



Saltash Town Council

Konsel An Dre Essa



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

29 July 2022

Dear Councillor

I write to summon you to the **Meeting of Saltash Town Council** to be held at the Guildhall on **Thursday 4th August 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

Planning applications can be viewed by Members of the Council prior to the meeting on the Cornwall Council's website www.cornwall.gov.uk. Members of the public may view planning applications during normal working hours of 9:30 a.m. – 4:30 p.m. online at Saltash Library.

Yours sincerely,

S Burrows
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. (Page 5)
6. Monthly Crime Figures.
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 report on behalf of Safer Saltash.
11. To receive a report from Saltash Chamber of Commerce.
12. To receive a verbal report from the Climate Change and Environmental Working Group.
13. To receive a report from Cornwall Councillors.
14. To consider Risk Management reports as may be received.
15. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.
Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.
16. To receive and approve the Minutes of the Full Town Council Meeting held on Thursday 7th June 2022 as a true and correct record. (Pages 6 - 16)

17. Finance:

- a. To advise the following receipts: (Page 17)
 - i. June 2022
 - b. To advise the following payments: (Pages 18 - 19)
 - ii. June 2022.
 - c. Urgent and essential works actioned by the Town Clerk under Financial Regulations.
 - d. To note that bank reconciliations up to 30th June 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.
19. To receive and note the minutes of the following Committees and consider any recommendations:
- a. Policy and Finance held on Tuesday 12th July 2022 (Pages 20 - 143)
 - b. Planning and Licensing held on Tuesday 19th July 2022 (Pages 144 - 149)
 - c. Extraordinary Services held on Tuesday 26th July 2022 (Pages 150 - 156)
 - d. Personnel held on Thursday 28th July 2022
20. To receive and note the minutes of the Property Maintenance Sub Committee held on Tuesday 2nd August 2022 and consider any recommendations.
21. To receive and consider approving a scrapstore grant application for Saltash Library Hub. (Pages 157 - 158)
22. To receive and note a report on Saltash Youth Council celebrates its 30th Anniversary. (Pages 159 - 169)
23. Saltash Town Council view on a Mayor of Cornwall and consider any actions. (Page 170)
24. To receive a report from the Town Team and consider any actions or associated expenditure. (Pages 171 - 172)
25. To receive a report and review the IT provisions for Town Council Members and consider any actions and associated expenditure. (Pages 173 - 176)

26. To receive a report and protocol for the Town Council Remembrance Civic Service and consider any actions and associated expenditure. (Pages 177 - 179)
27. Meet your Councillors: The next scheduled meeting date Saturday 13th August 2022 outside Bloom Hearing, Fore Street.
28. 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.
29. To consider any items referred from the main part of the agenda.
30. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.
31. To consider urgent non-financial items at the discretion of the Chairman.
32. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.
33. Date of next meeting: 1st September 2022 at 7:00 p.m.
34. 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 4 AUGUST 2022

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

Saturday 9 th July 2022	7pm	Saltash Lions President Handover, Ashtorre Rock, Saltash
Wednesday 13 th July	7pm	'Matilda' Saltash.net production
Thursday 14 th July	11am	Presentation to Library volunteer Saltash Library Hub
Friday 15 th July	11am	Award of the Trelawny Plate, Parish Church of St Nun, Pelynt
Sunday 17 th July	10am	Torpoint Mayor's Civic Service and Parade, St James Church, Torpoint
Wednesday 20 th July	5pm	Art project unveiling, Milkshake Club, Saltash Baptist Club

DEPUTY MAYOR'S REPORT TO SALTASH TOWN COUNCIL THURSDAY 4 AUGUST 2022

Safer Saltash Report – Councillor Lennox-Boyd

Safer Saltash have not held a meeting since the previous Full Council meeting held in July.

Although Safer Saltash have not met there are a few areas in which Members may wish to be aware of. They are as follows:

Anti-Social Behaviour Survey and Invitation to Seminar – OPCC Advocates

There has been a huge national push to raise awareness of antisocial behavior. As one of the Police Commissioner's top four priorities, the Office and Police and Crime Commissioner will be holding a seminar **Tuesday 27th September** which all OPCC Town Council Advocates are invited to attend.

Do You Use Taxi's?

Cornwall Council have released a Press Release requesting residents undertake a short survey to provide feedback on their taxi use to inform Cornwall Council who are undertaking a review of taxi license restrictions policy. Cornwall Council are reviewing taxi restrictions in order to decide whether to keep a limit on the number of taxi's currently allowed to operate in three zones.

This could affect taxi's being available in the early ours of the morning and late at night. Effecting the welfare of many users who rely on taxi's during unsociable hours.

Please take the time to complete the short survey by following the link below:

<https://www.cornwall.gov.uk/council-news/communities-and-housing/do-you-use-taxis-we-want-to-hear-from-you/>

Fire Services ask people using instant barbeques to make sure they 'chill that grill'

Cornwall Council have released a Press Release reminding everyone to 'cill that grill' and make sure they take sensible precautions when using and disposing of instant barbeques.

The full press release can be found by following the link here with safety advice on how to barbeque safely outside during hot weather:

<https://www.cornwall.gov.uk/council-news/communities-and-housing/fire-service-asks-people-using-instant-barbecues-to-make-sure-they-chill-that-grill/#:~:text=Cornwall%20Fire%20and%20Rescue%20Service,to%20cook%20and%20eat%20outdoors.>

End of report
Councillor Lennox-Boyd

Report to STC August 2022

Cllr. Hilary Frank



1. Community Network Areas Update

Chairs and Vice Chairs of Community Network Areas across Cornwall are being invited to a series of workshops to help design the future shape of the areas. As Chair of our Gateway Network Area, I attended an initial workshop in Heartlands last week, together with the Vice Chair, Cllr. Gary Davies of Torpoint Town Council. We were given assurances that Cabinet had listened to representations from across Cornwall protesting about the draft proposals, and were encouraged to give our views about the functions we would like to see the areas delivering. We were assured that discussions around the form and size would only take place after more clarity had been identified around the functions.

We learned that any change to the number or size of the network areas will necessitate a change in the Constitution, and therefore any proposal will have to be endorsed by a meeting of Full Council after it has been debated by Cornwall Council's Constitution and Governance Committee.

2. Shared Prosperity Fund Update

At the end of July, Cornwall Council's Cabinet agreed on a Shared Prosperity Fund programme. Opportunities to access these programmes will be announced over the coming weeks on ciosgoodgrowth.com.

Invitations will be opened up for projects to bid for funding against the following themes:

- Cultural events and talent programme (£4.4m)
- Culture / heritage regeneration programme and aligned skills and training activity (£10.82m)
- Community hubs and community skills hubs (£5.198m)
- Digital connectivity and inclusion (£1.5m)
- Business, research and development and enterprise infrastructure (£18.7m)
- Town, rural and coastal retail development and aligned skills programme (£4.4m)
- Multiply numeracy programme (£0.496)

There will be assistance available for businesses and organisations to apply for these funds. Due to timescales for spending in the first year there will be a short deadline for project applications but there will be further opportunities for applications in 2023/24.

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Saltash Town Council held at the Guildhall on Thursday 7th July 2022 at 7.00 pm

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

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

APOLOGIES: Councillors: L Challen, S Martin and J Peggs (Vice-Chairman), M Worth (Cornwall Council) and J Baskott (Community Enterprises PL12).

104/22/23 PRAYERS.

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

Reverend Tim Parkman led prayers.

105/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

Councillor Miller joined the meeting.

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

106/22/23 TO ELECT A VICE CHAIRMAN

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to appoint Councillor P Samuels as Vice Chairman for this meeting only.

107/22/23 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.

108/22/23 CHAIRMAN'S REPORT.

The Chairman thanked Cllr Peggs for attending events in his absence and Cllr Bullock for her caretaking duties at Isambard House.

It was **RESOLVED** to note.

109/22/23 MONTHLY CRIME FIGURES.

It was **RESOLVED** to note.

110/22/23 REPORT BY COMMUNITY ENTERPRISES PL12.

It was **RESOLVED** to note.

111/22/23 CORNWALL GATEWAY COMMUNITY REPORT FOR NOTING OR MATTERS ARISING.

The Chairman congratulated Councillor Frank on her re-election for Chair.

Cornwall Councillor Frank gave a brief verbal update to Members on the notes received from CNP and highlighted to Members the five priorities set by the CNP for the forthcoming year - A38, air quality, water transport, climate change and public transport connectivity.

It was **RESOLVED** to note.

112/22/23 CORNWALL GATEWAY COMMUNITY ACTION POINTS FOR REPORTS.

A38 Consultation

Councillor Lennox-Boyd confirmed her attendance at a previous Public Consultation session provided at Elliott Hall and informed Members of the various points she personally raised with Highways England which included Notter Bridge concerns.

Councillor Yates spoke of his attendance to the Public Consultation held at the Guildhall and the request for information leaflets to be left in more prominent and visible areas. Councillor Yates confirmed information leaflets were now available at Saltash Library and requested they be made available for the upcoming weekends - Meet Your Councillors.

Members discussed the necessity for comments to be made via the public consultation for the proposed Carkeel to Trerulefoot Safety Package funding bid for delivery post 2025.

The Chairman confirmed his interest in joining future discussions regarding public transport Connectivity.

Future meeting dates confirmed:

Wednesday 14th September 2022

Wednesday 7th December 2022

Wednesday 15th March 2023

Wednesday 14th June 2023

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** for the A38 Working Group, comprised of Councillors Lennox-Boyd, Martin, Miller and Yates, to submit a response to the A38 Safety Package on behalf of the Town Council by the closing date 22nd July 2022.

113/22/23 TO RECEIVE A REPORT ON BEHALF OF SAFER SALTASH.

Councillor Lennox-Boyd gave a brief overview of the report received.

It was **RESOLVED** to note.

114/22/23 TO RECEIVE A REPORT FROM SALTASH CHAMBER OF COMMERCE.

No Report.

115/22/23 TO RECEIVE A REPORT FROM THE CLIMATE CHANGE AND ENVIRONMENTAL WORKING GROUP - NO REPORT THIS MONTH.

No report.

116/22/23 TO RECEIVE A REPORT FROM CORNWALL COUNCILLORS.

Cornwall Councillor Frank provided Members further information on items contained within the Cornwall Council report received.

Cycling and Walking Safety Package

Councillor Frank spoke of residents reported concerns with the draft plans for traffic improvements outside St Stephens Primary School and Saltash Community School.

Cornwall Council have been working closely with ACOM to draft plans to improve the safety routes for those entering and exiting the schools whilst including improvements to the walking and cycling routes in these areas.

ACOM are therefore reviewing and revising the plans with a new draft proposal to be received by the Town Council, schools and Residents Association.

Waste Collections:

There are plans to deliver new waste, recycling and food waste collections across Cornwall next year to be debated at the next meeting of Cornwall Council.

At this stage the plans are unclear, however, Councillor Frank will provide further information to the Town Clerk once received.

Community Network Areas

The Cabinet at Cornwall Council conducted a review of the Community Network Areas. Currently there are 19 areas with the view to reduce these areas to 10.

Cabinet feels there is not sufficient funding for the existing network areas and believe there is a need for the areas to be reduced with a draft map provided of the proposal.

Cabinet are inviting opinions from local authorities with Cornwall Councillor Frank requesting Members to share their opinions about the network areas. Responses to include how they feel about the network areas, what Members believe works well and how they may be improved.

Members responses can be fed directly into the review to assist with the future shape of the service.

Members discussed the necessity of the forum over the last few years which all agreed had improved communications and contact with Cornwall Council and their head office in Truro.

Members expressed concern of the proposed network area draft CAPs map which includes Saltash with another 36 parishes, this being the largest network area in all of Cornwall.

Members questioned why the area was being proposed to be as large as it is and expressed concerns that the area would be unyielding.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to note the report and for the Chairman working with the Town Clerk, to draft a response to Cabinet expressing concerns of the proposed divisions of the network areas on behalf of the Town Council.

117/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

118/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

The Chairman informed Members of one public question that was deemed inappropriate to be received in a public forum because the answer would likely breach GDPR rules.

119/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 9TH JUNE 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** to amend minute 81/22/23 to include the public question as submitted 'will Council try to improve its competence?'

Members agreed that public questions submitted in writing 24 hours before a meeting are to be published in the minutes for transparency, subject to the question being appropriate.

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** that the minutes of the Full Town Council Meeting held on Thursday 9th June 2022 were confirmed as a true and correct record.

120/22/23 FINANCE:

a. To advise the following receipts in:

i. May 2022

It was **RESOLVED** to note.

b. To advise the following payments in:

ii. May 2022

It was **RESOLVED** to note.

c. Urgent and essential works actioned by the Town Clerk under Financial Regulations.

None.

d. To note that bank reconciliations up to 31st May 2022 were reviewed as correct by the Chairman of Policy & Finance Committee and the 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 Councils Financial Regulations. It was noted that there are no discrepancies to report.

It was **RESOLVED** to note.

121/22/23 CORRESPONDENCE:

a. The Queens Platinum Jubilee – Message of thanks from the Saltash Lions Club

It was **RESOLVED** to note and thank Saltash Lions for their attendance at the Queens Platinum Jubilee weekend.

122/22/23 TO RECEIVE AND NOTE THE MINUTES OF THE FOLLOWING COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:

- a. Services held on Thursday 16th June 2022

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

- b. Planning and Licensing held on Tuesday 21st June 2022

The Chairman of the Planning and Licensing Committee encouraged her fellow Councillors to attend future committee meetings due to the latest quorum levels being low.

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

- c. Burial Authority held on Tuesday 28th June 2022

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

- d. Joint Burial Board held on Tuesday 28th June 2022

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

123/22/23 TO RECEIVE THE REVISED SECTION 106 TERMS OF REFERENCE AND CONSIDER ANY ACTIONS.

The Town Clerk provided clarity of the revised S106 Terms of Reference with the proposal to remove:

10.4 Representatives from the applicant body will not be able to vote.

Councillor Foster left the meeting.

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

Councillor Foster returned to the meeting.

124/22/23 TO RECEIVE A REPORT ON SALTASH WATERSIDE CCTV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk briefed Members on the response to further questions asked as follows:

1. Can you confirm the exact area the camera will cover please?
A map was presented to Members outlining the area at the Waterside.
2. Is it possible to have the option of live monitoring and what would the cost be?
There is no option. If there was an incident and the Police were called, subject to their capacity they could live view the footage.
3. Will the Town Council receive data during the working time of the camera or at the end?
No data if not live monitored – there could potentially be an incident data authority to view request – then they would be able to obtain the data.
4. Could we have a guarantee that the Rapid Deployable Camera (RDC) will be fitted before the schools break up on 22nd July?
The camera is not likely to be installed by 22nd July due to software upgrade, there is a trial camera available, the image is an improvement from the previous camera, Fire and Rescue are happy to offer this to the Town Council on a trial basis at the same cost minus the admin fee at £25, they can't guarantee how long the trial period will last, but they anticipate at least a month.

There will not be another installation charge when the trial camera is removed and upgraded camera installed, however, the admin fee will then apply.

The previous camera was moveable and static, the trial camera is not moveable, they can programme the camera to move in one direction for a period of time, it will still cover the area on the map.

5. Is there an option to purchase a RDC from you so we could have it fitted there permanently?
Yes, the camera can be added to the camera system the Town Council is currently looking to fund.

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

- a. Approve installation of a trial camera until the rapid deployment camera (RDC) software is complete and the camera is ready to be installed
- b. Fund the RDC for a period of up to three months at a maximum cost of £2,300 plus £385 for installation
- c. Allocate the cost to budget code 6270 P&F Crime Reduction
- d. Note there will be no admin charge for the period of the trial camera.

125/22/23 TO RECEIVE AN UPDATE ON THE WALK/CYCLE ROUTES BETWEEN HATT AND CARKEEL AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to appoint Councillor Miller as a single point of contact to act on behalf of the Town Council to liaise with Botus Fleming Parish Council in regard to the plans for Carkeel and any developments in Treledan that could affect the project, reporting future updates at Full Council.

126/22/23 TO RECEIVE AND NOTE A REPORT FROM GLL SALTASH LEISURE CENTRE 'USE IT OR LOSE IT' CAMPAIGN.

It was **RESOLVED** to note the report. The Town Council wished to thank GLL for their ongoing commitment to Saltash and the Leisure Centre.

127/22/23 MEET YOUR COUNCILLORS: THE NEXT SCHEDULED MEETING DATE SATURDAY 9TH JULY 2022 OUTSIDE BLOOM HEARING, FORE STREET.

- a. The next scheduled meeting date Saturday 9th July 2022 outside Bloom Hearing, Fore Street.

It was proposed by Councillor Dent, seconded by Councillor Bickford and **RESOLVED** for Councillors Bickford, Stoyel and Yates to attend Meet Your Councillors, accompanied by Cornwall Councillor Frank.

128/22/23 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.

129/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

130/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

131/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

132/22/23 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 Stoyel and **RESOLVED** to issue the following Press and Social Media releases:

1. Rapid Deployable Camera to be installed at the Waterside
2. A38 Survey – Have your say on the A38 Safety Package
3. Promote Saltash Leisure Centre membership.

133/22/23 DATE OF NEXT MEETING: THURSDAY 4TH AUGUST AT 7:00 P.M.

Thursday 4th August 2022 at 7.00pm

134/22/23 COMMON SEAL:

It was **RESOLVED** 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: 8.32 pm

Signed: _____
Chairman

Dated: _____

Bank Receipts

Saltash Town Council

For the Period 1 June 2022 - 30 June 2022

Contact	Description	Net	VAT	Gross
Barclays	Transfers to Barclays Active Saver	£ 64,500.00	£ -	£ 64,500.00
Barclays	Bank Transfer to Petty Cash Prepayment Card	£ 218.43	£ -	£ 218.43
Barclays	Loyalty Reward	£ 1.72	£ -	£ 1.72
Churchtown Cemetary Fees	Churchtown Cemetary Fees	£ 611.00	£ -	£ 611.00
Cornwall Council	Public Footpath Grant	£ 1,158.14	£ -	£ 1,158.14
Daily Moorings Income		£ 145.83	£ 29.17	£ 175.00
Guilhall Bookings Income		£ 566.90	£ -	£ 566.90
Guilhall Refreshments Income		£ 28.34	£ 5.66	£ 34.00
Library Income	Library Fines	£ 0.83	£ 0.17	£ 1.00
Library Income	Photocopying Fees	£ 43.17	£ 8.63	£ 51.80
Public Sector Deposit	Interest Received	£ 144.70	£ -	£ 144.70
Saltash Bowling Club	Water Charge Income - April + May 2022	£ 653.92	£ 58.49	£ 703.61
Saltash Scrap Store	Tresorys Kernow Funding	£ 166.67	£ 33.33	£ 200.00
Seagull Bags Income		£ 78.75	£ 15.75	£ 94.50
St. Stephens Cemetary Fees		£ 4,051.00	£ -	£ 4,051.00
Trusted Boat Scheme Income		£ 151.04	£ 30.21	£ 181.25

Grand Total **£ 72,520.44 £ 181.41 £ 72,701.85**

Bank Payments

Saltash Town Council

For the period 1 June 2022 to 30 June 2022

Contact	Description	NET	VAT	GROSS
1st Office Equipment	Colour Copies & Black Copies - MF282	£ 31.04	£ 6.21	£ 37.25
1st Office Equipment	MF254 Photocopier - Final Readings 24/01/2022 - 25/04/2022 - Replaced Invoice 188706	£ 92.16	£ 18.43	£ 110.59
Aquastorage System Cleaning Ltd	Monthly Temperature Monitoring - Train Station	£ 35.00	£ 7.00	£ 42.00
Aquastorage System Cleaning Ltd	Monthly Temperature Monitoring - Guildhall	£ 35.00	£ 7.00	£ 42.00
Aquastorage System Cleaning Ltd	Monthly Temperature Monitoring - Library	£ 35.00	£ 7.00	£ 42.00
Aquastorage System Cleaning Ltd	Monthly Temperature Monitoring - Maurice Huggins Room	£ 35.00	£ 7.00	£ 42.00
Aquastorage System Cleaning Ltd	Monthly Temperature Monitoring - Waterside Office	£ 35.00	£ 7.00	£ 42.00
Barclaycard	Annual Card Fee	£ 32.00	£ -	£ 32.00
Barclays	Bank Charges	£ 14.22	£ -	£ 14.22
Bond Timber	Tools and Equipment Expenses	£ 342.88	£ 68.58	£ 411.46
Brandon Hire	Hire Expenditure	£ 78.07	£ 15.62	£ 93.69
Cornwall Council	Rent for Garage and Depot at Longstone Park Glebe Avenue Saltash - June 2022	£ 375.00	£ -	£ 375.00
Cornwall Council	Insurance for Garage and depot at Longstone park, Glebe Avenue - April 2022	£ 10.00	£ -	£ 10.00
Cornwall Council	Insurance for Garage and Depot at Longstone Park Glebe Avenue Saltash - May 2022	£ 10.00	£ -	£ 10.00
Cornwall Council	Insurance for Garage and Depot at Longstone Park Glebe Avenue Saltash - July 2022	£ 10.00	£ -	£ 10.00
Cornwall Pensions	Pension Fund Payment	£ 9,682.46	£ -	£ 9,682.46
Credit Card (Adobe)	Office Subscription	£ 150.92	£ 30.18	£ 181.10
Credit Card (Adobe)	Office Subscription	£ 150.92	£ 30.18	£ 181.10
Credit Card (Adobe)	Office Subscription	£ 150.92	£ 30.18	£ 181.10
Credit Card (Adobe)	Office Subscription	£ 150.92	£ -	£ 150.92
Credit Card (Adobe)	Office Subscription	£ 150.92	£ 30.18	£ 181.10
Credit Card (Amazon)	Office Stationary - Library	£ 9.95	£ 2.01	£ 11.96
Credit Card (Amazon)	Office Stationary - Library	£ 28.32	£ 5.67	£ 33.99
Credit Card (Amazon)	Office Stationary	£ 10.82	£ 2.16	£ 12.98
Credit Card (Amazon)	General Repairs and Maintenance	£ 16.98	£ 3.39	£ 20.37
Credit Card (Amazon)	Office Stationary - Longstone	£ 18.32	£ 3.66	£ 21.98
Credit Card (Ebay)	Civic Occasions Expenditure	£ 7.97	£ -	£ 7.97
Credit Card (Ebay)	Civic Occasions Expenditure	£ (4.62)	£ -	£ (4.62)
Credit Card (Ebay)	Vehicle Maintenance and Repair Costs	£ 15.30	£ 3.06	£ 18.36
Credit Card (Mandys Tools)	General Repairs and Maintenance	£ 7.37	£ 1.48	£ 8.85
Credit Card (NALC)	Councillor Training	£ 32.44	£ 6.49	£ 38.93
Credit Card (NALC)	Councillor Training	£ 32.44	£ 6.49	£ 38.93
Credit Card (No 62 Café)	Catering for Council Meeting	£ 40.00	£ -	£ 40.00
Credit Card (Plymouth City Council)	Mayors Allowance	£ 100.00	£ -	£ 100.00
Credit Card (Survey Monkey)	Survey Monkey Subscription	£ 320.00	£ 64.00	£ 384.00
Credit Card (Viking)	Office Stationary	£ 49.90	£ 9.98	£ 59.88
Credit Card (Whites)	Civic Occasions Expenditure	£ 20.83	£ 4.17	£ 25.00
Credit Card (Xero)	Finance Software	£ 26.00	£ 5.20	£ 31.20
Dainton Group Services	28'x10' Anti Vandal Welfare Cabin and Effluent Tank - 01/06/2022 to 30/06/2022 - Waterfront	£ 321.42	£ 64.28	£ 385.70
DB Autos Ltd	Vehicle Repair Expenditure	£ 1,515.84	£ 303.16	£ 1,819.00
Denmans	General Site Maintenance	£ 100.13	£ 20.03	£ 120.16
Devon Contract Waste Ltd	Refuse Disposal	£ 11.44	£ 2.29	£ 13.73
Devon Contract Waste Ltd	Refuse Disposal	£ 4.94	£ 0.99	£ 5.93
EE	Staff Mobiles	£ 357.81	£ 71.56	£ 429.37
Efficient Comms Ltd	Telephone Charges for Period Ending - 31/03/2022 - Guildhall	£ 224.06	£ 44.81	£ 268.87
HMRC	PAYE Payment	£ 9,570.74	£ -	£ 9,570.74
Hudson Accounting Ltd	2021/22 Year-End Internal Audit	£ 600.00	£ -	£ 600.00
ICO	Annual Data Protection Renewal Fee	£ 55.00	£ -	£ 55.00
ICS Industrial Component Supplies	Tools	£ 59.16	£ 11.84	£ 71.00
Junkyard Skate Park CIC	Youth Work	£ 4,333.34	£ -	£ 4,333.34
Laser - Christmas Light supply Point 2 -	Christmas Lights Supply Point 2 - 01/12/2021 to 28/02/2022	£ 78.59	£ 3.93	£ 82.52
Laser - Christmas Light supply Point 2 -	Xmas light point 2 - Supply period: 01/12/2021 to 28/02/2022	£ (78.59)	£ (3.93)	£ (82.52)
Laser - Christmas Light supply Point 6 -	Electricity - Christmas Lights Point 6 - 01/12/2021 - 28/02/2022	£ 91.42	£ 4.57	£ 95.99
Laser - Christmas Lights Supply Point 5	Christmas Lights Supply Point 5 - 01/12/2021 to 28/02/2022	£ 93.95	£ 4.70	£ 98.65
Laser - Christmas Lights Supply Point 5	Xmas Light - Point 5 - Supply period: 01/12/2021 to 28/02/2022	£ (93.95)	£ (4.70)	£ (98.65)
Laser - Library Gas	Library - Gas - 31/03/2022 to 30/04/2022	£ 135.26	£ 6.76	£ 142.02
Livewire Youth Music Project	Youth Work	£ 5,000.00	£ -	£ 5,000.00
Moorepay	HR / Employment law Consultancy - Charge Period: 20/05/2022 - 19/06/2022	£ 343.93	£ 68.79	£ 412.72
Moorepay	HR / Employment law Consultancy - Charge Period: 22/05/2022 - 21/06/2022	£ 74.37	£ 14.87	£ 89.24
Moorepay	MBFY0 - Pay Docs - Per Print - Period 01 Charge Period: 01/04/2022 - 30/04/2022	£ 0.45	£ 0.09	£ 0.54
Moorepay	MBFY0 - Bureau Payroll per person - Period 01 Charge Period: 01/04/2022 - 30/04/2022	£ 72.10	£ 14.42	£ 86.52
Moorepay	MBFY0 - Bureau Payroll per person - Period 01 Charge Period: 01/04/2022 - 30/04/2022	£ 81.60	£ 16.32	£ 97.92
Moorepay	MBFY0 - Bureau Payroll per person - Period 02 Charge Period: 01/05/2022 - 31/05/2022	£ 72.10	£ 14.42	£ 86.52

Moorepay	MBFY0 - Bureau Payroll per person - Period 02 Charge Period: 01/05/2022 - 31/05/2022	£ 88.90	£ 17.78	£ 106.68
Moorepay	MBFY0 - Web Archive - Period 01 Charge Period: 01/04/2022 - 30/04/2022	£ 5.00	£ 1.00	£ 6.00
Moorepay	MBFY0 - Pay Docs - Print Run - Period 01 Charge Period: 01/04/2022 - 30/04/2022	£ 7.50	£ 1.50	£ 9.00
Moorepay	MBFY0 - Payroll & HR Software Services inactive Ees - Period 02 Charge Period: 01/05/2022 - 31/05/2022	£ 4.62	£ 0.92	£ 5.54
Moorepay	MBFY0 - Payroll & HR Software Services inactive Ees - Period 01 Charge Period: 01/04/2022 - 30/04/2022	£ 4.10	£ 0.82	£ 4.92
Moorepay	MBFY0 - Pay Docs - Posted collective - Period 01 Charge Period: 01/04/2022 - 30/04/2022	£ 7.50	£ 1.50	£ 9.00
Moorepay	MBFY0 - Web Archive - Period 02 Charge Period: 01/05/2022 - 31/05/2022	£ 5.40	£ 1.08	£ 6.48
Moorepay	MBFY0 - 546779_Code Setup	£ 100.00	£ 20.00	£ 120.00
Opayo (previously Sage)	Card Machine Charges	£ 15.40	£ 3.08	£ 18.48
Opayo (previously Sage)	Card Machine Charges	£ 3.51	£ -	£ 3.51
Print Copy Scan Ltd	Ink for Guildhall photocopiers	£ 59.14	£ 11.83	£ 70.97
Royal Mail Group Ltd	Response Plus Licence - Neighbourhood Plan	£ 99.70	£ 19.94	£ 119.64
Saltash Window Cleaning	Cleaning of Saltash Council Office (April/May)	£ 90.00	£ -	£ 90.00
Seymore Signs	1 x Toilet sign for Isambard House	£ 32.50	£ 6.50	£ 39.00
South West Hygiene	Sanitary Unit - Longstone Depot	£ 99.20	£ 19.84	£ 119.04
South West Hygiene	Sanitary Unit - Maurice Huggins	£ 137.80	£ 27.56	£ 165.36
Staff Expenses	Staff Expenses	£ 90.00	£ -	£ 90.00
Staff Salaries	Staff Salaries	£ 32,088.23	£ -	£ 32,088.23
Sumup	Card Machine Charges	£ 6.46	£ -	£ 6.46
TJ Electrical	Replace Faulty RCBO (RCBO to be purchased by the customer)	£ 60.00	£ -	£ 60.00
TJ Electrical	EICR Testing Cornish Cross Site	£ 100.00	£ -	£ 100.00
Travis Perkins Trading Company Ltd	Material Expenditure for Memorial Bench	£ 176.49	£ 35.30	£ 211.79
UK Fuels Ltd	Fuel for Vehicles and Fuel for Buggy	£ 152.64	£ 30.53	£ 183.17
UK Fuels Ltd	Fuel for Vehicles	£ 101.43	£ 20.29	£ 121.72
UK Fuels Ltd	Fuel for Vehicles and Fuel for Buggy	£ 282.89	£ 56.58	£ 339.47
Westcare Supply Zone	Library Office Costs and Expenditure	£ 170.90	£ 34.18	£ 205.08
WesternWeb Ltd	Website Maintenance for Saltash.gov	£ 55.00	£ 11.00	£ 66.00
Whites Dry Cleaning	Cleaning of Civic Robe	£ 20.83	£ 4.17	£ 25.00

Grand Total **£ 69,580.62 £ 1,397.10 £ 70,952.72**

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Policy and Finance Committee held at the Guildhall on Tuesday 12th July 2022 at 6.30 pm

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

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

APOLOGIES: G Challen, L Challen, S Lennox-Boyd and S Martin.

29/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

30/22/23 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
Dent	15b	Non-Pecuniary	Member of RBL	Yes
Samuels B	15b	Non-Pecuniary	Member of RBL	Yes

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

None.

31/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

32/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE HELD ON 10TH MAY 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 Bickford and **RESOLVED** that the minutes of the Policy and Finance Committee held on 10th May 2022 were confirmed as a true and correct record.

The Chairman asked the Town Clerk to report on the next finance items in the absence of a Finance Officer.

33/22/23 ALL ACCOUNTS AND BANK ACCOUNTS RECONCILED UP TO 31ST MAY 2022.

It was **RESOLVED** to note.

34/22/23 PETTY CASH RECONCILED UP TO 31ST MAY 2022.

It was **RESOLVED** to note.

35/22/23 TO RECEIVE A REPORT ON VAT.

It was **RESOLVED** to note.

36/22/23 TO RECEIVE A REPORT ON INVESTMENTS.

It was **RESOLVED** to note.

37/22/23 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.

38/22/23 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS.

It was **RESOLVED** to note.

39/22/23 TO RECEIVE A REPORT FROM THE FINANCE OFFICER.

1. It was **RESOLVED** to note the report.
2. It was **RESOLVED** to note. The Town Clerk reminded Members that the CIL (Community Infrastructure Levy) income received should be spent within five years and asked that potential projects are considered at the next meeting.
3. It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to reappoint Parkinson Partnership as VAT Consultants for the year 2022-23 at a cost of £600.00 allocated to P&F budget code 6224 Professional Fees.

40/22/23 TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND.

No report.

41/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

The Chairman brought forward agenda item 16 as the next item of business to be considered.

42/22/23 TO RECEIVE AND NOTE A REPORT FROM THE TAMAR PRESERVATION SOCIETY - MARY NEWMAN'S COTTAGE ON FUNDING AWARDED.

It was **RESOLVED** to note the report and that the organisation is the Tamar Protection Society.

43/22/23

TO CONSIDER COMMUNITY CHEST AND FESTIVAL FUND APPLICATIONS:

a. Community Chest.

Application Number	Organisation	Amount Requested
CC258	Safe 38	£434.00

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to award £434.00.

