



Saltash Town Council

Konsel An Dre Essa



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

1 June 2022

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 9th June 2022 at 7.00 pm.**

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

Yours sincerely,

S Burrows
Town Clerk

To:

Essa	Tamar	Trematon
R Bickford (Chairman) R Bullock G Challen J Foster M Griffiths S Lennox-Boyd	L Challen J Dent S Gillies S Martin J Peggs (Vice-Chairman) P Samuels	S Miller B Samuels B Stoyel D Yates

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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
5. Chairman's Report. (Pages 6 - 7)
6. Monthly Crime Figures. (Pages 8 - 9)
7. Report by Community Enterprises PL12.
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 verbal report on behalf of Safer Saltash.
11. To receive a report from Saltash Chamber of Commerce - No report, next meeting to be held on Monday 13th June 2022.
12. To receive a report from the Climate Change and Environmental Working Party. (Page 10)
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: (Page 11)
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 Annual Meeting of Saltash Town Council held on Thursday 5th May 2022 as a true and correct record. (Pages 12 - 32)

17. Finance:

- a. To advise the following receipts in: (Page 33)
 - i. April 2022
 - b. To advise the following payments in: (Pages 34 - 38)
 - ii. April 2022
 - c. Urgent and essential works actioned by the Town Clerk under Financial Regulations.
 - d. To note that bank reconciliations up to 30th April 2022 were reviewed as correct by the Chairman of Policy & Finance Committee and the 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 note the Internal Audit Report for the year 2021-2022. (Pages 39 - 43)
19. To approve the Annual Governance and Accountability Return Statements for the year 2021/22:
- a. To approve and sign section 1 of the Annual Governance Statement for the year 2021/22. (Pages 44 - 47)
20. To approve the Annual Governance and Accountability Return Statements for the year 2021/22:
- a. To approve and sign section 2 Annual Governance Statement for the year 2021/22. (Pages 48 - 49)
21. To note available funding streams - Community Infrastructure Levy Fund and Great Western Railway Community Fund.
22. To receive and note the minutes of the following Committees and consider any recommendations:
- a. Policy and Finance held on 10th May 2022. (Pages 50 - 58)
 - b. Planning and Licensing held on 17th May 2022. (Pages 59 - 64)
 - c. Personnel held on 26th May 2022. (Pages 65 - 71)
 - d. Extraordinary Personnel held on 7th June 2022. (Pages 72 - 95)

23. To receive and note the minutes of the following Sub Committees and consider any recommendations:
 - a. Library held on 16th May 2022. (Pages 96 - 100)
24. To receive a report on the membership level of the Town Council Burial Authority Committee and consider any actions and expenditure. (Pages 101 - 105)
25. To receive and note the Town Council Health and Safety Welfare Inspection Report dated April 2022. (Pages 106 - 154)
26. To receive and consider approving the amendments to the draft Unreasonable Customer Behaviour and Persistent Complaints Policy. (Pages 155 - 172)
(Pursuant to P&F held on 10.05.22 minute nr. 21/22/23)
27. To receive a verbal update from the latest Saltash Leisure Centre Working Group Meeting.
28. To receive a verbal report on Beating the Bounds and consider any actions and associated expenditure.
29. To receive and note Cormac Solutions Carkeel Village Traffic Calming and Connectivity Study. (Pages 173 - 282)
30. Meet your Councillors: The next scheduled meeting date Saturday 11th June 2022 outside Bloom Hearing, Fore Street.
31. 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.
32. To consider any items referred from the main part of the agenda.
33. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.
34. To consider urgent non-financial items at the discretion of the Chairman.
35. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
36. Date of next meeting: Thursday 7th July 2022 at 7:00 p.m.
37. 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 9 JUNE 2022

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

Friday 6 th May	7pm	Green Fashion Show, Isambard House
Saturday 7 May	10am	Saltash Foodbank 10 Year Anniversary
Saturday 7 th May	10.30am	MayFair, Saltash
Sunday 8 th May	10am	Start the Saltash Fun Run, Saltash
Sunday 8 th May	2.30pmm	Saltash Half Marathon Prize Giving, Saltash
Sunday 8 th May	11am	Saltash RFC Youth Presentation, Saltash RFC Clubhouse
Friday 13 th May	3pm	Visit to resident for 102 nd Birthday
Monday 16 th May	7pm	Truro City Council Mayor Making Truro Cathedral
Thursday 19 th May	1.45pm	Bodmin Mayor Choosing, St Petroc's Church, Bodmin
Thursday 19 th May	7.00pm	Torpoint Mayor Making, Council Offices, Torpoint
Friday 20 th May	9.45am	Election of Lord Mayor ceremony and civic Reception, The Guildhall, Plymouth
Friday 20 th May	7.20pm	Lord Mayor's Dinner Crowne Plaza Hotel, Plymouth
Sunday 22 nd May	10am	Lord Mayor's Church Service, Minster Church of St Andrew
Wednesday 25 th May	7pm	Liskeard Mayor Making, Public Hall Liskeard
Friday 27 th May	6.30pm	Plougastel Reception, Isambard House

Saturday 28 th May	11.50am	Saltash Pride event, Saltash
Saturday 28 th May	6.30pm	Plougastel Social Event, Saltash Social Club
Saturday 28 th May	2pm	St Stephens Church Fete, Saltash
Monday 30 th May	6.30pm	St Austell Mayor Making, Holy Trinity Church, St Austell
Thursday 2 nd June	2pm	Town Crier's Proclamation, Saltash
Thursday 2 nd June	8.30pm	Jubilee Beacon Lighting Event Jubilee Green, Saltash
Saturday 4 th June	12.30pm	Saltash Lions Jubilee Event, Saltash
Sunday 5 th June	12pm	Jubilee Big Lunch, Fore Street

DEPUTY MAYOR'S REPORT TO SALTASH TOWN COUNCIL
THURSDAY 9 JUNE 2022

Sunday 8 th May	11am	Start Saltash Half Marathon, Saltash
Thursday 19 th May	1.45pm	Launceston Mayor Choosing Launceston Town Hall
Sunday 22 nd May	9.45am	Bodmin Mayor's Sunday Service, St Petroc's, Bodmin
Tuesday 24 th May	7.00pm	Callington Mayor Making, Town Hall Callington
Thursday 2 nd June	11.30am	Abbeyfield Jubilee Party, Saltash
Thursday 2 nd June	2pm	Town Crier's Proclamation, Saltash
Thursday 2 nd June	8.30pm	Jubilee Beacon Lighting Event Jubilee Green, Saltash



Devon & Cornwall Police

Building safer communities together

Crimes Recorded - 01/05/2022 to 01/06/2022 - Saltash Town

Offence	Recorded Crime 01/05/2022 to 01/06/2022	Recorded Crime 01/05/2021 to 01/06/2021	Recorded Crime % Difference
Violence with Injury	16	12	33.3%
Violence without Injury	15	10	50.0%
Stalking and Harassment	8	11	-27.3%
Rape	1	0	-
Other Sexual Offences	3	0	-
Robbery	0	1	-100.0%
Burglary Dwelling	2	0	-
Burglary Non-Dwelling	0	1	-100.0%
Vehicle Offences	0	3	-100.0%
Shoplifting	3	3	0.0%
All Other Theft Offences	9	3	200.0%
Criminal Damage	8	7	14.3%
Public Order Offences	7	2	250.0%
Possession of Weapons	3	1	200.0%
Trafficking of Drugs	0	1	-100.0%
Possession of Drugs	1	1	0.0%
Other Offences	1	4	-75.0%
Total	77	60	28.3%

Non Notifiable Offences	5	4	25.0%
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**Devon & Cornwall Police**

Building safer communities together

Incidents Recorded - 01/05/2022 to 01/06/2022 - Saltash Town

Incident Closing Category	Incidents - 01/05/2022 to 01/06/2022	Incidents - 01/05/2021 to 01/06/2021	Incidents % Difference
Anti Social Behaviour	20	29	-31.0%
Crime Not Recorded	1	2	-50.0%
Crime Recorded	30	29	3.4%
Public Safety	88	83	6.0%
Transport	38	28	35.7%
Total	177	171	3.5%

Climate Change Working Group – Meeting 25 May 2022

Apologies – Cllr Bickford, Cllr Pegg & Cllr Martin

Present – Cllr Gillies, Cllr Foster, Cllr Yates, Adrian White (SEA) John Mason (SEA)

It was agreed that Cllr Gillies remain chairing the meetings

Goals Setting –

Investigate and reduce STC vehicle usage and carbon footprint

Recommend STC drivers reduce engine emissions by not leaving engines idling for more than two minutes as per the RAC recommendations.

On the back of this recommendation the group in partnership with SEA would like to run a campaign throughout the town to encourage all drivers to consider their emissions when stationary and turn of engines when stopped for more than 2 minutes.

STC to commit to reducing the number of KWHrs used

Green Saltash – publication, Adrian to liaise with Cllr Martin regarding moving forward with this proposed publication.

Home Energy – Agreed to liaise with other groups in the town to put together a reliable library of resources to assist residents with reducing home energy usage. – CAB, Cornwall Council, SEA, Foodbank

Trees Saltash – First planting is scheduled for Oct/Nov 2022. Promote an adopt a tree initiative to get groups/ individuals to take on watering and care for the trees. 2nd Saltash cubs will take on trees planted at Latchbrook community centre.

Request STC allocate some time/resource from April 2023 to assist with ongoing tree maintenance / care.

Library have contacted Adrian to consider planting a tree on spare land around the building.

Tree Boulevard – This is part of the Saltash Neighbourhood Plan and it was agreed that the Saltash tree wardens will take this initiative forward liaising with this group if extra resource is required in the future.

Date of Next Meeting – 23 June

Agenda Item 15 – Public Questions

Question 1:

My question is:

Will Council try to improve its competence?

Yours sincerely

Barry Brooking

SALTASH TOWN COUNCIL

Minutes of the Annual Meeting of Saltash Town Council held at the Guildhall on Thursday 5th May 2022 at 7.00 pm

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

ALSO PRESENT: 1 Member of the Public, 1 Member of the Press, H Frank (Cornwall Councillor), M Worth (Cornwall Councillor) and Reverend T Parkman, S Burrows (Acting Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: Councillor L Challen.

The Chairman announced the first item of business would be agenda item 2 – Prayers.

33/22/23 PRAYERS

The Chairman announced the first item of business would be agenda item 2 – Prayers.

Reverend Tim Parkman led prayers.

34/22/23 HEALTH AND SAFETY ANNOUNCEMENTS

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

35/22/23 TO ELECT A CHAIRMAN.

The Acting Town Clerk informed Members that at the Extraordinary Full Town Council meeting held on Tuesday 15th March 2022 Councillor Bickford was nominated Mayor elect for the year 2022/2023.

The Acting Town Clerk confirmed that the nomination for Mayor elect was proposed by Councillor Yates, seconded by Councillor Miller and following a recorded vote;

Bickford	For
Bullock	For
Challen G	For
Challen L	Absent
Dent	For
Foster	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Peggs	For
Samuels B	For
Samuels P	For
Stoyel	For
Yates	For

it was **RESOLVED** that Councillor Bickford be appointed Chairman for the year 2022/2023.

The outgoing Mayor Councillor P Samuels presented the Mayor's Chain to Councillor Bickford the incoming Mayor.

36/22/23 INCOMING ELECTED CHAIRMAN TO PRESENT THE PAST MAYOR'S BADGE TO THE OUTGOING MAYOR.

The incoming elected Chairman Councillor Bickford presented the Past Mayor's badge to the outgoing Mayor Councillor P Samuels.

The Chairman announced the next item of business would be agenda item 6 - To confirm and note that Mayor of Saltash Town Council has signed their Declaration of Acceptance of Office in the presence of the Acting Town Clerk.

37/22/23 **TO CONFIRM AND NOTE THAT MAYOR OF SALTASH TOWN COUNCIL HAS SIGNED THEIR DECLARATION OF ACCEPTANCE OF OFFICE IN THE PRESENCE OF THE ACTING TOWN CLERK**

The Chairman read and signed the Chairman's Declaration of Acceptance of Office in the presence of the Acting Town Clerk.

The Acting Town Clerk confirmed that the Mayor of Saltash Town Council had signed their Declaration of Acceptance of Office.

It was **RESOLVED** to note.

38/22/23 **TO ELECT A VICE CHAIRMAN.**

The Acting Town Clerk informed Members that at the Extraordinary Full Town Council meeting held on Tuesday 15th March 2022 Councillor Peggs was nominated as Deputy Mayor elect for the year 2022/2023.

The Acting Town Clerk confirmed that the nomination for Deputy Mayor elect was proposed by Councillor Dent, seconded by Councillor Bickford and following a recorded vote;

Bickford	For
Bullock	For
Challen G	Against
Challen L	Absent
Dent	For
Foster	For
Gillies	For
Griffiths	For
Lennox-Boyd	For
Martin	For
Miller	For
Peggs	For
Samuels B	For
Samuels P	For
Stoyel	For
Yates	For

it was **RESOLVED** that Councillor Peggs be appointed Vice Chairman for the year 2022/2023.

The Mayor presented the Deputy Mayor's medallion and chain to Councillor Peggs the incoming Deputy Mayor.

39/22/23 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
Foster	26b	Non-Pecuniary	Member of Lion's	Yes

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

None.

40/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

41/22/23

TO RATIFY MINUTE 29/22/23 OF THE SALTASH TOWN COUNCIL MEETING HELD ON THE 7TH APRIL 2022

29/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

Annual Town Council Report

Members discussed the need for further amendments to establish consistency and to be coherent throughout the report.

Members requested the latest amended version of the document be provided, with a deadline date for review and feedback to ensure there is no further delay in publication.

It was proposed by Councillor Griffiths, seconded by Councillor Stoyel and **RESOLVED** to give delegated authority to the Acting Town Clerk to finalise the report to be received at the Annual Town Council meeting to be held on Thursday 5th May 2022 for approval prior to publication.

Saltash Town Council Stall at Mayfair

Members discussed distribution of the Annual Town Council Report with an offer made by the Treasurer of the Mayfair Committee to have a Saltash Town Council stall at this year's Mayfair event to be held on Saturday 7th May 2022 at no cost to Saltash Town Council.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to hold a Saltash Town Council stall at this year's Mayfair event to increase the Town Council's visibility and to further engage with the community.

The above resolutions are to be ratified at the Annual Town Council meeting to be held on Thursday 5th May 2022.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to ratify minute 29/22/23 of the Saltash Town Council meeting held on the 7th April 2022.

42/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON 7TH APRIL 2022 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 P Samuels and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 7th April 2022 were confirmed as a true and correct record.

43/22/23 CHAIRMAN'S REPORT

It was **RESOLVED** to note.

44/22/23 MONTHLY CRIME FIGURES

It was **RESOLVED** to note.

45/22/23 REPORT BY COMMUNITY ENTERPRISES PL12

It was **RESOLVED** to note.

TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH

Councillor Lennox-Boyd gave a brief overview of the recent Safer Saltash meeting held on Wednesday 4th May 2022.

Anti-Social Behaviour

Councillor Lennox-Boyd spoke of the reduced crime rates in Saltash with the Anti-social Behaviour Officer reporting that there were no major concerns in the community.

Due to incidents being reported involving youths firing items in the cinder paths the local youth clubs have requested PCSO's to attend the premises to talk to the youths. Currently there is a shortage of police presence in the community of Saltash.

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** to delegate to the Acting Town Clerk liaising with the Chairman to write a letter to the police authority expressing concern of the reduced PCSO's and police presence in Saltash.

Homeless

Councillor Lennox-Boyd reported on various contact procedures for those identifying a homeless person in need of assistance.

Due to the current process needing to be reported to Truro, St Petrocs, time spent on a waiting list prior to initial contact is proving to be excessive, potential 48-hour delay for a visit to take place. Saltash Baptist Church have kindly set up a dedicated line for the community of Saltash to report issues or concerns with the homeless named - Saltash Hope.

Reverend T Parkman offered to provide the Town Council the contact details for the local number upon confirmation it is active.

It was **RESOLVED** to note.

TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS

Councillor Worth gave a verbal update to Members.

Support for Energy Bills

Councillor Worth spoke of the mandatory scheme in which all band A-D properties will be given £150.00 Council Tax rebate towards their energy bills.

Councillor Worth confirmed there are 159,000 properties in Cornwall which pay their Council Tax by direct debit. Out of those 159,000 properties 139,000 were sent the £150.00 rebate last week.

Cornwall Council's computer system raised questions on 20,000 properties of which 10,000 have now been resolved and will receive their rebate this week.

The remaining 10,000 properties which have been identified with concerns will be receiving a letter or email asking them for more information with the view to request further information via an online form.

If a property does not make payment for Council Tax via a Direct Debit but is still a taxpayer, they will also receive an email (if Cornwall Council has contact details) or a second class letter asking them to either fill in an online form or to contact Cornwall Council direct to provide payment details.

Cornwall Council aim to provide all Cornish residents who provide correct information with the mandatory rebate within the next 14 days.

Cornwall Council stated that by the 14th May 2022 all Cornish residents will either have received the rebate or will have been contacted for further information.

Councillor Worth emphasized that Cornwall Council will never call anyone and ask for their bank details on the telephone and requested all residents to be vigilant and aware of scams.

Discretionary Scheme

Councillor Worth spoke of the discretionary scheme being provided by Cornwall Council. The aim is to have a website with further information available to residents up and running by 6th June 2022.

This scheme will be by application only, i.e. Cornwall Council will not be writing to residents or those eligible.

The scheme is to offer £150.00 grants to;

1. Property in E to H where residents receive Council tax support
2. Property in A to D if not liable to Council Tax and weekly earnings/pension below £450 and capital assets are below £6000.

Councillor Worth also confirmed that Cornwall Council are offering a further £20 grant to properties in bands A-D who are in receipt of Council Tax Support in addition to the £150.00 rebate.

Councillor Worth confirmed that Cornwall Council is the second fastest Council at getting this money out to those who use the Capita computer system, some Councils reporting that the mandatory rebate will not be paid to their residents until September.

Awarded Medals for the Queens Platinum Jubilee – Saltash Community Fire Station

Cornwall Councillor Lennox-Boyd wished to update Members on the recently awarded Queens Platinum Jubilee medals received by the Saltash Community Fire Station.

Crew members having served a minimum of 5 years qualified for the honour to receive a medal, which might never be repeated.

Nine crew Members received the award on Tuesday 3rd May 2022 with those nine crew Members having a combined service total of 198 years.

Councillor Lennox-Boyd wished to thank Saltash Community Fire Station on behalf of Saltash Town Council and Cornwall Council for their dedication for keeping the town safe.

Councillor Lennox-Boyd informed Members of a second presentation to be held next week at 7pm at the Community Fire Brigade should Members wish to attend.

It was **RESOLVED** to note.

48/22/23 FINANCE:

a. To advise the following receipts in:

i. March 2022

It was **RESOLVED** to note.

b. To advise the following payments out:

ii. March 2022

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 31st March 2022 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 Council's Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

49/22/23 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

a. Services held on Thursday 21st April 2022

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

b. Planning and Licensing held on Tuesday 26th April 2022

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

50/22/23

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)

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.

All members of this Committee will undertake employment law training within 6 months provided by the Town Council subject to course availability.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** that Councillors Dent, Foster, Martin, Miller, Peggs and Stoyel be appointed to the Personnel Committee.

b. Joint Burial Board

(Membership established by separate constitution - composition of four STC Members)

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** that Councillors Bullock, Dent, Lennox-Boyd and Yates be appointed to the Joint Burial Board Committee.

TO APPOINT MEMBERS TO THE FOLLOWING SUB COMMITTEES:

a. Devolution
(Composition of eight Members)

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** that Councillors Bickford, Bullock, Gillies, Martin, Peggs, B Samuels, P Samuels and Yates be appointed to the Devolution Sub Committee.

b. Library
(Composition of eight Members)

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** that Councillors Bickford, Bullock, Dent, Martin, Peggs, B Samuels, P Samuels and Yates be appointed to the Library Sub Committee.

c. Property Maintenance
(Composition of eight Members)

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** that Councillors Bickford, Bullock, Dent, Martin, Miller, Peggs, P Samuels, Stoyel and Yates be appointed to the Property Maintenance Sub Committee.

d. Station Property
(Composition of eight Members)

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** that Councillors Bickford, Bullock, Foster, Gillies, Miller, Peggs, P Samuels and Yates be appointed to the Station Property Sub Committee.

e. Town Vision
(Composition of eight Members)

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** that Councillors Bickford, Bullock, Gillies, Griffiths, Miller, Peggs, P Samuels and Yates be appointed to the Town Vision Sub Committee.

52/22/23 TO APPOINT MEMBERS TO THE FOLLOWING WORKING GROUPS:

**a. Waterfront Management
(Composition of seven Members)**

It was proposed by Councillor Bickford seconded by Councillor Bullock and **RESOLVED** to merge the Waterfront Management Working Group with the Water Transport Working Group.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to appoint Councillors Bickford, Bullock, Gillies, Lennox-Boyd, Martin, Miller and Yates to the Waterfront Management / Transport Working Group.

**b. Neighbourhood Plan Steering Group
(Composition of two Council Representatives)**

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** to appoint Councillors B Samuels and Yates as Town Council Representatives for the Neighbourhood Plan Steering Group.

**c. Climate Change and Environmental
(Composition of five Members)**

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** to appoint Councillors Bickford, Foster, Gillies, Martin, Miller, Peggs and Yates to the Climate Change and Environmental Working Group.

**d. Saltash Team for Youth
(Composition of four Members)**

It was proposed by Councillor Bickford, seconded by Councillor G Challen and **RESOLVED** to appoint Councillors Bullock, Griffiths, Martin and Peggs to the Saltash Team for Youth.

**e. A38 Working Group
(Composition of four Members)**

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to appoint Councillors Lennox-Boyd, Martin, Miller and Yates to the A38 Working Group.

f. Communications and Engagement
(Composition of five Members)

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to appoint Councillors Bickford, Bullock, Martin, Miller and Yates to the Communications and Engagement Working Group.

g. Water Transport
(Composition of six Members)

This item was resolved under agenda item 21a.

h. Grants Policy
(Composition of three Members)

It was proposed by Councillor Bickford, seconded by Councillor Lennox-Boyd and **RESOLVED** to discontinue the Grants Policy working group as it is no longer required.

i. Standing Orders - Public Questions at Meetings
(Composition of four Members)

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** to appoint Councillors Dent, Miller, B Samuels and Yates to the Standing Orders Working Group to review the Public Questions at Meetings with assistance from the Senior Policy and Data Compliance Monitoring Officer.

j. A38 Roundabout
(Composition of three Members)

Councillor Worth was invited to report on previous enquiries made regarding the ownership, restoration and continued maintenance of the A38 Roundabout situated at a central entrance to Saltash, but to this day has had no luck in ascertaining ownership and responsibility for maintenance.

It was proposed by Councillor Bickford, seconded by Councillor Lennox-Boyd and **RESOLVED** to discontinue the A38 Roundabout Working Group and defer the item to the Services Committee for further investigation.

k. Cornwall Transport Plan Response
(Composition of three Members)

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** to discontinue the Cornwall Transport Plan Response Working Group as it is no longer required.

TO APPOINT MEMBERS TO OUTSIDE PARTNERSHIPS:

Councillor G Challen gave her apologies and left the meeting.

The Chairman announced the next item of business is agenda item 22b.

b. OPCC Councillor Advocate Scheme
(Composition of two representatives, the Mayor and one Member)

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** to appoint Councillors Bickford and Lennox-Boyd as Town Council Representatives to the OPCC Councillor Advocate Scheme.

a. Safer Saltash
(Composition of four representatives)

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to appoint Councillors Bickford, Lennox-Boyd, Miller and Peggs as Town Council Representatives for Safer Saltash

c. Cornwall Gateway CNP
(Composition of two Members, Mayor and Deputy Mayor)

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED** to appoint the Mayor and Deputy Mayor Councillors Bickford and Peggs as Town Council Representatives to the Cornwall Gateway CNP.

d. Section S106 Panel
(Composition of three representatives, Mayor and Deputy Mayor and one Member)

It was proposed by Councillor Bickford, seconded by Councillor Peggs and following a vote **RESOLVED** to appoint Councillors Bickford, Peggs and P Samuels as Town Council Representatives to the Section 106 Panel with Councillor Dent as the first reserve.

e. Town Team
(Composition of three representatives, Chairman of Town Vision and two Members)

It was proposed by Councillor Bickford, seconded by Councillor Lennox-Boyd and **RESOLVED** to appoint Councillors Bullock, Gillies and B Samuels as Town Council Representatives on the Town Team.

**TO REVIEW AND CONSIDER ADOPTING THE TOWN COUNCIL'S
EXISTING POLICIES AND PROCEDURES FOR THE YEAR 2022-23:**

Please note the following policies can be viewed on the website here:

<https://www.saltash.gov.uk/policies.php>

The Chairman announced the following adoption of policies would be taken on block.

a. Employees:

- i. Data Protection Criminal Records
- ii. Data Protection Policy Employees
- iii. Disability Employment
- iv. Employee Handbook
- v. Recruitment and Selection
- vi. Staff Members Relations
- vii. Training and Development

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** to adopt the above Town Council Employee Policies.

b. General:

- i. Acquisition or Sale of Land and Property
- ii. Customer Feedback
- iii. Communications Policy
- iv. Data Retention and Disposal
- v. Data Retention and Disposal and Appendix
- vi. Equality and Diversity
- vii. FOI Model Publication Scheme
- viii. Freedom of Information
- ix. Grants Policy and Application
- x. Health and Safety Manual
- xi. Health and Safety Statement
- xii. Information and Data Protection
- xiii. Management of Transferable Data
- xiv. Model Publication Scheme
- xv. Planning – A Guide for Councillors
- xvi. Provision of IT and Acceptable Use
- xvii. Receiving Public Questions at Meetings
- xviii. Safeguarding
- xix. Saltash Town Council Evacuation Procedure
- xx. Social Media
- xxi. Standing Orders
- xxii. STC Seals and Logo
- xxiii. Terms of Reference – Committees and Sub Committees
- xxiv. Unreasonable Persistent Complaints
- xxv. Zero Tolerance

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to adopt the above Town Council General Policies and to give delegated authority to the Acting Town Clerk to sign off the Health and Safety Statement on behalf of the Town Council.

c. Library:

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

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to adopt the above Town Council Library Policies.

d. Members:

- i. Advisory Dress Code Councillors
- ii. Co-option
- iii. Code of Conduct

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to adopt the above Town Council Members Policies.

e. Civic:

- i. Awarding Honorary Freedom of Saltash
- ii. Civic Awards
- iii. Civic Handbook
- iv. Election of Mayor and Deputy Mayor

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to adopt the above Town Council Civic Policies.

f. Finance:

- i. To note that a review of all Town Council Finance Policies took place at an Extraordinary Policy and Finance Committee Meeting held on Tuesday 22nd February 2022 approved at Full Council held on 3rd March 2022.

It was **RESOLVED** to note.

- ii. To consider adopting the Town Council's Finance Policies.

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to adopt the Town Council's Finance Policies.

55/22/23 TOWN COUNCIL SCHEDULE OF MEETINGS CALENDAR FOR THE YEAR 2022-23:

- i. To note that a review of the Town Council Schedule of Meetings Calendar for the year 2022-23 took place and was approved at a Full Town Council meeting held on 3rd February 2022.

It was **RESOLVED** to note.

- i. To consider adopting the Town Council Schedule of Meetings Calendar for the year 2022-23.

It was proposed by Councillor Bickford, seconded by Councillor Lennox-Boyd and **RESOLVED** to adopt the Town Council Schedule of Meetings Calendar for the year 2022-23.

56/22/23 TO NOTE THE TOWN COUNCIL INSURANCE POLICIES:

(Saltash Town Council are currently in a contract agreement with Zurich until October 2022)

- a. Employers Liability
(Limit of Indemnity £10M)

It was **RESOLVED** to note.

- b. Public Liability
(Limit of Indemnity £15m)

It was **RESOLVED** to note.

57/22/23 CORRESPONDENCE:

- a. Citizen Advice Cornwall - community help.

It was **RESOLVED** to note.

- b. Saltash Lion's Club - request for invitations to all Civic and Town Council events be extended to Platinum Queen, King and Princess.

It was proposed by Councillor Yates, seconded by Councillor Dent and **RESOLVED** to extend invitations to all Town Council Civic Events to the Saltash Lion's Club Platinum Queen, King and Princess.

58/22/23 TO RECEIVE, APPROVE AND CONSIDER PUBLISHING THE FINAL ANNUAL TOWN COUNCIL REPORT FOR THE YEAR 2021-2022.

The Chairman thanked the Administration Officer for her hard work on the Annual Town Council Report.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to approve the publishing and distribution of the Annual Town Council Report for the year 2021/2022.

The Acting Town Clerk confirmed the Annual Report will be distributed to all Town Council premises, social media, available for Members to distribute at the Town Council May Fair stall, a poster displaying a QR code directing the public to the Town Council website, to download and review the report.

The poster displaying the QR code is to be placed in all Town Council noticeboards and an email banner on all Town Council employees and Members emails.

59/22/23 TO RECEIVE THE REVISED TERMS OF REFERENCE FOR THE S106 PANEL AND CONSIDER ANY ACTIONS.

Councillor Bickford advised Members of the amendments to the S106 Terms of Reference which states that panel Members can nominate a Town Councillor as a representative should they require to declare an interest, and the reduction of the quorum from 4 organisations present to 3.

It was proposed by Councillor P Samuels, seconded by Councillor Bickford and **RESOLVED** to accept the revised S106 Panel Terms of Reference.

60/22/23 TO RECEIVE AND NOTE A REPORT ON THE TOWN COUNCIL QUEEN'S PLATINUM JUBILEE CIVIC EVENT.

The Chairman gave a brief overview of the report received by Members and thanked the Mayor's Secretary for her hard work organising the Town Council Jubilee Civic Event and working up a report.

The Chairman also thanked Saltash Rotary for their volunteer work to refurbish benches and Ann Glanville situated at the Waterside.

It was **RESOLVED** to note.

61/22/23 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.

62/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

63/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

64/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

The Following items are for information only:

Mayor's Charity Donation – 2021/2022

Councillor P Samuels informed Members of the donation of £1,200 provided to Dementia PL12 by the Mayor's Charity for the year 2021/2022.

Members Attendance at Saltash Mayfair

Saltash Town Council May Fair stall is available from 10am – 4pm. Members are to collect a table, Councillor stand and leaflets from the Guildhall to set up the stall.

Members discussed their availability with the Acting Town Clerk to confirm their attendance schedule on Friday 6th May 2022.

65/22/23 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 Foster and **RESOLVED** to issue the following Press and Social Media releases:

1. Mayor's Charity Donation for the year 2021/2022
2. Annual Town Council Report
3. Elections of the Mayor and Deputy Mayor
4. Queen's Jubilee Celebrations
5. Citizen Advice Bureau
6. Appointment of Committees, Sub Committee, Working Groups
7. Schedule of Meetings calendar for the 2022/2023.

66/22/23 DATE OF NEXT MEETING: FULL TOWN COUNCIL TO BE HELD ON THURSDAY 9TH JUNE 2022

Full Town Council to be held on Thursday 9th June 2022 at 7:00pm.

67/22/23 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.

Rising at: 8:51pm.

Signed: _____
Chairman

Dated: _____

Bank Receipts

Saltash Town Council
For the period 1 April 2022 to 30 April 2022

Contact	Description	Net	VAT	Gross
Allotment Deposits	Allotment Deposits	£ 250.00	£ -	£ 250.00
Allotments	Allotment Income	£ 946.37	£ -	£ 946.37
Barclays	Loyalty Reward	£ 0.68	£ -	£ 0.68
Barclays Active Saver	Bank Transfers from Barclays Active Saver	£ 11,000.00	£ -	£ 11,000.00
Churchtown	Churchtown - Cemetery Fees	£ 291.67	£ 58.33	£ 350.00
Cornwall Council	Town Vitality Funding (Grant)	£ 84,000.00	£ -	£ 84,000.00
Cornwall Council	Precept 2022-2023 - First Installment	£ 627,845.00	£ -	£ 627,845.00
Cornwall Council	Precept CTS Grant 2022-2023 - First Installment	£ 6,873.39	£ -	£ 6,873.39
Guildhall Bookings	Guildhall Bookings Income	£ 163.20	£ -	£ 163.20
Guildhall Bookings	Guildhall Refreshments Income	£ 60.84	£ 12.16	£ 73.00
Maurice Huggins	Maurice Huggins Room Income	£ 405.00	£ -	£ 405.00
Public Sector Deposit Fund	Monthly Interest	£ 80.30	£ -	£ 80.30
Public Works Loan Board	Library PWL Board Loan	£ 199,930.00	£ -	£ 199,930.00
Saltash Bowls Club	Bowling Club - Water Charges Income	£ 33.82	£ 2.72	£ 36.54
Saltash Library	Library Fines Income	£ 5.00	£ 1.00	£ 6.00
Saltash Library	Photocopying Fees	£ 175.69	£ 35.14	£ 210.83
Seagull Bags	Seagull Bags Income	£ 64.17	£ 12.83	£ 77.00
St Stephens	St Stephens - Cemetery Fees	£ 654.00	£ -	£ 654.00
Tresorys Kernow	Gorsav Tren - Festival Funding	£ 2,250.00	£ -	£ 2,250.00
Waterfront	Trusted Boat Scheme Income	£ 562.50	£ 112.50	£ 675.00
Waterfront	Annual Mooring Fees	£ 2,778.33	£ 635.67	£ 3,414.00
Grand Total		£ 938,369.96	£ 870.35	£ 939,240.31

Bank Payments

Saltash Town Council
For the period 1 April 2022 to 30 April 2022

Contact	Description	Net	VAT	Gross
1st Office Equipment	MF282+ Copies charge 18/11/21 to 21/02/22 & QUARTERLY MAINTENANCE 28/02/22 TO 30/05/22	£ 125.75	£ 25.15	£ 150.90
All Seasons Window Cleaning	Saltash Station building window cleaning - March 2022	£ 35.00	£ -	£ 35.00
Aquastorage System Cleaning Ltd	Legionella Risk Assessment & Review - Waterside Office	£ 300.00	£ 60.00	£ 360.00
Aquastorage System Cleaning Ltd	Monthly Legionella Monitoring- Train Station	£ 35.00	£ 7.00	£ 42.00
Aquastorage System Cleaning Ltd	Monthly Legionella Monitoring- Guildhall	£ 35.00	£ 7.00	£ 42.00
Aquastorage System Cleaning Ltd	Monthly Legionella Monitoring - Library	£ 35.00	£ 7.00	£ 42.00
Aquastorage System Cleaning Ltd	Monthly Legionella Monitoring - Maurice Huggins room	£ 35.00	£ 7.00	£ 42.00
Aquastorage System Cleaning Ltd	Monthly Legionella Monitoring - Waterside Toilets	£ 35.00	£ 7.00	£ 42.00
Aquastorage System Cleaning Ltd	Monthly Legionella Monitoring- Train Station	£ 35.00	£ 7.00	£ 42.00
Aquastorage System Cleaning Ltd	Monthly Legionella Monitoring- Guildhall	£ 35.00	£ 7.00	£ 42.00
Aquastorage System Cleaning Ltd	Monthly Legionella Monitoring - Library	£ 35.00	£ 7.00	£ 42.00
Aquastorage System Cleaning Ltd	Monthly Legionella Monitoring - Maurice Huggins room	£ 35.00	£ 7.00	£ 42.00
Aquastorage System Cleaning Ltd	Monthly Legionella Monitoring - Waterside Toilets	£ 35.00	£ 7.00	£ 42.00
Barclays	Bank Charges	£ 10.74	£ -	£ 10.74
Barclays Active Saver	Bank Transfers to Barclays Active Saver	£ 364,000.00	£ -	£ 364,000.00
Brandon Hire	Breaker Hire for Jubilee Tree planting 31.03.2022	£ 31.82	£ 6.36	£ 38.18
Brandon Hire	Cement Mixer Hire - Memorial Garden	£ 42.79	£ 8.56	£ 51.35
Breakthrough Communications	Legal Fees	£ 400.00	£ 80.00	£ 480.00
Civica - Modern.Gov	Annual renewal Subscription 01/04/22 to 31/03/23	£ 7,925.40	£ 1,585.08	£ 9,510.48
Cornish Times	52 weeks subscription to Cornish Times. Delivered to the Guildhall.	£ 147.68	£ -	£ 147.68
Cornwall Association of Local Councils	Annual Subscription to CALC 2022-2023	£ 2,002.35	£ 400.47	£ 2,402.82
Cornwall Association of Local Councils	Annual Subscription to NALC 2022-2023	£ 950.26	£ -	£ 950.26
Cornwall Association of Local Councils	Councillor Training	£ 60.00	£ 12.00	£ 72.00
Cornwall Association of Local Councils	Councillor Training	£ 20.00	£ 4.00	£ 24.00
Cornwall Council	Rent for Garage and depot at Longstone park, Glebe Avenue, Saltash for month commencing date of invoice 06/04/22	£ 375.00	£ -	£ 375.00
Cornwall Council	Licence of land rear of Grenfell Avenue, Saltash for the year commencing as per the invoice date- 01/04/2022	£ 120.00	£ -	£ 120.00
Cornwall Council	DBS Checks	£ 113.00	£ 6.60	£ 119.60
Cornwall Council Deposit Account	Transfers to Cornwall Council Deposit Account	£ 470,000.00	£ -	£ 470,000.00
Cornwall International Male Choral Festival	Festival Fund grant - Festival 2022. Regional concert in Saltash Wesley Methodist church	£ 250.00	£ -	£ 250.00
Cornwall Pension Fund	Staff Pension Payment - March 2022	£ 12,112.20	£ -	£ 12,112.20
Credit Card Purchases	Flags 4 Sale - Ukrainian Flags & Cornish Flags	£ 159.59	£ 31.91	£ 191.50
Credit Card Purchases	Amazon - HDMI to USB Lead Guildhall	£ 15.82	£ 3.16	£ 18.98
Credit Card Purchases	Post Office - Postage - Signed for letter	£ 2.25	£ -	£ 2.25
Credit Card Purchases	Onkron - Mobile TV Stand - Library	£ 237.49	£ 47.50	£ 284.99

Credit Card Purchases	Amazon - Office shredder	£ 133.32	£ 26.67	£ 159.99
Credit Card Purchases	Hardy Labels - 50 x Engraved aluminium plant label – Allotments	£ 276.75	£ -	£ 276.75
Credit Card Purchases	Lloyds Pharmacy - Covid Tests	£ 118.62	£ 23.73	£ 142.35
Credit Card Purchases	Saltash Trophies - Mayors badge engraving	£ 5.00	£ -	£ 5.00
Credit Card Purchases	Amazon - Charger for New Mobile Phones	£ 23.32	£ 4.66	£ 27.98
Credit Card Purchases	Amazon - Library Activities	£ 33.32	£ 6.67	£ 39.99
Credit Card Purchases	Amazon - Waste Transfer Triplicate Book A5	£ 7.05	£ 1.41	£ 8.46
Credit Card Purchases	Amazon - Screen Protectors for New Mobile Phones	£ 9.56	£ 1.92	£ 11.48
Credit Card Purchases	Amazon - Gender Neutral Inclusive Toilet Signs - Isambard House	£ 18.03	£ 3.61	£ 21.64
Credit Card Purchases	Amazon - Phone Cases & Screen Protectors	£ 20.27	£ -	£ 20.27
Credit Card Purchases	Amazon - pictures frames for citizen award certificates	£ 19.98	£ 4.00	£ 23.98
Credit Card Purchases	Gear4Music - PA System with Microphones and Stands - Isambard House	£ 297.90	£ 59.58	£ 357.48
Credit Card Purchases	Amazon - pictures frames for citizen award certificates - ordered to replace two broken one's which have been returned	£ 14.15	£ 2.83	£ 16.98
Credit Card Purchases	Amazon - returned - A4 pictures frames for citizen award certificates	£ (19.98)	£ (4.00)	£ (23.98)
Credit Card Purchases	Tudor Environmental - Grounds Maintenance	£ 38.38	£ 7.68	£ 46.06
Credit Card Purchases	Zoom - Annual Subscriptions x 2	£ 172.13	£ 34.43	£ 206.56
Credit Card Purchases	Amazon - Printer Ink - Longstone	£ 33.32	£ 6.67	£ 39.99
Credit Card Purchases	Royal Mail - Door to Door Campaign PL12 4,5 and 6 postcodes & JIC Levy	£ 692.25	£ 138.04	£ 830.29
Dainton Group Services	Anti Vandal Welfare Cabin & Effluent Tank From 01/04/2022 to 30/04/2022 - Pontoon	£ 321.42	£ 64.28	£ 385.70
Denmans	LED Maintained Emergency Bulkhead - Public Toilets Maintenance (Credit Note)	£ (17.59)	£ (3.52)	£ (21.11)
Denmans	General Repairs & Maintenance - Isambard House, Public Toilets & Library	£ 90.13	£ 18.03	£ 108.16
Denmans	Repairs & Maintenance - Longstone depot	£ 33.39	£ 6.68	£ 40.07
Denmans	Public Toilets - Various Repairs & Maintenance	£ 119.92	£ 23.98	£ 143.90
Devon Contract Waste Ltd	Saltash Town Council, Longstone Garage and Store, Glebe Avenue, Saltash, PL12 6DN, Euro 1100, Recycling 05837	£ 10.95	£ 2.19	£ 13.14
Door Care South West	Library Repairs & Maintenance	£ 90.00	£ 18.00	£ 108.00
Door Care South West	Longstone Depot Roller Shutter Door service	£ 45.00	£ 9.00	£ 54.00
E.Pascoe & Son	To supply granite tree marker for commemorative Jubilee tree planting on 31.03.2022	£ 100.00	£ 20.00	£ 120.00
EE	Staff Mobile Charges & Pontoon Broadband	£ 355.15	£ 71.03	£ 426.18
Efficient Comms Ltd	Annual support commencing 01/05/2022	£ 411.00	£ 82.20	£ 493.20
Efficient Comms Ltd	Telephone Charges - March 2022	£ 128.78	£ 25.76	£ 154.54
Grantham Piano Services Ltd	Work carried out in connection with the Broadwood Grand Piano situated in the Guildhall	£ 75.00	£ -	£ 75.00
Greenham	Service Delivery Staff - Clothing	£ 54.00	£ 10.80	£ 64.80
Greenham	Service Delivery Staff - Clothing	£ 108.00	£ 21.60	£ 129.60
HMRC	PAYE Payment - March 2022	£ 13,320.13	£ -	£ 13,320.13
Hockerill Engraving	Burial Authority - Churchtown Cemetary Site Maintenance	£ 24.50	£ 4.90	£ 29.40
IRQ Systems Ltd	Email Signatures	£ 47.25	£ 9.45	£ 56.70
IRQ Systems Ltd	Duo Security Charge per RAS user	£ 63.05	£ 12.61	£ 75.66

IRQ Systems Ltd	Office365 Exchange Mailbox	£ 86.40	£ 17.28	£ 103.68
IRQ Systems Ltd	Office365 Business Premium	£ 187.20	£ 37.44	£ 224.64
IRQ Systems Ltd	Email Protection	£ 96.25	£ 19.25	£ 115.50
IRQ Systems Ltd	Unlimited Business ADSL for Longstone Park	£ 25.00	£ 5.00	£ 30.00
IRQ Systems Ltd	10GB Business ADSL for CC Machine	£ 15.00	£ 3.00	£ 18.00
IRQ Systems Ltd	Unlimited Business Fibre Broadband Guildhall	£ 36.00	£ 7.20	£ 43.20
IRQ Systems Ltd	Online Backup	£ 27.50	£ 5.50	£ 33.00
IRQ Systems Ltd	Anti Virus	£ 44.00	£ 8.80	£ 52.80
IRQ Systems Ltd	2019-20 Support/Maintenance	£ 140.00	£ 28.00	£ 168.00
IRQ Systems Ltd	PSTN line Guildhall CC Machine	£ 14.00	£ 2.80	£ 16.80
IRQ Systems Ltd	50mbps Leased Line 1:1 (3yr Contract ends March 2022)	£ 309.00	£ 61.80	£ 370.80
John Grimes Partnership Ltd	Saltash Revitalisation Grant - Expenditure	£ 2,990.00	£ 598.00	£ 3,588.00
Laser - Cemetary - 1051640	Cemetery- Electric for period- 01/12/2021 to 28/02/2022- Meter reading has been checked against SDGA's and is in line with correct reading taken - Smart meter fitted on 14/06/21	£ 51.43	£ 2.57	£ 54.00
Laser - Christmas Light supply Point 1- 1051642	Credit Note: Electricity for Christmas Lights Point 1 - 01/12/2021 to 28/02/2022	£ (47.91)	£ (2.40)	£ (50.31)
Laser - Christmas Light supply Point 1- 1051642	Electricity for Christmas Lights Point 1 - 01/12/2021 to 28/02/2022	£ 47.91	£ 2.40	£ 50.31
Laser - Christmas Light supply Point 2 - 1051643	Credit Note: Electricity for Christmas Lights Point 2 - 01/12/2021 to 28/02/2022	£ (95.31)	£ (4.77)	£ (100.08)
Laser - Christmas Light supply Point 2 - 1051643	Electricity for Christmas Lights Point 2 - 01/03/2022 to 28/02/2022	£ 95.31	£ 4.77	£ 100.08
Laser - Christmas Light supply Point 3 - 1051644	Credit Note: Electricity for Christmas Lights Point 3 - 01/12/2021 to 28/02/2022	£ (43.48)	£ (2.17)	£ (45.65)
Laser - Christmas Light supply Point 3 - 1051644	Electricity for Christmas Lights Point 3 - 01/12/2021 to 28/02/2022	£ 43.48	£ 2.17	£ 45.65
Laser - Christmas Light supply Point 4 - 1051645	Credit Note: Electricity for Christmas Lights Point 4 - 01/12/2022 to 28/02/2022	£ (43.11)	£ (2.16)	£ (45.27)
Laser - Christmas Light supply Point 4 - 1051645	Electricity for Christmas Lights Point 4 - 01/12/2021 to 28/02/2022	£ 43.11	£ 2.16	£ 45.27
Laser - Christmas Light supply Point 6 - 1051646	Credit Note: Electricity for Christmas Lights Point 6 - 01/12/2021 to 28/02/2022	£ (105.94)	£ (5.30)	£ (111.24)
Laser - Christmas Light supply Point 6 - 1051646	Electricity for Christmas Lights Point 6 - 01/12/2021 to 28/02/2022	£ 105.94	£ 5.30	£ 111.24
Laser - Library Electric	Library - Electric- 01/12/2021 to 28/02/2022 - actual meter readings- Smart meter	£ 585.08	£ 117.02	£ 702.10
Laser - The Maurice Huggins Room - 1051636	The Maurice Huggins Room Electric -01/12/2021 to 28/02/2022 - meter readings checked and correct - (Smart meter)	£ 175.40	£ 8.77	£ 184.17
Laser- Haldo Pillar Park light 1051653	Haldo Pillar Park Light Electric -01/12/2021 to 28/02/2022 - meter readings checked and correct	£ 54.27	£ 2.71	£ 56.98
Moorepay	HR / Employment Law Consultancy - Charge Period: 20/03/2022 - 19/04/2022	£ 318.75	£ 63.75	£ 382.50
Moorepay	Subscriptions 26088 - HR / Employment law Consultancy - 22/03/2022 - 21/04/2022	£ 74.37	£ 14.87	£ 89.24
Moorepay	28x MBFY0 - Bureau Payroll per person - Period 12 Charge Period: 01/03/2022 - 31/03/2022 - Split £72.10 code 6305	£ 72.10	£ 14.42	£ 86.52
Moorepay	28x MBFY0 - Bureau Payroll per person - Period 12 Charge Period: 01/03/2022 - 31/03/2022- split remainder £77.11 code 6662	£ 77.11	£ 15.42	£ 92.53
Moorepay	27x MBFY0 - Bureau Payroll per person - Period 11 Charge Period: 01/02/2022 - 28/02/2022- Split £72.10 code 6305	£ 72.10	£ 14.42	£ 86.52
Moorepay	27x MBFY0 - Bureau Payroll per person - Period 11 Charge Period: 01/02/2022 - 28/02/2022- Split remainder £77.11 code 6662	£ 77.11	£ 15.42	£ 92.53
Moorepay	39x MBFY0 - Payroll & HR Software Services inactive Ees - Period 11 Charge Period: 01/02/2022 - 28/02/2022	£ 3.90	£ 0.78	£ 4.68

Moorepay	MBFY0 - Web Archive - Period 11 Charge Period: 01/02/2022 - 28/02/2022	£ 5.00	£ 1.00	£ 6.00
Moorepay	39x MBFY0 - Payroll & HR Software Services inactive Ees - Period 12 Charge Period: 01/03/2022 - 31/03/2022	£ 3.90	£ 0.78	£ 4.68
Moorepay	MBFY0 - Web Archive - Period 12 Charge Period: 01/03/2022 - 31/03/2022	£ 5.00	£ 1.00	£ 6.00
Moorepay	MBFY1-Pay Docs – Per Print - Period 01 Charge Period: 01/03/2022 - 31/03/2022	£ 0.15	£ 0.03	£ 0.18
Moorepay	9x MBFY1 - Bureau Payroll per person - Period 01 Charge Period: 01/03/2022 - 31/03/2022	£ 70.00	£ 14.00	£ 84.00
Moorepay	MBFY1 - Pay Docs - Print Run - Period 01 Charge Period: 01/03/2022 - 31/03/2022	£ 7.50	£ 1.50	£ 9.00
Moorepay	MBFY1 - Pay Docs - Posted collective - Period 01 Charge Period: 01/03/2022 - 31/03/2022	£ 7.50	£ 1.50	£ 9.00
Moorepay	MBFY1 - Web Archive - Period 01 Charge Period: 01/03/2022 - 31/03/2022	£ 5.00	£ 1.00	£ 6.00
Opayo (previously Sage)	21x Card transaction charges 01/03/2022 to 31/03/2022 £6.20 - less flex discount -£5	£ 1.20	£ 0.24	£ 1.44
Opayo (previously Sage)	Card Machine - VeriFone Vx520 - 01/04/2022-30/04/2022	£ 13.00	£ 2.60	£ 15.60
Opayo (previously Sage)	Card Machine & Virtual Terminal Charges	£ 9.17	£ -	£ 9.17
Saltash & District Observer	Town Messenger - February 2022 issue	£ 300.00	£ -	£ 300.00
Saltash & District Observer	Town Messenger - March 2022 issue	£ 300.00	£ -	£ 300.00
Saltash & District Observer	Advertising of the Station Café	£ 157.50	£ -	£ 157.50
Saltash Window Cleaning	Guildhall window cleaning- 25th February 2022	£ 45.00	£ -	£ 45.00
Saltash Window Cleaning	Guildhall window cleaning- 25th March 2022	£ 45.00	£ -	£ 45.00
SOUTH DEVON COLLEGE	Joint Reading Challenge Fund (Library to take part in their reading challenge) no funding exchanged.	£ 40.00	£ -	£ 40.00
South West Assessment & Training	Asbestos Awareness - 4 members of staff	£ 480.00	£ 96.00	£ 576.00
South West Assessment & Training	Asbestos Awareness - 5 Members of Staff	£ 600.00	£ 120.00	£ 720.00
South West Assessment & Training	Abrasive Wheels Training - 6 members of staff	£ 720.00	£ 144.00	£ 864.00
South West Councils	Legal Fees	£ 1,596.60	£ 319.32	£ 1,915.92
South West Hygiene	SANITARY UNIT RENTAL/SERVICE 31/05/22-30/05/23 WASTE TRANSFER document 31/05/22-30/05/23 Guildhall	£ 210.72	£ 42.14	£ 252.86
South West Hygiene	SANITARY UNIT RENTAL/SERVICE 28.03.22 - 06.07.22 (pro rata'd) addition bin installed - Maurice Huggins	£ 17.99	£ 3.60	£ 21.59
South West Hygiene	1x NAPPY UNIT RENTAL/SERVICE, 28/03/22-27/03/23 - Isambard House	£ 78.00	£ 15.60	£ 93.60
South West Hygiene	SANITARY UNIT RENTAL/SERVICE, 28/03/22-27/03/23 - Isambard House	£ 195.00	£ 39.00	£ 234.00
South West Water - Alexandra Sq	Alexandra Square Toilets - Water Charges & Sewerage -24/12/21 to 18/03/22	£ 80.74	£ -	£ 80.74
South West Water - Belle Vue Toilets	Water Charges & Sewerage Charges- Belle Vue Toilets - 24/12/21 - 18/03/22	£ 195.43	£ -	£ 195.43
South West Water - Fairmead Road	Water charges - Fairmead Road Allotments - 23/12/21 to 04/03/22	£ 44.07	£ -	£ 44.07
South West Water - Longstone Toilets - Connection to Bowling Pavilion	Longstone Toilets & Saltash Bowling Club Water Charges 02/03/2022 to 1st April 2022	£ 40.17	£ 8.04	£ 48.21
South West water - Longstone Toilets - Connection to Bowling Pavilion	Longstone Toilets & Saltash Bowling Club Sewerage Charges 02/03/2022 to 1st April 2022	£ 63.06	£ -	£ 63.06
South West water - Longstone Toilets - Connection to Bowling Pavilion	Longstone Toilets & Saltash Bowling Club Water Charges 02/02/2022 to 01/03/2022	£ 31.56	£ 6.31	£ 37.87
South West water - Longstone Toilets - Connection to Bowling Pavilion	Longstone Toilets & Saltash Bowling Club Sewerage Charges 02/02/2022 to 01/03/2022	£ 49.39	£ -	£ 49.39
South West Water - Maurice Huggins Room	MHR Water charges 02/02/2022 to 01/03/2022	£ 5.30	£ 1.06	£ 6.36
South West Water - Maurice Huggins Room	MHR Sewerage charges 02/02/2022 to 01/03/2022	£ 6.69	£ -	£ 6.69
South West Water - Waterside	Water charges and Sewerage charges - Waterside public toilets- 24/12/21 to 18/03/22	£ 179.78	£ -	£ 179.78

Spaldings	Graffiti remover spray - Library	£ 43.45	£ 8.69	£ 52.14
Spot-On-Supplies	Cleaning - Library	£ 18.67	£ 3.73	£ 22.40
Spot-On-Supplies	Cleaning - Library	£ 197.19	£ 39.44	£ 236.63
Staff Expenses	Mileage Claim	£ 7.20	£ -	£ 7.20
Staff Expenses	Mileage Claim	£ 20.25	£ -	£ 20.25
Staff Expenses	Mileage Claim	£ 75.60	£ -	£ 75.60
Staff Salaries	Staff Salaries - March 2022	£ 39,806.14	£ -	£ 39,806.14
Sum Up	Sum Up Card Machine Fees	£ 11.43	£ -	£ 11.43
Tartendown Nursery	Various Memorial Garden Expenses	£ 390.25	£ 78.05	£ 468.30
The Core (THECORE)	PROFESSIONAL YOUTH WORK 2021/22	£ 5,000.00	£ -	£ 5,000.00
UK Fuels Ltd	Monthly card charge	£ 3.00	£ 0.60	£ 3.60
UK Fuels Ltd	Petrol Depot, Fuel for Van & Account Service Charge	£ 250.14	£ 50.03	£ 300.17
UK Fuels Ltd	Petrol Depot, Fuel for Van, Cemetery Fuel & Account Service Charge	£ 194.03	£ 38.81	£ 232.84
UK Fuels Ltd	Van for Deisel, Account service charge & Fleet control insights	£ 149.53	£ 29.91	£ 179.44
UK Identity Ltd	ID Badges & Badge Holders for Staff & Councillors	£ 14.77	£ 2.69	£ 17.46
UK Identity Ltd	ID Badges & Badge Holders for Staff & Councillors	£ 5.79	£ 0.90	£ 6.69
Vincent Tractors Ltd	To visit site to investigate and correct fault with F3890 (Kubota) machine, Labour & Parts	£ 247.40	£ 49.48	£ 296.88
Westcare Supply Zone	Stationary - Guildhall & Longstone	£ 80.02	£ 16.00	£ 96.02
Westcare Supply Zone	Stationary - Guildhall	£ 46.98	£ 9.40	£ 56.38
Westcountry Skip Hire	16/03/2022 - Green Waste Disposal	£ 26.48	£ 5.30	£ 31.78
Westcountry Skip Hire	17/03/2022 - Green Waste Disposal	£ 17.02	£ 3.40	£ 20.42
Westcountry Skip Hire	21/03/22 skip removal waterfront	£ 270.00	£ 54.00	£ 324.00
Westcountry Skip Hire	21/03/22, Additional Charge, Additional Charge - FUEL SURCHARGE	£ 5.00	£ 1.00	£ 6.00
Xero (UK) Ltd	Saltash Town Council. Monthly Subscription, Standard, 09 Mar 2022 to 08 Apr 2022.	£ 26.00	£ 5.20	£ 31.20

Grand Total **£ 935,108.32** **£ 5,335.25** **£ 940,443.57**



HUDSON ACCOUNTING LTD.
INTERNAL AUDIT REPORT:
TO THE MEMBERS OF SALTASH TOWN COUNCIL
YEAR ENDED 31ST MARCH 2022.

