



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
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[www.saltash.gov.uk](http://www.saltash.gov.uk)

23 September 2021

Dear Councillor

I write to summon you to the **Meeting of the Devolution Sub Committee** to be held at the Guildhall on **Wednesday 29th September 2021 at 6.30 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 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)

Yours sincerely,

Sinead Burrows  
Acting Town Clerk

**To Councillors:**

R Bickford R Bullock (Vice-Chairman) S Gillies S Martin (Chairman) J Peggs B Samuels P Samuels D Yates	All other Councillors for information
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## Agenda

1. Health and Safety Announcements.
2. Apologies.
3. 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.
4. 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.
5. To receive and approve the minutes of the Devolution Sub Committee held on Wednesday 21st July 2021 as a true and correct record. (Pages 4 - 7)
6. To consider Risk Management reports as may be received.
7. To receive the Devolution Sub Committee Terms of Reference.  
**(Pursuant to Devolution Sub Committee held on 21.07.21 minute nr. 8/20/21)**
8. Saltash Leisure Centre.
9. To receive an update on devolution.
10. To identify and prioritise devolution assets and land programme.
11. Finance and Budget:
  - a. To review, consider and recommend the Town Council Five Year Plan devolution assets and land costs to the Property Maintenance Sub Committee. (Page 8)
12. 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.
13. To consider any items referred from the main part of the agenda.

14. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
  15. To consider urgent non-financial items at the discretion of the Chairman.
  16. 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 Meeting of Devolution Sub Committee held on the Guildhall on Wednesday 21st July 2021 at 6.00 pm**

**PRESENT:** Councillors: R Bickford, R Bullock (Vice-Chairman), S Gillies, S Martin (Chairman), B Samuels, P Samuels and D Yates.

**ALSO PRESENT:** H Frank (Cornwall Council), S Burrows (Acting Town Clerk), R Enticknap (Service Delivery Manager) and D Joyce (Administration Officer)

**APOLOGIES:** Councillor J Peggs

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#### **1/20/21      HEALTH AND SAFETY ANNOUNCEMENTS**

Councillor Bickford in the Chair.

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

#### **2/20/21      TO ELECT A CHAIRMAN**

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and following a vote **RESOLVED** to elect Councillor Martin as Chairman.

Councillor Martin requested Councillor Bickford remain in the Chair for this meeting only.

#### **3/20/21      TO ELECT A VICE CHAIRMAN**

It was proposed by Councillor B Samuels, seconded by Councillor Martin and following a vote **RESOLVED** to elect Councillor Bullock as Vice Chairman.

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

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

None.

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

None.

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

None.

**6/20/21      TO RECEIVE AND APPROVE THE MINUTES OF THE DEVOLUTION SUB COMMITTEE HELD ON WEDNESDAY 18TH NOVEMBER 2020 AS A TRUE AND CORRECT RECORD**

Please see a copy of the minutes on the STC website.

It was proposed by Councillor Bickford, seconded by Councillor B Samuels and **RESOLVED** that the minutes of the Devolution Sub Committee held on Wednesday 18<sup>th</sup> November 2020 were confirmed as a true and correct record.

The minutes will be signed upon the return to the Guildhall and made available upon request.

**7/20/21      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

No report.

**8/20/21      TO RECEIVE THE DEVOLUTION SUB COMMITTEE TERMS OF REFERENCE**

It was proposed by Councillor Bickford, seconded by Councillor Yates and **RESOLVED** to delegate authority to the Chair, Vice Chair and the Senior Policy and Data Compliance Monitoring Officer to work up and submit to Members for their input and approval at a future Devolution Sub Committee meeting.

**9/20/21**      **TO REVIEW DEVOLUTION PHASES AND PRIORITIES**

Councillor Gillies arrived and joined the meeting.

**Victoria Gardens and Maurice Huggins Room:**

Members agreed that Victoria Gardens and the Maurice Huggins Room remain the number one priority in the devolution process.

The Service Delivery Manager briefed Members on various essential works required at Victoria Gardens and associated costs outlined in the updated Building Survey Report and STC Tree Officers survey.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to give delegated authority to the Chair, Vice Chair and Service Delivery Manager to further establish and negotiate costs relating to Victoria Gardens and Maurice Huggins Room working with Cornwall Council Community Link Officer reporting back at the next Devolution Sub Committee Meeting.

**Waterside and Pontoon:**

Members discussed the Waterside and Pontoon areas.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to give delegated authority to the Chair, Vice Chair and Service Delivery Manager to further explore a partnership with Cornwall Council and other associated organisations to manage and maintain the Waterside and Pontoon reporting back at the next Devolution Sub Committee Meeting.

**10/20/21**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

**11/20/21**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**12/20/21**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

13/20/21 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN

None.

14/20/21 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING

None.

**DATE OF NEXT MEETING**

Date Not Specified at Time Not Specified

Rising at: 7.02 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

## **Devolution 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

Meetings: As required

Timing: 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

1. To progress devolution of assets from Cornwall Council to Saltash Town Council working with the Community Link Officer.
2. To explore funding options for remedial works from Cornwall Council upon the transfer of assets.

### **Matters not delegated to the Committee:**

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.



1	Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only													
2	Part 8 Major Works	Budget	2021/2022 Current Year	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	Approved	comments	v			
3		updated 22nd September 2020											2 of 7	
4		Maurice Huggins Room												
5		EMFs												
6		External & Internal repairs and decorations												
7														
8														
9		TOTAL	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00						
10														
11														
12	Item	updated 22nd September 2020											7 of 7	
13	Outdoor Land and Fences													
14	Victoria Gardens	£10,000.00												
15	Waterside development													
16		TOTAL	£10,000.00	£0.00	£0.00	£0.00	£0.00	£0.00						
17														
18	Waterfront Pontoon													
19	Pontoon Management	Underhills Survey to be reviewed												
20	Water supply to pontoon													
21	New toilet toilet/shower block													