Councillors Dent and B Samuels declared an interest in the next item and left the room.

b. Festival Funds

Application Number	Organisation	Amount Requested
FF112	RBL	£850.00

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** that the application did not meet the criteria for a Festival Fund application, but did meet the criteria for a Community Chest application and would be scored against that criteria. The organisation is to be advised that future applications should be made to the Community Chest fund.

It was proposed by Councillor Stoyel, seconded by Councillor Peggs and **RESOLVED** to award £850.00 from the Community Chest fund.

Councillors Dent and B Samuels were invited and returned to the meeting.

TO RECEIVE AND CONSIDER RECOMMENDING THE FOLLOWING POLICIES TO FULL COUNCIL:

a. Data Retention and Disposal

It was proposed by Councillor Miller, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to the Data Retention and Disposal Policy as attached.

b. Receiving Public Questions at Meetings

It was proposed by Councillor Miller, seconded by Councillor P Samuels and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to the Receiving Public Questions at Meetings Policy as attached.

c. Standing Orders

Councillor Foster left the meeting.

Councillor Foster returned to the meeting.

It was proposed by Councillor Miller, seconded by Councillor Gillies and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to Standing Orders as attached.

d. Terms of Reference STC Committees and Sub Committees

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to the Terms of Reference STC Committees and Sub Committees document as attached.

e. Customer Feedback

It was proposed by Councillor Miller, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to adopt the replacement Code of Practice for Handling Complaints Policy, in place of the Customer Feedback Policy as attached.

f. Unreasonable Customer Behaviour and Persistent Complaints

It was proposed by Councillor Miller, seconded by Councillor Griffiths and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to the Unreasonable Customer Behaviour and Persistent Complaints Policy as attached.

g. Provision of IT Equipment and Acceptable Use

A discussion took place regarding provision of IT for Town Council Members.

The Town Clerk asked Members to be mindful of the importance of having a Town Council device to house Town Council related emails and documents for Councillors protection as well as the Town Council in reducing a potential data breach.

The Town Clerk advised the Chairman that the Provision of IT to Town Councillors is not included on this evening's agenda.

It was proposed by Councillor Miller, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to be held on 4th August 2022 to approve the amendments to the Provision of IT Equipment and Acceptable Use Policy as attached.

45/22/23 TO RECEIVE AND NOTE A REPORT ON FREEDOM OF INFORMATION REQUESTS.

It was **RESOLVED** to note the report. Members requested that future reports include details of the number of hours spent on Freedom of Information requests.

46/22/23 TO RECEIVE AND NOTE A REPORT ON UK GDPR.

It was **RESOLVED** to note.

47/22/23 TO CONSIDER REVIEWING THE TOWN COUNCIL SOLICITOR SERVICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to delegate to the Town Clerk to obtain quotes reporting back to a future P&F meeting.

48/22/23 TO RECEIVE A REPORT ON A DEFIBRILLATOR IN THE TOWN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk updated Members on the background to the agenda item with authority required for the continuing maintenance costs to be paid by the Town Council.

It was noted that the defibrillator and cabinet housing recently removed from Appleby Westward and the defibrillator and cabinet housing located outside Bloom Hearing in Fore Street were purchased from public fundraising with the support of Saltash Rotary.

It was further noted that the cabinet housing for the defibrillator outside Bloom Hearing will need upgrading to enable continued support from the emergency services. Authority is required for the Town Council to continue to pay for the annual maintenance of the defibrillator in Fore Street.

It was noted that at the time of receiving the information/cost it was evident there were insufficient funds in the Services budget. To avoid delay the Chairman approved for the item to be received and considered at the next P&F meeting.

It was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED** to note the update and that:

1. Members submit suggestions to the Administration Officer for locations for a defibrillator that has recently been removed from a site at Appleby Westward;
2. Councillor B Samuels circulates the defibrillator map link to Members.

It was proposed by Councillor Miller, seconded by Councillor Bullock and resolved to **RECOMMEND** to the Extraordinary Services Committee that:

3. Saltash Rotary report to the next Extraordinary Services Committee Meeting regarding the cabinet access and if they wish to request that the Town Council continues to pay for the annual maintenance.

49/22/23 TO RECEIVE AND NOTE A REPORT FROM LIVEWIRE YOUTH PROJECT.

It was **RESOLVED** to note the report and thank Livewire for their continued work in the community.

50/22/23 TO RECEIVE REPORTS FROM WORKING GROUPS AND OUTSIDE BODIES:

a. Neighbourhood Plan Steering Group

No Report.

b. Saltash Team for Youth

It was **RESOLVED** to note the report and thank the Saltash Team for Youth for their ongoing work supporting the local youth organisations in the Town.

c. Section 106 Panel

It was **RESOLVED** to note.

51/22/23 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.

52/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

53/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

54/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

55/22/23 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING.**

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

- a. Community Chest grants awarded.

DATE OF NEXT MEETING

Tuesday 13 September 2022 at 6.30 pm

Rising at: 8.18 pm

Signed: _____
Chairman

Dated: _____

Policy Group: General

Data Retention & Disposal Policy

RESPONSIBLE COMMITTEE: P&F

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

Deleted: Readopted 05

Current Document Status			
Version	2/2022 DRAFT	Approved by	
Date	June 2022	Date	
Responsible Officer	AJT	Minute no.	
Next review date	Annual or as required		

Deleted: 1/2022

Deleted: ATM

Deleted: 05/2018

Deleted: 05.05.2022

Deleted: 54/22/23b(iv)

Version History			
Date	Version	Author/Editor	Notes
052018	1	SLCC/ajt	New
May 2021	1/2021	AJT	Readopted – new council
May 2022	1/2022	AJT	Readopted
June 2022	2/2022	AJT	Appendix B added

Document Retention Period
Until superseded

Deleted: Readopted 05

Saltash Town Council Data Retention and Disposal Policy

NOTE: This document refers to the now repealed Data Protection Act 1998 which has been replaced by the Data Protection Act 2018.

1. Introduction

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the UK General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
 - Retained – and for how long; or
 - Disposed of – and if so by what method.
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
 - 'With compliments' slips.
 - Catalogues and trade journals.
 - Non-acceptance of invitations.
 - Trivial electronic mail messages that are not related to Council business.
 - Requests for information such as maps, plans or advertising material.
 - Out of date distribution lists.

- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.
- 2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations

3. Roles and Responsibilities for Document Retention and Disposal

- 3.1 The Council is responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the UK General Data Protection Regulations.
- 3.2 The Council should ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
- Facilitate an audit or examination of the business by anyone so authorised.
 - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
 - Verify individual consent to record, manage and record disposal of their personal data.
 - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles should be adopted:
- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the UK General Data Protection Regulations
 - Documents that are no longer required for operational purposes but need retaining should be placed at the records office.
- 4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

5.1 Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

5.3 Documents can be disposed of by any of the following methods:

- Non-confidential records: place in waste paper bin for disposal.
- Confidential records or records giving personal information: shred documents.
- Deletion of computer records.
- Transmission of records to an external body such as the County Records Office.

5.4 The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the UK General Data Protection Regulations.
- the Freedom of Information Act or cause reputational damage.
- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

5.5 Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The method of disposal.

6. Data Protection Act 1998 (REPEALED AND REPLACED BY THE Data Protection Act 2018 23rd May 2018)– Obligation to Dispose of Certain Data

6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

Data that relates to a living individual who can be identified:

- a) from the data, or
- b) from those data and other information which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

6.3 Councils are responsible for ensuring that they comply with the principles of the under the UK General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

7.1 In general, once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, **except** for those prescribed by HM Revenue and Customs.

7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.

7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

- 8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the Code of Practice on the Management of Records issued by the Lord Chancellor).
- 8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:
- *Local Council Administration*, Charles Arnold-Baker, 910^h edition, Chapter 11
 - Local Government Act 1972, sections 225 – 229, section 234
 - *SLCC Advice Note 316 Retaining Important Documents*
 - *SLCC Clerks' Manual: Storing Books and Documents*
 - *Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000*

9. List of Documents

- 9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.
- 9.2 The management of email/Office 365 accounts for Members or employees leaving the council is contained in Appendix B: Management of Member and Employee Email/Office 365 Accounts and Mailboxes.

Formatted: Font: Bold

Deleted: Readopted 05

Saltash Town Council

Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive		Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority
Agendas	5 years	Management		Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management		Bin
Receipt and payment accounts	Indefinite	Archive		N/A
Receipt books of all kinds	6 years	VAT		Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit		Confidential waste
Bank paying-in books	Last completed audit year	Audit		Confidential waste
Cheque book stubs	Last completed audit year	Audit		Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)		Confidential waste A list will be kept of those

Document	Minimum Retention Period	Reason	Location Retained	Disposal
				documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT		Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)		Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT		Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)		Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)		Bin
Wages books/payroll	12 years	Superannuation		Confidential waste
Insurance policies	While valid (but see next two items below)	Management		Bin
Insurance company names and policy numbers	Indefinite	Management		N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management		Bin
Town Park equipment inspection reports	21 years			
Investments	Indefinite	Audit, Management		N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management		N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant			Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).		N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Magazines and journals	<p>Council may wish to keep its own publications</p> <p>For others retain for as long as they are useful and relevant.</p>	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.		Bin if applicable
	Record-keeping			
<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> A list of files stored in cabinets will be kept 	The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.	Management		Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
<ul style="list-style-type: none"> Electronic files will be saved using relevant file names 				A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management		Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period be for 3 years	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
	Documents from legal matters, negligence and other torts Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.			
Negligence	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Leases	12 years			Confidential waste.
Sums recoverable by statute	6 years			Confidential waste.
Personal injury	3 years			Confidential waste.
To recover land	12 years			Confidential waste.
Rent	6 years			Confidential waste.
Breach of trust	None			Confidential waste.
Trust deeds	Indefinite			N/A
For Halls, Centres, Recreation Grounds				
<ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued 	6 years	VAT		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lettings diaries	Electronic files linked to accounts	VAT		N/A
Terms and Conditions	6 years	Management		Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management		Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
	For Allotments			
Register and plans	Indefinite	Audit, Management		N/A
Minutes	Indefinite	Audit, Management		N/A
Legal papers	Indefinite	Audit, Management		N/A
	For Burial Grounds			

Document	Minimum Retention Period	Reason	Location Retained	Disposal
<ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Applications for interment • Applications for right to erect memorials • Disposal certificates • Copy certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)		N/A
	Planning Papers			
Applications	1 year	Management		Bin
Appeals	1 year unless significant development	Management		Bin
Trees	1 year	Management		Bin
Local Development Plans	Retained as long as in force	Reference		Bin
Local Plans	Retained as long as in force	Reference		Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes		N/A
	CCTV			
Daily notes	Daily	Data protection		Confidential waste
Radio rotas	1 week	Management		Confidential waste
Work rotas	1 month	Management		Confidential waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Observation sheets	3 years	Data protection		Confidential waste
Stats	3 years	Data protection		Confidential waste
Signing in sheets	3 years	Management		Confidential waste
Review requests	3 years	Data protection		Confidential waste
Discs – master and working	For as long as required	Data protection		Confidential waste
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management		Confidential waste
Code of Practice	Destroy on renewal Review annually	Management		Confidential waste
Photographs/digital prints	31 days	Data protection		Confidential waste

Appendix B –

Data Retention and Disposal Policy – Management of Member and Employee Email/Office 365 Accounts and Mailboxes

This procedure is to be followed when a Member resigns from the Council or a member of staff leaves the employment of the Council.

Members:

Town Clerk notified of the resignation.

Town Clerk or delegated Officer - instruct IT Consultant by email to remove access to account immediately.

IT Consultant to archive mailbox and account contents for 12 months.

IT Consultant deletes account, mailbox and all contents after 12 months and notifies Town Clerk or delegated Officer in writing.

Employees:

a. Personal accounts

Town Clerk or delegated Officer – instruct IT Consultant by email to remove Office 365 access at 5.00pm on last day of employment

Mailbox to have out of office divert message for three months (keeping the account live)

After 3 months IT Consultant to archive mailbox for 2 years

After 2 years – IT Consultant to check with Town Clerk/delegated Officer for email confirmation that the account mailbox can be deleted.

b. Officer role specific accounts (eg Town Clerk, Finance Officer, Accounts, HR, Enquiries)

Town Clerk/delegated Officer – instruct IT Consultant by email to change password at 5.00pm on last day of employment maintaining access for other authorized staff.

c. Accounts where more than one employee has access

Town Clerk/Delegated Officer to instruct IT Consultant by email to change password at 5.00pm on last day of employment of departing team member maintaining access for other authorised staff.

d. Teams

Once the IT Consultant has removed Office 365 access is automatically removed. Chats should be deleted from Teams.

Receiving Public Questions, Representations and Evidence at Meetings

RESPONSIBLE COMMITTEE: P&F

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

1

DRAFT 06/2022; Updated from meeting for FTC 040822

Deleted: Receiving Public Questions at Meetings

Deleted: Readopted 05/2022

Current Document Status			
Version	<u>3/2022 DRAFT</u>	Approved by	
Date	June 2022	Date	
Responsible Officer	AJT	Minute no.	
Next review date	Annual or as required		

Deleted: 2/2022

Deleted: ATM

Deleted: 1

Deleted: 05.05.2022

Deleted: 54/22/23b(xvii)

Version History			
Date	Version	Author/Editor	Notes
April 2018	1	AJT	New – Min no.07/18/19g
March 2021	2 DRAFT	AJT	Revised
June 2021	2	AJT	For readoption – new council
May 2022	2/2022	AJT	Reviewed for reapproval
<u>June 2022</u>	<u>3/2022DRAFT</u>	<u>AJT</u>	<u>Revised to include Planning & Licensing Committee amendments; amended deadline for questions to be received</u>

Document Retention Period
Until superseded

Deleted: Readopted 05/2022

SALTASH TOWN COUNCIL

RECEIVING PUBLIC QUESTIONS, REPRESENTATIONS AND EVIDENCE AT MEETINGS

Members of the public have a legal right to attend decision making meetings of the Town Council and its Committees, except where they are excluded for specific items which need to be discussed in confidence (e.g. staffing matters or tenders for contracts). A period of fifteen minutes will be designated for public participation at a meeting and this session is recorded in the minutes of the meeting.

Submission of Questions, Representations and Evidence

Questions, representations and evidence must be submitted in writing **no later than 12 noon the day before the meeting** either by email to enquiries@saltash.gov.uk or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and address and indicate if you will be present at the meeting.

Deleted: 24 hours

No person may submit more than one question to a meeting and no more than one question may be asked on behalf of an organisation.

Any questions submitted after the deadline will be referred to the next meeting.

Anonymous questions will not be answered.

Order of Questions

Questions will be taken in the order in which notice was received but the Chairman of the meeting may group together similar questions. Where the enquirer is unable to be present their letter will be read out by the Town Clerk.

All questions shall be put to the Chairman and no member of the public may speak for longer than three minutes. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman shall direct in which order this will be.

A public question shall not start a debate at the meeting.

Scope of Questions

Questions must relate to a matter to which the Council has powers or duties or which affect the town of Saltash.

Questions will not be allowed on matters which have previously been determined.

The Chairman of the meeting will reject a question if it:

- Is not about a matter for which the Town Council has a responsibility or which affects the town of Saltash.
- Is defamatory, frivolous or offensive.
- Requires the disclosure of confidential information.

Deleted: Readopted 05/2022

- Is the same, or substantially the same question as one asked in the previous six months.

Response to Questions

Questions may be answered by the Mayor, Deputy Mayor, Town Councillors or the Town Clerk and will be dealt with in one of the following ways:

- A verbal response may be made at the meeting.
- The Town Clerk will be asked to respond in writing.
- The Town Council may decide to place the item on an agenda for a future meeting (or refer it to a Committee) for further consideration.
- Where the enquirer was not present at the meeting a copy of the response will be provided if made at the meeting.

Procedure in respect of planning applications

Members of the public wishing to speak about a planning application should register by email **no later than 12 noon the day before the meeting** where the application will be considered.

The Chairman will introduce the application and invite speakers in the following order:

- The applicant or their agent
- Objector
- Supporter
- Ward Members

Following this, Members of the Committee may debate and will then vote on the application.

Where more than one objector/supporter has registered to speak, the first received will be permitted to speak. Where there are number of interested parties in an application, they are advised to coordinate their response and nominate a speaker.

Time Limits

Each public speaker has a time limit of three minutes to make their representation. At the discretion of the Chairman and with the approval of Members, a further two minutes may be permitted where new information is available.

Protocol

Members of the public should not interrupt other speakers or the Committee debate. Where Members of the Committee ask questions of a public speaker this does not entitle them to participate in the debate.

All speakers must respect the Chairman and respond to instructions accordingly.

