



Saltash Town Council

Konsel An Dre Essa



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

15 July 2021

Dear Councillor

I write to summon you to the meeting of **Devolution Sub Committee** to be held at the Guildhall on **Wednesday 21st July 2021 at 6.00 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 fifteen minutes before** 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 Councillors:

R Bickford R Bullock S Gillies S Martin J Peggs B Samuels P Samuels D Yates	All other Councillors for information
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Agenda

1. Health and Safety Announcements
2. To elect a Chairman
3. To elect a Vice Chairman
4. Apologies
5. 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.
6. 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.
7. To receive and approve the minutes of the Devolution Sub Committee held on Wednesday 18th November 2020 as a true and correct record (Pages 4 - 8)
8. To consider Risk Management reports as may be received
9. To receive the Devolution Sub Committee Terms of Reference (Pages 9 - 14)
10. To review Devolution Phases and Priorities
11. 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.
12. To consider any items referred from the main part of the agenda
13. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
14. To consider urgent non-financial items at the discretion of the Chairman
15. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting

Date of next meeting: To be confirmed.

SALTASH TOWN COUNCIL

Minutes of the Devolution Sub Committee held on the virtual Zoom platform on Wednesday 18th November 2020 at 6:00 p.m.

PRESENT: Councillors: R Bickford - Chairman (part), J Dent, S Lennox-Boyd – Vice Chairman (part), S Martin, B Samuels, P Samuels – Chairman (part), D Yates.

ALSO PRESENT: D Holley - Cornwall Councillor, C Thompson – Community Link Officer, R Lane – Town Clerk, S Burrows – Assistant Town Clerk, D Joyce – Administration Officer.

APOLOGIES: Councillor: J Peggs.

Mayor in the Chair.

ANNOUNCEMENTS

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

1/20/21 TO APPOINT A CHAIRMAN

It was proposed by Councillor Dent, seconded by Councillor P Samuels and unanimously **RESOLVED** Councillor Bickford be appointed as Chairman.

Chairman in the Chair.

2/20/21 TO APPOINT A VICE CHAIRMAN

It was proposed by Councillor B Samuels, seconded by Councillor P Samuels and unanimously **RESOLVED** Councillor Lennox-Boyd be appointed as Vice Chairman.

3/20/21 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

None.

4/20/21 **DECLARATIONS OF INTEREST**

a. 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. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.

None.

c. Dispensations required.

None.

5/20/21 **QUESTIONS FROM THE PUBLIC**

None.

6/20/21 **TO DETERMINE THE SUB COMMITTEE NAME**

It was **RESOLVED** to continue with Sub Committee name as Devolution Sub Committee.

7/20/21 **TO DETERMINE THE SUB COMMITTEE TERMS OF REFERENCE**

It was proposed by Councillor Bickford, seconded by Councillor B Samuels and **RESOLVED** to delegate authority to the Chair, Vice Chair and the Administration Office to work up and submit to Members for their input and approval at a future Devolution meeting.

8/20/21 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

No Report.

9/20/21

TO RECEIVE A CURRENT STATUS REPORT FROM THE COMMUNITY LINK OFFICER - LOCALISM - CORNWALL COUNCIL.

The Community Link Officer briefed Members on the report and of a Capital Devolution Budget available from Cornwall Council to ensure any devolved asset is compliant and safe.

Waterfront/Waterside, Victoria Gardens and Maurice Huggins Room:

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and unanimously **RESOLVED** that:

1. The overall devolution schedule is in line with the Council's vision and desires.
2. Victoria Gardens and the Maurice Huggins Room number one priority in the devolution process.

It was proposed by Councillor Martin, seconded by Councillor B Samuels and unanimously resolved to **RECOMMEND** to Full Town Council to allocate expenditure to appoint STC Tree Officer to conduct a survey at Victoria Gardens and liaise with Cornwall Council's Tree Officer prior to a full report being produced.

Pontoon

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and unanimously **RESOLVED** that discussions are to be held with the Duchy of Cornwall, Councillors D Holley, Lennox-Boyd, Martin and P Samuels to gain further understanding of costs involved relating to the Fundus and areas requiring attention and any additional financial impacts. Chairman to progress the meeting.

Waterfront

It was proposed by Councillor Bickford, seconded by Councillor Lennox-Boyd and unanimously **RESOLVED** that further discussions take place between Cornwall Council Maritime Manager and Councillors D Holley, Lennox-Boyd, Martin and P Samuels to ascertain powers available, including liabilities and responsibilities, and the impact of those managing the area. Chairman to progress the meeting.