ISSUE DATE: 23/05/2022
ISSUED TO: TOWN CLERK

INTRODUCTION:

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Scope:

The scope of the audit covers, as a minimum, the areas included in the Internal Audit Report contained in the Annual Governance & Accountability Return.

Approach:

Audit work is carried out in line with the Chartered Institute of Public Finance and Accountancy's Internal Audit Standards and guidance issued by the National Association of Local Councils.

Where applicable we have included reference to 'proper practice' and the associated guidance as laid out in 'Governance & Accountability for Smaller Authorities in England' which is applicable to financial years from 1st April 2021.

Selective testing was carried out and the relevant policies, procedures and controls were reviewed.

GENERAL COMMENTS:

We would like to thank the staff for their assistance and co-operation during the audit.

The matters raised in this report are only those which came to our attention during our internal audit work and are not necessarily a comprehensive statement of all the weaknesses that exist, or of all the improvements that may be required.

It should be noted that assurance can never be absolute. The most that the internal audit service can provide is a reasonable assurance that there are no major weaknesses in risk management, governance, and control processes. The audit does not guarantee that the accounting records are free from fraud or error.

The review undertaken obtained a level of assurance which has allowed us to complete the Internal Audit Report element of the Annual Governance & Accountability Return with no qualifications, thus in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

We have provided a table of audit recommendations that allow for the Council's response which can be used as an ongoing monitoring tool. We would be grateful if, in due course, it is completed and returned to us.

AUDIT COMMENTARY:

Items in **bold text** within the body of the report represent our findings in respect of the application of controls, text in *italics* represent suggested actions that fall short of being a formal recommendation or do not necessarily pertain to the application of internal controls.

Previous Recommendations

There are no outstanding recommendations.

Accounting Records

The accounts have been properly maintained throughout the year.

Payments

A sample of payments was tested to establish whether the spending decision, procurement process, certification and approval for payment were in line with Financial Regulations as well as ensuring that payments were supported by invoices, VAT was correctly accounted for, and payment controls were applied.

Payment

Further testing revealed that controls continue to be consistently applied with all relevant information stored electronically on the document management and accounting software systems.

Grants

A sample of grants awarded was traced to Member approvals in the Minutes; all was in order.

Risk

Insurance

The Fidelity Guarantee is now slightly inadequate at £2 million.

Increasing Fidelity cover is proving problematic for Councils and should this prove to be the case then this should be reflected in the risk assessment and existing controls reviewed in this light. Any further mitigating actions required should be implemented.

Budgets

Setting

The 2022/23 budget and precept were properly approved at Council in December 2021 following a robust process.

Monitoring

Budget monitoring has taken place throughout the financial year.

Adequacy of Reserves

After allowing for earmarked reserves of £574,596 the general reserve stands at £844,791; equating to 73% of gross expenditure which is within generally accepted parameters.

Income

Systems were tested to ensure that suitable controls are in place to ensure that all income is received in a timely manner, that charges are correctly applied and that any cash received is promptly receipted and banked.

Burials

Testing revealed that fees have been accurately applied.

Library

Income is limited but is adequately controlled via a till; all the necessary supporting documentation is loaded onto the accounting system.

Interest

Investment income is accurately recorded in the ledger.

VAT

VAT claims for the year have been submitted.

Room Hire

Testing revealed no issues to report.

Petty Cash

Petty cash is seldom used; vouchers are issued, and receipts retained.

We note a cash shortfall of £20 had to be written off in September.

Assets

The asset register has been updated to reflect acquisitions and disposals; the value of assets held is accurately disclosed in the AGAR.

Payroll

March payroll

The March payroll was tested with no issues to report.

Pay Award

Approval of the national pay award came too late to be included in the March payroll; we will test its implementation at the interim audit.

Bank Reconciliation

Bank reconciliations have been carried out in a timely manner throughout the year and have been reported to Members.

The year-end reconciliation was found to be accurate with no old unrepresented items or balancing entries.

Accounting Statements

The accounts were prepared on an income and expenditure basis and were in accord with underlying records.

Debtors and creditors were properly treated.

Annual Internal Audit Report 2021/22

SALTASH TOWN COUNCIL

www.saltash.gov.uk/financeandprecept

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

06/10/2022 18/05/2022 20/05/2022

Name of person who carried out the internal audit

S P HUDSON CPFA

Signature of person who carried out the internal audit

S. P. Hudson

Date

23/05/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation must be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, must set the commencement date for the exercise of public rights of 30 consecutive working days which must include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

SALTASH TOWN COUNCIL

www.saltash.gov.uk/financeandprecept

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

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Internal control objective	Yes	No*	Not covered**
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D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
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G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

06/10/2022 18/05/2022 20/05/2022

Name of person who carried out the internal audit

S P HUDSON CPFA

Signature of person who carried out the internal audit

S. P. Hudson

Date

23/05/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ENT Saltash Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.saltash.gov.uk ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

EN Saltash Town Council

REINSTATED

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	878,258	1,245,863	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	1,304,083	1,171,123	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	288,064	172,372	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	556,104	650,512	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	21,385	21,385	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	647,053	498,075	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	1,245,863	1,419,386	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	1,286,502	1,471,060	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	2,614,160	2,689,292	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	88,579	70,033	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2021/22

In respect of

EN Saltash Town CouncilRITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 10th May 2022 at 6.30 pm

PRESENT: Councillors: R Bickford, J Dent, J Foster, S Gillies, S Miller (Chairman), B Samuels, P Samuels, B Stoyel and D Yates (Vice-Chairman).

ALSO PRESENT: S Burrows (Town Clerk) and M Thomas (Senior Policy and Data Compliance Officer)

APOLOGIES: R Bullock, G Challen, L Challen, M Griffiths, S Lennox-Boyd, S Martin and J Peggs.

1/22/23 HEALTH AND SAFETY ANNOUNCEMENTS

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

2/22/23 TO ELECT A CHAIRMAN

It was proposed by Councillor Yates, seconded by Councillor Dent to nominate Councillor Miller.

It was proposed by Councillor P Samuels, seconded by Councillor Foster to nominate Councillor P Samuels.

Following a vote it was **RESOLVED** to appoint Councillor Miller as Chairman.

Councillor Miller in the Chair.

3/22/23 TO ELECT A VICE CHAIRMAN

It was proposed by Councillor Yates, seconded by Councillor Foster and following a vote it was **RESOLVED** to appoint Councillor P Samuels as Vice Chairman.

Councillor Miller thanked Councillor Yates for his support as Vice Chairman in the preceding year.

4/22/23 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
Bickford	17a (CC257)	Non-Pecuniary	Member of Saltash Sailing Club	Yes
Bickford	17b (FF111)	Non-Pecuniary	Member of Regatta Committee	Yes
Samuels B	18c	Non-Pecuniary	Member of Saltash Rotary	No
Samuels P	18c	Non-Pecuniary	Member of Saltash Rotary	No
Stoyel	18c	Non-Pecuniary	Member of Saltash Rotary	No

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

None.

5/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

6/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 8TH MARCH 2022 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 Foster and **RESOLVED** that the minutes of the Policy and Finance Committee held on 8th March 2022 were confirmed as a true and correct record.

7/22/23 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST MARCH 2022.

It was **RESOLVED** to note.

8/22/23 PETTY CASH RECONCILED UP TO 31ST MARCH 2022.

It was **RESOLVED** to note.

9/22/23 TO RECEIVE A REPORT ON VAT.

It was **RESOLVED** to note.

10/22/23 TO RECEIVE A REPORT ON INVESTMENTS.

It was **RESOLVED** to note.

11/22/23 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.

12/22/23 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.

The Acting Town Clerk informed Members that the year end is progressing well and that the EMF balances remain unaudited and may vary. The prepayments and accruals may also have an impact on the budget figures.

It was **RESOLVED** to note.

13/22/23 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel and **RESOLVED** to note the report and to retain the current Mayor's Charity Account with a monthly fee of around £8.00 to be paid by the Town Council allocated to Budget Code 6200 PR Bank Charges.

14/22/23 ACTING TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.

None.

15/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

16/22/23 TO CONSIDER AWARDING COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:

a. Community Chest:

Application Number	Organisation	Amount Requested
CC256	Tamar Protection Society	£500.00

It was proposed by Councillor P Samuels, seconded by Councillor Gillies and **RESOLVED** to award £500.00.

Councillor Bickford declared an interest in the following item and left the meeting.

Application Number	Organisation	Amount Requested
CC257	Saltash Sailing Club	£1,000.00

It was proposed by Councillor Foster, seconded by Councillor Gillies and **RESOLVED** to award £1,000.00.

Councillor Bickford was invited and returned to the meeting.

b. Festival Fund:

Application Number	Organisation	Amount Requested
FF110	Friends of Tincombe	£335.00

It was proposed by Councillor Stoyel, seconded by Councillor P Samuels and **RESOLVED** to award £335.00.

Councillor Bickford declared an interest in the following item and left the meeting.

Application Number	Organisation	Amount Requested
FF111	Saltash Regatta	£2,943.00

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to award £2,943.00.

Councillor Bickford was invited and returned to the meeting.

17/22/23 TO RECEIVE AND NOTE REPORTS ON FUNDING AWARDED:

- a. To receive and note a report from Forder Community and Conservation Association relating to the use of Community Chest funding.

It was **RESOLVED** to note.

- b. To receive and note a letter confirming the return of Town Council Community Chest awarded grant money from the Sue Hooper Charitable Foundation.

It was **RESOLVED** to note.

Cllrs B Samuels, P Samuels and Stoyel remained in the room for the next agenda item due to there being no discussion or vote that would require Members declaration of interest to leave the meeting.

- c. To receive and note a letter from Saltash Rotary Club relating to the BT phone box located outside Isambard House.

In addition to the letter Councillor B Samuels informed Members that the defibrillator was due to be delivered this week and works to commence as soon as practicable.

It was **RESOLVED** to note that the Rotary Club of Saltash confirmed that they will meet or exceed all the parameters listed in the British Telecommunications PLC Agreement for the sale or purchase of the telephone kiosk.

18/22/23 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL THE FOLLOWING POLICY AMENDMENTS:

19/22/23 FINANCIAL REGULATIONS 2022-23

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to be held on 9th June 2022 to adopt the amendments to the Financial Regulations 2022-23.

20/22/23 STANDING ORDERS

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on 9th June 2022 to adopt the amendments to the Standing Orders 2022-23.

21/22/23 UNREASONABLE CUSTOMER BEHAVIOUR AND PERSISTENT COMPLAINTS.

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

- a. The draft policy showing the amendments is circulated to all Members to review;
- b. Members submit any comments to the Senior Policy and Data Compliance Monitoring Officer;

Subject to the above, it was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to defer the draft policy to Full Council to be held on 9th June 2022 for further consideration.

22/22/23 TO RECEIVE AN IT REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor B Samuels, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to be held on 9th June 2022 to:

- a. Vire £4,900 from Budget Code 6274 PR EMF Internet Redevelopment to Budget Code P&F 6306 IT Maintenance;
- b. Close Budget Code 6274 PR EMF Internet Redevelopment.

The Acting Town Clerk is to investigate the background to the shortfall reporting back to the Committee.

23/22/23 TO RECEIVE AND CONSIDER ADOPTING THE DRAFT TEMPLATE DESIGN FOR ALL FUTURE TOWN COUNCIL ANNOUNCEMENTS.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Town Council to be held on 9th June 2022 to adopt the revised announcement template with the addition of the Town Council Modern Logo.

24/22/23 **TO RECEIVE A REPORT ON THE TENDER OPENING FOR THE DELIVERY OF PROFESSIONAL YOUTH WORK IN SALTASH FOR THE YEAR 2022-23 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to note the report and that the delivery of professional youth work in Saltash be awarded, subject to receipt of the required documentation set out in the specification:

- a. Livewire £17,632.00
- b. The Core £17,885.00
- c. Junkyard Skatepark £14,483.00

25/22/23 **TO RECEIVE A REPORT FROM PROFESSIONAL YOUTH WORK ORGANISATION**

It was **RESOLVED** to note.

26/22/23 **TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:**

- a. Neighbourhood Plan Steering Group

It was **RESOLVED** to note.

- b. Saltash Team for Youth

It was **RESOLVED** to note.

- c. Section 106 Panel

Councillor Bickford gave a verbal update that had been previously covered at the Annual Meeting of the Town Council where the new S106 Terms of Reference were approved. The date of the next meeting is yet to be confirmed and there is one outstanding application.

It was **RESOLVED** to note.

27/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

28/22/23 TO RECEIVE A RECOMMENDATION FROM THE PERSONNEL COMMITTEE MEETING HELD ON 29TH MARCH 2022 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

During the discussion of this item Councillor Foster and Councillor Yates left the meeting briefly and returned to rejoin the meeting.

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to approve two of the three recommendations from the Personnel Committee held on 23rd March 2022:

- a. To appoint Cornwall Council to inform identified persistent complainants to only communicate through Cornwall Council's complaints email box or by post.
- b. Cornwall Council to forward any related Town Council business direct to Saltash Town Council if relevant to their services

Further to this, it was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to approve:

- a. The Town Council IT Consultant to block identified persistent complainants emails to all staff email boxes;
- b. Members to block identified persistent complainants emails if they wish to;
- c. The inclusion of the procedure to be added to the Unreasonable Customer Behaviour and Persistent Complaints policy.

29/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to resolve that the public and press be re-admitted to the meeting.

30/22/23 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

31/22/23 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to issue the following press and social media releases:

1. Feedback from the Forder Community and Conservation Association as an example of a successful funding outcome;
2. Community Chest and Festival Fund awards;
3. Delivery of Professional Youth Work awards.

DATE OF NEXT MEETING

Tuesday 12 July 2022 at 6.30 pm

Rising at: 8.29 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 17th May 2022 at 6.30 pm

PRESENT: Councillors: R Bullock, J Dent (Vice-Chairman), J Foster, M Griffiths, S Miller, J Peggs, B Samuels (Chairman), P Samuels and D Yates.

ALSO PRESENT: S Burrows (Town Clerk) and F Morris (Planning and General Administrator)

APOLOGIES: R Bickford, G Challen, L Challen, S Gillies, S Lennox-Boyd, S Martin and B Stoyel.

14/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

15/22/23 TO ELECT A CHAIRMAN.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to appoint Councillor B Samuels as Chairman.

Councillor B Samuels in the Chair.

Councillor Miller joined the meeting.

16/22/23 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor B Samuels, seconded by Councillor P Samuels and **RESOLVED** to appoint Councillor Dent as Vice Chairman.

17/22/23 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
Bullock	LI22_001992	Non-Pecuniary	Friend and son's employer	Yes

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

None.

18/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

19/22/23 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 26TH APRIL 2022 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 Foster, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 26th April 2022 were confirmed as a true and correct record.

Councillor Yates informed the Members that with reference to PA22/02959 discussed at the above meeting, the Cornwall Council Tree Officer will not be keeping the work regarding this proposal under review.

20/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

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:

PA22/03450**Peter Gain – Ince Castle Road From Elmgate Crossways To Greeps Elmgate Saltash**

Demolition of existing conservatory and erection of replacement conservatory.

Ward: Trematon

Date received: 03/05/22

Response date: 24/05/22

It was proposed by Councillor Foster, seconded by Councillor Peggs and resolved to **RECOMMEND APPROVAL**.

PA22/03451**Peter Gain – Ince Castle Road From Elmgate Crossways To Greeps Elmgate Saltash**

Listed building consent for demolition of existing conservatory and erection of replacement conservatory.

Ward: Trematon

Date received: 25/04/22

Response date: 20/05/22

It was proposed by Councillor Peggs, seconded by Councillor Foster and resolved to **RECOMMEND APPROVAL** and note the comments posted on Cornwall Council's Planning Portal by Historic England. It would be considered beneficial if some capacity could be found to accommodate these aspects.

PA22/03668

Tim Atkinson – **Eales Barn A388 Between A38 Roundabout And Dirty Lane Carkeel PL12 6NR**

Listed building consent for proposed extension to existing barn. New terraced swimming pool and garden within existing garden area.

Ward: Trematon

Date received: 05/05/22

Response date: 26/05/22

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

1. The proposal being inappropriate regarding change to a Listed Building
2. The layout and density of building design and visual appearance
3. Overlooking and loss of privacy.

PA22/04001

Mr William Benn – **12 Essa Road Saltash PL1 4ED**

Proposal of two new windows (ground floor and first floor) on rear elevations of 12 Essa Road.

Ward: Essa

Date received: 04/05/22

Response date: 25/05/22

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

d. Tree Notifications:

PA22/04089

Mr Roger Fursier – **Isafjordur Forder Saltash PL12 4QR**

Works to trees in a conservation area, works include x1 dead Weeping Willow tree to be removed and x1 Wild Cherry Tree to be thinned and re-balanced.

Ward: Trematon

Date received: 39/04/22

Response date: 20/05/22

The Chairman informed Members of the Saltash Town Council Voluntary Tree Wardens' Report.

It was proposed by Councillor Foster, seconded by Councillor Peggs and resolved to **RECOMMEND APPROVAL** subject to the Weeping Willow Tree be removed and the Wild Cherry Tree trimmed. However, we would note that the works have already been carried out before permission was granted and ask this be investigated.

The Chairman announced a 2 minute break at 18.53

The Chairman reconvened the meeting at 18.55

22/22/23 CONSIDERATION OF LICENCE APPLICATIONS:

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

Premises Name and Address	132-134 Fore Street, Saltash, PL12 6JR.
Applicant	Foreign Muck Limited
Application Accepted	25.04.2022
Application Type	Grant
Licensable Activities	Sale by retail of alcohol
Reference	LI22_001992
Representations Deadline	23.05.22.
Licensing Officer	Terianne Findlay

It was proposed by Councillor Peggs, seconded by Councillor Foster and resolved to **RECOMMEND APPROVAL.**

Councillor Bullock was invited and returned to the meeting.

23/22/23 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.

24/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

25/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

26/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

27/22/23 **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 June 2022 at 6.30 pm

Rising at: 7.06 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 26th May 2022 at 6.30 pm

PRESENT: Councillors: J Dent, J Foster, S Martin (Chairman), S Miller and B Stoyel.

ALSO PRESENT: N Ackerley (HR Support Consultancy) and J Turton (HR Support Consultancy), S Burrows (Town Clerk)

APOLOGIES: Councillor J Peggs (Vice-Chairman).

1/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

The Chairman welcomed the newly elected Councillors Foster and Stoyel to the Personnel Committee.

The Chairman welcomed Nicky and Judy from HR Support Consultancy to this evening's Personnel Committee meeting.

2/22/23 TO ELECT A CHAIRMAN.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to appoint Councillor Martin as Chairman of the Personnel Committee.

3/22/23 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** to appoint Councillor Peggs as Vice Chairman of the Personnel Committee.

4/22/23 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

5/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON TUESDAY 29TH MARCH 2022 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 Martin, seconded by Councillor Foster and **RESOLVED** that the minutes of the Personnel Meeting held on Tuesday 29th March 2022 were confirmed as a true and correct record.

6/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

7/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** 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 Town Clerk asked Members to individually note the Chairmans statement - Members in attendance noted the Chairmans statement.

8/22/23 **TO RECEIVE A VERBAL REPORT FROM HR SUPPORT CONSULTANCY ON THE SERVICE PROVIDED, AN UPDATE ON THE TOWN COUNCIL HR WORK TO DATE, AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

9/22/23 **TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK.**

The Town Clerk reported on the Finance Assistant Exit Interview.

It was **RESOLVED** to note.

The Town Clerk informed Members the appraisal system has been significantly improved, reviews are to be based on behavioral competences relevant to the role of the employee and to be reinstated at the earliest opportunity.

Line managers 1:1 monthly sessions are to be introduced following the appraisals to provide ongoing support.

It was **RESOVLED** to note.

The Town Clerk informed Members of a request to pay an employee an additional 7 hours for unauthorised work.

Councillor Foster left the meeting.

Councillor Foster returned to the meeting.

It was proposed by Councillor Dent, seconded by Councillor Foster and **RESOLVED** to refuse the paid additional unauthorised 7 hours.

Nicky and Judy – HR Support Consultancy left the meeting.

10/22/23 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to resolve that the public and press be re-admitted to the meeting.

11/22/23

TO RECEIVE THE TRAINING BUDGET, REPORT BACK ON TRAINING ATTENDED AND CONSIDER TRAINING REQUESTS.

It was **RESOLVED** to note the training budget.

Members received the latest report on staff training.

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

1. Create a new Personnel Committee budget line titled – Staff Recognition;
2. Acknowledge staff exemplary performance and support shown to the Town Council;
3. Award Love 2 Shop vouchers at a value of £25 per recognition;
4. Promote the scheme in the next internal staff newsletter.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** to Full Council to vire £200 from General Reserves to budget code - Staff Recognition.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to congratulate the Administration Officer on passing the Introduction to Local Council Administration (ILCA) qualification and award £25 Love 2 Shop vouchers.

Members considered training requests.

Councillor Miller left the meeting.

Councillor Miller returned to the meeting.

It was **RESOLVED** to note Members of the Personnel Committee are to attend Employment Law training held on 29th June 2022 at a cost of £400 allocated to budget code – 6213 Councillor Training.

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to approve line management training up to a maximum cost of £400 allocated to budget code - 6656 Staff Training.

It was **RESOLVED** to note that the Town Clerk training schedule remains on hold until sufficient staffing levels improve.

12/22/23 TO NOTE THE APPOINTMENT OF A TOWN CLERK (PROPER OFFICER) / RESPONSIBLE FINANCE OFFICER (RFO) AND REPORT TO FULL COUNCIL.

It was **RESOLVED**:

1. To note the appointment of Sinead Burrows to Town Clerk (Proper Officer) / Responsible Finance Officer (RFO), reporting at the next Full Town Council meeting;
2. That the Town Clerk works up a brief article on the role of the Town Clerk / RFO for publication.

The Chairman called a 5 minute break at 20:10

The Chairman commenced the meeting at 20:15

13/22/23 TO RECEIVE A REPORT ON THE ADMINISTRATION STAFFING LEVELS OF THE TOWN COUNCIL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Foster, seconded by Councillor Stoyel and **RESOLVED** to:

1. Advertise for an Assistant Town Clerk at the earliest opportunity;
2. Set the NJC scale at 29-32;
3. Delegate to the Town Clerk to work up the job description, person specification and advert (recruitment pack);
4. Receive and consider the recruitment pack at an Extraordinary Personnel Committee meeting to be held on 7th June 2022 at 6:30pm.

14/22/23 TO RECEIVE A REPORT ON THE ADVERTISEMENT FOR THE POSITION OF TWO CASUAL CARETAKERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve delegated authority to the Town Clerk to authorise alternative advertisement avenues deemed appropriate for the position of Casual Caretaker to ensure a wider audience is reached.

15/22/23 TO RECEIVE A REPORT ON THE TOWN COUNCIL'S HUMAN RESOURCES CONTRACT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. Terminate the HR Moorepay contract only (end date 09.12.22) providing sufficient notice (30 days);
2. Delegate to the Town Clerk to ascertain a suitable HR software package to accommodate staff annual leave, sickness absence and TOIL records, reporting back at the next Personnel Committee meeting together with the costings;
3. Continue with the appointment of HR Support Consultancy as the Town Council HR Consultants.

It was proposed by Councillor Foster, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to vire £2,795.22 from General Reserves to budget code 6662 HR Professional Fees to cover the HR consultancy shortfall and to note additional cost for the HR software package is to be received at a future date.

16/22/23 TO RECEIVE A REPORT ON THE APPOINTMENT OF ROSEVALE ACCOUNTANTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to continue with the appointment of Rosevale Accountants up to August 2022 to carry out the role of the Finance Assistant up to 30 hours per week at a cost of £26.50 + VAT per hour allocated to budget code 6661 Finance Consultancy Fees.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** to Policy and Finance to vire £12,105 from budget code 6694 P&F Staffing Contingency to 6661 P&F Finance Consultancy Fees.

17/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

18/22/23 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.**

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to issue the following Press and Social Media releases:

1. Staff Training;
2. Recruitment – Casual Caretaker;
3. Appointment of a Town Clerk / RFO.

DATE OF NEXT MEETING

Tuesday 7 June 2022 at 6.30 pm

Rising at: 8.47 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Personnel Committee held at the Guildhall on Tuesday 7th June 2022 at 6.30 pm

PRESENT: Councillors: J Dent, J Foster, S Martin (Chairman), S Miller, J Peggs (Vice-Chairman) and B Stoyel.

ALSO PRESENT: S Burrows (Town Clerk).

APOLOGIES: None.

19/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

20/22/23 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

21/22/23 TO RECEIVE A RECRUITMENT PACK FOR THE POSITION OF ASSISTANT TOWN CLERK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. The advertisement notice, job description, person specification for the position of Assistant Town Clerk (as attached)
2. The post be advertised with CALC, Town Council website, social media channels, all notice boards, Plymouth City Council recruitment website (all free of charge) and Indeed at a cost of £280 + VAT
3. To appoint HR Support Consultancy to undertake the recruitment process with immediate effect on behalf of Saltash Town Council up to interview stage at a maximum cost of £750 + VAT
4. To allocate the above cost to budget 6657 Staff Recruitment Advertising.

22/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** 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 Chairman asked Members to note the above statement - Members in attendance noted the Chairman's statement.

TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK.**Finance Officer and Finance Assistant roles:**

The Town Clerk officially confirmed to Members the Finance Officer has terminated her employment with Saltash Town Council, her last working day is 1st July 2022.

Due to the vacant Finance Assistant post and shortly a vacant Finance Officer post, the necessity to appoint for both roles with immediate effect is paramount therefore the Town Clerk sought prior approval from Members of the Personnel Committee to:

1. Appoint HR Support Consultancy to undertake on behalf of Saltash Town Council the recruitment process for both roles with immediate effect up to interview stage at a maximum cost of £1,500 + VAT
2. Work up the advertisement notice, job description, person specification for the position of Finance Officer and Finance Assistant (as attached)
3. Advertise the vacant posts with CALC, Town Council website, social media channels, all notice boards, Plymouth City Council recruitment website (all free of charge) and Indeed at a cost of £280 + VAT per advert
4. Allocate the above cost to budget 6657 Staff Recruitment Advertising.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** to ratify the above decision of the Personnel Committee.

Further to the above, the Town Clerk provided Members a report to review and consider temporary finance cover and training up to the appointment of a Finance Officer and Finance Assistant.

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

1. Increase Rosevale Accountants weekly hours from the 1st July 2022 on a temporary basis from 30 hours to a maximum of 60 hours per week to undertake Town Council finance work at a cost of £29.50 + VAT per hour
2. Review the temporary finance arrangements at the 29th September's Personnel Committee Meeting

It was proposed by Councillor Peggs, seconded by Councillor Dent and resolved to **RECOMMEND** to the next Policy and Finance Committee to vire £15,930 from budget code 6694 P&F Staffing Contingency to 6661 P&F Finance Consultancy Fees.

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

1. Outsource processing of payroll on a temporary basis to Rosevale Accountants from the 1st July 2022 at a cost of £8.50 + VAT allocated to budget code 6305 Finance Software
2. Change from Moorepay Payroll to BrightPay software at no additional cost
3. Purchase BrightHR software for absence management and HR needs - package 1 connect - at a monthly fee per employee of £4.50 + VAT – 1 year contract (10% discount subject to the deadline date) allocated to budget code 6662 HR Professional Fees
4. Appoint Rosevale Accountants to migrate 2022-23 payroll data from Moorepay to BrightPay, set up all employees, and train all staff how to operate BrightHR at a one of cost of £1,000 + VAT allocated and split between budget codes 6662 HR Professional Fees and 6305 Finance Software
5. Appoint Rosevale Accountants to maintain BrightHR absence management and support all staff at a monthly fee per employee of £12.00 + VAT allocated to budget code 6662 HR Professional Fees
6. Review the temporary payroll arrangements with Rosevale Accountants at the 29th September's Personnel Committee Meeting.

It was proposed by Councillor Foster, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to vire £9,700 from General Reserves allocated and split between budget codes 6662 HR Professional Fees and 6305 Finance Software.

Please note; the above recommended budget amount may not be fully utilised due to the works potentially brought back in-house upon appointment and training of new staff.

The Town Clerk informed Members the Chairman and Vice Chairman approved one day compassionate leave and up to two days for distant travel for a member of staff.

It was **RESOLVED** to note.

The Town Clerk informed Members of a staffing matter.

It was **RESOLVED** to note.

24/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

DATE OF NEXT MEETING

Thursday 28 July 2022 at 6.30 pm

Rising at: 8.15 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council

Finance Officer

Applications are invited for the position of a permanent Finance Officer with immediate effect.

37 hours per week, variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening meetings as required)

NJC 24-28 - £29,174 - £32,798 local government pension scheme, 24 days holiday plus bank holidays.

Application form, job description and person specification available from:

<https://www.saltash.gov.uk/jobvacancies.php>

OR

Human Resource Support Consultancy
Glebe Cottage,
Dunterton,
Milton Abbot,
Tavistock
PL19 0QJ

OR

Email: judy@hrsupportconsultancy.co.uk

If you have not received a response within a week of the closing date, then your application on this occasion, has not been selected.

Closing date: 17th June 2022



Job Description

FINANCE OFFICER

Hours:	Full Time (37 Hours per week variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening meetings as required))
NJC scale:	24-28 - £29,174 - £32,798
Responsible to:	Town Clerk / Responsible Finance Officer – Line Manager
Responsible for:	Finance Assistant
Purpose of job:	Post holder to act as a lead member of a multi-skilled team, for a wide range of duties relating to Salaries and Wages, Audit, Accounts Payable, Accounts Receivable, V.A.T, Petty Cash and other Accounting tasks including the use of Bacs and Zahara & Xero accounting systems and the generation of financial reports.

Duties:

1. To Line manage the Finance Assistant.
2. Manage and Oversee the calculation of salaries and wages payments to Council employees, including calculation of various deductions, pay increases, arrears of pay etc. and the processing of data for computer input and payment.
3. The completion of all statutory returns as required including end of year return and audit.
4. The maintenance of associated costing systems and the preparation of payroll cost information for management accounting purposes.
5. Manage and oversee the Purchase Order Processing System.
6. Manage and oversee the registering and clearing invoices for payment and processing the payment on to the Bank Account System.
7. Preparation of monthly accounts schedules for submission to Committees and Full Council and attend the meetings as required.
8. To prepare budget statement for committee, sub-committee as required. Including any necessary cash-flow & income and expenditure statements for council projects.
9. Processing, maintaining and updating S106, CIL Planning and other project accounts and reports as required.
10. Manage and oversee the raising of invoices for goods/services provided by Council.
11. Manage and oversee Debtors Credit Control by issuing final reminders, Court letters and contact customers regarding all outstanding debts.

12. Manage and oversee the Reconciliation of all Bank Accounts and operation of computerised Cashbook system.
13. To manage budgets, ensure correct coding and the production of management reports.
14. To ensure the Town Clerk as Responsible Financial Officer is notified immediately regarding any significant financial issues or occurrences as may occur time to time.
15. To manage and oversee the asset and inventory registers.
16. To maintain, monitor and update insurances as required in line with the procurement of assets and other services acquired by the council.
17. To monitor the sickness, training and leave registers and to report as necessary to the personnel committee.
18. Create and maintain accurate Human Resources records on the council's HR database, the payroll system and manual files.
19. Undertake administrative duties in connection with personnel changes, variations in contracts and termination of staff contracts.
20. Work with line managers to ensure that all appropriate HR paperwork is completed for new starters.
21. Manage and administer the LGPS Pension scheme, communicating to staff their entitlements and the council is abiding by current legislation.
22. As requested by the clerk to prepare draft financial policies for consideration.
23. The preparation and submission of all documents and reports required for the precept process and submission and attend precept/budget meetings as required.
24. To manage the council's bank accounts and returns to ensure best value is being achieved.
25. To propose new procedures to the clerk in line with specialist financial knowledge.
26. To monitor that all financial procedures and regulations are been carried by all staff.
27. To attend meetings as required.
28. To keep abreast of appropriate professional knowledge and legal developments as commensurate with the position'.
29. To be responsible for security of premises, including safe custody of keys and setting of security alarm when necessary.
30. To undertake such duties as may arise from time to time commensurate with the position.
31. To wear the correct uniform provided by Saltash Town Council.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.

Person Specification

FINANCE OFFICER

	Essential:	Desirable:
Qualifications:	<p>Finance/accounting qualification. (At least AAT Full Membership or equivalent)</p> <p>Thorough knowledge and experience of:</p> <ul style="list-style-type: none"> • SAGE 50 Accounts & SAGE Payroll • Microsoft Excel • Microsoft Word • Online Banking • PAYE, Payroll & RTI • Automatic Enrolment & Pension • VAT • HMRC and current legislation • Audit processes • Monthly and End of Year Reports and Returns (Petty Cash, Bank Reconciliation, Aged Creditors, Aged Debtors, Nominal Activity) • Budget Monitoring • Finalising Year End Accounts, Trial Balance, Balance Sheet, Profit & Loss, Prepayments, Accruals, Asset Register 	<p>Local Government Finance trained/experienced.</p> <p>Professional body membership. CIPFA Qualified.</p> <p>VAT Partial Exemption knowledge/experience</p>

Occupational experience:	<p>Experience of working in an office.</p> <p>IT literate.</p> <p>Evidence of being organised, tidy and systematic.</p> <p>Ability to manage self and meet targets and deadlines</p> <p>Ability to understand budgets</p>	<p>Experience of working within a public sector environment.</p> <p>Finance Management/Supervisory experience.</p>
Personal qualities:	<p>The ability to communicate effectively at all levels.</p> <p>The ability to work under pressure and meet deadlines.</p> <p>A willingness to undergo training.</p> <p>Must be able to work with own initiative and as part of a team when necessary.</p> <p>Punctual and efficient.</p>	<p>Ability to think laterally.</p> <p>Proactive.</p>
Leadership	<p>Manages meetings and keeps people informed.</p> <p>Involves other people proactively, coaches the team.</p> <p>Promotes a fair and effective leadership environment.</p> <p>Provides the team with a clear direction and acts as a role model.</p>	

Analytical Thinking	<p>Breaks down problems into lists of tasks or activities or smaller chunks to handle more easily.</p> <p>Manages the day by using a personalised 'to do' list.</p> <p>Describes a problem by listing component parts, interested parties, cause and effect statements.</p> <p>Resolves problems through a 'step-by-step' process.</p> <p>Describes problems in terms of links and sequences, and can see solutions and anticipate consequences.</p> <p>Breaks problems down into linked parts and uses them to propose a solution.</p> <p>Sequences events and demonstrates their linkages, when solving problems. Plan, do, check and act.</p> <p>Makes a work plan which includes contingency steps at key points from possible obstacles.</p> <p>Thinks ahead and anticipates problems.</p>	
Physical requirements:	A general good wellbeing.	Low absence record.
Other relevant factors	<p>Ability to attend Committee meetings which would require working out of normal office hours (evenings)</p> <p>Driving licence and vehicle</p>	

Saltash Town Council

Finance Assistant

Applications are invited for the position of a permanent Finance Assistant with immediate effect.

37 hours per week, variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening meetings as required)

NJC 13-17 - £23,023 - £24,920 local government pension scheme, 24 days holiday plus bank holidays.

Application form, job description and person specification available from:

<https://www.saltash.gov.uk/jobvacancies.php>

OR

Human Resource Support Consultancy
Glebe Cottage,
Dunterton,
Milton Abbot,
Tavistock
PL19 0QJ

OR

Email: judy@hrsupportconsultancy.co.uk

If you have not received a response within a week of the closing date, then your application on this occasion, has not been selected.

Closing date: 17th June 2022



Job Description

FINANCE ASSISTANT

Hours:	Full Time (37 Hours per week variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening meetings as required)
NJC scale:	13-17 - £23,023 - £24,920
Responsible to:	Finance Officer – Line Manager
Purpose of job:	Post holder to act as a member of a multi-skilled team, for a wide range of duties relating to Salaries and Wages, Accounts Payable, Accounts Receivable, V.A.T, Petty Cash and other Accounting tasks including the use of BACS and Zahara and Xero accounting systems and the generation of financial reports.

Duties:

1. Provide administration and organisation support to the Finance Officer with the day to day running of the Finance Office, including research and obtaining information for decision making.
2. Raising Purchase Orders for goods and services on Zahara. Ensure all goods and services ordered having been appropriately authorised and quotations are obtained as necessary and for all documentation to be uploaded to Zahara & Xero for Audit purposes.
3. Processing and clearing invoices for payment and the allocation of BACS payments to invoices.
4. To assist in the payment of invoices via BACS and prepare cheques when necessary.
5. Setting up contracts for goods and services as required for the council.
6. Assisting in the monitoring of insurances in line with the procurement and acquisition of assets.
7. To maintain asset and inventory registers and update as required.
8. Raise Invoices, as instructed, for goods/services provided by Council and to allocate income to invoices.
9. Credit Control activities including issuing reminders, final reminders, Court letters and contact customers regarding all outstanding debts and notifying the Finance Officer of any potential issues.
10. Reconciliation of all Bank Accounts/ Petty Cash and operation of computerised Cashbook system.
11. Banking of council monies in accordance with council's income and banking procedure.

12. To assist in the monitoring of budgets, ensure all transactions are correctly coded and entered on to the council's accounting system. Also, to ensure that VAT has been correctly accounted for.
13. To maintain the sickness, training and leave registers.
14. To assist in the calculation of salaries and wages payments to Council employees, including calculation of various deductions, pay increases, arrears of pay etc. and the processing of data for computer input and payment.
15. To produce any necessary financial reports for council as required.
16. To assist in carrying out internal audits as required.
17. Assist the Finance Officer with the overall financial planning process as required.
18. To deputise for the Finance Officer when required which include attending meetings as necessary including evenings.
19. To carry finance administration tasks including filing, scanning and end of year archiving.
20. To carry out other finance duties as required.
21. To ensure the Responsible Financial Officer is notified immediately regarding any significant financial issues or occurrences as may occur time to time.
22. To keep abreast of appropriate professional knowledge and legal developments as commensurate with the position'.
23. To be responsible for security of premises, including safe custody of keys and setting of security alarm when necessary.
24. To undertake such duties as may arise from time to time commensurate with the position.
25. To work in accordance with the new General Data Protection Regulations, Town Council's policies and procedures.
26. To wear the correct uniform provided by Saltash Town Council.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.

Person Specification

FINANCE ASSISTANT

	Essential:	Desirable:
Qualifications:	Finance/accounting qualification e.g. minimum AAT Level 3.	Local Government Finance trained/experienced. Professional body membership. AAT Level 4.
Occupational experience:	<p>Minimum of two years of experience in a similar role.</p> <p>Thorough knowledge and experience of utilising a computerised financial system, Excel Spreadsheets, BACS, PAYE, VAT, HMRC and current legislation.</p> <p>Budget monitoring.</p> <p>Experience of performing control account reconciliations including bank reconciliations.</p> <p>Purchase and Sales Ledger Experience.</p> <p>IT literate.</p>	<p>Experience of working within a public sector environment.</p> <p>Evidence of being tidy and systematic.</p> <p>Experience of using Xero or Sage.</p> <p>Experience of Processing Payroll</p> <p>Audit processes, monthly and end of year reports and returns.</p>
Personal qualities:	<p>The ability to communicate effectively at all levels.</p> <p>Strong attention to detail and able to produce work with a high level of accuracy.</p> <p>Able to comply with the confidentiality requirements of the post including GDPR regulations.</p>	<p>Ability to think laterally.</p> <p>Proactive.</p>

	<p>Willing and able to comply with the council's policies and procedures.</p> <p>The ability to work under pressure and meet deadlines.</p> <p>A willingness to undergo training.</p> <p>Good organisational and workload management skills.</p> <p>Must be able to work with own initiative and as part of a team when necessary.</p> <p>Flexible and adaptable in your approach to working in a growing and changing environment.</p> <p>Punctual and efficient.</p>	
Analytical Thinking	<p>Breaks down problems into lists of tasks or activities or smaller chunks to handle more easily.</p> <p>Manages the day by using a personalised 'to do' list.</p> <p>Describes a problem by listing component parts, interested parties, cause and effect statements.</p> <p>Resolves problems through a 'step-by-step' process.</p>	
Physical requirements:	A general good wellbeing.	Low absence record.

Saltash Town Council

Assistant Town Clerk

Applications are invited for the position of a permanent Assistant Town Clerk with immediate effect.

37 hours per week, variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening meetings and civic events as required).

NJC 29-32 - £33,486 - £36,371 local government pension scheme, 24 days holiday plus bank holidays.

Application form, job description and person specification available from:

<https://www.saltash.gov.uk/jobvacancies.php>

OR

Human Resource Support Consultancy
Glebe Cottage,
Dunerton,
Milton Abbot,
Tavistock
PL19 0QJ

OR

Email: judy@hrsupportconsultancy.co.uk

If you have not received a response within a week of the closing date, then your application on this occasion, has not been selected.

Closing date: 24th June 2022



Job Description

ASSISTANT TOWN CLERK

Hours: Full Time (37 Hours per week variable but generally 9am to 5pm Monday to Friday (subject to your attendance at evening meetings and civic events as required)).

NJC scale: 29-32 - £33,486 - £36,371.

Responsible to: Town Clerk / Responsible Finance Officer.

Purpose of job: To assist the Town Clerk in ensuring that the Town Council is correctly run according to Local Government regulations and legislation and in liaison with the Town Clerk advise the Town Council and individual councillors on financial and legal matters in relation to subjects that are relevant to a Town Council function.

To assist the Town Clerk with Town Council duties and responsibilities on a day to day basis.

The Assistant Town Clerk will be a member of the Town Council Officers Management Team and will cover for all duties of the Town Clerk and represent them when absent from the office.

Duties:

1. To support the Town Clerk in ensuring best practice is always maintained including reviews of policy, procedures, Standing Orders and Financial Regulations.
2. Responsible for preparing Town Council, Committee and Sub Committee agendas and reports liaising with different departments, signed off by the Town Clerk.
3. To clerk meetings of the Town Council in the absence of the Town Clerk and be responsible for Clerking other meetings as directed by the Town Clerk.
4. To attend meetings as required by the Town Clerk.
5. Action all resolutions and recommendations from meetings in liaison with the Town Clerk.
6. Responsible for the day-to-day running and supervision of the Town Council Administration Department and staff training needs.

7. To work with the Town Clerk in overseeing the maintenance and inspections of Town Council assets including premises and open spaces and to be responsible for the above in the absence of the Town Clerk.
8. Responsible for running the payroll and accounts in the event of staff absence reporting to the Town Clerk.
9. To assist the Town Clerk with the general management of finance, budgets and audit.
10. Responsibility for all IT equipment, software and associated budgets regularly reviewing IT equipment and software needs and development.
11. To oversee the burial service for Churchtown Cemetery, maintain all burial records reporting to the Town Clerk.
12. To establish and maintain in good order all records and documents relating to the Town Council and comply with statutory requirements.
13. To oversee the design and updating of the Town Council website, social media and tourism/visitor information.
14. To assist in the preparation, collation and editing of content for newsletters.
15. To ensure that the Town Council's Asset Register and insurance cover is accurate and updated.
16. To assist with Mayoral and civic events as may be required.
17. To be responsible for Town Council budgets notifying the Town Clerk as Responsible Finance Officer of any significant financial issues or occurrences as may occur time to time.
18. To be responsible for Town Council records reporting to the Town Clerk.
19. To work with the Town Clerk and Members to identify ways in which the Town Council can further strengthen its relationships with the community and key stakeholders.
20. To work with the Town Clerk to ensure effective management of health and safety.
21. To attend Town Council civic events in the absence of the Town Clerk as required.

22. To attend training courses or undertake continuous professional development as required by the Town Clerk and Town Council.
23. To identify areas where best practice, income generation and cost saving initiatives can be implemented.
24. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.
25. To undertake such duties as may arise from time to time commensurate with the position.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Town Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.

Person specification: Assistant Town Clerk

Attribute	Essential	Desirable
Management of people	Line management experience	
Experience	<p>Administration experience at a senior level</p> <p>Knowledge of general office practices and procedures</p>	<p>Experience being responsible for Human Resources and staff training</p> <p>Purchasing experience</p> <p>Financial management experience including budget management</p>
Practical Skills	<p>Ability to form constructive relationships with a diverse set of people including colleagues, business representatives, members of the community and Town Council</p> <p>Ability to understand the legal framework in which the Town Council operates</p> <p>Ability to manage self and others for maximum effectiveness</p> <p>Ability to meet targets and deadlines</p>	<p>Ability to understand budgets</p>
Communication	<p>Ability to communicate effectively, orally, in writing and electronically</p> <p>Ability to present to diverse audiences</p>	<p>Ability to liaise with the press and/or other media in accordance with Town Council policies</p>

	<p>Ability to be articulate and sensitive in potentially controversial situations</p> <p>Ability to develop effective relationships with external and internal stakeholder, the general public and statutory bodies</p>	
Personal Qualities	<p>To maintain confidentiality</p> <p>Ability to work under pressure</p> <p>Ability to be diplomatic and tactful</p> <p>Ability to work co-operatively and effectively as part of a team</p> <p>To be approachable and to have good listening skills</p> <p>To maintain the reputation of the Town Council</p>	
Strategic Thinking	<p>Ability to think, plan and work strategically and methodically</p>	
Technology / IT Skills	<p>Excellent understanding of IT in order to perform office functions and other requirements of the role</p> <p>Professional knowledge of Office packages including Word, Excel and Outlook</p>	<p>Previous experience using finance and administration systems</p>
Education and Training	<p>A relevant professional qualification, or experience at a senior level in local government</p> <p>Introduction in Local Council Administration (ILCA) or to be prepared to obtain ILCA within 18 months</p>	<p>Management or supervisory skills training</p>

Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary	
Other relevant factors	<p>Ability to attend Town Council, Committee and Sub Committee meetings which would require working out of normal office hours (evenings)</p> <p>To attend Town Council civic events in the absence of the Town Clerk</p>	Driving licence and vehicle

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Library Sub Committee held at the Library on Monday 16th May 2022 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk), D Orton (Community Hub Team Leader) and D Joyce (Administration Officer)

APOLOGIES: Councillor R Bickford.

1/22/23 HEALTH AND SAFETY ANNOUNCEMENTS

The Chairman asked the Community Hub Team Leader to inform those present of the actions required in the event of a fire or emergency.

Councillor Martin arrived and joined the meeting.

2/22/23 TO ELECT A CHAIRMAN

It was proposed by Councillor Yates, seconded by Councillor Bullock and **RESOLVED** to appoint Councillor Dent as Chairman of the Library Sub Committee.

Councillor Dent in the Chair.

3/22/23 TO ELECT A VICE CHAIRMAN

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to appoint Councillor Yates as Vice Chairman of the Library Sub Committee.

4/22/23 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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

5/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

6/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE LIBRARY SUB COMMITTEE HELD ON WEDNESDAY 23RD FEBRUARY 2022 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 23rd February 2022 were confirmed as a true and correct record.

7/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

8/22/23 TO RECEIVE THE SERVICES LIBRARY BUDGET STATEMENT.

The Town Clerk brought Members attention to the following budget activity:

1. EMF Balances brought forward for the year 2021/2022 are currently unaudited due to the year end and may alter.
2. £21,500 has been vired from budget code 6973 EMF Loan Repayments to 6923 PWLB Loan Repayments/ Interests for 2022/23 Loan Repayment.
3. The Town Council received £199,930 from the Public Works Loan Board on 1st April 2022 for the Library Refurbishment Works.

It was **RESOLVED** to note.

9/22/23 TO RECEIVE AND NOTE AN UPDATE TO THE PUBLIC WORK LOAN BOARD (PWLb) BORROWING APPROVAL.

Members received a copy of the PWLB Fixed Equal Instalments of Principal relating to the PWLB loan Conditional Confirmation.

The Town Clerk confirmed the loan principle £200,000 minus administration fee of £70, maturity date of 1st April 2032, the annual interest rate of 2.420%, over a period of 10 years. EMF budget code has been setup to allocate the loan value – 6971 Saltash Library Property Refurbishment.

It was **RESOLVED** to note.

10/22/23 TO RECEIVE A LIBRARY REPORT FROM THE COMMUNITY HUB TEAM LEADER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The CHTL briefed Members on the Library report received.

The CHTL further spoke of Hi9 Limited chatbot called – Ask Debbie. The application would enable users of the Library Service to use the online chatbot to help identify public information such as waste collection services in their area, housing benefit information and much more.

Hi9 Limited are part of a fully funded partnership in Cornwall working with People Hub and Cornwall Council and funded by the European Social Fund.

The CHTL confirmed no cost has been identified as of yet and wished for Members approval to investigate the service further.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to note the report and delegated authority to the CHTL to further investigate the ask Debbie application keeping Members informed by email.

11/22/23 TO RECEIVE BAILEY PARTNERSHIP CONCEPT DRAWINGS FOR THE REFURBISHED WORKS TO SALTASH LIBRARY AND CONSIDER ANY ASSOCIATED ACTIONS AND EXPENDITURE.

The Chairman advised Members that Bailey Partnership are continuing with the preparation works to the tender packs.

Cllr Yates explained to Members the concept drawings for the Saltash Library Refurbishment works.

Members discussed in length the minimal revised changes to the design from the initial proposal, toilet facilities, timeframe and listed building restrictions.

It was proposed by Councillor Dent, seconded by Councillor Bullock and **RESOLVED** to note and approve Bailey Partnership negotiated minor changes to take account of previously identified error and omissions.

12/22/23 TO RECEIVE AN UPDATE ON THE HERITAGE MATTERS ONLY PRE-APPLICATION AND CONSIDER AN ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Yates and **RESOLVED** to approve Bailey Partnership to submit a pre-application advice on behalf of Saltash Town Council at a cost of £277.50 + vat to be allocated to budget code 6971 EMF Property Maintenance.

13/22/23 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.

14/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

15/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

16/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

17/22/23 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: 7.21 pm

Signed: _____
Chairman

Dated: _____

To receive a report on the membership level of the Town Council Burial Authority Committee and consider any actions and expenditure

Information:

The Town Council Burial Authority Committee is a “Full Standing Committee” together with the other Town Council Committees, apart from Personnel.

The Town Council agreed prior to the Annual Meeting of Full Council held in May 2021, that the Burial Authority Committee meetings were no longer required to form part of the Town Council schedule of meetings calendar and would only be held as and when required.

It is possible that Churchtown Cemetery could be overseen by a reduced membership Committee reporting to Full Council.

It has been suggested a reduction in the Burial Authority membership be considered due to, Churchtown Cemetery is now fully operational for over five years, there is limited business to be discussed, to alleviate pressures from Members to attend another meeting, and to ensure we meet the quorum levels when a meeting is called.

Research:

Please find attached Burial Authority previous Terms of Reference, prior to 12th February 2019, in which there was a composition of 4, the Mayor and Deputy Mayor.

Attached is the current Terms of Reference with a composition of all sixteen members.

Options:

1. Continue to operate in line with the current Burial Authority Terms of Reference (as attached);
2. Reduce the membership from sixteen to six Members, reduce the quorum level to four, the rest of the current Terms of Reference remain the same.

**End of Report
Town Clerk**

Burial Authority (BA)

- Composition: Four elected members,
Mayor, Deputy Mayor (ex-officio, voting)
- Chairmanship: Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each council year
- Non-members: Any member of the Council is able to attend and may participate at the discretion of the Chairman, but may be asked to leave if the press and public are excluded.
- Quorum: 3 members
- Meetings: Quarterly 2nd Wednesday of the month.
- Timing: 2 p.m. or following Burial Board
- Venue: Guildhall
- Reports to: Full Council
- Administration: Town Council
- Remit: Management and operation of Churchtown Cemetery

Terms of Reference & Matters Delegated to the Committee:

1. The provision and management of a burial and cremated remains service.
2. The improvement, maintenance and management of the grounds in Churchtown Cemetery
3. To consider such matters as may be delegated by the Council from time to time
4. Reviewing the level of fees and charges of the committee's functions and making appropriate recommendations to the P & R Committee
5. To consider and submit to the P & R Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and 5 year forecast
6. Authorisation of expenditure within the committee's budget, provided that the payment is made from a budget that is within the limits of the scheme of delegation or previously approved by the Council. The committee cannot commit or spend from future budgets not confirmed or from future years.
7. The virement of funds within the committee's total budget must be authorised by the P & R Committee

8. All aspects of Health and Safety that fall within the remit of the committee
9. Making recommendations to the Council on all matters not within existing policy
10. Preparation and review of a plan for future requirements within the scope of the committee regardless of feasibility

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

Burial Authority Committee

Composition:	Sixteen 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:	Seven members
Meetings:	As required
Timing:	6:30 p.m.
Venue:	Guildhall
Reports to:	Full Council
Remit:	Management and operation of Churchtown Cemetery and to work within the individual delegated authority budget.

Terms of Reference & Matters Delegated to the Committee:

1. The provision and management of a burial and cremated remains service.
2. The improvement, maintenance and management of the grounds in Churchtown Cemetery.
3. To consider such matters as may be delegated by the Council from time to time.
4. Reviewing the level of fees and charges of the Committee's functions and making appropriate recommendations to the P & F Committee.
5. To consider and submit to the P & F Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and 5-year forecast.
6. Authorization of expenditure within the Committee budget, provided that the payment is made from a budget that is within the limits of the scheme of delegation or previously approved by the Council. The Committee cannot commit or spend from future budgets not confirmed or from future years.
7. The virement of funds within the Committee total budget must be authorized by the P & F Committee.
8. All aspects of Health and Safety that fall within the remit of the Committee.
9. Making recommendations to the Council on all matters not within existing policy.

10. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.

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.

Terms of Reference last updated:



Making payroll & HR easy

HEALTH SAFETY AND WELFARE INSPECTION

Saltash Town Council

Clayton Henson

19 April 2022

The audit report replaces all previously issued versions.

Overall Audit Score: 97.4%

(228 of a possible 234)

Date	
Completed By	
Question	Response
Name	Clayton-Henson
Question	Response
Date	13/04/2022
Question	Response
Audit	Onsite-Audit
Question	Response
Extra Actions	
Client	
Question	Response
Company Name	Saltash Town Council
Question	Response
Client Contact	Michael Cotton
Question	Response
Location	Various premises managed by Saltash Town Council
Question	Response
Extra Actions	

GENERAL POLICY, GENERAL ARRANGEMENTS AND IMPLEMENT

Section score 100%

(13 of 13)

Policy Statement

Subsection score 100%

(13 of 13)

Question

Response

Has the Policy Statement been signed by the nominated person with overall responsibility for Health and Safety?

YES

More Info

Signed by Sinead Burrows

Question

Response

Is a copy of the Health and Safety Policy Statement displayed on a notice board?

Yes

More Info

In each of the premises

Question

Response

Is the Health and Safety Management Structure shown in the Policy current?

Yes

More Info

As requested

Question

Response

Are specific responsibilities for health and safety assigned correctly?

Yes

More Info

All staff are aware of their responsibilities

Question

Response

Extra Actions

PROCEDURES

Section score 100%

(76 of 76)

ACCIDENT /INCIDENT REPORTING

Subsection score 100%

(7 of 7)

Question

Response

Are all accidents recorded in the accident book and / or on MOOREPAYHR?

Yes

More Info

As and when there is an occurrence

Question

Response

Do you know how many accidents there has been in the past 12 months?

YES

More Info

2

Question

Response

Have there been any significant incidents?

N-A---No-Accidents-

More Info

Nothing reported

Question

Response

Have all accidents and dangerous occurrences been investigated?

N-A---No-Accidents

More Info

Nothing reported

Question

Response

Where applicable have accidents been reported to the Incident Contact Centre as required by RIDDOR?

N-A---No-Reportable-Incidents

More Info

Nothing reported

Question	Response
Where an accident has been investigated by a HSE Inspector or Environmental Health Officer- have the recommendations made by the investigating officer been reviewed and implemented?	N-A---No-investigations-undertaken
More Info Nothing reported	
Question	Response
Are near miss incidents suitably recorded and investigated	Yes
More Info As and when required	
Question	Response
Extra Actions	
CONSULTATION WITH EMPLOYEES	
Subsection score 100%	(8 of 8)
Question	Response
Have all staff been issued with a copy of the Safety Policy and / or Safety Handbook?	Yes
More Info On induction	
Question	Response
Have all staff signed the declaration at the back of the handbook and are copies on file?	Yes
More Info Added to their employment record	
Question	Response
Are staff able to raise safety concerns at team meetings or similar?	YES
More Info Can approach either Richard Enticknap or Michael Cotton	

Question	Response
Where concerns have been raised by employees have suitable actions been taken to address the employees concerns?	YES
More Info Any issues will have been addressed	
Question	Response
Have Safety Representatives been appointed?	Yes
More Info Richard Enticknap with Michael Supervising role	
Question	Response
Is there a Safety Committee?	N-A
More Info Not required	
Question	Response
If there are no Safety Representatives, are there arrangements for consulting employees directly?	Yes
More Info Employees are consulted face to face as and when required	
Question	Response
Extra Actions	
FIRST AID	
Subsection score 100%	(7 of 7)
Question	Response
Has an assessment been completed to confirm the suitability of current first aid arrangements?	Yes
More Info Carried out and and good provision	
Question	Response
Are current First Aid Arrangements suitable?	Yes
More Info Good provision in premises and works vehicles	

Question	Response
Are there arrangements in place for first aid box contents to be checked regularly and replacements ordered?	YES
More Info Both Richard and Michael will carry out the required checks monthly	
Question	Response
Are First Aiders provided with refresher training?	Yes
Question	Response
Are emergency wash stations provided at suitable locations?	Yes
More Info In the workshop	
Question	Response
Are there arrangements in place for eye wash bottles to be checked regularly and replacements obtained?	Yes
More Info Both Richard and Michael will carry out the required checks monthly	
Question	Response
If the assessment finds that a first-aid room is necessary, Is the room provided with the equipment described in the Approved Code of Practice?	Yes
More Info If required this can be provided	
Question	Response
Extra Actions	

RISK ASSESSMENT	
Subsection score 100%	(11 of 11)
Question	Response
Have all tasks been suitably risk assessed within the last 12 months?	YES
More Info Carried out by Richard and Michael	
Question	Response
When completing risk assessments were staff consulted?	YES
More Info For best practice	
Question	Response
Have all staff been made aware of the findings of these risk assessments?	YES
More Info Relevant staff will have been briefed	
Question	Response
Have risk assessments been completed for employees who fall into any vulnerable groups (e.g. new mothers, pregnant workers, employees under 18 etc.)	N-A---It-was-agreed-that-there-are-no-employees-who-currently-require-an-individual-Risk-Assessment--
More Info Not currently required	
Question	Response
Have all in house maintenance activities been subject to risk assessment and are safe systems of work in place?	Yes
Question	Response
Extra Actions	

TRAINING

Subsection score 100%

(6 of 6)

Question

Response

Have all staff received Induction training?

Yes

More Info

Provided

Question

Response

Are all employees properly trained to a level that enables them to undertake their duties in a safe manner?

Yes

More Info

As with regards the roles required

Question

Response

Are all training and instruction recorded?

YES

More Info

On employment record

Question

Response

Have training needs (including safety training) for all employees been identified

YES

More Info

If and when required

Question

Response

Extra Actions

WELFARE

Subsection score 100%

(16 of 16)

Question

Response

Are there sufficient toilets, are they working, clean & tidy?

Yes

More Info

In all premises

Question	Response
Are soap and hand drying facilities available?	Yes
More Info In all premises	
Question	Response
Is hot and cold water available?	Yes
More Info In all premises	
Question	Response
Is drinking water available?	Yes
More Info In all premises	
Question	Response
Means of making a hot drink?	Yes
More Info In all premises	
Question	Response
Means of heating food?	Yes
More Info In designated premises	
Question	Response
Temperature: Is it reasonable?	Yes
More Info In designated premises	
Question	Response
Ventilation: Is it adequate?	Yes
More Info In designated premises	

Question	Response
Lighting: Is it suitable and sufficient?	Yes
More Info In designated premises	
Question	Response
Are employees able to take their rest breaks away from the workplace hazards?	Yes
More Info In designated areas	
Question	Response
Are toilets for use by women provided with sanitary disposal bins?	Yes
More Info provided	
Question	Response
Where necessary, are changing rooms available?	Yes
More Info In designated area for requirement	
Question	Response
Where necessary, are showers available?	N-A
More Info not required	
Question	Response
Are there suitable rest facilities for new and expectant mothers?	N-A
More Info Not currently required	
Question	Response
Are offices free from clutter?	Yes
More Info Well maintained and of good tidiness	

Question	Response
In offices, is there sufficient space between desks?	Yes
More Info Achieved	
Question	Response
Extra Actions	
SIGNS & NOTICES	
Subsection score 100%	(16 of 16)
Question	Response
Is a copy of the correct Health and Safety Law Poster displayed in a prominent position.	Yes-
More Info In designated premises	
Question	Response
Are First Aid notices located in areas which effectively communicate the First Aid arrangements to all employees.	Yes-
More Info In designated premises	
Question	Response
Are all Fire Exits suitably signed?	Yes
Question	Response
Are copies of the current Employers Liability Certificate displayed at suitable locations	Yes
More Info In designated premises	
Question	Response
Are Electric Shock Resuscitation Procedures Notices displayed in areas where there are risks of electric shock	Yes
More Info In designated premises	

Question	Response
Are Fire Action Notices displayed at suitable locations?	Yes
More Info In designated premises	
Question	Response
Are Fire Escape Routes and exits suitably signed?	Yes
Question	Response
Are copies of the Fire Emergency Evacuation Plan displayed at suitable locations?	Yes
More Info In designated premises	
Question	Response
Are signs explaining hazardous warning symbols displayed in areas where substances are used?	N-A
Question	Response
Are Safe Lifting Notices displayed in areas where persons are required to handle loads?	N-A
More Info not required	
Question	Response
Are Personal Protective Equipment signs displayed in areas where equipment must be worn?	Yes
More Info In good display along with briefing	
Question	Response
Are safety signs displayed, if there is a significant risk that can't be avoided or controlled in any other way?	Yes
More Info In designated premises	

Question	Response
Are fire assembly points clearly signed?	Yes
More Info In designated premises	
Question	Response
Are all fire doors suitably signed?	Yes
More Info In designated premises	
Question	Response
Are all fire escape routes suitably signed?	Yes
More Info In designated premises	
Question	Response
Are flammability zones suitably signed?	N-A
Question	Response
Extra Actions	
Lone Working	
Subsection score 100%	(3 of 3)
Question	Response
Does the organisation have procedures in place for addressing lone working?	Yes
More Info Mobile communication	
Question	Response
Have you clearly identified all those employees that lone work within your business?	Yes
More Info This will be managed by Richard	

Question	Response
Do you have a system in place to allow lone workers to communicate quickly and easily if in difficulty	Yes
More Info Prior briefing and mobile communication	
Question	Response
Extra Actions	
Work-Related Stress	
Subsection score 100%	(2 of 2)
Question	Response
Does the organisation have procedures in place for addressing work-related stress?	Yes
More Info Staff can approach the Management if required	
Question	Response
Has a risk assessment been undertaken to determine the level of risk from work related stress?	N-A
More Info Not required	
Question	Response
Extra Actions	

DRIVING

Section score 100%

(6 of 6)

DRIVING

Subsection score 100%

(6 of 6)

Question

Response

Have all vehicles used by employees, whilst at work, been assessed for their suitability?

Yes

More Info

All vehicles are selected for best use for the Town Council

Question

Response

Are employees who are expected to drive for work in good health?

Yes

More Info

Due to the nature of the works

Question

Response

Are the driving licences, of employees required to drive for work, subject to annual inspection at least annually?

Yes

More Info

Carried out

Question

Response

Are vehicles used by employees, whilst at work, properly maintained and MOT'd?

Yes

More Info

managed by Richard

Question

Response

When employees are required to make use of their own vehicles for work do they have suitable insurance in place?

N-A---Employees-are-not-required-or-expected-to-use-their-own-vehicles-for-business-use-beyond-commuting-to-and-from-work-

More Info

not required

Question	Response
Does the organisation have a written Driving Policy	Yes
More Info Briefed on induction	
Question	Response
Extra Actions	

OCCUPATIONAL HEALTH

Section score 100%

(10 of 10)

Health Surveillance

Subsection score 100%

(2 of 2)

Question

Response

Where risk assessments have identified that Health Surveillance is required to measure exposure to a specific hazard have all relevant staff been referred to a Occupational Health professional?

N-A

More Info

Not currently required for staff

Question

Response

Have all Occupational Health recommendations being properly implemented?

N-A

More Info

Not currently required for staff

Question

Response

Extra Actions

Hand Arm Vibration

Subsection score 100%

(4 of 4)

Question

Response

Have tools which may expose employees to Hand Arm Vibration been identified and recorded on a register?

Yes

More Info

Managed and monitored by Richard and Michael

Question

Response

Have these tools been properly assessed to determine the actual level of risk?

Yes

More Info

Managed and monitored by Richard and Michael

Question	Response
Have employees at / or potentially at risk from HAV's been assessed by an Occupational Health Professional?	N-A
More Info Not required	
Question	Response
Where employees use tools which could expose them to a risk of HAV's, is exposure time measured and properly controlled?	Yes
More Info Managed and monitored by Richard and Michael	
Question	Response
Extra Actions	
Noise	
Subsection score 100%	(4 of 4)
Question	Response
Has the exposure to Noise been considered as part of the Risk Assessment Process?	Yes
More Info Managed and monitored by Richard and Michael and Relevant PPE issued	
Question	Response
Where Noise levels are likely to be approach or exceed the Exposure Action Value has a detailed Noise Assessment been undertaken by a Competent person and the recommendations for the assessment fully implemented?	Yes
More Info Managed and monitored by Richard and Michael and Relevant PPE issued	

Question	Response
If the Noise Assessment has identified that Hearing Protection is required to protect employees from Noise levels which can't otherwise be controlled, is the correct hearing protection available for employees to use and is this enforced?	Yes
More Info Relevant PPE issued	
Question	Response
Are employees who are likely to be exposed to high levels of noise subject to a suitable Health Surveillance programme?	N-A
More Info not required	
Question	Response
Extra Actions	

WORK EQUIPMENT

Section score 100%

(5 of 5)

WORK EQUIPMENT

Subsection score 100%

(5 of 5)

Question

Response

Are all work equipment suitable for the work being undertaken?

Yes

More Info

All work equipment is selected for its best use for the Town Council

Question

Response

Where employees need specific training to operate any piece of work equipment, have all relevant employees had this training?

Yes

More Info

if and when required , training is provided

Question

Response

When purchasing new equipment are employee consulted to ensure that the equipment is suitable for the task?

Yes

More Info

To ensure best use of new equipment for the needs of the Town Council

Question

Response

Is work equipment subject to regular inspection and has all defective equipment been removed from use?

Yes

More Info

Carried out by all staff

Question

Response

Are storage areas secure, preventing unauthorised access to tools, chemical etc.?

Yes

More Info

For safety and security

Question	Response
Extra Actions	

BUILDINGS AND WORK ENVIRONMENT

Section score 100%

(43 of 43)

General

Subsection score 100%

(8 of 8)

Question

Response

Are buildings suitable for their intended purposes?

Yes

More Info

All buildings are suitable for their needs

Question

Response

Are buildings in a satisfactory state of repair?

Yes

More Info

In good repair

Question

Response

Are there arrangements in place for building defects to be repaired promptly?

Yes

More Info

Managed and monitored by Richard and Michael

Question

Response

Is there sufficient space for the tasks performed?

Yes

More Info

Achieved

Question

Response

Is there sufficient light for the tasks performed?

Yes

More Info

Achieved

Question

Response

Are adequate means of ventilation provided in all buildings?

Yes

More Info

Achieved

Question	Response
Are adequate means of heating provided (minimum temperature 16 degrees?	Yes
More Info Achieved	
Question	Response
Has a no smoking / E- cigarettes policy been implemented?	Yes
More Info Briefed	
Question	Response
Extra Actions	
Floors	
Subsection score 100%	(6 of 6)
Question	Response
Are floor surfaces suitable for the intended purpose?	Yes
More Info Good efficient floor coverings installed	
Question	Response
Are floor surfaces free from slipping and tripping hazards?	Yes
More Info kept clean and clear as best as can be achieved	
Question	Response
Are edges and holes where a person might fall provided with suitable barriers?	N-A-Landlord-responsibility-
More Info not required	

Question	Response
Where necessary, are floors provided with suitable means of drainage?	Yes
More Info in the public toilets	
Question	Response
Are there arrangements in place to enable spillages to be cleaned up promptly?	Yes
More Info kept clean and clear as best as can be achieved	
Question	Response
Are floors cleaned at suitable intervals?	Yes
More Info kept clean and clear as best as can be achieved	
Question	Response
Extra Actions	
Mezzanine floors	
Subsection score 100%	(4 of 4)
Question	Response
Are mezzanine floors of sound construction and adequate strength?	Yes
More Info In the library	
Question	Response
Are the edges of mezzanine floors provided with suitable barriers to prevent falls of persons and objects?	Yes
More Info Good strength barriers installed	

Question	Response
Are gaps in fences (e.g. where goods are received) provided with suitable gates?	N-A
More Info not required	
Question	Response
Is there sufficient head room?	Yes
More Info Achieved	
Question	Response
Extra Actions	
Stairs	
Subsection score 100%	(5 of 5)
Question	Response
Are stairs of sound construction and free from hazards that could cause a person to trip or fall?	Yes
More Info Stairs in the relevant premises are of good construction	
Question	Response
Do all staircases have securely fixed handrails?	Yes
More Info Installed	
Question	Response
Is there sufficient headroom above all staircases?	Yes
More Info achieved	
Question	Response
Are all staircases adequately lit?	Yes
More Info achieved	

Question	Response
Are stair nosings secure to prevent slips	Yes
More Info Installed	
Question	Response
Extra Actions	
Doors and Gates	
Subsection score 100%	(6 of 6)
Question	Response
Are doorways of sufficient width, where necessary to allow the passage of wheelchair users?	Yes
More Info if and when required	
Question	Response
Are doors in corridors and doors that open out into corridors provided with vision panels?	Yes
More Info Installed	
Question	Response
Are sliding doors prevented from falling off their tracks?	N-A
More Info none installed	
Question	Response
Are upward opening doors provided with a mechanism to prevent them from falling back?	Yes
More Info Chain catch installed	

Question	Response
Are power operated doors provided with a sensitive edge, or detector, and trip device to stop or reverse the motion of the door when obstructed?	N-A
More Info none in use	
Question	Response
Can power operated doors in fire escape routes be opened if there is a power failure?	Yes
More Info Manual chain operation can be used	
Question	Response
Extra Actions	
Windows and Glazing	
Subsection score 100%	(5 of 5)
Question	Response
Are transparent walls, partitions, doors and door side panels made from a safety material or protected against breakage?	Yes
More Info of good construction	
Question	Response
Are transparent walls, partitions, doors and door side panels have caution signs to make them apparent.	Yes
More Info Signage and decals installed	
Question	Response
Can all opening windows be opened safely?	Yes
More Info Achieved	

Question	Response
Are windows prevented from opening into areas where persons could collide with them?	Yes
More Info Achieved	
Question	Response
Are safe systems of work in place for window cleaning?	Yes
More Info Managed by Richard / Michael	
Question	Response
Extra Actions	
Lifts	
Subsection score 100%	(9 of 9)
Question	Response
Are all lifts subject to statutory examinations every 6 months, with records available?	Yes
More Info Managed by Richard / Michael	
Question	Response
Are service/maintenance agreements in place for all lifts?	Yes
More Info Managed by Richard / Michael for the lift engineer to carry out the required service/maintenance	
Question	Response
Are maximum load plates displayed in lift cars?	Yes
More Info Installed	
Question	Response
Do all lift cars have emergency alarms?	Yes
More Info Installed	

Question	Response
Has an emergency procedure for rescuing persons from a failed lift been prepared?	Yes
More Info Relevant staff have the awareness and procedural protocol	
Question	Response
Is the lift motor room kept locked when not in use?	Yes
More Info Good secured door	
Question	Response
Is a permit-to-work system operated for lift maintenance?	Yes
More Info This will be managed by Richard and the lift engineer	
Question	Response
Is there a rubber mat in front of the control panel?	Yes
More Info On the floor where required	
Question	Response
Is an "Electric Shock" notice displayed in the lift motor room?	Yes
More Info Installed	
Question	Response
Extra Actions	

FIRE SAFETY

Section score 82.4%

(28 of 34)

Fire Procedures

Subsection score 100%

(7 of 7)

Question

Response

Has a fire evacuation plan been prepared and communicated to all employees?

Yes

More Info

In relevant premises

Question

Response

Has a fire risk assessment been completed / reviewed in the last 12 months?

Yes

More Info

Carried out

Question

Response

Have fire wardens and deputies been appointed and trained?

Yes

More Info

In the Guildhall, designated staff are appointed and trained

Question

Response

Are there arrangements in place accounting for visitors and contractors in the event of a fire?

Yes

More Info

Sign-in and sign-out book , also visitors will be accompanied when on the premises if required

Question

Response

Where applicable, is there a process in place to ensure PEEPs evacuate safely in the event of an emergency?

N-A

More Info

Not currently required

Question	Response
Are all fire records up to date?	Yes
More Info Managed by Richard / Michael	
Question	Response
Are fire drills been carried out in the last 6 months?	Yes
More Info Carried out in all differing premises	
Question	Response
Extra Actions	
Fire Equipment	
Subsection score 100%	(12 of 12)
Question	Response
Is the fire alarm tested on a weekly basis and can this be heard in all areas of the building?	Yes
More Info In the required premises, staff will carry out the required testing	
Question	Response
Is there a system for warning persons with hearing disabilities?	N-A
More Info Not currently required	
Question	Response
Has the responsible person made arrangements for the Fire Alarm System (if fitted) to be serviced by a competent person (50% every 6 months)?	Yes
More Info Managed by Richard / Michael	

Question	Response
Is emergency lighting checked by a nominated employee, at least monthly, to ensure that the red or green LED is illuminated demonstrating that the battery is charging properly?	Yes
More Info Managed by Richard / Michael	
Question	Response
Are sprinkler system checks carried out as prescribed by the installer?	N-A
More Info Not required	
Question	Response
Is the power to the Emergency Lighting isolated at least every 12 weeks to ensure all units operate in the event of a power failure?	Yes
More Info Managed by Richard / Michael	
Question	Response
Is power to the fire alarm isolated at least every 12 weeks to ensure that the battery can operate all sounders?	Yes
More Info Managed by Richard / Michael	
Question	Response
Are Fire Extinguishers checked by a nominated employee at least monthly?	Yes
More Info Managed by Richard / Michael	

Question	Response
Are Fire Extinguishers inspected and serviced by a competent engineer on an annual basis	Yes
More Info Managed by Richard / Michael for an engineer to attend and carry out the required servicing and inspection	
Question	Response
Does a competent person complete an annual discharge test for the batteries in the Emergency Lighting system?	Yes
More Info Managed by Richard / Michael	
Question	Response
Is the Fire Alarm Control Panel checked daily for faults?	Yes
More Info Carried out by relevant staff in each of the premises	
Question	Response
Are Fire Extinguishers located at suitable locations on each floor?	Yes
More Info In good locations	
Question	Response
Extra Actions	
Means of Escape	
Subsection score 100%	(6 of 6)
Question	Response
Are fire exits free to open and are these checked at least monthly by a nominated employee?	Yes
More Info Managed by Richard / Michael	

Question	Response
Do fire doors close properly without excessive gaps and are these checked on a regular basis by a competent employee?	Yes
More Info Well fitted	
Question	Response
Are all fire exits free from obstructions?	Yes
More Info Kept clear	
Question	Response
Are all fire doors kept closed?	Yes
More Info Good practice	
Question	Response
Are all fire escape routes of sufficient width and free from obstructions?	Yes
More Info Kept clear	
Question	Response
Do all fire exits open easily from the inside?	Yes
More Info Push-bar operation	
Question	Response
Extra Actions	

Fire Precautions	
Subsection score 33.3%	(3 of 9)
Question	Response
Are highly flammable liquids, LPGs, combustible gases and compressed gas cylinders stored according to regulatory requirements and suitably segregated?	Yes
More Info Stored as required for safety and security	
Question	Response
Are combustible materials stored away from heaters and light fittings?	Yes
More Info Good practice	
Question	Response
Are battery chargers located in areas with sufficient ventilation?	Yes
More Info Good ventilation is achieved	
Question	Response
Extra Actions	

GAS SAFETY

Section score 100%

(4 of 4)

Gas Safety

Subsection score 100%

(4 of 4)

Question

Response

Have all Gas Appliances been identified?

Yes

More Info

In relevant premises

Question

Response

Are all Gas Appliances serviced by a competent (GAS SAFE Registered) engineer at least annually? If so when are appliances next due such a service?

Yes

More Info

Managed by Richard / Michael for an engineer to attend and carry out the required servicing

Question

Response

Is the gas cut-off valve readily accessible?

Yes

More Info

Known to the relevant staff members

Question

Response

Is a permit-to-work system operated for gas maintenance work?

Yes

More Info

If and when required , this will be agreed by Richard and the Gas Engineer

Question

Response

Extra Actions

LEGIONELLA

Section score 100%

(15 of 15)

Legionella

Subsection score 100%

(15 of 15)

Question

Response

Has an inventory been prepared of all taps, showers, hoses and cooling systems using evaporative condensers been compiled?

Yes

More Info

Managed by Michael

Question

Response

Have all elements of the water system or systems been traced (the layout of small simple systems are self evident more complicated systems may require a diagram)?

Yes

More Info

Managed by Michael

Question

Response

If the premises has any evaporative condensers or cooling towers has the presence of these been notified to the local authority in writing as required by the Notification of Cooling Towers and Evaporative Condenser Regulations 1992?

N-A

More Info

not in use

Question

Response

Are water systems maintained so that temperatures are below 20C or above 45C throughout the entire system (this normally requires Hot Water Storage above 60C)?

Yes

More Info

Checks carried out by Michael

Question	Response
Have any dead legs within the system been identified?	N-A-
More Info not required	
Question	Response
Is the water system and any associated installations regularly cleaned and sterilized?	Yes
More Info Managed by Michael /Richard	
Question	Response
Are shower heads dismantled, cleaned and descaled at least quarterly?	N-A---No-showers-
More Info not in use	
Question	Response
If required is testing for Legionella carried out at regular intervals?	Yes
More Info Managed by Michael /Richard	
Question	Response
Where temperature is used as a control are regular temperature checks carried out and recorded.	Yes
More Info Managed by Michael /Richard	
Question	Response
Are systems that are infrequently used flushed on a regular basis and is a record maintained of this activity.	Yes
More Info Managed by Michael /Richard	

Question	Response
Do records of temperature checks, flushing etc detail the identity of the item (e.g. tap, shower etc), checked, the date the checks were carried out, details of the person carrying out the check and any faults identified,	Yes
More Info Managed by Michael /Richard	
Question	Response
Where a temperature check fails is the system taken out of use immediately and not reinstated until the problem has been identified and rectified?	Yes
More Info if and when required	
Question	Response
Are records maintained which show that faults identified during checks have been rectified?	Yes
More Info Managed by Michael /Richard if and when required	
Question	Response
Does the organisation have a defined plan of action on what to do if a test returns positive for the presence of Legionella?	Yes
More Info Richard and Michael have the plan and will implement when required	
Question	Response
Are there facilities for the storage of outside clothing?	N-A
More Info Not required	
Question	Response
Extra Actions	

PERSONAL PROTECTIVE EQUIPMENT

Section score 100%

(4 of 4)

PERSONAL PROTECTIVE EQUIPMENT

Subsection score 100%

(4 of 4)

Question

Where Risk Assessments and or COSHH Assessments have identified the need for employees to wear PPE has the suitability of the PPE been assessed?

Response

Yes

More Info

Managed by Michael /Richard and the relevant PPE Issued

Question

Have PPE risk assessments been reviewed in the last 2 years?

Response

Yes

More Info

Carried out by Michael /Richard

Question

Is PPE issued to employees free of charge?

Response

Yes

More Info

As required and recorded

Question

Where relevant PPE is issued to an employee, is this adequately recorded?

Response

Yes

More Info

On employment /PPE issue record

Question

Extra Actions

Response

ELECTRICAL SAFETY	
Section score 100%	(10 of 10)
Electrical Safety	
Subsection score 100%	(10 of 10)
Question	Response
Has the fixed wiring been inspected by a competent (e.g. NICEIC registered) electrician with the last 5 years? ("Electrical Installation Condition Report")	Yes
More Info Carried out and report provided	
Question	Response
Have all remedial works, identified in the inspection, been resolved or are plans in place to do so?	Yes
More Info Managed by Michael	
Question	Response
Are all Portable Appliances and transportable electrical appliances recorded on a suitable inventory?	Yes
More Info Managed by Michael	
Question	Response
Are pre use checks undertaken by all users to identify defective plugs, wires etc.?	Yes
More Info Good practice	
Question	Response
Are formal visual inspections / Portable Appliance Testing undertaken by a competent employee?	Yes
More Info Managed by Michael	

Question	Response
Is all electrical maintenance work carried out by suitably qualified electricians?	Yes
More Info Arranged by Richard/ Michael as and when required	
Question	Response
Are switch rooms and control panels kept locked?	Yes
More Info For safety and security	
Question	Response
Is all electrical equipment isolated and locked off before electrical maintenance work commences?	Yes
More Info Arranged by Richard/ Michael as and when required arranged with the engineer	
Question	Response
Is a permit-to-work system operated for electrical maintenance work?	Yes
More Info Arranged by Richard/ Michael as and when required agreed with the engineer	
Question	Response
Is live electrical work carried out by trained and authorised persons only, with records available?	Yes
More Info Only suitably trained and qualified electricians will carry out the required works	
Question	Response
Extra Actions	

DISPLAY SCREEN EQUIPMENT

Section score 100%

(6 of 6)

Display Screen Equipment

Subsection score 100%

(6 of 6)

Question

Response

Have DSE users been identified and have they completed DSE User Self Assessments?

Yes

More Info

DSE Assessments carried out

Question

Response

Have all issues identified in the self- assessments been reviewed and actions taken?

Yes

More Info

All issues have been addressed

Question

Response

Are employees deemed to be DSE users able to request free eye tests? (

Yes

More Info

Briefed prior to the DSE assessment

Question

Response

Do employees take regular breaks working away from DSE?

Yes

More Info

Managed by themselves

Question

Response

Does the organisation have procedures in place for employees working from home?

N-A

More Info

Not currently required

Question	Response
Have all employees carried out a home-working risk assessment?	N-A
More Info Not currently required	
Question	Response
Extra Actions	

MANUAL HANDLING

Section score 100%

(8 of 8)

Manual Handling

Subsection score 100%

(8 of 8)

Question

Response

Have all significant Manual Handling Activities been assessed?

Yes

More Info

Identified by Richard / Michael

Question

Response

Is there an Action Plan in place for the implementation of additional risk reduction measures?

Yes

More Info

Reduction in loads/ Shared lifting, if required trolley or wheel-barrow

Question

Response

Have manual handling assessments been reviewed within the last 12 months?

Yes

More Info

Carried out by Richard/ Michael

Question

Response

Have all reported manual tasks incidents, injuries and hazards been adequately investigated?

N-A

More Info

No report of any accidents or incidents

Question

Response

Are control measures to reduce the risk of injuries reviewed after accidents have occurred?

N-A

More Info

No report of any accidents or incidents

Question	Response
Have people involved in organising, implementing and performing manual tasks been provided with adequate instruction and training?	Yes
More Info Trained and instructed in correct Manual handling techniques	
Question	Response
Have lifting or carrying heavy loads been eliminated or minimised by changing systems (eg mechanisation) or using different equipment (eg mechanical lifts and trolleys)?	Yes
More Info if and when required	
Question	Response
Are jobs and tasks organised so that workers have adequate breaks from sustained postures, repetitive movement and manual handling?	Yes
More Info Managed by all staff	
Question	Response
Extra Actions	

Other

Other Actions not included elsewhere

Question	Response
List any other actions identified that are not covered elsewhere in this report.	Following the walk around of the premises and buildings, it would be valuable to have all staff trained with regards Asbestos awareness, Relevant staff have updated Manual handling training, and due to some activities requiring breaking /digging ground, the staff would benefit from CAT & Genny Training
Question	Response
Extra Actions	

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Policy Group: General

~~Unreasonable~~
~~Persistent~~
~~Complaints~~Unreason
able Customer
Behaviour and
Persistent Complaints

*This is a policy/procedure document of Saltash
Town Council to be followed by both Council
Members and Employees.*

Current Document Status			
Version	<u>2 DRAFT</u>	Approved by	
Date		Date	
Responsible Officer		Minute no.	
Next review date			

Version History			
Date	Version	Author/Editor	Notes
<u>02.07.2019</u>	<u>1</u>	<u>AJT</u>	<u>NEW (P&F Min 36/19/20)</u>
<u>April 2021</u>	<u>1/2021</u>	<u>AJT</u>	<u>Review for reapproval – new council. 20.05.2021 Min 46/21/22c(xv)</u>
<u>April 2022</u>	<u>2 DRAFT</u>	<u>AJT</u>	<u>Policy reviewed and updated from CC model and LGSCO guidance</u>

Document Retention Period
<u>Until superseded</u>

Saltash Town Council

Unreasonable Customer Behaviour and Persistent Complaints Policy

1. 1. Purpose of the policy

The aim of this policy is to help customers and staff to understand how ~~the Council~~ Saltash Town Council manages unreasonably persistent and unreasonable behaviour by customers. It gives clear guidance as to the definition of unreasonable behaviour and explains what actions staff should take when presented with such behaviour or unreasonable requests. This Policy has been based on guidance issued by the ~~Local Government Organisation (LGO)~~ Local Government and Social Care Ombudsman and the Information Commissioner's Office (ICO) and relates to unreasonably persistent written and verbal communication with the Council. This policy is not a replacement for the Zero Tolerance Policy.

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2. 2. Summary

Dealing with correspondence from customers, a complaint or, Freedom of Information (FOI) request information requests is usually a straightforward process. However, in a minority of cases, people pursue correspondence in a way that can impede the investigation of their complaint or can have significant resource implications for the Council. This policy has been formulated to deal with the small number of customers who make it necessary for special arrangements to be made. It should be noted that there are differences between Freedom of Information (FOI) and non-FOI related cases, ~~and these are outlined later,~~ although the general principles below apply to both instances.

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FOI references also apply to Environmental Information Regulation (EIR) requests which may relate to the environment, land or property. These will be dealt with under the guidance issued by the ICO.

Requests for personal information may fall under the UK General Data Protection Regulation (UK GDPR). These will be dealt with under guidance issued by the ICO.

We aim to deal with any correspondence or complaints in a way which is open, fair and transparent. Complaints and requests for information will be dealt with impartially and proportionately. We have developed this policy so that people who complain and the staff who manage those complaints understand what to do if people start to behave unreasonably.

IT SHOULD BE NOTED – This policy only deals with the conduct of the customer, not the substance of the complaint or concerns raised. The adopted procedures relating to the processing of complaints should be followed regardless of whether this policy is engaged, unless it is considered there are reasons for not doing so. If this is the case the customer should be advised of this at the earliest opportunity and if appropriate provided with an alternative route to remedy his complaint, such as referral to the Local Government Ombudsman.

3. 3-Background

We do not normally limit the contact people have with us. Whether they are complaining, making a request for service, ~~a FOI-an information~~ request or seeking help and guidance, we are committed to dealing with all requests fairly and impartially and to providing a high quality of service. We are keen to resolve any dispute and/or complaint as early as possible.

Occasionally, the behaviour of some customers can make it very difficult for us to deal with their concerns. In a small number of cases the actions of some customers become unacceptable because they involve abuse ~~of processes, or violence and aggression of-to staff or other people, including Members of the Council, or processes.~~ When this happens, we have a responsibility to our staff ~~and Members~~ to take appropriate steps to limit the customers contact with the Council. On other occasions we have to consider whether a customer's actions are having an impact on our ability to do our work and to provide a service to others. Such actions can occur either while the complaint is being investigated, or once we have completed the investigation.

We understand that people sometimes feel frustrated about matters, but we will not tolerate behaviour which we deem to be unacceptable, threatening, abusive or unreasonably persistent towards staff or ~~elected members~~ Members or imposes such a burden on the council that is an unreasonable drain on our resources.

4. 4- Scope

We define unreasonably persistent and unreasonable customers (referred to as Vexatious ~~or Manifestly Unreasonable~~ under FOI/EIR) ~~and Manifestly Unfounded under UK GDPR~~, as those customers, who because of the frequency or nature of their contacts with us hinder our consideration of their or other people's issues or complaints.

These are generally covered under 2 key areas:

- customers who feel that the Council has not dealt with their issue, complaint or ~~FOI-information~~ request properly and are not prepared to leave it there; and
- customers ~~who~~ may have a justified dispute, complaint, ~~FOI-information~~ request or grievance, but these are either being pursued in inappropriate ways, or customers may be intent on pursuing the issue which appears to have no substance, or which may have already been investigated and determined. Their contacts with the Council may be amicable but still place very heavy demands on employee time, or they may be very emotionally charged and distressing for all involved.

Sometimes a situation between the Council and a customer can escalate and the behaviour moves from being unreasonable and unreasonably persistent to behaviour which is totally unacceptable, ~~for example, abusive, offensive or threatening behaviour.~~

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Any decision resulting from the implication of the policy normally applies to the nature of the dispute, complaint or subject matter and not to the customer themselves. However, it is very likely that the customer's previous behaviour will have some bearing on how to proceed with unrelated future correspondence or contact with the Council, particularly where there has been an element of extreme behaviour or verbal abuse.

5. Unreasonable Complainant Conduct

We will not tolerate racist, sexist, homophobic or other discriminatory language, or offensive, threatening, aggressive or violent behaviour towards our staff or Members of the Council.

If you use such language or behaviour, we will ask you to stop doing so in order to protect the wellbeing of our staff or Members of the Council. In exceptional circumstances we may immediately restrict your access to our services without prior warning. We will then write to you and explain the action we have taken.

If your use of language is because of a medical condition, we will discuss with you any reasonable adjustments we need to make to how we work with you. However, some language and behaviour is always unacceptable and we will always draw your attention to this and take appropriate action.

Where your behaviour is so extreme that it threatens the immediate safety and welfare of our staff we may report the matter to the police or consider taking legal action. In such cases, we may not give you prior warning.

6. Examples of unreasonable behaviour/actions?

The following is a list of some actions and behaviours which ~~can may~~ be deemed as unreasonable, unreasonably persistent, (or vexatious/manifestly unreasonable under FOI/EIR). ~~The following~~ This list is by no means exhaustive and is designed to give an indication of the type of behaviour that is considered to be unreasonably persistent. For further advice, please contact the Town Clerk.

- Refusing to specify the grounds of a dispute and/or complaint, despite offers of assistance from Council employees;
- Refusing to co-operate with the complaints investigation process (Customer Feedback Policy) while still wishing their complaint to be resolved;
- Refusing to accept that certain issues are not within the scope of the Council's complaints procedure despite having been provided with information about the scope of the Customer Feedback Policy;
- Insisting on the dispute and/or complaint being dealt with in ways which are incompatible with the Council's adopted complaints procedure (Customer Feedback Policy) or with good practice;
- Making unjustified complaints about employees who are trying to deal with the issues, and seeking to have them replaced or harbouring personal grudges;
- Changing the basis of the complaint as the investigation proceeds;

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- Denying or changing statements made at an earlier stage;
- Introducing trivial or irrelevant new information at a later stage;
- Raising numerous, detailed and unimportant questions and insisting they are all fully answered;
- Covertly recording meetings and conversations without the prior knowledge and consent of other persons involved;
- Submitting falsified documents from themselves or others;
- Adopting a 'scattergun' approach: pursuing parallel disputes and/or complaint(s) on the same issue with a variety of officers, Members, departments or services;
- Making unnecessarily excessive demands on the time and resources of employees whilst a dispute and/or complaint is being looked into. Making excessive telephone calls or sending emails to numerous Council ~~employees~~officers or Members, writing lengthy complex letters every few days and expecting an immediate response;
- Submitting repeat complaints or FOI information requests (after the complaints/FOI process has been completed) essentially about the same issue(s), with minor additions/variations which the customer insists make these a 'new' dispute and/or complaint;
- Being abusive or using aggressive language;
- Rejecting attempts by the Council to assist and advise and showing no willingness to engage with Council officers;
- Explicitly stating that it is their intention to cause disruption to the Council;
- Refusing to accept the decision; repeatedly arguing points with no new evidence;
- Using other family members, associates or membership of a group or body to attempt to re-open a complaint already pursued by a complainant or to try to further requests or complaints already pursued ~~closed~~; or
- Frequently using public questions at a meeting of the Council or a Committee to pursue a complaint or information request(s):
- Combinations of some or all of the above or other actions that are judged to be unreasonable.
- _____

The following sections set out the procedures in relation to non-FOI and FOI cases ~~(also referenced in the flowchart on page 10)~~

For non-FOI related cases (sections 6-7 – 10)

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The following sections cover non-FOI related issues such as complaints or wider Council contact/disputes.

7. ~~6.~~ What actions can be taken to stop or limit the behaviour?

The actions we take will depend upon the nature and extent of ~~their~~ the behaviour(s). Any action taken should be appropriate and proportionate to the nature and frequency of the customer's contacts with the Council. If their persistence adversely affects the Council's ability to do its work, is ~~disproportionally~~ disproportionately resource intensive and/or adversely affects the Council's ability to provide a service to another, the Council may need to address their behaviour.

~~Initially the~~ When an officer reports a customer demonstrating unreasonable behaviour, the Town Clerk, in conjunction with the Chairman and Vice-Chairman of the Policy and Finance Committee and taking advice from the Monitoring Officer, will review the case within seven working days. A letter may be sent to the customer ~~customer may be sent an initial letter setting out~~ explaining that their conduct is becoming a concern. The letter will ~~ask~~ request that the behaviour exhibited is moderated and will suggest, where appropriate, who the customer should contact within the Council over their concerns. The letter will also advise what further actions may be taken if the request is ignored and a copy of this policy included. The customer will be asked to acknowledge the letter within seven working days.

Where the customer acknowledges the initial warning letter, the Town Clerk or their nominated representative will monitor the situation to ensure the behaviour has been moderated.

~~Should this request for not be heeded~~ If the customer does not acknowledge the letter within seven working days there are 2 ~~further~~ stages which must be followed for a customer to be made unreasonably persistent or their unreasonable behaviour recognised as such. The Town Council may choose to appoint an external body to act on their behalf to provide this service.

~~**IT SHOULD BE NOTED** This policy only deals with the conduct of the customer, not the substance of the complaint or concerns raised. The adopted procedures relating to the processing of complaints should be followed regardless of whether this policy is engaged, unless it is considered there are reasons for not doing so. If this is the case the customer should be advised of this at the earliest opportunity and if appropriate provided with an alternative route to remedy his complaint, such as referral to the Local Government Ombudsman.~~

Stage 1 (~~prior~~ Formal prior warning)

If customer ignores the initial letter and is deemed to be unreasonably persistent or demonstrating unreasonable behaviour, the Town Clerk or their nominated representative will issue a ~~prior-formal prior~~ warning letter, including the following points:

- An explanation of why the customer's behaviour is deemed unacceptable;

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- An offer of a meeting, if deemed appropriate by the Council, with an officer from the council or their nominated representative to try and resolve the dispute / complaint / issue and explain to the customer why their behaviour is unacceptable;
- Advising of a single named officer point of contact for any further correspondence;
- A statement of future intent to apply restrictive action to the customer's contact should their behaviour continue;
- Referencing and including a copy of the Unreasonable Customer Behaviour and Persistent Complaints policy.

Any arrangements for limiting a customer's contact must take account of the customers individual circumstances however, such actions may include blocking a customer's email address denying the customer the ability to email the Council, officers and Members and/or refusing to take telephone calls from the customer.

Should such action be necessary the customer's name will be added to the Councils register as having been sent a formal prior warning letter and a report will be submitted to the next available meeting of the Policy and Finance Committee or the next Full Town Council meeting if earlier and the Town Clerk feels the matter is of sufficient urgency. In either case the report will be received in confidential part two of the meeting.-

Stage 2 (Full implementation of the policy)

- Full implementation of the policy will be undertaken by the Town Clerk, or their nominated representative, in liaison with the Policy and Finance Committee;
- Before the policy can be fully implemented, the Town Clerk, or their nominated representative, must be satisfied that the customer is behaving in an unreasonable or persistent manner (as per the policy), that the complaint / issue / dispute has been dealt with properly and in accordance with the Customer Feedback Policy and stage 1, a formal prior warning letter has been sent to the customer as outlined above;
- Once satisfied, the Town Clerk, or their nominated representative will take a report (factual and unbiased) to the Policy and Finance Committee detailing a history of the dispute / complaint, the reasons why the customer's behaviour is felt to be unreasonable or persistently unreasonable, a log of contact with the customer (to include dates, times and nature of contact) and any other related information which is of relevance. The role of the Policy and Finance Committee is to consider if the customers contact with the Council is unreasonably persistent, it will not examine the complaint overall.
- Once completed, the report and recommendations from the Policy and Finance Committee will be passed to the Town Clerk who will check the report prior to it being submitted to the next available meeting of the Town Council for consideration;

- If the Town Council takes the decision to make the customer unreasonably persistent and apply restricted access, the Town Clerk or their nominated representative will write to the customer with a copy of the Unreasonable Customer Behaviour and Persistent Complaints Policy explaining:
 - advising them of this, explaining how long the restrictions will remain in place and what the customer can do to have the decision reviewed; why the decision has been taken;
 - what it means for their contacts with the Town Council;
 - how long any restrictions will last; and
 - what the customer can do to have the decision reviewed.
- Should a customer who has been declared unreasonably persistent raise new issues or complaints, these will be reviewed on their own merits and consideration given to any restrictions on the customer which have previously been applied before the new issues are processed.
- The customer will be added to the Council's register as being declared by the Town Council as a persistent complainant, also ensuring relevant officers/Members are made aware.

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4.8. What happens if a customer continues to contact the Council?

The Town Council ~~should will~~ appoint a named officer or representative to deal with and review any future correspondence or contact from the customer. When reviewing any future correspondence, the officer should consider whether this relates to an existing issue or whether it is a new concern.

Where a customer continues to contact us about an existing issue to which this policy has been applied but provides no further new evidence to support their complaint, no further action will be taken on the issue. ~~A~~ letter will be sent to the complainant advising of this and then no further correspondence will be entered into.

If a customer raises a new complaint or provides further new evidence to support their existing complaint, the Town Clerk or their nominated representative will make a decision as to how this will be dealt with and whether any existing restrictions (as per this policy) are still appropriate;

If a customer's behaviour becomes abusive or threatening, we may take the decision to inform the police. ~~and~~

Customers should not seek to circumvent this policy by asking someone else who is connected to them, such as a family member, someone of close association, advocate, or simply to submit the same or identical complaints on their behalf. Should we consider that someone is acting in place of or with a declared unreasonably persistent complainant, the customer who has submitted the duplicate complaint will be treated in the same manner.

Should a customer seek to circumvent this policy by contacting their local MP or Councillor whilst we will engage with the MP or Councillor, we will ask that they assist us in maintaining the customer's status, subject to their own investigations into the matter.

Further, should a customer to whom the Policy has been applied, continue to email, write in or telephone officers and Members have the right to not reply or respond to this communication without this being consider as a breach of the Code of Conduct for Members.

2.9. ~~8.~~ What can a customer do to challenge the Council's decision?

If a customer is unhappy with the decision the Council has taken under this policy or are unhappy with how they have been treated, they may make a complaint to the Local Government and Social Care Ombudsman (LGSCO). ~~about how they have been treated; and~~

We will co-operate fully with any investigation the LGSCO undertakes and will ensure that all paperwork and documentation is available.

3.10. How does the Council review the decision?

Where restrictions (in line with this policy) have been applied to a customer, they will normally be in place for **a year12 months** but will be subject to a review at **6 months** by the Town Clerk or their nominated representative, reporting to the next available Policy and Finance Committee meeting. The customer will be advised of the review and outcome in writing.

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At the end of ~~this period~~ the designated period of restrictions (normally **12 months**), the Town Clerk or their nominated representative will review the case, reporting to the Policy and Finance Committee will review the case.

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Where the review finds no grounds for continuing restrictions these should be lifted and relationships restored to normal.

Where it is recommended that restrictions are to continue beyond **12 months**, the report should be evidence based and with good grounds for the extension. The report will be submitted to the next available meeting of the Town Council to approve and reappoint representatives to act for the Council in this case.

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;- and;

The Town Clerk (or their nominated representative) will write to the customer to advise them of the outcome of the review by the Policy and Finance Committee. Where any restrictions are to continue, the customer will be notified of this alongside an explanation of why and when the next review is scheduled to take place (normally, six months).

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4.11. Confidentiality, legal requirements and non-compliance

- All personal data provided to the Council will be processed in accordance with UK GDPR and the Data Protection Act 2018;
- Any breach of the policy may result in the Council being referred to the Local Government and Social Care Ombudsman.

For FOI/EIR related cases (sections 11—1412-18)

The following sections cover FOI cases where it is deemed that a request is Vexatious under Section 14(1) of the Freedom of Information Act (FOIA) or Manifestly Unreasonable under regulation 12(4)b of the Environmental Information Regulations (EIRs).

Section 14(1) of the FOIA : The Council does not have to deal with requests that are vexatious under this section. This applies only to the request and not the requestor so there should be a careful assessment before a request is classified as vexatious. The Information Commissioner's Office (ICO) may be able to provide guidance and has set out indicators that may identify vexatious requests:

- Abusive or aggressive language is used;

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- The requests are placing an undue burden on the Council;
- The requests form part of a personal grudge;
- The requests are unreasonably persistent;
- The requestor is intransigent;
- The requests are frequent and/or overlapping on the same issue;
- The requests are designed to cause annoyance;
- The requests require a disproportionate effort to fulfil;
- The requestor is using the information request route to pursue other complaints or grievances against the Council.

The application of s.14(1) should be considered where it is believed that the request is disproportionate or unjustified.

5.12. What actions can be taken to stop or limit the behaviour?

Where it becomes apparent that the nature of a request or string of requests is potentially making a request vexatious or manifestly unreasonable, consideration should be given to warning the requestor that if they are to submit any further requests on the same issue, it is likely that these requests will be deemed as vexatious under FOI or manifestly unreasonable under EIR. There should be an attempt to work with the requester whilst taking account of the facts of the matter and any relevant history.

6.13. What happens if a customer continues to contact the Council?

If a further request is received on the same or similar subject matter under FOI/EIR then a decision will be taken by the Town Clerk in conjunction with the departmental/service FOI representative/responsible officer that the request is vexatious/manifestly unreasonable and the requestor will be informed of the decision, along with the reasons for the decision being taken. Only the request itself can be considered vexatious and not the individual who submitted it. Therefore, any further requests from the same requestor should be treated and assessed independently.

Where necessary, further advice should be sought from CALC or the Monitoring Officer, Cornwall Council.

Where the time (or cost) of dealing with the request is the main issue, consideration will be given to applying Section 12 of the FOIA or Regulation 12(4)(d) under the EIR where the time/cost of dealing with a request is unreasonable and consideration given to asking the requestor to narrow down or reduce the scope of the request to bring it within an appropriate time frame (18 hours under the FOIA).

Where appropriate, consideration should be given as to whether the wider Unreasonable Customer Behaviour Policy should also be invoked in addition to making a request vexatious/manifestly unreasonable.

The requestor will then be added to the Council's register of customers who have been made vexatious as defined by this Policy, also ensuring relevant officers/Members are made aware.

Customers should not seek to circumvent this policy by asking someone else who is connected to them, such as a family member, someone of close association, MP, Local Member or advocate, or simply to submit the same or identical complaints on their behalf. Should we consider that someone is acting in place of or with a declared unreasonably persistent complainant, the customer who has submitted the duplicate complaint will be treated in the same manner.

7.14. What can a customer do to challenge the Council's decision?

If a requestor is unhappy with the decision to make their request vexatious/manifestly unreasonable, they have the right to ask the Council to carry out an Internal Review. The case will then be considered by an independent senior officer who will review the case and notify the requestor of the decision. If following the Internal Review, the requestor is still unhappy, they have the right to contact the Information Commissioner's Office (ICO) who will then decide on the evidence supplied, whether to investigate the case.

8.15. How does the Council review the decision?

Where a request has been made vexatious or manifestly unreasonable, no further requests to similar matters raised will be considered within a 12-month timeframe. Any new request will be reviewed within this timeframe and a decision will be taken as to whether this is a new request (and dealt with as a fresh request) or falls within the subject matter made vexatious/manifestly unreasonable.

16. Dealing with requests that are manifestly unfounded or excessive

A request for personal information made as a Subject Access Request (SAR) under UKGDPR can be refused if it is considered manifestly unfounded or excessive.

The ICO guidance says that a request may be manifestly unfounded if:

- the individual clearly has no intention to exercise their right of access. For example an individual makes a request, but then offers to withdraw it in return for some form of benefit from the organisation; or
- the request is malicious in intent and is being used to harass an organisation with no real purposes other than to cause disruption.

For example:

- the individual has explicitly stated, in the request itself or in other communications, that they intend to cause disruption;
- the request makes unsubstantiated accusations against you or specific employees;

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- the individual is targeting a particular employee against whom they have some personal grudge; or

- the individual systematically sends different requests to you as part of a campaign, eg once a week, with the intention of causing disruption.

NOTE: You must consider a request in the context in which it is made, and you are responsible for demonstrating that it is manifestly unfounded.

Also, you should not presume that a request is manifestly unfounded because the individual has previously submitted requests which have been manifestly unfounded or excessive or if it includes aggressive or abusive language.

The inclusion of the word “manifestly” means there must be an obvious or clear quality to it being unfounded. You should consider the specific situation and whether the individual genuinely wants to exercise their rights. If this is the case, it is unlikely that the request will be manifestly unfounded.

17. What does excessive mean?

A request may be excessive if:

- it repeats the substance of previous requests and a reasonable interval has not elapsed; or
- it overlaps with other requests.

However, it depends on the particular circumstances. It will not necessarily be excessive just because the individual:

- requested a large amount of information, even if you might find the request burdensome. Instead you should consider asking them for more information to help you locate what they want to receive, please see 'Can we clarify the request?';
- wanted to receive a further copy of information they have requested previously. In this situation a controller can charge a reasonable fee for the administrative costs of providing this information again and it is unlikely that this would be an excessive request;
- made an overlapping request relating to a completely separate set of information; or
- previously submitted requests which have been manifestly unfounded or excessive.

When deciding whether a reasonable interval has elapsed you should consider:

- the nature of the data – this could include whether it is particularly sensitive;

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o the purposes of the processing – these could include whether the processing is likely to cause detriment (harm) to the requester if disclosed; and

o how often the data is altered – if information is unlikely to have changed between requests, you may decide you do not need to respond to the same request twice. However, if you have deleted information since the last request you should inform the individual of this.

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18. Refusal to comply with a request

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Where the Council is refusing to comply with a request, you must inform the individual without undue delay and within one month of receipt of the request of:

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- the reasons you are not taking action;
- their right to make a complaint to the ICO or another supervisory authority; and
- their ability to seek to enforce this right through a judicial remedy.

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You should also provide this information if you request a reasonable fee or need additional information to identify the individual

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19. Record Keeping

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The Town Clerk will keep adequate records of the details of the case and action taken. The register will also include cases where an initial warning letter has been sent.

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Records will be kept of:

- The name and address of each member of the public who has been identified as unreasonably persistent, vexatious or abusive and any other person who aids the complainant;
- When the restrictions came into force and end
- What the restrictions are
- When the person was advised and copies of correspondence
- Copies of all correspondence with appointed external representatives
- Dates of and copies of all reports to Council Committees.

Adequate records should also be kept to show:

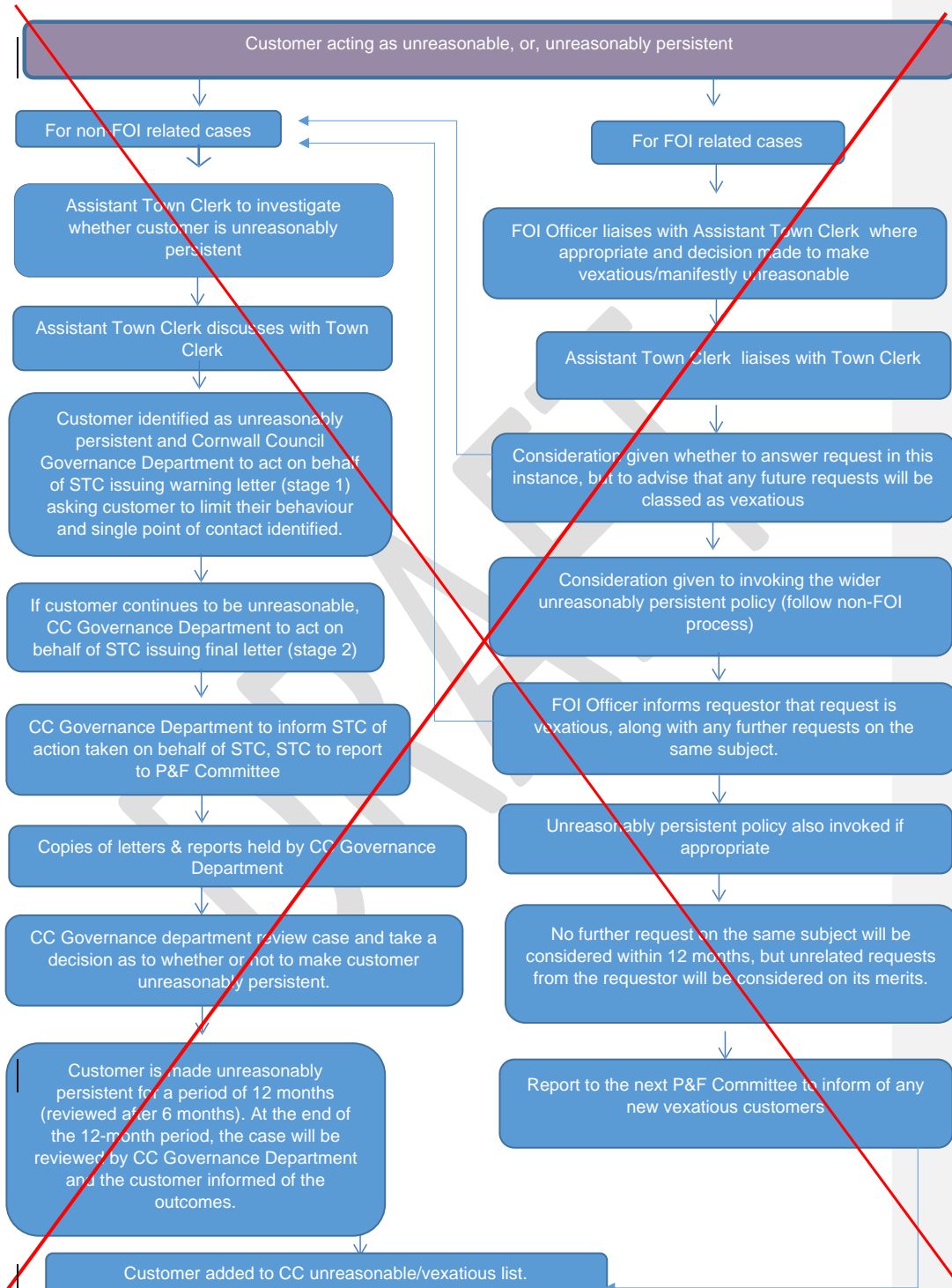
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- When a decision is taken not to apply the policy when an officer has asked for this to be done, or
- When a ~~decision~~ decision is taken to make an exception to the policy once it has been applied, or

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- When a decision taken not to put a further complaint from this customer through the complaints procedure for any reason, and
- When a decision is taken not to respond to further correspondence, make sure any further letters or emails from the customer are checked to pick up any significant new information.

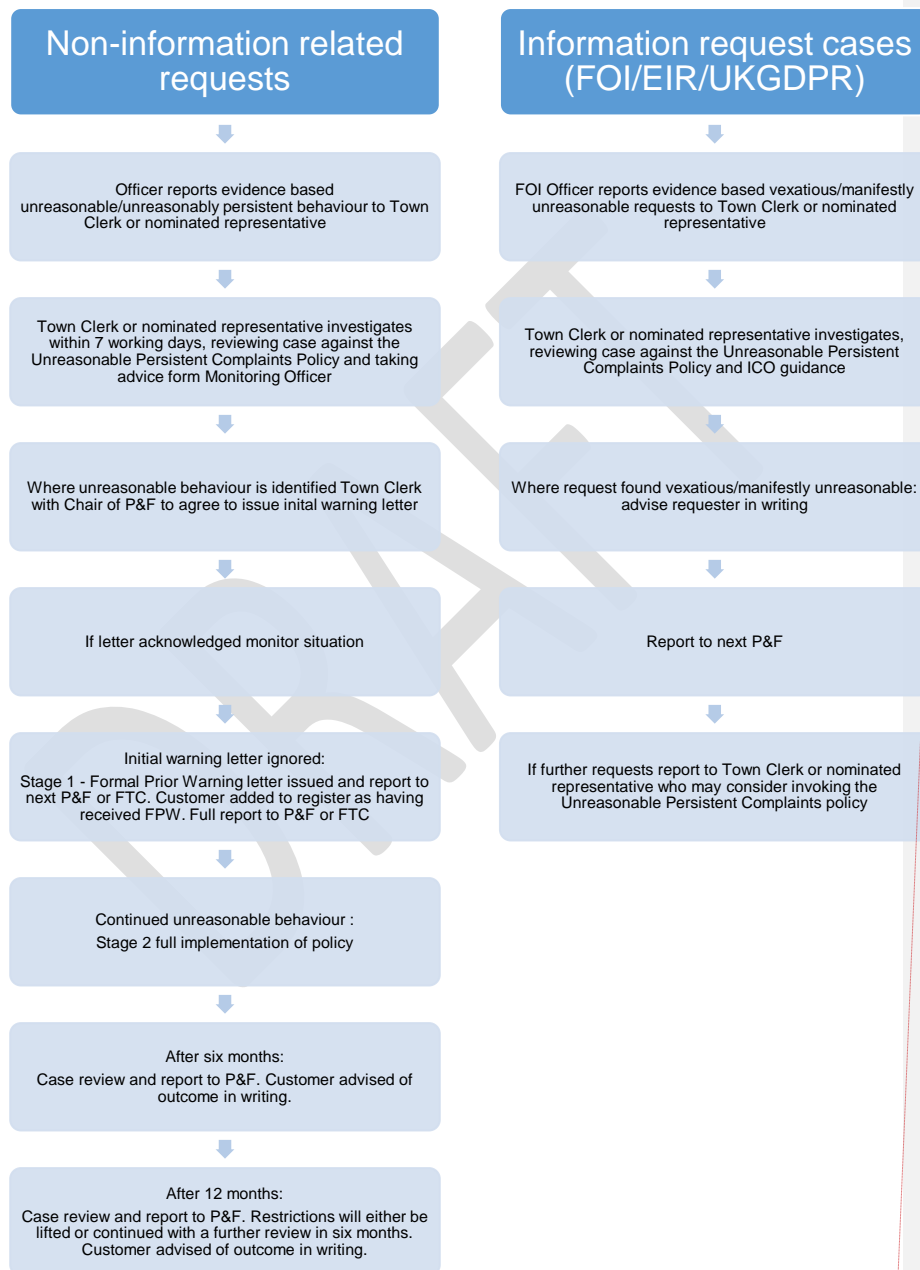
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Summary of procedure

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A388 Carkeel Traffic Calming

Feasibility Report

EDG2085_RP2

CORMAC Consultancy
CORMAC Western Region,
Radnor Road, Scorrier, Redruth, Cornwall, TR16 5EH.



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**Prepared by
Engineering Design Group**

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EDG2085_CSL_GEN_SX41146046_RP_D_0001 – Maintenance Only (Option 1)

EDG2085_CSL_GEN_SX41146046_RP_D_0002 - Carriageway Markings (Option 2)

EDG2085_CSL_GEN_SX41146046_RP_D_0003–Additional VAS Location (Option 3)

EDG2085_CSL_GEN_SX41146046_RP_D_0004–Gateway Features (Option 4)

EDG2085_CSL_GEN_SX41146046_RP_D_0005–Link between the Village and the Industrial Estate (Option 5)

EDG2085_CSL_GEN_SX41146046_RP_D_0006–Footway Widening (Option 6)

EDG2085_CSL_GEN_SX41146046_RP_D_0007 – Uncontrolled Crossing (Option 7)

EDG2085_CSL_GEN_SX41146046_RP_D_0008–Signalised Crossing (Option 8)

EDG2085_CSL_GEN_SX41146046_RP_D_0009– 30mph Speed Limit Extension (Option 9)

EDG2085_CSL_GEN_SX41146046_RP_D_0010–Average Speed Camera Locations (Option 10)

Note – Due to their size the main scheme drawings will be provided as separate files.

Appendices

Appendix A – Vehicle Speed Data

Appendix B – Road Collision Data

Appendix C – Pedestrian Crossing Survey

1

ABBREVIATIONS AND TERMS

Abbreviation	Meaning
85 th %ile	The speed at or below which 85% of vehicles are travelling under free-flowing conditions.
AADT	Average Annual Daily Traffic – The average traffic expected on a section of road on any given day. This includes all vehicle types.
C2	Clause 2 of the New Roads; Street Works Act (NRSWA) 1991. Used for obtaining preliminary information regarding the location of utility services.
C3	Clause 3 of the New Roads; Street Works Act (NRSWA) 1991. Used for obtaining a preliminary diversion design and estimated costs when a utility services is required to be diverted as part of a scheme.
HCV	Heavy Commercial Vehicle – Formally HGV (Heavy Goods Vehicle).
KSI	Killed or Seriously Injured – A measure for assessing the need for potential permanent safety features such as average speed cameras.
SpeedVISOR	A method for undertaking vehicle speed surveys, that allows both passive speed measurement and the ability to provide illuminated warnings to drivers of the speed limit within the survey area.
Strategic Freight Route	A route defined either at a local (Cornwall CC) or national level, which is defined as the preferred route for HCV's.
Swept Path Analysis	An exercise undertaken using specialist software, which is used to determine the turning capabilities of a range of vehicles. This is especially relevant to larger vehicles, where longer chassis result in wider turning circles.
VAS	Vehicle Activated Sign – A sign that illuminates to show the current speed limit when an approaching vehicles speed is measured and found to be in excess of that limit.

2 INTRODUCTION

2.1 Scope

2.1.1 CORMAC Solutions Ltd. (CSL) has been commissioned by Cornwall Council (CC) to undertake an options assessment of potential measures that may reduce speed and assist pedestrians within Carkeel village on the A388 close to Saltash.

2.1.2 The assessment has been commissioned following the Broadmoor Farm/Treleden development to the south of the A388 and in line with comments provided by local stakeholders. Figure 2.1 identifies the geographical context of the assessment.



Fig 2.1 – Village extents

2.1.3 Following discussions at a site meeting during January 2022, it was ascertained that the stakeholders preference was to divert traffic away from the village, however, the strategic nature of the route (the A388 at this location is designated a commuter, a local strategic freight and an abnormal load route) means that this is not a viable option.

2.2 Report Structure

2.2.1 This report contains the following sections:

- Existing Conditions;
- Options Appraisal;
- Conclusion and Recommendations.

3 EXISTING CONDITIONS

3.1 A388 Carkeel

- 3.1.1 The A388 provides an important link between the A38(T) and south Cornwall to the east of the county. Carkeel is at the southern end of the route lying to the north of Saltash. There is a large garden centre to the north of the village and an industrial estate to the south. As stated previously it is a commuter, a national strategic freight and an abnormal load route.
- 3.1.2 Approaching the village from the northwest side, the village is visibly shielded by a series of very tight treelined turns in the carriageway. Whilst these turns do hinder forward visibility of the village, the turns are sufficiently acute to act as a traffic calming feature on the approach to the village.
- 3.1.3 Initially the highway on the western side of the village is characterised by having a high Cornish hedge on the south side of the carriageway, hatched markings in the centre of the carriageway, with a grass verge and footway fronting residential properties on the north side of the carriageway.
- 3.1.4 Typically, hatching in the centre of the carriageway is used to define where large vehicles may need to use it as an overrun area. At a site meeting on 13th January 2022, it was observed that some Heavy Commercial Vehicles (HCV's) did encroach within this crosshatch, especially when travelling in a westbound direction.
- 3.1.5 From the western start of the village to Dirty Lane in the east, the main change in highway is that the footway on the north side of the carriageway transitions so that it is adjacent to the carriageway with the grass verge behind, and then nearer Dirty Lane the grass verge disappears and is replaced by a stone boundary wall.
- 3.1.6 From Dirty Lane to the centre of the village, a series of long laybys are arranged along the northern side of the carriageway, with the footway located between the laybys and the adjoining residential properties. The hatched markings within the carriageway are still present within this section of the road, and whilst the carriageway may be perceived to be wider due to the presence of the laybys, larger vehicles were again observed to be encroaching within the hatched area.
- 3.1.7 To the east of the laybys is a northbound side road that eventually leads to East Town Farm and then on to the village of Botusfleming. Between the laybys and the northbound road, both the carriageway and footway narrow noticeably, with both being bounded by stone walls and buildings, leaving little scope for potential widening.

- 3.1.8 Between the northbound road and the eastern extent of the village, the carriageway becomes steeper and curves significantly in a southerly direction, which results in less forward visibility for both pedestrians and vehicles. It is within this section that a footway on the southern side of the carriageway is introduced, but at the expense of a reduction in the quality and extent of the north side footway. Eventually the north side footway ends just short of the village extents, whilst the southern side footway continues to Saltash Services and beyond.
- 3.1.9 On the eastern extent of the village hatched sections within the centre of the carriageway are again present. Given the narrowness of the carriageway and the acute turning radius at the corner, it is expected that this hatched area experiences constant overrun by both HCV's and even medium sized vehicles. This has been confirmed both with site observations and a swept path analysis.
- 3.1.10 The village of Carkeel is subject to a 30mph speed limit, however, some of the properties on the north and south side roads are not covered by this limit as these roads are unrestricted to the national speed limit.

3.2 Traffic Volumes

- 3.2.1 According to Cornwall Council's mapping database, the total Annual Average Daily Traffic (AADT) figure on the A388 for the section between the western extent of the village and the northern road leading to East of Village Farm is 15,000 vehicles with 600 being identified as Heavy Commercial Vehicles (HCV's).
- 3.2.2 From the northern side road to the industrial estate roundabout to the east of Carkeel, the AADT is recorded as 22,600 vehicles, with 1,300 being identified as HCV's. However, there is reason to suspect these values are not correct, as this would suggest that approximately 7,000 vehicles journey from Carkeel to the East Village Farm daily. Instead, it is more likely that 22,600 vehicles travelled from the A38 to the Tamar View Industrial Estate or Saltash Services, with only 15,000 vehicles proceeding on to Carkeel and points west.

3.3 Traffic Speeds

- 3.3.1 Due to longstanding concerns of high vehicle speeds through the village, speed readings were taken on the A388 in August 2008 and March 2009.

3.3.2 The 2009 speed survey only accounted for eastbound traffic but was taken using equipment (SpeedVISOR) that could operate in two modes, non-illuminated and illuminated. In the non-illuminated mode, the survey equipment appears as a non-descript box that passively takes speed readings of passing traffic. In the illuminated mode the survey equipment records vehicle speeds, but also illuminates for each passing vehicle to remind drivers of the speed limit. The difference in speed readings between these two modes is useful in determining the effectiveness of permanent illuminated speed signs if they are to be considered. In both cases the mean speed (arithmetic average of all the speed values recorded) and 85th percentile (speed at or below which 85% of the vehicles recorded were travelling) were obtained.

3.3.3 The speed readings for 2009 were:

Non-Illuminated

Mean Speed (mph)	35.4
85 th percentile (mph)	40

Illuminated

Mean Speed (mph)	32.9
85 th percentile (mph)	36

3.3.4 Another speed survey was undertaken during September 2014, adjacent to the northbound side road, using a portable radar device that detects and reads the speeds of passing vehicles. Unlike the SpeedVISOR survey undertaken in 2009, the equipment used for this survey did not include the facility to provide an illuminated warning to drivers. The results were as follows:

	Northwest bound	Southeast bound
Mean Speed (mph)	28.7	29.9
85 th percentile (mph)	34	34

3.3.5 These readings, when compared with those taken in March 2009, showed that compliance with the speed limit in the southeast bound direction had improved since the installation of the vehicle actuated sign. However, they also show that compliance with the speed limit was better in the northwest direction.

3.3.6 In March 2022 another set of speed readings were taken and the equivalent data was as follows:

	Northwest bound	Southeast bound
Mean Speed (mph)	32.9	31.1
85 th percentile (mph)	37	37

This shows that vehicle speeds in both directions have increased since September 2014 but more significantly in the northwest bound direction. Mean vehicle speeds, in the southeast bound direction, are still lower than those recorded in March 2009 but, unfortunately, 85th percentile speeds have risen since that date. Vehicle speed data reports, from August 2008, March 2009, September 2014 and March 2022, are included in Appendix A.

3.4 Pedestrian Crossing Survey

- 3.4.1 A pedestrian crossing count was taken on 26 February 2014 on the A388, in the vicinity of the northbound road which leads to East of Village Farm. During the 12-hour period of the survey, 8 people were observed crossing from south to north, whilst 3 people were observed crossing from north to south
- 3.4.2 It is likely that the location of this survey was chosen because it coincides approximately with where the north side footway ends, and the south side footway begins.
- 3.4.3 Despite this location being the only location in the village where there are footways on both the north and south side, however, this location also has poor forward visibility in both directions due to the horizontal and vertical curvature of the carriageway, which may discourage some pedestrian crossing at this location.
- 3.4.4 Another factor that may influence previously low pedestrian crossing numbers would be pedestrian “draws”, i.e. what incentives are there for people to cross the road? In 2014 the main draw for people to cross the road was likely the bus stop to the southeast of the village. This may need to be reassessed as the proposed Broadmoor Farm development comes online, as the draw to cross the road may increase depending on what facilities the new development provides.

3.5 Accident Data

- 3.5.1 For this report the AccsMap accident database was reviewed for accidents reported in and around Carkeel for the previous five years.
- 3.5.2 The database categorises accidents into four main categories, Damage Only, Slight, Serious and Fatal.
- 3.5.3 According to the accident database, there have been five reported accidents within and near to Carkeel during the last five years.
- 3.5.4 Note – The database is compiled from police incident reports, therefore “reported” accidents only cover accidents that have been reported to the police.

- 3.5.5 Of the five accidents, three were categorised as Slight, with the remaining two being categorised as Serious.
- 3.5.6 Two of the accidents involve vehicles turning onto the main highway and colliding with vehicles on the main highway, two involve loss of control where drugs / alcohol were listed as contributing factors, and the fifth was listed as driver inattention during poor weather conditions.
- 3.5.7 It is noted that the two instances of accidents involving vehicles turning onto the main highway both occurred at the entrance / exit of Tamar Nurseries. Therefore, they fall outside of this review area.
- 3.5.8 Of the remaining three accidents, there does not appear to be any common factor involving either speed, road geometry or visibility.
- 3.5.9 A summary of the accident data can be found in Appendix B.

3.6 Related Studies

- 3.6.1 The Hatt A388 Route Study produced by Sustrans in October 2021 proposes a combined pedestrian and cycle route which actually bypasses Carkeel to the south of the village. Whilst it also recommends a variety of measures to reduce traffic through the village itself it gives no details of how feasible any of these options would be.
- 3.6.2 Whilst pedestrian and cyclist facilities have been designed, within the planning application, for the proposed new Broadmoor Farm/ Treleden development no proposals have been put forward for how these facilities will link up with the existing village.

4 OPTIONS APPRAISAL

4.1 Introduction

- 4.1.1 A range of options have been considered which could potentially provide traffic calming throughout the village of Carkeel. These options have been designed using Ordnance Survey mapping only and therefore dimensions stated in this report would need to be investigated further should any schemes be taken for preliminary and detailed design.
- 4.1.2 Cost estimates have been provided for the schemes, unless otherwise stated, based on Cornwall Council's Term Maintenance Contract Rates.
- 4.1.3 Whilst utility diversion costs are discussed for some options, detailed cost estimates for diversions have not been sought from utility suppliers at this stage due to the costs associated with preparing these external quotes.
- 4.1.4 Given this section of the A388 is designated as both a strategic freight network and an abnormal load route, no options have been considered that would change the vertical elevation of the road (i.e. raised tables), or introduce vertical obstructions within the carriageway (i.e. bollards).

4.2 Design Standards

- 4.2.1 In determining whether or not options are feasible, consideration needs to be given to which design standards are now applicable. Following discussions with Cornwall Council, the following standards have been considered when developing and assessing the options in this report:
- Traffic Engineering Manual (TEM) 001 – Speed Management (Cornwall Council);
 - Traffic Engineering Manual (TEM) 004 – Pedestrian Crossings (Cornwall Council);
 - Traffic Engineering Manual (TEM) 008 – Traffic Engineering and the Emergency Services (Cornwall Council);
 - Manual for Streets 2 (MfS2) (Chartered Institution of Highways and Transportation);
 - Local Transport Note 1/95 (LTN 1/95) – The Assessment of Pedestrian Crossings (Department for Transport); and,
 - Local Transport Note 2/95 (LTN 2/95) – The Design of Pedestrian Crossings (Department for Transport).

4.3 Option Assessment

- 4.3.1 Each option will be assessed for its engineering feasibility, the benefits it could provide and the costs of implementation.
- 4.3.2 Drawings produced within this review are based upon Ordnance Survey master maps. Ordnance Survey guarantee the accuracy of their maps within urban areas to 0.6m over a 60m length. If any of the options within this review were chosen to proceed to the detailed design stage, then a topographic survey specific to that option would be required in order to confirm dimensional accuracy.

4.4 Drawing Numbers

- 4.4.1 For ease of reference, drawings in the following section will be referred to only by their running number. Therefore, drawing EDG2085_CSL_GEN_SX_RP_D_0001 will be referred to as drawing no. 0001.

4.5 Proposed Options

- 4.5.1 Thirteen options have been identified as follows:
- Option 1 – Maintenance only;
 - Option 2 – Carriageway markings / red surfacing;
 - Option 3 – Additional Vehicle Activated Sign;
 - Option 4 – Gateway features;
 - Option 5 – Additional pedestrian footway;
 - Option 6 – Widen existing footways;
 - Option 7 – Uncontrolled crossing;
 - Option 8 – Signalised crossing;
 - Option 9 – Extend 30mph zone;
 - Option 10 – Average speed cameras;
 - Option 11 – Speed activated traffic signals.

4.6 Option 1 – Maintenance Only

Description

On the western side of Carkeel it is observed that a number of residential properties have growing hedges that have overgrown into the footway. In some places these overgrown hedges have reduced the available footway width by half.



Fig 4.1 – Option 1 extents

- 4.6.1 Whilst Cornwall Council's policy is to encourage residents to maintain their own boundaries, the option remains for Cornwall Council's highway maintenance teams to clear the boundaries instead.
- 4.6.2 The proposal would be for the Highway's Network Manager to write to the effected residents requesting that maintenance be undertaken, but failing that undertake the maintenance themselves.
- 4.6.3 Areas of proposed boundary clearance can be seen on drawing 0001.

Aims and Benefits

- 4.6.4 The clearance of these overgrown hedges would provide improved access to pedestrians, especially those with small children, or those who rely on mobility devices such as wheelchairs.

Potential Issues

- 4.6.5 Although the highway authority has the legal right to maintain an unrestricted highway, even to the extent of cutting back overhanging hedges or trees from adjoining properties, a negotiated approach to such actions would be preferable.

4.7 Option 2 – Carriageway markings / Red Surfacing

Description

- 4.7.1 Within Carkeel there are a number of places where hatched road markings have been used in the centre of the carriageway. These markings serve two main purposes, to the east of the village the hatched areas are a safety feature to denote overrun areas for large commercial vehicles, to the west of the village the markings are partially to act as an overrun area for larger vehicles, but also they are used to reduce the perceived width of the carriageway.

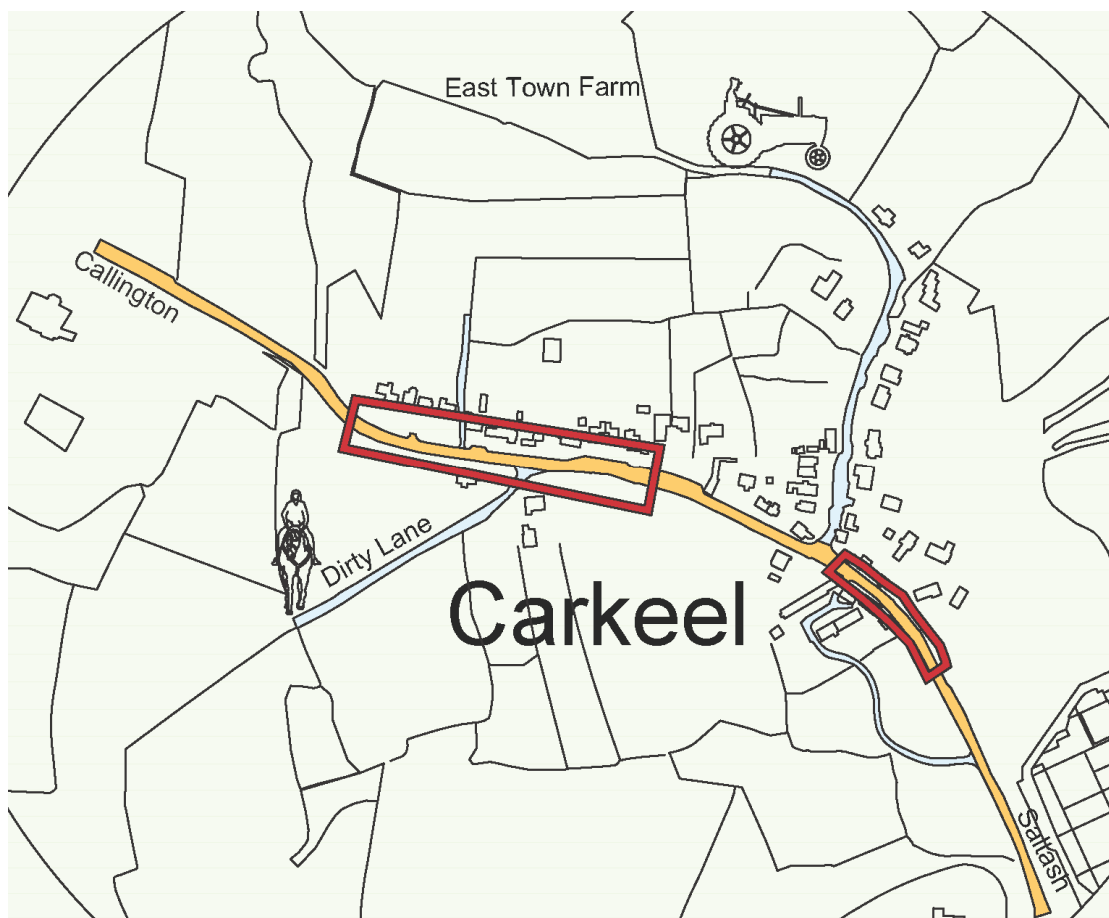


Fig 4.2 – Option 2 extents

- 4.7.2 In highways design perceived road width, alongside forward visibility and the straightness of the road are recognised factors in influencing actual vehicle speeds. Therefore, if road widths are reduced, in many instances this can result in a natural reduction in vehicle speeds.
- 4.7.3 As the current road width cannot physically be reduced any more than they are at the moment, the proposal would be to use red surface treatment within the hatched areas to act both as a warning feature, but also to help highlight the narrowness of the existing carriageway.
- 4.7.4 Drawing 0002 indicates the proposed road marking changes.

Aims and Benefits

- 4.7.5 The addition of red surface treatment has two potential benefits. To the east of the village, specifically on the main corner east of the East of Village Farm turning, the surfacing would act as a safety feature, warning smaller vehicles to stay within their lanes, whilst allowing large vehicles to overrun the hatching when required to navigate the corner.
- 4.7.6 To the west of the village the perception of the road width is wider than it actually is, partially due to much of the northern side of the carriageway being bounded by a series of large laybys. Therefore, red surfacing placed within the centre hatch markings may be used to visually reinforce the actual road widths, which it is hoped may have a slowing effect on vehicles.

Potential Issues

- 4.7.7 The primary potential issue with this option would be high rates of wear for the coloured surface treatment, leading to increased maintenance costs and increased instances of road closure.
- 4.7.8 By its nature, the hatched section of markings to the east of the village are subject to near constant vehicle overruns, leading to higher than normal wear rates, resulting in maintenance being required more often.
- 4.7.9 Whilst thermoplastic road markings (white lines), are relatively easy to install and maintain, coloured surface treatments are much more time consuming to (re)install. Due to the time required to install a coloured surface treatment, it is believed that each maintenance operation would require a road closure to undertake the works. This is especially true for the road markings to the east of the village.

4.8 Option 3 – Additional Vehicle Activated Signs

Description

- 4.8.1 The proposal would be to place two additional Vehicle Activated Signs (VAS's) within the village, in addition to the one currently placed on the western side of the village.



Fig 4.3 – Option 3 extents

- 4.8.2 The current VAS currently monitors and provides speed warnings to eastbound traffic as it enters the village. The proposal would be to install an additional VAS to the west of the village, possibly by the entrance to Dirty Lane in order to monitor westbound traffic as it travels along the main straight through the village. The third VAS is proposed just to the west of the northern side road and would look to monitor eastbound vehicle speeds.
- 4.8.3 Drawing 0003 indicates the proposed positions of the recommended VAS's.

Aims and Benefits

- 4.8.4 Each of the proposed new VAS's would look to fulfil a specific role. The VAS near Dirty Lane would aim to have a slowing effect along the main straight through the village, whilst the VAS by the north road would aim to slow eastbound traffic in advance of the eastern curve in the road which has limited visibility.

- 4.8.5 Reviewing the findings of SpeedVISOR surveys and similar surveys around the county, the placement of additional VAS's would likely reduce average speeds within the village between 2-4mph.

Potential Issues

- 4.8.6 It is not standard Council practice to place a permanent VAS in a new location without a temporary trial being undertaken first. In this case it would be normal to place a temporary SpeedVISOR sign in each of the proposed locations for a trial period, in order to determine the level of speed reduction that may be achieved with a permanent VAS.

4.9 Option 4 – Gateway features

Description

- 4.9.1 This option involves constructing two priority build-outs, one either side of the village. The objective would be to slow traffic entering the village by forcing approaching traffic to wait for a suitable gap in the approaching traffic in order to navigate around the build-out.



Fig 4.4 – Option 4 extents

- 4.9.2 Placement of the build-outs would be critical, as ideally they would be close enough to the village to have an effect on vehicle speeds though the village, but far enough away from any visual obstructions or turnings that might increase the risk to road users.

- 4.9.3 The western side build-out would need to be before the series of tight turns at the start of the village in order to maintain suitable forward visibility. Any further into the village and the build-out would begin to interfere with the use of the Dirty Lane or the laybys on the north side.
- 4.9.4 The likely place for a build-out on the eastern side of the village would be between the bus stop and the tight turns at the entrance to the village. Due to the narrowness of the carriageway between the east of the village and the northern laybys, placing the build-outs further west is unlikely to be possible.
- 4.9.5 Drawing 0004 shows the proposed position of the two gateway build-outs.

Aims and Benefits

- 4.9.6 The aim of this proposal would be to slow traffic down, either by needing to wait for a gap in approaching traffic, or by drivers being mindful that even if they have priority at the build-out, they will need to be more mindful of traffic waiting to navigate the build-out.

Potential Issues

- 4.9.7 Once a suitable location for the build-outs is identified through more detailed surveys, traffic modelling would need to take place in order to determine any traffic issues related to this proposal. Unfortunately, traffic modelling falls outside of the remit of this report.
- 4.9.8 With an AADT of 15,000 along this section of the A388, it is inevitable that priority build-outs of this type will have a negative effect on traffic conditions, with tailbacks likely at certain times of the day.
- 4.9.9 A key determination of any future traffic modelling would be to assess if any resulting tailback affected either the Tamar Garden Centre to the west, or the Broadmoore Farm development to the east. If the traffic modelling were to determine that either of the entrances to these developments were impacted by queuing traffic, then it is unlikely permission to install them would be given.
- 4.9.10 An additional factor that would need to be considered within any future design would be the need to make sure any build-out was sufficiently lit via streetlights. In the case of the western build-out, this may require the existing streetlighting to be extended further west to cover the build-out.

4.10 Option 5 – Additional pedestrian footway

Description

- 4.10.1 Whilst a footway is present on the north side of the carriageway within most of the village extents, this footway ends just east of the northern road to East of Town Farm. Although a southern footway takes over at this location, there is no formal crossing point between the two footways.

- 4.10.2 The proposal would be to extend the northern footway further east to a point where a pedestrian crossing could be better located, or else extend the northern footway all the way to the Tamar View Industrial Estate.



Fig 4.5 – Option 5 extents

- 4.10.3 The proposal would involve purchase part of the frontage of Eales Bungalow and possibly part of the field east of the bungalow in order to provide space for the new footway, as well as protecting or diverting a number of underground services that are evidenced as crossing this frontage.
- 4.10.4 A number of streetlights are within the verge east of Eales Bungalow, a number of which would need to be relocated, depending on how far the proposed footway extended.
- 4.10.5 The proposed new footway can be seen on drawing 0005.

Aims and Benefits

- 4.10.6 This option would provide significant benefit to the residents of Carkeel. At a minimum this option would allow the northern footway to be extended to a point far enough east that crossing to the westbound bus stop could be made significantly safer. Alternatively, if funding allowed the footway could be extended to provide an uninterrupted pedestrian route to the A38 and then on into Saltash via the pedestrian bridge over the A38.

Potential Issues

- 4.10.7 During the course of investigating for this options report, it was established that the extension of the northern footway has both been examined and recommended previously. It was found that the previous recommendation did not proceed due to the then owners of Eales Bungalow being unwilling to sell the land required for this scheme. However, during the site meeting on the 13th January, one of the local stakeholders was of the opinion the property may have changed ownership, which may open up the possibility of land purchase being re-examined.
- 4.10.8 The other main issue with this option is cost.
- 4.10.9 Within the stated budget for this review, it is unlikely that there are sufficient funds to cover land purchase, additional surveys, utility diversions, the detailed design stage and construction needed to implement this option, even if this option were only taken as far as the eastern bus stop and provided with an uncontrolled pedestrian crossing to access the bus stop.

4.11 Option 6–Enhance existing footways

Description

- 4.11.1 Currently most of the footways within Carkeel do not meet the widths requirements stated within Cornwall Council's highway design standards. The current recommended minimum width for a footway is 1.80m.



Fig 4.6 – Option 6 extents

- 4.11.2 Less than desirable footway widths are not uncommon in towns and villages where their initial construction pre-dates the latest guidance, however, where possible footway widths should be brought up to standard when viable to do so.
- 4.11.3 At Carkeel there is approximately 100m of footway which can be brought up to current standard by increasing its width by an average of 600mm.
- 4.11.4 This section of footway is located to the west of the village, where existing grass verges may be used to accommodate the required widening.
- 4.11.5 Areas of proposed footway widening can be seen on drawing 0006.

Aims and Benefits

- 4.11.6 The aim of this option would be to provide better pedestrian facilities for the village, especially for wheelchair users and people with pushchairs.

Potential Issues

- 4.11.7 Currently Cornwall Council's intranet mapping shows all the grass verges within this area as being "publicly maintained verges", meaning that using part of these verges to increase footpath width would not require any additional permissions. However, if this option were to be progressed, it would be prudent to check on the legal ownership of this land.

4.12 Option 7 – Uncontrolled crossing

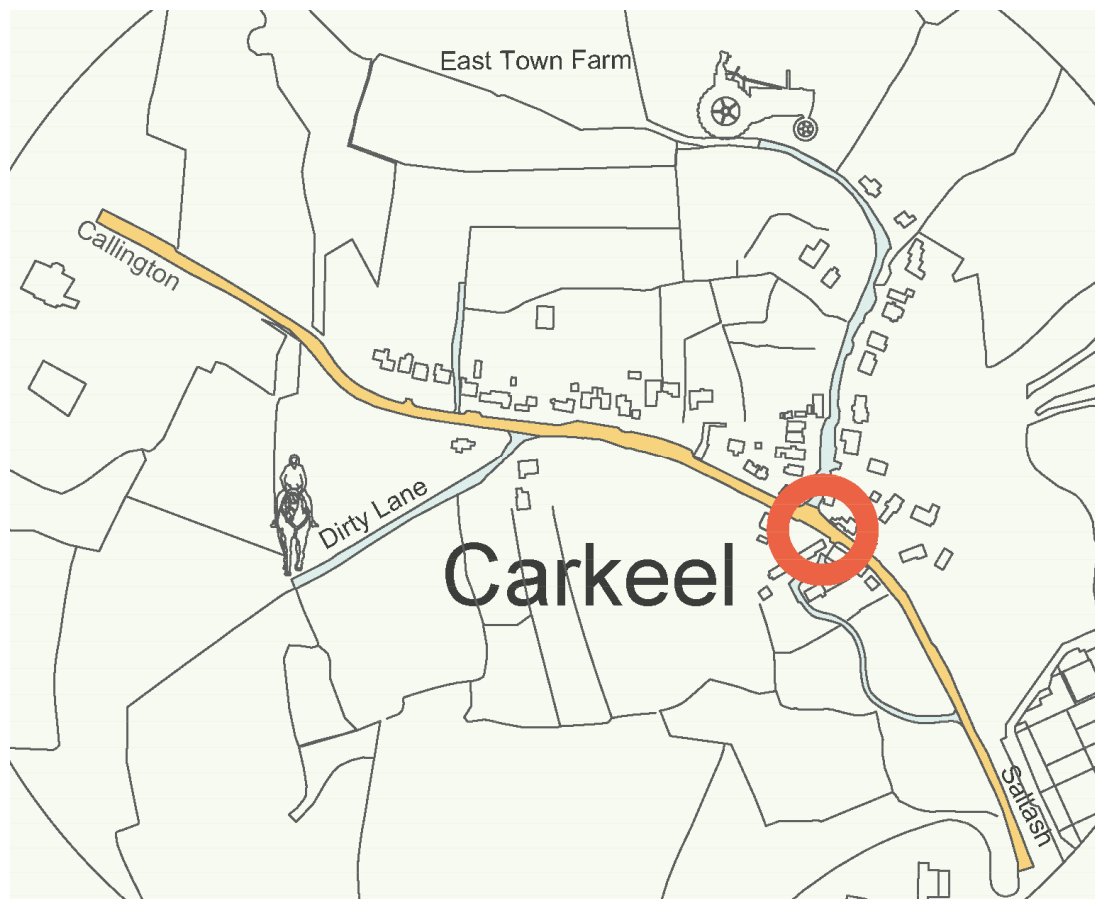


Fig 4.7 – Option 7 extents

Description

- 4.12.1 As discussed in Option 5, one of the issues for pedestrians is that the northern footway ends just west of Eales Bungalow, yet there are no formal crossing facilities to cross to the southern footway.
- 4.12.2 The proposal would be to design and construct an un-controlled (not signalised) pedestrian crossing with a central refuge just to the east of the northern side road.
- 4.12.3 Normally such a proposal would aim to move a pedestrian crossing away from the junction, so that drivers exiting the junction are not distracted by other approaching vehicles from the west. However, in this case the choice of location is severely limited, as it would need to be in a location where the north and south footways overlap, whilst still maintaining the maximum visibility distances for both crossing pedestrians and motorists on the A388.
- 4.12.4 In addition to providing the central refuge, dropped kerbs and tactile paving, this option would look to maximise the widths of the existing footpaths on both the north and south side of the crossing. However, the amount of widening may be limited due to the size of vehicles typically using the A388, with a topographic survey being required to fully assess the amount of widening possible.
- 4.12.5 Drawing 0007 indicates the proposed pedestrian crossing.

Aims and Benefits

- 4.12.6 One of the main aims of this option would be to improve accessibility for pedestrians using the eastern bus stop by providing a safer crossing facility between the existing north and south footways.

Potential Issues

- 4.12.7 Though additional site visits it has been established that some of the existing footway widths, primarily on the southern side, may not be as wide as currently shown on the Ordnance Survey mapping data, additionally the visibility distances needed for both pedestrian and motorists safety may not be as far as the mapping data indicates. In both cases a topographical survey would be needed to confirm the level of footway widening that is possible.
- 4.12.8 Previously the standard method for assessing the need for a formal pedestrian crossing was the PV^2 rule (Pedestrians x Vehicles squared). Whilst Cornwall Council has moved away from the primarily relying on the PV^2 rule, instead favouring a more encompassing review (set out in government document LTN 1/95), the PV^2 rule does still provide a convenient early assessment. Based upon the pedestrian crossing survey undertaken in 2014, the low number of pedestrian crossing movements would normally fail the PV^2 rule, however, in light of recent approved developments, such as the Broadmoor Farm development, an assessment based upon predicted pedestrian use may be more appropriate.

- 4.12.9 For un-controlled pedestrian crossings lighting values are an important consideration for any safety review. Therefore, if this option were to progress to the detailed design stage then a full streetlighting assessment would be required.

4.13 Option 8 - Signalised crossing

Description

- 4.13.1 This option is similar to Option 7, but instead of an un-controlled pedestrian crossing with refuge, this option would be a signalised crossing.



Fig 4.8 – Option 8 extents

- 4.13.2 As this proposal would be a single phase crossing, i.e. pedestrians would cross completely from one side of the road to the other in one signal phase, no pedestrian refuge would be required.
- 4.13.3 Drawing 0008 indicates the proposed pedestrian crossing.

Aims and Benefits

- 4.13.4 The main advantage a signalised crossing has over an un-controlled crossing is a higher level of safety for pedestrians.

Potential Issues

- 4.13.5 The issues listed for Option 7 also apply for this option, including low pedestrian counts, narrow footways and the nearness of adjacent junctions.

- 4.13.6 There are two other potential impacts that affect this option, which are the need for signal poles within the already narrow footways, and the affect a signalised crossing would have on traffic flows.
- 4.13.7 Traffic modelling this junction falls outside the scope of this report, although it is certain that a signalised junction at this location would have an impact on traffic flows.

4.14 Option 9 – Extend 30mph zone

Description

- 4.14.1 Although the section of the A388 through the main village is under a 30mph limit, the road north to East of Town Farm is currently at the national speed limit (60mph) from the junction with the A388. The proposal would be to lower this speed limit to 30mph from the junction with the A388 to approximately 170m north of the junction.

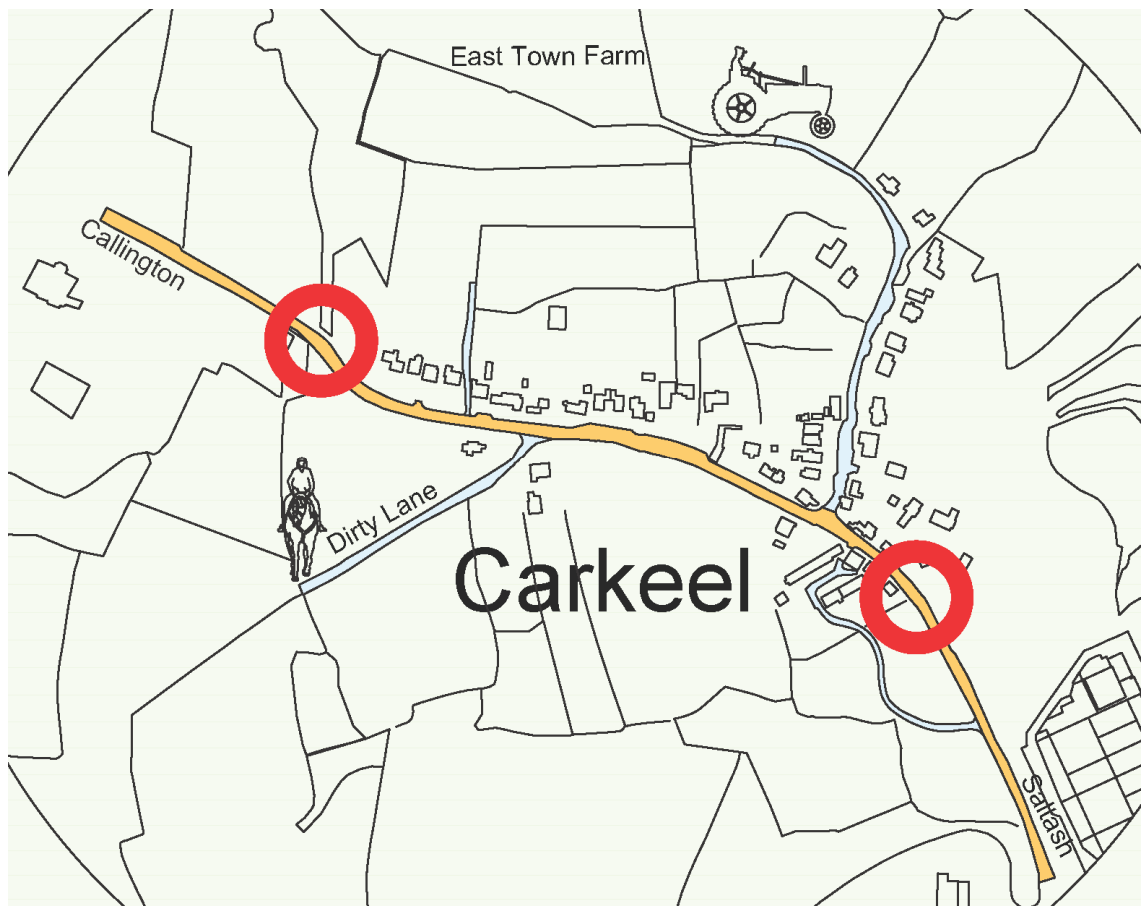


Fig 4.9 – Option 9 extents

- 4.14.2 This option would bring approximately 13 additional residential properties within the 30mph zone.
- 4.14.3 Drawing 0009 shows the proposed extension of the 30mph limit.

Aims and Benefits

- 4.14.4 To slow vehicles down through residential areas, and in advance of joining the A388.

Potential Issues

- 4.14.5 There are not believed to be any negative impacts associated with this option, although it should be noted that the nature of the section of road under consideration (narrow and winding), is likely to already have a natural slowing effect on traffic.

4.15 Option 10 –Average speed cameras

Description

- 4.15.1 The proposal would be to place an average speed camera at each approach to the village with the aim of controlling vehicle speeds through the village.



Fig 4.10 – Option 10 extents

- 4.15.2 Unlike speed activated signs traditional speed cameras that only influence vehicle speeds at a specific location, average speed cameras can have a slowing effect over an extended length, depending on how far apart the cameras are placed.
- 4.15.3 Whilst speed activated signs do tend to reduce mean speeds by between 3 to 4mph, average speed cameras tend to have a more significant effect on reducing mean speeds.
- 4.15.4 Possible average camera locations are shown on drawing 0010.

Aims and Benefits

- 4.15.5 To slow traffic though the village.

Potential Issues

- 4.15.6 Other than cost, there are two main factors that govern the requirement for average speed cameras, the level of accidents within a five-year period, and the level of mean speed limit exceedance.
- 4.15.7 Only Killed or Serious Injury (KSI) accidents are reviewed for average speed cameras, where a minimum of three is required to trigger an automatic review. Although three serious accidents have been recorded within the area of Carkeel during the last five years, only one of them was within the area of the village that would be covered by the average speed cameras, and for that one incident factors other than speed appear to be the main contributing factors.
- 4.15.8 Regarding speed level exceedance, recent surveys indicate the mean speed exceedance above 30mph is only between 1 to 3mph, which would not automatically trigger an automatic consideration for average speed cameras.

4.16 Option 11 – Speed activated traffic signals

Description

- 4.16.1 The proposal for this option is to place a set of traffic signals within the village, where through the use of detector loops the software controlling the signals would monitor for speeding vehicles, and if safe to do so would switch to a red aspect.
- 4.16.2 Although the technology for such an arrangement exists, research for this review was not able to find a trial of this arrangement either locally or nationally, meaning the effectiveness or potential impacts must be considered assumptions only.
- 4.16.3 The system would operate through a series of detection loops located within the road surface at various distances from the traffic signals. With a known distance between the loops, the controlling software would be able to use the timing of the loop activation to assess the vehicle speed between the loops.

Aims and Benefits

- 4.16.4 To minimise the occurrences of excessive speeds through the village. Excessive speed exceedance would be the primary focus of this option, as correct detection of speed would be more difficult during periods of high traffic volumes.