Speakers should restrict their comments to material planning considerations only

Please note that offensive or threatening behaviour will not be tolerated. If a member of the public interrupts the proceedings of any meeting the Council reserves the right to curtail the contribution of that person and exclude a disorderly person or clear the public gallery.

Version History

Date	Details
September 2018	Note: Words importing the masculine gender only shall include all other genders and vice versa.

Standing Orders 2022-23 DRAFT

Deleted: [Standing Orders 2022-23](#)

RESPONSIBLE COMMITTEE: P&F

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

Current Document Status			
Version	<u>07/2022</u>	Approved by	FTC
Date	<u>July 2022 DRAFT</u>	Date	09.06.2022
Responsible Officer	AJT	Minute no.	89/22/23a
Next review date	Annual or as required		

Deleted: June 2022

Version History			
Date	Version	Author/Editor	Notes
May 2021	02/2021	AJT	Amendment 6a(i) p18 part not legally required (SB) Removal of front appendix re SI 2020 No.392
July 2021	07/2021	AJT	Deleted 2m
August 2021	08/2021	AJT	New 2m; Version history pre 2021 moved to back of document
May 2022	2022	AJT	Readopted
June 2022	06/2022	SB/AJT	Section 17 p28 Section 19 p30
<u>July 2022</u>	<u>07/2022 DRAFT</u>	<u>AJT</u>	<u>Section 2 f.g.i.i</u> <u>Section 2m</u> <u>Section 2e.i</u> <u>2i deleted (2i applies)</u>

Document Retention Period
Until superseded

Deleted: 06/2022

Contents

1. General principles.....	4	Deleted: 4
2. Meetings generally.....	5	Deleted: 5
3. Rules of debate at meetings.....	7	Deleted: 7
4. Disorderly conduct at meetings.....	9	Deleted: 9
5. Committees and sub-committees.....	11	Deleted: 11
6. Meetings.....	13	Deleted: 13
7. Filming and recording meetings.....	17	Deleted: 17
8. Previous resolutions and Rescission of minutes.....	18	Deleted: 18
9. Voting on appointments.....	18	Deleted: 18
10. Motions for a meeting that require written notice to be given to the Proper Officer.....	19	Deleted: 19
11. Motions at a meeting that do not require written notice.....	19	Deleted: 19
12. Management of information.....	21	Deleted: 21
13. Minutes.....	21	Deleted: 21
14. Code of Conduct and dispensations.....	22	Deleted: 22
15. Proper Officer.....	26	Deleted: 26
16. Responsible Financial Officer.....	27	Deleted: 27
17. Procurement.....	27	Deleted: 27
18. Orders for Work, Goods and Services.....	28	Deleted: 28
19. Contracts.....	28	Deleted: 28
20. Payments Under Contracts for Building Or Other Construction Works.....	30	Deleted: 30
21. Handling staff matters.....	30	Deleted: 30
22. Responsibilities to provide information.....	31	Deleted: 31
23. Responsibilities under Data Protection Legislation.....	31	Deleted: 31
24. Relations with the press/media.....	32	Deleted: 32
25. Execution and sealing of legal deeds.....	32	Deleted: 32
26. Communicating with Unitary Authority Councillors.....	32	Deleted: 32
27. Restrictions on Councillor activities.....	33	Deleted: 33
Appendix.....	34	Deleted: 34
A GUIDE TO AWARDING DISPENSATIONS.....	35	Deleted: 35
Terms of Reference of Committees.....	38	Deleted: 38
Version History.....	39	Deleted: 39

Deleted: 06/2022

1. General principles

- a. These Standing Orders apply to the meetings and actions of Saltash Town Council, and to its Committees and Sub Committees and supersede as and when required any delegated authorities as required and as may be in place from time to time. over relevant legislation and in particular the relevant provisions of the Local Government Act, 1972 Schedule 12, Part IV.
- b. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- c. A motion to add to, vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least six (6) Councillors to be given to the Proper Officer in accordance with Standing Order 10.
- d. Any variation or amendment to these Standing Orders, including their Appendices, will not come into force until they have been adopted by resolution passed by a two-thirds majority of the full Council, having given one month's notice of the agreed changes.
- e. A printed copy of these Standing Orders and their Appendices shall be kept by the Proper Officer and shall be available for inspection by any member of the Public and made available on the Council website. An electronic or printed copy of the Standing Orders shall be given to each member of the Council by the Clerk as soon as possible following the member's Declaration of Acceptance of Office, and a printed or electronic copy, as requested, of the Standing Orders and their Appendices be given to all Members by the Clerk on request.
- f. The decision of the Chairman of a meeting as to the application of standing orders at the meeting shall be final.

2. Meetings generally

- a. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b. The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- d. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend at that point identified on the agenda for public participation.
- e. At the Chairman's discretion and with the agreement of the Council, a member of the public may be invited to speak in regard to the item under consideration by the Council at that point on the agenda where the matter is being discussed.
- f. The period of time designated for public participation at a meeting in accordance with standing order 2(d) above shall not exceed 15 minutes unless directed by the Chairman of the meeting and with the approval of Members of the Council.
- g. Subject to standing order 2(e) above, a member of the public shall not speak for more than 3 minutes.
- h. In accordance with standing order 2(d) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.
- i. Any member of the public wanting to put a question, make a representation or give evidence to the Council must do so no later than 12 noon on the day before the meeting by writing or email to enquiries@saltash.gov.uk
- j. A person who speaks at a meeting shall direct their comments to the Chairman of the meeting.

Deleted: answer questions on matters of fact relating

Deleted: 24 hours prior

Deleted: to

k. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.

l. ~~The Mayor will attend meetings of the Personnel Committee as an observer.~~

Deleted: <#>During Planning and Licensing Committee meetings members of the public who have registered to do so may speak at the discretion of the Chairman and with the approval of members of the Planning and Licensing Committee. ¶

Formatted: Strikethrough

Commented [MT1]: DELETE

m. The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

n. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor of the Council may in their absence be done by, to or before the Deputy Mayor of the Council.

o. The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

p. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.

q. The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.

r. Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question. Such a request shall be made before moving to the vote and will be taken in alphabetical order of those present at the meeting and eligible to vote.

s. The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of Councillors present and absent;
- iii. interests that have been declared by Councillors and non-Councillors with voting rights;
- iv. the grant of dispensations (if any) to Councillors with voting rights;

Deleted: 06/2022

- v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- t. **A Councillor (or a non-Councillor) with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in the matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- u. **No business may be transacted at a meeting unless at least 7 (seven) members of the Council are present.** The Terms of Reference for each standing committee will define its quorum which in no case be less than three (3).
- v. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- w. A meeting shall not exceed a period of 2 ½ hours.

3. Rules of debate at meetings

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairman of the meeting, is expressed in writing to the Chairman.
- h. A Councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman.
- j. Subject to standing order 3(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
- k. One or more amendments may be discussed together if the Chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A Councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the Chairman of the meeting, a Councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another Councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.

- p. During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q. A point of order shall be decided by the Chairman of the meeting and their decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s. Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t. Excluding motions moved under standing order 3(r) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chairman of the meeting.

4. Disorderly conduct at meetings

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any Councillor or the Chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- |
- c. If a resolution made under standing order 4(b) above is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

DRAFT

5. Committees and sub-committees

- a. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the Committee.**
- b. **The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.**
- c. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-Councillors.**
- d. The Council has established Terms of Reference for the governance of its Committees which are attached as an appendix to these Standing Orders. They confirm the membership, voting rights, delegated authority and training requirements, and may only be varied by resolution of a meeting of the Policy and Finance Committee.
- e. The Council may appoint committees as may be necessary, and:
 - i. shall determine their terms of reference including the scheme of delegation and the role of Chairman and Vice Chairman as ex officio members with or without voting rights;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next Annual Meeting of full Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 5(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. shall permit a committee to appoint its own Chairman at the first meeting of the committee;
 - vi. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - vii. shall determine if the public may participate at a meeting of a committee;
 - viii. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

- ix. shall determine if the public may participate at a meeting of a subcommittee that they are permitted to attend; and
- x. may dissolve a committee.
- f. Members of the Town Council shall have the right to attend the Policy and Finance, Services, Planning and Licensing and Burial Authority Committees.

Six members of the Town Council will be appointed to the Personnel Committee and all members of the Committee must be willing to commit to undertake employment law training as soon as they are elected subject to course availability.

Members of the Town Council shall have the right to attend all Sub Committees and Working Parties as non-voting members. They may sit at the table at the discretion of the Committee and may speak at the invitation of the Chairman.

All members of the Planning and Licensing Committee are to undertake Planning training within six months of their appointment subject to course availability.

- g. Where the press and public are excluded from any part of a meeting, members of the Council not appointed to serve on the committee will also be excluded from that part of the meeting.

6. Meetings

The following shall be considered as full Council meetings:

- a. Annual Town Council meeting**
- b. Ordinary meetings of the Council**
- c. Extraordinary meetings of the Council**

a. Annual Meetings

- i. In an election year, the Annual Meeting of the Council shall be held on the third Thursday of May, or the first Thursday after the Elections if the date is varied and must in any case take place within 14 days following the day on which the new Councillors elected take office.**
- ii. In a year which is not an election year, the Annual Meeting of a Council shall be held on the first Thursday in May at 7pm.**
- iii. The first business conducted at the Annual Meeting of the Council shall be the election of the Mayor and Deputy Mayor of the Council.**
- iv. The Mayor, unless they have resigned or become disqualified, shall continue in office and preside at the Annual Meeting until their successor is elected.**
- v. The Deputy Mayor, unless they resign or become disqualified, shall hold office until immediately after the election of the Mayor of the Council at the next Annual Meeting of the Council.**
- vi. In an election year, if the current Mayor of the Council has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Mayor of the Council has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor of the Council but must give a casting vote in the case of an equality of votes.**
- vii. In an election year, if the current Mayor of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Mayor of the Council has been elected. They may exercise an original vote in respect of the election of the new Mayor of the Council and must give a casting vote in the case of an equality of votes.**
- viii. Following the election of the Mayor and Deputy Mayor of the Council at the Annual Meeting of the Council, the business of the Annual Meeting shall include:**

- a) **In an election year, delivery by the Mayor of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
- b) Confirmation of the accuracy of the minutes of the last meeting of the Council;
- c) Receipt of the minutes of the last meeting of a committee;
- d) Consideration of the recommendations made by a committee;
- e) Review of delegation arrangements to committees, subcommittees, staff and other local authorities;
- f) Review of the terms of reference for committees;
- g) Appointment of members to existing committees;
- h) Appointment of any new committees in accordance with standing order 5 above;
- i) In an election year, to confirm that the Council has met the eligibility criteria and is able to adopt and exercise the general power of competence;
- j) Determining the time and place of ordinary meetings of the full Council up to and including the next Annual Meeting of full Council.

b. Ordinary Meetings

- i. **Ordinary Full Council meetings shall be held on the first Thursday of each month excepting May, unless otherwise determined by resolution at the Annual Meeting of the Council.**
- ii. **In addition to the Annual Meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- iii. At Ordinary Full Council Meetings the order of business shall be:
 - a) Health and safety announcements.
 - b) To choose a person to preside if the Mayor and Deputy Mayor be absent.
 - c) Prayers, where permitted by Motion of the Council and desired by the Mayor/Chairman.
 - d) Apologies for absence.

- e) To receive Declarations of Interests as required by the Code of Conduct or by relevant legislation and consider written requests for dispensations.
- f) Guest speakers should normally be limited to one per meeting with the permission of the Council and shall not exceed 10 minutes unless directed by the Chairman.
- g) To receive reports from the Mayor, Police crime figures, Saltash Gateway CIC, Cornwall Gateway Community Network Area, and other bodies or Members at the discretion of the Mayor.
- h) To consider Written Questions from Members of the Public.
- i) To read and approve as a correct record the Minutes of Full Council.
- j) Meetings not yet approved but ready for approval.
- k) To consider Financial Matters.
- l) To consider Correspondence.
- m) To receive and note Minutes of Committees of the Council, and of Sub Committees reporting to Full Council, and consider any recommendations therein.
- n) To consider other matters placed on the agenda.
- o) To consider other matters submitted by motion.
- p) To consider Planning and Licensing Matters.
- q) To consider matters of public engagement and communication.
- r) To note the Dates of the Next Meetings.
- s) To move 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.

c. Extraordinary meetings of the Council and committees and sub committees

- i. **The Mayor of the Council may convene an extraordinary meeting of the Council at any time.**
- ii. **If the Mayor of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.**

- iii. The Chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- iv. If the Chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee or the subcommittee may convene an extraordinary meeting of a committee or a sub-committee.
- v. **At Extraordinary Full Council Meetings, the order of business shall be:**
 - a) Health and safety announcements.
 - b) To choose a person to preside if the Mayor and Deputy Mayor are absent.
 - c) Apologies for absence.
 - d) To receive Declarations of Interests as required by the Code of Conduct or by relevant legislation and consider written requests for dispensations.
 - e) To consider the matters specified when the meeting was called.
 - f) To note the Dates of the next meetings.
 - g) To move 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.

d. **Annual Town Meeting**

- i. The Annual Town Meeting shall be held between March 1st and June 1st, at a time fixed by resolution of the full Council.
- ii. At the Annual Town Meeting the order of business shall be:
 - a) Health and safety announcements.
 - b) To choose a person to preside if the Mayor and Deputy Mayor be absent.
 - c) Prayers, where permitted by Motion of the Meeting and desired by the Mayor/Chairman.
 - d) Apologies for absence.
 - e) To adopt the minutes of the last Annual Town Meeting of electors.

- f) To receive annual reports from the Mayor, Saltash Town Council, Cornwall Council, Police, Saltash Gateway, CIC and representatives of outside partners within the area of Saltash.
- g) To consider questions from members of the public.
- h) To note the date of the next Annual Town Meeting with electors.

7. Filming and recording meetings

a. Filming and Recording Council meetings

- i. **When a meeting of the Council, its committees or sub committees is open to the public, any person, if present, may:**
 - a) **film, photograph or make an audio recording of a meeting;**
 - b) **use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;**
 - c) **report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.**
- ii. **Oral reporting, commentary or broadcasting is not permitted during any part of a meeting of the Council, its committees and sub committees.**
- iii. An individual must be present and able to use their equipment in order to film, photograph or audio record a meeting. There will be no opportunity to report on any part of the meeting where the Council has resolved to exclude the press and public.

b. Disruptive behaviour whilst filming and recording

- i. No filming, photographing or audio recording of a meeting should be carried out in such a way as to disrupt the proceedings of the meeting.
- ii. If person(s) disregard the request of the Chairman of the meeting to moderate or improve their behaviour whilst filming or recording, any Councillor or the Chairman of the meeting may move that the person be instructed to cease filming, photographing or audio recording. The motion, if seconded, shall be put to the vote without discussion.
- iii. If a resolution under standing order 7 b(ii) above is ignored, the Chairman of the meeting may take further reasonable steps to

restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

- iv. Members of the Council recording meetings are reminded of their obligations under the Council's Code of Conduct in respect of confidential matters.

8. Previous resolutions and Rescission of minutes

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six (6) Councillors to be given to the Proper Officer in accordance with standing order 10 below.
- b. The Mayor or Chairman of the relevant committee may call an Extraordinary meeting to consider a written notice to rescind a decision of that meeting when in receipt of a notice under standing order 10.
- c. When a motion moved pursuant to standing order 8 (a) above has been disposed of, no similar motion may be moved within a further six months.

9. Voting on appointments

a. Election of Officers

- i. Where two or more persons have been nominated for a position to be filled as an officer of the Council, election will take place by recorded ballot.

Where more than two persons have been nominated for a position to be filled by the Council, the vote will be taken by a written ballot of those members present and eligible to vote. The outcome of the vote will be reported by the Clerk.

- ii. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person.
- iii. A tie in votes may be settled by the casting vote of the Chairman of the meeting.

10. Motions for a meeting that require written notice to be given to the Proper Officer

- a. A motion shall relate to the responsibilities of the meeting to which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. A written notice of motion received in accordance with these Standing Orders may be referred to any meeting of the Council or its committees or sub committees. The final decision as to where the motion will be considered will be made by the Proper Officer.
- c. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ten (10) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- d. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10 (b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- e. If the Proper Officer considers the wording of a motion received in accordance with standing order 10 (b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least eight (8) clear days before the meeting.
- f. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the relevant Committee meeting or the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- g. A written notice of motion shall not relate to any matter which may be considered under the Council's Code of Conduct, Complaints Procedure or employment policies.
- h. Subject to standing order 10 (e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

11. Motions at a meeting that do not require written notice

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting.
 - ii. to move to a vote.
 - iii. to defer consideration of a motion.