10/20/21 **REVIEW CURRENT DEVOLUTION ASSETS AND LAND PROGRAMME AND CONSIDER THE EXISTING SCHEDULE PHASED APPROACH.**

It was **RESOLVED** that:

1. The Community Link Officer provides an overview of the responsibilities that lie with the Maurice Huggins Room including the current waste contract for Victoria Gardens.
2. The Service Delivery Manager further considers in-house waste disposal costs against contracting out at Victoria Gardens and the Waterside/Waterfront for Members consideration.

11/20/21 **TO REVISIT THE BUILDING CONSULTANTS SURVEY OF VICTORIA GARDENS.**

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

1. The Chairman liaises with the Town Team representatives to further the vision of Victoria Gardens in relation to the integration of the Town Centre and the vision of what can be achieved.
2. The Service Delivery Manager obtains an updated Building Survey Report for Victoria Gardens and works up a five-year maintenance programme for Members consideration

12/20/21 **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.

13/20/21 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

Community Link Officer to liaise with the Chairman, Vice Chairman, Councillor P Samuels – Mayor, D Holley – Cornwall Councillor and Town Clerk to progress devolution of assets.

14/20/21 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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



Saltash Town Council



Policy/Procedure:

Terms of Reference – Sub Committees

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version		Approved by	
Date		Date of approval	
Responsible Officer	AJT	Minute reference	
Responsible Committee	P&F	Review date	

Version History			
Date	Version	Author/Editor	Comments

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by

Document Retention	
Document retention period	Until superseded



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Sub Committees

Terms of Reference

Introduction

Saltash Town Council has appointed a number of Sub Committees to undertake work for and on behalf of the Council. The specific responsibilities of each Sub Committee is confirmed by Terms of Reference.

This policy sets out the Terms of Reference of each Sub Committee of the Council and confirms the following:

- Membership and number of seats
- Role of the Mayor
- Frequency of meetings
- Remit of the Sub Committee and reporting structure
- Delegated Authority.

In the absence of any policy, a Sub Committee of the Council will abide by the criteria established for Full Council as prescribed by the Council's Standing Orders.

These terms of reference apply to Sub Committees.

Saltash Town Council has the General Power of Competence as a power of first resort. Where the Council becomes ineligible, it will refer to the Powers quoted in these Terms of Reference for the conduct of its business.

General Terms of Reference Applicable to all Sub Committees:

The Terms of Reference of all Sub Committees are subject to the following principles:

1. That powers be exercised in accordance with any policy adopted or directions given by the Town Council.
2. That powers be subject to the Council's Standing Orders and Financial Regulations.
3. That any unresolved differences between Sub Committees shall be referred to Full Council for determination.
4. That any proposal which involves any change in the existing policies already approved by the Council shall be submitted to the Council for approval.
5. Day to day management of Council matters rests with the Town Clerk.
6. Urgent/emergency matters may be dealt with as they arise by the Town Clerk in consultation with the Chairman of Sub Committee (or in his/her absence the Vice Chairman) and Mayor and reported to the next appropriate Committee or Full Council meeting, whichever is first.
7. Sub Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which have a beneficial or detrimental effect on the area of Saltash.
8. Guest speakers should normally be limited to one per meeting with the permission of the Council and shall not exceed 10 minutes unless directed by the Chairman of the meeting in accordance with Standing Order 6(6.iii.f).
9. Public participation:
 - a. There will be, during each Committee meeting, a quarter of an hour public session with members of the public being able to speak and ask questions concerning the business of the Committee in accordance with the Standing Orders.
 - b. During Planning Committee meetings members of the public who have registered to do so may speak at the discretion of the Chairman and with the approval of members of the Planning Committee.
 - c. The period of time designated for public participation at a meeting in accordance with standing order 2(d) shall not exceed 15 minutes unless directed by the Chairman of the meeting.
 - d. Subject to Standing Order 2(e) above, a member of the public shall not speak for more than 3 minutes.
 - e. There will be no public participation at meetings of the Personnel Committee.

10. Committees will monitor/respond with critical appraisals to minutes, reports, documentation which from time to time are received from Cornwall Council or other bodies which have been brought to the Council's attention by the Town Clerk/individual Councillors or member of the public which may have an adverse or beneficial effect on the area of Saltash.
11. From time to time a Committee may appoint up to two (2) members of the public to serve on a Council Committee or Sub Committee as non-voting members. Appointed members will be required to abide by the Council's Code of Conduct.
12. All members of the Personnel and Planning and Licensing Committee will attend training relevant to the work of the Committee as identified and provided by the Council.

Delegation of Authority to Sub Committees:

Where a function within the Terms of Reference of a Committee has been further delegated to a Sub Committee that Sub Committee will report its findings and any recommendations back to the appropriate Committee or direct to the Council, as per the remit.

Devolution Sub Committee

Composition:

Chairmanship:

Quorum:

Meetings:

Timing:

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

Reports to:

Remit:

Terms of Reference & Matters Delegated to the Committee:

Finance delegated authority: