/21/22 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING PARTY.

It was **RESOLVED** to note.

252/21/22 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.

The Chairman raised concerns that the report received was not a report but a press release received from the leader of Cornwall Council Cllr Linda Taylor.

Cornwall Councillor Worth offered a verbal report to Members to provide up to date information from meetings held to date.

Tamar Bridge

Resurfacing works have now been completed two weeks ahead of schedule. Members were informed traffic use of the bridge is at a total of 90% pre covid levels.

Cornwall Councillor Worth is due to attend meetings to discuss the financial impact over the next 25 years with a proactive view being taken to ensure all maintenance issues are covered.

Transport

An A38 workshop with National Highways had been held in preparation of important works and public announcements due to be received in early February 2022.

Cornwall Councillor Worth felt encouraged at the level of attendance and attention from the team of consultants who gave clear levels of detail for works and understanding of safety issues identified between Carkeel and Trerulefoot.

COP26 – AONB

The importance of improvements to prevent flood risks between the boundaries and riverbanks had been identified and solutions are being further researched. Cothele recently trialled one method by breaking its traditional riverbanks to re-flood areas to assist with the growth of reeds which will keep water quality standards high if flooding were to continue.

Cornwall Councillor Worth has met with the new Queens Harbour Master and is further exploring risks of flooding at the Saltash boundaries.

Councillor Frank updated Members on the following:

Saltash Leisure Centre

The deadline for the public consultation responses closed on Sunday 31st October 2021 with over 4,000 responses received in total. It has been unclear how many of those responses related to Saltash Leisure Centre however they will be made available for the public to review prior to being received by Cabinet on 15th December 2021.

Walking and Cycling Routes

Money has been ringfenced for the improvement of walking and cycling routes to access Saltash Primary Schools.

Phase one works have now been completed with phase two works aiming to improve access to St Stephens Primary School.

Fore Street Roadworks

Fore Street bus bays and parking bays are due to be refurbished. Speed humps which were installed during the pandemic will be removed and asphalt laid. There have been concerns from surrounding businesses that they will experience further disruption leading up to the Christmas period. Cornwall Council have enquired with Cormac and been assured the works will be undertaken as quickly as possible with minimal impact.

Cornwall Councillor Frank confirmed Belle Vue Carpark will remain open to shoppers whilst the taxi ranks are repaired.

Climate Action Online Event

8th November 10am – 2pm on a virtual platform with the focus of the meeting to investigate Cornwall's highest carbon emissions areas.

It was **RESOLVED** to note.

253/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

254/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

Two public questions had been received prior to the meeting.

Question 1 - To view the public question received please refer to Appendix 2 attached to the minutes.

A resident asked if the Town Council would write to the recently appointed Planning Officer at Cornwall Council to investigate why the footbridge at Dellohay Park has not been installed. Especially as the finances and application had been approved since 2006.

It was proposed by Councillor Dent, seconded by Councillor Gillies and **RESOLVED** to delegate to Cllr Dent to write a strong letter on behalf of the Town Council to the Planning Officer to ascertain why the footbridge has not yet been actioned liaising with the Acting Town Clerk prior to submission.

Members received a second public question.

Question 1 - To view the public question received please refer to Appendix 2 attached to the minutes.

The Chairman thanked the resident for their question. Members will meet to review the Remembrance event following the proceedings to further reflect and see whether improvements are required to be made.

255/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 7TH OCTOBER 2021 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 7th October 2021 were confirmed as a true and correct record subject to an amendment to minute 229/21/22 to state Standing Order Section Two Item 2x.

256/21/22 FINANCE:

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

Cllr Martin congratulated Members on the successful Isambard House Murder Mystery event.

It was **RESOLVED** to note.

- b. To advise the following payments in:
 - ii. September 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 30th September 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.

257/21/22 TO RECEIVE AND CONSIDER A COMMUNITY CHEST APPLICATION - GLL - SALTASH LEISURE CENTRE.

Members received the application for a Community Chest Grant from Saltash Leisure Centre to assist with their campaign to 'use it or lose it'.

The Chairman spoke of concerns that the application did not qualify under the Community Chest Grants Policy but expressed wishes to assist with the leisure centre plight to remain operational.

The Acting Town Clerk informed Members of available funds within the S106 Waitrose/Quora (publicity funds) EMF budget allocated for applications to continue to drive footfall through the Highstreet and surrounding areas.

The Acting Town Clerk informed Members of the Mayors support for the application received and for the full amount to be awarded should Members agree.

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

1. To award £1,500.00 to match fund Saltash Leisure Centre proposal for their 'use it or lose it' campaign.
2. Funds to be allocated to the S106 Waitrose/Quora (publicity funds) EMF budget.
3. Saltash Leisure Centre to provide Full Council a report on how the campaign was received and any impact it made on the membership of the leisure centre.

258/21/22 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.

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

1. To approve to adopt the lease agreement between Saltash Town Council and BT together with Amey Consulting Head of Terms.
2. To approve payment for the Land Registry Compliant Plan at a cost of £120+VAT allocated to budget EMF legal fees.
3. To include the red phone box to the Town Council asset register and insurance policy.

259/21/22 TO RECEIVE AN UPDATE ON SALTASH TOWN COUNCIL TOWN VITALITY BID APPLICATION.

Councillor Gillies verbally updated Members on the successful Town Vitality Bid Application with £84,000 being awarded to Saltash Town Council.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** that:

1. The Acting Town Clerk attends the scheduled meeting with Stephen Facer and Catherine Thompson of Cornwall Council to be held on the 9th November 2021.
2. The Acting Town Clerk extracts the deliverables from the Town Vitality Bid Application.
3. The Acting Town Clerk provides Members an update at the earliest opportunity.

260/21/22 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.

The Chairman informed Members that Cornwall Council received 10 signatories from members of the public calling for a by-election for Essa Ward.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to note the public request to call for a by-election for Essa Ward and to ratify the by-election cost of £3,500 allocated to EMF 6271 election budget.

If the election is contested, polling cards will be made available and the election will take place on Thursday 2nd December 2021 at the following polling stations:

1. Latchbrook Scout Centre
2. The Core – 2 stations
3. The Guildhall.

261/21/22 CORRESPONDENCE:

- a. To receive and note a letter of thanks - Essa Ward Election.

It was **RESOLVED** to note.

- b. To receive a request to support Cormac Solutions in donating a commemorative bench located in Silver Street.

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to support the request to maintain and donate a commemorative bench located in Silver Street.

- 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.

Members debated the subject and agreed to consider the legal aspects, and potential knock on impact of any decision.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** to defer to Full Council to be held on Thursday 2nd December 2021 subject to:

1. Information being obtained on the legal position of sale for any parcels of land.
2. Further identification of the land requested and if it is available to purchase.
3. Points 1 and 2 above being sought prior to the Full Council meeting to be held on the 2nd December 2021.
4. The Acting Town Clerk updating the resident on the current position and to advise no further works are to be continued until further notice.

262/21/22 TO RECEIVE AND NOTE THE 2021 REGATTA REPORT.

It was **RESOLVED** to note and to thank the Regatta Committee for providing another fantastic event for the town.

263/21/22 TO RECEIVE THE DRAFT CORNWALL TRANSPORT PLAN AND CONSIDER SUBMITTING A TOWN COUNCIL RESPONSE TO THE CONSULTATION LIVE.

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

1. Create a working party to include Cllrs Bickford, Gillies, Martin, Miller and Yates.
2. To give delegated authority to the working group to submit a response on behalf of the Town Council by the closing date of Christmas Eve 2021.
3. Provide Full Council to be held on the 14th January 2021 a brief report on the key principles submitted in the response.

The Chairman informed Members that the meeting is heading to exceed 2 ½ hours as per Standing Orders.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to suspend Standing Order Section Two Item 2x and to continue with the remaining items of business to be conducted.

The Chairman called for a brief comfort break at 9:31pm. The meeting reconvened at 9:36pm.

264/21/22 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

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

79/21/22 TO REVIEW AND APPROVE AMENDMENTS TO THE FOLLOWING POLICIES:

- 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.

- d. Terms of Reference Committees and Sub-Committees

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.

RECOMMENDATION 2:

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

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to note the minutes and approve the above recommendations.

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

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

c. Joint Burial Board held on 12th October 2021

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

d. Burial Authority held on 12th October 2021

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

e. Services held on 14th October 2021

RECOMMENDATION:

50/21/22 TO RECEIVE AND NOTE CORNWALL COUNCIL'S FOREST FOR CORNWALL PRE-APPLICATION GUIDANCE AND CONSIDER A LOCATION FOR PLANTING.

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.

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

265/21/22 **TO RECEIVE AND NOTE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 6TH OCTOBER 2021 AND CONSIDER ANY RECOMMENDATIONS.**

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

266/21/22 TO APPOINT MEMBERS TO THE FOLLOWING SUB COMMITTEES.

The Chairman thanked Cllr Taylor for serving the following Sub Committees.

a. Property maintenance

Composition: Eight Members

Appointed Members: Cllrs Bickford, Bullock, Dent, Miller, P Samuels, & Yates

Vacancies: Two

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to appoint Councillor Peggs to the Property Maintenance Sub Committee with one vacancy remaining.

b. Station Property

Composition: Eight Members

Appointed Members: Cllrs Bickford, Bullock, Dent, Miller, Peggs,

P Samuels, & Yates

Vacancies: One

It was proposed by Councillor Bickford, seconded by Councillor Martin and **RESOLVED** to appoint Councillor Gillies to the Station Property Sub Committee.

c. Town Centre Vision

Composition: Eight Members

Appointed Members: Cllrs Bullock, Gillies, Griffiths, Martin, Miller,

Peggs & Yates

Vacancies: One

It was proposed by Councillor Gillies, seconded by Councillor G Challen and **RESOLVED** to appoint Councillor Bickford to the Town Centre Vision Sub Committee.

267/21/22 TO CONSIDER THE COMPOSITION OF THE TOWN TEAM AND REAFFIRM THE APPOINTED MEMBERS.

Members considered the request from the Town Team to reduce the Town Council representation from four Members to three in line with Cornwall Council.

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

1. Note the reduction in Cornwall Council appointed membership number to three.
2. Approve that STC become equal in membership number.
3. Reaffirm STC appointed Members – Cllrs Bullock, B Samuels and when appointed the Chairman of the Town Centre Vision.

268/21/22 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:

Councillor Dent informed Members of application **PA21/09469** which was requested for Members to respond via Survey Poll earlier in the week.

A Town Council response to Cornwall Council was unable to be submitted due to the poll being inquorate.

Councillor Dent asked Members to inform the Chairman of Planning and Licensing should any assistance be required to avoid a response not being received via Survey Polls.

The Administration Department will send a reminder of the instructions in completing a Survey Poll.

Members received the following application.

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

It was proposed by Councillor G Challen, seconded by Councillor Dent and resolved to **RECOMMEND** approval.

269/21/22 MEET YOUR COUNCILLORS:

- a. The next scheduled meeting date Saturday 13th November 2021, 10am to 12 noon, outside Bloom Hearing, Fore Street.

It was proposed by Councillor Bickford, seconded by Councillor G Challen and **RESOLVED** for Councillors Dent, Miller, Peggs and Yates to attend.

270/21/22 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.

271/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

272/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

273/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

Isambard House

The Chairman reminded Members of the invitation to the event at Isambard House to thank the partners and funders to be held on Tuesday 9th November 2021 commencing at 10:30am.

274/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Bickford, seconded by Councillor G Challen and **RESOLVED** to issue the following Press and Social Media releases:

1. Funding awarded to Saltash Leisure Centre
2. The adoption of the BT Phone box located by Isambard House
3. Essa Ward Election – Thursday 2nd December 2021
4. Meet Your Councillor Session
5. Feedback from Stagecoach and Plymouth Citybus
6. Isambard House Event – Tuesday 9th November 2021
7. Successful Town Vitality Funding Bid.

275/21/22 DATE OF NEXT MEETING: THURSDAY 2ND DECEMBER 2021 AT 7:00 P.M.

Thursday 2nd December 2021 at 7.00pm

276/21/22 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: 9.49 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council
Receipts October 2021

Description	NET	VAT	GROSS
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - October Expenditure - 08/10/21	6,000.00	-	6,000.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - October Expenditure - 15/10/21	10,000.00	-	10,000.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - October Expenditure - 15/10/21	5,500.00	-	5,500.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - October Expenditure - 25/10/21	12,000.00	-	12,000.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - October Expenditure - 28/10/21	3,000.00	-	3,000.00
Bank Transfer from Barclays Active Saver to Barclays Business Current Account - October Payroll 27/10/21	58,000.00	-	58,000.00
Barclays Loyalty Rewards	2.31	-	2.31
Churchtown Cemetery Fees	1,606.00	-	1,606.00
Cornwall Council - 2021/22 Highway Grass Cutting Agreement for Saltash	414.75	-	414.75
Error Correction Transferred to Mayor Charity	32.89	-	32.89
Library - Income	121.26	24.25	145.51
Public Sector Deposit Fund Interest	3.65	-	3.65
Service Delivery Income - Daily Mooring Fees	66.67	13.33	80.00
Service Delivery Income - Seagull Bags	72.92	14.58	87.50
Service Delivery Income - Trusted Boat Scheme	234.38	46.88	281.25
St Stephen Parish Church - Cemetery Fees	327.00	-	327.00
Station Income - Event Bookings	1,030.14	206.03	1,236.17
Zurich Municipal - Insurance Claim Festoon Lighting Damage	140.00	-	140.00

Saltash Town Council
Payments October 2021

Description	NET	VAT	GROSS
1st Office Equipment - Copier Charge 01/06/21 to 18/08/21 & Quarterly Maintenance 31/08/21 to 29/11/21	143.19	28.64	171.83
Alexandra - Staff Uniforms	71.18	14.24	85.42
All Seasons Window Cleaning - Station Building	35.00	-	35.00
Amazon - Office Equipment - Guildhall	137.49	27.50	164.99
Amazon - Recycling Bins - Not Delivered Fully Refunded	- 141.60	- 28.30	- 169.90
Aquastorage System Cleaning Ltd - Monthly Legionella Monitoring August 2021	210.00	42.00	252.00
Aquastorage System Cleaning Ltd - Monthly Legionella Monitoring July 2021	350.00	70.00	420.00
Aquastorage System Cleaning Ltd - Monthly Legionella Monitoring September 2021	140.00	28.00	168.00
ASG Security - Fire & Security Alarm - Annual Maintenance Fee - Library	196.32	39.26	235.58
Barclays Bank Charge	16.20	-	16.20
BBB Printing - Councillor Expenses	5.79	0.90	6.69
Brandon Hire - Services Delivery - Clothing	341.25	68.25	409.50
CF Corporate - Photocopier Lease Rental	500.00	100.00	600.00
Chubb Fire Ltd - Fire Extinguisher Annual Fee- Isambard House	283.20	56.64	339.84
Chubb Fire Ltd - Fire Extinguisher Annual Fee- Isambard House	59.80	11.96	71.76
Cornwall Association of Local Councils - Councillor Training & Staff Training	240.00	48.00	288.00
Cornwall Council - Parking Space	313.94	62.79	376.73
Cornwall Council - Seagull Proof Black Bags	297.00	-	297.00
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 - October 2021	11,059.60	-	11,059.60
Corseval Limited - Staff Training	685.00	137.00	822.00
Dainton Group Services - Portacabin Hire For Waterfront - October 2021	332.13	66.43	398.56
DB Autos Ltd - Vehicle Maintenance	24.60	4.92	29.52
Denmans - Electrical Materials for Maintenance	26.98	5.40	32.38
Devon & Cornwall Maintenance Solution - Inspection Heritage Building Roof	96.00	19.20	115.20
EE - Grounds Mobile Phones & Waterfront Broadband - October 2021	275.80	55.16	330.96
Efficient Comms Ltd - Call Charges - October 2021	108.05	21.61	129.66
Error Correction Transferred to Mayor Charity	32.89	-	32.89
Festive Light Ltd - Christmas Lights	449.97	89.99	539.96
Florabella Florists - Civic Occasions	60.00	-	60.00
Funky Punky / Cher's Funky Faces - Face Painting Library Event	45.00	-	45.00
Greenbarnes Ltd - Civic Occasions	41.98	8.39	50.37
HMRC NIC Payment - October 2021	11,597.80	-	11,597.80
Howdens - General Repairs & Maintenance Guildhall	35.84	7.17	43.01
Hudson Accounting Ltd - 2021/22 Interim Audit	600.00	-	600.00
Institute of Cemetery & Crematorium Management - Annual Subscription	95.00	-	95.00
Institute of Cemetery & Crematorium Management - Staff Training	540.00	108.00	648.00
IRQ Systems Ltd - IT Equipment - Library	18.00	3.60	21.60
IRQ Systems Ltd - IT Equipment - P&F	685.00	137.00	822.00
IRQ Systems Ltd - Monthly IT Maintenance & Broadband Fee - October 2021	1,279.26	-	1,279.26
Jackman Peckover Maintenance Services - Boiler Service & Maintenance Guildhall	128.00	25.60	153.60
JEB Supplies Ltd - General Repairs Guildhall	17.10	3.42	20.52
Laser - Christmas Light Electric Supply Point 1 - 01/06/21 to 31/08/21	35.14	1.76	36.90
Laser - Christmas Light Electric Supply Point 2 - 01/06/21 to 31/08/21	35.14	1.76	36.90
Laser - Christmas Light Electric Supply Point 3 - 01/06/21 to 31/08/21	35.14	1.76	36.90
Laser - Christmas Light Electric Supply Point 4 - 01/06/21 to 31/08/21	35.14	1.76	36.90
Laser - Christmas Light Electric Supply Point 6 - 01/06/21 to 31/08/21	35.14	1.76	36.90
Laser - Christmas Lights Electric Supply Point 5 - 01/06/21 to 31/08/21	23.32	1.16	24.48
Laser - Guildhall Electric - 01/06/21 to 31/08/21	708.76	141.75	850.51
Laser - Guildhall Gas - 31/07/21 to 31/08/21	49.29	2.46	51.75
Laser - Library Electric - 02/06/21 to 01/09/21	433.09	21.65	454.74
Laser - Station Gas - 31/10/20 to 30/11/20	47.92	2.40	50.32
Laser - Station Gas - 04/09/20 to 30/09/20	66.40	3.32	69.72
Laser - Station Gas - 28/02/21 to 31/03/21	49.56	2.48	52.04
Laser - Station Gas - 30/04/21 to 31/05/21	49.57	2.48	52.05
Laser - Station Gas - 30/06/21 to 31/07/21	49.60	2.48	52.08
Laser - Station Gas - 30/09/20 to 31/10/20	88.80	4.44	93.24
Laser - Station Gas - 30/11/20 to 31/01/21	99.26	4.96	104.22
Laser - Station Gas - 31/01/21 to 28/02/21	44.74	2.24	46.98
Laser - Station Gas - 31/03/21 to 30/04/21	47.92	2.40	50.32
Laser - Station Gas - 31/05/21 to 30/06/21	48.07	2.40	50.47
Laser - The Maurice Huggins Room - 01/06/21 to 31/08/21	54.82	2.74	57.56
Laser - Unmetered Supply - 01/08/21 to 31/08/21	8.60	0.43	9.03
Laser- Belle Vue Toilets Electric - 01/06/21 to 31/08/21	52.42	2.62	55.04
Laser- Haldo Pillar Park Light Electric - 01/06/21 to 31/08/21	45.00	2.25	47.25
Locum Town Clerk Fees	1,060.76	-	1,060.76
McColls - Library Newspapers - 25/09/21 to 02/10/21	9.60	-	9.60
McColls - Library Newspapers- 28/08/21 to 04/09/21	68.40	-	68.40

Description	NET	VAT	GROSS
Medland Sanders and Twose - SDGA Grounds Maintenance Tools, Equipment & PPE	902.77	180.55	1,083.32
MJ Drains - Public Toilets Maintenance	220.00	-	220.00
Moorepay - Health & Safety And Employment Law - 09/09/21 to 08/10/21	262.83	52.57	315.40
Moorepay - HR / Employment Law Consultancy - 20/09/21 to 19/10/21	318.75	63.75	382.50
Moorepay - HR / Employment Law Consultancy - 22/09/21 to 21/10/21	70.83	14.17	85.00
Moorepay - Payroll & HR Software Services 01/08/21 to 31/08/21	330.97	66.19	397.16
Opayo (previously Sage) - EMS Bank Charges	8.46	-	8.46
Opayo (Previously Sage) Card Machine Charges - October 2021	15.80	3.16	18.96
Pertemps Recruitment - Service Delivery Temp Fees - October 2021	785.76	157.15	942.91
Pertemps Recruitment - Service Delivery Temp Fees - September 2021	1,276.86	255.37	1,532.23
PlanSupport - Neighbourhood Plan Project Management Annual Fee	1,200.00	-	1,200.00
Post Office - Postage	2.00	-	2.00
Richer Sounds PLC - TV Installation - Isambard House	3,401.53	680.31	4,081.84
Ronnies - Civic Occasions	5.00	-	5.00
Saltash & District Observer Town Messenger - September 2021	300.00	-	300.00
Saltash Window Cleaning - Guildhall	90.00	-	90.00
Society of Local Council Clerks - Staff Training	65.00	13.00	78.00
South West Water - Alexandra Square Public Toilets - 23/06/21 to 30/09/21	158.78	-	158.78
South West Water - Belle Vue Public Toilets - 22/06/21 to 29/09/21	304.76	-	304.76
South West Water - Bowling Pavilions Longstone - 01/08/21 to 02/09/21	99.01	7.72	106.73
South West Water - Bowling Pavilions Longstone - 02/09/21 to 01/10/21	38.96	3.12	42.08
South West Water - Longstone Bowling Irrigation Tank - Water Charges 01/08/21 to 10/08/21	46.71	3.61	50.32
South West Water - Maurice Huggins Room - 01/08/21 to 02/09/21	14.14	1.25	15.39
South West Water - Waterside Public Toilets 22/06/21 to 30/09/21	638.74	-	638.74
Sovereign Fire & Security Ltd - Pontoon Gate Maintenance	1,334.91	266.98	1,601.89
Spectrum Floor-Site Ltd - Isambard House Refurbishment	874.73	174.94	1,049.67
Spot-On-Supplies - Cleaning Supplies and Covid H&S Equipment	212.28	42.46	254.74
Staff Expenses - Pontoon Maintenance	9.08	1.81	10.89
Staff Expenses - SDGA Mileage Claim - August 2021	6.75	-	6.75
Staff Expenses - SDGA Mileage Claim - July 2021	33.05	-	33.05
Staff Expenses - SDGA Mileage Claim - September 2021	56.70	-	56.70
Staff Expenses - Staff Training Costs	200.00	-	200.00
Staff Salaries - October 2021	35,145.78	-	35,145.78
Station Events - Refund Cancelled Event - Murder Mystery	12.50	2.50	15.00
Sumup - Bank Charges	4.83	-	4.83
Survey Monkey - Annual Subscription	320.00	64.00	384.00
SW Film & Theatre Productions - Murder Mystery Evening Isambard House	300.00	-	300.00
The Bullers Arms - Refreshments Costs - Isambard House	152.50	-	152.50
The Christmas Decorators - Pontoon Lights Repairs	325.00	65.00	390.00
Trade UK Account - Tools & Equipment	671.56	134.31	805.87
UK Fuels Ltd - Vehicle & Machinery Fuel - October 2021	251.02	50.20	301.22
West Country Embroidery - Staff Uniforms	129.85	25.97	155.82
Westcare Supply Zone - Refreshment Costs - Guildhall	22.34	-	22.34
Westcare Supply Zone - Stationery Library	47.85	9.57	57.42
Westcare Supply Zone - Stationery P&F	91.22	18.24	109.46
Westcare Supply Zone - Stationery Service Delivery	241.43	48.29	289.71
Westcountry Skip Hire - Green Waste Disposal	65.82	-	65.82
WF Education Group Ltd - Furniture and Shelving Library Refurbishment	337.00	67.40	404.40
Xero Accounting Software Monthly Subscription - October 2021	24.00	4.80	28.80
Zoro - Recycling Bins	124.92	24.98	149.90
Zurich Municipal - Insurance - 10/10/21 to 09/10/22	8,905.15	114.31	9,019.46

Agenda Item 18a – Request from Community Enterprises

Following a recent press release from Full Council held on 7th October 2021 the Town Council agreed to issue letters of support for funding applications for local organisations.