- iv. to refer a motion to a particular committee or sub-committee.
- v. to appoint a person to preside at a meeting.
- vi. to change the order of business on the agenda.
- vii. to proceed to the next business on the agenda.
- viii. to require a written report.
- ix. to appoint a committee or sub-committee and their members.
- x. to extend the time limits for speaking.
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest.
- xii. to not hear further from a Councillor or a member of the public.
- xiii. to exclude a Councillor or member of the public for disorderly conduct.
- xiv. to temporarily suspend the meeting.
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements).
- xvi. to adjourn the meeting or
- xvii. to close a meeting.

12. Management of information

(see also standing order 20)

- a. The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b. The Council shall have in place, and keep under review, policy for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c. The agenda, papers that support the agenda and the minutes of the meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d. Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

13. Minutes

- a. The Minutes of all Committees shall be reported to Full Council to consider any Recommendations and matters arising from them. If a copy has been circulated to each member of the Council not later than the date of issue of the summons to attend the Meeting, the minutes will be taken as read.
- b. Minutes of Sub Committees will be received and considered by the relevant Committee. Working Groups may keep notes but shall not be required to keep Minutes except by resolution of the Full Council.
- c. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11 (a) i above.
- d. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- e. If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the

minutes and include a paragraph in the following terms or to the same effect:

"The Chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- f. Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14. Code of Conduct and dispensations

General

- a. The Council has adopted the Cornwall Code of Conduct for City, Community, Parish and Town Councils which will apply to Councillors and members of the public co-opted to serve on Committees and sub Committees of the Council in respect of the entire meeting.

All interests arising from the Code of Conduct adopted by the Council will be recorded in the minutes giving the existence and nature of the interest.

- b. Members must have particular regard to their obligation to record and leave the room for matters in which they have an interest as defined by the Code of Conduct or by relevant legislation.
- c. The Council shall maintain for public inspection, a Register of Members' interests that is compliant with the Code of Conduct and with relevant legislation.

Members and the Code of Conduct

- a. All Councillors and members of the public co-opted to serve on Council committees and sub committees shall observe the Code of Conduct adopted by the Council.
- b. All Councillors and members of the public co-opted to serve on Council committees and sub committees shall maintain a Register of Disclosable Pecuniary Interests and must update their register by notifying the Monitoring Officer and the Clerk of any changes within 28 days.
- c. All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.
- d. Unless granted a dispensation, a Councillor or non-Councillor with voting rights who has registered a Disclosable Pecuniary Interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.

- e. Unless granted a dispensation, a Councillor or non-Councillor with voting rights who has registered a non-registerable interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.
- f. Where a non-registerable interest arises from membership of an outside body as defined in 3.5A of the Council's Code of Conduct, a Councillor may remain in the room to address the meeting, provide a short statement and answer questions for no more than three (3) minutes before leaving the room at the request of the Chairman.
- g. Members must record in a Register of Interests maintained by the Proper Officer any gifts or hospitality that you are offered or receive in connection with your official duties as a member and the source of the gift or hospitality worth £25 or over.
- h. A Member of the Council may, for the purposes of their duty as a member but not otherwise, inspect any document which has been considered by a Committee or by the Council. The Proper Officer or Solicitor to the Council may decline to allow inspection of any document which is protected by other legislation or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client. All Minutes kept for any Committee shall be open for the inspection of any member of the Council during office hours.

Code of Conduct Complaints

- i. Notification of any complaint shall remain confidential to the Proper Officer of the Council until such time as the matter has been concluded, when the outcome of the complaint shall be reported to a meeting of full Council.
- j. Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor or Deputy Mayor of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer as set out in this Standing Order, and who shall continue to act in respect of that matter as such until the complaint is resolved.
- k. Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- l. The Council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

- m. References to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the Code of Conduct by a Councillor.
- n. Upon notification by the Monitoring Officer of Cornwall Council that a Councillor or Non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider any recommendations and what, if any, action to take against him. Such action excludes disqualification or suspension from Office and shall be limited to those sanctions recommended by the Monitoring Officer as part of the Decision Notice.
- o. **In the event of a complaint received by the Proper Officer or Administration Staff relating to a standing Council member (submitted by either a Council member or member of the public), the complainant shall be directed to the Chairman of the Council to resolve or referred to the Monitoring Officer.**

Dispensations

- a. The Council has adopted the Cornwall Association of Local Councils, A Guide To Awarding Dispensations 2012, for the issuing of dispensations which is in accordance with the Council's Code of Conduct. It is attached to these Standing Orders as an appendix.
- b. The Guide shall apply to all meetings of the Council, its Committees and Sub Committees.
- c. No dispensation will be awarded for any meeting where there are no minutes of the proceedings.
- d. Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by meeting of the Council, or Committee or Sub Committee for which the dispensation is required that decision is final.
- f. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest of other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g. A dispensation may be granted in accordance with Standing Order 14(a) above if having regard to all relevant circumstances the following applies:
 - i. without the dispensation the number of person prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
 - ii. granting the dispensation is in the interests of persons living in the Council's area or
 - iii. it is otherwise appropriate to grant a dispensation

15. Proper Officer

- a. The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall put in place arrangements to:
 - i. **at least three clear days before a meeting of the Council, a committee and a sub-committee serve on Councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer;**
 - ii. **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them);**
 - iii. **convene a meeting of full Council for the election of a new Mayor of the Council, occasioned by a casual vacancy in their office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. retain acceptance of office forms from Councillors;
 - vi. retain a copy of every Councillor's register of interests;
 - vii. prepare and make available all agendas and minutes in line with the provisions of these Standing Orders;
 - viii. To act as the exempting officer and respond to requests made under the Freedom of Information Act 2000 and Data Protection Act 2018, in accordance with and subject to the Council's policies and procedures relating to the same;
 - ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - x. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form;
 - xi. arrange for legal deeds to be executed; (See also standing order 22 below);
 - xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
 - xiii. refer a planning and or a licensing application received by the Council to the Mayor or the Chairman of the Planning and Licensing Committee within two working days of receipt to facilitate an

extraordinary meeting if the nature of a planning and or licensing application requires consideration before the next ordinary meeting of the Council or Planning and Licensing Committee;

- xiv. manage access to information about the Council via the publication scheme; and
- xv. retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect;
(See also standing order 21 below).
- xvi. receive and retain copies of byelaws made by other local authorities.

16. Responsible Financial Officer

- a. When the Responsible Finance Officer is absent, the Council will appoint a Member to an unpaid post to undertake the work of the Responsible Finance Officer if required.

17. Procurement

- 1.1. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2015 including thresholds shall be followed. UK tendering thresholds are set by Parliament every two years (01.01.22) and aligned to the European Union (EU) and World Trade Organisation (WTO) agreements.
 - Up to £25,000 (including VAT) requirements in the Councils standing orders and financial standing orders.
 - Over £25,000 (including VAT) use of the Contract Finder website, Official Journal of the European Union (OJEU), Find a Tender (www.gov.uk/find-tender) and other light touch rules in the Public Contracts Regulations 2015. If the Council is inviting specific firms and not opening up to wider competition, the Council does not have to advertise the opportunity on Contracts Finder (Public Contracts Regulations 2015, Reg 110(5)(b))
 - European Union requirements and the 'threshold' EU requirements apply to any contract the value of which exceeds the 'threshold'. The threshold is reviewed every two years. For contracts commencing on or after 1st January 2022 the threshold is:
 - Over £213,477 for goods or services, or £5,336.937 for public works (construction), must comply with the full requirements of the Public Contracts Regulations 2015. These include specific tendering methods and timescales, as well as a requirement to advertise on both the Contracts Finder website and Find-a-Tender (the UK e-notification service).

18. Orders for Work, Goods and Services

- a. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- b. Order books shall be controlled by the RFO.
- c. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 20.a below.
- d. A member may not issue an official order or make any contract on behalf of the Council.
- e. The Finance Officer shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Finance Officer shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

19. Contracts

Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

- b. Where it is intended to enter into a contract exceeding £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from an appropriate approved list.
- c. The Town Council must not split contracts to avoid the contract rules.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed or secure email address (which account has access restricted to the Assistant Town Clerk and Administration Officer) until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk or Assistant Town Clerk in the presence of at least one member of the Council. Tenders received in the secure email account will be opened by either the Assistant Town Clerk or Administration Officer in the presence of the Town Clerk.
- g. If less than three tenders are received for contracts above £50,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- h. Any invitation to tender issued under this regulation shall refer to the Anti-Bribery Policy Statement and Anti-Fraud and Corruption Strategy.
- i. When it is intended to enter into a contract of less than £50,000 and above £5,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or FO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 19.a (ii) above shall apply.
- j. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or

quote who was present when the original decision making process was being undertaken.

20. Payments Under Contracts for Building Or Other Construction Works

- a. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- b. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- c. Any variation to a contract or addition to or omission from a contract must be approved by the Council or delegated committee and Clerk to the contractor in writing, the Council or delegated committee being informed where the final cost is likely to exceed the financial provision.

21. Handling staff matters

- a. A matter personal to a member of staff that is being considered by a meeting of the Personnel Committee is subject to standing order 12 above.
- b. Subject to the Council's policies regarding the handling of performance, capability and disciplinary matters, the Council's most senior staff member (or other member of staff) shall contact the Chairman of Personnel Committee or in their absence the Vice Chairman of the Personnel Committee in respect of an informal or formal matter and this shall be reported back and progressed by resolution of the Personnel Committee in accordance with its terms of reference.
- c. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairman of the Personnel Committee of absence occasioned by illness or other reason and that person shall report such absence to Personnel Committee at its next meeting.
- d. The Mayor and Chairman of the Personnel Committee shall conduct a review of the performance and annual appraisal of the work of Proper Officer. The review and appraisal shall be reported in writing and is subject to approval by resolution by the Personnel Committee.
- e. Subject to the Council's policy regarding the handling of grievance matters, the Proper Officer shall advise the Chairman of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall

be reported back and progressed by resolution of the Personnel Committee or its appointed representatives.

- f. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff and relates to the Mayor or Chairman of the Personnel Committee, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.
- g. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- h. The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- i. In accordance with Standing Order 18(b) the Council will identify two persons with line management responsibilities who may have access to staff records referred to in standing order 18(g) & (h).
- j. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 18(f) and (g) above shall be provided only to the Proper Officer and the Chairman of the Personnel Committee.

22. Responsibilities to provide information

(See also standing order 19)

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council**
- b. **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

23. Responsibilities under Data Protection Legislation

(See also standing order 12)

- a. **The Council may appoint a Data Protection Officer.**
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c. **The Council shall have a written policy in place responding to and managing a personal data breach.**

- d. The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effect and the remedial action taken.
- e. The Council shall ensure that information communicated in its privacy notice (s) is in an easily accessible and available form and kept up-to-date.
- f. The Council shall maintain a written record of the processing activities.

24. Relations with the press/media

- a. Requests from the press or other media for an oral or written comment of statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

25. Execution and sealing of legal deeds

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. Where any document will be a necessary step in legal proceedings on behalf of the Council it shall be signed by the Clerk to the Council, unless any enactment otherwise requires or authorises, or the Council shall have given the necessary authority to some other person.

26. Communicating with Unitary Authority Councillors

- a. An invitation to attend a meeting of the Council shall be sent to the ward Councillor(s) of the Unitary Authority representing the area of the Council, together with the agenda for the meeting and other relevant papers.
- b. Unless the Council determines otherwise, a copy of relevant correspondence sent to the Unitary Authority shall be sent to the ward Councillor(s) representing the area of the Council.
- c. At the Chairman's discretion and with the approval of the Council, a divisional member may be invited to speak during any item on the agenda to make a short statement and answer any questions.

27. Restrictions on Councillor activities

- a. Unless authorised by a resolution, no Councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions;
 - iii. issue any order respecting any works which are being carried out by or on behalf of the Council;
 - iv. incur any expenditure on behalf of the Council or issue an instruction to incur expenditure.

|

Appendix

DRAFT

|



CORNWALL ASSOCIATION OF LOCAL COUNCILS

UNIT 1/1A,
1 RIVERSIDE HOUSE, HERON WAY, NEWHAM, TRURO, CORNWALL, TR1
2XN

Serving the parish and town councils of Cornwall

A GUIDE TO AWARDING DISPENSATIONS 2012

Introduction

Parish Councils are now responsible for determining requests for a dispensation by a parish councillor under Section 33 of Localism Act 2011. This is because they are a “relevant authority” under section 27(6) (d) of the Act.

This guide explains:-

- a. the purpose and effect of dispensations
- b. the procedure for requesting dispensations
- c. the criteria which are applied in determining dispensation requests
- d. the terms of dispensations

a. Purpose and effect of Dispensations

In certain circumstances Councillors may be granted a dispensation which enables them to take part in Council business where this would otherwise be prohibited because they have a Disclosable or Non Registerable Pecuniary Interest. Provided Councillors act within the terms of their dispensation there is deemed to be no breach of the Code of Conduct or the law.

Section 31(4) of the Localism Act 2011 states that dispensations may allow the Councillor:

- a. to participate, or participate further, in any discussion of the matter at the meeting(s); and/or
- b. to participate in any vote, or further vote, taken on the matter at the meeting(s).

If a dispensation is granted, the Councillor may remain in the room where the meeting considering the business is being held and if the dispensation allows may also vote.

Please note: If a parish councillor participates in a meeting where he/she has a Disclosable Pecuniary Interest and he/she does not have a dispensation, they may be committing a criminal offence under s34 Localism Act 2011.

b. Process for making requests

Any Councillor who wishes to apply for a dispensation must fully complete a Dispensation Request form and submit it to the Proper Officer of the council (ie. the Clerk) as soon as possible before the meeting at which the dispensation is required.

Applications may also be made at the parish council meeting itself (if parish councils have a standing item on the agenda to deal with dispensation requests) and the nature of the interest has only become apparent to a councillor at the meeting itself.

c. Consideration by the Parish Council

The Parish Council can either delegate to the parish clerk the authority to grant dispensations or reserve such decisions for the full parish council.

In either case, the decision must be based on one or more of the following criteria:

- a. so many members of the decision-making body have Non Disclosable or Non Registerable Pecuniary Interests that it would impede the transaction of the business (ie. the meeting would be inquorate); or
- b. the authority considers that the dispensation is in the interests of persons living in the authority's area; or
- c. it is otherwise appropriate to grant a dispensation.

The parish clerk or parish council should formally notify the Councillor and the Monitoring Officer of its decision and reasons in writing at the earliest opportunity and in any event within 5 working days of the decision. A copy of any dispensation should be held with the Member's Register of Interests.

d. Delegation to the Clerk

If the parish council decides to delegate this role to the parish clerk then it will need to make a formal resolution to this effect, on the lines of:

“RESOLVE that the Council delegates the power to grant dispensations to the Clerk. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2).

e. Criteria for Determination of Requests

In reaching a decision on a request for a dispensation the parish council or the parish clerk (as appropriate) will take into account:

- a. the nature of the Councillor’s prejudicial interest
- b. the need to maintain public confidence in the conduct of the Council’s business
- c. the possible outcome of the proposed vote
- d. the need for efficient and effective conduct of the Council’s business
- e. any other relevant circumstances

f. Terms of Dispensations

Dispensations may be granted:

- for one or more meetings of the Council; or
- for a named period not exceeding 4 years (normally the annual meeting after the next elections)

g. Disclosure of Decision

Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates.

A copy of the dispensation will be kept with the Register of Councillors’ Interests.

CALC © 2012 v2

Terms of Reference of Committees

Please refer to the document on the Town Council website www.saltash.gov.uk or the individual committee pages.