Potential Issues

- 4.16.5 As the speed activated traffic signals would need to rely on sensor loops to estimate vehicle speeds, this system would only be effective during low traffic volume periods. During high volume periods the system would not be able to distinguish between different vehicles. Therefore, this option would primarily have an effect on vehicles exceeding the 85th percentile range during quiet periods and would have less of an effect on mean speeds during busy periods.
- 4.16.6 Placement of the detection loops would be critical in maintaining safety on the highway. For example, the detectors would need to identify speeding vehicles far enough away that it allowed enough time for the signal aspect to turn to red and allow the motorist sufficient reaction and braking time relevant to the speed they were travelling.
- 4.16.7 Another factor to be considered with this option is the trigger speed at which the signals would be activated. Currently the various speed surveys indicate the mean speed through the village is between 29 to 35mph. Therefore, if the trigger speed were set to a minimum of 30.5mph, the signals would be triggered on a near constant basis, resulting in congestion within the village. Likewise, if the trigger speed were set too high, the mean and 85th percentile speeds may not be significantly affected, although it would have an effect on the >85th percentile motorists.
- 4.16.8 As previously stated, no existing trial, either locally or nationally, of this type of traffic control arrangement was able to be identified. Therefore, having the facility adopted by Cornwall Council's asset management section may be difficult.

5 COST ESTIMATES

5.1 General Cost Estimation Notes

- 5.1.1 Where costs are able to be based on recent similar schemes, these scheme costs have been assessed and used as the basis for the estimates within this review in order to provide real world costs. Where similar recent schemes are not available, rates from Cornwall Council's term maintenance contract schedule of rates have been used instead.
- 5.1.2 A contingency of 25% has been applied to the costs to reflect the level of assessment undertaken at this stage, which has not fully considered the impact of the options on statutory undertakers' equipment or the acquisition of any third-party land.
- 5.1.3 The design fee estimate excludes utility diversion costs due to the difficulty of estimation and the cost of obtaining C3 diversion estimates at this optioneering stage. Where there is a likely need for utility diversions for a specific option, this is noted within section 5.2 for that option. Where topographic, ground investigation or other surveys are required for an option, that is also listed in section 5.2.
- 5.1.4 Where an electricity supply is required for a proposed option, such as additional illuminated signs or traffic signals, a supply quote will be required from Western Power Distribution (WPD). Some of the cost estimates that are based on similar schemes have a WPD quote included, but it is noted that these quotes would need to be refreshed by WPD, as each quote is site specific. Where an electricity supply is needed, but not currently included within the cost estimate, this is also noted in section 5.2.
- 5.1.5 Unless otherwise stated design fees have been based on 10% of the estimated construction cost with a minimum value quoted at £2,000. If any option is taken forward to the detailed design stage, a more detailed design fee estimate will be provided.
- 5.1.6 Table 5.1 summarises the cost estimates for each option:

Option	Works Cost	Contingency	Design Fee	Total
Option 1–Maintenance only	£500	£-	£-	£500
Option 2–Carriageway markings	£21,500	£5,375	£2,150	£29,025
Option 3–Additional VAS	£16,000	£4,000	£800	£20,800
Option 4–Gateway features	£16,500	£4,125	£2,000	£22,625*
Option 5–Additional pedestrian footway	£68,000	£17,000	£10,000	£95,000*
Option 6–Enhance existing footways	£7,800	£1,950	£2,000	£11,750
Option 7–Uncontrolled crossing	£16,000	£4,000	£2,000	£22,000*
Option 8–Signalised crossing	£85,000	£21,250	£8,500	£114,750*
Option 9–Extend 30mph zone	£8,000	£2,000	£1,000	£11,000
Option 10 – Average speed cameras	£185,000	£-	£-	£185,000*

Option 11 – Speed activated traffic signals	£100,000	£25,000	£8,500	£133,500*
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Table 5.1 Option Cost Estimates

* - Schemes that would require additional costs for items such as traffic modelling, additional surveys or land purchase.

5.2 Option Specific Cost Estimation Notes

Option 1 - Maintenance Only

5.2.1 Primary source of cost estimate

- Cornwall Council's Term Maintenance Contract schedule of rates.

5.2.2 Likely additional costs not included within the estimate

- None

5.2.3 Comments

- None

Option 2 – Carriageway Markings and Red Surface

5.2.4 Primary source of cost estimate

- Cornwall Council's Term Maintenance Contract schedule of rates.

5.2.5 Likely additional costs not included within the estimate

- Early Contractor Involvement related to traffic management planning
- Traffic management costs during construction

5.2.6 Comments

- The traffic management costs are likely to be complex for this option and will likely include an element of night working. Therefore, early contractor involvement should be included within and future design phase in order to provide a better estimate of construction costs.

Option 3 – Vehicle Activated Sign

5.2.7 Primary source of cost estimate

- Costs based upon similar schemes completed in 2021-2022

5.2.8 Likely additional costs not included within the estimate

- WPD quote refresh

5.2.9 Comments

- Being based off of a similar scheme, this estimate includes an allowance for a new electrical supply. However, as this cost is for a different scheme the WPD quote will need to be refreshed.

Option 4 – Gateway Features

5.2.10 Primary source of cost estimate

- Cornwall Council's Term Maintenance Contract schedule of rates.

5.2.11 Likely additional costs not included within the estimate

- WPD quote for a new electricity supply is needed
- Topographic survey
- C3 quotes
- Traffic modelling

5.2.12 Comments

- Forward visibility is going to be a major fact in any future design, therefore a topographic survey would be recommended in order to obtain a higher level of detail at a higher level of accuracy.
- A number of utility companies, including South West Water and Openreach, through the use of C2 returns have indicated that they likely have plant within the vicinity of the proposed buildouts. Therefore, C3 quotes would be required in order to assess likely costs.
- As this option has the potential to impact on other junctions and accesses through increased queuing traffic, a traffic assessment would be required to understand these potential impacts. A traffic modelling engineering would be required to assess the extent of any traffic model required, and if any additional traffic surveys were required, in order to be sure all potential impacts are covered within the resultant traffic model.

Option 5 – Additional Footway

5.2.13 Primary source of cost estimate

- Cornwall Council's Term Maintenance Contract schedule of rates.

5.2.14 Likely additional costs not included within the estimate

- Land purchase costs and legal fees
- Utility diversion costs
- Ground Investigation (GI) survey

- Topographic survey

5.2.15 Comments

- As this option would require additional land to be acquired, Cornwall Council would have to agree a purchase price with the current landowner if compulsory purchase were to be avoided.
- As well as the C2 returns, there are visible signs of both underground and overhead services that would need to be diverted as part of this scheme. Therefore, C3 diversion estimates would need to be sourced from the effected utility companies.
- This scheme would involve the constructing over previously undeveloped ground, therefore, a GI survey would be required to determine such things as ground bearing capacity. Depending on the type and extent of GI survey required, additional temporary traffic management would also be required during the survey period.
- Design fees are estimated higher than the average 10% of construction costs, as it is likely that an element of 3D design will be required to assess any embankment changes.

Option 6 – Widen Existing Footways

5.2.16 Primary source of cost estimate

- Cornwall Council's Term Maintenance Contract schedule of rates.

5.2.17 Likely additional costs not included within the estimate

- None

5.2.18 Comments

- None

Option 7 – Uncontrolled Pedestrian Crossing

5.2.19 Primary source of cost estimate

- Cornwall Council's Term Maintenance Contract schedule of rates.

5.2.20 Likely additional costs not included within the estimate

- Topographic survey

5.2.21 Comments

- Due to the very limited width at this location, a topographic survey would be recommended to check available widths and sight lines.
- Review of existing lighting levels may increase streetlighting requirements.

Option 8 – Signalised Pedestrian Crossing

5.2.22 Primary source of cost estimate

- Costs based upon a similar scheme completed in 2022.

5.2.23 Likely additional costs not included within the estimate

- C3 quotes.
- WPD estimates need to be refreshed.
- Topographic survey.
- Traffic modelling

5.2.24 Comments

- C2 utility returns indicated the likely presence of underground services within this location, therefore, it is recommended that C3 quotes to determine the necessity, extent and cost of any likely service diversions.
- Being based off of a similar scheme, this estimate includes an allowance for a new electrical supply. However, as this cost is for a different scheme the WPD quote will need to be refreshed.
- Due to the very limited width at this location, a topographic survey would be recommended to check available widths and sight lines.
- A review of existing lighting levels may increase streetlighting requirements.
- As this option has the potential to impact on other junctions and accesses through increased queuing traffic, a traffic assessment would be required to understand these potential impacts. A traffic modelling engineering would be required to assess the extent of any traffic model required, and if any additional traffic surveys were required, in order to be sure all potential impacts are covered within the resultant traffic model.

Option 9 – Extend 30mph Zone

5.2.25 Primary source of cost estimate

- Cornwall Council's Term Maintenance Contract schedule of rates.

5.2.26 Likely additional costs not included within the estimate

- None

5.2.27 Comments

- This cost estimate includes exhibition and consultation costs for the TRO order.

- Design fees estimated for this option are lower than the average of 10%, as some design fees (TRO and consultation) are already included within the construction estimate.

Option 10 – Average Speed Cameras

5.2.28 Primary source of cost estimate

- Costs based upon similar schemes completed in 2021-2022

5.2.29 Likely additional costs not included within the estimate

The WPD quote included within this estimate would need to be refreshed.

5.2.30 Comments

- Being based off of a similar scheme, this estimate includes an allowance for a new electrical supply. However, as this cost is for a different scheme the WPD quote will need to be refreshed.
- Design fees for this option have been included within the construction costs due to how the cost estimate was obtained for this review.

Option 11 – Speed Activated Traffic Signal

5.2.31 Primary source of cost estimate

- Cornwall Council's Term Maintenance Contract schedule of rates.

5.2.32 Likely additional costs not included within the estimate

- Traffic modelling
- WPD quote needed

5.2.33 Comments

- As this option has the potential to impact on other junctions and accesses through increased queuing traffic, a traffic assessment would be required to understand these potential impacts. A traffic modelling engineering would be required to assess the extent of any traffic model required, and if any additional traffic surveys were required, in order to be sure all potential impacts are covered within the resultant traffic model.
- Includes exhibition and consultation costs for the TRO order.

5.3 Qualitative Assessment

- 5.3.1 A qualitative assessment has been undertaken to identify the benefits of each option. Each option has been ranked between '++++' for the highest level of benefit, through 'neutral' to '----' for the highest level of disbenefit. Table 5.2 summarises the assessment.

Option	Pedestrian Accessibility	Traffic Impact	Environmental Impact	Safety
Option 1 – Maintenance only	++	neutral	neutral	++
Option 2 – Carriageway markings	neutral	neutral	neutral	+
Option 3 – Additional VAS	neutral	neutral	-	++
Option 4 – Gateway features	neutral	neutral	neutral	++
Option 5–Additional pedestrian footway	++++	neutral	--	++
Option 6–Enhance existing footways	+	neutral	-	+
Option 7–Uncontrolled crossing	+++	-	neutral	+++
Option 8–Signalised crossing	++++	--	-	+++
Option 9–Extend30mph zone	+	-	neutral	++
Option 10 – Average speed cameras	neutral	neutral	neutral	+
Option 11 – Speed activated traffic signals	+	----	-	neutral

Table 5.2 Qualitative Assessment

6 CONCLUSION AND RECOMMENDATIONS

6.1 Conclusion

- 6.1.1 Of the eleven options considered, options 10 and 11 would likely have the most impact on vehicle speeds through the village. However, when all costs are considered these options would exceed the available budget by some margin. Additionally, option 10 falls short of the Council's automatic consideration criteria due to low accident rates during the previous five years.
- 6.1.2 The option 8 is also discounted, both for exceeding the available scheme budget, but also as it falls short of the Council's automatic consideration criteria due to very low pedestrian crossing rates.
- 6.1.3 Option 5 also exceeds available budget, especially when other considerations, such as land purchase costs, legal fees and survey costs are included.
- 6.1.4 Of the remaining seven options, all fall within the schemes budget limit, and all would provide some benefit, either through vehicle speed reduction or by providing enhanced pedestrian facilities.
- 6.1.5 Whilst options 1 and 6 may be viewed as currently providing minimal improvements to footways that are only slightly below current standards, and which only serve a limited number of properties to the west of the village, it should be noted that the Broadmoor Farm proposal indicates a major footway / cycleway route exiting the development near this location, which may increase pedestrian / cycle usage at a future date.
- 6.1.6 Option 2 may have some effect on reducing vehicle speeds by reducing the perceived width of the carriageway, and by introducing the colour red into the highway, being the universal indicator for danger. However, this option would come with higher maintenance frequency and costs for the life of the feature, and increased disruption (i.e. road closers) when such maintenance is required.
- 6.1.7 Option 7 would bring many of the benefits of option 8, but at a cheaper cost and with a lower justification threshold. However, it is still noted the low numbers pedestrians currently reported as crossing at this location.
- 6.1.8 Option 4 currently falls within the available scheme budget and would likely to continue to do so even when the additional required surveys and traffic modelling have taken place. However, traffic modelling would certainly need to be undertaken in order to understand the extents of both the potential benefits and impacts of this option. Currently option 4 has the potential to have a positive impact on vehicle speeds, however, until the future modelling and a higher level of design is undertaken, this option carries a level of risk.

- 6.1.9 Option 3 is a low-risk option that falls within the scheme's affordability budget, but which has a high likely hood of reducing vehicle speeds.

6.2 Recommendation

- 6.2.1 Option 3, the additional of 2No. additional Vehicle Activated Signs, is the preferred option, providing a relatively low cost, proven speed reduction option.
- 6.2.2 With the remaining scheme budget the Client would have the option of commissioning traffic modelling to gauge the likely impacts of option 4, gateway features, or providing a combination of options, 2, 6, 7 and 9, depending on where the stakeholders consider the greater need.
- 6.2.3 Although option 5, additional footway to the east of the village, was discounted on costs grounds, it is clear that this option would provide considerable benefit to the residents of Carkeel. Therefore, it is recommended that enquires related to a possible change in ownership of the Eaves Bungalow are made, including the willingness to sell part of the frontage, in case additional funding is found at a later date.

SpeedVISOR

A388 Carkeel (south-eastbound) August 2008

GIS Summary

Prepared by
Highway Services
Highway Design Group

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Planning, Transportation and Estates Department
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Issue and Revision Record



Revision	Date	Originator	Purpose of Issue/Nature of Change
0	11/09/2008	S. Ball	Original



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Carkeel (south-eastbound) August 2008

Road No: A388		SpeedVISOR Unit No: Unit 7
		Direction of Travel: South-eastbound
		OS Grid Reference: 241070 / 060504

Summary Table	 Monitoring No Display of Speed Limit	 Display With Display of Speed Limit
Start:	13/08/2008	20/08/2008
Finish:	19/08/2008	07/09/2008
Duration:	7 Days	19 Days
No of Observations:	14,680	45,254

Speed Statistics	 Monitoring	 Display	Difference Monitoring to Display
Mean Speed (mph):	36.0	33.8	-2.2
85%ile Speed (mph):	41.0	38.0	-3.0
% ≤30 mph:	11.0	11.4	+0.4
% >40 mph:	16.5	6.5	-10.0

Comments:	
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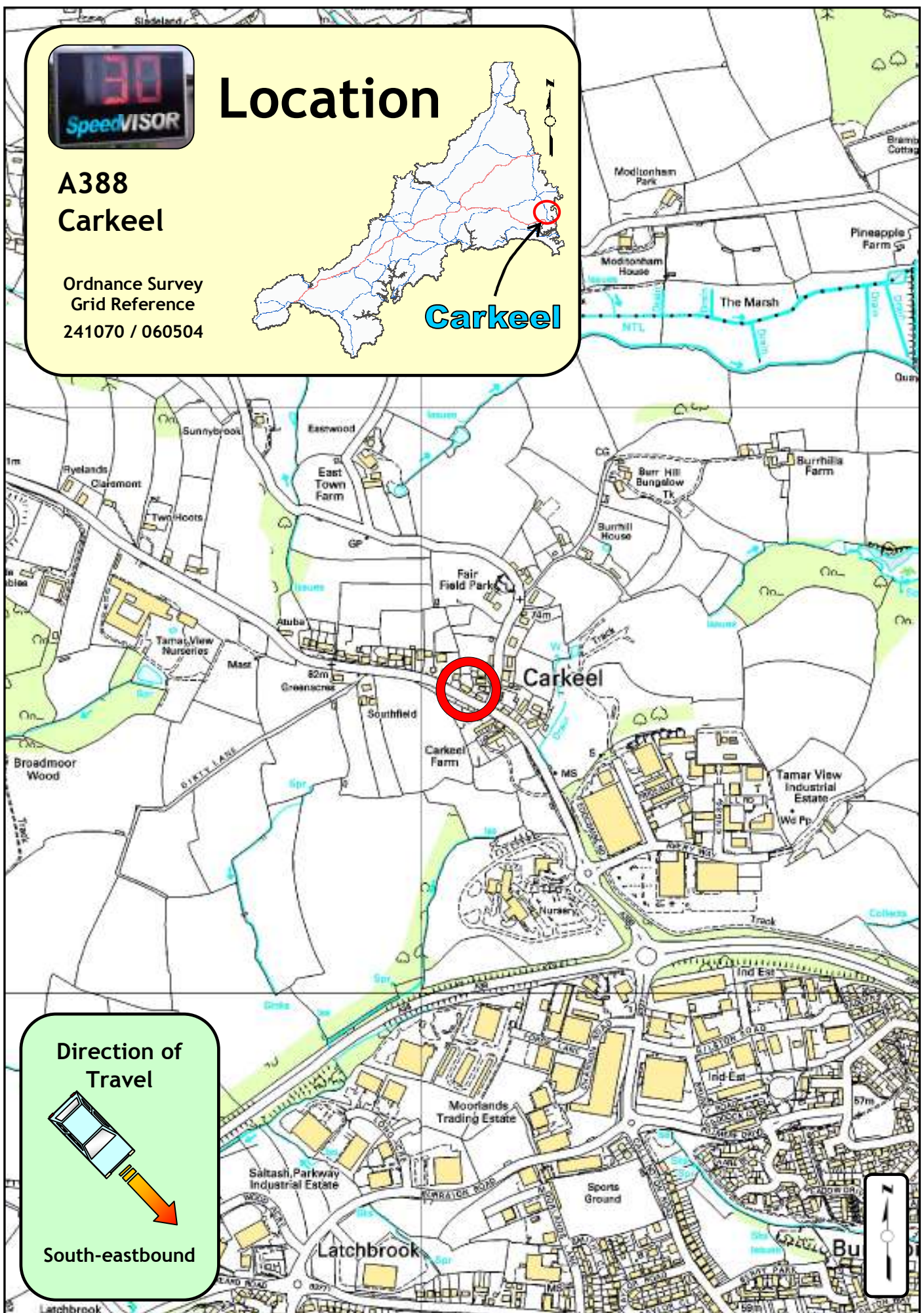
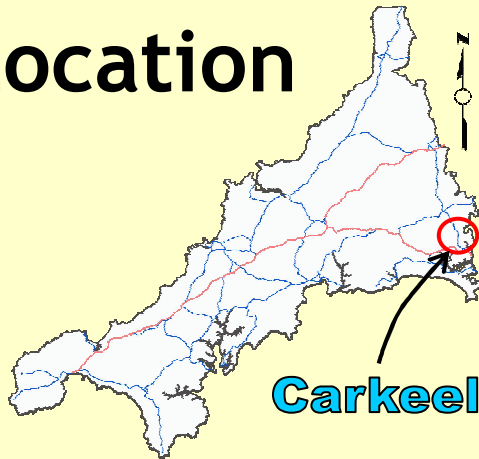
Data Submitted by: Lee Hibberd	Data Processed by: Donna Nimmo
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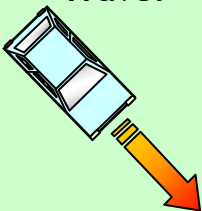
Location

A388
Carkeel

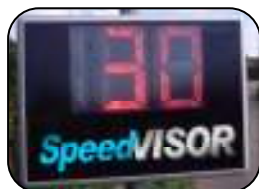
Ordnance Survey
Grid Reference
241070 / 060504



**Direction of
Travel**



South-eastbound

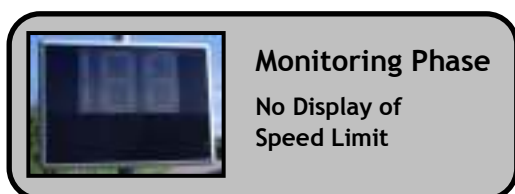


SpeedVISOR

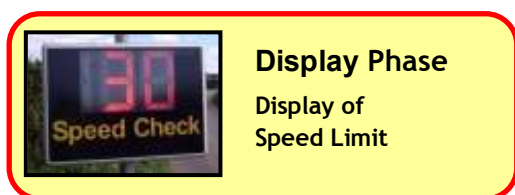
Glossary of Terms & Abbreviations

SpeedVISOR is a vehicle activated sign that detects and records the speed of passing vehicles. The front of the unit has the words “Speed Check” beneath bright light emitting diodes (LED) to display the speed limit to motorists contravening the prescribed local limit.

The principal role of the unit is to raise awareness of speeding as anti-social behaviour. By displaying the speed limit to speeding motorists, the sign will draw attention to the speed at which they are travelling and remind them to moderate their speed to an appropriate level below the speed limit



The phase of operation at which the LED display of the SpeedVISOR Sign is disabled and the “Speed Check” text on the front of the unit covered-up. In this phase, the unit only monitors and records the speed of passing traffic.



The phase of operation at which the “Speed Check” text on the front of the SpeedVISOR unit is uncovered and the LED display activated. In this phase, the SpeedVISOR unit monitors and records the speed of passing traffic; any vehicles passing at speeds of greater than 10% in excess of the speed limit activate the display on the front of unit and the LED sign flashes the designated speed limit to the driver of the passing vehicle.

Number of Observations

The number of readings recorded by the radar. This does not correspond to an exact count of vehicles passing the sign, since vehicles may pass the sign in a tightly packed group (or ‘platoon’); the radar is unable to distinguish individual vehicles.

Mean Speed

The arithmetic average of all the speed values recorded.

85%ile Speed

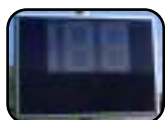
The speed at or below which 85% of the vehicles recorded were travelling.

% = or < 30 mph

The percentage of vehicles travelling at speeds of 30 mph or below (i.e. the percentage of vehicles travelling at or within the 30 mph speed limit).

% > 40 mph

The percentage of vehicles travelling at speeds greater than 40 mph (i.e. the percentage of vehicles travelling at speeds in excess of 10 mph above the 30 mph speed limit).



Monitoring
No Display of Speed Limit

Daily Summary Table

A388 Carkeel (south-eastbound) August 2008

Part 1 of 1

Date	Mean Speed	85%ile Speed	Percentage of Vehicles ≤30 mph	Percentage of Vehicles >40 mph
13/08/2008	34.4	41.0	16.2	17.3
14/08/2008	36.4	41.0	10.1	15.7
15/08/2008	36.7	41.0	10.1	17.8
16/08/2008	37.0	43.0	8.0	19.9
17/08/2008	37.1	43.0	7.4	19.9
18/08/2008	36.4	41.0	9.9	16.1
19/08/2008	34.4	40.0	14.0	9.4



Display
With Display of Speed Limit

Daily Summary Table

A388 Carkeel (south-eastbound) August 2008

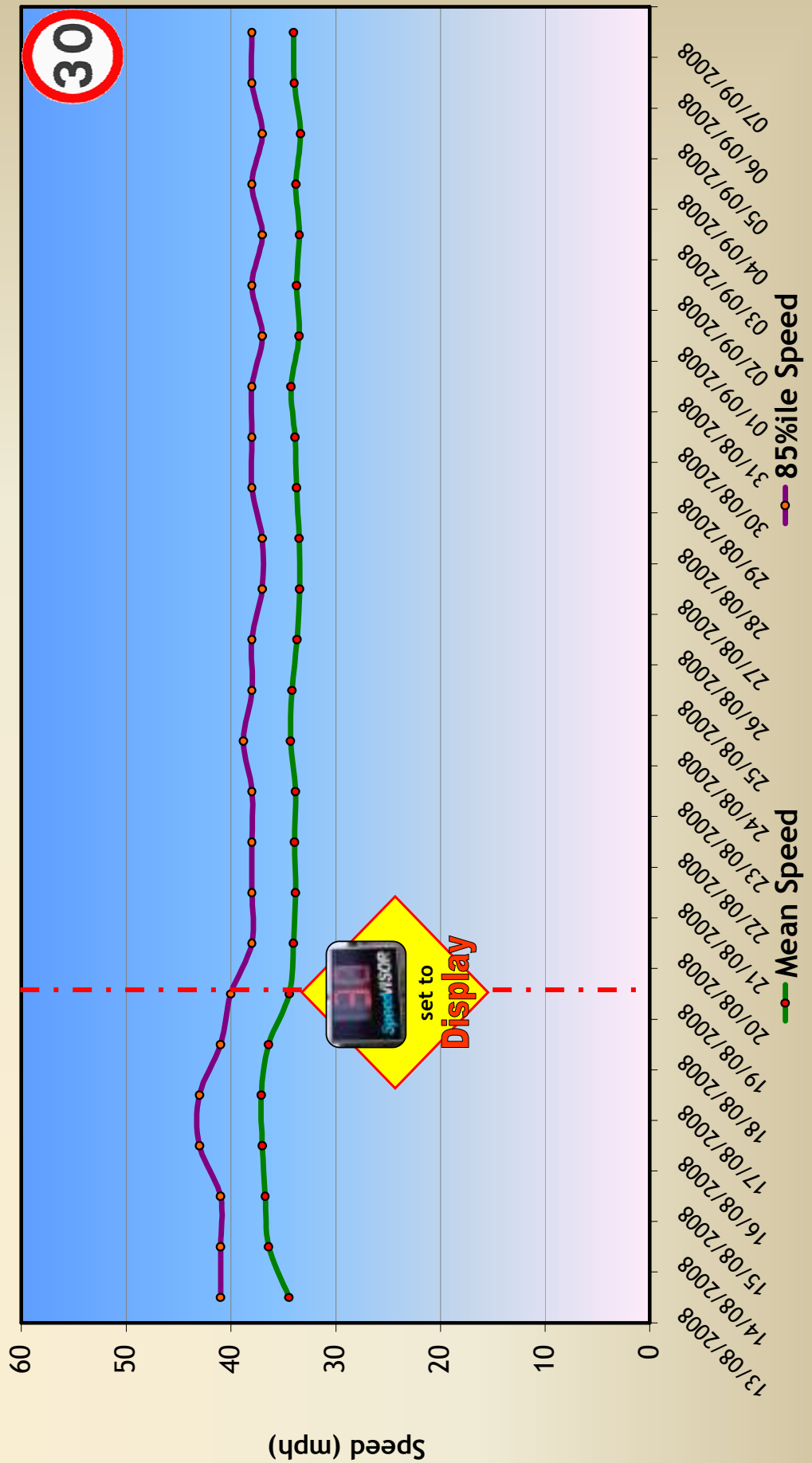
Part 1 of 1

Date	Mean Speed	85%ile Speed	Percentage of Vehicles ≤30 mph	Percentage of Vehicles >40 mph
20/08/2008	34.0	38.0	10.5	7.2
21/08/2008	33.8	38.0	11.4	6.2
22/08/2008	33.9	38.0	10.9	7.1
23/08/2008	33.8	38.0	11.8	6.8
24/08/2008	34.3	38.8	10.7	8.4
25/08/2008	34.2	38.0	10.3	7.8
26/08/2008	33.7	38.0	12.5	5.7
27/08/2008	33.5	37.0	12.2	5.7
28/08/2008	33.5	37.0	12.2	5.7
29/08/2008	33.7	38.0	11.3	5.7
30/08/2008	33.9	38.0	10.7	7.5
31/08/2008	34.3	38.0	10.5	8.0
01/09/2008	33.5	37.0	12.1	5.0
02/09/2008	33.7	38.0	11.3	6.0
03/09/2008	33.5	37.0	12.8	5.9
04/09/2008	33.8	38.0	10.9	6.2
05/09/2008	33.4	37.0	12.0	4.1
06/09/2008	34.0	38.0	11.2	7.1
07/09/2008	34.0	38.0	11.8	8.1



Mean & 85%ile Speed

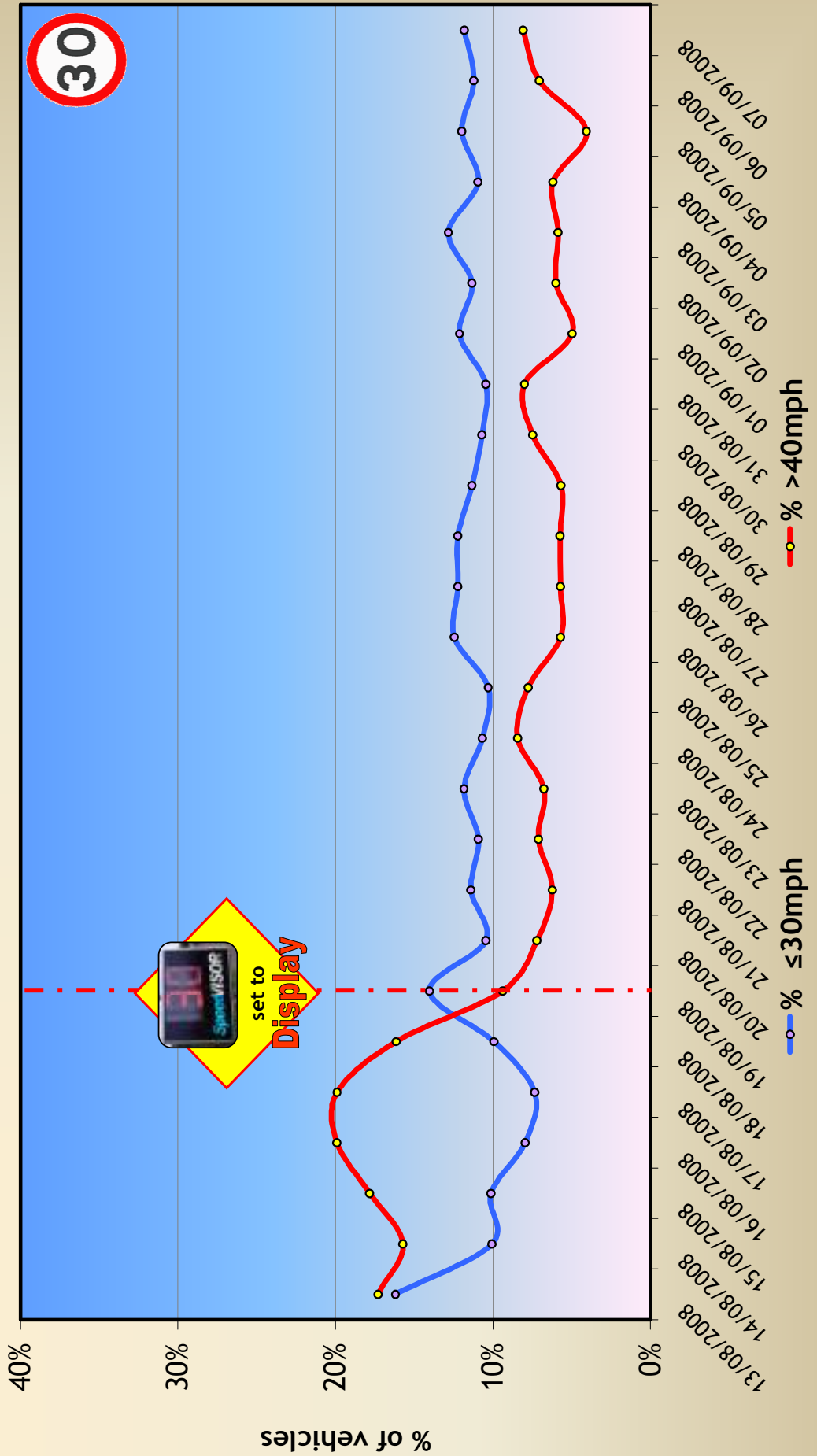
A388 Carkeel





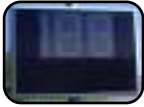

Percentage of Vehicles $\leq 30\text{mph}$ & $>40\text{mph}$

A388 Carkeel



Speed Frequencies

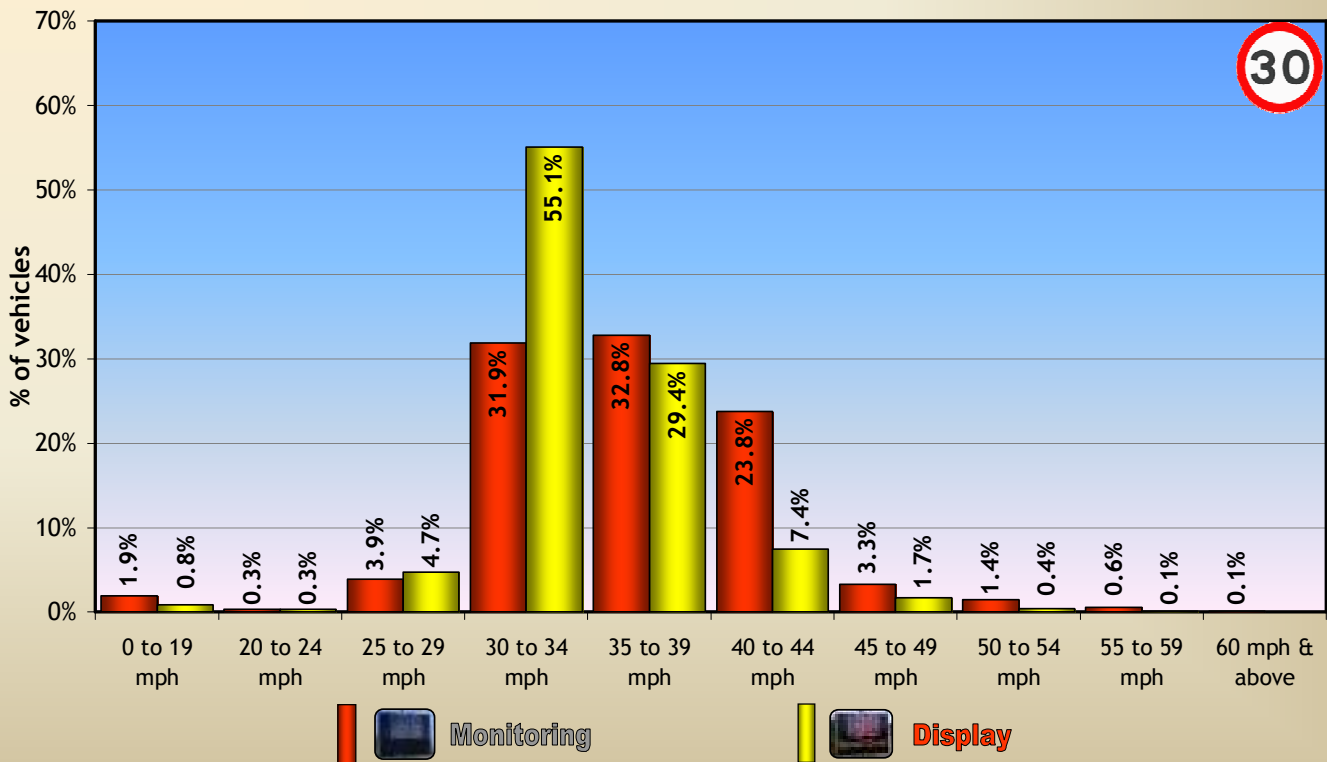
A388 Carkeel (south-eastbound) August 2008

Speed Class	Percentage of Observations		
	 Monitoring No Display of Speed Limit	 Display With Display of Speed Limit	Change in Speed Frequencies Monitoring to Display
0 mph to 19 mph	1.9	0.8	-1.1
20 mph to 24 mph	0.3	0.3	0.0
25 mph to 29 mph	3.9	4.7	+0.8
30 mph to 34 mph	31.9	55.1	+23.2
35 mph to 39 mph	32.8	29.4	-3.4
40 mph to 44 mph	23.8	7.4	-16.4
45 mph to 49 mph	3.3	1.7	-1.6
50 mph to 54 mph	1.4	0.4	-1.0
55 mph to 59 mph	0.6	0.1	-0.5
60 mph & above	0.1	0.0	-0.1
Total	100.0	100.0	-



Speed Frequencies

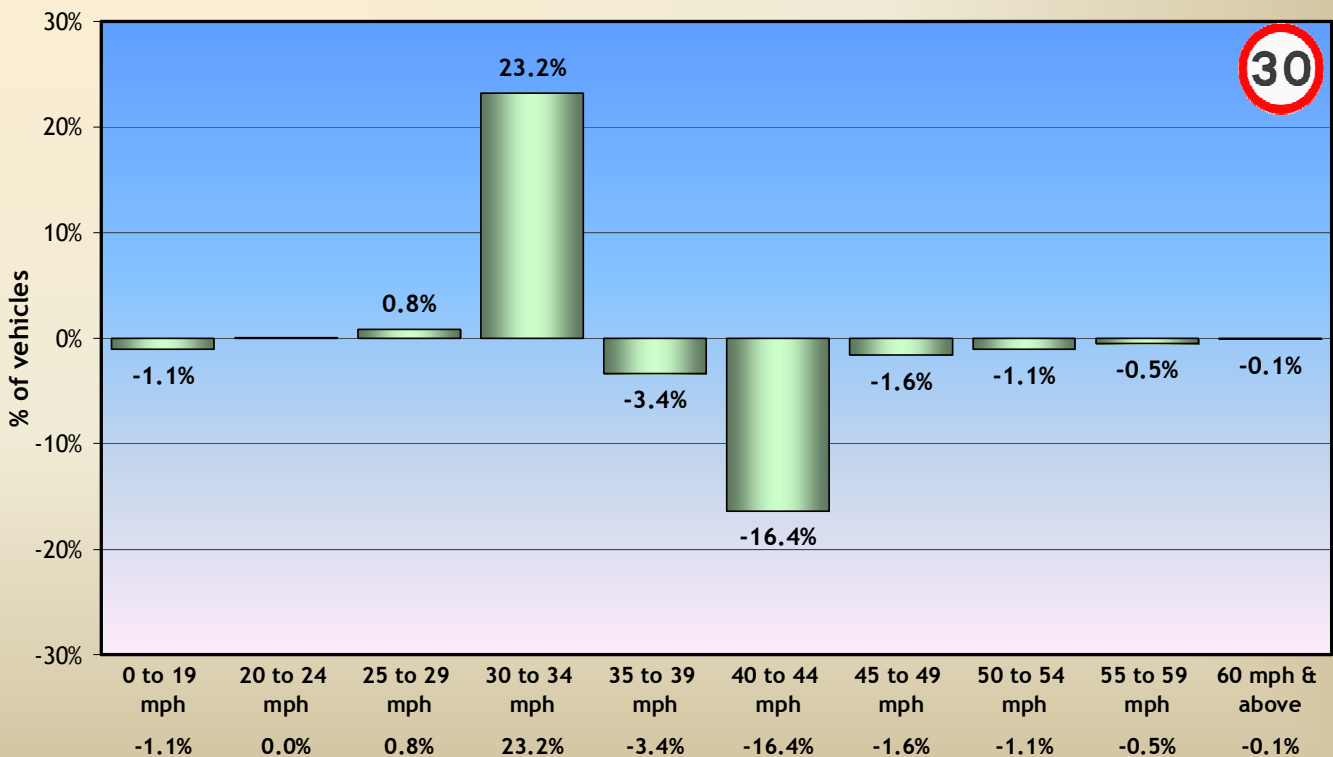
A388 Carkeel

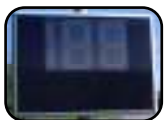


Speed Frequencies

Change in Speed Frequencies from Monitoring to Display Phase

A388 - Carkeel





Monitoring No Display of Speed Limit

Daily Speed Frequencies

A388 Carkeel (south-eastbound) August 2008

Part 1 of 1

Date	Number of Observations										Total
	0 to 19 mph	20 to 24 mph	25 to 29 mph	30 to 34 mph	35 to 39 mph	40 to 44 mph	45 to 49 mph	50 to 54 mph	55 to 59 mph	60 mph & above	
13/08/2008	200	4	65	608	698	568	73	30	8	1	2,255
14/08/2008	15	7	79	656	680	504	60	37	14	3	2,055
15/08/2008	13	5	86	626	701	533	74	33	19	3	2,093
16/08/2008	5	4	75	579	736	568	86	30	14	3	2,100
17/08/2008	8	8	54	526	676	508	82	36	15	3	1,916
18/08/2008	11	5	89	620	657	527	61	23	8	0	2,001
19/08/2008	26	11	126	1,066	671	284	43	22	10	1	2,260
Total	278	44	574	4,681	4,819	3,492	479	211	88	14	14,680



Display With Display of Speed Limit

Daily Speed Frequencies

A388 Carkeel (south-eastbound) August 2008

Part 1 of 1

Date	Number of Observations										Total
	0 to 19 mph	20 to 24 mph	25 to 29 mph	30 to 34 mph	35 to 39 mph	40 to 44 mph	45 to 49 mph	50 to 54 mph	55 to 59 mph	60 mph & above	
20/08/2008	7	9	97	1,341	708	194	41	11	3	0	2,411
21/08/2008	14	9	115	1,294	705	166	40	13	2	1	2,359
22/08/2008	16	10	117	1,309	723	207	43	6	2	0	2,433
23/08/2008	14	7	139	1,357	677	192	39	14	1	1	2,441
24/08/2008	19	6	98	1,115	722	206	48	11	2	2	2,229
25/08/2008	23	6	97	1,154	718	193	62	8	2	0	2,263
26/08/2008	21	5	109	1,296	676	168	30	5	3	0	2,313
27/08/2008	23	6	130	1,392	647	158	31	8	2	0	2,397
28/08/2008	30	6	137	1,365	682	158	38	5	2	0	2,423
29/08/2008	8	9	129	1,445	691	160	44	8	3	1	2,498
30/08/2008	29	6	110	1,385	768	220	47	11	2	0	2,578
31/08/2008	14	14	99	1,124	737	202	42	12	3	1	2,248
01/09/2008	28	13	106	1,345	725	130	41	5	0	0	2,393
02/09/2008	23	10	98	1,345	726	152	34	11	1	0	2,400
03/09/2008	26	2	127	1,394	640	159	29	7	3	0	2,387
04/09/2008	17	6	107	1,315	690	180	34	8	0	0	2,357
05/09/2008	10	9	116	1,451	679	131	14	3	0	0	2,413
06/09/2008	19	10	115	1,329	733	189	50	8	7	0	2,460
07/09/2008	33	5	97	1,179	675	193	50	11	6	2	2,251
Total	374	148	2,143	24,935	13,322	3,358	757	165	44	8	45,254



Monitoring

No Display of Speed Limit

Hour of Day Summary Table

A388 Carkeel (south-eastbound) August 2008

Hour of Day	Mean Speed	85%ile Speed	Percentage of Vehicles ≤30 mph	Percentage of Vehicles >40 mph
00:00 to 00:59	39.4	46.0	7.2	30.3
01:00 to 01:59	39.4	45.0	8.9	33.7
02:00 to 02:59	40.1	45.0	6.8	38.8
03:00 to 03:59	39.0	45.0	4.2	32.3
04:00 to 04:59	40.1	49.0	5.9	32.9
05:00 to 05:59	33.5	45.0	25.7	31.7
06:00 to 06:59	39.6	44.0	5.8	36.2
07:00 to 07:59	38.0	44.0	5.9	23.6
08:00 to 08:59	35.9	41.0	11.2	15.1
09:00 to 09:59	35.7	40.0	10.6	13.1
10:00 to 10:59	34.7	40.0	13.9	9.5
11:00 to 11:59	35.0	40.0	13.0	9.4
12:00 to 12:59	34.2	40.0	17.5	10.8
13:00 to 13:59	34.5	40.0	12.8	9.3
14:00 to 14:59	35.3	40.0	10.5	9.0
15:00 to 15:59	35.6	40.0	8.8	10.7
16:00 to 16:59	36.1	40.0	7.2	12.7
17:00 to 17:59	36.3	41.0	6.4	17.0
18:00 to 18:59	36.1	41.0	9.0	16.5
19:00 to 19:59	37.6	43.0	6.4	24.6
20:00 to 20:59	36.5	43.0	14.2	18.4
21:00 to 21:59	36.1	43.0	15.5	19.5
22:00 to 22:59	36.4	41.0	12.4	18.9
23:00 to 23:59	36.6	43.0	12.0	20.5



Display

With Display of Speed Limit

Hour of Day Summary Table

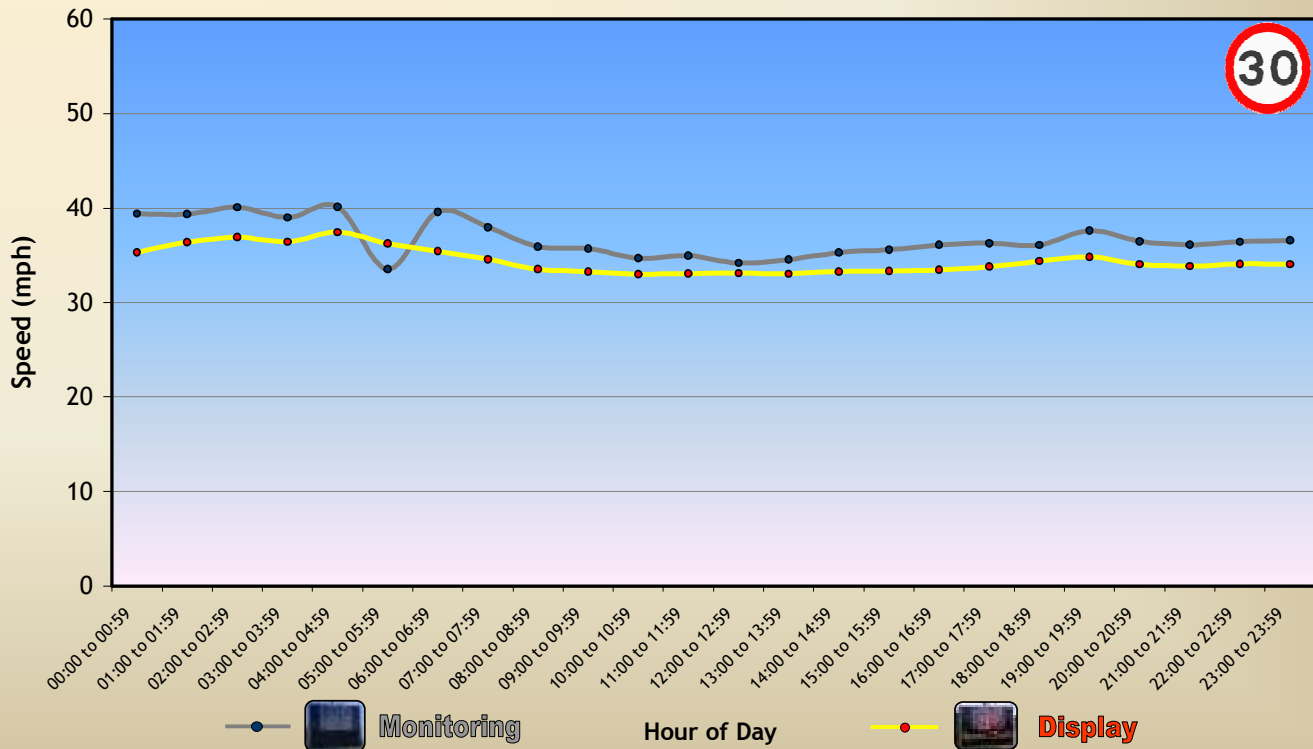
A388 Carkeel (south-eastbound) August 2008

Hour of Day	Mean Speed	85%ile Speed	Percentage of Vehicles ≤30 mph	Percentage of Vehicles >40 mph
00:00 to 00:59	35.3	41.0	10.8	16.0
01:00 to 01:59	36.4	43.0	13.4	23.3
02:00 to 02:59	36.9	43.0	7.8	22.6
03:00 to 03:59	36.4	42.0	9.0	19.4
04:00 to 04:59	37.4	45.0	9.1	27.4
05:00 to 05:59	36.2	42.0	11.1	21.1
06:00 to 06:59	35.4	40.0	9.7	14.0
07:00 to 07:59	34.6	39.0	7.7	9.7
08:00 to 08:59	33.5	37.0	11.9	5.2
09:00 to 09:59	33.3	37.0	13.1	4.3
10:00 to 10:59	33.0	36.0	13.1	2.4
11:00 to 11:59	33.1	36.0	11.9	2.5
12:00 to 12:59	33.1	36.0	11.3	3.3
13:00 to 13:59	33.1	36.0	11.6	3.0
14:00 to 14:59	33.3	36.0	10.2	3.0
15:00 to 15:59	33.3	37.0	10.8	3.0
16:00 to 16:59	33.5	37.0	9.4	3.4
17:00 to 17:59	33.8	37.0	10.4	4.5
18:00 to 18:59	34.4	39.0	9.2	8.9
19:00 to 19:59	34.8	40.0	10.0	11.4
20:00 to 20:59	34.0	39.0	15.3	8.9
21:00 to 21:59	33.9	38.0	17.5	8.9
22:00 to 22:59	34.1	40.0	15.4	11.2
23:00 to 23:59	34.1	39.0	17.5	11.7



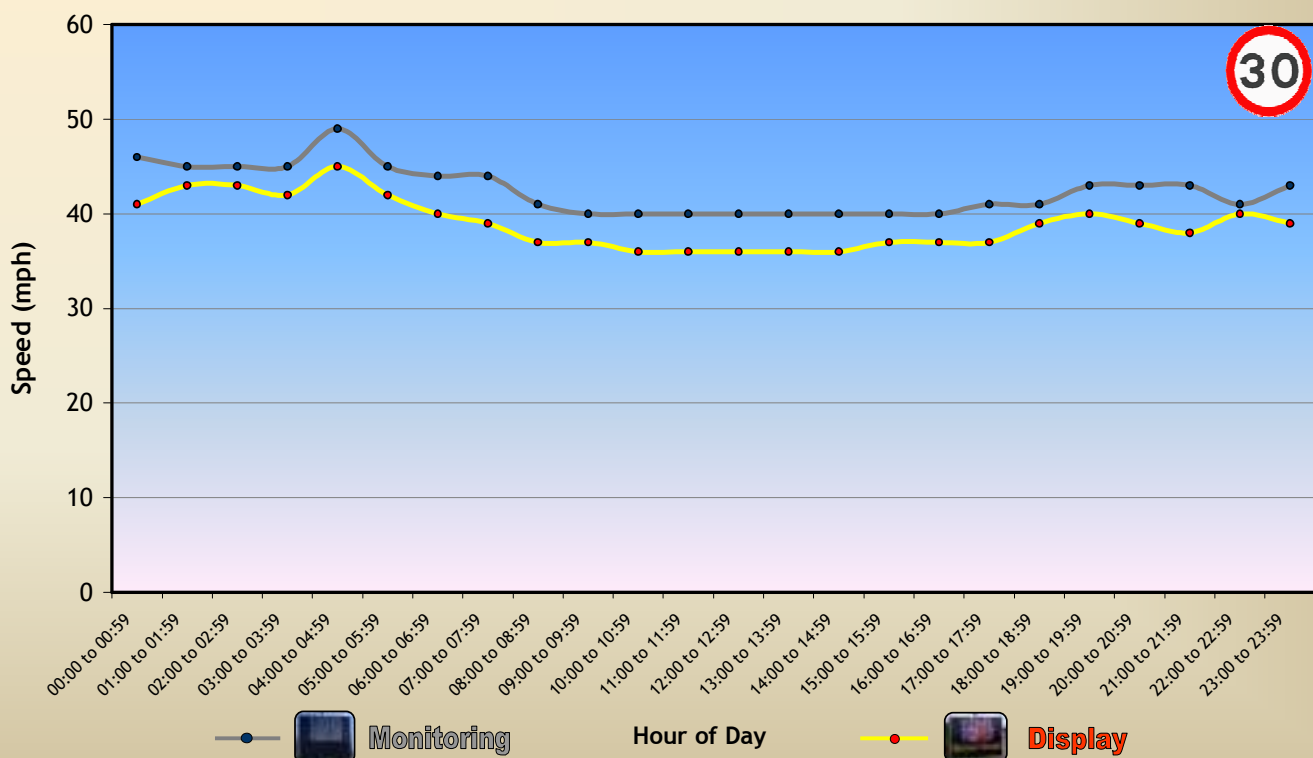
Mean Speed by Hour

A388 - Carkeel



85%ile Speed by Hour

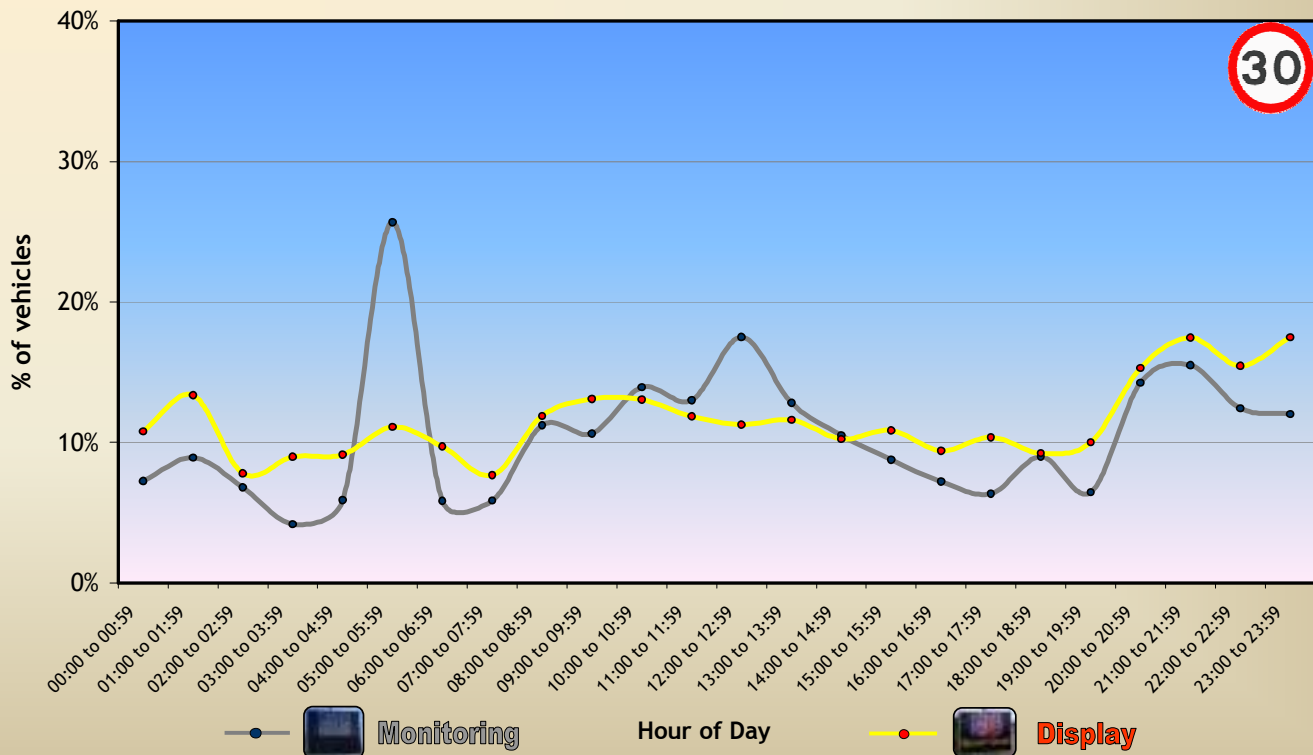
A388 - Carkeel





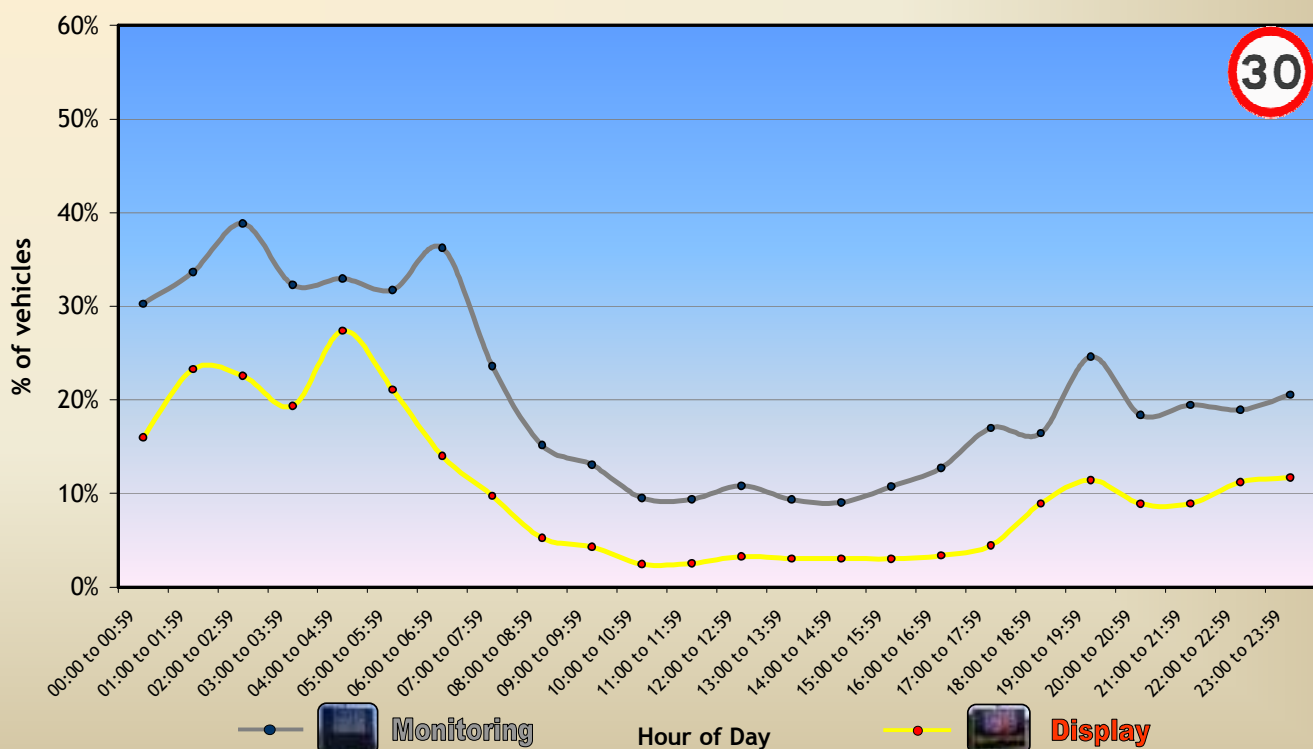
Percentage of Vehicles ≤ 30 mph by hour

A388 Carkeel



Percentage of Vehicles > 40 mph by hour

A388 Carkeel



SpeedVISOR

A388 Callington Road, Carkeel (south-eastbound) March 2009

GIS Summary

Prepared by
Highway Services
Highway Design Group

Dr T B Flanagan, BEng (Hons), PhD, CEng, MICE, MIHT
Corporate Director


Environment, Planning & Economy
Cornwall Council
County Hall, Truro, Cornwall, TR1 3AY



Issue and Revision Record



Revision	Date	Originator	Purpose of Issue/Nature of Change
0	06/05/2009	S. Ball	Original

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Callington Road, Carkeel (South-eastbound) March 2009

Road No: A388	 Speed Limit	SpeedVISOR Unit No: Unit 9
Column No: L001		Direction of Travel: South-eastbound
Region: East		OS Grid Reference: 240848 / 060565

Summary Table	 Monitoring No Display of Speed Limit	 Display With Display of Speed Limit
Start:	18/03/2009	25/03/2009
Finish:	24/03/2009	20/04/2009
Duration:	7 Days	27 Days
No of Observations:	20,145	77,261

Speed Statistics	 Monitoring	 Display	Difference Monitoring to Display
Mean Speed (mph):	35.4	32.9	-2.5
85%ile Speed (mph):	40.0	36.0	-4.0
% ≤30 mph:	12.1	16.6	+4.5
% >40 mph:	9.1	2.8	-6.3

Comments:	
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Data Submitted by: Lee Hibberd	Data Processed by: Donna Nimmo
--------------------------------	--------------------------------



Location

A388

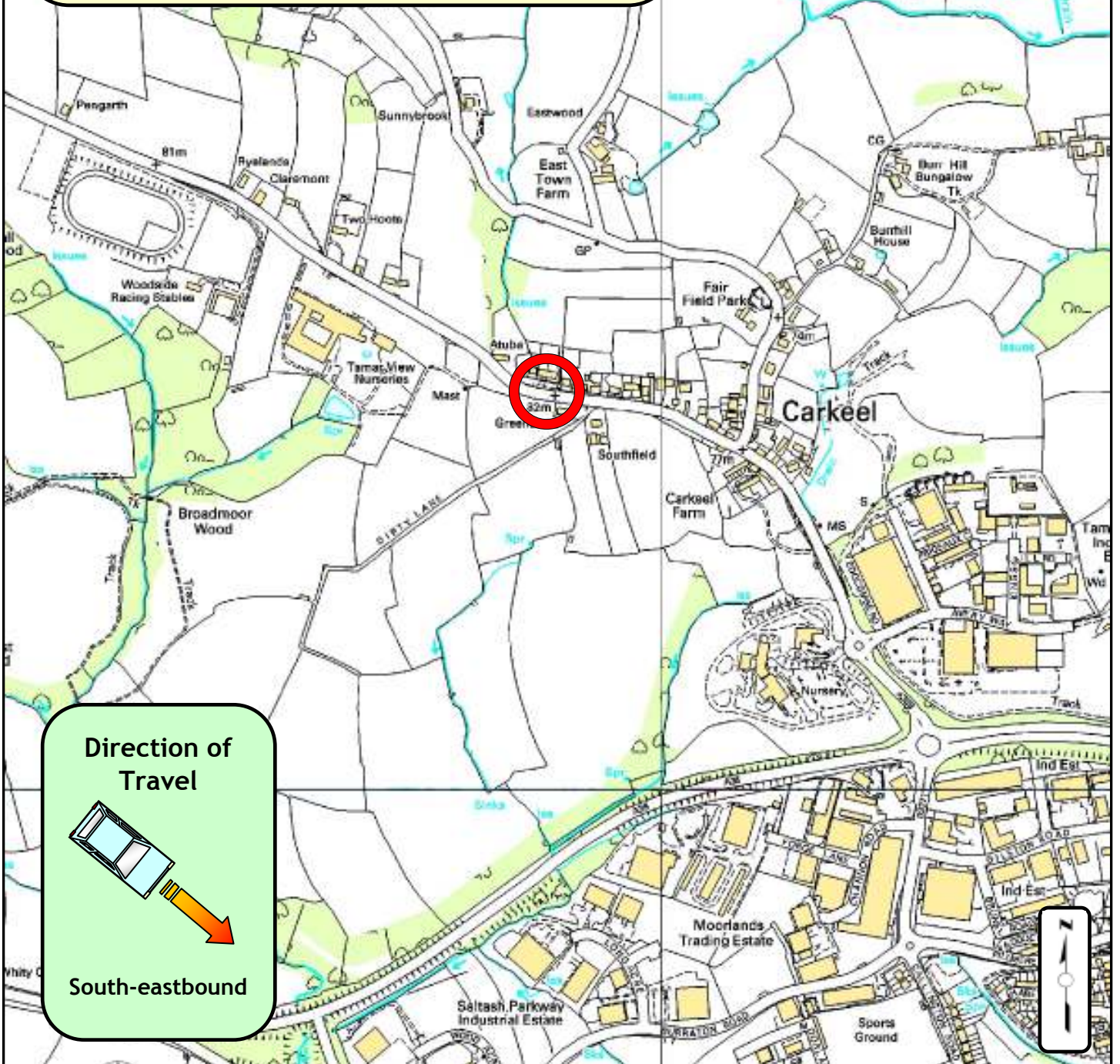
Callington Road

Carkeel

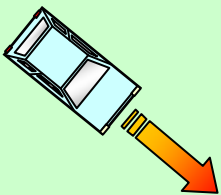
Ordnance Survey

Grid Reference

240848 / 060565



Direction of
Travel



South-eastbound



Highway Design Group

SpeedVISOR

Glossary of Terms & Abbreviations

SpeedVISOR is a vehicle activated sign that detects and records the speed of passing vehicles. The front of the unit has the words “Speed Check” beneath bright light emitting diodes (LED) to display the speed limit to motorists contravening the prescribed local limit.

The principal role of the unit is to raise awareness of speeding as anti-social behaviour. By displaying the speed limit to speeding motorists, the sign will draw attention to the speed at which they are travelling and remind them to moderate their speed to an appropriate level below the speed limit



Monitoring
No Display of Speed Limit

The phase of operation at which the LED display of the SpeedVISOR Sign is disabled and the “Speed Check” text on the front of the unit covered-up. In this phase, the unit only monitors and records the speed of passing traffic.



Display
With Display of Speed Limit

The phase of operation at which the “Speed Check” text on the front of the SpeedVISOR unit is uncovered and the LED display activated. In this phase, the SpeedVISOR unit monitors and records the speed of passing traffic; any vehicles passing at speeds of greater than 10% in excess of the speed limit activate the display on the front of unit and the LED sign flashes the designated speed limit to the driver of the passing vehicle.

No of Observations:

The number of readings recorded by the radar. This does not correspond to an exact count of vehicles passing the sign, since vehicles may pass the sign in a tightly packed group (or ‘platoon’); the radar is unable to distinguish individual vehicles.

Mean Speed:

The arithmetic average of all the speed values recorded.

85%ile Speed:

The speed at or below which 85% of the vehicles recorded were travelling.

% ≤30 mph:

The percentage of vehicles travelling at speeds of 30 mph or below (i.e. the percentage of vehicles travelling at or within the 30 mph speed limit).

% >40 mph:

The percentage of vehicles travelling at speeds greater than 40 mph (i.e. the percentage of vehicles travelling at speeds in excess of 10mph above the 30 mph speed limit).



Monitoring
No Display of Speed Limit

Daily Summary Table

A388 Callington Road, Carkeel
(south-eastbound) March 2009

Part 1 of 1

Date	Mean Speed	85%ile Speed	Percentage of Vehicles ≤ 30 mph	Percentage of Vehicles > 40 mph
18/03/2009	35.5	40.0	12.9	9.4
19/03/2009	35.4	40.0	12.5	8.7
20/03/2009	35.0	40.0	14.7	7.2
21/03/2009	35.8	40.0	11.8	11.3
22/03/2009	35.9	40.0	10.5	12.0
23/03/2009	35.7	40.0	11.4	10.1
24/03/2009	34.5	39.0	11.0	5.6



Display
With Display of Speed Limit

Daily Summary Table

A388 Callington Road, Carkeel
(south-eastbound) March 2009

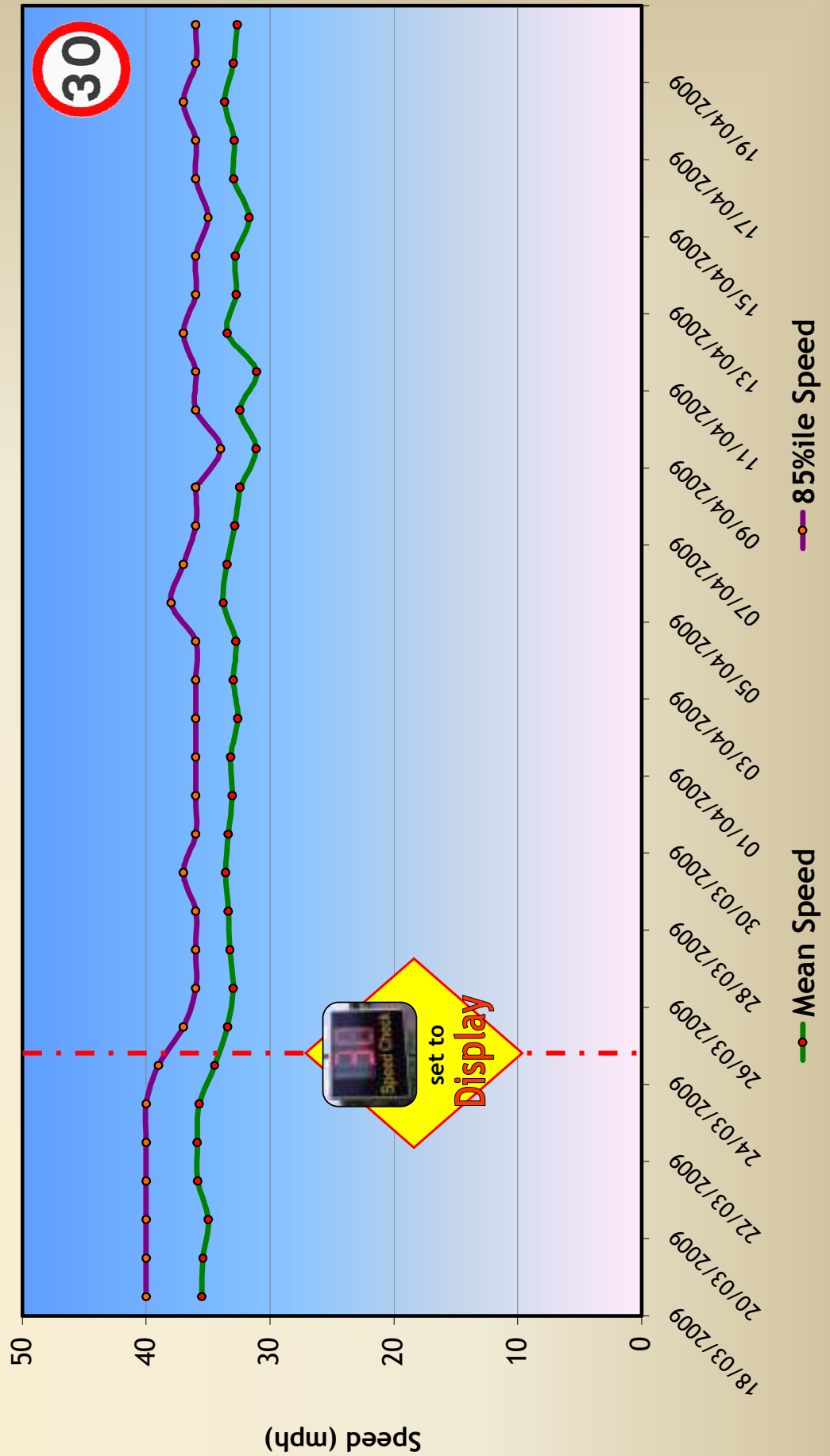
Part 1 of 1

Date	Mean Speed	85%ile Speed	Percentage of Vehicles ≤30 mph	Percentage of Vehicles >40 mph
25/03/2009	33.4	37.0	12.5	3.0
26/03/2009	33.0	36.0	12.3	2.5
27/03/2009	33.2	36.0	12.0	2.5
28/03/2009	33.4	36.0	13.2	3.5
29/03/2009	33.6	37.0	11.1	4.2
30/03/2009	33.4	36.0	12.9	3.1
31/03/2009	33.1	36.0	14.5	2.8
01/04/2009	33.2	36.0	13.4	2.6
02/04/2009	32.6	36.0	23.2	3.0
03/04/2009	33.0	36.0	15.2	1.9
04/04/2009	32.8	36.0	20.2	2.1
05/04/2009	33.8	38.0	13.9	5.2
06/04/2009	33.5	37.0	13.9	3.6
07/04/2009	32.8	36.0	13.5	2.0
08/04/2009	32.4	36.0	16.9	1.6
09/04/2009	31.1	34.0	39.7	1.1
10/04/2009	32.4	36.0	26.8	2.5
11/04/2009	31.1	36.0	22.9	3.2
12/04/2009	33.5	37.0	17.2	4.5
13/04/2009	32.7	36.0	26.8	4.4
14/04/2009	32.8	36.0	17.1	2.0
15/04/2009	31.7	35.0	19.0	1.6
16/04/2009	32.9	36.0	14.7	2.2
17/04/2009	32.9	36.0	19.3	3.1
18/04/2009	33.7	37.0	13.8	4.1
19/04/2009	33.0	36.0	18.8	3.8
20/04/2009	32.7	36.0	21.7	2.3



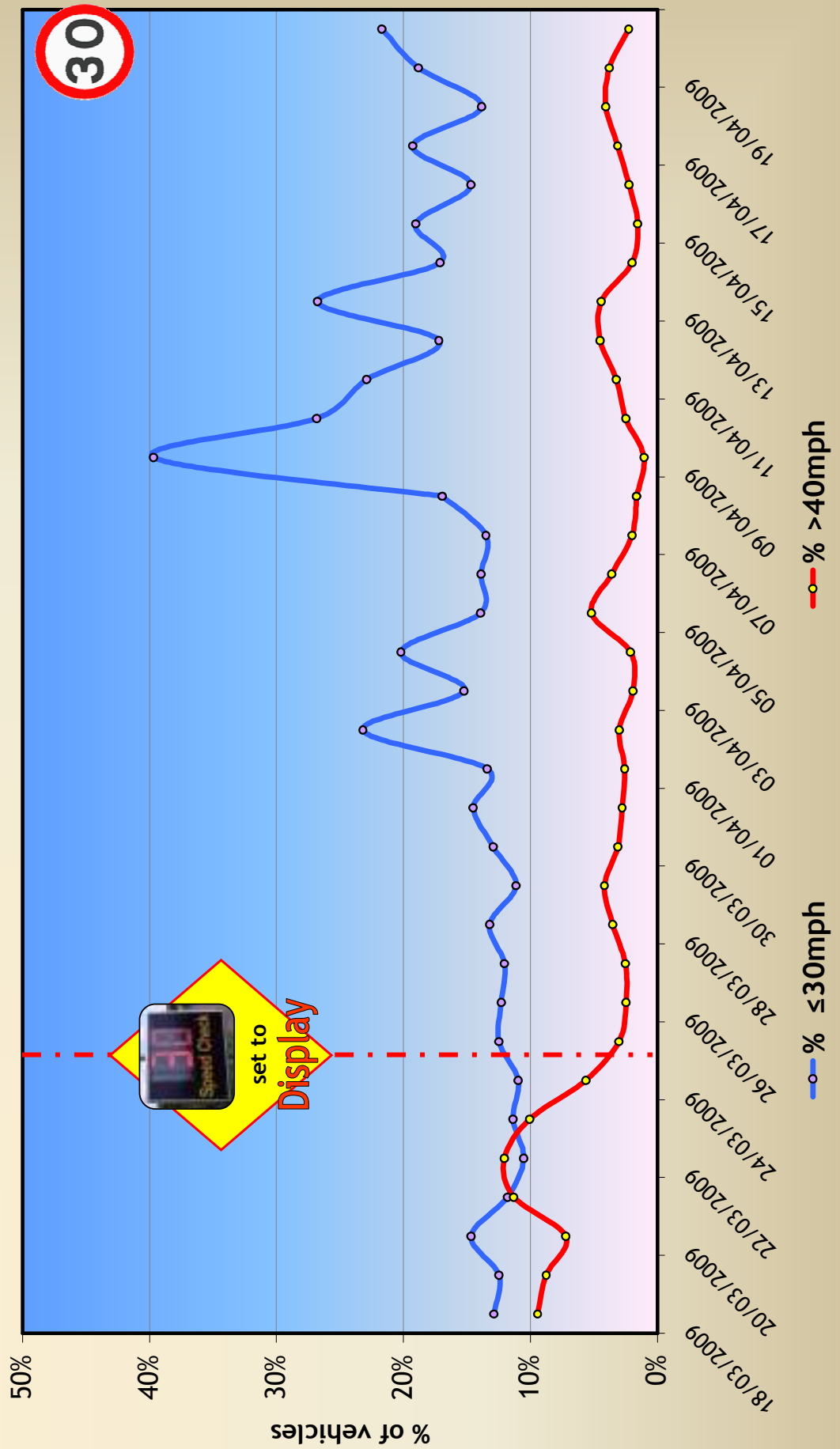
Mean & 85%ile Speed

A388 Callington Road, Carkeel



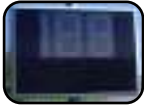

Percentage of Vehicles ≤30mph & >40mph

A388 Callington Road, Carkeel



Speed Frequencies

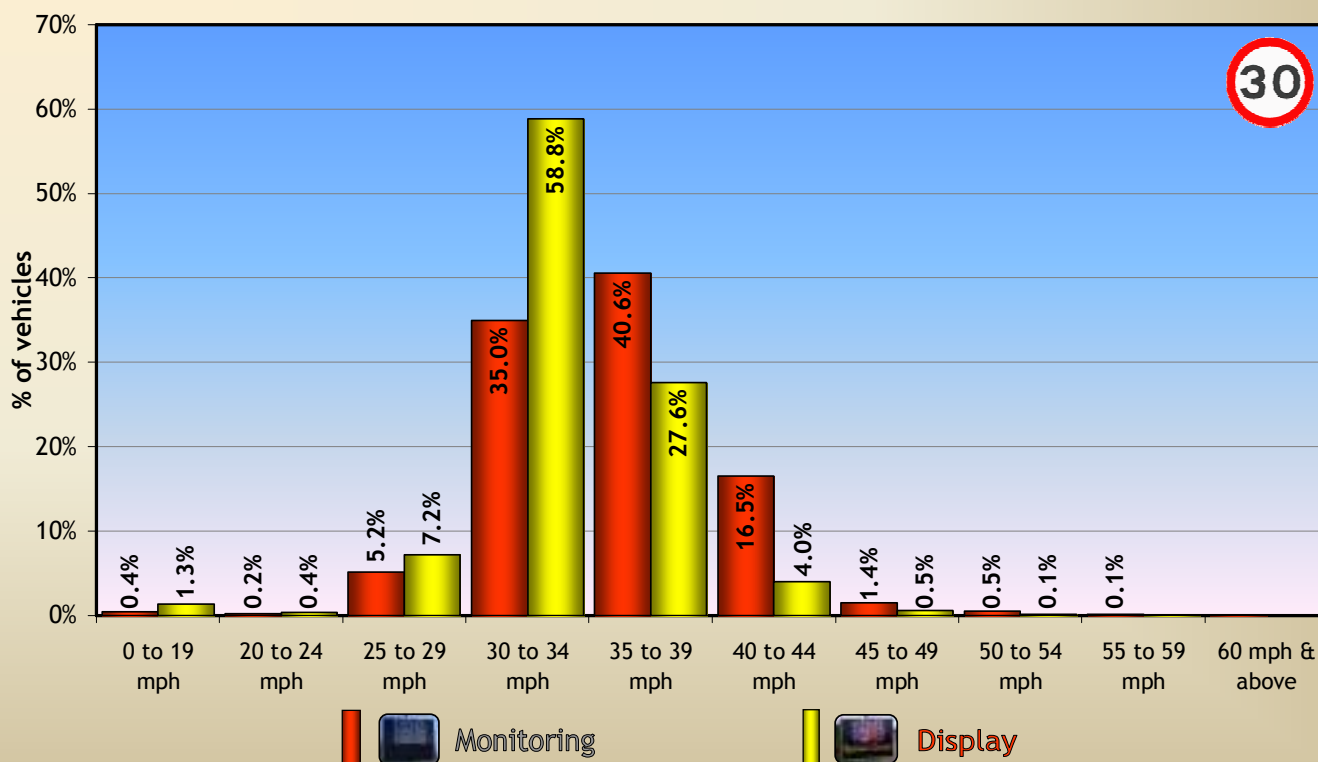
A388 Callington Road, Carkeel (south-eastbound) March 2009

Speed Class	Percentage of Observations		
	 Monitoring No Display of Speed Limit	 Display With Display of Speed Limit	Change in Speed Frequencies Monitoring to Display
0 mph to 19 mph	0.4	1.3	+0.9
20 mph to 24 mph	0.2	0.4	+0.2
25 mph to 29 mph	5.2	7.2	+2.0
30 mph to 34 mph	35.0	58.8	+23.8
35 mph to 39 mph	40.6	27.6	-13.0
40 mph to 44 mph	16.5	4.0	-12.5
45 mph to 49 mph	1.4	0.5	-0.9
50 mph to 54 mph	0.5	0.1	-0.4
55 mph to 59 mph	0.1	0.0	-0.1
60 mph & above	0.0	0.0	0.0
Total	100.0	100.0	-



Speed Frequencies

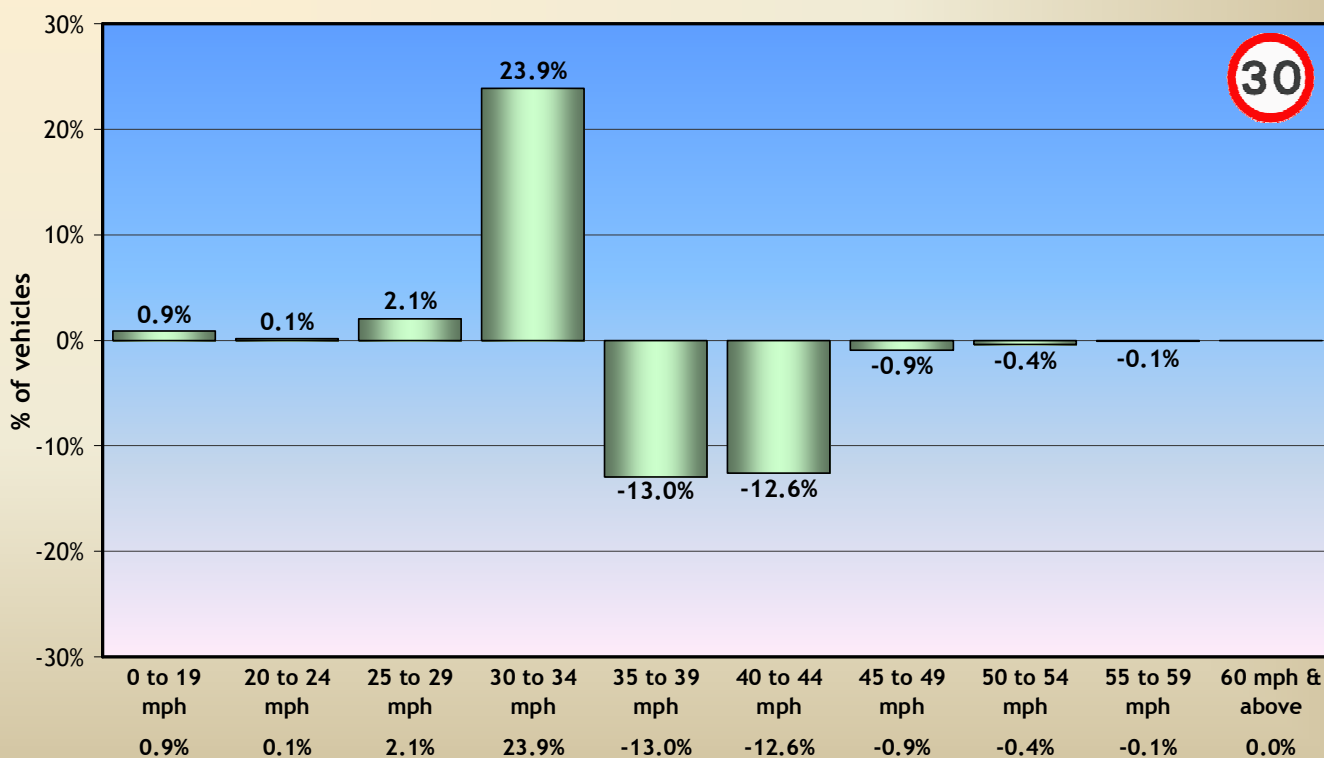
A388 Callington Road, Carkeel



Speed Frequencies

Change in Speed Frequencies from Monitoring to Display Phase

A388 Callington Road, Carkeel





Monitoring
No Display of Speed Limit

Daily Speed Frequencies

A388 Callington Road, Carkeel
(south-eastbound) March 2009

Part 1 of 1

Date	Number of Observations										Total
	0 to 19 mph	20 to 24 mph	25 to 29 mph	30 to 34 mph	35 to 39 mph	40 to 44 mph	45 to 49 mph	50 to 54 mph	55 to 59 mph	60 mph & above	
18/03/2009	14	6	141	920	1,148	508	44	13	3	0	2,797
19/03/2009	14	6	139	985	1,205	484	44	15	1	0	2,893
20/03/2009	5	6	222	1,180	1,249	445	35	10	3	2	3,157
21/03/2009	14	7	143	878	1,212	557	50	23	3	2	2,889
22/03/2009	10	5	126	869	1,126	503	52	17	6	1	2,715
23/03/2009	15	12	128	821	1,144	505	38	17	4	0	2,684
24/03/2009	17	4	139	1,388	1,093	331	28	8	2	0	3,010
Total	89	46	1,038	7,041	8,177	3,333	291	103	22	5	20,145



Display
With Display of Speed Limit

Daily Speed Frequencies

A388 Callington Road, Carkeel
(south-eastbound) March 2009

Part 1 of 1

Date	Number of Observations										Total
	0 to 19 mph	20 to 24 mph	25 to 29 mph	30 to 34 mph	35 to 39 mph	40 to 44 mph	45 to 49 mph	50 to 54 mph	55 to 59 mph	60 mph & above	
25/03/2009	18	5	184	1,804	1,065	143	14	7	0	0	3,240
26/03/2009	41	12	158	1,851	877	111	12	4	0	0	3,066
27/03/2009	34	7	160	2,005	1,073	130	22	4	1	1	3,437
28/03/2009	30	7	175	1,863	1,062	167	18	1	0	0	3,323
29/03/2009	16	6	119	1,668	909	148	31	3	1	0	2,901
30/03/2009	20	9	168	1,899	1,008	140	17	5	0	0	3,266
31/03/2009	25	11	201	1,907	957	128	10	4	0	0	3,243
01/04/2009	21	8	194	2,063	1,029	121	21	4	1	0	3,462
02/04/2009	14	17	342	1,552	636	108	22	4	0	0	2,695
03/04/2009	13	8	248	2,360	1,027	116	11	1	1	0	3,785
04/04/2009	9	18	317	1,998	872	105	7	2	0	0	3,328
05/04/2009	7	6	133	997	622	110	25	7	2	0	1,909
06/04/2009	6	3	114	1,022	553	92	12	3	1	0	1,806
07/04/2009	75	13	226	2,581	1,225	142	16	1	0	1	4,280
08/04/2009	70	6	273	2,427	954	95	7	2	0	0	3,834
09/04/2009	4	7	142	407	89	8	1	0	0	0	658
10/04/2009	7	10	175	709	295	46	6	1	0	0	1,249
11/04/2009	348	23	234	1,994	920	159	27	1	2	1	3,709
12/04/2009	4	8	157	991	571	119	10	3	1	1	1,865
13/04/2009	14	15	273	1,129	504	115	26	2	0	0	2,078
14/04/2009	20	13	354	2,836	1,123	153	15	1	0	0	4,515
15/04/2009	170	36	235	2,302	821	92	11	0	1	1	3,669
16/04/2009	15	8	203	2,298	907	111	17	3	0	0	3,562
17/04/2009	20	6	170	983	479	87	10	0	0	0	1,755
18/04/2009	0	5	98	748	428	88	10	1	2	0	1,380
19/04/2009	7	12	321	2,036	854	172	29	3	0	0	3,434
20/04/2009	10	10	208	1,035	475	63	8	2	1	0	1,812
Total	1,018	289	5,582	45,468	21,336	3,069	415	69	14	5	77,261



Monitoring
No Display of Speed Limit

Hour of Day Summary Table

A388 Callington Road, Carkeel
(south-eastbound) March 2009

Hour of Day	Mean Speed	85%ile Speed	Percentage of Vehicles ≤30 mph	Percentage of Vehicles >40 mph
00:00 to 00:59	37.3	43.6	12.1	23.6
01:00 to 01:59	40.3	47.0	4.4	38.2
02:00 to 02:59	38.5	43.0	5.7	24.3
03:00 to 03:59	38.0	43.0	8.6	24.7
04:00 to 04:59	39.0	47.3	7.0	34.9
05:00 to 05:59	38.2	44.0	10.9	30.9
06:00 to 06:59	38.4	43.0	4.9	25.7
07:00 to 07:59	36.4	40.0	7.8	11.4
08:00 to 08:59	36.0	40.0	9.2	9.7
09:00 to 09:59	34.8	40.0	15.0	6.5
10:00 to 10:59	34.8	39.0	15.4	5.4
11:00 to 11:59	34.6	39.0	15.5	5.8
12:00 to 12:59	34.7	39.0	15.0	4.9
13:00 to 13:59	34.7	39.0	13.1	4.9
14:00 to 14:59	34.2	38.0	15.7	3.9
15:00 to 15:59	34.6	39.0	14.2	4.3
16:00 to 16:59	35.0	39.5	11.4	6.0
17:00 to 17:59	35.1	40.0	9.2	6.4
18:00 to 18:59	35.6	40.0	10.0	9.3
19:00 to 19:59	35.7	40.0	10.4	10.5
20:00 to 20:59	36.4	41.0	8.5	15.7
21:00 to 21:59	36.4	41.0	9.2	17.6
22:00 to 22:59	36.9	43.0	10.5	20.7
23:00 to 23:59	36.9	43.0	9.6	22.0



Display
With Display of Speed Limit

Hour of Day Summary Table

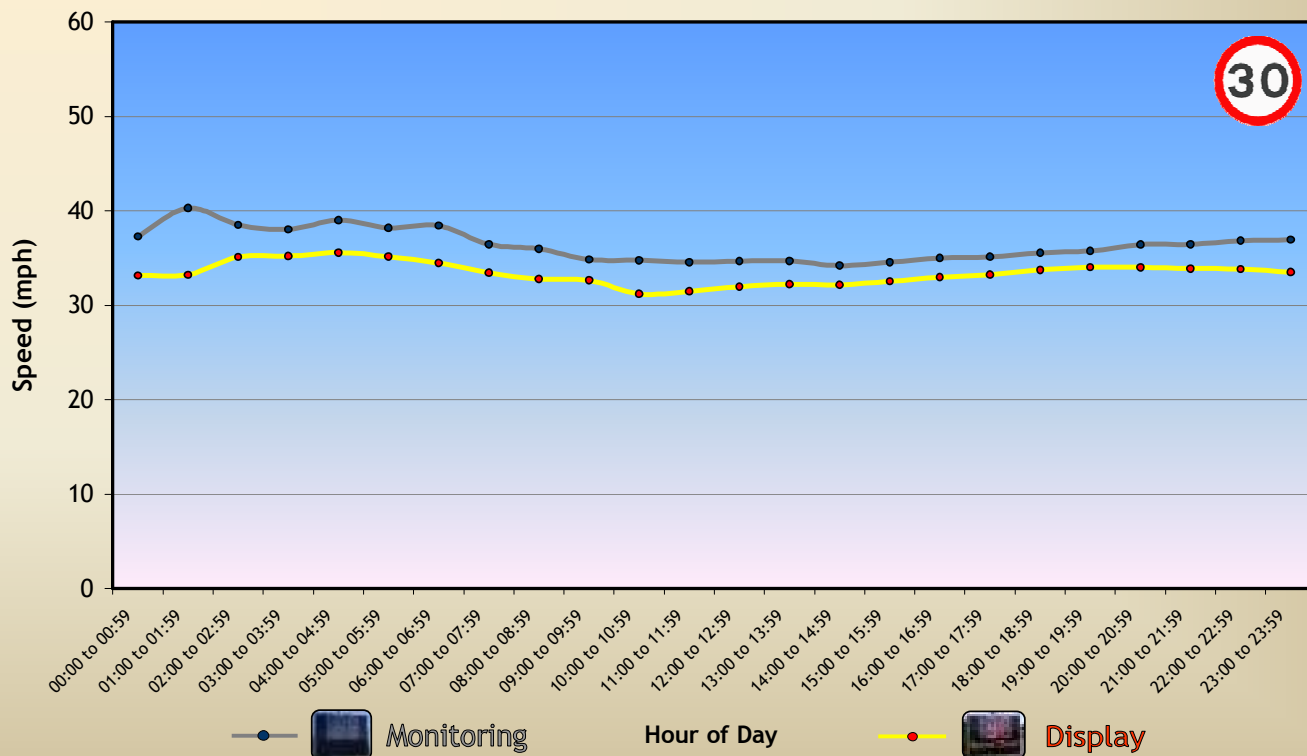
A388 Callington Road, Carkeel
(south-eastbound) March 2009

Hour of Day	Mean Speed	85%ile Speed	Percentage of Vehicles ≤30 mph	Percentage of Vehicles >40 mph
00:00 to 00:59	33.2	39.0	20.0	10.2
01:00 to 01:59	33.2	40.0	18.6	11.3
02:00 to 02:59	35.1	40.0	12.5	13.0
03:00 to 03:59	35.2	40.0	10.9	14.1
04:00 to 04:59	35.6	42.0	11.3	19.2
05:00 to 05:59	35.2	40.0	12.0	12.7
06:00 to 06:59	34.5	38.0	9.8	6.5
07:00 to 07:59	33.4	37.0	11.4	3.5
08:00 to 08:59	32.8	36.0	15.7	2.4
09:00 to 09:59	32.6	36.0	17.7	1.3
10:00 to 10:59	31.2	35.0	25.3	0.8
11:00 to 11:59	31.5	35.0	23.6	0.7
12:00 to 12:59	32.0	35.0	21.5	0.7
13:00 to 13:59	32.2	35.0	20.4	1.0
14:00 to 14:59	32.2	35.0	20.4	0.7
15:00 to 15:59	32.5	35.0	17.1	1.0
16:00 to 16:59	33.0	36.0	12.9	1.3
17:00 to 17:59	33.3	36.0	11.8	1.9
18:00 to 18:59	33.7	37.0	11.4	3.5
19:00 to 19:59	34.0	38.0	12.3	5.0
20:00 to 20:59	34.0	38.0	14.0	6.2
21:00 to 21:59	33.9	38.0	13.2	5.9
22:00 to 22:59	33.8	38.0	14.0	6.6
23:00 to 23:59	33.5	39.0	17.8	9.9



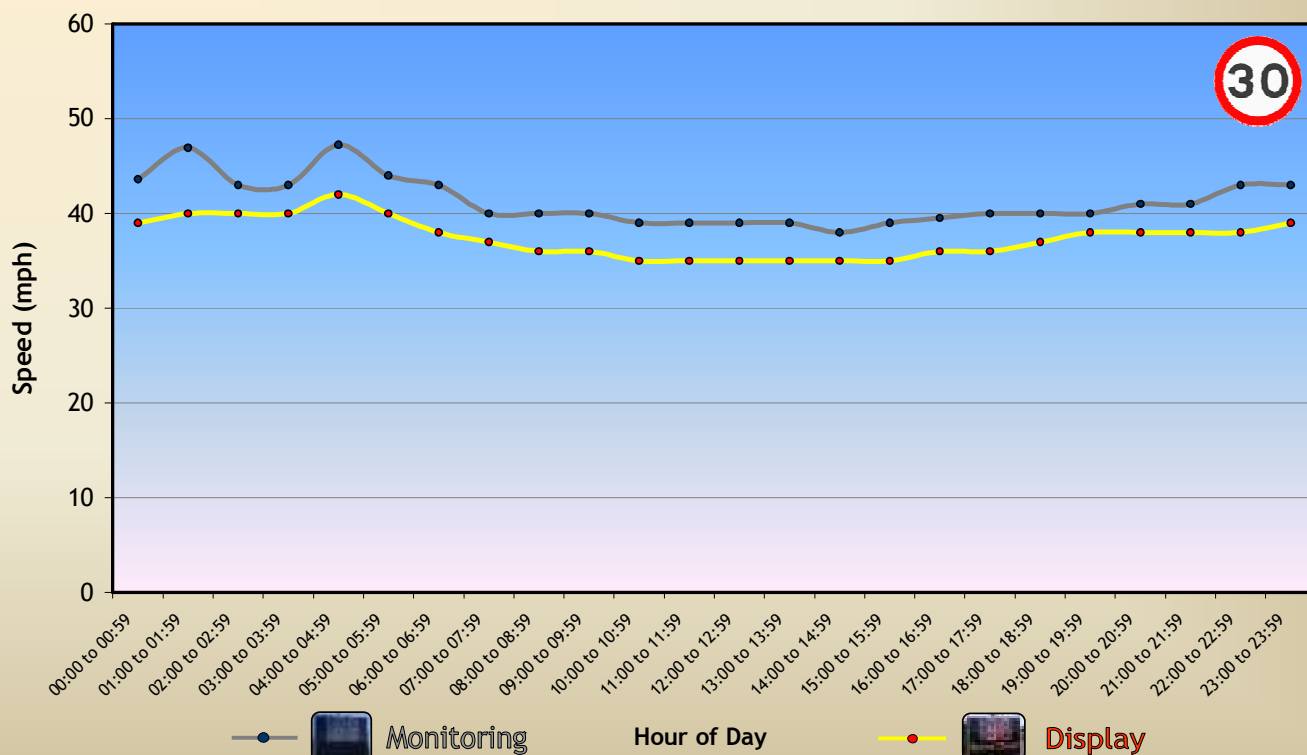
Mean Speed by Hour

A388 Callington Road, Carkeel



85%ile Speed by Hour

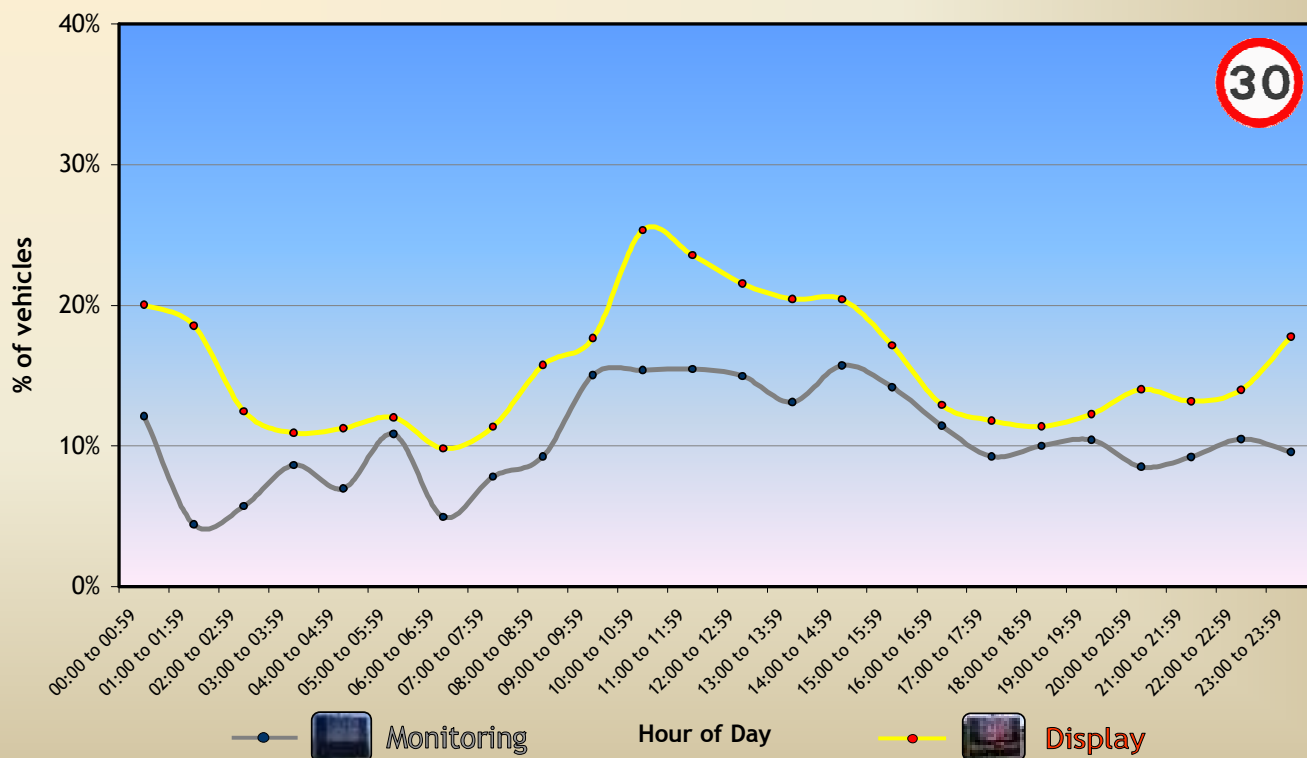
A388 Callington Road, Carkeel





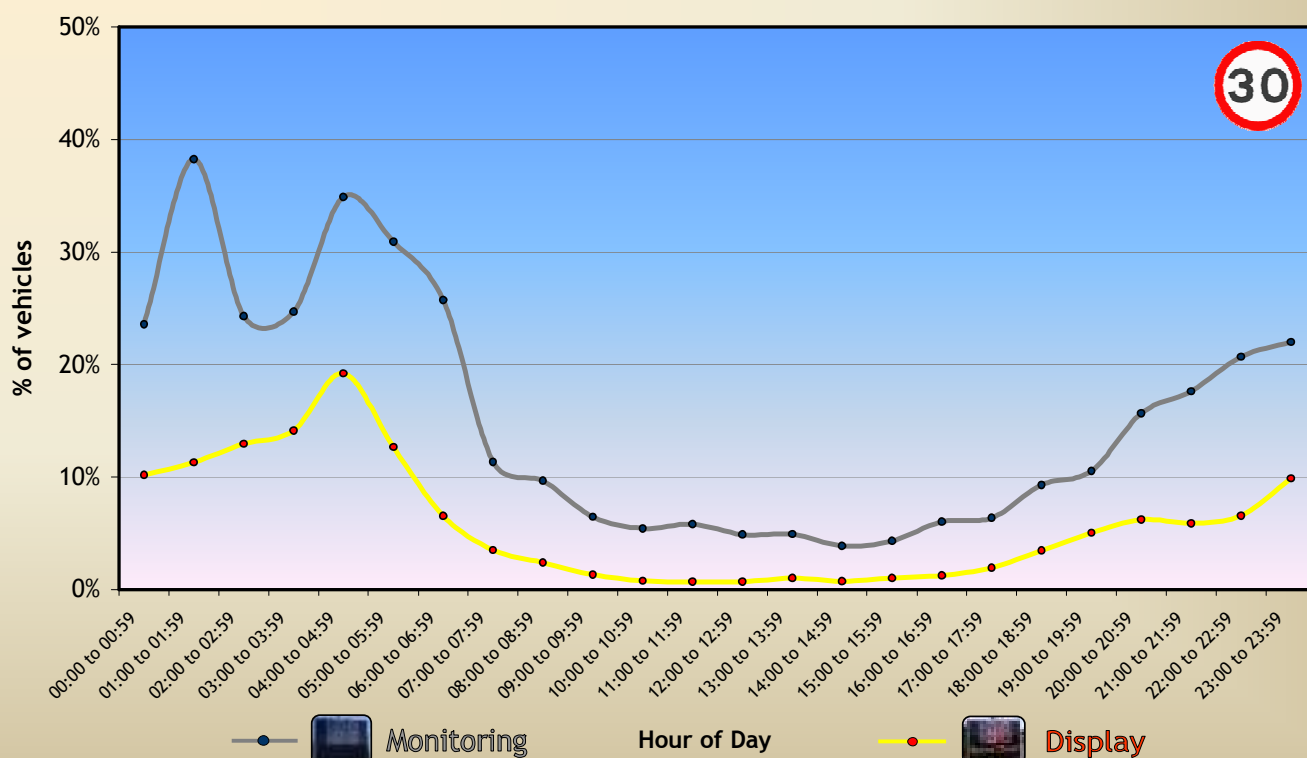
Percentage of Vehicles ≤ 30 mph by hour

A388 Callington Road, Carkeel



Percentage of Vehicles > 40 mph by hour

A388 Callington Road, Carkeel



RadarClass

A388 Carkeel
September 2014
Report
03/10/2014

CORMAC Consultancy **Engineering Design Group**

CORMAC Western Region,
Radnor Road, Scorrier, Redruth, Cornwall, TR16 5EH.



RadarClass



A388 Carkeel September 2014

North-westbound / South-eastbound

Route N ^o	Column N ^o	Neighbourhood Service Area	RadarClass Unit ID	Ordnance Survey Grid Reference
A388	Post	East	Unit 10	241109 / 060481

Date of Deployment	End of Operation	Total Period of Operation
17/09/2014	24/09/2014	8 days

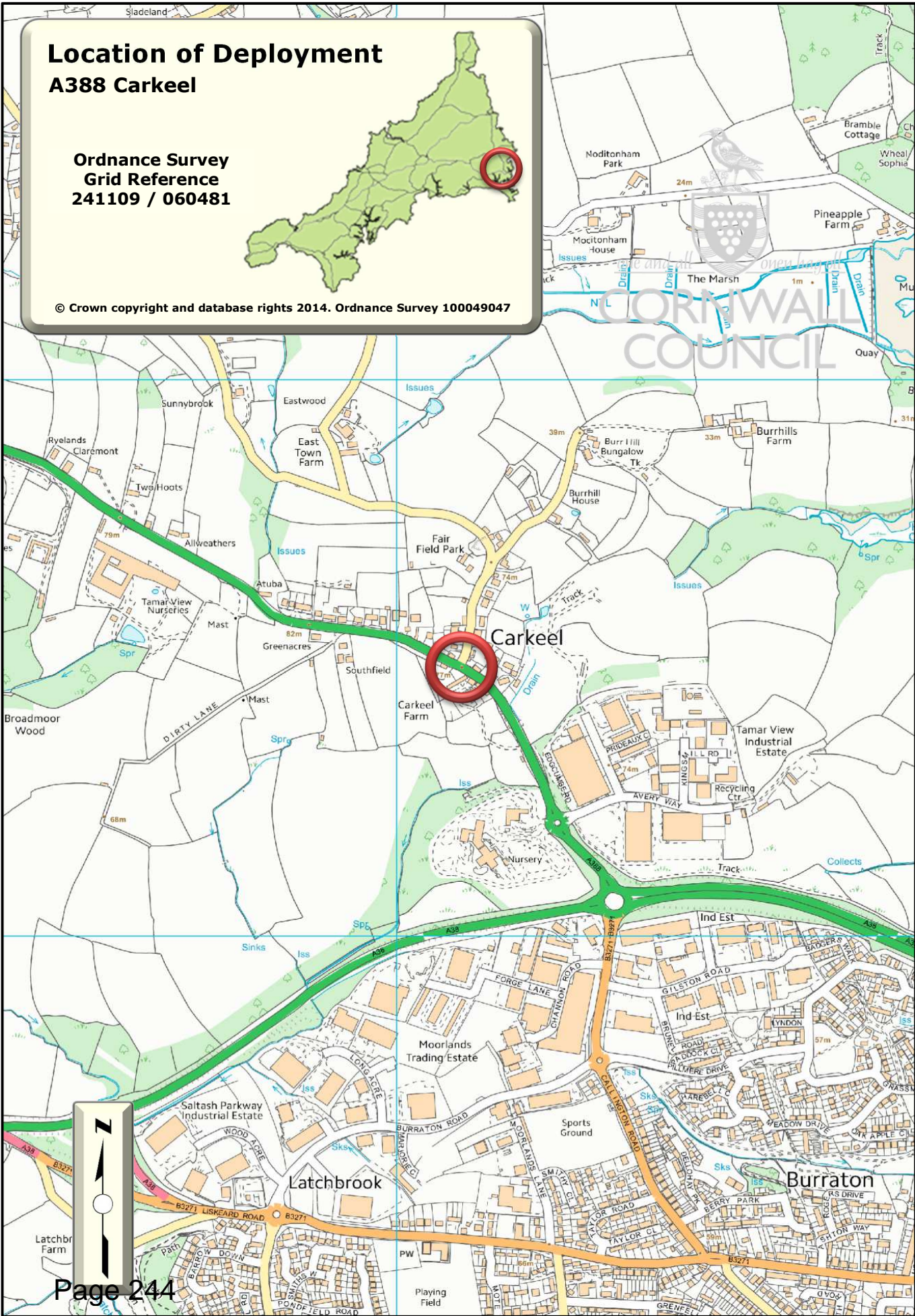
Summary Table

 Speed Limit	All Observations		Weekdays		Weekends	
	North-westbound	South-eastbound	North-westbound	South-eastbound	North-westbound	South-eastbound
Number of Observations:	44,754	46,579	33,341	34,189	11,413	12,390
Mean Speed (mph):	28.7	29.9	28.6	29.6	29.2	30.8
85%ile Speed (mph):	34	34	33	34	34	34
Standard Deviation:	5.0	5.0	5.0	5.1	5.0	4.5
% ≤  :	67.2%	51.7%	68.4%	54.0%	63.8%	45.2%
% 31 mph to 40 mph:	31.4%	47.3%	30.4%	45.1%	34.5%	53.4%
% >40 mph:	1.4%	1.0%	1.2%	0.9%	1.8%	1.5%

Comments:	
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Data Submitted by:	Paul Taylor	Data Processed by:	Gareth Burnett
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1. Location Map.




2. Glossary of Terms & Abbreviations.

RadarClass is a portable radar device that detects and records the speed of passing vehicles. The unit is housed in an unobtrusive rugged black anti-vandal housing which can be mounted on any item of roadside furniture without looking conspicuous.


The principal role of the unit is to detect and count passing vehicles and log the date, time and speed at which they passed. Data collected can be used to determine the volume of traffic flow on the road on which the unit has been deployed.



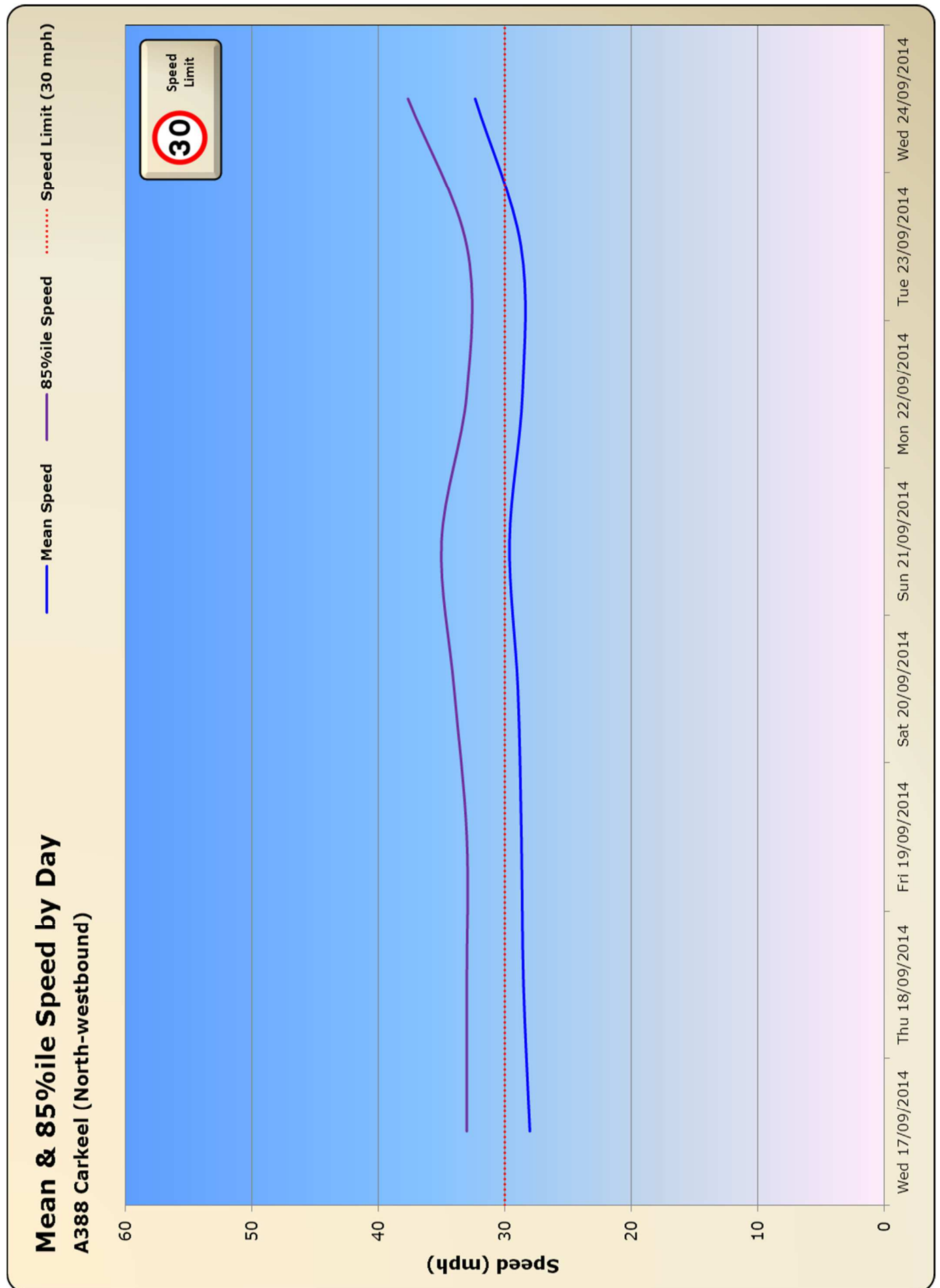
Nº of Observations:	The number of readings recorded by the radar. This does not correspond to an exact count of vehicles passing the sign, since vehicles may pass the sign in a tightly packed group (or 'platoon'); the radar will only record data for the 'lead vehicle' that is determining the speed for the remainder of the platoon.
Mean Speed:	The arithmetic average of all the speed values recorded.
85%ile Speed:	The speed at or below which 85% of the vehicles recorded were travelling.
Standard Deviation:	A measure of how widely speeds are dispersed from the Mean Speed.
% ≤  :	The percentage of vehicles travelling at speeds of 30 mph or below (i.e. the percentage of vehicles travelling at or within the 30 mph speed limit).
% 31 mph to 40 mph:	The percentage of vehicles travelling at speeds of between 31 mph and 40mph.
% >40 mph:	The percentage of vehicles travelling at speeds greater than 40 mph (i.e. the percentage of vehicles travelling at speeds in excess of 10mph above the 30 mph speed limit).

3. North-westbound Detailed Statistics.

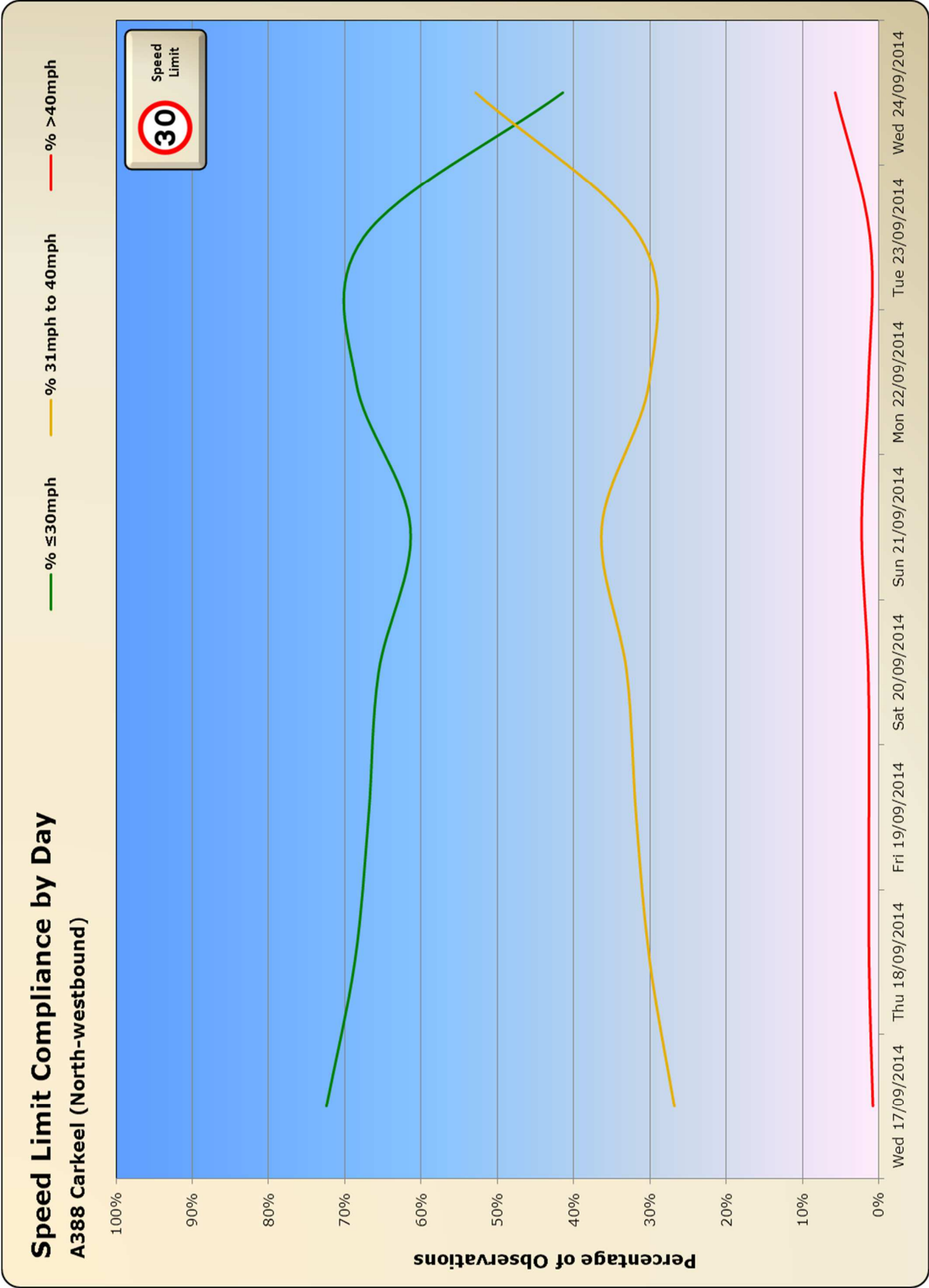
3.1.1. North-westbound Daily Summary Table.

Date	Mean Speed	85%ile Speed	Standard Deviation	% ≤ 	% 31 mph to 40 mph	% >40 mph
Wed 17/09/2014	28.0	33	5.0	72.4%	26.8%	0.8%
Thu 18/09/2014	28.5	33	5.1	68.7%	30.0%	1.3%
Fri 19/09/2014	28.7	33	5.0	66.9%	31.8%	1.3%
Sat 20/09/2014	29.0	34	4.9	65.6%	33.0%	1.4%
Sun 21/09/2014	29.6	35	5.0	61.4%	36.3%	2.3%
Mon 22/09/2014	28.6	33	4.9	68.5%	30.1%	1.4%
Tue 23/09/2014	28.7	33	4.9	67.5%	31.3%	1.1%
Wed 24/09/2014	32.3	38	5.1	41.4%	52.9%	5.7%

3.1.2. North-westbound Mean Speed & 85%ile Speeds by Day Chart.



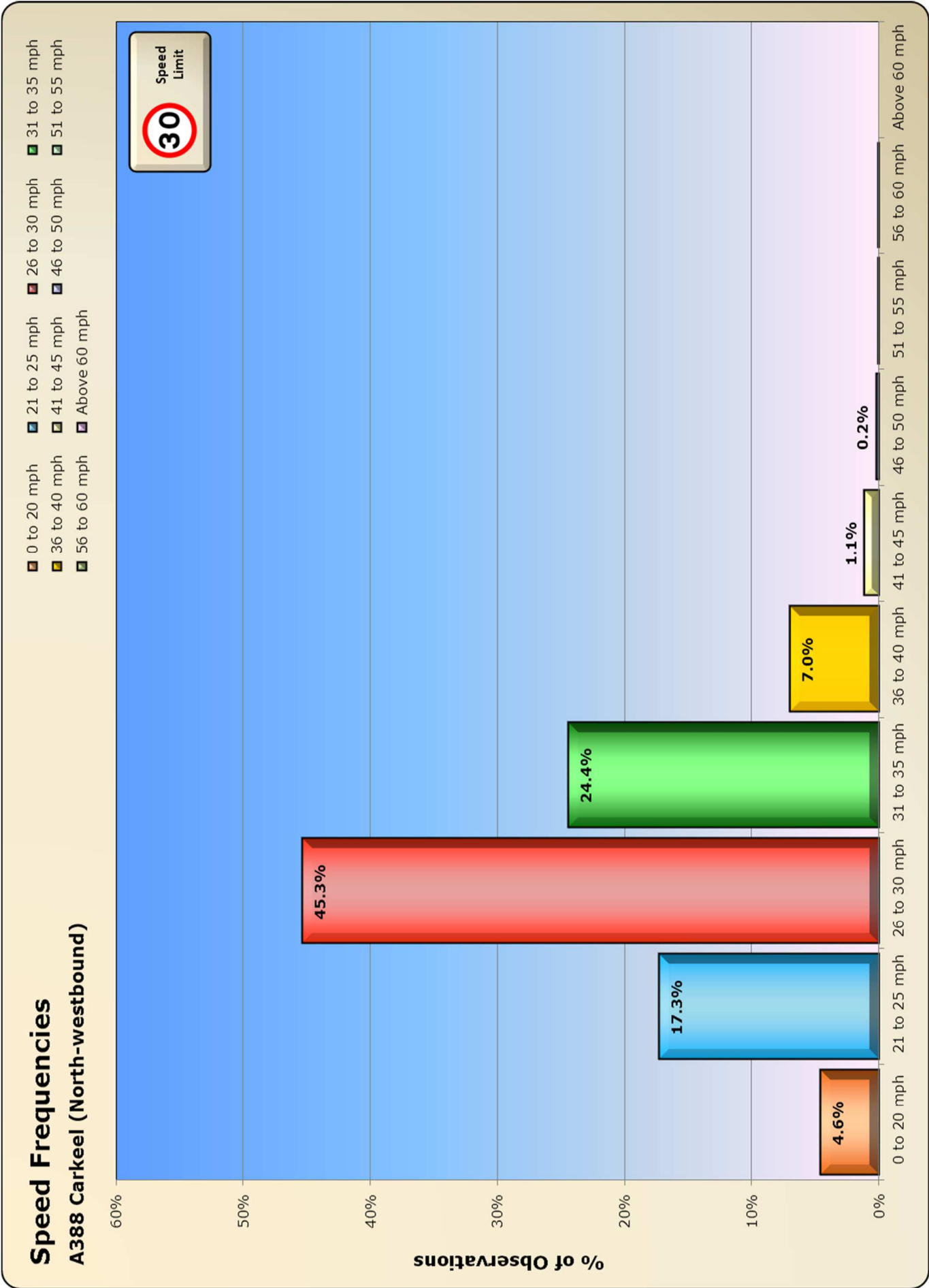
3.1.3. North-westbound Speed Limit Compliance by Day Chart.




3.2.1. North-westbound Speed Frequencies by Day Table.

Date	No ≤ 30			No > 30							Total
	0 to 20 mph	21 to 25 mph	26 to 30 mph	31 to 35 mph	36 to 40 mph	41 to 45 mph	46 to 50 mph	51 to 55 mph	56 to 60 mph	Above 60 mph	
Wed 17/09/2014	248	767	1,795	840	200	25	5	0	0	0	3,880
Thu 18/09/2014	388	1,357	3,376	1,757	481	81	13	0	1	0	7,454
Fri 19/09/2014	371	1,314	3,351	1,890	504	89	8	0	0	0	7,527
Sat 20/09/2014	274	991	2,992	1,654	491	74	12	3	0	0	6,491
Sun 21/09/2014	149	687	2,187	1,324	464	86	23	2	0	0	4,922
Mon 22/09/2014	323	1,301	3,235	1,680	454	83	12	0	1	0	7,089
Tue 23/09/2014	312	1,305	3,327	1,770	523	72	10	1	1	0	7,321
Wed 24/09/2014	0	5	24	21	16	4	0	0	0	0	70
Total % of Total	2,065	7,727	20,287	10,936	3,133	514	83	6	3	0	44,754
	4.6%	17.3%	45.3%	24.4%	7.0%	1.1%	0.2%	0.0%	0.0%	0.0%	100.0%

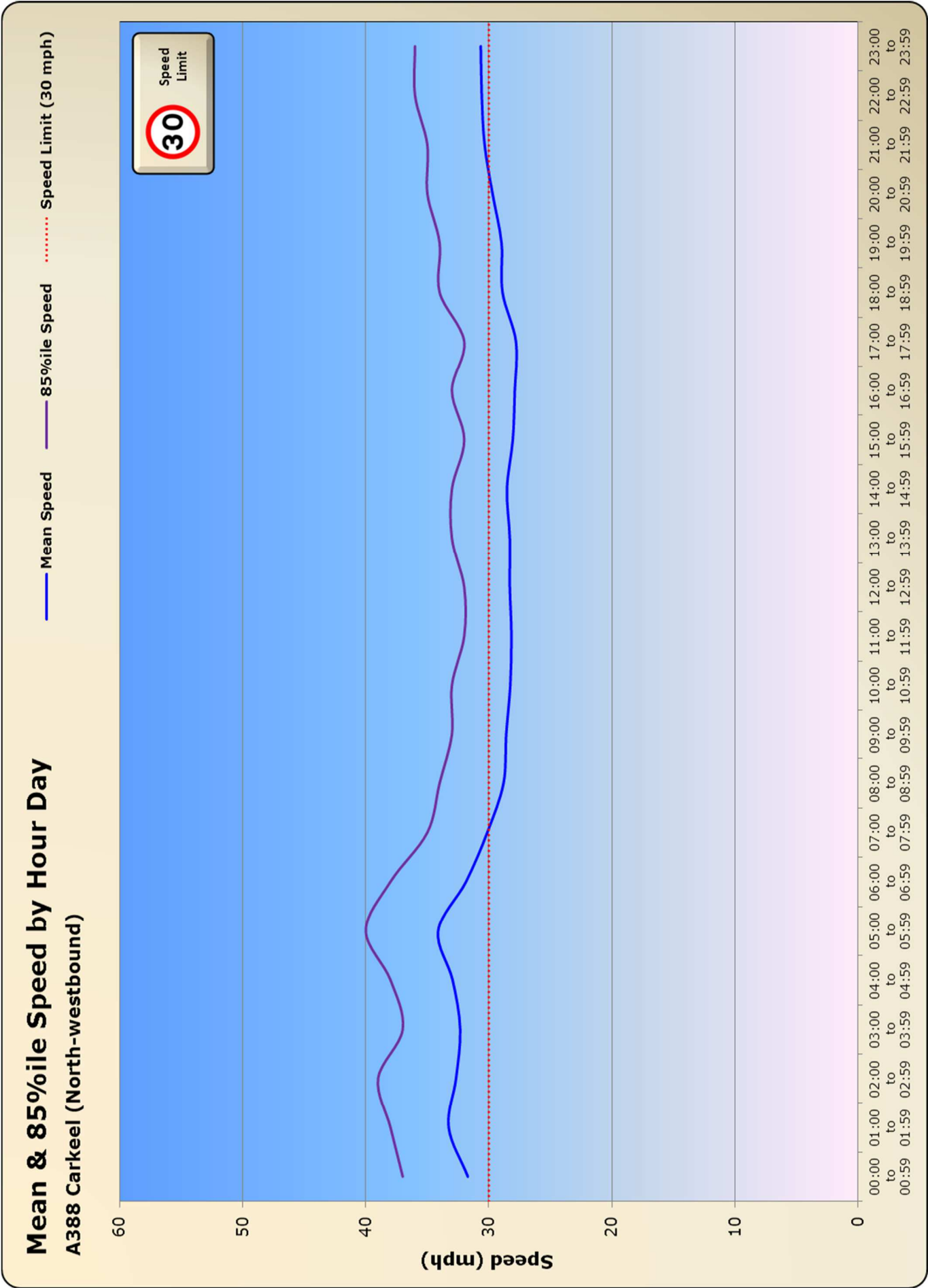
3.2.2. North-westbound Speed Frequencies Chart.



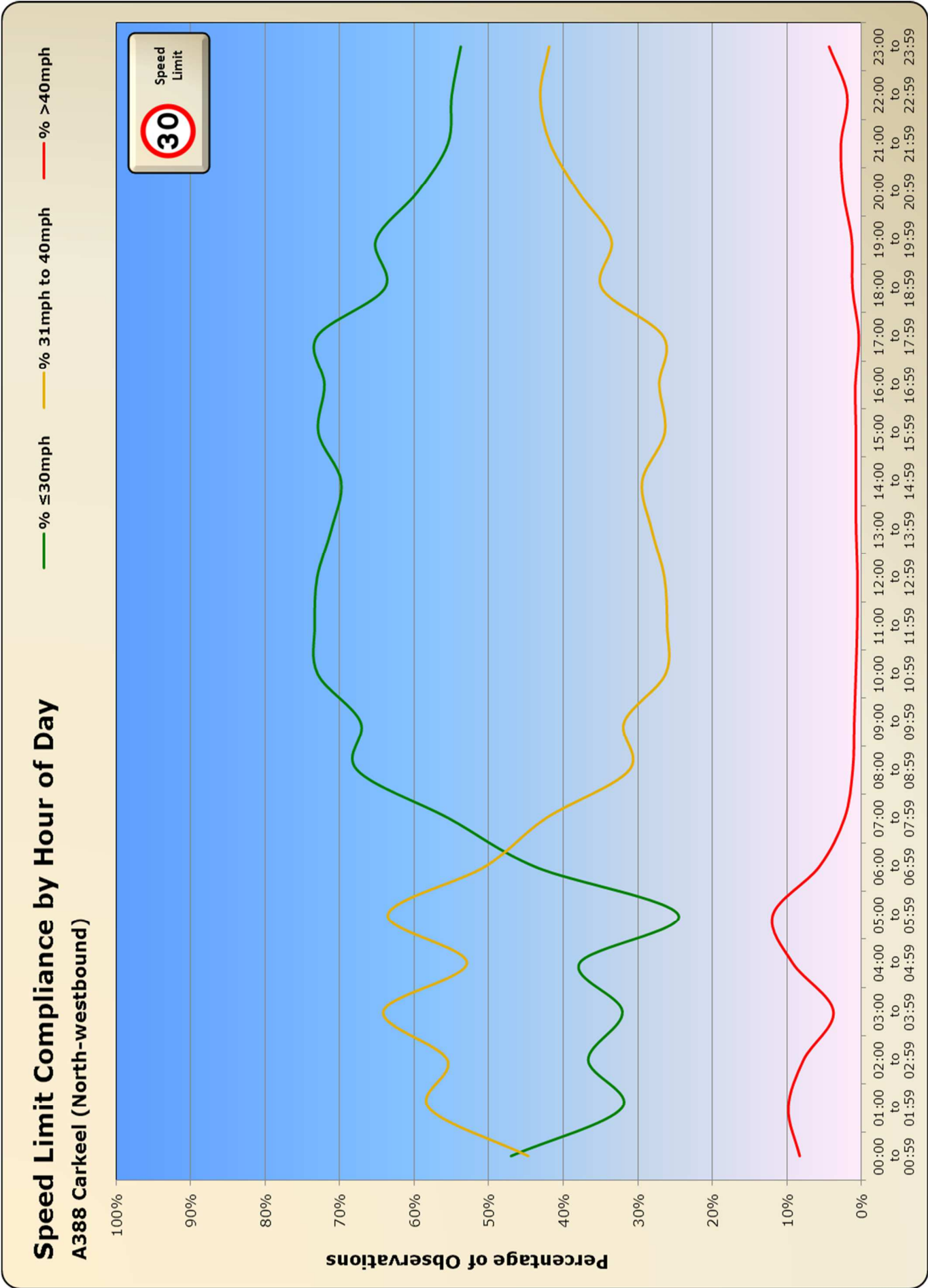
3.3.1. North-westbound Hour of Day Summary Table.

Hour of Day	Mean Speed	85%ile Speed	Standard Deviation	% ≤ 	% 31 mph to 40 mph	% >40 mph
00:00 to 00:59	31.7	37	5.8	47.0%	44.7%	8.3%
01:00 to 01:59	33.3	38	5.7	32.1%	58.0%	9.8%
02:00 to 02:59	32.7	39	5.8	36.7%	55.6%	7.8%
03:00 to 03:59	32.3	37	5.6	32.1%	64.2%	3.8%
04:00 to 04:59	32.9	38	5.9	37.8%	52.9%	9.2%
05:00 to 05:59	34.1	40	5.8	24.6%	63.5%	11.9%
06:00 to 06:59	31.9	38	5.4	43.8%	50.6%	5.7%
07:00 to 07:59	30.1	35	5.2	55.4%	42.4%	2.3%
08:00 to 08:59	28.8	34	5.0	67.7%	31.1%	1.2%
09:00 to 09:59	28.6	33	5.1	67.2%	31.8%	1.0%
10:00 to 10:59	28.3	33	4.4	73.0%	26.3%	0.8%
11:00 to 11:59	28.2	32	4.4	73.3%	26.1%	0.6%
12:00 to 12:59	28.3	32	4.5	73.0%	26.4%	0.5%
13:00 to 13:59	28.3	33	4.6	71.1%	28.2%	0.7%
14:00 to 14:59	28.5	33	4.5	69.8%	29.4%	0.8%
15:00 to 15:59	28.1	32	4.7	72.9%	26.4%	0.8%
16:00 to 16:59	27.9	33	5.0	72.0%	27.1%	0.8%
17:00 to 17:59	27.8	32	4.9	73.1%	26.6%	0.4%
18:00 to 18:59	28.9	34	5.2	63.9%	34.8%	1.2%
19:00 to 19:59	29.0	34	4.9	65.1%	33.6%	1.3%
20:00 to 20:59	29.7	35	5.1	59.5%	38.0%	2.5%
21:00 to 21:59	30.3	35	5.0	55.5%	41.8%	2.8%
22:00 to 22:59	30.6	36	4.6	55.0%	43.1%	1.9%
23:00 to 23:59	30.7	36	5.3	53.8%	41.9%	4.3%

3.3.2. North-westbound Mean Speed & 85%ile Speed by Hour of Day Chart.




3.3.3. North-westbound Speed Limit Compliance by Hour of Day Chart.

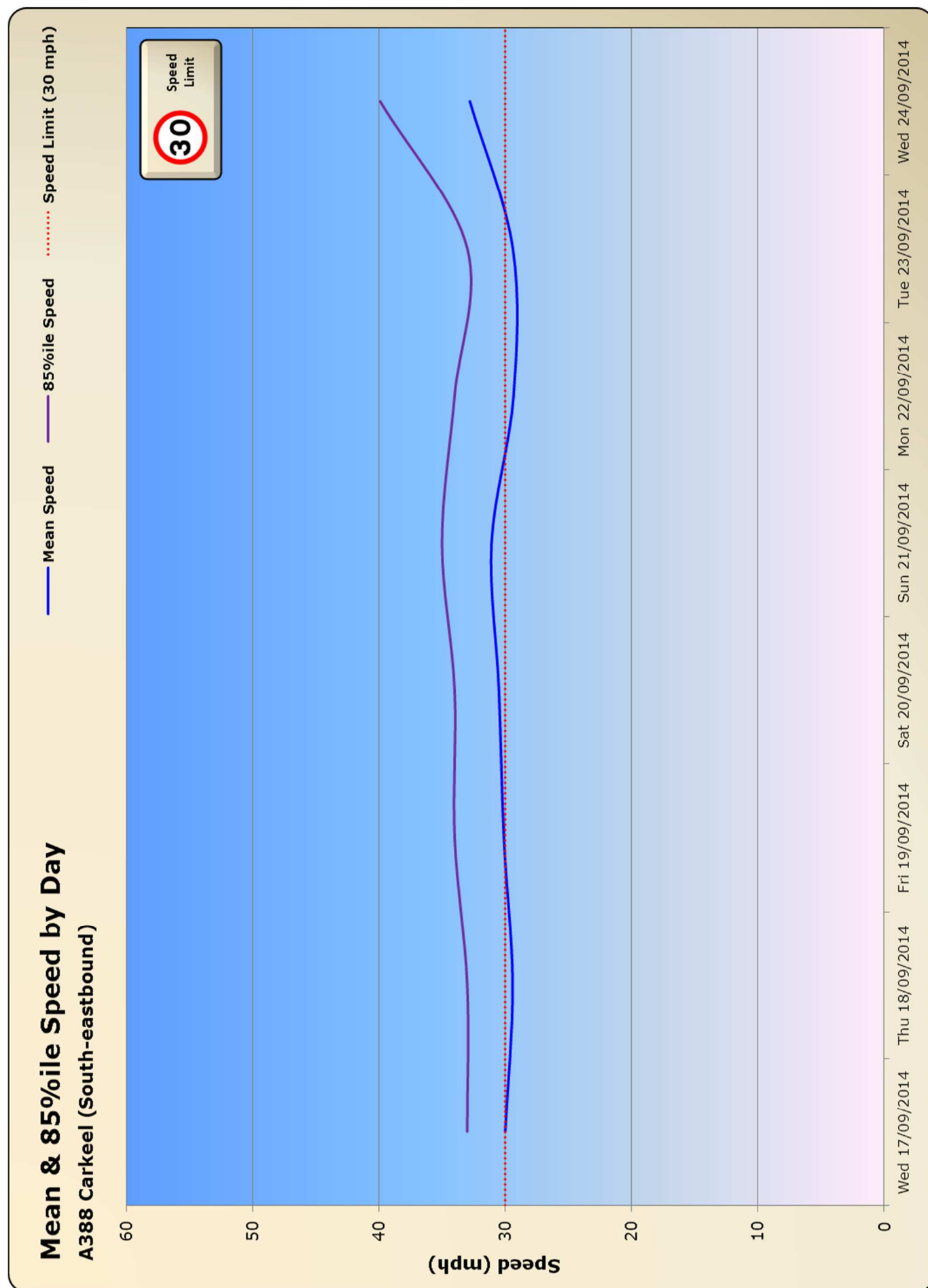


4. South-eastbound Detailed Statistics.

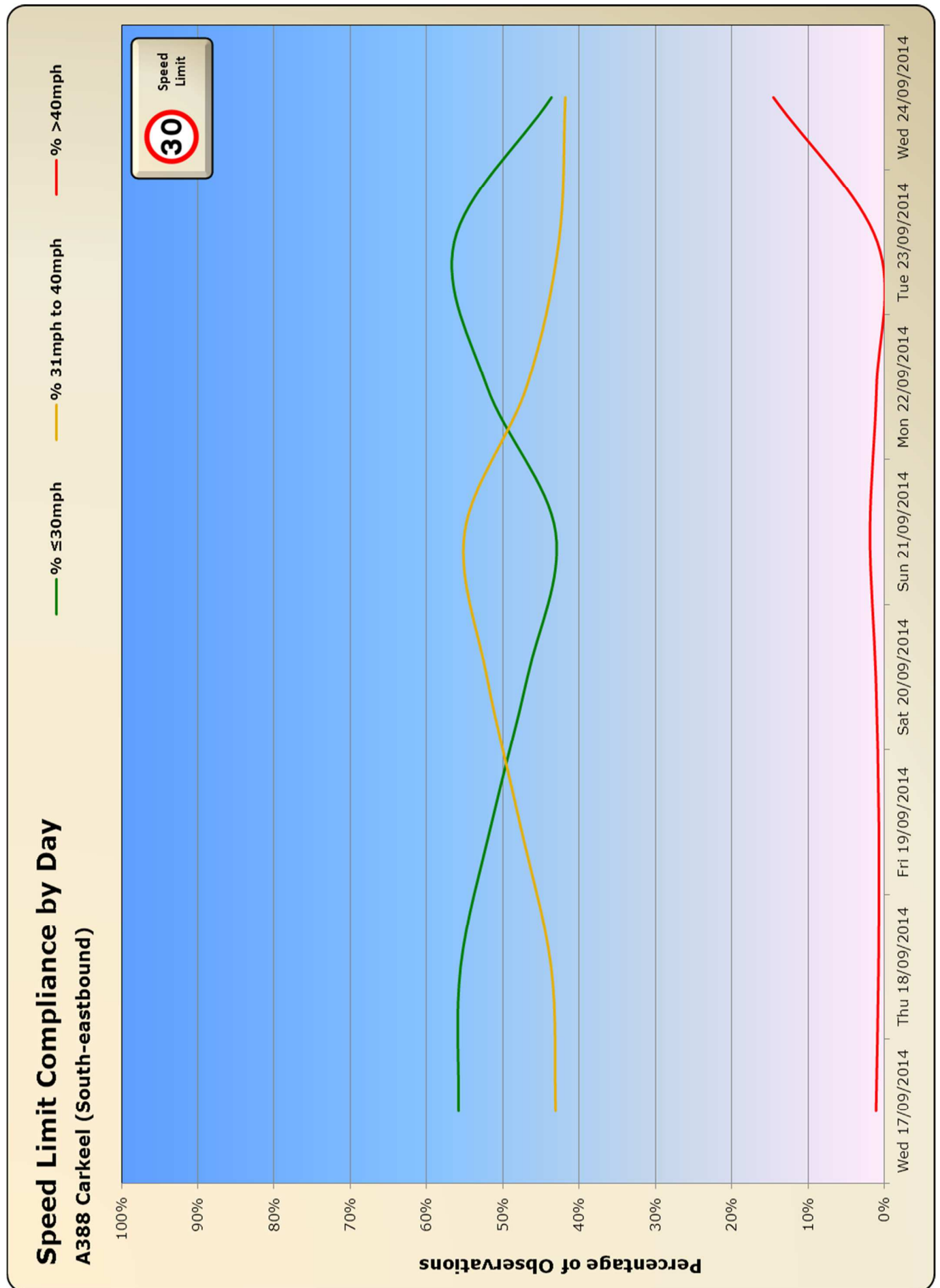
4.1.1. South-eastbound Daily Summary Table.

Date	Mean Speed	85%ile Speed	Standard Deviation	% ≤ 	% 31 mph to 40 mph	% >40 mph
Wed 17/09/2014	30.0	33	4.3	55.8%	43.1%	1.1%
Thu 18/09/2014	29.4	33	5.2	55.5%	43.7%	0.8%
Fri 19/09/2014	30.1	34	4.4	51.4%	47.8%	0.7%
Sat 20/09/2014	30.5	34	4.6	46.8%	52.1%	1.1%
Sun 21/09/2014	31.1	35	4.3	43.1%	55.0%	1.9%
Mon 22/09/2014	29.3	34	5.9	52.1%	46.9%	1.0%
Tue 23/09/2014	29.4	33	5.2	56.4%	42.7%	0.9%
Wed 24/09/2014	32.8	40	7.3	43.6%	41.8%	14.5%

4.1.2. South-eastbound Mean Speed & 85%ile Speed by Day Chart.



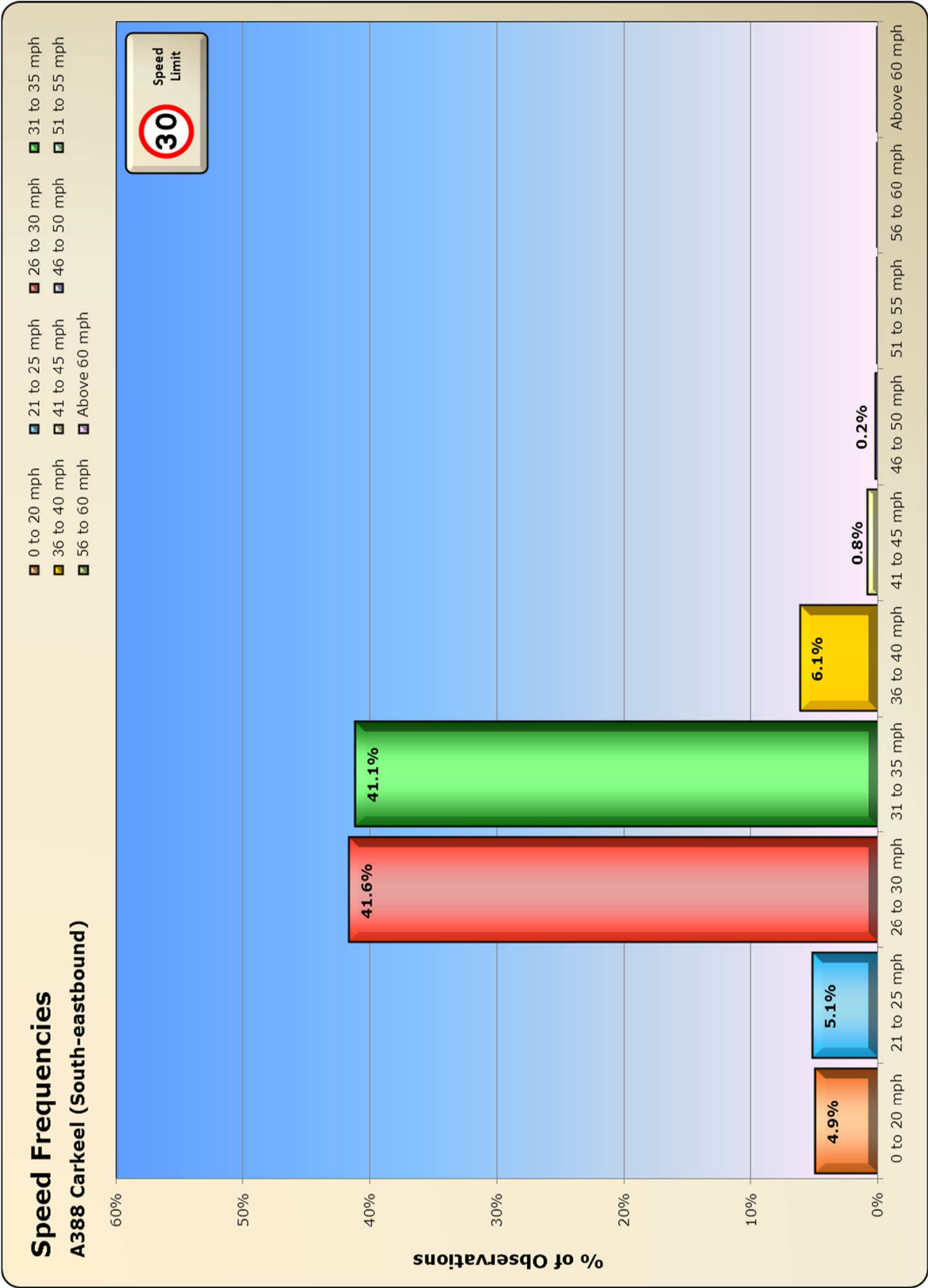
4.1.3. South-eastbound Speed Limit Compliance by Day Chart.




4.2.1. South-eastbound Speed Frequencies by Day Table.

Date	No ≤ 30			No > 30							Total
	0 to 20 mph	21 to 25 mph	26 to 30 mph	31 to 35 mph	36 to 40 mph	41 to 45 mph	46 to 50 mph	51 to 55 mph	56 to 60 mph	Above 60 mph	
Wed 17/09/2014	86	204	1,561	1,265	164	23	9	3	0	1	3,316
Thu 18/09/2014	473	509	3,343	3,005	397	46	10	3	0	0	7,786
Fri 19/09/2014	274	390	3,472	3,370	475	48	8	2	0	0	8,039
Sat 20/09/2014	242	290	2,707	3,100	507	64	10	3	0	0	6,923
Sun 21/09/2014	126	148	2,082	2,523	485	81	20	1	0	1	5,467
Mon 22/09/2014	602	355	2,811	2,961	432	58	13	1	2	0	7,235
Tue 23/09/2014	475	499	3,401	2,930	381	47	15	6	3	1	7,758
Wed 24/09/2014	2	3	19	13	10	4	4	0	0	0	55
Total % of Total	2,280	2,398	19,396	19,167	2,851	371	89	19	5	3	46,579
	4.9%	5.1%	41.6%	41.1%	6.1%	0.8%	0.2%	0.0%	0.0%	0.0%	100.0%

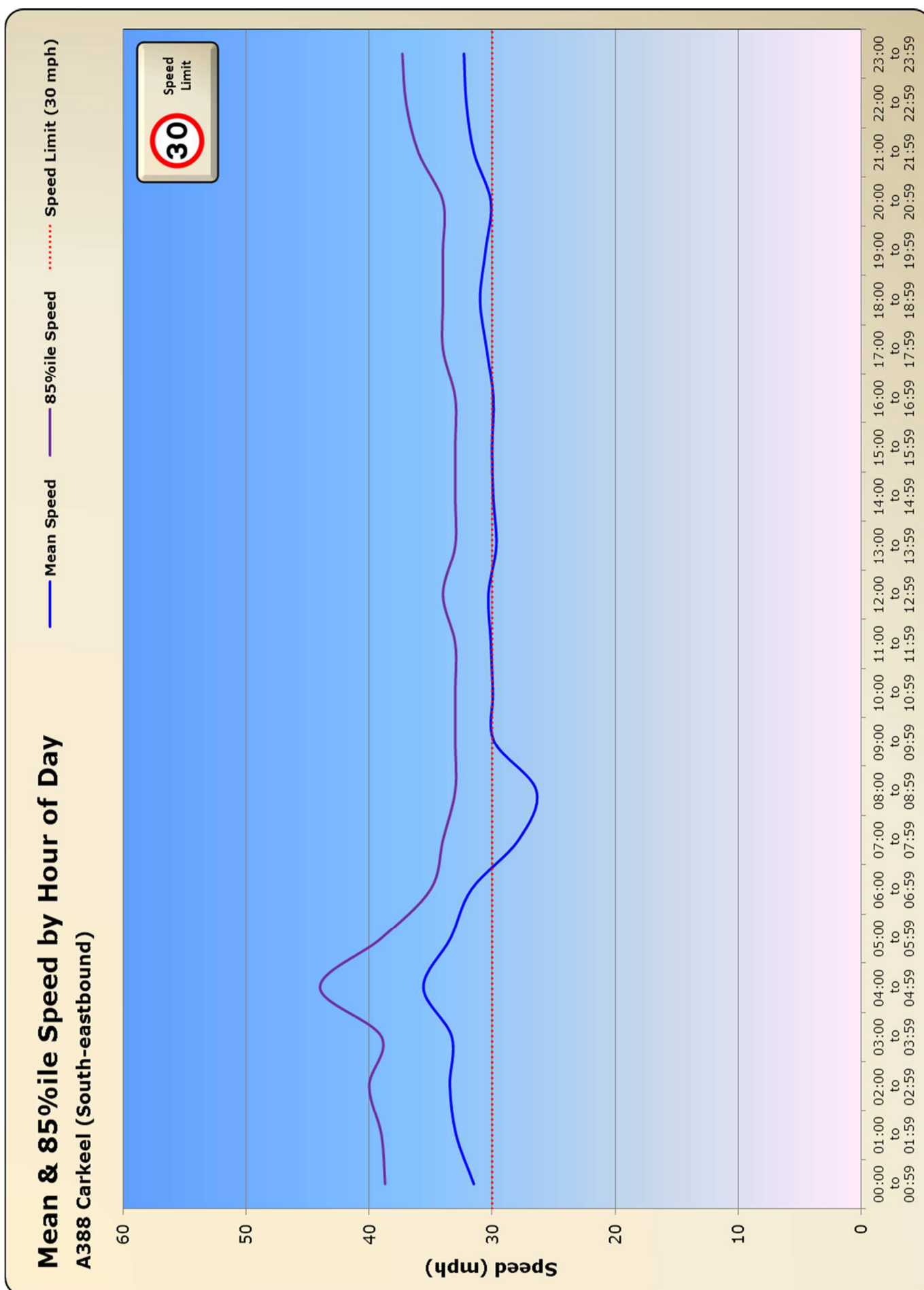
4.2.2. South-eastbound Speed Frequencies Chart.



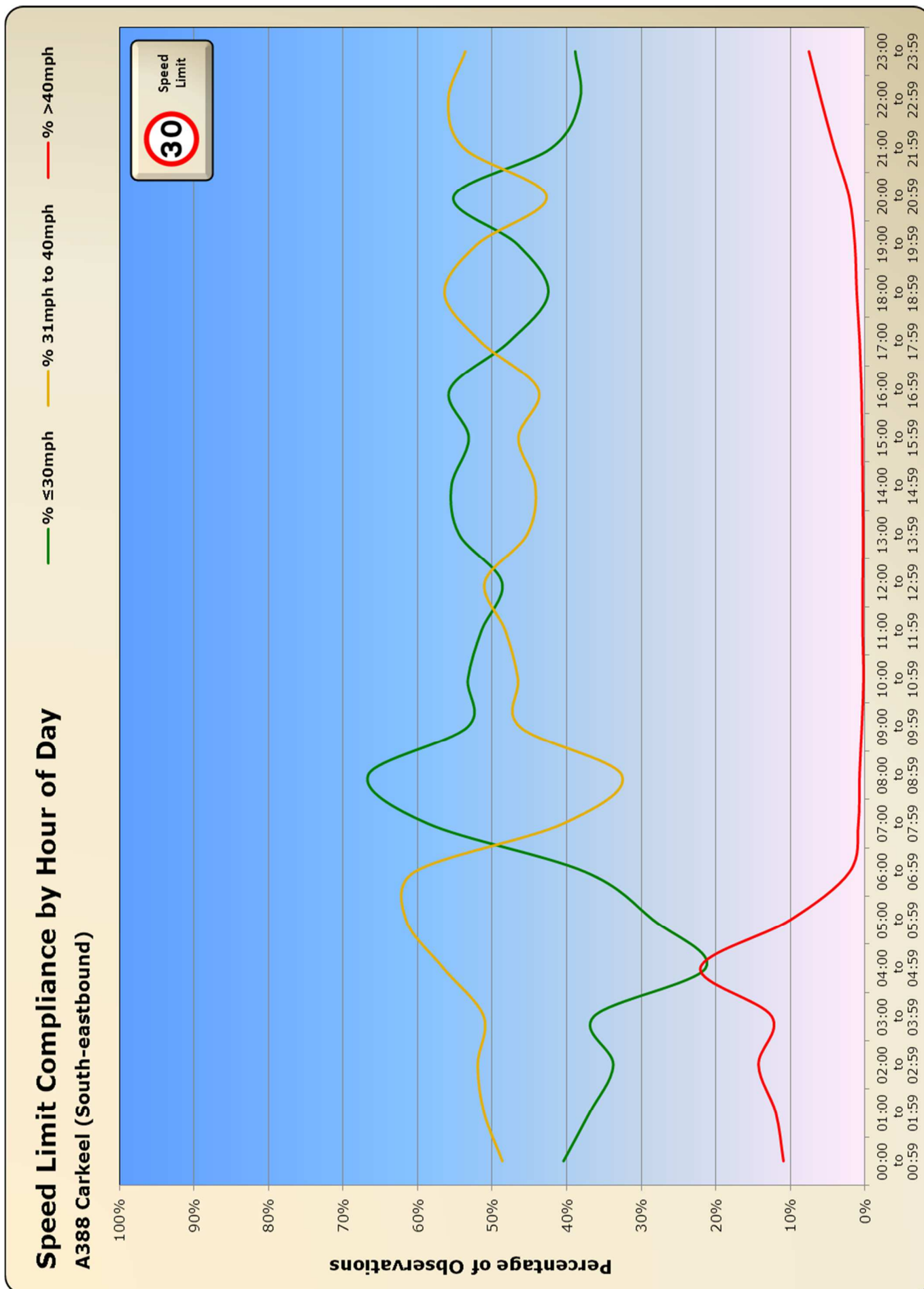
4.3.1. South-eastbound Hour of Day Summary Table.

Hour of Day	Mean Speed	85%ile Speed	Standard Deviation	% ≤ 	% 31 mph to 40 mph	% >40 mph
00:00 to 00:59	31.5	39	7.4	40.4%	48.6%	10.9%
01:00 to 01:59	32.9	39	6.4	37.0%	51.1%	12.0%
02:00 to 02:59	33.4	40	6.7	33.8%	51.9%	14.3%
03:00 to 03:59	33.3	39	6.6	36.4%	51.1%	12.5%
04:00 to 04:59	35.6	44	7.5	21.4%	56.6%	22.1%
05:00 to 05:59	33.4	39	5.2	28.4%	61.6%	10.0%
06:00 to 06:59	31.7	35	4.3	37.6%	60.4%	2.1%
07:00 to 07:59	27.9	34	7.1	58.7%	40.4%	0.9%
08:00 to 08:59	26.4	33	7.6	66.6%	32.6%	0.7%
09:00 to 09:59	29.8	33	4.4	53.3%	46.3%	0.4%
10:00 to 10:59	29.9	33	4.1	53.3%	46.5%	0.2%
11:00 to 11:59	30.1	33	3.8	51.4%	48.2%	0.3%
12:00 to 12:59	30.3	34	4.0	48.7%	51.0%	0.3%
13:00 to 13:59	29.7	33	4.4	54.4%	45.3%	0.2%
14:00 to 14:59	29.9	33	3.8	55.5%	44.2%	0.3%
15:00 to 15:59	30.0	33	4.0	53.2%	46.5%	0.4%
16:00 to 16:59	29.9	33	3.9	55.7%	43.8%	0.5%
17:00 to 17:59	30.5	34	4.0	47.7%	51.6%	0.7%
18:00 to 18:59	31.0	34	4.2	42.5%	56.4%	1.1%
19:00 to 19:59	30.5	34	4.8	46.6%	52.1%	1.4%
20:00 to 20:59	30.1	34	4.9	55.2%	42.7%	2.1%
21:00 to 21:59	31.5	36	5.2	42.1%	53.8%	4.1%
22:00 to 22:59	32.1	37	6.0	38.2%	55.9%	5.9%
23:00 to 23:59	32.3	37	5.8	38.9%	53.6%	7.5%

4.3.2. South-eastbound Mean Speed & 85%ile Speed by Hour of Day Chart.



4.3.3. South-eastbound Speed Limit Compliance by Hour of Day Chart.



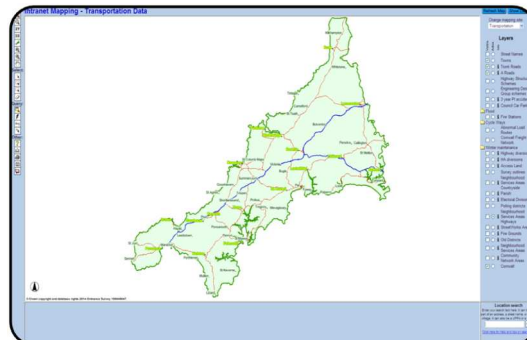


Produced by
Engineering Design Group
Cormac Solutions Ltd



Speed Analysis

**RadarClass is part of the
 Engineering Design Group
 Speed Analysis Programme**



View the SpeedVISOR & RadarClass layer on Intranet mapping at

http://mapping.cornwall.gov.uk/files/Intranet_Mapping/ims_disclaimers.asp?&SITE=transportation

(Cormac and Cornwall Council employees only)

**View the locations of all SpeedVISOR and RadarClass deployments since 2002
 on an interactive map of Cornwall with an option to view and download speed analysis statistics reports.**

**To request a deployment and/or obtain a quote for
 SpeedVISOR, RadarClass or Hand-held Radar deployment
 please contact**

Steve Ball
 Engineering Design Group
 ☎ 01872 327256 📠 497256

Andrew McNeil
 Engineering Design Group
 ☎ 01872 327312 📠 497312

Details of Personal Injury Accidents for Period - 01/11/2016 to 30/11/2021 (61) months

Selection:

Notes:

Selected using Pre-defined Query :

Police Ref.	Day	Location Description	Vehicles				Casualties		
			Veh No	Type	Manv	Dir	Class	Sex	Age / Sev
Road No.	Date								
2nd Road No.	Time								
Grid Ref.	D/L								
	R.S.C								
	Weather								
	Speed								
	Account of Accident								
Causation Factor:									

17217080 Monday CARKEEL - OUTSIDE RYELANDS Veh 1 M/C < 125 cc Going ahead RH bend NWto SE Dri M 23 Slight
14/08/2017 A388
R1: A 388 1456hrs
Daylight:street lights present
E 240,399 Wet/Damp
N 60,840 Raining without high winds
40 mph

Causation Factor:

Participant:

Confidence:

1st: Slippery road (due to weather)

Vehicle 1

Possible

2nd: Failed to look properly

Vehicle 1

Very Likely

3rd: Poor turn or manoeuvre

Vehicle 1

VEHICLE 1 TRAVELLING ALONG A388 TOWARDS CARKEEL, RIDER LOOKED DOWN TO CHECK SPEED AND WHEN RIDER LOOKED UP AGAIN THE RIDER WAS IN THE SLIP WAY AND COLLIDED WITH THE CRASH BARRIER

17259514 Friday CARKEEL A388 Veh 1 M/C > 500 cc Going ahead RH bend NWto SE Dri M 24 Serious
22/12/2017
R1: A 388 2129hrs
Darkness: street lights present
E 241,182 Dry
N 60,424 Fine without high winds
30 mph

Causation Factor:

Participant:

Confidence:

1st: Poor turn or manoeuvre

Vehicle 1

Possible

2nd: Loss of control

Vehicle 1

Possible

3rd: Careless/Reckless/In a hurry

Vehicle 1

Possible

4th: Impaired by alcohol

Vehicle 1

Possible

5th: Impaired by drugs (illicit or medicinal)

Vehicle 1

Possible

VEH1 (MOTORBIKE) WAS TRAVELLING ALONG THE A388 FROM CALLINGTON TOWARDS PLYMOUTH, VEH1 HAS LOST CONTROL ON A RIGHT HAND BEND. BIKE SLID INTO THE OPPOSITE CARRIAGEWAY AND RIDER PARTED COMPANY WITH THE BIKE AND LANDED IN THE NEAR SIDE VERGE.