Community Enterprises PL12 has requested a letter of support from the Town Council to use as supporting evidence in order to apply for funding applications.

PL12 confirmed a letter of support from the Town Council would assist in an application awaiting to be submitted to the Charities Commission to become a Charitable Incorporated Organisation (CIO)

End of report.

Agenda Item 18B – To receive and approve for the Mayor to sign the joint Mayors of Cornwall letter voicing strong opposition to the closing of Leisure Centres.

We, the undersigned Mayors and Deputy Mayors of Cornwall, wish to express our strong opposition to the Closure of Leisure Centres in Falmouth, Launceston, Saltash and Wadebridge, together with the hydrotherapy pool in St. Austell.

We are most unhappy with the decision of the Chair of Cornwall to refuse to take an indicative vote from all 87 Members of Cornwall Council, at the meeting of 30th November, such an indicative vote would not have been binding on the Council, but would have shown the true amount of opposition to the potential closures.

Whilst we recognise pressures on budgets, we believe that finance must be found to keep these Leisure Centres open in the short to medium term, allowing for full and meaningful discussion together with a review of how these Centres might be run in the longer term. Basing a decision on performance and attendance during the pandemic is wholly unacceptable.

We feel that Cornwall Council should recognise its culpability in previous decisions that have led, directly or indirectly, to the situation now arrived at, accepting responsibility and taking correct and decisive action as a corporate body, without playing any political blame game or point scoring.

The Leisure Centres must be given a fair chance to continue to operate and return to a viable basis, but it must be recognised that this is unlikely to happen overnight and that business plans would need to be developed to provide the basis of stability and viability. More time and support is needed to ensure this.

There are a number of ways in which closure of these facilities would go against professional and medical opinions, against central Government advice on health and obesity and against the objectives of Cornwall Council's own declaration of Climate Emergency.

We raise the following points, in no particular order.

- 1) Mental health is a big problem in Cornwall and has significantly increased throughout the pandemic, exercise stimulates and helps all concerned with this problem.
- 2) Obesity is a problem recognised by healthcare professionals and indeed by the Government. Exercise not only helps people keep fit and active but also reduces pressure on other services such as doctors and hospitals which are overwhelmed throughout Cornwall.

- 3) Closure of these Leisure Centres would be counter-productive in terms of carbon footprint aims, whereas keeping the centres open that we already have helps cut down on the amount of people having to travel to get to leisure centres in turn cutting down on the amount of traffic.
- 4) Alternative facilities in neighbouring Towns may not be able to cope with the potential influx of demand if the under-threat Centres are allowed to close. This has the potential to cause problems across much of Cornwall.
- 5) Closure of these Leisure Centres would discriminate against poorer families who might be unable to afford the private facility alternatives that may or may not be available. Many families would find the cost of travel unaffordable.
- 6) Schools are required to provide swimming and water safety lessons to all children as part of the curriculum, closure of the under-threat Leisure Centres would make this requirement near impossible to deliver, with lack of capacity and increased demand on time factors.
- 7) The opportunity for all to learn swimming skills in a coastal county with rivers and inland water has to be considered and will reduce demand on emergency services. The RNLI has come out in support of keeping these centres open.
- 8) Some towns that are not directly affected by the current proposals, have expressed concerns that this is simply the first wave of potential closures, with the possibility of further cuts to come, something that Cornwall Council seem unable to deny.

We, the undersigned, ask that Cornwall Council considers the potential impact and devastating effect on the lives, health and wellbeing of those that would be affected by the closure of any of the currently under-threat facilities.

Mike Tagg, Portreeve, Callington
Steve Eva, Mayor, Falmouth

SALTASH TOWN COUNCIL

Minutes of the Meeting of The Personnel Committee held at the Guildhall on Tuesday 28th September 2021 at 6.30 pm

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

ALSO PRESENT: S Burrows (Acting Town Clerk), S Emmett (Finance Officer) and R Enticknap (Service Delivery Manager).

APOLOGIES: J Peggs.

72/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

The Acting Town Clerk advised the Chairman and Vice Chairman and informed Members that this evening's Personnel Committee meeting is to form Part Two following agenda item 8 due to the nature of business to be transacted this evening.

73/21/22 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.

74/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON TUESDAY 27TH JULY 2021 AND THE EXTRAORDINARY PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 26TH AUGUST 2021 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Personnel Meeting held on Tuesday 27th July 2021 were confirmed as a true and correct record.

It was proposed by Councillor Miller, seconded by Councillor Taylor and **RESOLVED** to amend minute 71/21/22 point 8 to include the following sentence:

Members recognised a longer timeframe is required to appoint a permanent Town Clerk/RFO, to consider dividing the roles and determine a suitable job description and person specification.

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on Thursday 26th August 2021 were confirmed as a true and correct record.

75/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

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.

77/21/22 TO CONSIDER TRAINING REQUESTS AND TO REPORT BACK ON TRAINING ATTENDED.

The Acting Town Clerk informed Members there are no new training requests.

It was **RESOLVED** to note.

The Acting Town Clerk reported on authorised staff training by line managers under delegated authority and within budget.

It was **RESOLVED** to note.

78/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

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

The Chairman reminded Members that items discussed are of the strictest confidence and must not be discussed or shared with others.

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

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

The Acting Town Clerk informed Officers attending the meeting that the same rules apply to them.

79/21/22 TO RECEIVE AND CONSIDER A SERVICE DELIVERY STAFFING REPORT.

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

1. To appoint a permanent Service Delivery General Assistant for the year 2021-22 at 30 hours per week, NJC scale 7–9, commencing on point 7 within the existing budget.
2. To appoint two Casual Caretakers on a zero hour contract, NJC scale 5-6, commencing on point 5 within the existing budget 2021-22 to cover daytime and evening Caretaking duties across all Council premises as and when required.

It was proposed by Councillor Martin, seconded by Councillor Taylor and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021:

3. To appoint two Service Delivery General Assistants on annualised hour contracts at 37 hours per week, NJC scale 7–9, commencing on point 7 within budget for the year 2022-23, to cover the heavier workload during the months of March to October with the option to reduce the hours during the months of November to February.

The Service Delivery Manager left the meeting.

80/21/22 BUDGET STATEMENTS:

- a. To receive the current Committee budget statements:

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Committee Meeting to be held on 24th November 2021:

1. To withdraw the Administration / HR Assistant budget line for the year 2021-22.

It was proposed by Councillor Taylor, seconded by Councillor B Samuels and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Committee Meeting to be held on 24th November 2021:

2. To vire surplus from the Administration / HR Assistant budget 2021-22 of £27,886.46 to budgets P&F Staffing Contingency, salary uplift to the temporary Acting Town Clerk post and the interim Town Clerk post.

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.

b. To set the Personnel budget for the year 2022/23:

It was proposed by Councillor Taylor, seconded by Councillor Martin and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Committee Meeting to be held on 24th November 2021:

1. To vire surplus from the P&F Staffing budget 2021-22 of £12,895 to the P&F Staff Contingency budget for the year 2022-23 (allocated as per minute number 80/21/22a point 2 above).
2. To vire surplus from the Service Delivery Staffing budget 2021-22 of £24,643 to the Service Delivery Staff Contingency budget for the year 2022-23.

To note; points one and two above will avoid an increase in the Precept for the year 2022-23.

3. To increase the Library Staffing Contingency budget to £15,000 for the year 2022-23.
4. To withdraw the Casual Library Information Assistant budget line for the year 2022-23, there are no available funds to vire from this budget.
5. To increase the Personnel Committee EMF Legal Fees from £6,000 to £8,000 for the year 2022-23.
6. To increase the Personnel Committee Operating Expenditure by 2.5% CPI.
7. To set the Personnel Committee budget (as attached) for the year 2022-23.

It was proposed by Councillor Taylor, seconded by Councillor G Challen and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021:

1. That the Assistant Town Clerk title be designated Deputy Town Clerk and to set the salary scale at 33-36 commencing on point 34 within budget for the year 2022-23 linked with the recruitment of a Town Clerk/RFO post and salary to reflect the role and responsibilities of the post.

The Finance Officer left the meeting.

81/21/22 TO RECEIVE AND CONSIDER THE FULL ACCA ACCOUNTANCY TRAINING SYLLABUS FOR MODULE THREE.

(Pursuant to Personnel held on 27.07.21 minute nr. 58/20/21)

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** to refuse a request to fund and support the next stages of the ACCA Accountancy Training due to the modules not entirely tailored to Local Government Working Practices.

82/21/22 TO APPOINT THREE MEMBERS TOGETHER WITH THE ACTING TOWN CLERK TO A RECRUITMENT SUB GROUP.

It was proposed by Councillor G Challen, seconded by Councillor Taylor and **RESOLVED** to hold an Extraordinary Personnel Committee Meeting to consider the job description and person specification for a permanent Town Clerk/RFO post.

83/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

84/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 23 November 2021 at 6.30 pm

Rising at: 8:50pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Monday 1st November 2021 at 11.00 am

PRESENT: Councillors: G Challen, S Martin (Vice-Chairman), S Miller and J Peggs.

ALSO PRESENT: S Mason Cornwall ALC Clerk to the Meeting.

APOLOGIES: G Taylor (Chairman)

Vice Chairman in the Chair.

85/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

86/21/22 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.

87/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Cllr Martin, seconded by Cllr Challen and **RESOLVED** to exclude the public and press due to the nature of the business to be transacted.

88/21/22 **TO APPOINT A MEMBER PANEL TO MANAGE
CORRESPONDENCE FROM THE MONITORING OFFICER, WITH
DELEGATED AUTHORITY TO AGREE ACTIONS AND
ASSOCIATED EXPENDITURE.**

It was proposed by Cllr Challen, seconded by Cllr Peggs and **RESOLVED** that:

- a. the Personnel Committee appoints a Member Panel to manage correspondence from the Monitoring Officer, with delegated authority to agree actions and associated expenditure.
- b. Cllrs Challen, Martin, Miller, Peggs and Taylor are appointed to serve on the Member Panel.

It was proposed by Cllr Martin, seconded by Cllr Challen and **RESOLVED** that:

- a. the quorum for the Member Panel should be 3 Members.
- b. items requiring action between meetings would be taken by email consultation with all Panel Members.

DATE OF NEXT MEETING

Tuesday 23 November 2021 at 6.30 pm.

Rising at: 11:36 am.

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Services Committee held at the Guildhall on Wednesday 3rd November 2021 at 6.30 pm

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

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

APOLOGIES: Councillors: R Bickford, R Bullock, G Challen, L Challen, M Griffiths, S Lennox-Boyd, B Samuels and G Taylor.

60/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

61/21/22 DECLARATIONS OF INTEREST:

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

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

Cllr.	Agenda item	Pecuniary/ Non-Pecuniary	Reason	Left the meeting	Remained at the meeting and did not vote.
Dent	4	Non-Pecuniary	Member of Heritage	No	Yes
Bullock	4	Non-Pecuniary	Member of Heritage	No	Yes

None.

62/21/22

**TO RECEIVE AND CONSIDER RECOMMENDATIONS FROM THE
PROPERTY MAINTENANCE SUB COMMITTEE HELD ON
WEDNESDAY 6TH OCTOBER 2021**

RECOMMENDATION 1:

7/20/21 TO RECEIVE AND REVIEW THE TOWN COUNCIL
FIVE-YEAR REPAIR AND MAINTENANCE PLAN TOGETHER WITH
THE SERVICES COMMITTEE BUDGET SHEETS.

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.

RECOMMENDATION 2:

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.

RECOMMENDATION 3:

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.

It was proposed by Councillor Dent, seconded by Councillor Yates and resolved to **RECOMMEND** the above one, two and three recommendations to the Extraordinary Policy and Finance Committee precept meeting to be held on the 24th November 2021.

Councillor Dent declared an interest in the next item, remained in the room but did not vote.

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.

It was proposed by Councillor Yates, seconded by Councillor Peggs and **RESOLVED** to defer the recommendation to the Extraordinary Policy and Finance Committee precept meeting to be held on the 24th November 2021 due to Cllr Dent declaring an interest leaving the meeting inquorate.

63/21/22

FINANCE:

a. To set the services Committee budgets for the year 2022/23:

It was proposed by Councillor Gillies, seconded by Councillor Yates and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Committee precept meeting to be held on the 24th November 2021:

1. To approve Cornwall Council's proposal to withdraw all library fines and be recompensed a total of £975.00 by 2025.
2. To vire £21,500 from budget 6923 PWLB Loan Repayment and Interest to 6973 EMF Loan Repayment and precept a further £1,500 for the estimated repayment of £23,000 per year.

Councillor Bullock arrived and joined the meeting.

3. To increase the Services Committee Operating Expenditure by 2.5% CPI.
4. To set the Services Committee budgets (as attached) for the year 2022/23.

It was proposed by Councillor Gillies, seconded by Councillor Yates and **RESOLVED** to defer

1. The Heritage Museum budget requirements to the Extraordinary Policy and Finance Committee meeting to be held on the 24th November 2021 due to Cllrs Dent and Bullock declaring an interest leaving the meeting inquorate.
2. The request to precept £10,000 for the station canopy works until further information can be provided by the Chairman of the Station Property Sub Committee Councillor Bickford.

b. To set the fees and charges for the year 2022/23:

It was proposed by Councillor Miller, seconded by Councillor Bullock and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on the 24th November 2021:

1. To increase the allotment fees and charges at Churchtown only by £10 and Fairmead only by £5 for the year 2023/24.
2. To set the Fees and Charges (as attached) for the year 2022/23.

DATE OF NEXT MEETING

Wednesday 8 December 2021 at 6.30 pm

Rising at: 7.41 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 9th November 2021 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent, S Gillies, M Griffiths, S Martin, S Miller (Chairman), J Peggs 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) and D Joyce (Administration Officer)

APOLOGIES: Councillors: G Challen, L Challen, S Lennox-Boyd, B Samuels, P Samuels and G Taylor.

88/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

89/21/22 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.

90/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

91/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 7TH 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 Miller, seconded by Councillor Yates and **RESOLVED** that the minutes of the Policy and Finance Committee held on 7th September 2021 were confirmed as a true and correct record.

92/21/22 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 30TH SEPTEMBER 2021.

It was **RESOLVED** to note.

93/21/22 PETTY CASH RECONCILED UP TO 30TH SEPTEMBER 2021.

It was **RESOLVED** to note.

94/21/22 TO RECEIVE A REPORT ON PETTY CASH

It was proposed by Councillor Yates, seconded by Councillor Miller and resolved to **RECOMMEND** approval to Full Council to be held on 2nd December 2021 to write off the £20.00 discrepancy in the petty cash reconciliation at the end of September 2021.

95/21/22 TO RECEIVE A REPORT ON VAT.

It was **RESOLVED** to note.

96/21/22 TO RECEIVE A REPORT ON INVESTMENTS AND CONSIDER THE INVESTMENT THRESHOLD LIMIT.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 that the investment threshold limit for the Cornwall Council Instant Access Account is increased to £1,000,000 with the investment threshold remaining at £500,000 for all other accounts.

97/21/22 TO CONSIDER CCLA LOCAL AUTHORITIES PROPERTY FUND INVESTMENT SUITABILITY REPORT APPLICATION.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to defer and review further at the Policy and Finance Meeting to be held on 8th March 2022.

98/21/22 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.

99/21/22 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.

It was **RESOLVED** to note.

100/21/22 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

a. CIL Planning Fund

It was **RESOLVED** to note.

b. CIL 2020-21 Report

It was **RESOLVED** to note.

c. Credit Limit on Store Credit Cards

It was proposed by Councillor Miller, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 that the credit limit on store credit cards be increased from £1,000 to £2,000.

101/21/22 CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.

No report.

102/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

103/21/22 TO RECEIVE THE INTERIM INTERNAL AUDIT REPORT

It was **RESOLVED** to note.

104/21/22 TO RECEIVE A REPORT ON INSURANCE

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to defer this item and review insurance requirements at the Policy and Finance meeting to be held in July 2022.

105/21/22 TO CONSIDER CARRYING OUT THE INSURANCE VALUATION PROCESS ON COUNCIL BUILDINGS

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to delegate authority to the Locum Town Clerk to obtain valuations for insurance purposes on all Town Council buildings, reporting back to the Policy and Finance Committee meeting to be held on 11th January 2022.

106/21/22 TO RECEIVE A REPORT AND CONSIDER APPOINTING A PHOTOCOPIER SUPPLIER.

It was proposed by Councillor Dent, seconded by Councillor Griffiths and resolved to **RECOMMEND** to Full Town Council to be held on 2nd December 2021 that Company B be appointed as the photocopier supplier at a cost of £2,409.16 per annum allocated to budget code 6303 PO Copier Maintenance on a five year contract commencing April 2022 to include:

Guildhall Reception:

Photocopier including booklet maker	£883.68 per annum
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Guildhall Top Office

Photocopier including internal multi position stapler:	£757.48 per annum
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A3 Desktop Printers

Town Clerk's Office and Longstone Depot:	£768.00 per annum
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107/21/22 TO RECEIVE AND REVIEW THE IT REPORT AND CONSIDER RE-APPOINTING AN IT CONSULTANT TO ACT ON BEHALF OF THE TOWN COUNCIL.

It was proposed by Councillor Martin, seconded by Councilor Peggs and **RESOLVED** to delegate authority to a Working Party comprising of Councillors Miller, Yates, Bickford, the Acting Town Clerk and the Administration Officer to review the IT report and appoint a company to provide IT services to the Town Council commencing April 2022 within the available budget and reporting back to the next available meeting of the Policy and Finance Committee.

108/21/22 TO RECEIVE A REPORT ON IT PROVISION FOR MEMBERS

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to approve the purchase of IT equipment for Members from the Town Council IT Consultant within budget allocated to EMF Computer Equipment Renewal subject to a further poll of Members to confirm requirements.

109/21/22 TO RECEIVE A REPORT ON UKGDPR/DATA PROTECTION

It was **RESOLVED** to note.

110/21/22 TO CONSIDER REINSTATING THE TOWN COUNCIL ANNUAL REPORT.

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to defer this item until the meeting of the Policy and Finance Committee to be held on 11th January 2022. Previous copies of the Annual Report will be circulated to all Members.

111/21/22 TO RECEIVE REPORTS FOR THE FOLLOWING AWARDED GRANT APPLICATIONS:

- a. Application CC250 - Coombe Woods Regeneration Project - £700 Awarded - Tree Identification Plaques

It was **RESOLVED** to note.

- b. Application FF100 - Saltash Royal British Legion - Annual Festival of Remembrance - Grant Returned

It was **RESOLVED** to note.

- c. Application FF101 - Saltash Regatta - £2,929.43 Awarded - Annual Regatta

It was **RESOLVED** to note.

- d. Application FF104 Tincombe Tea Party

It was **RESOLVED** to note.

112/21/22 TO RECEIVE, CONSIDER AND RECOMMEND AMENDMENTS TO THE FOLLOWING POLICIES TO THE NEXT FULL COUNCIL MEETING:

- a. Social Media Policy

It was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED** to refer the draft policy to the Communications and Engagement Working Party, reporting back to the Policy and Finance Committee.

113/21/22 TO RE-ESTABLISH AND SET SALTASH TOWN COUNCIL PRIORITY SETTING PROCESSES

It was proposed by Councillor Gillies, seconded by Councillor Peggs and **RESOLVED** to refer this item to the Town Centre Vision Sub Committee meeting to be held on 17th November 2021, reporting back to the Policy and Finance Committee.

**114/21/22 TO RECEIVE A REPORT FROM SALTASH TOWN YOUTH COUNCIL
AND REQUEST FOR ANNUAL GRANT FUNDING**

It was **RESOLVED** to note the report and that the request for the award of the annual grant be received at the meeting of the Extraordinary Policy and Finance Precept Committee meeting to be held on 24th November 2021.

115/21/22 SALTASH TEAM FOR YOUTH

- a. To receive and consider a finance report from Saltash Team for Youth and any recommendations.

It was **RESOLVED** to note the report.

It was proposed by Councillor Griffiths, seconded by Councillor Peggs and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Committee meeting to be held on the 24th November 2021:

1. An increase of £10,000 to budget code 6222 PR Commissioning Youth Work for the year 2022-23
 2. To create a new budget code for publicity, events and consultations with an available budget of £1,500
 3. The mapping of existing play space provision by the Service Delivery Team to include information identified by Saltash Team for Youth
 4. Two enhanced DBS checks be undertaken at a cost of £40.00 per person plus a one off administration fee to Cornwall Council of £10.00 at a total cost of £90.00 allocated to budget code 6657 ST SNB Staff Recruitment Advertising.
- b. To receive and consider adopting Saltash Team for Youth Terms of Reference.

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to adopt the Saltash Team for Youth Terms of Reference subject to the removal of specific dates from the document.

116/21/22 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

Councillor Yates reported that there was no further update at this time.

It was **RESOLVED** to note.

b. Saltash Team For Youth

It was noted that this item was covered under minute number 119/21/22a.

c. Section 106 Panel

No report.

117/21/22 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.

118/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

119/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

120/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

121/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Wednesday 24 November 2021 at 6.30 pm

Rising at: 8.25 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 16th November 2021 at 6.30 pm

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

ALSO PRESENT: C Cook (Locum Town Clerk) and F Morris (Planning and General Administrator)

APOLOGIES: R Bickford, L Challen, M Griffiths, S Lennox-Boyd (late arrival), J Peggs, P Samuels (late arrival), and G Taylor.

100/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

101/21/22 DECLARATIONS OF INTEREST:

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

Councillor	Agenda Item	Pecuniary/ Non-Pecuniary	Reason	Left Meeting
G Challen	PA21/09128	Non-Pecuniary	Friend	Yes
S Martin	PA21/09885	Non-Pecuniary	Acquaintance	Yes
R Bullock	PA21/09909	Non-Pecuniary	Friend	Yes
S Lennox-Boyd	PA21/10120	Non-Pecuniary	Applicant is Councillor's Architect	Yes
S Lennox-Boyd	PA21/10148	Non-Pecuniary	Applicant is Councillor's Architect	Yes
G Challen	PA21/10220	Non-Pecuniary	Friend	Yes

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

None.

102/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

103/21/22 TO RECEIVE AND APPROVE THE MINUTES FROM THE EXTRAORDINARY PLANNING AND LICENSING COMMITTEE HELD ON 5TH OCTOBER 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 R Bullock and **RESOLVED** that the minutes of the Extraordinary Planning and Licensing Committee held on 5th October 2021 were confirmed as a true and correct record.

104/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

105/21/22 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:

PA20/11505

R & S Murrain & Young – **Longlands Burrell Lodge Road From Longlands To Castle Hill St Stephens PL12 4QH**

Change of use and conversion for barns to dwelling and studio and associated works.

Ward: Trematon

Date received: 27/10/21

Response date: 19/11/21

It was proposed by Councillor Yates, seconded by Councillor Miller and resolved to **RECOMMEND REFUSAL** on the grounds of Section 12 of the Saltash Neighbourhood Plan being an additional consideration to refusal and not suitable under Policy 7 of the Cornwall Local Plan as per the pre-application.

PA21/07306

Mr & Mrs Thompson – **Smallacombe Carkeel Saltash Cornwall PL12 6NW**

Construction of new steel frame stable block finished with timber cladding.

Ward: Trematon

Date received: 27/10/21

Response date: 19/11/21

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

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

PA21/09128

Mr M Sully – **436 New Road Saltash PL12 6HW**

Demolition of existing garage and single storey rear extension, proposed rear single storey extension.

Ward: Tamar

Date received: 13/10/21

Response date: 19/11/21

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

Councillor Challen was invited and returned to the meeting.

PA21/09161

Mrs Nenia Gartland – **5 Wesley Lane Saltash PL12 6TT**

Change of use from dwelling to tattoo studio and office.

Ward: Essa

Date received: 20/10/21

Response date: 19/11/21

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

PA21/09446

Mr Jeffrey Harrison – **Tor Linhay Barn The Annexe Tor Hill Saltash PL12 4QG**

Installation of 2 Air Source Heat pumps. Removal of 2 old oil storage tanks.

Ward: Trematon

Date received: 21/10/21

Response date: 19/11/21.

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

PA21/09447

Mr Jeffrey Harrison – **Tor Linhay Barn The Annexe Tor Hill Saltash PL12 4QG**

Listed Building Consent for the installation of 2 Air Source Heat pumps. Removal of 2 old oil storage tanks.

Ward: Trematon

Date received: 21/10/21

Response date: 19/11/21.

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

Councillors S Lennox-Boyd and P Samuels joined the meeting during the discussion of the next agenda item.

PA21/09449

Liz Waugh – **Riverside Cottage Forder Saltash PL12 4QR**

Removal of section of boundary wall and formation of new parking bay.

Ward: Trematon

Date received: 13/10/21

Response date: 19/11/21

It was proposed by Councillor Yates, seconded by Councillor Miller and resolved to **RECOMMEND REFUSAL** on the grounds of the destruction of the appearance of the entire area and the amenity value being in a conservation area. The Consultee comments from Historic Environment Planning dated 04.11.21. in connection with the adverse effects caused by the proposal to remove the boundary wall of the cottage being an additional consideration to refusal.

PA21/09450

Liz Waugh – **Riverside Cottage Forder Saltash PL12 4QR**

Listed Building Consent for removal of section of boundary wall and formation of new parking bay.

Ward: Trematon

Date received: 13/10/21

Response date: 19/11/21

It was proposed by Councillor Yates, seconded by Councillor Miller and resolved to **RECOMMEND REFUSAL** on the grounds of the destruction of the appearance of the entire area and the amenity value being in a conservation area. The Consultee comments from Historic Environment Planning dated 04.11.21. in connection with the adverse effects caused by the proposal to remove the boundary wall of the cottage being an additional consideration to refusal.

PA21/09780

Richard Cawston – **River House 7 The Moorings Babis Lane St Stephens Saltash PL12 4FG**

Single storey extension.

Ward: Essa

Date received: 19/10/21

Response date: 19/11/21

It was proposed by Councillor Bullock, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND APPROVAL** subject to the applicant meeting the requirements of South West Water Services and conditions relating to the water main.

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

PA21/09885

Mr & Mrs S Olney – **157 St Stephens Road Saltash PL12 4NH**

Construction of two storey rear extension to dwelling to provide entrance lobby, study, bathroom and utility.

Ward: Essa

Date received: 14/10/21

Response date: 19/11/21

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

1. Not in keeping with the street scene.
2. Overdevelopment.
3. The concerns of neighbours to be taken into consideration as follows:
 - a. 159 Original Cottage Section Back Room Daylight.
 - b. Back Room North Window as Emergency Exit.
 - c. Ability to Service portion of Cottage North Wall Blocked.
 - d. Access to Cottage North Side Protected by Covenant.
 - e. Natural Clearance of Caustic Fumes and Particulate 2.5 accumulating as a result of Neighbourhood Burning of Wet/Dry Logs from various sources.
 - f. Approval for Partial Demolition of Existing Works and Construction of New Works should only be granted once findings of critical Site Survey and Proposals are made known.
 - g. Intrusion on privacy.
 - h. Maintained appearance of historical properties.
 - i. Appearance.

Councillor Martin was invited and returned to the meeting.

PA21/09907

Mr Andrew Bevan – **2 Biscombe Gardens Saltash PL12 6EG**

To clad the outside of the property.

Ward: Tamar

Date received: 20/10/21

Response date: 19/11/21

It was proposed by Councillor Challen, seconded by Councillor Bullock and resolved to **RECOMMEND APPROVAL subject to the Fire Officer confirming the following in accordance with fire regulations:**

1. The cladding is a suitable product for this particular building.
2. The cladding is fit for purpose for this specific location, bearing in mind the effect on neighbouring properties.

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

PA21/09909

Mr & Mrs Graham & Valerie Thomas – **4 Station Court Culver Road Saltash PL12 4DR**

Construction of 6 residential apartments, together with car parking and associated site works without compliance with Condition 3 of decision notice E2/05/00899/FUL dated 07.10.2005

Ward: Essa

Date received: 21/10/21

Response date: 19/11/21

It was proposed by Councillor Yates, seconded by Councillor Miller and resolved to **RECOMMEND REFUSAL**. The window panels to be reinstated with obscure glazing and fixed shut as per Condition 3 of decision notice E2/05/00899/FUL dated 07.10.2005.

Councillor Bullock was invited and returned to the meeting.

PA21/10008

Janine Haigh – **1 Smiths Way Latchbrook PL12 4TP**

Single storey rear extension, garage conversion and internal access into loft space.

Ward: Trematon

Date received: 28/10/21

Response date: 19/11/21

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

Councillor S Lennox-Boyd declared an interest in the following agenda item and left the meeting.

PA21/10120

Mr William Ben – **12 Essa Road Saltash PL12 4ED**

Conversion of leftover unit into two dwellings.

Ward: Essa

Date received: 01/11/21

Response date: 22/11/21

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

Councillor Challen left the meeting and did not participate in PA21/10148.

Councillor Lennox-Boyd was invited and returned to the meeting.

Councillor Lennox-Boyd declared an interest in the next agenda item and left the meeting.

PA21/10148

Mr Martin Knipe – **Land At Dartana Forder Saltash**

Permission in principle for erection of a single storey sunken dwelling and use of existing access.

Ward: Trematon

Date received: 05/11/21

Response date: 19/11/21

It was proposed by Councillor Yates, seconded by Councillor Dent and resolved to **RECOMMEND REFUSAL** due to:

1. A lack of sufficient detailed information.
2. The absence of an Environmental Report.
3. The location which borders on a sensitive area and is outside the planning boundary as defined in the latest Neighbourhood Development Plan.

Councillors Challen and Lennox-Boyd were invited and returned to the meeting.

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

PA21/10220

Mr & Mrs P Brandon – **23 Deer Park Saltash PL12 6HE**

Single-storey rear extension. Loft conversion to provide additional bedroom with access to flat roof balcony at rear and balcony to front.

Ward: Tamar

Date received: 15/10/21

Response date: 19/11/21

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

Councillor Challen was invited and returned to the meeting.

d. Tree applications:

PA21/07837

Mrs Keren Rogers – **Lime Tree House Fairmead Road Saltash PL12 4JH**

Works to a Lime tree subject to a TPO – to reduce height by 2m from its current height of 18m approximately, to lift canopy by 1.5m and to cut back to the boundary wall with Oaklands House.

Ward: Tamar

Date received: 30/09/21

Response date: 18/11/21

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

It was proposed by Councillor Gilles, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND REFUSAL** in line with the recommendations of both the Cornwall Council Tree Officer's Report and the Saltash Town Council Tree Warden's Report.

PA21/10284

Kelly Crompton Guinness – **Lewis Mews New Road Saltash PL12 6AX**

T12 Ulmus Spp (Elm Species) – fell due to die back and decay.

Ward: Tamar

Date received: 21/10/21

Response date: 19/11/21

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

It was proposed by Councillor P Samuels, seconded by Councillor Miller and resolved to **RECOMMEND APPROVAL** for removing the tree as per the Cornwall Council and Saltash Town Council Tree Wardens' recommendations.

e. Tree notifications:

PA21/10291

Great Western Railway – **Saltash Station Albert Road Saltash PL12 4EB**

Tree Works to various tree species within a Conservation Area.

Ward: Essa

Date received: 14/10/21

Response date: 19/11/21

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

It was resolved to note.

106/21/22 CONSIDERATION OF LICENCE APPLICATIONS:

None.

107/21/22 CORRESPONDENCE.

None.

108/21/22 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.

109/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

110/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

111/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

112/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 21 December 2021 at 6.30 pm

Rising at: 7.58 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Tuesday 23rd November 2021 at 6.30 pm

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

ALSO PRESENT: S Burrows (Acting Town Clerk).

APOLOGIES: J Peggs.

89/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

90/21/22 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.

91/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE:

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

- a. Private and Confidential Extraordinary Personnel Committee held on 26th August 2021 as a true and correct record.

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** that the minutes of the Private and Confidential Extraordinary Personnel Committee meeting held on 26th August 2021 were confirmed as a true and correct record.

- b. Personnel Committee held on 28th September 2021 as a true and correct record.

It was proposed by Councillor Taylor, seconded by Councillor Challen and **RESOLVED** that the minutes of the Personnel Committee meeting held on 28th September 2021 were confirmed as a true and correct record.

- c. Extraordinary Personnel Committee held on 1st November 2021 as a true and correct record.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** that the minutes of the Extraordinary Personnel Committee meeting held on 1st November 2021 were confirmed as a true and correct record.

92/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

93/21/22 TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT

It was **RESOLVED** to note.

94/21/22 TO CONSIDER TRAINING REQUESTS AND REPORT BACK ON TRAINING ATTENDED.

The Acting Town Clerk informed Members of staff training for the Service Delivery Department.

It was **RESOLVED** to note that:

1. Three Service Delivery Staff are due to attend ICCM – Cemetery Management and Compliance Course.
2. The cost of the course is £135 per person within budget and line management delegated authority.
3. The cost is to be allocated against budget code 6676 Services Delivery Staff Training.
 - a. ACAS - Essential Skills for Line Managers.

The Acting Town Clerk informed Members of the training syllabus, cost and budget availability.

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** to approve:

1. The Admin, Library, Services and Finance line managers to attend the ACAS Essential Skills for Line Managers to be held at the Guildhall on Tuesday 18th January 2022.
2. The ACAS day rate of £860 + VAT within budget.
3. Allocation of cost to be divided between budget codes 6676 Services Delivery Staff Training, 6682 Library Staff Training and 6656 P&F Staff Training.

95/21/22 TO RECEIVE A VERBAL UPDATE ON THE OFFICER SAFEGUARDING POLICY.

Councillor Martin updated Members on the progress of the draft Officer Safeguarding policy.

It was proposed by Councillor Martin, seconded by Councillor Taylor and **RESOLVED** for the working group to continue to work up the Officer Safeguarding policy presenting the final version at January's Personnel Committee meeting.

96/21/22 TO RECEIVE A VERBAL UPDATE ON THE LOCAL GOVERNMENT PAY DEAL.

The Acting Town Clerk informed Members that the Unions rejected the pay deal of 1.75% urging their Members to vote yes for ballot strike action. Closing date for the ballot paper is 12 noon 13th December 2021

It was **RESOLVED** to note.

97/21/22 TO RECEIVE A VERBAL UPDATE ON THE PROPOSED AMENDMENTS TO THE LOCAL GOVERNMENT NJC GREEN BOOK.

The Acting Town Clerk informed Members of various discussions currently taking place around employment practices and the potential NJC Green Book updates.

It was **RESOLVED** to note.

98/21/22 TO RECEIVE A DISCLOSURE AND BARRING SERVICE (DBS) REPORT TOGETHER WITH A TEMPLATE FORM AND TO CONSIDER THE OPTIONS AND ANY ASSOCIATED EXPENDITURE.

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

1. The self-declaration and disclosure form to be completed by employees, volunteers and councillors who hold an Enhanced DBS Certificate on an annual basis.

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

1. For an up to date Enhanced DBS Certificate to be applied for every 5 years for employees, volunteers and councillors who hold an Enhanced DBS Certificate.
2. For employees, volunteers and councillors who hold a registered Enhanced DBS Certificate (dated within the past 5 years) are required to complete the self-declaration and disclosure form on an annual basis.
3. The Enhanced DBS application cost of £40 together with the administration fee of £10 within budget allocated to 6657 SNB Staff Recruitment Advertising.

99/21/22 TO APPROVE THE CHRISTMAS 2021 PAYROLL TO BE PROCESSED ON 17TH DECEMBER 2021 DUE TO THE CHRISTMAS SHUTDOWN PERIOD.

The Acting Town Clerk informed Members of the earlier than usual payroll for December 2021 due to the Christmas shutdown period.

It was **RESOLVED** to note.

100/21/22 TO RECEIVE A VERBAL UPDATE ON THE WINTER COVID-19 GUIDANCE.

The Acting Town Clerk informed Members of the governments Covid-19 autumn and winter plan and changes to the law together with the Town Council Covid-19 departmental risk assessments.

Various discussions took place.

Members agreed sufficient measures are in place across all Town Council departments.

It was **RESOLVED** to note.

The Chairman announced a short break at 19:10.

The Chairman reconvened the meeting at 19:15.

101/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Taylor, seconded by Councillor Challen and **RESOLVED** to exclude the public and press due to the nature of the business to be transacted.

The Chairman reminded Members that items discussed are of the strictest confidence and must not be discussed or shared with others.

Members are to refrain from taking notes in part two confidential session and to refer to the private and confidential reports provided.

All Members are subject to GDPR, Data Protection Regulations and the Code of Conduct.

102/21/22 TO CONSIDER VARIOUS STAFFING MATTERS.

Interim Town Clerk:

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** to terminate the appointment of the Locum Town Clerk as at 23rd December 2021 due to the Town Council's budget and precept work drawing to a close.

Interim Town Clerk 6 month fixed term contract:

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** to withdraw the recommendation to advertise for a qualified Town Clerk on a 6 month fixed term contract for a maximum of 30 hours per week and to focus on the recruitment of a permanent Town Clerk/RFO post.

103/21/22 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL:

a. The Town Clerk / RFO job description and person specification.

It was proposed by Councillor Taylor, seconded by Councillor Martin and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 2nd December 2021 to approve and adopt the Town Clerk/RFO job description and Person Specification subject to the following amendments to the job description only:

1. Reporting to (page 1): to remove the words 'Chairman of Personnel Committee' and replace with 'The Council'.
2. Administrative Responsibilities (page 5): to include the words 'or delegated as appropriate' following the word 'attendance'.

The Chairman asked the Acting Town Clerk to leave the meeting for the next agenda item.

b. The recruitment process for the position of a Town Clerk / RFO.

It was proposed by Councillor Challen, seconded by Councillor Taylor and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 2nd December 2021 to approve:

1. To advertise the position of a Town Clerk/RFO.
2. To advertise the post on the SLCC for Local Council Professionals website for a period of 14 days commencing 3rd December 2021.
3. To allocate the cost within budget to 6657 Staff Recruitment Advertising.
4. An Extraordinary Personnel Committee meeting to be held on 20th December 2021 to short list applications for interview.
5. The anticipated interview process to take place w/c 3rd January 2022 (not including Bank Holiday Monday).
6. Personnel Committee Members to interview shortlisted applicants with immediate appointment reporting to Full Council.

The Acting Town Clerk was invited and returned to the meeting. The Chairman informed the Acting Town Clerk of the recommendation to form the minutes.

c. STC organisational structure.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 2nd December 2021 to approve and adopt Saltash Town Council Organisational Structure.

104/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Challen, seconded by Councillor Taylor and **RESOLVED** to re-admit the public and press to the meeting.

105/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

106/21/22 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.**

None.

DATE OF NEXT MEETING

Tuesday 25 January 2022 at 6.30 pm

Rising at: 8.50 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Policy and Finance Committee held at the Guildhall on Wednesday 24th November 2021 at 6.30 pm

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

122/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

123/21/22 DECLARATIONS OF INTEREST:

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

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left the Meeting
Dent	4b	Non-pecuniary	Chair, Saltash Heritage	Yes
Bullock	4b	Non-pecuniary	Member of Saltash Heritage	No

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

None.

**124/21/22 TO RECEIVE AND CONSIDER BUDGET/PRECEPT
RECOMMENDATIONS FROM TOWN COUNCIL COMMITTEES AND
SUB COMMITTEES:**

a. Personnel held on 28th September 2021 Minute nr 80/21/22 a1 to 2 and b1 to 7.