DRAFT

Version History

Version History			
Date	Version	Author/Editor	Comments
14.02.2019	2019	AJT/SB	P&R Min193/18/19(d)
23.10.2019	10/2019	SB/AJT	Contracts & procurement (Sections 17-19)
14.05.2020	05/2020	AJT	Front appendix added re SI 2020 No. 392
June 2020	06/2020	AJT	P&F Min157/19/20 Pages 12,16,17,34
January 2021	01/2021	AJT	Removed 9b (appts to outside bodies)

Terms of Reference STC Committees and Sub Committees

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

Current Document Status			
Version	03/2022 DRAFT	Approved by	
Date	06/2022	Date	
Responsible Officer	AJT	Minute no.	
Next review date	Annual or as required		

Deleted: 2/2022

Deleted: FTC

Deleted: 09.06.2022

Deleted: 91/22/23

Version History			
Date	Version	Author/Editor	Notes
01.2022		AJT	Sub committee quorum reduced to four. Approved FTC 13.01.2022 Min. no 336/21/22
May 2022	1/2022	AJT	Readopted
June 2022	2/2022	AJT	Amendment to Burial Authority membership, quorum and meeting requirements
<u>June 2022</u>	<u>3/2022</u>	<u>AJT</u>	<u>Page 4 – General re questions at P&L</u>

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Document Retention Period
Until superseded

Contents

(Committees listed in order as appear on website)

Introduction	<u>3</u>	Deleted: 3
General	<u>4</u>	Deleted: 4
Burial Authority Committee	<u>6</u>	Deleted: 6
Planning and Licensing Committee	<u>8</u>	Deleted: 8
Policy and Finance Committee	<u>10</u>	Deleted: 10
Services Committee	<u>13</u>	Deleted: 13
Devolution Sub Committee	<u>16</u>	Deleted: 16
Library Sub Committee	<u>17</u>	Deleted: 17
Property Maintenance Sub Committee	<u>19</u>	Deleted: 19
Station Property Sub Committee	<u>20</u>	Deleted: 20
Town Vision Sub Committee	<u>21</u>	Deleted: 21
Joint Burial Board Committee	<u>23</u>	Deleted: 23
Personnel Committee	<u>25</u>	Deleted: 25

April 2022 Note: incomplete document see annotations.

Formatted: Font color: Auto

Terms of reference also available under each committee heading on website

Introduction

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

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

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

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

These terms of reference apply to Committees and Sub Committees.

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

General

General Terms of Reference Applicable to all Committees, Sub Committees and Joint Burial Board:

The Terms of Reference of all Committees, Sub Committees and Joint Burial Board are subject to the following principles:

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

Deleted: NOTE: #9Amendment to P&F Sept 2021 not approved. Awaiting working party review.¶

Deleted: <#>During Planning and Licensing Committee meetings members of the public who have registered to do so may speak at the discretion of the Chairman and with the approval of members of the Planning and Licensing Committee.¶

Commented [MT1]: Delete

Formatted: Strikethrough

Formatted: Strikethrough

Clerk/individual Councillors or member of the public which may have an adverse or beneficial effect on the area of Saltash.

12. From time to time a Committee may appoint up to two (2) members of the public to serve on a Council Committee or Sub Committee as non-voting members. Appointed members will be required to abide by the Council's Code of Conduct.

13. All members of the Personnel and Planning and Licensing Committee will attend training relevant to the work of the Committee as identified and provided by the Council.

Delegation of Authority to Sub Committees:

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

Burial Authority Committee

Composition:	Six 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:	Four members
Meetings:	As required
Timing:	TBA
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: 09.06.2022

DRAFT

Planning and Licensing Committee

Note that Proposed amendment to S/O P&F Sept 2021 not adopted. Working party to review in relation to public questions at P&L – may affect ToR

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.
Training:	All members of the Committee are to undertake Planning training within 6 months of their appointment subject to course availability
Quorum:	Seven members
Meetings:	Every Third Tuesday of the month
Timing:	6:30 p.m.
Venue:	Guildhall
Reporting WP:	Saltash Neighbourhood Plan
Reports to:	Town Council
Remit:	To consider and make responses on behalf of Saltash Town Council for all Planning and Licensing related matters.

Terms of Reference & Matters Delegated to the Committee:

1. Full delegated authority to make responses on behalf of Saltash Town Council to all applications for licensing or development in and outside the Saltash Town Council area (including Listed Building, Conservation Area consents, consent for advertisement displays etc.) received from Cornwall Council.
2. To consider any request for pre-application discussions with any developer and make a response on behalf of the Council in accordance with the Town and Parish Councils in Cornwall Guiding Principles for Pre-Application discussions.
3. To review the Council planning policy and procedure and make recommendations to Council to ensure that the Council is able to meet any additional requirements of the planning process.
4. To respond to consultation documents regarding tree preservation and other matters regarding general land development.

- |
5. To consider all appeals against planning refusal by Cornwall Council within Saltash Town Council area and to submit comments to the Planning Inspectorate.
 6. To consider any proposals for new and reviews of the Core Strategy and any other consultation documents of a planning nature and to make resolutions to the Council.
 7. During Planning Committee meetings members of the public who have registered to do so may speak at the discretion of the Chairman and with the approval of members of the Planning Committee.
 8. The period of time designated for public participation at a meeting in accordance with standing order 2(d) shall not exceed 15 minutes unless directed by the Chairman of the meeting.
 9. Consultation with other relevant bodies with similar interests, including other Local Councils and Cornwall Council.

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 including neighbourhood planning.

Terms of Reference last updated:

Policy and Finance 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:	Bi-Monthly
Timing:	6:30 p.m.
Venue:	Guildhall
Reports to:	Full Council
Remit:	Policy Administration and Finances of the Town Council and to work within the individual delegated authority budget.

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time.
2. To review, from time to time, policy objectives within the Committee's Terms of Reference for consideration by the Council.
3. To prepare annual estimates and update a 5-year forecast of income and expenditure of the Council on continuing services and of payments on capital account for the next financial year and to make a recommendation to the Council as to the precept in time for its annual budget meeting each year.
4. To regulate and control the finance of the Council and to have charge of the financial and accounting arrangements of the Council.
5. To consider matters arising from the report of the internal and external auditors and where considered necessary make changes to the Council's system of controls.
6. To receive and approve schedules of payments.
7. To agree virements between approved budget headings.
8. To make recommendations to the Council on the use of financial reserves.
9. To make recommendations to the Council on capital expenditure not already provided for in Council's estimates of expenditure for the current financial year.

- |
10. To consider grants to local organisations in accordance with the Council's adopted grants policy.
 11. To undertake annually the risk assessment in relation to the Council's insurance cover.
 12. To insure against such risks as the Committee deems necessary to cover.
 13. To make resolutions to the Council regarding the promotion and expenditure on tourism.
 14. To make resolutions to the Council regarding the Crime and Disorder Act 1998, following consultation with the appropriate bodies.
 15. To make resolutions to the Council regarding town twinning.
 16. To make resolutions to the Council regarding the prosecution or defence of any legal proceedings.
 17. To make resolutions to the Council for the use of powers to acquire by agreement, to appropriate, to dispose of land.
 18. To make resolutions to the Council for the use of its powers to promote a lottery.
 19. To make resolutions to the Council for the use of its powers to accept gifts, including land.
 20. To make resolutions to the Council regarding the future provision of civic regalia.
 21. To agree the use by any other organisation of the Town Crest.
 22. To review the Standing Orders and Financial Regulations on a regular basis and make recommendations to the Council.
 23. To make recommendations to the Council regarding the review of existing policy matters.
 24. The delegated power to keep all procedures under active review.
 25. The delegated power to maintain the Council's eligibility for General Power of Competence.
 26. The delegated power to exercise the Town Council's powers to direct as to the custody of parish property and documents.
 27. Authorisation of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The Committee cannot commit or spend from future budgets not

confirmed or from future years. The virement of funds within the P & F Committee's total budget must be authorised by the Council.

28. The negotiation of tenders which do not fall within the Terms of Reference of any other Committee and the acceptance of tenders and supervision of contracted projects (provided expenditure is within the budgetary provision) with the practical implementation of the contract devolved to the appropriate Committee.
29. All aspects of Health and Safety that fall within the remit of the Committee.
30. Making recommendations to the Council on all matters not within existing policy.
31. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.
32. Monitoring the physical environment within the Council's area and carrying out improvements within budgetary provision. To recommend to the Council any matters outside this budgetary provision.
33. The consideration of recommendations of sub- Committees, working groups etc. under the control of the P & F Committee.
34. Consultation with other relevant bodies with similar interests, including other Town Council Committees and Sub Committees, and consideration of their recommendations.
35. Matters not already delegated to the Town Clerk which relate to the Town Council newsletter, websites, webcam, publicity and press and social media releases.
36. To consider such other matters of a general nature not clearly falling within the Terms of Reference of any other Committee referred either by the Council or the Town Clerk.
37. To draft, negotiate with the lessee/licensee terms and conditions of leases/licences for all Town Council property and land and submit resolution to Council.
38. To consider the renewal of leasing/licensing agreements and make proper resolution to Council if it is not felt appropriate to continue such an agreement.
39. To maintain the register of all Town Council property and ensure and maintain its registered title at the Land Registry.

Matters not Delegated to the Committee:

1. The consideration of new and reviews of consultation and policy documents of other bodies and any other consultation documents.
2. 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:

Services 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:	Bi-monthly
Timing:	6:30 p.m.
Venue:	Guildhall
Reports to:	Full Council
Remit:	<p>The provision, maintenance, management, marketing and service function of all Town Council property, buildings, land and structures and to work within the individual delegated authority budget:</p> <ul style="list-style-type: none">• Property• Allotments• Open Spaces• Cemetery• Waterfront• Structures• Footpaths• Grounds Maintenance• Public Toilets• Christmas Lights

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Council from time to time.
2. To consider and submit to the P & F Committee for the annual budget estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and 5-year forecast plan.

3. Authorization of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the Committees total budget must be authorised by the P & F Committee.
4. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the Committee.
5. All aspects of Health and Safety that fall within the remit of the Committee.
6. Making recommendations to the Council on all matters not within existing policy.
7. Monitoring the physical environment and property within the Council's area and carrying out improvements within budgetary provision. To recommend to the Council any matters outside this budgetary provision.
8. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.
9. The consideration of recommendations of Sub Committees, working groups etc. under the control of the Committee.
10. Consultation with other relevant bodies with similar interests, including other Town Council Committees and Sub Committees, and consideration of their recommendations.
11. The implementation of agency agreements for the delegation of services from Cornwall Council which fall within the remit of the Committee and have been negotiated and agreed by Full Council.
12. To consider such matters as may be delegated by the Council from time to time.
13. To consider the securing and security of all Town Council property and land and make resolutions to the Council.
14. To maintain the exterior and structural fabric of all Council buildings/structures.
15. To review the level of fees and charges of the Committee's functions and making appropriate recommendations to the P & F Committee.
16. 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.
17. Authorization of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the Committee's total budget must be authorised by the P & F Committee.

- |
18. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the Committee.
 19. All aspects of Health and Safety that fall within the remit of the Committee.
 20. Making recommendations to the Council on all matters not within existing policy.
 21. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.
 22. Consultation with other relevant bodies with similar interests, including other Local Councils and Cornwall Council.

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: Oct 2021

Devolution Sub Committee

Composition:	Eight members
Chairmanship:	Chair and Vice-Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Four
Meetings:	As required
Timing:	6.30pm
Venue:	Guildhall
Reports to:	Full Council

Remit:

Terms of Reference & Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget

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

Matters not delegated to the Committee:

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

Terms of Reference last updated: Oct 2021

Library Sub Committee

Composition:	Eight members
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Four
Meetings:	As required
Timing:	TBA
Venue:	Guildhall
Reports to:	Services Committee
Remit:	

Terms of Reference & Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget.

1. To oversee the management and maintenance of the library premises working within budget.
2. To oversee the transformation programme of the library premises and services.
3. To act as liaison with Cornwall Council library service.
4. To monitor performance of the library service provided by the Town Council.
5. To undertake public consultations where required making appropriate recommendations to services.
6. To receive and consider tenders for works to the library premises making appropriate recommendations to Full Council.
7. To work with the appointed Building Surveyor to Project Manage and carry out Construction (Design and Management) Regulations (CDM) works on behalf of the Town Council making appropriate recommendations to Full Council.
8. To approve applications to the Public Works Loan Board (PWLb) for works to the library premises making appropriate recommendations to Full Council.

|

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: Nov 2021

DRAFT

Property Maintenance Sub Committee

ToR to be reviewed

Composition:	Eight members
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Four
Meetings:	As required
Timing:	TBA
Venue:	Guildhall
Reports to:	Services Committee
Remit:	

Terms of Reference & Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget

Terms of Reference last updated:

Station Property Sub Committee

Composition:	Eight members
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Four
Meetings:	As required
Timing:	TBA
Venue:	Guildhall
Reports to:	Policy and Finance Committee
Remit:	

Terms of Reference & Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget

1. To oversee the station building development project.
2. To identify and apply for appropriate grant and funding opportunities.
3. To act as liaison with Network Rail and GWR and other agencies.
4. To manage the appointment of tenants to the building.
5. To encourage and develop uses and a programme of activities at Isambard House.

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: August 2021

Town Vision Sub Committee

Composition:	Eight members
Chairmanship:	Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.
Quorum:	Four
Meetings:	As required
Timing:	6.30 p.m.
Venue:	Guildhall
Reports to:	Full Council
Remit:	

Terms of Reference & Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget

1. To establish and work towards a long term vision for Saltash.
2. To incorporate the goals of the declared Climate Emergency within decision making.
3. To establish clear engagement and consultation with the Town community.
4. To utilise the available advice and support of Cornwall Council for a shared vision for Saltash.
5. To establish an STC asset register (benches, bins, signage, buildings etc.) and ensure all STC assets are cleaned and maintained.
6. Recognise Saltash Fore Street as the central element to become a mixed use destination, shopping, leisure, residential and employment.
7. To recognise and support initiative throughout the Town.
8. Review traffic movement and usage of Fore Street to support a more welcoming pedestrian environment and improve air quality.
9. To seek funding and partnership opportunities for Town initiatives.
10. To recognise, celebrate and protect Saltash Heritage.
11. To consider the long term impact of Covid 19 on the local economy.

|

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: Dec 2021

DRAFT

Joint Burial Board Committee

Composition:	Membership established by separate constitution - Four elected members.
Chairmanship:	Two Co-Chairmen to be elected (one from STC and one from St Stephens Church) from the members of the Joint Burial Board 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:	Any 3 members for non-financial matters, 3 STC members for financial matters
Meetings:	Quarterly
Timing:	6:00 p.m.
Venue:	Guildhall
Reports to:	Full Council
Remit:	Maintenance and operation of St Stephen's Cemetery and to work within the individual delegated authority budget.

Terms of Reference & Matters Delegated to the Committee:

1. The improvement, maintenance and management of the open section of cemetery grounds in St Stephen's Cemetery.
2. To consider such matters as may be delegated by the Council from time to time.
3. Reviewing the level of fees and charges of the Committee's functions and making appropriate recommendations to the P & F Committee.
4. 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.
5. 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.
6. The virement of funds within the Committee's total budget must be authorised by the P & F Committee.
7. All aspects of Health and Safety that fall within the remit of the Committee.

- |
8. Making recommendations to the Council on all matters not within existing policy.
 9. 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:

DRAFT

Personnel Committee

Councillors appointed to the Personnel Committee must be willing to commit to undertake employment law training as soon as they are elected to the Committee. The Town Council recognizes that a stable membership of the Committee is desirable and as such membership of the Committee should be seen as a long-term commitment.

Members of the Personnel Committee are advised to refrain from taking notes when in part two confidential session and to refer to the P&C reports.

Composition:	Six members There are no ex-officio members of the Personnel Committee. Note: A member will not be eligible for nomination to the Committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of staff during the previous 12 months.
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:	Four members
Meetings:	Bi-monthly
Time:	6:30 p.m.
Venue:	Guildhall
Public attendance:	The meeting is open to members of the public and press up until the Public Bodies (Admission to Meetings) Act 1960.
Training:	All members of this Committee will undertake employment law training every 6 months provided by the Council subject to course availability.
Reports to:	Full Council
Remit:	Staff recruitment, grievance, appraisal, sickness, annual leave, maternity & paternity records, training, employment policies, health & safety and welfare matters and to work within the individual delegated authority budget.

Terms of Reference & Matters Delegated to the Committee:

1. To consider such matters as delegated by Council or any Committee of the Council.
2. The overall performance and welfare of the staff, delegating the day to day line management to the Town Clerk.
3. To receive reports from the Town Clerk in respect of attendance, short- and long-term sickness, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, compassionate leave, and flexible leave requirements and with delegated powers to resolve any associated matters.
4. To review and recommend all employment policies to Council in consultation with members of staff.
5. To maintain the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and report any recommendations for change to the relevant Committee and or Full Council.
6. To oversee the recruitment process of all staff and where required, assist, when required, the Town Clerk in the recruitment of new staff.
7. To undertake the recruitment of the Town Clerk with any associated expenditure and making the appointment.
8. To review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts) and to approve contracts of employment.
9. To maintain confidentiality over all staffing matters as required under the 2018 General Data Protection Regulations and the 2018 Data Protection Act as well as the Code of Conduct.
10. To deal with all matters relating to staff conduct.
11. Staff Appraisals:
 - a. To ensure that annual appraisals for all staff are carried out, agree and monitor any associated actions and outcomes.
 - b. The annual appraisal of the Town Clerk will be undertaken by the Mayor and Chairman of the Personnel Committee.
 - c. To oversee staff and member development including identify training opportunities and ensure that all training needs are met.
12. To consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by the National Joint Council (Green Book) and recommended by the National Association of Local Councils and Society of Local Council Clerks.
13. To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure referred by the Town Clerk.

- |
14. Where appropriate, appoint a panel to hear complaints made under the Council's Grievance and Disciplinary Procedure and full delegated responsibility to take whatever action necessary. If felt necessary, it has the delegated approval (including financial) to seek outside professional assistance in order to conclude a disciplinary or grievance matter.
 15. To prepare and submit to the P & F Committee budget proposals in respect of salaries and training - for all staff.
 16. Authorisation of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the Committee's total budget must be authorised by the P & F Committee.
 17. All aspects of Health and Safety that fall within the remit of the Committee.
 18. Making resolutions to the Council on all matters not within existing policy.
 19. Saltash Town Council recognises the Transfer of Undertakings Protection of Employment regulations 2006 known as TUPE.
 20. Saltash Town Council is committed to working with accredited trade unions to promote a good working relationship with its staff.

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: Feb 2022

Code of Practice for Handling Complaints

RESPONSIBLE COMMITTEE: P&F

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

Current Document Status			
Version	1 DRAFT	Approved by	
Date	June 2022	Date	
Responsible Officer	AJT	Minute no.	
Next review date	Annual or as required		

Version History			
Date	Version	Author/Editor	Notes
June 2022	1 DRAFT	CALC/AJT	Replacement for Customer Feedback Policy (CALC model)

Document Retention Period
Until superseded

SALTASH TOWN COUNCIL

CODE OF PRACTICE FOR HANDLING COMPLAINTS

Saltash Town Council recognises that from time to time there will be concerns expressed by members of the public over the activities of the Council or one of its members or employees. To address these issues the Council has adopted a procedure for the handling of complaints. This procedure allows people to have a form of address to the Council if they feel they have a complaint, or have been unfairly treated in their dealings with the Council staff, Councillors, the Council or its Committees.

VERBAL COMPLAINTS

1. On receipt of a complaint by telephone, letter, fax or email the Clerk will try to satisfy the complainant immediately or as soon as is practicable.
2. If the Clerk is unable to answer the complaint immediately, then full details of the complaint together with the complainant's telephone number etc. will be recorded so that a further verbal response can be made as soon as possible.
3. If a verbal response is unable to satisfy, then the Clerk will ask that the complaint is put in writing in order that it can be investigated more fully.

WRITTEN COMPLAINTS

1. On receiving a written complaint, the Clerk shall try to settle the complaint directly.
2. If the complaint is about the behaviour of an employee or contractor of the council, the Clerk will also notify the person and offer the opportunity for comment on the manner in which it is intended to try and settle the complaint.
3. If necessary, the Clerk will send a holding letter to the complainant to allow further time to address the issues raised.
4. The Clerk or Chairman shall bring any written complaint which has not been settled to the next meeting of the Council and the Clerk shall notify the complainant of the date of the meeting. The Complainant will be offered the opportunity to explain the nature of the complaint to the meeting.
5. The Clerk shall consult with the Chairman/Vice Chairman to consider whether the written complaint warrants discussion at a Council meeting in the absence of the press and public, with the decision on the complaint shall be announced at the Council meeting in public.
6. The Clerk will communicate in writing the decision that has been made by the Council and the nature of any action taken by the Council.

COMPLAINTS AGAINST AN OFFICER OF THE COUNCIL

1. Any complaint against an officer must be submitted in writing.

2. If the complaint is against the actions of the Clerk, it should be submitted in writing to the Chairman.
3. If the complaint is made against the actions of an employee, it will be considered as an employment issue and the Clerk will present the complaint to the Personnel Committee of the Council for consideration at a meeting held in the absence of the press or public.
4. If the complaint is made against the actions of the Clerk, it will be considered as an employment issue and the Chairman will present the complaint to the Personnel Committee of the Council for consideration at a meeting held in the absence of the press or public.
5. The Complainant may be invited to attend part of the meeting to explain the nature of their complaint, in the absence of the public and press.
6. Persons mentioned in the complaint will have the opportunity to will explain the nature of their actions to the meeting, in the absence of the public and press.
7. The result of any council consideration of a complaint will be announced at a Council meeting in public.

COMPLAINTS AGAINST A MEMBER OF THE COUNCIL

The Council is unable to investigate complaints against any of its members. Town Councillors sign up to a Code of Conduct on taking office which adheres to the principles of public life. If you wish to submit a complaint for breach of this code this should be sent to the Monitoring Officer at Cornwall Council.

Mr S Mansell
Cornwall Council
Treyew Road
TRURO
Cornwall

Further information can be accessed from www.cornwall.gov.uk

Unreasonable Customer Behaviour and Persistent Complaints

RESPONSIBLE COMMITTEE: P&F

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

Current Document Status			
Version	<u>3 DRAFT</u>	Approved by	
Date	<u>June</u> 2022	Date	
Responsible Officer	AJT	Minute no.	
Next review date	Annual or as required		

Deleted: 2

Deleted: FTC

Deleted: April

Deleted: 09.06.2022

Deleted: 93/22/23

Version History			
Date	Version	Author/Editor	Notes
02.07.2019	1	AJT	NEW (P&F Min 36/19/20)
April 2021	1/2021	AJT	Review for reapproval – new council. 20.05.2021 Min 46/21/22c(xv)
April 2022	2 DRAFT	AJT	Policy reviewed and updated from CC model and LGSCO guidance. Approved FTC 062022
<u>June 2022</u>	<u>3 DRAFT</u>	<u>AJT</u>	<u>Section 9 deleted; ref to Customer Feedback Policy amended to Complaint Handling Procedure</u>

Document Retention Period
Until superseded

Saltash Town Council

Unreasonable Customer Behaviour and Persistent Complaints Policy

1. Purpose of the policy

The aim of this policy is to help customers and staff to understand how 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 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.

2. Summary

Dealing with correspondence from customers, a complaint or 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 although the general principles below apply to both instances.

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 that 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. Background

We do not normally limit the contact people have with us. Whether they are complaining, making a request for service, 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 to staff or other people, including Members of the Council. 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 while either 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 Members or imposes such a burden on the council that is an unreasonable drain on our resources.

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 two key areas:

- customers who feel that the Council has not dealt with their issue, complaint or information request properly and are not prepared to leave it there; and
- customers who may have a justified dispute, complaint, 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.

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 may be deemed as unreasonable, unreasonably persistent, (or vexatious/manifestly unreasonable under FOI/EIR). 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 (Complaint Handling Procedure) 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 Complaint Handling Procedure;
- Insisting on the dispute and/or complaint being dealt with in ways which are incompatible with the Council's adopted complaints procedure (Complaint Handling Procedure) 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;
- Denying or changing statements made at an earlier stage;
- Introducing trivial or irrelevant new information at a later stage;

Deleted: Customer Feedback Policy

Deleted: Customer Feedback Policy

Deleted: Customer Feedback Policy

- 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 officers or Members, writing lengthy complex letters every few days and expecting an immediate response;
- Submitting repeat complaints or 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 ; 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

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

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

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

The actions we take will depend upon the nature and extent of 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 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.

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 explaining that their conduct is becoming a concern. The letter will 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.

If the customer does not acknowledge the letter within seven working days there are two 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.

Stage 1 (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 formal prior warning letter, including the following points:

- An explanation of why the customer's behaviour is deemed unacceptable;
- 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 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 customer's 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 Council's 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 Complaint Handling Procedure 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:
 - 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.

Deleted: Customer Feedback Policy

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

The Town Council 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.

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 considered as a breach of the Code of Conduct for Members.

~~9. 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).~~

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

Formatted: Font color: Red, Strikethrough

Commented [MT1]: DELETE

Formatted: Strikethrough

Formatted: Strikethrough

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 **12 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.

At the end of 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.

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.

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**).

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.~~

Formatted: Font color: Red, Strikethrough

Commented [MT2]: DELETE

Formatted: Font color: Red, Strikethrough

For FOI/EIR related cases (sections 12-18)

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;
- 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.

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.

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 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.

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.

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 UK GDPR 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;
- 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, e.g. 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.

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

- 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.

18. Refusal to comply with a request

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:

- 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.

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

19. Record Keeping

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.

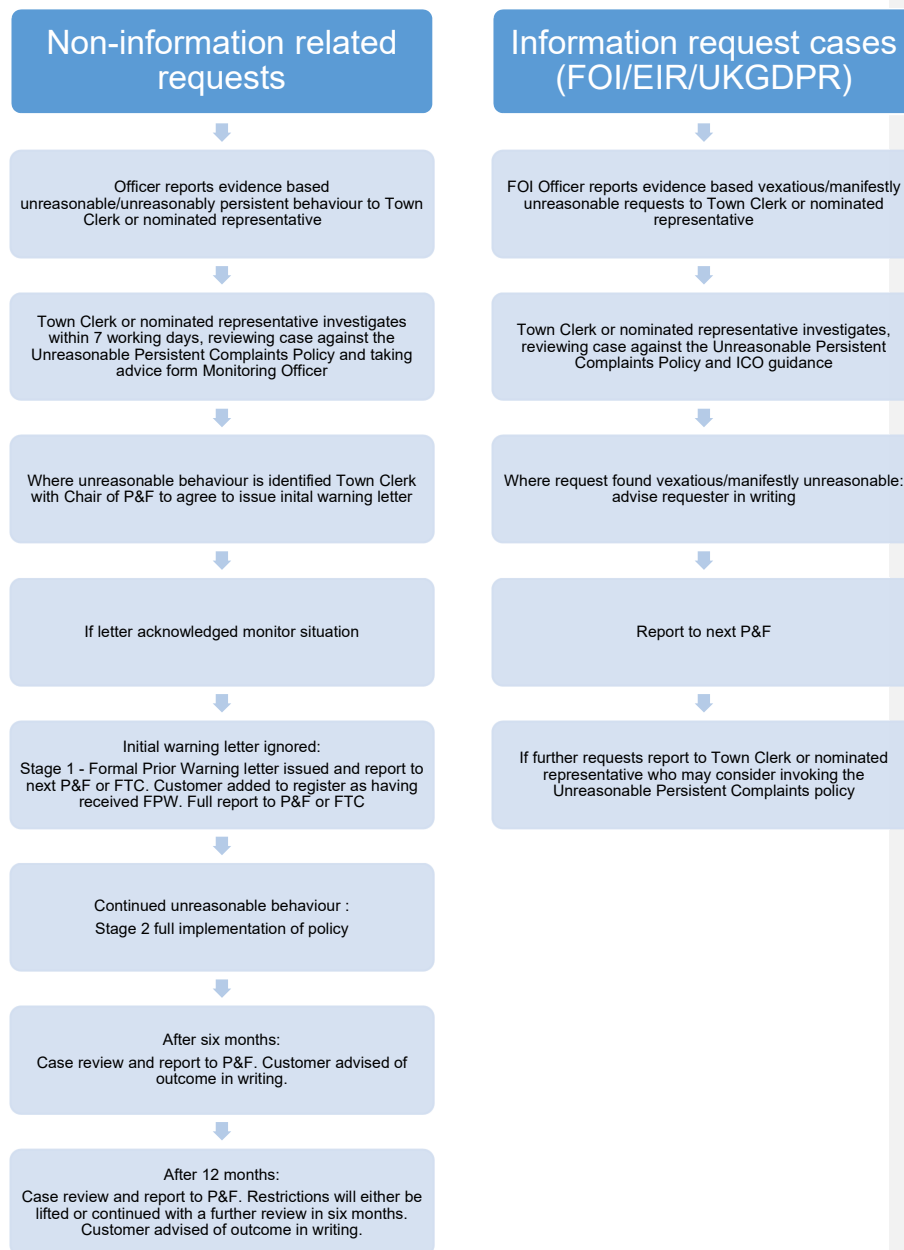
Records will be kept of:

- 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:

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

Summary of procedure



Provision of IT Equipment & Acceptable Use

RESPONSIBLE COMMITTEE: P&F

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

1

~~Readopted 05/2022~~ DRAFT 06/2022

Current Document Status			
Version	1/2022 2/2022	Approved by	ATM
Date	March 2021 June 2022	Date	05.05.2022
Responsible Officer	AJT	Minute no.	54/22/23b(xvi)
Next review date	Annual or as required		

Version History			
Date	Version	Author/Editor	Notes
March 2021	1	AJT	New policy
May 2021	1/2021	AJT	Reapproved – new council
May 2022	1/2022	AJT	Readopted <u>05.05.2022 Min no. 54/22/23b(xvi)</u>
<u>June 2022</u>	<u>2/2022</u>	<u>AJT</u>	<u>Amendments re devices provided to Councillors</u>

Document Retention Period
Until superseded

SALTASH TOWN COUNCIL

PROVISION OF IT AND ACCEPTABLE IT USAGE POLICY

This policy should be read in conjunction with the following:

Information and Data Protection Policy

Management of Transferable Data Policy

[UK GDPR and Freedom of Information Act 2000-2018](#)

Data Protection Act 2018

Computer Misuse Act 1990

Members of staff should also refer to the Employee Handbook

Equality and Diversity Policy

Context:

Saltash Town Council provides IT equipment to both staff and councillors to enable them to carry out their duties effectively in Council buildings and when working from home or in the community. This policy is in two parts – the provision of IT equipment and the individual's responsibilities when using IT.

Scope:

This policy sets out the correct, appropriate and expected use of Saltash Town Council computing and networking facilities to ensure safe and reliable operation. This extends to all IT facilities including software, hardware, staff computers, Councillors devices, telephones (mobile and internal) provided and maintained by Saltash Town Council.

Part 1

Provision of IT Equipment

Virus detection is installed and managed centrally by the IT Consultant. Individuals must not remove or disable anti-virus software or attempt to remove virus infected files. These should be [immediately](#) referred to the IT Consultant [via the helpdesk](#).

a. Employees

All employees are issued with appropriate IT equipment on commencement of employment with the Town Council. This may include a laptop, mobile phone, use of a computer in a council building, memory devices (e.g. USB) according to the requirements of the role. A unique email account, user ID and password are also issued with an authentication device if appropriate. Access levels to systems and information will be authorised appropriate to the users' job role.

Upon termination of contract all Council owned property should be returned. The Line Manager will ensure all authorised access is promptly removed.

b. Councillors

On joining the Council Members will be offered a device ~~(usually a tablet or laptop)~~ for business use only. The device will ~~running-run~~ a supported operating

Formatted: Font color: Red, Strikethrough

Commented [MT1]: DELETE

system, with the capability for joining virtual meetings and accessing council emails and information, on long term loan for the length of their tenure as Town Councillor. The device will be procured by the Town Council and will be preloaded with software which will be licensed and managed by the Town Council IT Consultants. The specification of the device will ensure that it remains fit for purpose for the four-year term of the Council.

The Town Council will provide all Councillors with a unique email address, user ID and password with access to selected areas of the IT system.

On cessation of service as a Town Councillor the tablet/laptop/device should immediately be returned to the Town Council and all access rights will be rescinded.

c. Loss/Damage

i. Employees

Employees have a responsibility to take reasonable care of any device they are allocated, particularly when taking off site. Any loss or damage should be immediately reported to their Line Manager.

ii. Councillors

The Town Council will insure devices loaned to Councillors. It is accepted that these devices will be taken off site and Councillors have a responsibility to take reasonable care of the device. Any loss or damage should be immediately reported to the Assistant Town Clerk. Where a device has to be sent for repair it may be possible to provide a loan device but this cannot be guaranteed.

At the end of life of the devices it will be securely wiped of all data and donated to a suitable organisation for distribution to children/young people without access to IT for home study.

Part 2

Acceptable IT usage and user responsibilities

- a. All authorised users of Saltash Town Council computing facilities and network must ensure that:
- Any breaches or suspected security incidents concerning the Town Council network or computing facilities must be reported immediately.¹
 - Passwords, PINs or any other unique authentication credentials should not be disclosed to anyone under any circumstances.