Details of Personal Injury Accidents for Period - 01/11/2016 to 30/11/2021 (61) months

Selection:

Notes:

Selected using Pre-defined Query :

Police Ref.	Day	Location Description	Vehicles				Casualties			
			Veh No	Type	Manv	Dir	Class	Sex	Age	Sev
Road No.	Date									
2nd Road No.	Time									
Grid Ref.	D/L									
	R.S.C									
	Weather									
	Speed									
	Account of Accident									
Causation Factor:										

19867306 Wednesday ST MELLION GARDEN CENTRE, A388 Veh 1 Car Starting SW to SE
24/07/2019 - 159 METRES FROM JUNCTION WITH Veh 2 M/C > 500 cc Going ahead SE to NW Dri M 61 Serious
UNCLASSIFIED ROAD
1047hrs
R1: A 388 Daylight:street lights present
R2: U Dry
E 240,527 Fine without high winds
N 60,746 40 mph

Causation Factor:

Participant:

Confidence:

1st: Failed to look properly

Vehicle 1

Very Likely

2nd: Following too close

Vehicle 2

Possible

V001 WAS WAITING TO TURN ONTO THE CARRIAGE TURNING RIGHT. LEFT WAS CLEAR AND ON THE RIGHT V003 WAS TURNING INTO THE SITE WHERE V001 WAS LEAVING. V002 A MOTORBIKE WAS BEHIND V003. V003 HAS MOVED INTO A DESIGNATED SLIP WAY FOR THEM AND V002 HAS CARRIED ON THE MAIN CARRIAGEWAY. V001 SEEING THE OTHER V003 TURNING IN HAS MOVED OUT BELIEVING IT IS CLEAR AND HIT V002.

201014042 Saturday A388 - TAMAR VIEW NURSERIES, Veh 1 Car Going ahead NWto SE Dri M 77 Serious
19/12/2020 CARKEEL Veh 2 Car Going ahead SE to NW
1620hrs
R1: A 388 Daylight:street lights present
E 240,483 Wet/Damp
N 60,775 Fine without high winds
40 mph

Causation Factor:

Participant:

Confidence:

1st: Fatigue

Vehicle 1

Very Likely

VEH1 DRIFTED ACROSS THE CARRIAGEWAY AND COLLIDED WITH ONCOMING VEH2.

201015535 Wednesday A388 - OUTSIDE TAMAR VIEW Veh 1 Car Turning right SW to SE Dri F 54 Slight
23/12/2020 NURSERY Veh 2 Goods UnknownWait go ahead held up NWto SE
1141hrs Veh 3 Car Going ahead SE to NW Dri F 19 Slight
R1: A 388 Daylight:street lights present
R2: U Wet/Damp
E 240,527 Raining without high winds
N 60,746 40 mph

Causation Factor:

Participant:

Confidence:

1st: Failed to look properly

Vehicle 1

Very Likely

2nd: Junction restart

Vehicle 1

Very Likely

3rd: Swerved

Vehicle 3

Very Likely

4th: Junction overshoot

Vehicle 1

Very Likely

V1 PULLED OUT OF THE JUNCTION FROM TAMAR VIEW NURSERY, V1 AND V3 COLLIDED CAUSING V3 TO COLLIDE HEAD ON WITH V2

Details of Personal Injury Accidents for Period - 01/11/2016 to 30/11/2021 (61) months

Selection:

Selected using Pre-defined Query :

Notes:

		Vehicles					Casualties			
Police Ref.	Day	Location Description	Veh No / Type / Manv / Dir / Class					Sex / Age / Sev		
Road No.	Date									
2nd Road No.	Time									
Grid Ref.	D/L									
	R.S.C									
	Weather									
	Speed									
	Account of Accident									
Causation Factor:										

201019419 Thursday A388 CARKEEL Veh 1 Car Going ahead LH bend SE to NW Dri F 25 Slight
24/12/2020
R1: A 388 0108hrs
Darkness: street lights present
E 240,733 Wet/Damp
N 60,626 Fine without high winds
30 mph

Causation Factor:

1st: Impaired by alcohol

Participant:

Vehicle 1

Confidence:

Very Likely

VEH1 WAS BEING DRIVEN ALONG THE A388. VEH1 HAS COLLIDED WITH THE NEARSIDE HEDGEROW. DRIVER OF VEH1 PROVIDED A POSITIVE BREATH TEST.

Accidents between dates 01/11/2016 and 30/11/2021 (61) months

Selection:

Notes:

Selected using Pre-defined Query :

17217080 Road number A 388 E 240399 N 60840 14/08/2017 Monday Time 1456

Day Road surface Wet/Damp Raining without high winds

VEHICLE 1 TRAVELLING ALONG A388 TOWARDS CARKEEL, RIDER LOOKED DOWN TO CHECK SPEED AND WHEN RIDER LOOKED UP AGAIN THE RIDER WAS IN THE SLIP WAY AND COLLIDED WITH THE CRASH BARRIER

Location CARKEEL - OUTSIDE RYELANDS A388

Vehicle 1 Motor Cycle over 50 cc and up to 125c Sex of driver Male Age of Driver 23

Casualty 1 Driver/rider Vehicle 1 Slight Not a car passenger

17259514 Road number A 388 E 241182 N 60424 22/12/2017 Friday Time 2129

Dark: lights on Road surface Dry Fine without high winds

VEH1 (MOTORBIKE) WAS TRAVELLING ALONG THE A388 FROM CALLINGTON TOWARDS PLYMOUTH, VEH1 HAS LOST CONTROL ON A RIGHT HAND BEND. BIKE SLID INTO THE OPPOSITE CARRIAGEWAY AND RIDER PARTED COMPANY WITH THE BIKE AND LANDED IN THE NEAR SIDE VERGE.

Location CARKEEL A388

Vehicle 1 Motorcycle over 500cc Sex of driver Male Age of Driver 24

Casualty 1 Driver/rider Vehicle 1 Serious Not a car passenger

19867306 Road number A 388 E 240527 N 60746 24/07/2019 Wednesday Time 1047

Day Road surface Dry Fine without high winds

V001 WAS WAITING TO TURN ONTO THE CARRIAGE TURNING RIGHT. LEFT WAS CLEAR AND ON THE RIGHT V003 WAS TURNING INTO THE SITE WHERE V001 WAS LEAVING. V002 A MOTORBIKE WAS BEHIND V003. V003 HAS MOVED INTO A DESIGNATED SLIP WAY FOR THEM AND V002 HAS CARRIED ON THE MAIN CARRIAGEWAY. V001 SEEING THE OTHER V003 TURNING IN HAS MOVED OUT BELIEVING IT IS CLEAR AND HIT V002.

Location ST MELLION GARDEN CENTRE, A388 - 159 METRES FROM JUNCTION WITH UNCLASSIFIED ROAD

Vehicle 1 Car Sex of driver Male Age of Driver 72

Vehicle 2 Motorcycle over 500cc Sex of driver Male Age of Driver 61

Casualty 1 Driver/rider Vehicle 2 Serious Not a car passenger

201014042 Road number A 388 E 240483 N 60775 19/12/2020 Saturday Time 1620

Day Road surface Wet/Damp Fine without high winds

VEH1 DRIFTED ACROSS THE CARRIAGEWAY AND COLLIDED WITH ONCOMING VEH2.

Location A388 - TAMAR VIEW NURSERIES, CARKEEL

Vehicle 1 Car Sex of driver Male Age of Driver 77

Casualty 1 Driver/rider Vehicle 1 Serious Not a car passenger

Vehicle 2 Car Sex of driver Male Age of Driver 70

Accidents between dates 01/11/2016 and 30/11/2021 (61) months

Selection: Notes:

Selected using Pre-defined Query :

201015535 Road number A 388 E 240527 N 60746 23/12/2020 Wednesday Time 1141

Day Road surface Wet/Damp Raining without high winds

V1 PULLED OUT OF THE JUNCTION FROM TAMAR VIEW NURSERY, V1 AND V3 COLLIDED CAUSING V3 TO COLLIDE HEAD ON WITH V2

Location A388 - OUTSIDE TAMAR VIEW NURSERY

Vehicle	1	Car	Sex of driver	Female	Age of Driver	54
Casualty	1	Driver/rider	Vehicle 1	Slight	Not a car passenger	
Vehicle	2	Goods vehicle - unknown weight	Sex of driver	Male	Age of Driver	36
Vehicle	3	Car	Sex of driver	Female	Age of Driver	19
Casualty	2	Driver/rider	Vehicle 3	Slight	Not a car passenger	

201019419 Road number A 388 E 240733 N 60626 24/12/2020 Thursday Time 0108

Dark: lights on Road surface Wet/Damp Fine without high winds

VEH1 WAS BEING DRIVEN ALONG THE A388. VEH1 HAS COLLIDED WITH THE NEARSIDE HEDGEROW. DRIVER OF VEH1 PROVIDED A POSITIVE BREATH TEST.

Location A388 CARKEEL

Vehicle	1	Car	Sex of driver	Female	Age of Driver	25
Casualty	1	Driver/rider	Vehicle 1	Slight	Not a car passenger	

Accidents involving:

	Fatal	Serious	Slight	Total
Motor vehicles only (excluding 2-wheels)	0	1	2	3
2-wheeled motor vehicles	0	2	1	3
Pedal cycles	0	0	0	0
Horses & other	0	0	0	0
Total	0	3	3	6

Casualties:

	Fatal	Serious	Slight	Total
Vehicle driver	0	1	3	4
Passenger	0	0	0	0
Motorcycle rider	0	2	1	3
Cyclist	0	0	0	0
Pedestrian	0	0	0	0
Other	0	0	0	0
Total	0	3	4	7

PEDESTRIAN COUNT SUMMARY

Filename : U9AEPD

Road No : A388

Km : 0.81

Location : CARKEEL, 30m SE of rd to FAIR FIELD Park

Area : Peds Xing for 50m NW from 30m SE of rd to FAIR FIELD Pk.

Link No : 130/01

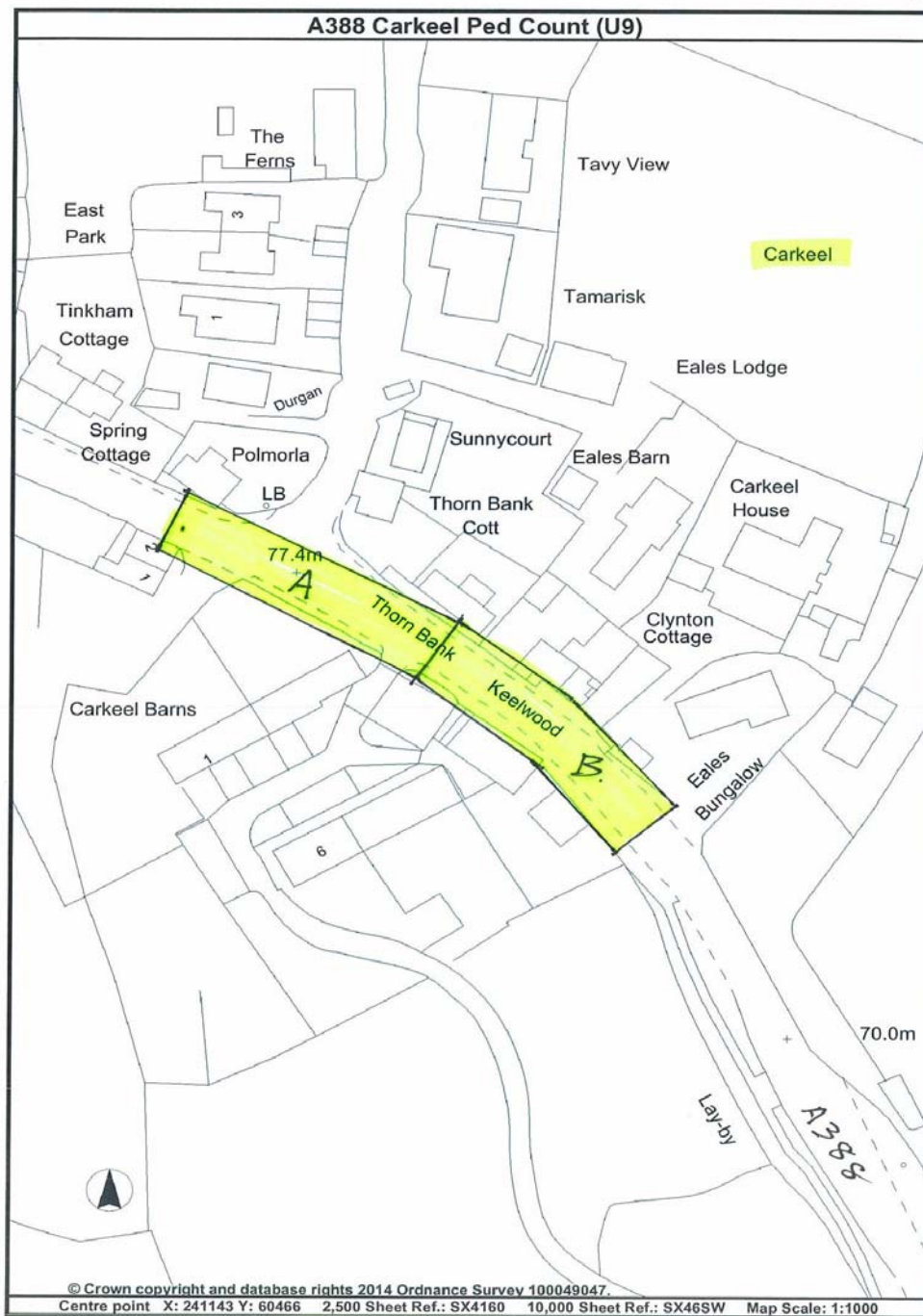
Countday : WEDNESDAY

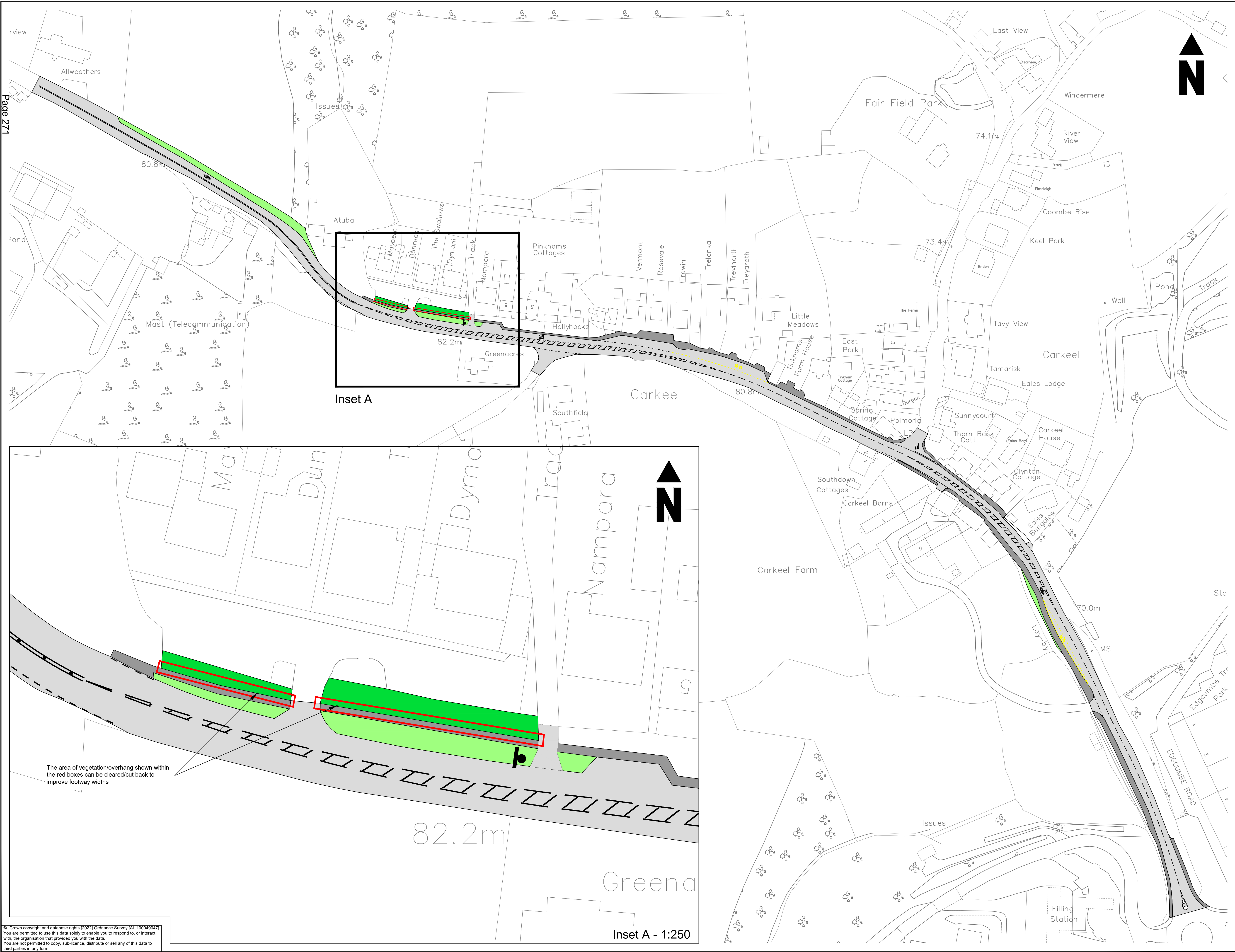
Count date : 26/02/2014

Grid Ref : 241137 060469

Hour Beginning	Weather	From : SW to NE					From : NE to SW					Grand Total	Peak Time/s
		Adults		Children		Total	Adults		Children		Total		
		crossing easily	having trouble crossing	with an adult	on their own		crossing easily	having trouble crossing	with an adult	on their own			
0700	CL	1	0	0	1	2	0	0	0	0	0	2	
0800	FI	1	0	0	0	1	2	0	0	0	2	3	800
0900	FI	1	0	0	0	1	0	0	0	0	0	1	
1000	FI	0	0	0	0	0	0	0	0	0	0	0	
1100	FI	0	0	0	0	0	0	0	0	0	0	0	
1200	FI	0	0	0	0	0	0	0	0	0	0	0	
1300	SH	1	0	0	0	1	0	0	0	0	0	1	
1400	SH	0	0	0	0	0	1	0	0	0	1	1	
1500	FI	1	0	0	2	3	0	0	0	0	0	3	1500
1600	FI	0	0	0	0	0	0	0	0	0	0	0	
1700	CL	0	0	0	0	0	0	0	0	0	0	0	
1800	SH	0	0	0	0	0	0	0	0	0	0	0	
Total		5	0	0	3	8	3	0	0	0	3	11	

Remarks :





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NOTES:

1. All dimensions are in metres unless otherwise stated.
2. Do not scale from this drawing.

KEY:

- Existing Carriageway
- Existing Footway
- Existing Grass Verge
- Vegetation / Overhang
- Existing Vehicle Activated Sign

REV	DATE	NATURE OF REVISION
P01	04.04.22	First Issue

REVISIONS

CORNWALL COUNCIL

CORMAC SOLUTIONS
RADNOR ROAD
SCORRIER
CORNWALL TR16 5EH
www.cormactd.co.uk 01872 323 313

PROJECT TITLE:
CARKEEL VILLAGE TRAFFIC CALMING & CONNECTIVITY STUDY

DRAWING TITLE:
OPTION 1
EXISTING LAYOUT & VEGETATION OVERHANG AREAS

SCALE:
1:1000 @ A1

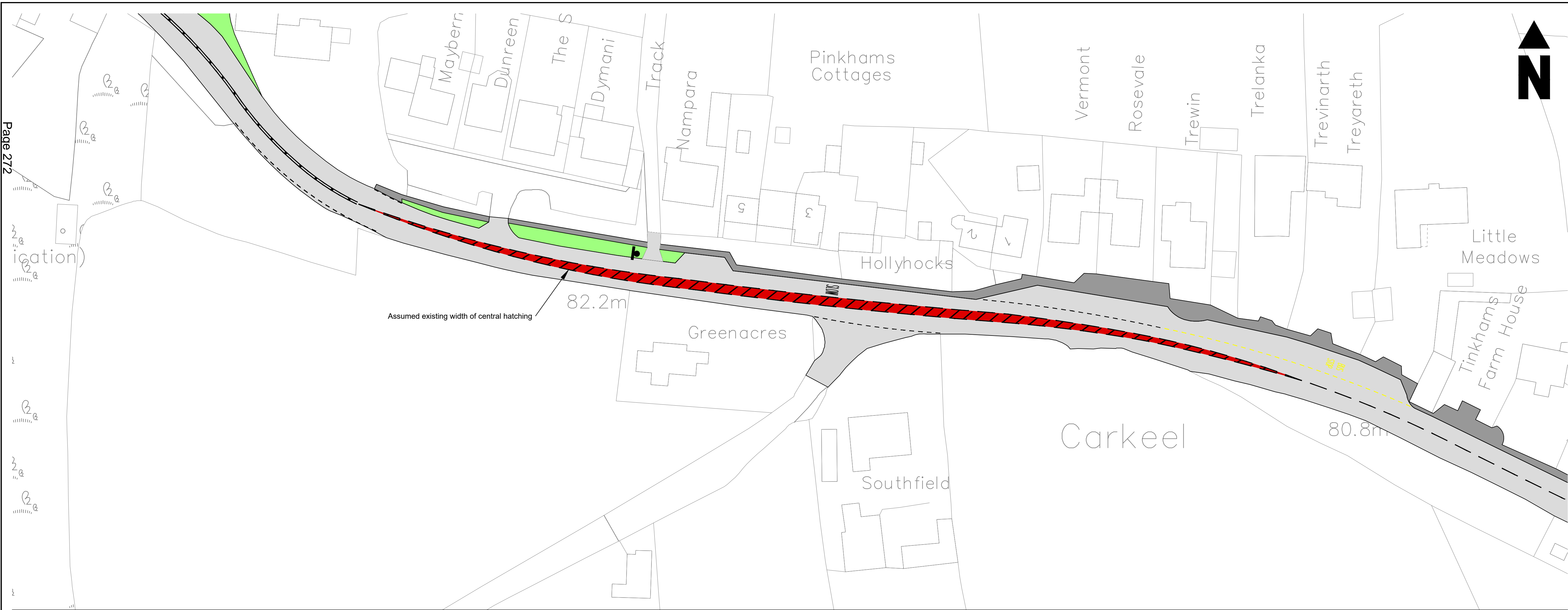
PROJECT MANAGER: MC		DRAWN BY: PLM	
CHECKED: CM	01.04.22	APPROVED: MC	01.04.22

DRAWING NO:			
PROJECT	ORIGINATOR	VOLUME	LOCATION
EDG2085	CSL	GEN	SX41146046
TYPE		NUMBER	
RP	D	0001	

PROJECT REF:	DRAWING STATUS:	SUITABILITY:	REVISION:
EDG2085	Feasibility	S3	P01

Plot Date: 4 April 2022

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NOTES:

1. All dimensions are in metres unless otherwise stated.
2. Do not scale from this drawing.

KEY:

- Existing Carriageway
- Existing Footway
- Existing Grass Verge
- Proposed Red Surfacing

P01	04.04.22	First Issue
REV	DATE	NATURE OF REVISION



CORNWALL COUNCIL

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SCORRIER
CORNWALL TR16 5EH
www.cormactd.co.uk 01872 323 313

PROJECT TITLE:
CARKEEL VILLAGE TRAFFIC CALMING & CONNECTIVITY STUDY

DRAWING TITLE:
**OPTION 2
RED SURFACING**

SCALE: 1:500 @ A1			
PROJECT MANAGER: MC		DRAWN BY: PLM	
CHECKED: CM	01.04.22	APPROVED: MC	01.04.22
DRAWING NO: PROJECT ORIGINATOR VOLUME LOCATION EDG2085 - CSL - GEN - SX41146046- TYPE ROLE NUMBER RP - D - 0002			
PROJECT REF: EDG2085	DRAWING STATUS: Feasibility	SUITABILITY: S3	REVISION: P01



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NOTES:

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2. Do not scale from this drawing.

KEY:


Existing Vehicle Activated Sign

Potential Locations Of New Vehicle Activated Sign

Example of vehicle activated sign

P01	04.04.22	First Issue
REV	DATE	NATURE OF REVISION

REVISIONS


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PROJECT TITLE:
CARKEEL VILLAGE TRAFFIC CALMING & CONNECTIVITY STUDY

DRAWING TITLE:
OPTION 3
VEHICLE ACTIVATED SIGN

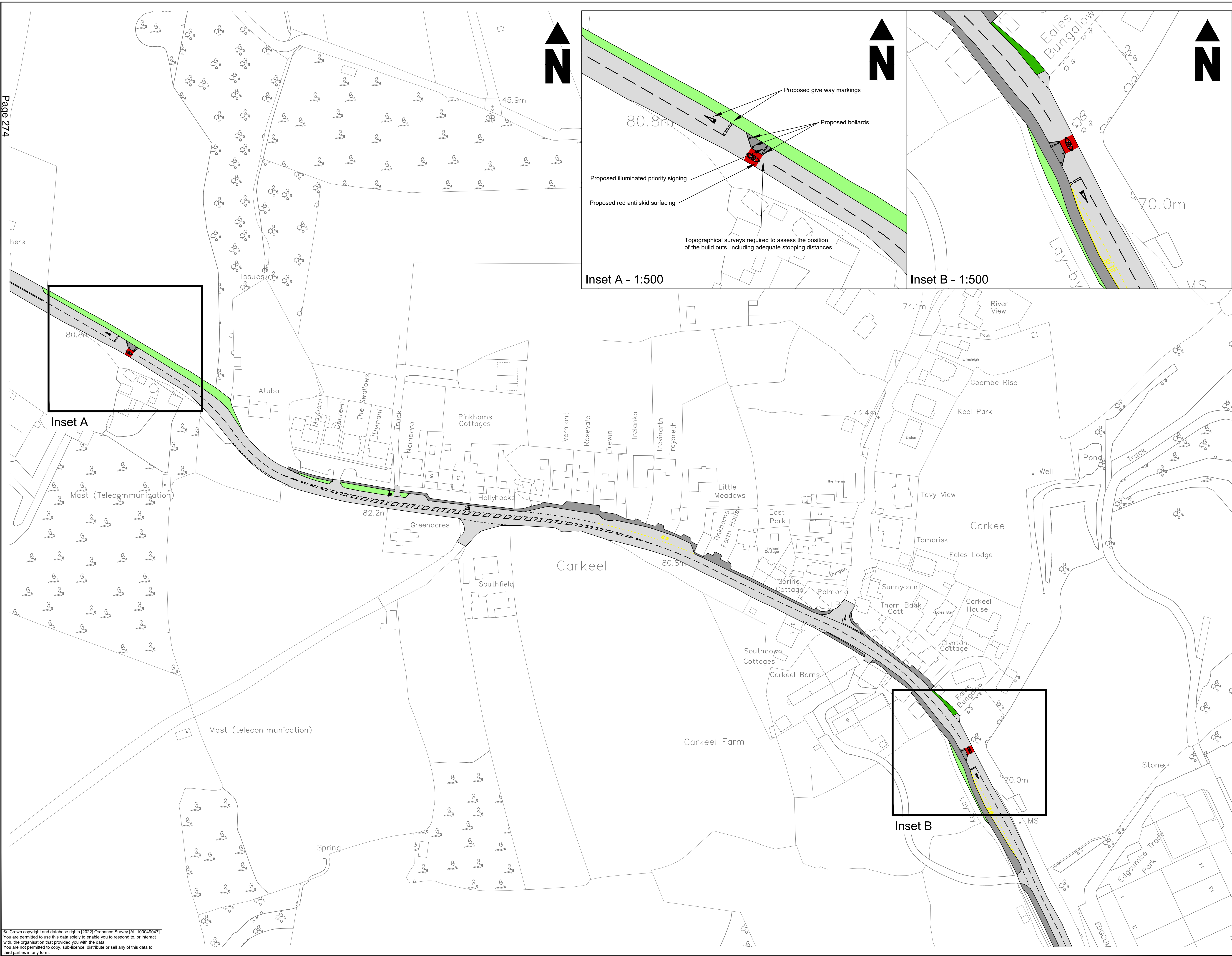
SCALE: 1:1000 @ A1

PROJECT MANAGER: MC		DRAWN BY: PLM	
CHECKED: CM	01.04.22	APPROVED: MC	01.04.22

DRAWING NO:		ORIGINATOR	VOLUME	LOCATION
EDG2085	- CSL	- GEN	- SX41146046-	
TYPE	ROLE	NUMBER		
RP	- D	- 0003		

PROJECT REF:	DRAWING STATUS:	SUITABILITY:	REVISION:
EDG2085	Feasibility	S3	P01

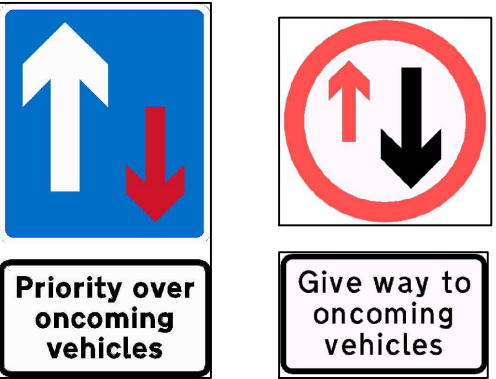
Plot Date: 4 April 2022



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- NOTES:
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 2. Do not scale from this drawing.

Proposed illuminated priority signing at both gateway entry features at each end of the village:



P01	04.04.22	First Issue
REV	DATE	NATURE OF REVISION



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PROJECT TITLE:
**CARKEEL VILLAGE TRAFFIC CALMING
& CONNECTIVITY STUDY**

DRAWING TITLE:
**OPTION 4
GATEWAY FEATURE**

SCALE:
1:1000 @ A1

PROJECT MANAGER: MC		DRAWN BY: PLM	
CHECKED: CM	01.04.22	APPROVED: MC	01.04.22
DRAWING NO:			
PROJECT	ORIGINATOR	VOLUME	LOCATION
EDG2085	CSL	GEN	SX41146046-
TYPE	ROLE	NUMBER	
RP	D	0004	
PROJECT REF:	DRAWING STATUS:	SUITABILITY:	REVISION:
EDG2085	Feasibility	S3	P01



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- NOTES:
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 2. Do not scale from this drawing.

KEY:

	Existing Footway
	Existing Carriageway
	Proposed Footway
	Third Party Land

P01	04.04.22	First Issue
REV	DATE	NATURE OF REVISION

REVISIONS



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PROJECT TITLE:
CARKEEL VILLAGE TRAFFIC CALMING & CONNECTIVITY STUDY

DRAWING TITLE:
**OPTION 5
FOOTWAY LINK BETWEEN VILLAGE AND INDUSTRIAL ESTATE**

SCALE:
1:500 @ A1

PROJECT MANAGER: MC		DRAWN BY: PLM	
CHECKED: CM	01.04.22	APPROVED: MC	01.04.22
DRAWING NO:			
PROJECT	ORIGINATOR	VOLUME	LOCATION
EDG2085	CSL	GEN	SX41146046-
TYPE	ROLE	NUMBER	
RP	D	0005	
PROJECT REF:	DRAWING STATUS:	SUITABILITY:	REVISION:
EDG2085	Feasibility	S3	P01

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- NOTES:
1. All dimensions are in metres unless otherwise stated.
 2. Do not scale from this drawing.

- KEY:
- Existing Footway
 - Existing Carriageway
 - Existing Grass Verge
 - 600mm Footway Widening
 - Existing Vehicle Activated Sign

P01	04.04.22	First Issue
REV	DATE	NATURE OF REVISION



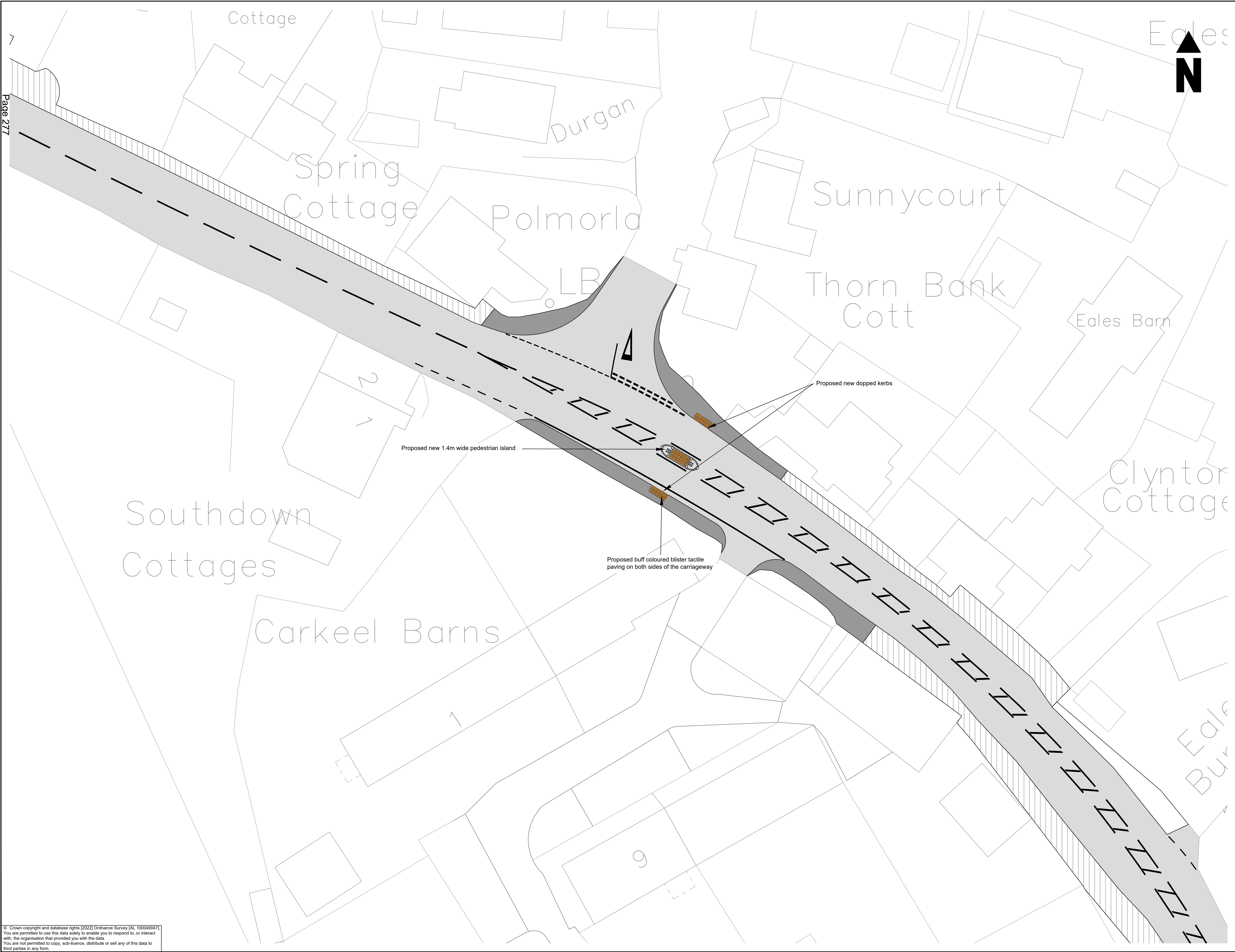
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PROJECT TITLE:
**CARKEEL VILLAGE TRAFFIC CALMING
& CONNECTIVITY STUDY**

DRAWING TITLE:
**OPTION 6
FOOTWAY WIDENING**

SCALE:
1:200 @ A1

PROJECT MANAGER: MC		DRAWN BY: PLM	
CHECKED: CM	01.04.22	APPROVED: MC	01.04.22
DRAWING NO:			
PROJECT	ORIGINATOR	VOLUME	LOCATION
EDG2085	CSL	GEN	SX41146046-
TYPE	ROLE	NUMBER	
RP	D	0006	
PROJECT REF:	DRAWING STATUS:	SUITABILITY:	REVISION:
EDG2085	Feasibility	S3	P01



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NOTES:

1. All dimensions are in metres unless otherwise stated.
2. Do not scale from this drawing.

KEY:

Existing Footway


Existing Carriageway

Minor Footway Alterations

Proposed Buff Coloured Blister Tactile Paving (400mm x 400mm)

P01	04.04.22	First Issue
REV	DATE	NATURE OF REVISION

REVISIONS		



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PROJECT TITLE:
CARKEEL VILLAGE TRAFFIC CALMING & CONNECTIVITY STUDY

DRAWING TITLE:
**OPTION 7
PEDESTRIAN CROSSING**

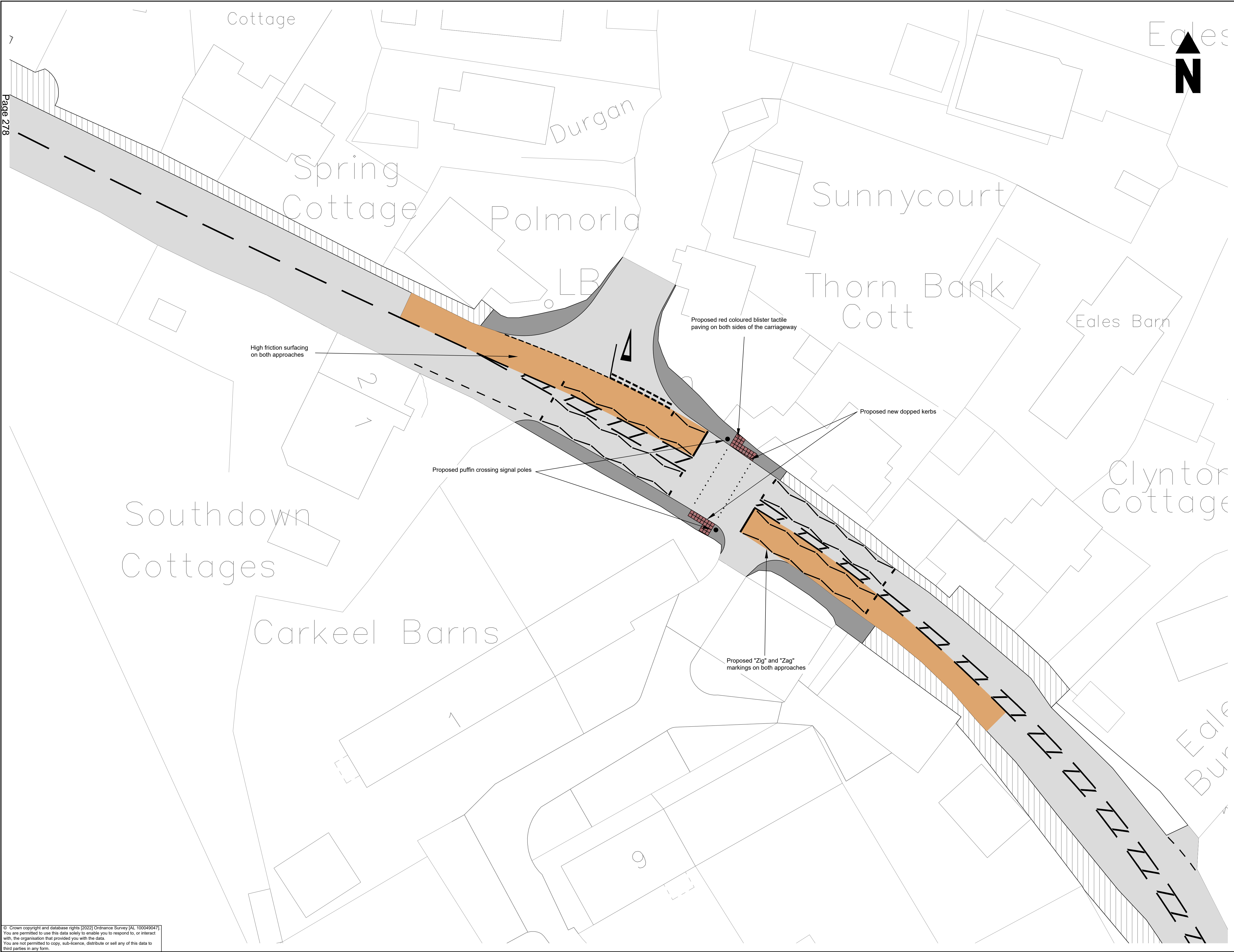
SCALE:
1:200 @ A1

PROJECT MANAGER: MC		DRAWN BY: PLM	
CHECKED: CM	01.04.22	APPROVED: MC	01.04.22

DRAWING NO:			
PROJECT	ORIGINATOR	VOLUME	LOCATION
EDG2085	- CSL	- GEN	- SX41146046-
TYPE	ROLE	NUMBER	
RP	- D	- 0007	

PROJECT REF:	DRAWING STATUS:	SUITABILITY:	REVISION:
EDG2085	Feasibility	S3	P01

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NOTES:

1. All dimensions are in metres unless otherwise stated.
2. Do not scale from this drawing.

KEY:

Existing Footway

Existing Carriageway


Minor Footway Alterations

High Friction Surfacing

Proposed Red Coloured Blister Tactile Paving (400mm x 400mm)

P01	04.04.22	First Issue
REV	DATE	NATURE OF REVISION

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PROJECT TITLE:
CARKEEL VILLAGE TRAFFIC CALMING & CONNECTIVITY STUDY

DRAWING TITLE:
OPTION 8
SIGNALISED PEDESTRIAN CROSSING

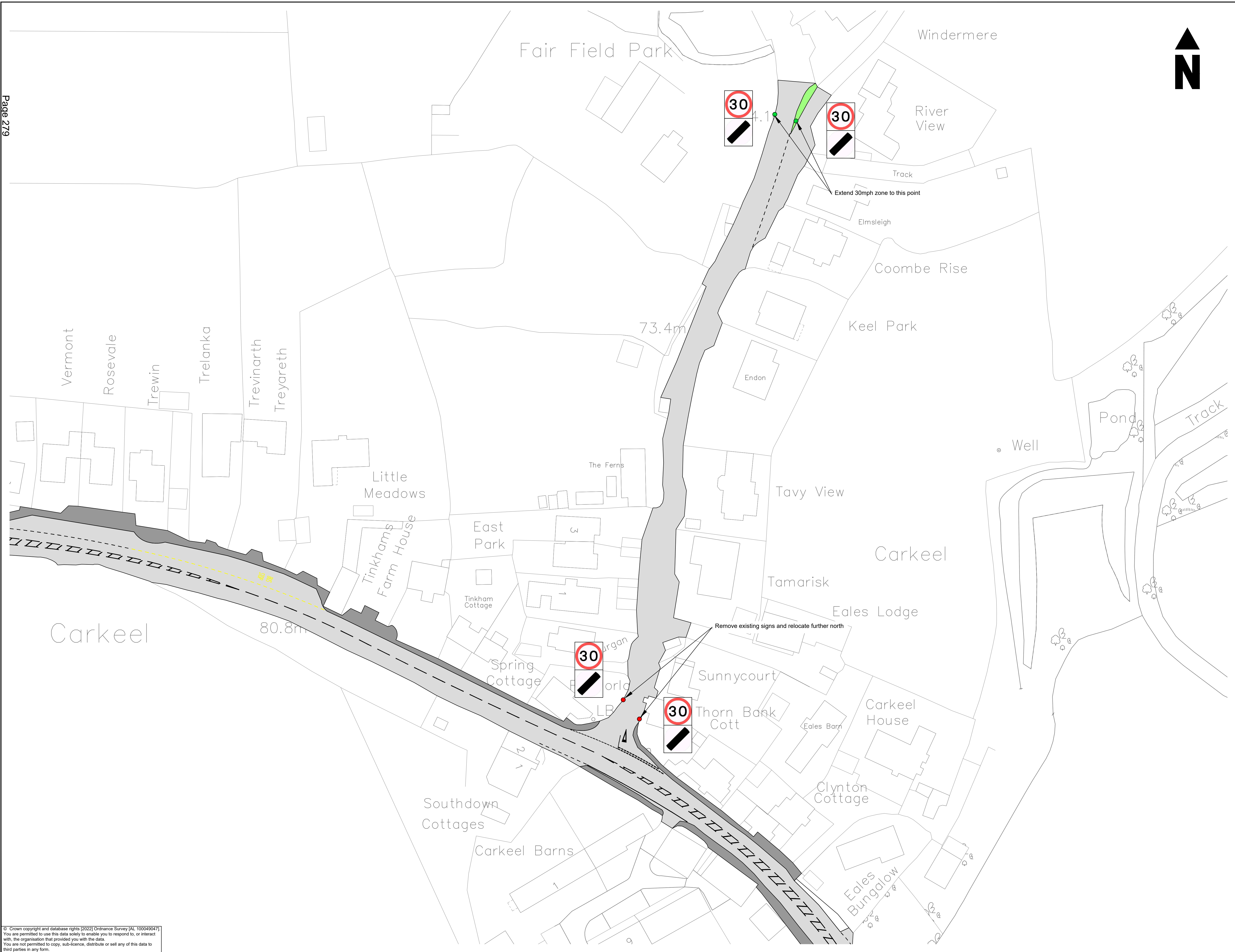
SCALE:
1:200 @ A1

PROJECT MANAGER: MC		DRAWN BY: PLM	
CHECKED: CM	01.04.22	APPROVED: MC	01.04.22

DRAWING NO:		ORIGINATOR	VOLUME	LOCATION
PROJECT	EDG2085	CSL	GEN	SX41146046-
TYPE		ROLE	NUMBER	
RP		D	0008	

PROJECT REF:	DRAWING STATUS:	SUITABILITY:	REVISION:
EDG2085	Feasibility	S3	P01

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NOTES:


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- Do not scale from this drawing.

KEY:

- Existing Carriageway
- Existing Footway
- Existing Grass Verge
- Existing Location of Speed Limit Signs
- Proposed Location of Speed Limit Signs

REV	DATE	NATURE OF REVISION
P01	04.04.22	First Issue

REVISIONS



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PROJECT TITLE:
CARKEEL VILLAGE TRAFFIC CALMING & CONNECTIVITY STUDY

DRAWING TITLE:
OPTION 9
EXTENSION OF EXISTING 30MPH ZONE

SCALE:
1:500 @ A1

PROJECT MANAGER: MC		DRAWN BY: PLM	
CHECKED: CM	01.04.22	APPROVED: MC	01.04.22

DRAWING NO:			
PROJECT	ORIGINATOR	VOLUME	LOCATION
EDG2085	- CSL	- GEN	- SX41146046-
TYPE	ROLE	NUMBER	
RP	- D	- 0009	

PROJECT REF:	DRAWING STATUS:	SUITABILITY:	REVISION:
EDG2085	Feasibility	S3	P01

Plot Date: 4 April 2022



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NOTES:

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KEY:

Existing Carriageway

Existing Footway

Existing Grass Verge

Proposed Location of Average Speed Camera

P01	04.04.22	First Issue
REV	DATE	NATURE OF REVISION

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PROJECT TITLE:
CARKEEL VILLAGE TRAFFIC CALMING & CONNECTIVITY STUDY

DRAWING TITLE:
**OPTION 10
AVERAGE SPEED CAMERAS**


SCALE:
1:1000 @ A1

PROJECT MANAGER: MC		DRAWN BY: PLM	
CHECKED: CM	01.04.22	APPROVED: MC	01.04.22

DRAWING NO:		ORIGINATOR	VOLUME	LOCATION
EDG2085	- CSL	- GEN	-	SX41146046-
TYPE	ROLE	NUMBER		
RP	- D	- 0010		

PROJECT REF:	DRAWING STATUS:	SUITABILITY:	REVISION:
EDG2085	Feasibility	S3	P01

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HEALTH & SAFETY INFORMATION

CONSTRUCTION, MAINTENANCE, OPERATION,
DECOMMISSIONING AND DEMOLITION PHASES

Page 281

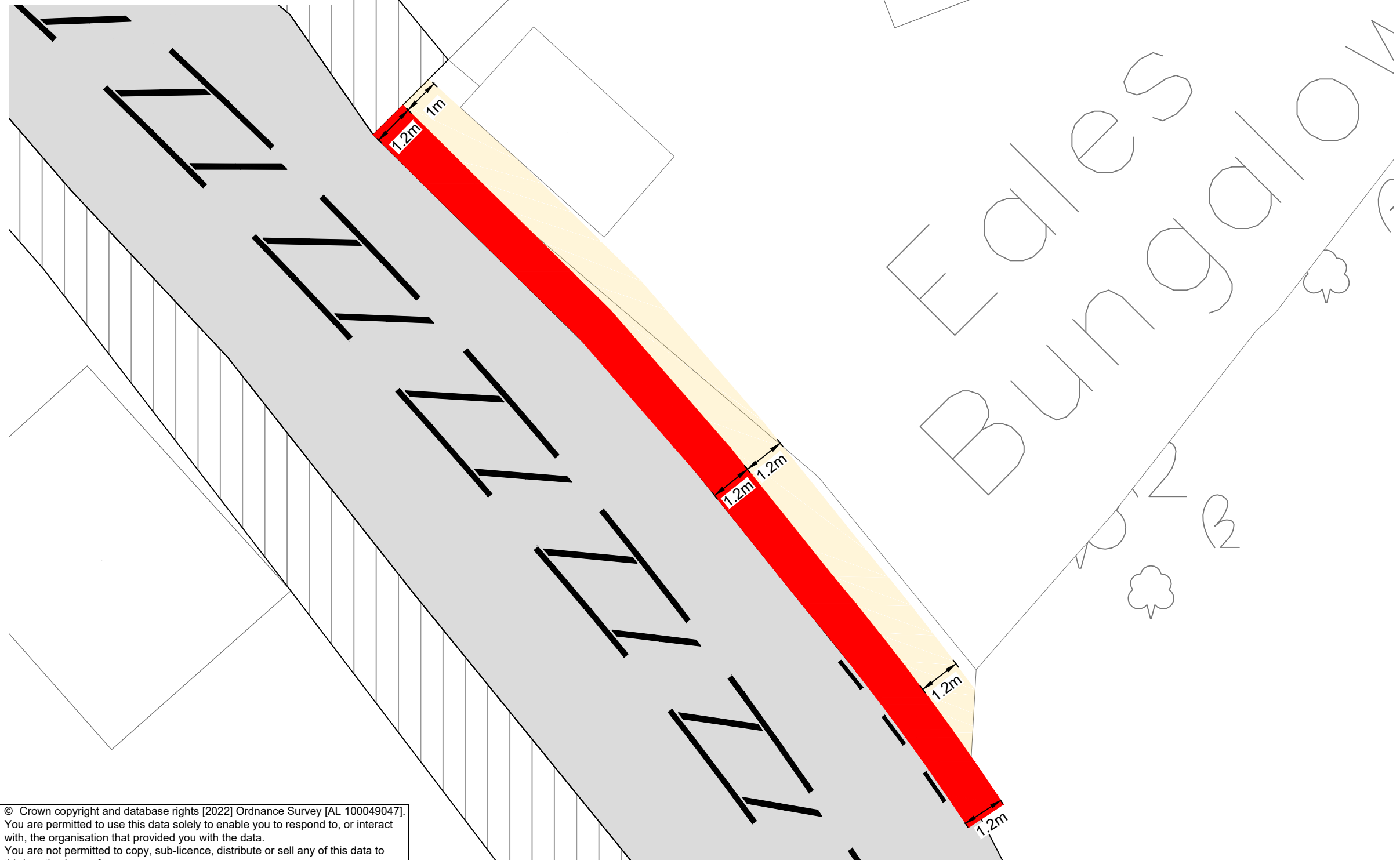
1. This drawing shall be read in conjunction with the Pre-Construction Information and any existing Health and Safety File(s) produced.

2. In preparation of the construction method statements consideration should be given to the close proximity of any structures that may be affected by construction.

3. The contractor shall refer to statutory undertakers' layout drawings and identify locations of existing overhead and underground services prior to carrying out excavation works.

4. Refer to the designer's risk register and the works information for full details of the residual risks associated with this work. Significant residual risks are listed here and referenced on the drawing:

4.1.



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
NOTES:

1. All dimensions are in metres unless otherwise stated.

2. Do not scale from this drawing.

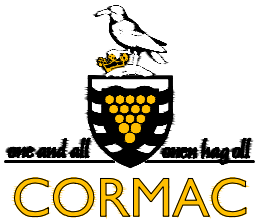
KEY:

Land required for 1.2m wide footway

Land boundary to be decided by owner

P01		First Issue
REV	DATE	NATURE OF REVISION

REVISIONS



PROJECT TITLE:
CARKEEL VILLAGE TRAFFIC CALMING
& CONNECTIVITY STUDY

DRAWING TITLE:
EALES BUNGALOW
FOOTWAY PROPOSAL

SCALE:
1:125 @ A3

PROJECT MANAGER: MC		DRAWN BY: PLM	
CHECKED: CL		APPROVED: MC	

DRAWING NO:

PROJECT

EDG2085

TYPE

RP

ORIGINATOR

- CSL

ROLE

- D

VOLUME

- GEN

NUMBER

- 0011

LOCATION

- SX146046

PROJECT REF: EDG0000	DRAWING STATUS: Feasibility	SUITABILITY: S3	REVISION: P01
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Plot Date: 10 May 2022