1. To withdraw the Administration/HR Assistant budget line for the year 2021-22.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to withdraw the Administration/HR Assistant budget line for the year 2021-22 and request that the Personnel Committee revisit this post.

2. To vire surplus from the Administration/HR Assistant budget 2021-22 of £27,886.46 to budgets P&F Staffing Contingency, salary uplift to the temporary Acting Town Clerk post and the interim Town Clerk post.

The Finance Officer reported that since the Personnel Meeting held on 28th September 2021 the staffing structure has changed and the figure to vire has been amended to £39,230.00

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to note the change and that following the reallocation of the P&F staffing budget salary uplift to the temporary Acting Town Clerk post, to vire £39,230.00 from P&F staffing costs 2021/22 to budget codes 6694 P&F Staffing Contingency and vire £20,000.00 to P&F Staffing budget costs 2022/23.

3. To vire surplus from the P&F Staffing budget 2021-22 of £12,895.00 to the P&F Staff Contingency budget for the year 2022-23 (allocated as per minute number 80/21/22a point 2 above).

This item was taken under minute number 124/21/22 a2 as above.

4. To vire surplus from the Service Delivery Staffing budget 2021- 22 of £24,643.00 to the Service Delivery Staff Contingency budget for the year 2022-23. To note; points one and two above will avoid an increase in the Precept for the year 2022-23.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to vire the surplus from the Service Delivery Staffing budget 2021- 22 of £24,643.00 to the Service Delivery Staff Contingency budget for the year 2022-23.

5. To increase the Library Staffing Contingency budget to £15,000.00 for the year 2022-23.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to increase the Library Staffing Contingency budget to £15,000.00 for the year 2022-23.

6. To withdraw the Casual Library Information Assistant budget line for the year 2022-23, there are no available funds to vire from this budget.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to withdraw the Casual Library Information Assistant budget line for the year 2022-23.

7. To increase the Personnel Committee EMF Legal Fees from £6,000.00 to £8,000.00 for the year 2022-23.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to increase the Personnel Committee EMF Legal Fees from £6,000.00 to £8,000.00 for the year 2022-23.

8. To increase the Personnel Committee Operating Expenditure by 2.5% CPI.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to increase the Personnel Committee Operating Expenditure by 2.5% CPI.

9. To set the Personnel Committee budget (as attached) for the year 2022-23.

This item was taken under minute number 125/21/22d.

- b. Extraordinary Services held on 3rd November 2021 Minute nr 63/21/22.

1. To approve Cornwall Council's proposal to withdraw all library fines and be recompensed a total of £975.00 by 2025.

It was **RESOLVED** to note.

2. To vire £21,500.00 from budget 6923 PWLB Loan Repayment and Interest to 6973 EMF Loan Repayment and precept a further £1,500.00 for the estimated repayment of £23,000.00 per year;

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to vire £21,500.00 from budget 6923 PWLB Loan Repayment and Interest to 6973 EMF Loan Repayment and precept a further £1,500.00 for the estimated repayment of £23,000.00 per year.

3. To increase the Services Committee Operating Expenditure by 2.5% CPI.

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to increase the Services Committee Operating Expenditure by 2.5% CPI.

4. To set the Services Committee budgets (as attached) for the year 2022/23.

This item was taken under minute number 125/21/22d.

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

Councillor Bullock declared an interest in the next item but remained in the meeting and did not vote.

5. The Heritage Museum budget requirements were referred to the Extraordinary Policy and Finance Committee meeting to be held on the 24th November 2021 due to Cllrs Dent and Bullock declaring an interest leaving the meeting inquorate;

It was proposed by Councillor Yates, seconded by Councillor Peggs and **RESOLVED** to add £5,000.00 to EMF Heritage Centre for roof repairs.

Councillor Dent was invited and returned to the meeting.

6. The request to precept £10,000.00 for the station canopy works was deferred until further information can be provided by the Chairman of the Station Property Sub Committee Councillor Bickford;

Councillor Bickford informed the meeting that following a review of the Station Building budget with the Finance Officer he wished to withdraw the request to precept £10,000.00 for the station canopy.

It was **RESOLVED** to note.

7. To increase the allotment fees and charges at Churchtown only by £10 and Fairmead only by £5 for the year 2023/24.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to increase the allotment fees and charges at Churchtown only by £10 and Fairmead only by £5 for the year 2023/24.

8. To set the Fees and Charges (as attached) for the year 2022/23.

This item was taken under minute number 125/21/22b.

- c. Policy and Finance held on 9th November 2021 Minute nr 115/21/22 a1 to a4.

1. To increase by £10,000.00 budget code 6222 PR Commissioning Youth Work for the year 2022-23;

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to increase by £10,000.00 budget code 6222 PF Commissioning Youth Work for the year 2022-23.

2. To create a new budget code for publicity, events and consultations with an available budget of £1,500.00.

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to create a new budget code for publicity, events and consultations with an available budget of £1,500.00

3. The mapping of existing play space provision by the Service Delivery Team to include information identified by Saltash Team for Youth;

It was **RESOLVED** to note.

4. Two enhanced DBS checks be undertaken at a cost of £40.00 per person plus a one off administration fee to Cornwall Council of £10.00 at a total cost of £90.00 allocated to budget code 6657 ST SNB Staff Recruitment Advertising.

It was **RESOLVED** to note.

125/21/22 FINANCE:

- a. To set the Policy and Finance budgets for the year 2022/23.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 the Policy and Finance budgets (as attached) for the year 2022/23.

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

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 the Policy and Finance fees and charges (as attached) for the year 2022/23.

- c. To set the level of contingency for the year 2022/23.

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 a 5.5 month level of statutory contingency for the year 2022/23.

- d. To recommend to Full Council the budgets for the year 2022/23.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 the budgets (as attached) for the year 2022/23.

- e. To recommend to Full Council the fees and charges for the year 2022/23.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 the fees and charges (as attached) for the year 2022/23.

The Chairman called for a short recess prior to the next item and the meeting reconvened at 8.00p.m.

- f. To recommend to Full Council the Precept for 2022/23.

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on 2nd December 2021 the 2022/23 Precept of £1,255,690.00

DATE OF NEXT MEETING

Tuesday 11 January 2022 at 6.30 pm

Rising at: 8.18 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council Fees and Charges

Description		2021/2022 Charge	2022/2023 Charge
Room Hire (min of 2 hour booking from 01/04/2014) (Non VATable)			
Guildhall	Casual ph - weekdays 9am - 5pm (Community Rate)	£10.00	£10.30
	Casual ph - weekends & evenings (Community Rate)	£21.00	£21.50
	Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.00	£15.40
	Casual ph - weekends & evenings (Commercial Rate)	£25.20	£25.90
Council Chamber	Casual ph - weekdays 9 am - 5pm (Community Rate)	£10.00	£10.30
	Casual ph - weekends & evenings (Community Rate)	£15.00	£15.40
	Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.00	£15.40
	Casual ph - weekends & evenings (Commercial Rate)	£18.00	£18.50
20% Discount for regular bookers evenings and weekends			
Room Hire Extras (VATable)	Tea/coffee per cup with biscuits (Community)	£1.00	£1.00
	Tea/coffee per cup with biscuits (Commercial)	£1.00	£1.00
	Photocopying	20p black	20p black
		35p colour	35p colour
Room Hire (min of 2 hour booking) (VATable)			
Isambard House (Station Building)	Casual ph - weekdays 9am - 5pm (Community Rate)	£10.00	£10.00
	Casual ph - weekends & evenings (Community Rate)	£15.00	£15.00
	Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.00	£15.00
	Casual ph - weekends & evenings (Commercial Rate)	£30.00	£30.00
20% Discount for regular bookers evenings and weekends			
Room Hire Extras (VATable)	Tea/coffee per cup with biscuits (Community)	£1.00	£1.00
	Tea/coffee per cup with biscuits (Commercial)	£1.00	£1.00
Other Charges (VATable)			
Freedom of Information Charge (first 18 hours free of charge)		£25.00 per hour	£25.00 per hour
Environmental Information Regulations 2004 (first 18 hours free of charge)		£25.00 per hour	£25.00 per hour
Mooring Fees (VATable)			
Pontoon (Berth) per metre - permanent users, charge per annum, minimum £900 (Non Commercial)		£150.00	£155.00
Pontoon (Berth) per metre - permanent users, charge per annum, minimum £1,300 (Commercial)		£225.00	£235.00
Visiting boats - (2 hours free);charge for 24 h (Non Commercial)		£25.00	£25.00
Visiting boats - (2 hours free);charge for 24 h (Commercial)		£37.50	£37.50
Visiting boats - 3 day stay (1 Day free of charge) (Non Commercial)		£50.00	£50.00
Trusted boated scheme - (casual users); charge per annum		£75.00	£75.00
Library Charges		Set by Cornwall Council	Set by Cornwall Council
Overdue charges for books and free DVD loans:			
Adult members		£0.25 per open day to a maximum of £8.00	£0.25 per open day to a maximum of £8.00
Access, Concessionary and Young Adult members		£0.15 per open day to a maximum of £4.00	£0.15 per open day to a maximum of £4.00
Child members (under 16)		No charge	No charge
Replacement membership cards:			
Adult members		£1.50	£1.50
Concessions, Access, Young Adult		£1.00	£1.00
Under 16s		£0.50	£0.50
Hire Charges:			
DVDs :		from £0.50 to £3.00 per week	from £0.50 to £3.00 per week
Access Member limited to 2 at a time		Free	Free
Non-fiction		Free	Free
CDs:		£1.00	£1.00
Access Member		Free	Free
Computer games (where available)		£3.00 per week	£3.00 per week
Audiobook CDs per 3 week loan			
Adults		Free	Free
Children		Free	Free
Access members, housebound member and looked after children		Free	Free
Reservations:			
Adults and Concessionary users		£1.00 per item if placed by staff member	£1.00 per item if placed by staff member
Online reservations		Free with a limit of 6 at any one time	Free with a limit of 6 at any one time
Access and Housebound members		Free	Free
Under 18s		Free with a limit of 6 at any one time	Free with a limit of 6 at any one time
Reader's groups free for items provided from the reading group sets (items outstanding for over 1 month will be charged as lost)		Free	Free
Books on Prescription		Free	Free
Performing Arts collection:			

Saltash Town Council Fees and Charges

Description	2021/2022 Charge	2022/2023 Charge
Vocal and Orchestral sets	no charge	no charge
Vocal and orchestral sets requested from outside Cornwall		
Vocal scores	10 Scores at £4 per month	10 Scores at £4 per month
Orchestral sets	£10.00 per set per three months	£10.00 per set per three months
Postage charge (please note this charge may vary, ask staff for details)	£7.00 per 20 copies	£7.00 per 20 copies
Reservation charge from library authorities inside South West Region (non-refundable)	£6.00	£6.00
Reservation charge from library authorities outside South West Region (non-refundable)	£12.05	£12.05
Renewals will be charged at the rates and time periods as listed above		
Late returns charge applies	£10.00	£10.00
Missing part charged, unless a new copy is supplied by customer	at cost plus £5.00 administration fee	at cost plus £5.00 administration fee
Out of County Inter Library Loan Requests:		
Adults	£10.10	£10.10
Concessions, Young Adults	£9.10	£9.10
Children	£4.10	£4.10
British library book loan request	£19.00	£19.00
British Library periodical request	£13.25	£13.25
British Library Loan Renewal	£5.10 per 3 week renewal period	£5.10 per 3 week renewal period
Please note that persons owing more than £5.00 in library charges may be prevented from borrowing until the balance is reduced. Please speak to a member of staff for advice.		
Use of public computers (subject to availability):		
Cornwall library members	Free for two hours	Free for two hours
Other library members (English and Welsh Library Authorities on production of a library card)	Free for one hour	Free for one hour
Non-members	Free for half an hour - no extension	Free for half an hour - no extension
Access to Wi-Fi	Free	Free
Extension of time after the free period is dependent on availability and at the discretion of the library supervisor.		
Please note that persons owing more than £5.00 in library charges will be regarded as non-members for computer charging purposes		
Printing from any source:		
1-29 sheets (price per sheet)		
Monochrome A4	£0.10	£0.10
Monochrome A3	£0.20	£0.20
Colour A4	£0.50	£0.50
Colour A3	£1.00	£1.00
30 plus sheets (price per sheet)		
Monochrome A4	£0.08	£0.08
Monochrome A3	£0.16	£0.16
Colour A4	£0.40	£0.40
Colour A3	£0.80	£0.80
High gloss colour printing on customer's own paper	£1.00	£1.00
High gloss colour printing on library paper	£1.25 per sheet	£1.25 per sheet
Commission rates:		
Requires signed agreement in place between artist and relevant Council	30%	30%

Additional Library Charges	Set by Saltash Town Council	Set by Saltash Town Council
Merchandise Items with logo	2021/22	2021/22
Jute Bags (Each)	£1.90	£1.90
Coffee Mugs (Each)	£1.99	£1.99
Writing Kits (Each)	£5.99	£5.99
Activities	Price to be given on application	Price to be given on application

Description	2021/2022	2022/2023	2023/2024
Allotments	£30.00	£30.00	£30.00
(Non VATable)	£40.00	£40.00	£45.00

Saltash Town Council Fees and Charges

Description	2021/2022 Charge	2022/2023 Charge	
Churchtown pa	£40.00	£40.00	£50.00
Grenfell Avenue New Site pa	£30.00	£30.00	£30.00
Water pa	£10.00	£10.00	£10.00

Notes

Inflationary rate used for fees and charges increase is CPI 2.5% based on June 2021

Burial Authority - Churchtown Cemetery

Fees and Charges

Description	2021/2022 (As of 1st April 2021)	2022/2023 (As of 1st April 2022)
<u>Interment Fees</u>		
Interment under the age of 18 years - (Saltash residents only)	No Charge	No Charge
1st Interment over the age of 18 years - (triple depth plot)	£683	£700
2nd & 3rd Interment over the age of 18 years - (ERB determined)	£683	£700
1st Interment of ashes in a casket - (double depth plot)	£325	£333
2nd Interment of ashes in a casket - (ERB determined)	£325	£333
1st Interment of loose ashes - (double depth plot)	£163	£167
2nd Interment of loose ashes - (ERB determined)	£163	£167
Interment of ashes in Garden of Remembrance	£325	£333
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge
<u>Exclusive Right of Burial including Plot Deed (Exclusive Right of Burial must be purchased with 1st Interment) - Length of Exclusive Right of Burial - 10 Years</u>		
Exclusive Right of Burial under the age of 18 years	No Charge	No Charge
Exclusive Right of Burial 1st Interment over the age of 18 years	£325	£333
Exclusive Right of Burial 1st Interment of ashes in a casket	£109	£111
Exclusive Right of Burial 1st Interment of loose ashes	£109	£111
Service Men and Emergency Service Personnel killed in active service - Saltash Residents Only.	No Charge	No Charge
<u>Memorial Permissions - Length of Right to Erect a Memorial - 10 years</u>		
Permission to erect headstone including first inscription	£108	£111
Additional inscriptions	£55	£56
Permission to place cremated remains tablet	£55	£56
Renewal of Grant of Right to Erect a Memorial	£27	£28
Permission to place a rose bush and memorial tag	£100	£103
Permission to erect/place monument CWG/MOD	No Charge	No Charge
Cremation foundation slab and tablet to be supplied by ERB owner		
<u>Renewal of Exclusive Rights of Burial - Length of Exclusive Right of Burial - 10 Years</u>		
Single grave for the interment under the age of 18 years - (Saltash resident only)	No Charge	No Charge
Second and third interment admin fee (ERB must be determined)	£27	£28
Renewal of Exclusive Rights of Burial	£27	£28
Renewal of Exclusive Rights of Cremated Remains	£27	£28
Issue & registration of duplicate deed of grant of grave space	£27	£28
Inspection of Burial Register	£27	£28
Transfer of ERB certificate by assignment up to a maximum of 2 hours, and then charged on a hourly basis at £25 per hour	£50	£51
Transfer of ERB certificate by Statutory Declaration	£82	£84
Permission of right to CWG Commission or MOD	No Charge	No Charge
Permission to place a war grave marker	No Charge	No Charge
Exhumations of coffins or cremated remains casket/loose ashes		
	Price on Application	Price on Application
Search of Registers by our staff (per search)	£27	£28
Search of Registers by our staff (non resident)	£55	£56
<u>Benches</u>		
A suggested donation to supply, fit & maintain a memorial bench	Price on Application	Price on Application
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the Chairman of the Burial Authority Committee)	All Fees Double	All Fees Double

Notes

Inflationary rate used for fees and charges increase is CPI 2.5% based on June 2021

Joint Burial Board - St. Stephens Cemetery

Fees and Charges

Description	2021/2022 (As of 1st April 2021)	2022/2023 (As of 1st April 2022)
<u>Interment Fees</u>		
Re-opening / Interment of a body (Saltash residents)	£686	£700
Re-opening / Burial of cremated remains (Saltash residents)	£327	£335
Double standard fees apply to non Saltash residents, except those who were resident until 2 years prior to their death. (Non-resident fees are at the discretion of the STC Co-Chairman of the Burial Board Committee.)	All Fees Double	All Fees Double
<u>Benches</u>		
A suggested donation to supply, fit and maintain a memorial bench	Price on Application	Price on Application

Notes

Inflationary rate used for fees and charges increase is CPI 2.5% based on June 2021

SALTASH TOWN COUNCIL **SUMMARY OF EXPENDITURE PLANNED FOR 2022/2023**

	2021/2022	2022/2023	Percentage increase/ decrease %
	£	£	
Burial Authority : Churchtown	45,308	35,191	-22.3
Burial Board : St Stephen's	30,898	31,046	0.5
Services	622,316	738,658	18.7
Policy & Finance	554,765	525,029	-5.4
Personnel	10,614	12,668	19.4
TOTAL EXPENDITURE	1,263,900	1,342,592	6.2
Less Income, Refunds, Grants	61,550	73,155	18.9
Planned Budget	1,202,351	1,269,437	5.6
Add Funding for Devolved Contingency			
Less Central Government Council Tax Support Funding	31,228	13,747	
Precept	1,171,123	1,255,690	7.22
Amount per Band D Dwelling: Tax Base 22/23 : 5488.63	219.39	228.78	4.28
<u>Capital & Reserves</u>	<u>2020/2021</u>	<u>2021/2022</u>	
Capital Works arising from Assets and Services Required (General Reserves)	164,187	125,000	
Earmarked Reserve	220,178	322,421	
S106 (LIDL)	1,603	1,603	
S106 (Waitrose)	7,621	5,000	
Saltash Waterfront Revitalisation Grant			
Contingency 6 Months 21/22	481,941	584,870	5.5 Months Contingency of 2022/23 is £570,825
Estimated Reserves at 31st March:	875,530	1,038,894	
Employees at 31st March:	18.3 FTE	22.8 FTE	

Further details are available if required between 9:00am - 5:00pm weekdays from
Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX
Telephone : 01752 844846 www.saltash.gov.uk

