



Saltash Town Council

Konsel An Dre Essa



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

14 May 2021

Dear Councillor

I write to summon you to the **Annual Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 20th May 2021 at 7.00 pm.**

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

We ask that members of the public and press attending Council meetings **arrive no earlier than 6:45pm** and consider their own unique circumstances before attending.

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

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

Yours sincerely,

PP R Lane
Town Clerk
To:

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

Agenda

1. Health and safety announcements.
2. To elect a Chairman.
(The outgoing Mayor to present the Mayors Chain to the incoming Mayor in a socially distant manner. The newly elected Chairman to make their Chairman's Declaration of Acceptance of Office and take the chair).
3. Incoming elected Chairman to present the Past Mayor's Badge to the outgoing Mayor in a socially distanced manner.
4. To elect a Vice Chairman.
(The Chairman to present the Vice Chairman's Chain to the incoming Vice Chairman in a socially distant manner).
5. To confirm and note that all Members of the Town Council have signed their Declaration of Acceptance of Office in the presence of the Assistant Town Clerk.
6. Apologies
7. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
8. To receive and approve the Minutes of the Full Town Council Meeting held on 1st April 2021 as a true and correct record (Pages 7 - 17)
9. To note and receive the minutes of the following Committees and consider any recommendations:
 - a. Policy and Finance held on 9th March 2021 (Pages 18 - 26)
 - b. Planning and Licensing held on 16th March 2021 (Pages 27 - 33)
 - c. Personnel held on 13th April 2021 (Pages 34 - 41)
 - d. Planning and Licensing held on 20th April 2021 (Pages 42 - 50)
 - e. Extraordinary Personnel held on 29th April 2021 (Pages 51 - 52)
10. To note and receive the minutes of the Christmas Lights and Town Events Sub Committees held on 23rd March 2021 and consider any recommendations. (Pages 53 - 55)

11. To reaffirm the Council has met the eligibility criteria and is able to adopt and exercise the general power of competence.
12. To consider adopting Cornwall Council newly adopted Code of Conduct as recommended by the Committee on Standards in Public Life. (Pages 56 - 66)
13. To receive and note the schedule of meetings calendar for the year 2021-22 future meetings of this Town Council. (Pages 67 - 68)
14. To note the time and place of Full Council meetings up to and including the next Annual Meeting of Full Council.
15. To approve the co-option process to fill the Tamar and Essa vacant seat on this Town Council.
16. To appoint Members to the following committees:
(To note; Services, Policy & Finance, Planning & Licensing and Burial Authority Committees hold a composition of sixteen Members therefore appointments are not required, all Members will be summoned to the scheduled meetings of this Town Council)
 - a. Personnel
(Composition of six Members. All members of this Committee must undertake employment law training within 6 months of taking Office subject to course availability)
 - b. Joint Burial Board
(Membership established by separate constitution together with St Stephens PCC - composition of four STC Members)
17. To appoint Members to the following sub committees:
 - a. Devolution
(Composition of eight Members)
 - b. Property Maintenance
(Composition of eight Members)
 - c. Station Property
(Composition of eight Members)
 - d. Town Centre Vision
(Composition of eight Members)
 - e. Library
(Composition of eight Members)
 - f. Christmas Lights and Town Events
(Composition of eight Members)

18. To appoint Members to the following Working Parties:
 - a. Neighbourhood Plan
(Composition of two Council representatives)
 - b. Saltash Team for Youth
(Composition of four Members)
 - c. S106 Working Party
(Composition of four Members)
 - d. Climate Change and Environmental Working Party
(Composition of five Members)
 - e. Waterfront Management
(Composition of six Members)
19. To appoint Members to outside Partnerships:
 - a. Section S106 Steering Group
(Composition of two Members, Mayor and Deputy Mayor)
 - b. Town Team
(Composition of four Members)
20. To readopt the following Town Council policies:
Please note the following policies can be viewed on the website here:
<https://www.saltash.gov.uk/policies.php>
 - a. Employees
 - i. Data Protection Criminal Records
 - ii. Data Protection Policy Employees
 - iii. Disability Employment
 - iv. Employee Handbook
 - v. Recruitment
 - vi. Staff Members Relations
 - b. Finance
 - i. Receipting of Income & Banking Procedures
 - ii. Annual Business Continuity Plan
(Pursuant to P&F held on 9.03.21 minute nr. 172/20/21)

- c. General
 - i. Acquisition or Sale of Land and Property
 - ii. Customer Feedback
 - iii. Communications Policy
(Pursuant to P&F held on 9.03.21 minute nr. 173/20/21)
 - iv. Data Retention and Disposal
 - v. Freedom of Information
 - vi. Grants Policy and Application
 - vii. Information and Data Protection
 - viii. Management of Transferable Data
 - ix. Model Publication Scheme
 - x. Planning Handbook
 - xi. Safeguarding
 - xii. Social Media
 - xiii. STC Seals and Logo
 - xiv. Terms of Reference – Committees
 - xv. Unreasonable Persistent Complaints
 - xvi. Zero Tolerance

 - d. Health & Safety
 - i. Health and Safety Handbook

 - e. Library
 - i. Library Computer Access and Usage
 - ii. Library Information Security
 - iii. Library Information Storage
 - iv. Stock Management
 - v. Wi-Fi Acceptable Use

 - f. Members
 - i. Advisory Dress Code Councillors
 - ii. Code of Conduct
 - iii. Election of Mayor and Deputy Mayor
21. To note the Town Council insurance policies:
(Saltash Town Council are currently in a contract agreement with Zurich until October 2022)
- a. Employers Liability (Page 69)
(Limit of Indemnity £10M)
 - b. Public Liability (Page 70)
(Limit of Indemnity £15M)
22. To receive any items for information purposes only.
23. To consider urgent non-financial items at the discretion of the Chairman.
24. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

25. Date of next meeting: Thursday 3rd June 2021 at 7:00p.m.

26. 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.