



# **Saltash Town Council**

**Konsel An Dre Essa**



The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX

Telephone: 01752 844846

[www.saltash.gov.uk](http://www.saltash.gov.uk)

25 February 2022

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 3rd March 2022 at 7.00 pm.**

All persons must wear a face covering unless medically exempt when entering the Guildhall building and in communal areas. Councillors can remove face covering once seated, members of the public and press are to continue wearing a face covering. We ask everyone to respect each other's space and to consider their own unique circumstances before attending Town Council meetings. Please do not attend if you feel unwell or tested positive for Covid-19.

Prior to attending Town Council meetings please review the Guildhall Covid-19 Physical Face to Face Council Meetings Risk Assessment here: <https://modern.saltash.gov.uk/ecSDDisplay.aspx?NAME=SD247&ID=247&RPID=239772>.

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](mailto: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](http://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:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
R Bickford (Vice-Chairman)	L Challen	S Miller
R Bullock	J Dent	B Samuels
G Challen	S Gillies	B Stoyel
J Foster	S Martin	D Yates
M Griffiths	J Peggs	
S Lennox-Boyd	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.
5. Chairman's Report (Page 6)
6. Monthly Crime Figures (Pages 7 - 8)
7. Report by Community Enterprises PL12 (Pages 9 - 10)
8. Cornwall Gateway Community report for noting or matters arising - No Report
9. Cornwall Gateway Community Action Points for Reports - No Actions
10. To receive a report on behalf of Safer Saltash
11. To receive a report from Saltash Chamber of Commerce (Page 11)
12. To receive a report from the Climate Change and Environmental Working Party (Pages 12 - 13)
13. To receive a report from Cornwall Councillors
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 3rd February 2022 and the Extraordinary Full Town Council meeting held on 10th February 2022 as a true and correct record (Pages 14 - 32)

17. Finance:
  - a. To advise the following receipts in: (Page 33)
    - i. January 2022
  - b. To advise the following payments in: (Pages 34 - 36)
    - ii. January 2022
  - c. Urgent and essential works actioned by the Acting Town Clerk under Financial Regulations.
  - d. To note that bank reconciliations up to 31st January 2022 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. To receive and approve a Notice between Saltash Town Council and First Greater Western Ltd confirming the lease will be excluded from the security of tenure provisions of the Landlord & Tenant Act 1954. (Pages 37 - 38)
19. The Mayor to announce the call for written nominations for the Office of Mayor and Deputy Mayor for the year 2022/23. An Extraordinary meeting of the Town Council, to elect the Mayor elect and Deputy Mayor elect, is set for Thursday 15th March 2022 at 6.00 p.m. (Pages 39 - 46)
20. Correspondence.
  - a. Saltash Baptist Church - Letter of thanks. (Page 47)
  - b. Regatta Committee - Civic Parade to be held on Saturday 3rd September 2022. (Page 48)
21. To receive a verbal update on Saltash Leisure Centre.
22. To receive a verbal update from the Queens Jubilee Working Group and consider any actions and associated expenditure
23. To receive and consider approving funding applications.
24. To receive and consider approving the draft design Town Council Annual Report. (Pages 49 - 66)
25. To appoint a Member to the Property Maintenance Sub Committee.  
**Composition: Eight Members**  
**Appointed Members: Cllrs Bickford, Bullock, Dent, Miller, Peggs, P Samuels & Yates**  
**Vacancies: One**

26. To appoint a Member to the Waterfront Management Working Group.  
**Composition: Seven Members**  
**Appointed Members: Cllrs Bickford, Bullock, G Challen, Martin, Miller & Yates**  
**Vacancy: One**
27. To receive and note the minutes of the following Committees and consider any recommendations:
- a. Joint Burial Board held on Tuesday 8th February 2022 (Pages 67 - 70)
  - b. Services held on Wednesday 9th February 2022 (Pages 71 - 77)
  - c. Extraordinary Policy and Finance held on Tuesday 22nd February 2022 (Pages 78 - 205)
28. To receive and note the minutes of the Library Sub Committee held on Wednesday 23rd February 2022 and consider any recommendations. (Pages 206 - 210)
29. Meet your Councillors: The next scheduled meeting date Saturday 12th March 2022 outside Bloom Hearing, Fore Street.
30. Public Bodies (Admission to Meetings) Act 1960  
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.
31. To consider any items referred from the main part of the agenda.
32. Public Bodies (Admission to Meetings) Act 1960  
To resolve that the public and press be re-admitted to the meeting.
33. To consider urgent non-financial items at the discretion of the Chairman.
34. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
35. Date of next meeting: An Extraordinary Meeting of Full Town Council to be held on 15th March 2022 at 6:00 p.m.
36. Common Seal:  
To Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.