Account	Actual Received/S pend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Estimated Y/E Income /Spend 2021/22	Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Operating Income													
Total Operating Income													
Burial Authority Income	24,183	0	0	15,000	15,440	(440)	25,652		17,500	17,938	18,386	18,846	19,317
Burial Board Income	14,538	0	0	8,050	6,249	1,801	8,667		8,064	8,265	8,472	8,684	8,901
P&F Income	5,780	0	0	4,024	1,956	2,068	4,024		4,125	4,228	4,333	4,442	4,553
Guildhall Income	13,985	0	0	5,355	1,406	3,949	5,355		10,750	11,019	10,900	10,965	10,965
Library Income	664	0	0	4,920	367	4,553	1,622		4,100	3,246	2,994	3,069	3,146
Maurice Huggins Income	0	0	0	0	173	(173)	360		1,000	1,025	1,051	1,077	1,104
Station Income	0	0	0	3,750	1,708	2,042	2,500		6,000	6,150	6,304	6,461	6,623
Service Delivery Income	10,652	0	0	20,450	15,554	4,896	16,309		21,617	22,157	31,184	31,373	31,373
Total Total Operating Income	69,802	0	0	61,549	42,854	18,695	64,489		73,155	74,028	83,624	84,916	85,981
Total Operating Income	69,802	0	0	61,549	42,854	18,695	64,489		73,155	74,028	83,624	84,916	85,981
Operating Expenditure													
Operating Expenditure													
Burial Authority Expenditure	23,401	0	0	24,760	11,397	13,363	23,925		24,347	24,421	24,497	13,883	3,270
Burial Authority Staffing Expenditure	11,275	0	0	10,548	4,914	5,634	9,028		10,844	11,167	11,499	11,842	12,194
Burial Board Expenditure	3,084	0	0	6,284	1,270	5,014	5,551		5,743	5,887	6,034	6,185	6,339
Burial Board Staffing Expenditure	26,297	0	0	24,613	11,465	13,148	21,065		25,303	26,056	26,832	27,631	28,454
P&F Expenditure	134,736	0	16,900	163,327	75,529	104,698	184,682		212,240	214,093	217,047	220,073	223,037
P&F Staffing Expenditure	300,411	0	(39,230)	354,437	201,610	113,597	313,507		305,789	335,485	345,469	355,751	366,339
Guildhall Expenditure	19,960	0	0	26,733	16,139	10,594	25,300		29,267	29,998	30,748	31,517	32,305
Guildhall Staffing Expenses	26,148	0	0	23,833	15,410	8,423	23,562		28,404	29,252	30,125	31,023	31,949
Library Expenditure	25,613	0	(21,500)	55,134	21,082	12,552	30,340		33,139	55,430	56,241	57,045	57,896
Library Staffing Expenses	84,837	0	20,691	98,312	70,962	48,041	114,920		127,320	131,125	135,044	139,080	143,236
Maurice Huggins Expenses	21	0	0	0	896	(896)	2,318		3,639	3,730	3,824	3,919	4,017
Station Expenditure	4,846	0	0	16,005	7,782	8,223	14,004		21,022	21,548	22,086	22,639	23,204
Station Staffing Expenses	0	0	7,000	1,250	0	8,250	8,250		8,096	8,332	8,575	8,826	9,084
Service Delivery Expenditure	72,221	0	0	74,483	31,291	43,192	74,477		91,756	93,938	96,173	98,465	100,814
Service Delivery Staffing Expenditure	120,264	0	5,357	207,407	125,685	87,079	213,802		307,858	317,019	326,453	336,168	346,172
Personnel Expenditure	3,562	0	0	10,613	6,216	4,397	10,750		10,668	10,935	11,208	11,488	11,776
Total Operating Expenditure	856,678	0	(10,782)	1,097,739	601,649	485,308	1,075,481		1,245,436	1,318,416	1,351,856	1,375,535	1,400,088
Total Operating Expenditure	856,678	0	(10,782)	1,097,739	601,649	485,308	1,075,481		1,245,436	1,318,416	1,351,856	1,375,535	1,400,088
Total Operating Surplus/ (Deficit)	(786,875)	0	(10,782)	(1,036,190)	(558,795)	(466,613)	(1,010,992)		(1,172,281)	(1,244,388)	(1,268,232)	(1,290,618)	(1,314,107)
EMF Expenditure													
Burial Authority EMF Expenditure	2,126	21,333	0	10,000	494	30,839			0	0	0	0	0
Burial Board EMF Expenditure	0	3,720	0	0	0	3,720			0	0	0	0	0
P&F EMF Expenditure	20,157	135,225	37,814	37,000	4,927	205,112			7,000	0	0	0	0
Guildhall EMF Expenditure	3,916	34,433	0	16,160	0	50,593			20,000	5,000	0	0	0
Library EMF Expenditure	11,881	65,146	9,403	34,000	16,390	92,159			11,156	0	0	0	0
Maurice Huggins EMF Expenditure	394	2,606	0	0	0	2,606	(2,000)		0	0	0	0	0
Station EMF Expenditure	143,272	96,273	26,939	20,000	46,243	96,969			0	0	0	0	0
Service Delivery EMF Expenditure	145,021	103,764	(5,357)	49,000	28,766	118,641			57,000	17,000	17,000	17,000	17,000
Personnel EMF Expenditure	0	6,000	0	0	0	6,000			2,000	0	0	0	0
Total EMF Expenditure	326,768	468,500	68,799	166,160	96,820	606,639			97,156	22,000	17,000	17,000	17,000
Total Overall Expenditure (Operational & EMF)	1,183,445	468,500	58,017	1,263,899	698,468	1,091,948			1,342,592	1,340,416	1,368,856	1,392,535	1,417,088
Total Overall Budget Surplus/ Defecit	(1,113,643)	(468,500)	(79,581)	(1,202,350)	(655,615)	(1,073,252)			(1,269,437)	(1,266,388)	(1,285,232)	(1,307,618)	(1,331,107)

Notes
To/From Reserves & Budget Virements 2021/22
1. All budget virements are detailed on the individual committee budget sheets

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/ Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Estimated Y/E Income /Spend 2021/22	Precept Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Operating Income													
Burial Authority Income													
4612 BA Cemetery Fees (Churchtown)	24,183	0	0	15,000	15,440	(440)	25,652	To be increased	17,500	17,938	18,386	18,846	19,317
Total Burial Authority Income	24,183	0	0	15,000	15,440	(440)	25,652		17,500	17,938	18,386	18,846	19,317
Total Operating Income	24,183	0	0	15,000	15,440	(440)	25,652		17,500	17,938	18,386	18,846	19,317
Operating Expenditure													
Burial Authority Expenditure													
6000 BA Petrol	99	0	0	250	120	130	202	To be increased	300	308	315	323	331
6001 BA Machinery Maintenance Costs	317	0	0	450	38	412	225	To be decreased	250	256	263	269	276
6003 BA Health & Safety	56	0	0	108	0	108	50	To be decreased	50	51	53	54	55
6004 BA General Site Maintenance	241	0	0	750	63	687	250	To be decreased	500	513	525	538	552
6005 BA Fire Extinguishers	(5)	0	0	80	41	39	80		82	84	86	88	91
6008 BA Tree Survey & Tree Maintenance	425	0	0	700	0	700	700		718	735	754	773	792
6009 BA Electricity Costs	417	0	0	269	38	231	269		276	283	290	297	304
6010 BA PWLB Loan Repayment & Interest	21,385	0	0	21,385	10,692	10,693	21,385		21,385	21,385	21,385	10,693	
6011 BA Water	0	0	0	323	0	323	323		331	339	348	357	365
6013 BA Security Alarm Maintenance	175	0	0	153	117	36	153		157	161	165	169	173
6014 BA Cemetery Software Subscription	290	0	0	292	288	4	288		299	307	314	322	330
Total Burial Authority Expenditure	23,401	0	0	24,760	11,397	13,363	23,925		24,347	24,421	24,497	13,883	3,270
Burial Authority Staffing Expenditure													
Burial Authority Staffing Expenses	103	0	0	262	34	228	262		269	275	282	289	296
6666 ST BA Staff Training (Churchtown)	12	0	0	201	0	201	201		206	211	216	222	227
Burial Authority Staffing Costs	11,160	0	0	10,085	4,880	5,205	8,565		10,369	10,680	11,001	11,331	11,671
Total Burial Authority Staffing Expenditure	11,275	0	0	10,548	4,914	5,634	9,028		10,844	11,167	11,499	11,842	12,194
Total Operating Expenditure	34,676	0	0	35,308	16,311	18,997	32,953		35,191	35,588	35,997	25,724	15,464
Total Burial Authority Operating Expenditure	34,676	0	0	35,308	16,311	18,997	32,953		35,191	35,588	35,997	25,724	15,464
Total Burial Authority Operating Surplus/ (Deficit)	(10,493)	0	0	(20,308)	(871)	(19,437)	7,301		(17,691)	(17,651)	(17,611)	(6,879)	3,852
Burial Authority EMF Expenditure													
6070 BA EMF Churchtown Cemetery Capital Works	1,578	7,668	0	0	0	7,668		kept the same	0	0	0	0	0
6071 BA EMF Replace Machinery & Equipment	0	9,967	(5,000)	10,000	0	14,967		Transfer £5,000 to 6070 22/23	0	0	0	0	0
6073 BA EMF Memorial Garden	548	2,498	5,000	0	494	7,004		kept the same	0	0	0	0	0
6692 ST BA EMF Staff Contingency (Churchtown)	0	1,200	0	0	0	1,200		kept the same	0	0	0	0	0
Total Burial Authority EMF Expenditure	2,126	21,333	0	10,000	494	30,839			0	0	0	0	0
Total Burial Authority Expenditure (Operational & EMF)	36,803	21,333	0	45,308	16,805	49,836			35,191	35,588	35,997	25,724	15,464
Total Burial Authority Budget Surplus/ Deficit	(12,620)	(21,333)	0	(30,308)	(1,365)	(50,276)			(17,691)	(17,651)	(17,611)	(6,879)	3,852

Precept Notes 2022 -23
1. Inflationary rate used for fixed costs is CPI 2.5% based on June 2021
2. Inflationary rate of 3% used for staffing costs & Predicted increase in Employers NI from 22/23 1.25%
3. BA proposed to transfer between EMFs £5,000 from 6071 to 6070 for the year 2022/23

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds to Receive/ Available to Date 2021/22	Estimated Y/E Income/ Spend 2021/22	Precept Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Burial Board Operating Income													
Burial Board Income													
4600 BB Cemetery Fees (St. Stephens)	13,299	0	0	7,500	5,688	1,812	8,106		7,500	7,688	7,880	8,077	8,279
4605 BB SLA Payment Grass Cutting	550	0	0	550	561	(11)	561		564	578	592	607	622
4613 BB Memorial Bench Income - St. Stephens	689	0	0	0	0	0	0		0	0	0	0	0
Total Burial Board Income	14,538	0	0	8,050	6,249	1,801	8,667		8,064	8,265	8,472	8,684	8,901
Total Burial Board Operating Income	14,538	0	0	8,050	6,249	1,801	8,667		8,064	8,265	8,472	8,684	8,901
Burial Board Operating Expenditure													
Burial Board Expenditure													
6100 BB Petrol	232	0	0	350	279	71	350	To be increased	400	410	420	431	442
6101 BB Machinery Maintenance Costs	620	0	0	1,184	277	907	620	To be decreased	650	666	683	700	717
6103 BB Health & Safety	304	0	0	269	0	269	100	To be decreased	100	103	105	108	110
6104 BB General Site Maintenance	568	0	0	1,250	714	536	1,250		1,281	1,313	1,346	1,380	1,414
6105 BB Fire Extinguishers	85	0	0	0	0	0		To be deleted	0	0	0	0	0
6108 BB Tree Survey & Tree Maintenance	1,275	0	0	3,231	0	3,231	3,231		3,312	3,395	3,479	3,566	3,656
Total Burial Board Expenditure	3,084	0	0	6,284	1,270	5,014	5,551		5,743	5,887	6,034	6,185	6,339
Burial Board Staffing Expenditure													
Burial Board Staff Expenses	229	0	0	612	79	533	612		627	643	659	676	692
6670 ST BB Staff Training (St. Stephens)	27	0	0	469	0	469	469		481	493	505	518	531
Burial Board Staffing Costs	26,040	0	0	23,532	11,386	12,146	19,984		24,195	24,920	25,668	26,438	27,231
Total Burial Board Staffing Expenditure	26,297	0	0	24,613	11,465	13,148	21,065		25,303	26,056	26,832	27,631	28,454
Total Burial Board Operating Expenditure	29,381	0	0	30,897	12,735	18,162	26,616		31,046	31,943	32,866	33,816	34,793
Total Burial Board Operating Expenditure	29,381	0	0	30,897	12,735	18,162	26,616		31,046	31,943	32,866	33,816	34,793
Total Burial Board Operating Surplus/ (Deficit)	(14,843)	0	0	(22,847)	(6,486)	(16,361)	(17,949)		(22,982)	(23,677)	(24,394)	(25,132)	(25,893)
Burial Board EMF Expenditure													
6170 BB EMF Repairs to Cemetery Wall	0	920	0	0	0	920		To be kept	0	0	0	0	0
6693 ST BB EMF Staff Contingency (St Stephens)	0	2,800	0	0	0	2,800		To be kept	0	0	0	0	0
Total Burial Board EMF Expenditure	0	3,720	0	0	0	3,720			0	0	0	0	0
Total Burial Board Expenditure (Operational & EMF)	29,381	3,720	0	30,897	12,735	21,882			31,046	31,943	32,866	33,816	34,793
Total Burial Board Budget Surplus/Deficit	(14,843)	(3,720)	0	(22,847)	(6,486)	(20,081)			(22,982)	(23,677)	(24,394)	(25,132)	(25,893)

Precept Notes 2022-23
1. Inflationary rate used for fixed costs is CPI 2.5% based on June 2021
2. Inflationary rate of 3% used for staffing costs & Predicted increase in Employers NI from 22/23 1.25%

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Estimated Y/E Income/ Spend 2021/22	Precept Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
P&F Operating Income													
P&F Income													
4901 PF Bank Interest Received	5,611	0	0	4,024	1,956	2,068	4,024		4,125	4,228	4,333	4,442	4,553
4908 PF Misc Income	170	0	0	0	0	0	0		0	0	0	0	0
Total P&F Income	5,780	0	0	4,024	1,956	2,068	4,024		4,125	4,228	4,333	4,442	4,553
Total P&F Operating Income	5,780	0	0	4,024	1,956	2,068	4,024		4,125	4,228	4,333	4,442	4,553
P & F Operating Expenditure													
P&F Expenditure													
6200 PF Bank Charges (6200)	735	0	0	1,081	517	564	1,081		1,108	1,136	1,164	1,193	1,223
6201 PF Audit (6201)	2,500	0	0	3,366	600	2,766	3,366		3,450	3,536	3,625	3,715	3,808
6202 PF Civic Occasions (including Road Closures) (6202)	1,415	0	0	2,500	743	1,757	2,500	Platinum Jubilee Costs to be considered	3,500	2,530	2,593	2,658	2,725
6203 PF Mayors' Allowance	4,809	0	0	4,838	2,903	1,935	4,838		4,959	5,083	5,210	5,340	5,474
6204 PF Councillors' Allowance	2,556	0	0	3,434	0	3,434	3,434		3,520	3,608	3,698	3,790	3,885
6205 PF Insurance	12,413	0	0	22,000	17,293	4,707	22,000		22,132	22,265	22,398	22,533	22,533
6206 PF Youth Council (6206)	3,000	0	0	4,000	4,000	0	4,000		4,000	4,000	4,000	4,000	4,000
6208 PF Subscriptions (6208)	3,891	0	0	11,500	9,047	2,453	11,500	To be increased	15,000	15,375	15,759	16,153	16,557
6210 PF Community Chest (6210)	5,600	0	0	15,000	1,570	13,430	15,000		10,000	10,000	10,000	10,000	10,000
6211 PF Website Maintenance (6211)	633	0	0	570	490	80	570	To be increased	1,000	1,025	1,051	1,077	1,104
6213 PF Councillor Training & Expenses (6213)	735	0	0	2,675	2,040	635	2,675	To be increased	2,742	2,810	2,881	2,953	3,027
6214 PF Health & Safety (6214)	5,884	0	1,900	5,644	6,746	798	7,544	To be increased	7,500	7,688	7,880	8,077	8,279
6215 PF Annual Report	0	0	0	450	0	450	450		450	461	473	485	497
6216 PF Miscellaneous	0	0	0	100	0	100	100		100	103	105	108	110
6217 PF Data Protection (6217)	55	0	0	100	55	45	55		100	103	105	108	110
6219 PF Covid 19 H&S Materials & Equipment	13,413	0	0	2,500	2,970	(470)	4,000	To be decreased	2,000	2,050	2,101	2,154	2,208
6220 PF Festival Fund & Event Expenditure	0	0	15,000	0	5,555	9,445	15,000		15,000	15,000	15,000	15,000	15,000
6221 PF Town Messenger (6221)	3,957	0	0	4,308	1,800	2,508	4,308	To be increased	5,000	5,125	5,253	5,384	5,519
								Agreed 9/11/21 P&F Committee Minute No 115/21/22, please note below No. 6					
6222 PF Commissioning Youth Work (6222)	40,000	0	0	40,000	1,667	38,333	43,000		50,000	50,000	50,000	50,000	50,000
6224 PF Professional Costs	848	0	0	2,000	727	1,273	2,000		2,050	2,101	2,154	2,208	2,263
6225 PF Neighbourhood Plan	2,604	0	0	5,030	2,046	2,984	5,030		5,156	5,285	5,417	5,552	5,691
6226 PF Town Vision Sub Committee	0	0	0	0	0	0	0	Please see Fianance Officer Recommendation below Note 1	0	0	0	0	0
6227 PF Town Speakers PRS Licence	0	0	0	0	0	0	0	New Code, please see precept note below No.3	3,000	3,075	3,152	3,231	3,311
6228 PF Events & Consultations	0	0	0	0	0	0	0	New Code, please see precept note below No.4	1,500	1,538	1,576	1,615	1,656
6229 PF CCTV Annual Maintenance	0	0	0	0	0	0	0	New Code, please see precept note below No.5	14,600	14,965	15,339	15,723	16,116
6502 SE Civic Christmas Event	0	0	0	526	0	526	526		500	513	525	538	552
6513 SE Twinning	0	0	0	116	0	116	116		119	122	125	128	131
6514 SE Town Leaflets/ Reprinting	0	0	0	526	0	526	526		539	553	566	581	595
6516 SE Road Safety Grant	0	0	0	210	0	210	210		215	221	226	232	238
P&F IT/Office Costs	25,547	0	0	30,853	14,740	16,113	30,853	To be increased	33,000	33,825	34,671	35,537	36,426
5500 Bad Debt Expense	0	0	0	0	20	0	0		0	0	0	0	0
6417 GH Belle Vue Office Costs	4,142	0	0	0	0	0	0		0	0	0	0	0
Total P&F Expenditure	134,736	0	16,900	163,327	75,529	104,698	184,682		212,240	214,093	217,047	220,073	223,037
P&F Staffing Expenditure													
6652 ST PF Employers Pension - Monthly Fee	5,300	0	0	5,300	3,536	1,764	5,300		5,300	5,433	5,568	5,708	5,850
6659 ST PF Town Sergeant & Mace Bearer Fees	150	0	0	773	281	492	773		792	812	832	853	875
6661 ST PF Finance Consultancy Fees	1,325	0	0	3,000	650	2,350	1,300		3,000	3,075	3,152	3,231	3,311
P&F Staffing Expenses	719	0	0	2,354	569	1,785	2,354		2,413	2,473	2,535	2,598	2,663
6656 ST P&F Staff Training	3,485	0	0	4,024	(1,604)	5,628	4,024		4,125	4,228	4,333	4,442	4,553
P&F Staffing Costs	289,432	0	(39,230)	338,986	198,178	101,578	299,756	Please see Fianance Officer Recommendation below Note 2	290,159	319,464	329,048	338,919	349,087
Total P&F Staffing Expenditure	300,411	0	(39,230)	354,437	201,610	113,597	313,507		305,789	335,485	345,469	355,751	366,339
Total P & F Operating Expenditure	435,148	0	(22,330)	517,764	277,140	218,294	498,189		518,029	549,578	562,516	575,824	589,376
Total P & F Operating Expenditure	435,148	0	(22,330)	517,764	277,140	218,294	498,189		518,029	549,578	562,516	575,824	589,376
Total P&F Operating Surplus/ (Deficit)	(429,368)	0	(22,330)	(513,740)	(275,184)	(216,226)	(494,165)		(513,904)	(545,350)	(558,182)	(571,382)	(584,823)
P&F EMF Expenditure													
6270 PF EMF Crime Reduction	0	36,950	0	0	0	36,950				0	0	0	0
6271 PF EMF Election	0	29,760	0	5,000	0	34,760			7000	0	0	0	0
6272 PF EMF Robes & Civic Regalia	0	2,000	0	0	0	2,000			0	0	0	0	0
6273 PF EMF Legal Fees	0	7,598	0	0	0	7,598			0	0	0	0	0
6274 PF EMF Internet Redevelopment	6,125	3,400	0	2,000	0	5,400			0	0	0	0	0
6275 PF EMF Neighbourhood Plan	915	1,772	0	0	0	1,772			0	0	0	0	0
6277 PF EMF Expenditure transferred to 21/22	0	25,000	(25,000)	0	0	0			0	0	0	0	0
6278 PF EMF CIL Planning Income	0	0	1,584	0	0	1,584			0	0	0	0	0
6279 PF EMF Restart Business Support Grant	0	0	12,000	0	0	12,000			0	0	0	0	0
6280 PF EMF Town Vision	0	0	10,000	0	0	10,000				0	0	0	0
6370 PO EMF Computer Equipment Renewal	0	7,046	0	15,000	0	22,046			0	0	0	0	0
6694 ST PR EMF Staff Contingency (P&F)	13,117	21,699	39,230	15,000	4,927	71,002	£20,000 to be used for P&F Staffing Costs in 2022/23		0	0	0	0	0
Total P&F EMF Expenditure	20,157	135,225	37,814	37,000	4,927	205,112			7,000	0	0	0	0
Total P&F Expenditure (Operational & EMF)	455,305	135,225	15,484	554,764	282,067	423,406			525,029	549,578	562,516	575,824	589,376
Total P&F Budget Surplus/ (Deficit)	(409,210)	135,225	15,484	(476,740)	(270,257)	(11,114)			(506,904)	(545,350)	(558,182)	(571,382)	(584,823)

Notes 2021 -22

1. £15,000 vired from 6277 EMF Expenditure 21/22 to 6220 Festival Fund
2. £10,000 vired from 6277 EMF Expenditure 21/22 to 6226 Town Vision Sub Committee
3. 6214 H&S Budget £1,900 vired from General Reserves for H&S Contract
4. £1,584 6278 EMF Income Received for CIL Planning Funds
5. £12,000 6279 EMF Business Start Up Support Grant Received.

Precept Notes 2022-23

1. Inflationary rate used for fixed costs is CPI 2.5% based on June 2021
2. Inflationary rate of 3% used for staffing costs & Predicted increase in Employers NI from 22/23 1.25%
3. New code 6227 Town Speakers PRS Licence - £3,000
4. Proposal from Cllr Griffiths New code 6228 Events & Consultations - £1,500
5. New code 6229 CCTV Annual Maintenance - £14,600
6. Proposed from Cllr Griffiths to increase to £50,000 Minute No 115/21/22

Finance Officer's Precept Proposals 2022-23

1. To recommend to make Town Vision Committee revenue expenditure budget of £10,000 an EMF to save the amount being precepted each year.
2. To recommend to vire a surplus of £39,230 from P&F Staffing Costs 21-22 to 6694 EMF Staffing Contingency for 22-23 and £20,000 to be used against P&F Staffing costs in 22-23. the remainder to remain within the contingency. Amendment to Personnel Minute No. 80/21/22

Account	Actual Received/S pend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds to Receive/ Available to Date 2021/22	Estimate Y/E Income/ Spend 2021-22	Precept Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Guildhall Operating Income													
Guildhall Income													
4200 GH Income - Guildhall Bookings	5,842	0	0	5,100	1,342	3,758	5,100		10,261	10,518	10,780	11,050	11,326
4201 GH Income - Guildhall Refreshments	0	0	0	130	63	67	130		257	263	270	277	284
4202 GH Guildhall Piano	0	0	0	10	0	10	10						
4206 GH Income - Guildhall Misc Property Income	8,143	0	0	115	1	114	115		232	238	244	250	256
Total Guildhall Income	13,985	0	0	5,355	1,406	3,949	5,355		10,750	11,019	11,294	11,577	11,866
Total Guildhall Operating Income	13,985	0	0	5,355	1,406	3,949	5,355		10,750	11,019	11,294	11,577	11,866
Guildhall Operating Expenditure													
Guildhall Expenditure													
6400 GH Rates - Guildhall (6400)	8,608	0	0	8,691	8,608	83	8,608 Fixed Cost		8,908	9,131	9,359	9,593	9,833
6401 GH Water Rates - Guildhall (6401)	271	0	0	750	221	529	350 Fixed Cost		769	788	808	828	849
6402 GH Gas - Guildhall (6402)	1,538	0	0	2,000	554	1,446	1,550 Fixed Cost, increase by 30% Predicted		2,600	2,665	2,732	2,800	2,870
6403 GH Electricity - Guildhall (6403)	3,406	0	0	4,000	1,183	2,817	3,500 Fixed Cost, increase by 30% Predicted		5,200	5,330	5,463	5,600	5,740
6404 GH Fire & Security Alarm - Guildhall (6404)	758	0	0	1,237	918	319	1,237 Fixed Cost		1,268	1,300	1,332	1,365	1,400
6405 GH Fire Extinguishers - Guildhall (6405)	361	0	0	0	0	0	0 To be deleted		0	0	0		0
6408 GH Cleaning Materials & Equipment - Guildhall (6408)	1,132	0	0	1,000	788	212	1,000 Fixed Cost		1,025	1,051	1,077	1,104	1,131
6409 GH Boiler Service & Maintenance	609	0	0	1,006	195	811	1,006 Fixed Cost		1,031	1,057	1,083	1,110	1,138
6410 GH General Repairs & Maintenance	1,154	0	0	2,515	1,025	1,490	2,515		2,578	2,642	2,708	2,776	2,845
6411 GH TV License & PRS	128	0	0	375	21	354	375 Not required at the moment		0	0	0	0	0
6412 GH Lift Service & Maintenance	1,685	0	0	2,500	2,095	405	2,500 To be increased		3,000	3,075	3,152	3,231	3,311
6413 GH Refreshment Costs - Guildhall	0	0	0	190	23	167	190		376	385	395	405	415
6414 GH Replace Equipment - Guildhall	30	0	0	1,000	263	737	1,000		1,006	1,031	1,057	1,083	1,110
6418 GH Professional Fees	0	0	0	1,026	0	1,026	1,026		1,052	1,078	1,105	1,133	1,161
6420 GH Legionella Risk Assessment (Guildhall)	280	0	0	443	245	198	443		454	465	477	489	501
Total Guildhall Expenditure	19,960	0	0	26,733	16,139	10,594	25,300		29,267	29,998	30,748	31,517	32,305
Guildhall Staffing Expenditure													
Guildhall Staffing Expenses	27	0	0	402	56	346	402		412	422	433	444	455
6678 ST GH Staff Training (Guildhall)	0	0	0	500	50	450	500		513	525	538	552	566
Guildhall Staffing Costs	26,121	0	0	22,931	15,304	7,627	22,660		27,480	28,304	29,153	30,028	30,929
Total Guildhall Staffing Expenditure	26,148	0	0	23,833	15,410	8,423	23,562		28,404	29,252	30,125	31,023	31,949
Total Operating Expenditure	46,108	0	0	50,566	31,549	19,017	48,862		57,671	59,250	60,873	62,540	64,254
Total Guildhall Operating Expenditure	46,108	0	0	50,566	31,549	19,017	48,862		57,671	59,250	60,873	62,540	64,254
Total Guildhall Operating Surplus/ Deficit	(32,123)	0	0	(45,211)	(30,143)	(15,068)	(43,507)		(46,921)	(48,231)	(49,579)	(50,964)	(52,388)
Guildhall EMF Expenditure													
6470 GH EMF Guildhall Maintenance	3,916	32,593	0	15,000	0	47,593	Please see Precept Note below No 4		20,000	5,000	0	0	0
6696 ST GH EMF Staff Contingency (Guildhall)	0	1,840	0	1,160	0	3,000	To be kept same		0	0	0	0	0
Total Guildhall EMF Expenditure	3,916	34,433	0	16,160	0	50,593			20,000	5,000	0	0	0
Total Guildhall Expenditure (Operational & EMF)	50,023	34,433	0	66,726	31,549	69,610			77,671	64,250	60,873	62,540	64,254
Total Guildhall Budget Surplus/ (Deficit)	(36,039)	(34,433)	0	(61,371)	(30,143)	(65,661)			(66,921)	(53,231)	(49,579)	(50,964)	(52,388)

Precept Notes 2022-23

1. Inflationary rate used for fixed costs is CPI 2.5% based on June 2021
2. Inflationary rate of 3% used for staffing costs & Predicted increase in Employers NI from 22/23 1.25%
3. Staffing costs have been recommended by the Personnel Committee
4. Recommended from Property Maintenance Sub Committee to precept a further £20,000 in 2022/23 and a further £5,000 in 2023/24 to add to the already precepted amount of £35,000 for Internal and External Repair Works due in 2023/24 at a cost of £60,000

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Estimated Y/E Income/Spend 2021/22	Precept Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Library Operating Income													
Library Income													
4517 LI Library - Fines (Collected on behalf of CC)	5	0	0	568	96	472	568	Please see Precept Note below No 4.	650	325	0	0	0
4518 LI Library - Photocopying Fees	0	0	0	566	77	489	566	To be reduced from pre covid budget of £1,126	800	820	841	862	883
4519 LI Hire of Video, DVDs & Books (Collected on behalf of CC)	0	0	0	110	0	110	0	To be deleted, no longer required	0	0	0	0	0
4524 LI Library Book Sales	307	0	0	151	194	(43)	388	To be increased	300	308	315	323	331
4525 Library - Miscellaneous Income	353	0	0	0	0	0	0		0	0	0	0	0
4526 LI Library Activity Income	0	0	0	100	0	100	100	To be increased	250	256	263	269	276
4527 LI Library Cafe Rental Income	0	0	0	3,000	0	3,000	0	Vending Machine Possibility	750	769	788	808	828
4528 Library Merchandise Income	0	0	0	425	0	425	0		750	769	788	808	828
4529 Library Activities Sponsorship								New Code, Please see precept note below No 5.	600	0	0	0	0
Total Library Income	664	0	0	4,920	367	4,553	1,622		4,100	3,246	2,994	3,069	3,146
Total Library Operating Income	664	0	0	4,920	367	4,553	1,622		4,100	3,246	2,994	3,069	3,146
Library Operating Expenditure													
Library Expenditure													
6900 LI Rates - Library	13,473	0	0	14,004	13,473	531	13,473	Fixed Cost	14,354	14,713	15,081	15,458	15,844
6901 LI Water Rates - Library	0	0	0	323	0	323	0	Fixed Cost	331	339	348	357	365
6902 LI Gas - Library	1,251	0	0	1,730	315	1,415	1,730	Fixed Cost, increase by 30% Predicted	2,249	2,305	2,363	2,422	2,482
6903 LI Electricity - Library	1,742	0	0	1,412	719	693	1,412	Fixed Cost, increase by 30% Predicted	2,000	2,050	2,101	2,154	2,208
6904 LI Fire & Security Alarm - Library	504	0	0	915	619	296	915	Fixed Cost	938	961	985	1,010	1,035
6905 LI Fire Extinguishers - Library	227	0	0	0	0	0	0	To be deleted	0	0	0	0	0
6908 LI Cleaning Materials & Equipment - Library	337	0	0	1,643	319	1,324	500	Fixed Cost	1,684	1,726	1,769	1,814	1,859
6909 LI Boiler Service & Maintenance - Library	205	0	0	1,006	64	942	1,006	Fixed Cost	1,031	1,057	1,083	1,110	1,138
6910 LI General Repairs & Maintenance - Library	692	0	0	2,012	763	1,249	2,012		2,062	2,114	2,167	2,221	2,276
6911 LI TV License & PRS - Library	283	0	0	1,258	57	1,201	57	To be deleted not required at present	0	0	0	0	0
6913 LI Hospitality - Library	0	0	0	252	0	252	252		258	265	271	271	278
6914 LI Replace Equipment - Library	979	0	0	1,026	168	858	1,026	A lot of the equipment belongs to CC so not so much will be required following the refurb	750	769	788	788	808
6918 LI Professional Fees (Private Contractors)	945	0	0	1,006	0	1,006	1,006		1,031	1,057	1,083	1,110	1,138
6920 LI Legionella Risk Assessment - Library	280	0	0	516	280	236	420	Fixed Cost	450	461	473	485	497
6921 LI IT & Office Costs - Library	4,118	0	0	5,131	3,080	2,051	5,131	Lower broadband Costs	1,500	1,538	1,576	1,615	1,656
6922 LI Library Activities & Events	575	0	0	1,400	1,226	174	1,400	To be increased	3,000	3,075	3,152	3,231	3,311
6923 LI PWLB Loan Repayment & Interest	0	0	(21,500)	21,500	0	0	0	Change of Repayment Method Approved in April 21 - approx £23k per year. Please see Finance Officer Recommendation below Note 1	1,500	23,000	23,000	23,000	23,000
Total Library Expenditure	25,613	0	(21,500)	55,134	21,082	12,552	30,340		33,139	55,430	56,241	57,045	57,896
Library Staffing Expenditure													
Library Staff Expenses	264	0	0	1,900	26	1,874	1,900		1,948	1,996	2,046	2,097	2,150
6682 ST LI Staff Training (Library)	340	0	0	1,509	138	1,371	1,509		1,000	1,025	1,051	1,077	1,104
Library Staffing Costs	84,234	0	20,691	94,903	70,798	44,796	111,511		124,373	128,104	131,947	135,906	139,983
Total Library Staffing Expenditure	84,837	0	20,691	98,312	70,962	48,041	114,920		127,320	131,125	135,044	139,080	143,236
Total Operating Expenditure	110,450	0	(809)	153,446	92,044	60,593	145,260		160,459	186,555	191,285	196,125	201,133
Total Library Operating Expenditure	110,450	0	(809)	153,446	92,044	60,593	145,260		160,459	186,555	191,285	196,125	201,133
Total Library Operating Surplus/ Deficit	(109,786)	0	(809)	(148,526)	(91,677)	(56,040)	(143,638)		(156,359)	(183,309)	(188,290)	(193,056)	(197,987)
Library EMF Expenditure													
6971 LI EMF Saltash Library Property Maintenance (from CC)	11,298	11,788	0	16,500	0	28,288	0	Leave as it is	0	0	0	0	0
6972 LI EMF Library Equipment & Furniture	583	14,417	0	17,500	16,390	15,527	0	Leave as it is	0	0	0	0	0
6973 LI EMF Loan Repayment for 2020-21	0	23,000	21,500	0	0	44,500	0	Leave as it is	0	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	15,941	(12,097)	0	0	3,844	0	Increased to £15,000	11,156	0	0	0	0
Total Library EMF Expenditure	11,881	65,146	9,403	34,000	16,390	92,159	0		11,156	0	0	0	0
Total Library Expenditure (Operational & EMF)	122,331	65,146	8,594	187,446	108,434	152,752	145,260		171,615	186,555	191,285	196,125	201,133
Total Library Budget Surplus/ (Deficit)	(121,667)	(65,146)	8,594	(182,526)	(108,067)	(148,199)	(143,638)		(167,515)	(183,309)	(188,290)	(193,056)	(197,987)
Notes													
To/From Reserves & Budget Virements 2021/22													
1. £10,000 vired from 6698 EMF Library Staff Contingency to Library Staffing Costs													
2. £5,105 from 6971 EMF allocated to the Library Refurbishment Project													
Precept Note 2022- 23													
1. Inflationary rate used for fixed costs is CPI 2.5% based on June 2021													
2. Inflationary rate of 3% used for staffing costs & Predicted increase in Employers NI from 22/23 1.25%													
3. Staffing costs have been recommended by the Personnel Committee													
4. CC are proposing the withdrawal of library fines. CC are looking to recompense loss of 50% in the first year and 25% in the 2nd Year													
5. Expected to receive sponsorship from businesses													
6. New Code 4529 Library Activities Sponsorship													
Finance Officer's Precept Recommendation 2022-23													
1. To vire 6923 Loan Repayment budget of £21,500 from 2021-22 into 2022-23 to save precepting this amount. The remainder £1,500 of the repayment cost to be budgeted for .													

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Estimated Y/E Income/Spend 2021/22	Precept Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Maurice Huggins Operating Income													
Maurice Huggins Income													
4207 GH Maurice Huggins Room Income	0	0	0	0	173	(173)	360		1,000	1,025	1,051	1,077	1,104
Total Maurice Huggins Income	0	0	0	0	173	(173)	360		1,000	1,025	1,051	1,077	1,104
Total Maurice Huggins Operating Income	0	0	0	0	173	(173)	360		1,000	1,025	1,051	1,077	1,104
Maurice Huggins Operating Expenditure													
Maurice Huggins Expenditure													
7000 MA Rates - Maurice Huggins	(268)	0	0	0	209	(209)	215 Fixed Cost		441	452	463	475	487
7001 MA Water Rates - Maurice Huggins	0	0	0	0	14	(14)	175 Fixed Cost		359	368	377	386	396
7003 MA Electricity - Maurice Huggins	(192)	0	0	0	142	(142)	500 Fixed Cost		1,025	1,051	1,077	1,104	1,131
7004 MA Fire & Security Alarm - Maurice Huggins	157	0	0	0	158	(158)	158 Fixed Cost		162	166	170	174	179
7005 MA Fire Extinguishers - Maurice Huggins	44	0	0	0	0	0	To be deleted		0	0	0	0	0
7008 MA Cleaning Materials & Equipment - Maurice Huggins	0	0	0	0	49	(49)	200		300	308	315	323	331
7010 MA General Repairs & Maintenance - Maurice Huggins	0	0	0	0	45	(45)	250		513	525	538	552	566
7018 MA Professional Costs - Maurice Huggins	0	0	0	0	0	0	500		513	525	538	552	566
7020 MA Legionella Risk Assessment - Maurice Huggins	280	0	0	0	280	(280)	320 Fixed Cost		328	336	345	353	362
Total Maurice Huggins Expenditure	21	0	0	0	896	(896)	2,318		3,639	3,730	3,824	3,919	4,017
Total Maurice Huggins Operating Expenditure	21	0	0	0	896	(896)	2,318		3,639	3,730	3,824	3,919	4,017
Total Maurice Huggins Operating Surplus/ (Deficit)	(21)	0	0	0	(723)	723	(1,958)	0	(2,639)	(2,705)	(2,773)	(2,842)	(2,913)
Maurice Huggins EMF Expenditure													
6472 EMF Maurice Huggins Room	0	2,000	0	0	0	2,000	(2,000)		0	0	0	0	0
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	394	606	0	0	0	606	0		0	0	0	0	0
Total Maurice Huggins EMF Expenditure	394	2,606	0	0	0	2,606	(2,000)		0	0	0	0	0
Total Maurice Huggins Expenditure (Operational & EMF)	415	2,606	0	0	896	1,710	318		3,639	3,730	3,824	3,919	4,017
Total Maurice Huggins Budget Surplus/ (Deficit)	(415)	(2,606)	0	0	(723)	(1,883)	42		(2,639)	(2,705)	(2,773)	(2,842)	(2,913)

Notes

To/From Reserves & Budget Virements 2021/22

1. £2,000 6472 EMF to be used for operational expenditure 2021/22
2. £606 7071 EMF to be used for kitchen cupboards 2021/22

Precept Notes 2022- 23

1. Inflationary rate used for fixed costs is CPI 2.5% based on June 2021
2. Inflationary rate of 3% used for staffing costs & Predicted increase in Employers NI from 22/23 1.25%

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/S pend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Estimated Y/E Income/Spend 2021/22	Precept Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Isambard House Operating Income													
Isambard House Income													
4301 SA Isambard House - Bookings	0	0	0	1,250	1,708	(458)	2,000	To be increased	5,000	5,125	5,253	5,384	5,519
4302 SA Isambard - Refreshment Income	0	0	0	2,500	0	2,500	500	To be decreased	1,000	1,025	1,051	1,077	1,104
Total Isambard House Income	0	0	0	3,750	1,708	2,042	2,500		6,000	6,150	6,304	6,461	6,623
Total Isambard House Operating Income	0	0	0	3,750	1,708	2,042	2,500		6,000	6,150	6,304	6,461	6,623
Isambard House Operating Expenditure													
Isambard House Expenditure													
6800 SA Rates - Isambard House	3,583	0	0	3,659	3,543	116	3,543	Fixed Cost	3,750	3,844	3,940	4,039	4,140
6801 SA Water Rates - Isambard House	53	0	0	572	(53)	625	572	Fixed Cost	566	601	616	631	647
6802 SA Gas - Isambard House	159	0	0	1,869	433	1,436	1,869	Fixed Cost, increase by 30% Predicted	2,430	2,490	2,553	2,617	2,682
6803 SA Electricity - Isambard House	159	0	0	2,775	(159)	2,934	2,775	Fixed Cost, increase by 30% Predicted	3,608	3,698	3,790	3,885	3,982
6804 SA Fire & Security Alarm - Isambard House	77	0	0	954	893	61	954	Fixed Cost	978	1,002	1,027	1,053	1,079
6805 SA Fire Extinguishers - Isambard House	184	0	0	0	0	0	0	to be deleted	0	0	0	0	0
6808 SA Cleaning Materials & Equipment - Isambard House	0	0	0	1,500	1,496	4	1,500	Fixed Cost	1,538	1,576	1,615	1,656	1,697
6810 SA General Repairs & Maintenance - Isambard House	300	0	0	500	140	360	500		750	769	788	808	828
6811 SA TV License & PRS - Isambard House	0	0	0	2,080	0	2,080	0		2,132	2,185	2,240	2,296	2,353
6813 SA Refreshments Costs - Isambard House	0	0	0	105	394	(289)	300		210	215	221	226	232
6814 SA Replace Equipment - Isambard House	81	0	0	965	845	120	965		989	1,014	1,039	1,065	1,092
6818 SA Professional Costs - Isambard House	250	0	0	1,026	250	776	1,026		1,052	1,078	1,105	1,133	1,161
6821 SA IT & Office Costs - Isambard House	0	0	0	0	0	0	0	New Code	1,000	1,025	1,051	1,077	1,104
6822 SA Activities & Events	0	0	0	0	0	0	0	New Code	2,000	2,050	2,101	2,154	2,208
Total Isambard House Expenditure	4,846	0	0	16,005	7,782	8,223	14,004		21,022	21,548	22,086	22,639	23,204
Isambard House Staffing Expenditure													
6671 Staff Expenses - Isambard House	0	0	0	250	0	250	250		256	263	269	276	283
6672 ST SA Staff Training - Isambard House	0	0	0	1,000	0	1,000	1,000		1,025	1,051	1,077	1,104	1,131
6627 ST SA Caretaking & Cleaning Staff - Gross Pay - Isambard House	0	0	7,000	0	0	7,000	7,000		6,814	7,019	7,229	7,446	7,670
Total Isambard House Staffing Expenditure	0	0	7,000	1,250	0	8,250	8,250		8,096	8,332	8,575	8,826	9,084
Total Operating Expenditure	4,846	0	7,000	17,255	7,782	16,473	22,254		29,118	29,880	30,662	31,464	32,288
Total Isambard House Operating Expenditure	4,846	0	7,000	17,255	7,782	16,473	22,254		29,118	29,880	30,662	31,464	32,288
Total Isambard House Operating Surplus/ (Deficit)	(4,846)	0	(7,000)	(13,505)	(6,074)	(14,431)	(19,754)		(23,118)	(23,730)	(24,358)	(25,003)	(25,665)
Isambard House EMF Expenditure													
6473 SA EMF Station Building (Purchase & Capital Works)	143,272	82,273	33,939	0	40,256	75,956			0	0	0	0	0
6870 SA EMF Isambard House	0	5,000	0	20,000	5,987	19,013			0	0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House	0	9,000	(7,000)	0	0	2,000			0	0	0	0	0
Total Isambard House EMF Expenditure	143,272	96,273	26,939	20,000	46,243	96,969			0	0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	148,118	96,273	33,939	37,255	54,025	113,442	22,254		29,118	29,880	30,662	31,464	32,288
Total Isambard House Budget Surplus/ (Deficit)	(148,118)	(96,273)	(33,939)	(33,505)	(52,317)	(111,400)	(19,754)		(23,118)	(23,730)	(24,358)	(25,003)	(25,665)

Notes

To/From Reserves & Budget Virements 2021/22

1. £7,000 vired from 6695 EMF Isambard House Staff Contingency to Station Staffing Costs
2. £16,439 EMF Income received from S106 External Funding for Refurbishment Works

Precept Notes 2022-23

1. Inflationary rate used for fixed costs is CPI 2.5% based on June 2021
2. Utility costs have been increased by 30% with the predicted national increase in utility costs for 2022/23
3. Inflationary rate of 3% used for staffing costs & Predicted increase in Employers NI from 22/23 1.25%
4. Staffing costs have been recommended by the Personnel Committee
5. Two new codes 6821 IT/ Office Costs & 6822 Activities/ Events

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Estimated Y/E Income/Spend 2021/22	Precept Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Service Delivery Operating Income													
Service Delivery Income													
Grounds & Premises Income													
4500 SE Allotment Rents	2,512	0	0	3,000	3,317	(317)	3,290	To be increased	3,300	3,383	3,467	3,554	3,643
4510 SE Public Footpath Grant	1,223	0	0	1,240	1,526	(286)	1,526	Fixed	1,564	1,603	1,643	1,684	1,727
4512 SE Misc Income Grounds & Premises	96	0	0	0	39	(39)	15		0	0	0	0	0
4523 SE Service Delivery Income - Seagull Bags	677	0	0	1,710	1,093	617	1,710		1,753	1,797	1,841	1,888	1,935
Total Grounds & Premises Income	4,507	0	0	5,950	5,975	(25)	6,541		6,617	6,782	6,952	7,126	7,304
Town & Waterfront Income													
4520 SE Waterfront Income - Trusted Boat Scheme	0	0	0	0	0	0		New code to split 0 Trusted Boat Scheme Income	4,000	4,100	4,203	4,308	4,415
4521 SE Waterfront Income - Annual Mooring Fees	6,095	0	0	8,500	8,268	232	8,268	To be increased	9,000	9,225	9,456	9,692	9,934
4522 SE Waterfront Income - Daily Mooring Fees	50	0	0	3,000	1,312	1,688	1,500		2,000	2,050	2,101	2,154	2,208
4530 SE Waterfront Income - Dinghy Park	0	0	0	0	0	0	0	To be deleted	0	0	0	0	0
4532 SE Contract Income	0	0	0	3,000	0	3,000	0	To be deleted	0	0	0	0	0
Total Town & Waterfront Income	6,145	0	0	14,500	9,580	4,920	9,768		15,000	15,375	15,759	16,153	16,557
Total Service Delivery Income	10,652	0	0	20,450	15,554	4,896	16,309		21,617	22,157	22,711	23,279	23,861
Total Service Delivery Operating Income	10,652	0	0	20,450	15,554	4,896	16,309		21,617	22,157	22,711	23,279	23,861
Service Delivery Operating Expenditure													
Service Delivery Expenditure													
Grounds & Premises Expenditure													
6209 PR Oyster Beds	0	0	0	1	0	1	1		1	1	1	1	1
6500 Tree Survey and Tree Maintenance	0	0	0	0	0	0		0 New Code	10000	10,250	10,506	10,769	11,038
6503 SE Allotments	1,162	0	0	800	183	617	800	To be increased	1,200	1,230	1,261	1,292	1,325
6506 SE Grounds Maintenance & Watering (6506)	24,761	0	0	8,500	3,270	5,230	8,500	To be increased	12,000	12,300	12,608	12,923	13,246
6508 SE Public Toilets (Operational Costs)	6,403	0	0	4,000	2,247	1,753	4,000	Fixed Cost	4,024	4,125	4,228	4,333	4,442
6517 SE Cross (Maintenance)	2,728	0	0	2,515	74	2,441	2,515	To be increased	3,000	3,075	3,152	3,231	3,311
6525 GR Public Toilets (Repairs & Maintenance Costs)	1,553	0	0	1,000	1,007	(7)	1,000	To be increased	2,500	2,563	2,627	2,692	2,760
6526 SE Tools, Equipment & Materials (Store & All Areas)	5,595	0	0	4,000	2,001	1,999	3,000	To be decreased	3,000	3,075	3,152	3,231	3,311
6529 G&P Refuse Disposal	3,706	0	0	5,030	2,753	2,277	5,030	To be increased	5,500	5,638	5,778	5,923	6,071
6907 SE Seagulls Bags	780	0	0	1,774	792	982	1,774		1,818	1,864	1,910	1,958	2,007
Subtotal Grounds & Premises Expenditure	46,687	0	0	27,620	12,327	15,293	26,620		43,043	44,119	45,222	46,353	47,512
Longstone Expenditure													
7100 LO Rates - Longstone	0	0	0	2,104	0	2,104	2,104	Fixed Cost	2,157	2,211	2,266	2,322	2,380
7101 LO Water Rates - Longstone	0	0	0	401	185	216	401	Fixed Cost	411	421	432	443	454
7103 LO Electricity - Longstone	574	0	0	1,893	57	1,836	1,893	Fixed Cost, increase by 30% Predicted	2,461	2,522	2,585	2,650	2,716
7104 LO Fire & Security Alarm - Longstone	265	0	0	895	309	586	895		917	940	964	988	1,013
7105 LO Fire Extinguishers - Longstone	142	0	0	0	0	0		To be deleted	0	0	0	0	0
7107 LO Rent - Longstone (Lease until 28/3/24)	0	0	0	4,500	3,000	1,500	4,500	Fixed Cost	4,500	4,500	4,500	4,500	4,500
7108 LO Cleaning Materials & Equipment - Longstone	326	0	0	600	291	309	600		615	630	646	662	679
7110 LO General Repairs & Maintenance - Longstone	1,513	0	0	733	157	576	733	To be reduced	500	513	525	538	552
7114 LO Replace Equipment - Longstone	1,352	0	0	1,000	50	950	1,000		1,025	1,051	1,077	1,104	1,131
7121 LO IT & Office Costs - Longstone	1,057	0	0	1,006	926	80	1,006		1,031	1,057	1,083	1,110	1,138
6419 GH Longstone Depot	495	0	0	0	(2,000)	2,000	2,000		0	0	0	0	0
Total Longstone Expenditure	5,724	0	0	13,132	2,975	10,157	15,132		13,617	13,845	14,079	14,318	14,564
Total Grounds & Premises Expenditure	52,410	0	0	40,752	15,302	25,450	41,752		56,660	57,964	59,301	60,671	62,075
Town & Waterfront Expenditure													
6504 SE Street Furniture (Maintenance)	1,119	0	0	2,000	895	1,105	2,000	To be reduced	1,500	1,538	1,576	1,615	1,656
6505 SE Street Lighting	302	0	0	200	110	90	200	To be increased	300	308	315	323	331
6511 SE Tourism & Signage	0	0	0	1,000	0	1,000	1,000		1,025	1,051	1,077	1,104	1,131
6512 SE Bus Shelters (Maintenance)	0	0	0	500	0	500	500		513	525	538	552	566
6515 SE Festive Lights Maintenance & Electricity	1,364	0	0	900	923	(23)	900	To be increased	1,400	1,435	1,471	1,508	1,545
6519 SE Flags & Bunting	1,831	0	0	3,078	2,494	584	3,078	To be decreased	2,500	2,563	2,627	2,692	2,760
6522 SE Pontoon (Maintenance Costs) (6522)	2,431	0	0	5,478	3,043	2,435	5,478	To be increased	6,000	6,150	6,304	6,461	6,623
6524 SE Vehicle Maintenance and Repair Costs	10,360	0	0	8,000	4,352	3,648	8,000	To be increased	10,000	10,250	10,506	10,769	11,038
6527 SE Salt Bins Refill	629	0	0	1,006	139	867	1,006		1,031	1,057	1,083	1,110	1,138
6528 SE Pontoon Accommodation	1,776	0	0	10,563	4,033	6,530	10,563		10,827	11,098	11,375	11,660	11,951
6530 SE Contract Expenditure	0	0	0	1,006	0	1,006	0	To be deleted	0	0	0	0	0
Total Town & Waterfront Expenditure	19,811	0	0	33,731	15,989	17,742	32,725		35,096	35,973	36,872	37,794	38,739
Total Service Delivery Expenditure	72,221	0	0	74,483	31,291	43,192	74,477		91,756	93,938	96,173	98,465	100,814
Service Delivery Staffing Expenditure													
Service Delivery Staffing Expenses	2,779	0	0	4,829	3,862	967	4,829	To be increased	5,000	5,125	5,253	5,384	5,519
6676 ST Services Delivery Staff Training	3,668	0	0	7,500	446	7,054	7,500	To be increased	10,000	10,250	10,506	10,769	11,038
Service Delivery Staffing Costs	113,817	0	5,357	195,078	121,377	79,058	201,473	Please see Precept Note below No.6	292,858	301,644	310,693	320,014	329,615
Total Service Delivery Staffing Expenditure	120,264	0	5,357	207,407	125,685	87,079	213,802		307,858	317,019	326,453	336,168	346,172
Total Operating Expenditure	192,486	0	5,357	281,890	156,976	130,271	288,279		399,615	410,957	422,626	434,633	446,986
Total Service Delivery Operating Expenditure	192,486	0	5,357	281,890	156,976	130,271	288,279		399,615	410,957	422,626	434,633	446,986
Total Service Delivery Operating Surplus/ (Deficit)	(181,834)	0	(5,357)	(261,440)	(141,421)	(125,376)	271,970		(377,998)	(388,799)	(399,915)	(411,354)	(423,125)
Service Delivery EMF Expenditure													
Grounds & Premises EMF Expenditure													
6471 GH EMF Heritage Centre	0	5,056	0	0	96	4,960		Please see Precept Note below No 8	5,000	0	0	0	0
6571 SE EMF Saltash Recreation Areas	0	26,809	0	4,000	0	30,809		Please see Precept Note below No 9	10,000	0	0	0	0
6577 SE EMF Pillmere Estate (Capital Works)	0	0	0	0	0	0		?	0	0	0	0	0
6588 EMF Victoria Gardens	0	0	0	10,000	0	10,000		Devolution Sub Committee Resolved to	0	0	0	0	0
6589 EMF Community Tree Planting Initiatives	0	0	0	0	0	0		Please see Precept Note below No 5	2000	2,000	2,000	2,000	2,000
Longstone EMF Expenditure													
7170 LO EMF Longstone Depot Capital Works	0	500	0	0	0	500			0	0	0	0	0
Total Longstone EMF Expenditure	0	500	0	0	0	500			0	0	0	0	0
Total Grounds & Premises EMF Expenditure	0	32,365	0	14,000	96	46,269			17,000	2,000	2,000	2,000	2,000
Town & Waterfront EMF Expenditure													
6570 SE EMF Notice Boards (Repair & Replace)	13	1,839	0	0	0	1,839			0	0	0	0	0
6572 SE EMF Festive Lights (6572)	17,675	5,582	0	5,000	767	9,815			10,000	10,000	10,000	10,000	10,000
6573 SE EMF Public Art & Maintenance	520	1,443	0	0	0	1,443			0	0	0	0	0
6574 SE EMF Salt Bins	0	2,728	0	0	264	2,464			0	0	0	0	0
6575 SE EMF Street Furniture (New &													

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Estimated Y/E Income/Spend 2021/22	Precept Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
<div>6. To vire the Service Delivery Staffing Surplus of £24,643 from 21/22 to 7000 Service Delivery Staffing Contingency</div> <div>7. Recommendation from Property Maintenance Sub Committee 6580 Public Toilets (Capital Works) £10,000 to be added to refurb Waterside Toilets</div> <div>8. Recommendation from Property Maintenance Sub Committee 6471 Heritage Centre £5,000 to be added to repair the roof</div> <div>9. Recommendation from Property Maintenance Sub Committee 6571 Recreational Areas - £10,000 to top up EMF to refurb playparks</div>													

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2019/20	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds Available to Date 2021/22	Estimated Y/E Income/ Spend 2021-22	Precept Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Personnel Operating Expenditure													
Personnel Expenditure													
6654 ST Staff Welfare (Vaccinations)	0	0	0	1,500	0	1,500	750		1,538	1,576	1,615	1,656	1,697
6657 ST SNB Staff Recruitment Advertising	153	0	0	6,000	4,249	1,751	6000		6,150	6,304	6,461	6,623	6,788
6658 ST SNB Miscellaneous Staffing Expenditure	0	0	0	205	5	200		To be deleted no longer required					
6662 SNB HR Professional Fees (Moorepay)	3,409	0	0	2,908	1,962	946	4000	Fixed Cost /To be increased to include HR Consultancy Visit Required	2,981	3,055	3,132	3,210	3,290
Total Personnel Expenditure	3,562	0	0	10,613	6,216	4,397	10750		10,668	10,935	11,208	11,488	11,776
Total Personnel Operating Expenditure	3,562	0	0	10,613	6,216	4,397	10,750		10,668	10,935	11,208	11,488	11,776
Total Personnel Operating Surplus/ (Deficit)	(3,562)	0	0	(10,613)	(6,216)	(4,397)	(12,432)		(10,668)	(10,935)	(11,208)	(11,488)	(11,776)
EMF Personnel Expenditure													
6691 ST EMF Legal Fees (Staffing Uninsured Claim & Insurance Excess)	0	6,000	0	0	0	6,000		To be Increased	2,000	0	0	0	0
Total EMF Personnel Expenditure	0	6,000	0	0	0	6,000			2,000	0	0	0	0
Total Personnel Expenditure (Operational & EMF)	3,562	6,000	0	10,613	6,216	10,397			2,000	0	0	0	0
Total Personnel Budget Surplus/ (Deficit)	(3,562)	(6,000)	0	(10,613)	(6,216)	(10,397)			(12,668)	(10,935)	(11,208)	(11,488)	(11,776)

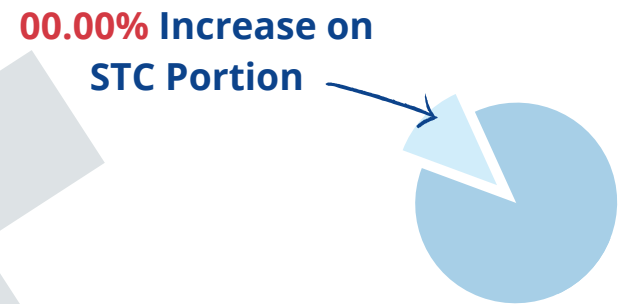
Precept Notes 2022-23
1. Inflationary rate used for fixed costs is CPI 2.5% based on June 2021
2. Inflationary rate of 3% used for staffing costs
3. Predicted increase in Employers NI from 22/23 1.25%

Finance Officer's Precept Recommendations 2022-23
Staffing Budgets
*To Vire surplus from P&F Staffing Budget 2021-22 of £12,895 to P&F Staff Contingency
**To Vire surplus from Service Delivery Staffing Budget 2021-22 of £24,643 to Service Delivery Staff Contingency

2,055
0% Increase on budget compared to last year

Just so you know....

To be able to continue to preserve and maintain services taken over from Cornwall Council for the community of Saltash it has been necessary to adjust the precept for **2022/2023** accordingly.



Overall this will see an increase on the Saltash Town Council portion of your Council Tax for a typical Band D property of **00.00%**

equating to **£00.00** per year

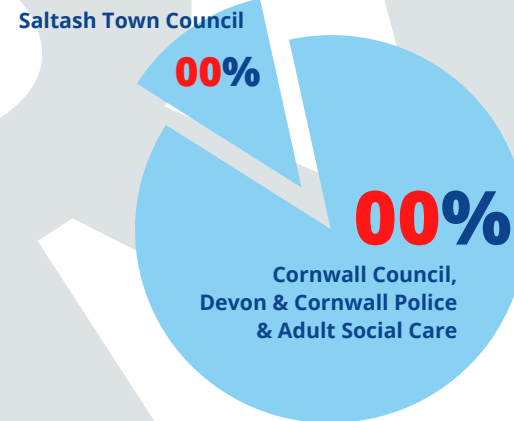
which is just

under 50 pence per week

The larger portion of your council tax will be set by Cornwall Council, Devon and Cornwall Police and Adult Social Care.

The majority of fixed costs across the different budget areas have been set using a cost-based approach and adding **2.5%** increase based on the Consumer Price Index (CPI).

(Figures taken from the financial year **2021/2022**)



Did You Know...

Cllr P Samuels to provide content for this section upon receipt of the final approved figures

If you would like to you can contact us...

- @ enquiries@saltash.gov.uk
- 01752 844 846
- www.saltash.gov.uk
- @SaltashTownCouncilOfficial
- @SaltashTC
- The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX

...we'd like to hear your views.

SALTASH TOWN COUNCIL PRECEPT LEAFLET

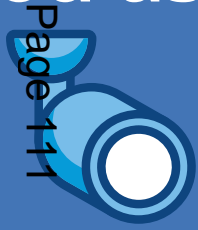


2022/2023

Saltash Town Council - Working for the People of Saltash

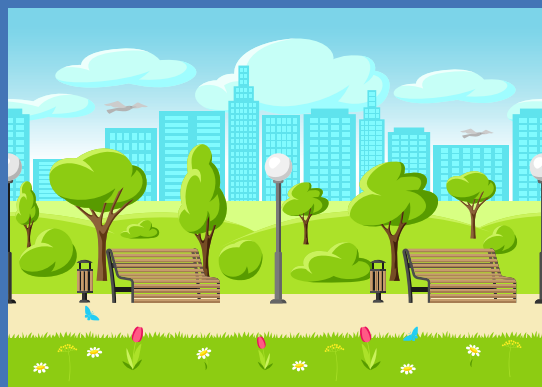
This year we have taken over and/or have begun to operate a number of services, including:

You asked, We listened.....



Residents asked Saltash Town Council to consider the provision of CCTV in Fore Street. Working in partnership with Safer Saltash the Town Council are pleased to be investing in CCTV with match funding being sought to assist with the initial capital costs.

Cllr B Samuels to provide content for Loud Speakers in Fore Street on behalf of Town Team

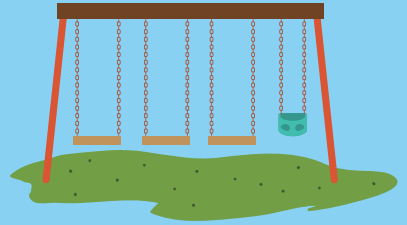


The Town Centre Vision Sub Committee have been working in partnership with the Town Team on the successful bid from the Cornwall Council Town Vitality Fund to bring a Community Space to Saltash. This will see consultation over the coming months with residents, business owners and stakeholders to identify a site in the heart of Saltash to become a green community event space, bringing future opportunities for retail, entertainment and urban green space.

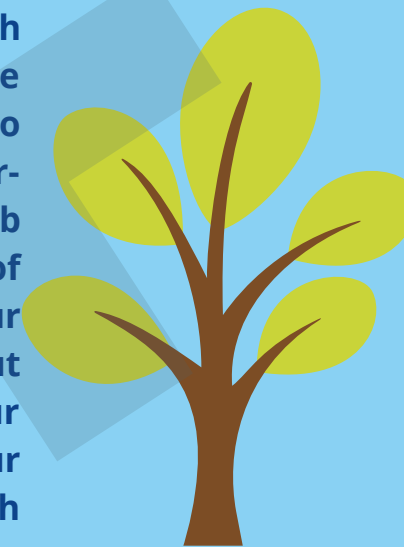
Caring for our Community.....



We are investing in play parks and open spaces that are managed and maintained by Saltash Town Council



Saltash Library Hub continues to work with Cornwall Council to provide a library service second to none, alongside an ever-expanding community hub with a vast range of activities for our community. To find out what's happening at your local library check out our Facebook page: Saltash Library Hub



The Climate Change and Environment Working Group have established a community tree planting initiative with SEA, the Saltash Tree Wardens and Forest for Cornwall to increase the tree coverage throughout the town. The project seeks to create green corridors and enhance the urban landscape with the planting of native trees, hedgerows and wildflowers where suitable. The group are looking for areas within the town to plant the trees and welcome residents' input and requests for locations around Saltash.

Investing in our Town.....

Our Service Delivery Department have been working hard all year. The team have been planting, watering and preparing the ground for spring whilst also maintaining other duties such as regular cleaning of the public toilets, managing the pontoon and even assisting with the Christmas Lights installation and Switch On Event.

The multiskilled maintenance team carry out pre-planned maintenance within all the Town Council properties and grounds within our schedule of works. Our easy to use Service Delivery page on the Town Council's website provides you with the latest jobs the team have undertaken and also allows the community to report any concerns identified in the Town. You can find it here: https://www.saltash.gov.uk/service_delivery.php



Investing in our future.....

Cllr Martin to provide content relating to Devolution

Saltash Team For Youth is a Town Council working group to ensure the views and participation of young people is better represented in the work of Saltash Town Council.

We are pleased to have successfully increased the budget for the tendering of professional youth work in the 2022 / 23 financial year by 25% to £50,000. Our plans for next year also include expanding the membership of the group to increase our understanding of the issues young people face to inform the actions we take. We will also be working with the services team to carry out a mapping of existing play provision to identify where improvements need to be made.



SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Guildhall on Wednesday 10th November 2021 at 6.30 pm

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

ALSO PRESENT: Councillor R Bickford, S Burrows (Acting Town Clerk), S Emmett (Finance Officer), D Orton (Community Hub Team Leader) and D Joyce (Administration Officer)

APOLOGIES: Councillor B Samuels.

4/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

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

5/21/22 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.

6/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

7/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON TUESDAY 13TH JANUARY 2021 AND 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 Dent, seconded by Councillor Yates and **RESOLVED** that the minutes of the Library Sub Committee held on Wednesday 13th January 2021 were confirmed as a true and correct record.

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

8/21/22 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

9/21/22 FINANCE AND BUDGET.

It was **RESOLVED** to note.

10/21/22 TO RECEIVE AND APPROVE THE LIBRARY SUB COMMITTEE TERMS OF REFERENCE.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and **RESOLVED** to approve and adopt the Library Sub Committee Terms of Reference.

11/21/22 TO RECEIVE A REPORT TO ABOLISH OVERDUE FINES AT SALTASH LIBRARY HUB AND CONSIDER RECOMMENDING TO FULL COUNCIL TO COMMENCE AS AT 1ST JANUARY 2022.

The Acting Town Clerk informed Members that consideration of abolishing overdue fines for Library books at Saltash Library Hub had been considered and recommended for approval at the Extraordinary Services Committee meeting held on Wednesday 3rd November 2021 minute nr. 63/21/22.

Members received the report provided by the Community Hub Team Leader and considered the date in which to implement the abolishment of fines.

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

1. To note the report and recompensed amount of £975.00 from Cornwall Council based on income fee of approximately £1,300 for the year 2019/2020.
2. To note the recommendation from the Extraordinary Services Committee meeting to the Extraordinary Policy and Finance Precept Committee meeting to be held on Wednesday 24th November 2021.

It was proposed by Councillor Taylor, seconded by Councillor Dent and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Precept Committee meeting to be held on Wednesday 24th November 2021 to commence the abolishment of overdue fines for Library books at Saltash Library Hub as of 1st January 2022.

12/21/22 TO RECEIVE AND NOTE A LETTER FROM THE MINISTRY OF HOUSING, COMMUNITIES AND LOCAL GOVERNMENT RELATING TO THE PUBLIC WORKS LOAN BOARD BORROWING APPROVAL.

The Chairman reminded Members of the letter received from the Ministry of Housing, Communities and Local Government (MHCLG) and the deadline date of the 14th May 2022 to drawdown the borrowing loan amount of £200k.

The Chairman informed Members that the deadline date of 14th May 2022 did not relate to a date of the commencement of works and was solely relating to the borrowing approval conditions as stated in the letter (points 5a – f).

It was **RESOLVED** to note MHCLG borrowing approval letter together with the conditions of the loan.

13/21/22 **TO RECEIVE QUOTES TO APPOINT A BUILDING SURVEYOR TO ACT ON BEHALF OF SALTASH TOWN COUNCIL TO CARRY OUT THE LIBRARY REFURBISHMENT WORKS AND CONSIDER ANY ASSOCIATED EXPENDITURE RECOMMENDING TO FULL COUNCIL.**

The Chairman informed Members of the difficulty in obtaining three quotes to undertake specialist Building Surveyor works.

The Acting Town Clerk informed Members the professional fee for the appointed Building Surveyor is to be allocated to the borrowing loan amount.

Cllr Bickford asked the Chairman if the companies approached for a quotation were any of those used for the Station Building.

Cllr Yates confirmed one company was approached but due to their current workload they are unable to provide sufficient resources to provide a comprehensive fee quotation and that their company deals mainly with structural design and detailing and do not usually produce tender documents, specifications nor carry out tender analysis work.

Members further debated and reviewed the quotes received.

It was proposed by Councillor Dent, seconded by Councillor Taylor and **RESOLVED** to defer the appointment of a Building Surveyor to a future Library meeting until a further quotation is received from the Station Building Surveyor.

Members further confirmed that should the Station Building Surveyor not be available further consideration would be given to Company C.

**TO RECEIVE A STATUS REPORT ON THE LIBRARY HUB
REFURBISHMENT WORKS AND CONSIDER ANY ASSOCIATED
EXPENDITURE RECOMMENDING TO FULL COUNCIL.**

Members debated in length the Library floor plan and refurbishment works running through the existing specification identifying all areas including the Grade II listing and the impact the pandemic has had on the project.

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

1. The proposed draft floor plan of the Library building.
2. That the £15k remains in Cornwall Council's budget for the Town Council to allocate against the replacement of the curtain walling works.

It was proposed by Councillor Dent, seconded by Councillor Taylor and resolved to **RECOMMEND** to Full Town Council to be held on Thursday 2nd December 2021 to approve:

1. To continue with the replacement work of the curtain walling and doors.
2. To continue with the refurbishment reducing the mezzanine construction and sound proofing work/cost in the short term to stay within what is expected to be an effectively reduced budget as a result of the increase in material cost due to the pandemic.
3. To make the mezzanine floor a work station area for everyone to use including Town Council Officers (desk/IT and electric connection points) within the weight restricted guidance.
4. To replace the 'conversion to form a coffee bar' to a two vending machine station including the pipe work and electrical supply.
5. To no longer carry out extensive work to the interview room (office adjacent to the stairs to the first floor).
6. To instruct the appointed Building Surveyor on behalf of the Town Council to submit a 'heritage matters only' pre-application at a cost of £275+VAT allocated to budget 6971 EMF Property Maintenance to further clarify the conditions in the listed building consent.
7. To go back out to tender in accordance with the Town Council procurement regulations
8. To drawdown the approved borrowing amount of £200k to commence as of 1st April 2022 for the purpose of the Library project only.

15/21/22 TO RECEIVE A REPORT AND CONSIDER THE LIBRARY BUILDING AS A TOWN COUNCIL FACILITY FOR HIRE AND ANY ASSOCIATED CHARGES RECOMMENDING TO FULL COUNCIL.

It was proposed by Councillor Martin, seconded by Councillor Taylor and **RESOLVED** to note the report and defer to a future Library Sub Committee meeting upon the completion of the refurbishment works.

16/21/22 TO RECEIVE A REPORT TO APPOINT A COMPANY TO CLEAN THE LIBRARY BUILDING FASCIA AND CONSIDER ANY ASSOCIATED EXPENDITURE.

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

1. Appoint Company B to remove all fungicide staining with soft environmentally friendly chemical wash subject to a fixed cost being confirmed of £650.00 to be allocated to budget 6908 Cleaning Materials and Equipment.
2. Await for the refurbishment works to be complete prior to the cleaning of the fascia's taking place.

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

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

18/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

19/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

20/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

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

None.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 8.08 pm

Signed: _____
Chairman

Dated: _____

Councillor advocate scheme

The councillor advocate scheme aims to improve communication between local councillors, the police and the police and crime commissioner.

The police and crime commissioner's councillor advocate scheme aims to ensure that:

- consistent, accurate and honest information relating to crime and community safety is cascaded to the public
- councillors feel more equipped to inform the public about crime and policing, educate their communities about crime and support/encourage greater reporting of issues to the police and other appropriate partner organisations
- police officer time is used to its optimum by enabling the cascade of information to be efficient and without duplication
- councillors feel more informed about crime and policing in their local area
- a practical and positive route exists to enable councillors to bring overall views from their communities to the police
- the commissioner is kept informed of community views across Devon, Cornwall and the Isles of Scilly, so that she can effectively hold the chief constable to account for policing

The scheme works by improving the consistency and frequency of communication, and offers advocates:

1. Face to face discussions
2. Access to a quarterly meeting with the police at a local level (as a group of advocates, not individually);
3. Access to councillor advocate themed seminars each year (arranged by the office of the police and crime commissioner);
4. Access to a named contact within the commissioner's office.

Written materials:

1. A bespoke advocate information directory (prepared by the office of the police and crime commissioner);
2. Quarterly key topic briefing documents specifically for advocates (co-ordinated by the office of the police and crime commissioner);
3. Quarterly newsletter from the commissioner;
4. Monthly *Citizens in Policing* newsletter;
5. Notification of press releases issued by the police and the commissioner.

Campaigns and events:

1. Access to police campaign materials (e.g. posters and leaflets)
2. Prior notification of and invitation to police arranged community engagement activities

Councillor advocates are invited to volunteer for the scheme from each council in Devon, Cornwall and the Isles of Scilly. Advocates are welcome from unitary, district, and parish councils. At a town and parish level advocates are identified 'single points

of contact' on behalf of their council. District and unitary councils may have more than one advocate. Councillors who have a desire to act as a positive and proactive communication conduit between the police, the commissioner and the public are invited to volunteer for the scheme. Advocates are not intended to be treated as political appointments.

Every quarter the councillor advocates for each policing area will meet with a representative from Devon and Cornwall Police. A representative from the relevant Community Safety Partnership (CSP) will also be invited to attend, as will a police and crime commissioner community engagement officer (if there is one allocated to the area), along with any police engagement volunteers in the area.

This discussion will enable each councillor advocate to raise issues on behalf of their council's communities, and allow the police the opportunity to update all councillor advocates on relevant information and/or request support with a specific issue. After the meeting the police representative will send a brief written summary of the meeting, along with any other key documents and actions to the councillor advocates and the Office of the Police and Crime Commissioner (OPCC). The councillor advocates will then cascade the information discussed to all elected members from their own council.

These discussions will not be for discussing individual cases or problem solving specific issues. Those discussions should take place within existing processes (e.g. crime reporting) and forums (e.g. community safety partnership).

Each quarter advocates will also be invited to attend a 'councillor advocate seminar' which will focus on one key issue for example:

1. Project Genesis / neighbourhood policing;
2. The police telephone 101 service;
3. Antisocial behaviour;
4. Road safety.

Attendance at seminars will be exclusively for councillor advocates and will provide opportunities to receive information and updates from professionals, and enable councillors to ask questions, raise queries and feedback the views of their communities to the police and the police and crime commissioner.

Town ~~Centre~~ Vision Sub Committee

Composition: Eight members

Chairmanship: Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.

Quorum: ~~Six~~ Five

Meetings: As required

Timing: ~~TBA~~ 6.30 p.m.

Venue: Guildhall ~~or by a virtual platform under Covid 19 legislation~~

Reports to: Full Council

Remit:

Terms of Reference & Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget

DRAFT Terms of Reference agreed at the meeting held on 21.10.2019

- ~~1. To bring together stakeholders, private, public sectors in the town to work in partnership, and to co-ordinate their activities towards a common goal.~~
- ~~2. To formulate a shared vision, with a prioritised programme for carrying out improvements to the benefit of stakeholders in the town. Vision to the long term for Saltash Town Centre.~~
- ~~3. To co-ordinate and implement the activities of all who provide services within the town.~~
- ~~4. To seek and /or assist with funding for initiatives in the town.~~
- ~~5. To invite representatives from Cornwall Council to advise and support the economic development strategy for the town and also grant and funding opportunities.~~
- ~~6. To accept and acknowledge there is a partnership.~~
- ~~7. To give time or resources towards the project.~~
- ~~8. To publicly support the partnership, positively.~~
- ~~9. To help plan, review and refine activities based on their knowledge.~~

Commented [DJ1]: To consider a change of name for the Sub Committee to Town Vision

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~~10. To listen to others in the partnership.~~

~~11. To agree to try something different or to do something differently.~~

1. To establish and work towards a long term vision for Saltash
2. To incorporate the goals of the declared Climate Emergency within decision making
3. To establish clear engagement and consultation with the Town community
4. To utilise the available advice and support of Cornwall Council for a shared vision for Saltash
5. To establish an STC asset register (benches, bins, signage buildings etc) and ensure all STC assets are cleaned and maintained.
6. Recognise Saltash Fore Street as the central element to become a mixed use destination, shopping, leisure, residential and employment.
7. To recognise and support initiative throughout the Town
8. Review traffic movement and usage of Fore Street to support a more welcoming pedestrian environment and improve air quality
9. To seek funding and partnership opportunities for Town initiatives
10. To recognise, celebrate and protect Saltash Heritage
11. To consider the long term impact of Covid 19 on the local economy

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Queens Jubilee 2022

Information:

In 2022, Her Majesty The Queen will become the first British Monarch to celebrate a Platinum Jubilee, seventy years of service.

Throughout the year, Her Majesty and members of the Royal Family will travel around the country to undertake a variety of engagements to mark this historic occasion culminating with the focal point of the Platinum Jubilee Weekend in June.

An extended bank holiday, from Thursday 2nd to Sunday 5th June 2022, will provide an opportunity for communities and people throughout the United Kingdom to come together to celebrate the historic milestone. The four days of celebrations will include public events and community activities, as well as national moments of reflection on The Queen's 70 years of service.

Saltash Town Council have approved planting a tree at Jubilee Green (subject to Cornwall Council's approval) to mark the occasion; however, the Administration Department have identified further options to mark the Queens Jubilee which would require Member's consideration and approval prior to organising:

Options:

1. Queen's Jubilee Beacon 2nd June 2022.

There will be a chain of beacons lit across the country with music and songs performed during the lighting. STC have a small beacon which could be used and would be a great family event, especially as it is half term and a bank holiday.

Further information can be found here:

<https://www.queensjubileebeacons.com/>

There is a song that is being written for this event with the possibility of STC approaching local schools/brownies/guides/scouts to attend the event and sing when the beacon is lit.

The beacon will require servicing in February 2022 at an approximate cost of £80.00

Gas to refill the beacon at a cost of approximately £55.00

The beacon will require a stand to be purchased or made to increase its height. The Service delivery team will explore the options for this.

Total cost: £135.00

2. Virtual Reality Trail

A virtual reality trail following seven landmarks in Saltash celebrating the Queen's reign. STC can choose which landmarks are used across the town to

get local businesses involved. The virtual reality will be designed for STC on a mobile application at a cost of £499 with information input by STC. This again would be great for families, both local and will attract visitors. It would be a different event that we haven't seen before and can include the library, Heritage, Waterside as locations just to name a few.

More information can be found here: <https://highstreetsafari.com/jubilee>
Please note: the virtual reality trail advises to also host a beacon for lighting but isn't strictly necessary however the trail works in conjunction with the beacon lighting as stated on the website:

'The concept of the trail is to build up buzz in the month before the jubilee beacon lighting ceremony on 2nd June. On completion of the trail, players will be given local information about your beacon lighting ceremony and asked to share this.'

National Lottery Funding:

The National Lottery Community Fund has created The Platinum Jubilee Fund which will be awarding grants for 700 projects across the UK, to up £10,000 per project. Successful projects will create lasting legacies for spaces and places, and will support new opportunities, activities and build better relationships across generations.

The three areas of focus are

1. Across Generations – strengthening relationships between generations and creating a legacy for future generations
2. Community renewal – supporting new opportunities for people to develop skills and experiences in the local communities and bringing people together in new ways or new spaces
3. Shared natural world – growing our care and action locally for the natural world

<https://www.tnlcommunityfund.org.uk/funding/programmes/the-platinum-jubilee-fund>

Our current projects don't fit into the criteria, but there is an opportunity to plan an activity and bid for funding. All activities must be able to be running by Spring 2022.

Finance:

Budget Code: Civic Events P&F
Current Budget Available: £1737.00
Budget Available 2022/2023: £3,500.00

End of Report.

From: Lennan, Chris
Sent: 18 November 2021 17:55
To: enquiries

>

Subject: Treledan, Saltash development - street names

We have discussed the proposed street names internally and with the landowner and we are happy with the majority of which our proposed list of 20 is attached called "Treledan – Proposed Street Names".

The landowner who is separate to BDW has requested if the main road through the site could be known as Treledan Way?

Could the Town Council therefore comment on or approve the attached proposed street names list please, taking the above into account?

I attach a plan also confirm where the landowner would like Treledan Way named, with other roads which would be named using the selected names from the original list.

Any help would be appreciated.

Kind regards,

Chris Lennan
Technical Project Manager
Barratt David Wilson Homes (a trading name of BDW Trading Ltd)

Treledan

Proposed Street Names

Treledan Way – Spine Road only (Requested by Land Owner)

Green Meadow

Little Leas Park

Hawkins Park

Baker's Way

Little Hawkins Park

Broad Mead

Great Longlands

South Coombe

North Down

Courtney's Walk

Five Acres

Brake Field

Cullar Walk

Whitford's Field

Lucy's Way

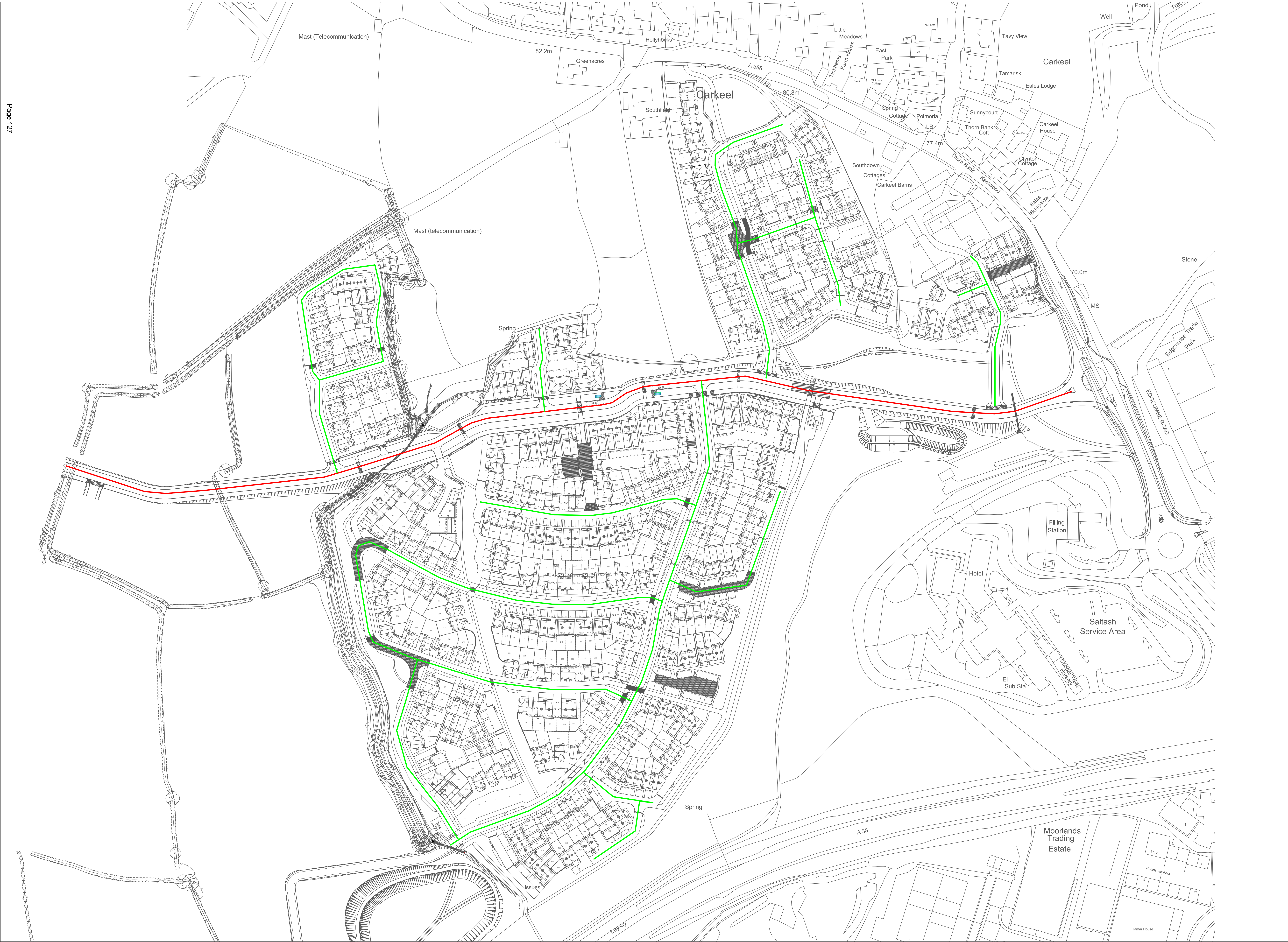
Coombe Lea

Anderton Orchard

Church Meadow

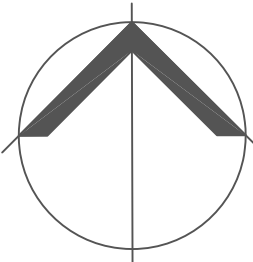
Monk's Lea

Long Meadow



KEY

- Treledan Way
- Other Suggested Street Name Areas



NOTE - Please note that the information displayed on this plan is only for demonstration purposes only. Build routes, etc, maybe subject to change.

WARNING TO PURCHASERS. Property Misdescriptions Act 1991
Images and site layout are intended for illustrative purposes only and should be treated as general guidance only.
Site layout including parking arrangements, (social affordable, housing, community buildings, play areas and public open spaces) may change to reflect changes in the planning permission for the development. Please speak to your solicitor to obtain full details of any planning consents including layout plans will be available.
Site layout and landscaping are not intended to form part of any contract or warranty unless specifically incorporated in writing into the contract.

Rev	Description	Initial	Date	Rev	Description	Initial	Date	Rev	Description	Initial	Date

Street Naming Areas

Treledan, Saltash

Drwg No. H8089&8091-SNA

Scale 1:500@A1

Drawn by CL

Rev/

Date 18.11.21

Checked by CL

Exeter

Technical Department

Vanguard House, Woodford Way, Maford, Exeter, Devon, EX2 8HL