¹ Data breaches – Senior Policy & Data Compliance Monitoring Officer
Security breaches – IT Consultant + Assistant Town Clerk

- Passwords, PINs or any other unique authentication credentials should not be written down anywhere.
- You should change your password immediately if you believe it may have been compromised.
- Always 'screen lock' any device when leaving it unattended.
- Never attempt to perform any unauthorised changes to STC IT systems.
- All data held on STC systems may be subject to Freedom of Information or Subject Access Requests. For this reason, personal use of STC computing and network facilities cannot be deemed to be private.
- Do not use or attempt to use another individual's account.
- Never exceed the limits of your authorisation or specific business need by attempting to access systems or information that you do not need in order to carry out your role. A deliberate and intentional attempt to access unauthorised resources breaches the Computer Misuse Act 1990.
- If you believe you have mistakenly been granted access to IT systems, information or resources which are not appropriate or authorised by you, this should be immediately reported as a possible incident. Under no circumstances should you attempt to further access the information/resources.
- Do not facilitate or attempt to facilitate access for anyone who is not authorised to access specific information or systems.
- Never copy, store or transfer data or software owned by STC to any unmanaged device without the explicit written consent of the asset owner.
- Your login ID identifies you as an individual and holds you directly accountable for all actions which take place under your credentials. A logged in session should not be shared with anyone else.

b. Working off site

- Equipment and media taken off site must not be left unattended in public places and not left in sight in a car.
- Information must be protected against loss or compromise when working remotely.
- Particular care should be taken with the use of mobile devices such as mobile phones, laptops and tablets.

c. Internet and Email Conditions of Use

Use of STC internet and email is intended for business use. Personal use is not permitted and all individuals are accountable for their actions on the internet and email systems.

Employees : Emails must not be opened on a non STC device. Any employee who opens STC emails or data on a personal device unless they have prior and exceptional written permission from their line manager may be subject to disciplinary action.

Individuals must not:

- Use the internet or email for purposes of harassment or abuse.
- Use profanity, obscenities or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which STC considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the emails systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to STC, alter any information about it, or express any opinion about STC, unless they are specifically authorised to do this.
- Send unprotected sensitive or confidential information externally.
- Forward STC mail to personal (non-STC) email accounts.
- Make official commitments through the internet or email on behalf of STC unless authorised to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval of the IT Consultant.

d. Devices issued to Councillors

Devices issued to Councillors are for the sole use of the that Councillor and for business use only. The device must not be shared with other family members or loaned to other individuals.

Personal email accounts must not be used on the device.

All data on the device may be subject to release under the Freedom of Information Act 2000 and UK GDPR. It is the responsibility of the registered user of the device to ensure that personal data is only processed, collected or

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

retained on the device within the guidance laid out in the Information and Data Protection Policy.

Where requested, the device should immediately be returned to the Town Council.

-

DRAFT

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Planning and Licensing Committee held at the Guildhall on Tuesday 19th July 2022 at 6.30 pm

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

ALSO PRESENT: H Frank (Cornwall Council), S Burrows (Town Clerk) and F Morris (Planning and General Administrator).

APOLOGIES: R Bickford, G Challen, L Challen, M Griffiths, S Lennox-Boyd, S Martin and S Miller.

40/22/23 HEALTH AND SAFETY ANNOUNCEMENTS

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

41/22/23 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	PA22/04945	Non-Pecuniary	Family Acquaintance	Yes

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

None.

42/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

43/22/23 TO RECEIVE AND APPROVE THE MINUTES FROM THE PLANNING AND LICENSING COMMITTEE HELD ON TUESDAY 21ST JUNE 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 B Samuels, seconded by Councillor Foster and **RESOLVED** that the minutes of the Planning and Licensing Committee held on Tuesday 21st June 2022 were confirmed as a true and correct record.

44/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

45/22/23 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:

PA22/04382

Mrs T Fletcher – **Bishop Cornish C Of E Va Primary School
Lynher Drive St Stephens PL12 4PA**

Extension for pupil free-flow.

Ward: Essa

Date received: 17/06/22

Response date: 22/07/22

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

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

PA22/04945

Mr David Gilbert – **149 Old Ferry Road Saltash PL12 6BN**

Construction of double garage in front garden on an existing car parking area of hard standing.

Ward: Tamar

Date received: 30/06/22

Response date: 22/07/22

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

Councillor Bullock was invited and returned to the meeting.

PA22/05191

Motor Fuel Group – **Service Station Carkeel Roundabout Callington Road Saltash PL12 6LX**

Creation of an EV charging zone and the erection of EV chargers, canopy and sub-station enclosure.

Ward: Tamar

Date received: 11/07/22

Response date: 01/08/22

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

PA22/05380

Mr James Nicholls – **20 Hobbs Crescent Saltash PL12 4JJ**

Single-storey extension to the front of the property in line with garage with a new lean to roof and installation of solar panels.

Ward: Tamar

Date received: 08/07/22

Response date: 29/07/22

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

PA22/05543

Mr D Bennetts – **62 St Stephens Road Saltash PL12 4BJ**

Erection of 1 detached dwelling.

Ward: Essa

Date received: 17/06/22

Response date: 22/07/22

It was proposed by Councillor Dent, seconded by Councillor Foster and resolved to **RECOMMEND REFUSAL** on the grounds of:

1. Overdevelopment and overbearing of a very small site.

PA22/05932

Miss Gail Berriman – **Waters Edge Antony Passage St Stephens PL12 4QT**

Proposed alterations to the existing building including an extension to the entrance lobby along with first floor extension over existing rear utility. These alterations seek to improve the external appearance and use of the building whilst maintaining the existing character.

Ward: Trematon

Date received: 07/07/22

Response date: 28/07/22

It was proposed by Councillor Yates, seconded by Councillor Stoyel and resolved to **RECOMMEND APPROVAL**.

PA22/05988

Mr Ryan Rayner – **184 Callington Road Saltash PL12 6LL**

Proposed two-storey and ground floor single-storey rear extension with new dormer roof.

Ward: Tamar

Date received: 01/07/22

Response date: 22/07/22

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

PA22/06051

Mr Martin Knipe – **Land North West of Dartana Forder Cornwall PL12 4QR**

Outline application for the demolition of existing buildings and erection of a dwelling with all matters reserved, except means of access.

Ward: Trematon

Date received: 05/07/22

Response date: 26/07/22

It was proposed by Councillor Yates, seconded by Councillor Foster and resolved to **RECOMMEND REFUSAL** on the grounds of:

1. The location which borders on a sensitive area and is outside the planning boundary as defined in the latest Neighbourhood Development Plan.
2. Inappropriate development for the area.
3. Vehicle access has not been improved from previous applications.
4. Sited within a Conservation Area.

46/22/23 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.

47/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

48/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

49/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

50/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Tuesday 16 August 2022 at 6.30 pm

Rising at: 7.02 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Services Committee held at the Guildhall on Tuesday 26th July 2022 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk), M Cotton (Assistant Service Delivery Manager) and D Joyce (Administration Officer).

APOLOGIES: Councillors R Bullock and M Griffiths.

42/22/23 HEALTH AND SAFETY ANNOUNCEMENTS

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

43/22/23 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 the Meeting	Remained but did not vote
B Samuels	4	Non-Pecuniary	Secretary of Saltash Rotary Club	No	Yes

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

None.

TO RECEIVE A DEFIBRILLATOR REPORT FROM THE ROTARY CLUB OF SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor B Samuels remained in the meeting for the following agenda item but did not vote. Councillor B Samuels provided a brief verbal overview and answered Members questions on the report received.

Saltash Rotary Club, are the owners of both defibrillator units – Bloom Hearing Specialists on Fore Street and the displaced unit previously situated at Appleby Westward. Saltash Rotary Club have agreed to pay £125.00 + VAT per unit for replacement doors with combination locks and undertake the weekly maintenance checks.

Councillor B Samuels confirmed the current annual maintenance cost the Town Council procure is £380.00 + VAT for the one unit situated in Fore Street.

Saltash Rotary Club requested the Town Council continue to pay the annual maintenance fees with an alternative supplier at an identified cost of £190.00 + VAT for the unit at Bloom Hearing. Saltash Rotary Club requested the Town Council obtain an additional annual maintenance contract at further cost of £190 + VAT for the previous Appleby Westward unit, subject to its confirmed location.

Saltash Rotary Club confirmed the Town Council will not be liable for either defibrillator unit if used, deemed faulty, weekly checks not taking place or subject to any vandalism.

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

1. The owners of both units (Saltash Rotary Club), procure replacement doors with combination locks for both defibrillator units and undertake the weekly maintenance checks as instructed by the maintenance supplier.
2. The Town Council continue to pay for the annual maintenance cost for the defibrillator unit situated at Bloom Hearing Specialists Fore Street at a cost of £190.00 + VAT allocated to budget code 6504 SE Street Furniture (Maintenance).
3. The Town Council pay for the annual maintenance of the Appleby Westward defibrillator unit, subject to its confirmed location, at a cost of £190.00 + VAT allocated to budget code 6504 SE Street Furniture (Maintenance).
4. A letter of thanks be sent on behalf of the Town Council to Saltash Rotary Club for their continued work, ownership and support for both defibrillator units.

45/22/23

**TO RECEIVE A REPORT ON THE QUEEN'S JUBILEE MURALS AND
CONSIDER ANY ACTION AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Miller, seconded by Councillor Stoyel and
RESOLVED:

1. To accept the formal offer of the two handcrafted murals by local primary school children as a gift to the Town Council.
2. That the Mayor holds an unveiling in September at the Town Council's chosen location, Saltash Library with the children of the primary schools.
3. To note that the weatherproofing costs were deemed to be no longer required due to the chosen location being situated within the Saltash Library building.

46/22/23

TO RECEIVE A REPORT ON CHRISTMAS LIGHTS AND THE CHRISTMAS LIGHTS SWITCH ON EVENT 2022 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE

Additional Festive Lighting

Due to insufficient staffing levels the ASDM had been unable to progress with the procurement of additional festive lighting.

It was proposed by Councillor Gillies, seconded by Councillor Stoyel and **RESOLVED** that the ASDM obtains three quotes for alternative lighting structures, giving consideration to the location, and for a bespoke lighting engineer to manage the Christmas lights reporting back at the Services Committee budget / precept meeting.

Appointment of Contractor for Christmas Lights 2022

The ASDM informed Members only one contractor provided a suitable quote for consideration.

Members agreed the quote received from contractor A seemed appropriate.

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

1. Appoint contractor A at a fixed cost of £3,950.00 for storage, installation and removal of all Town Council Christmas lighting decorations allocated to budget code 6572 SE EMF Festive Lights.

The above cost is inclusive of three confirmed site visits and maintenance checks (inclusive of lift hire). One site visit prior to the light switch on event and two site visits during the festive period of November – January.

2. Approve the cost of £2.40 per lamp subject to requirements and within budget availability - 6572 SE EMF Festive Lights.
3. Approve the additional maintenance costs of £80.00 per hour for labour subject to requirements and within budget availability - 6572 SE EMF Festive Lights.

Replacement of Core White Bulbs to Warm White Bulbs

The ASDM informed Members of the difficulties of maintaining the river of lights situated in Fore Street and at the Waterside.

Poor weather and the length of duration the lights are situated outdoors will always have an impact on the 'shelf life' of each individual bulb. There are 1600 bulbs situated in Fore Street alone, the ASDM informed Members that it is impossible to eliminate the issue of bulbs requiring maintenance and replacement during any festive period.

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

1. Procure warm white festoon bulbs for the entire section of Fore Street at an approximate cost of £3,800.00 plus take down and install cost of approximately £2,750 allocated to budget code 6572 EMF Festive Lights.
2. Reuse the existing core white bulbs at the Waterside.

Christmas Tree Installation and Light Switch On Event

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

1. The Christmas Light switch on event be held on Friday 18th November 2022.
2. The switch on celebrations include the Mayor arriving at Victoria Gardens on Saltash Rotary's Santa sleigh to switch on both Christmas trees and all festive lights accompanied with local school choir groups.
3. Due to the current economic climate no sponsorship is required for the purchase of the Christmas trees.

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** that due to the local schools having many commitments over the festive season schools will not be requested to assist in decorating the Town Council trees.

Councillor Yates asked if Members would consider the purchase and planting of a 'live' Christmas tree. Members discussed the practicalities of planting a live tree. However, due to additional permissions requiring to be sought with Cornwall Council (the land owners of Victoria Gardens and Brunel Green) no further investigations will be made at this time.

Procurement of Christmas Trees

The ASDM informed Members of the cost for the purchase and delivery of two 20ft Christmas trees to be situated at Victoria Gardens and the Waterside.

Company A – Did not wish to quote

Company B - £220.00 + VAT per tree with an additional £30.00 per tree for delivery

Company C - £320.00 inc. VAT per tree with collection only

The ASDM reported that the best value for money is contractor B at a total cost of £500.00 for the purchase of two 20ft Christmas trees and delivery.

It was proposed by Councillor B Samuels, seconded by Councillor Foster and **RESOLVED** to appoint company B to supply and install two 20ft Christmas trees to be situated at Victoria Gardens and the Waterside (Brunel Green) allocated to budget code 6572 SE EMF Festive Lights.

Councillor Miller left the meeting.

Councillor Miller returned to the meeting.

Councillor Miller gave his apologies and left the meeting.

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

1. Note the maintenance schedules contained within the report with Councillor Yates to further investigate the Guildhall wash lighting control system.
2. Note that the electricity supply point at Victoria Gardens is safe to use.
3. Give delegated authority to the ASDM to purchase and install smaller Ukrainian and Cornish flags for the Christmas period as required.

Members thanked the ASDM for his excellent report, continuous hard work and dedication during this period of insufficient staffing levels within the SD Department.

47/22/23 TO RECEIVE A VERBAL SHIPPING CONTAINER REPORT FROM THE CHAIRMAN OF SERVICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman discussed the urgent need for additional storage for surplus equipment across numerous Town Council premises.

Members discussed possible locations, available storage units and associated costs. Members agreed further investigation for planning permissions, suitable locations and associated cost is required.

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED** to give delegated authority to the Town Clerk to further investigate storage solutions and associated cost reporting back at a future Services Committee meeting.

48/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Support for Saltash Rotary Club Defibrillators.
2. Christmas Light Switch On Event and Celebrations.
3. Adoption and Installation of Donated Murals.

DATE OF NEXT MEETING

Thursday 8 September 2022 at 6.30 pm

Rising at: 7.44 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Personnel Committee held at the Guildhall on Thursday 28th July 2022 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk).

APOLOGIES: J Peggs (Vice-Chairman).

25/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** to appoint Councillor Dent as the Vice Chairman for this meeting only.

26/22/23 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.

27/22/23 **TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON THURSDAY 26TH MAY 2022 AND THE EXTRAORDINARY PERSONNEL COMMITTEE MEETING HELD ON TUESDAY 7TH JUNE 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 Dent and **RESOLVED** that the minutes of the Personnel Meeting held on Thursday 26th May 2022 were confirmed as a true and correct record.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to amend the Extraordinary Personnel minute 23/22/23 from £29.50 + VAT per hour to £26.50 + VAT per hour relating to Rosevale Accountants hourly rate.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** that the minutes of the Extraordinary Personnel Meeting held on Tuesday 7th June 2022 were confirmed as a true and correct record.

The Town Clerk informed Members of a further discount for BrightHR from £4.50 per employee per month to £3.75 per employee per month, an annual saving of £198.

Members thanked Rosevale Accountants for obtaining a saving on behalf of the Town Council.

28/22/23 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

None.

29/22/23 **TO RECEIVE THE CURRENT COMMITTEE BUDGET STATEMENT**

It was **RESOLVED** to note.

30/22/23 **TO RECEIVE THE TRAINING BUDGET, REPORT BACK ON TRAINING ATTENDED AND CONSIDER TRAINING REQUESTS AND ANY ASSOCIATED EXPENDITURE.**

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

The Chairman deferred training requests to agenda item 16 later in the meeting.

31/22/23 TO NOTE THE PERSONNEL COMMITTEE MEMBERS ATTENDED EMPLOYMENT LAW TRAINING IN LINE WITH THE PERSONNEL TERMS OF REFERENCE.

It was **RESOLVED** to note Councillors Dent, Foster, Martin, Miller, Peggs, Stoyel and the Mayor of Saltash Councillor Bickford attended Employment Law Training held on Thursday 29th June 2022.

Members unanimously agreed future Employment Law Training is to be rolled out for all Members of the Town Council due to their interaction with staff.

32/22/23 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL AMENDMENTS TO THE MEMBER/OFFICER RELATIONS POLICY.

It was proposed by Councillor Martin, seconded by Councillor Dent and resolved to **RECOMMEND** the amendments to the Member / Officer Relations Policy to Full Council to be held on Thursday 4th August 2022 as attached.

Members thanked the Senior Policy and Data Compliance Officer for her work in preparing an excellent draft policy.

33/22/23 TO RECEIVE AND CONSIDER RECOMMENDING TO FULL COUNCIL AMENDMENTS TO THE RECRUITMENT AND SELECTION POLICY.

It was proposed by Councillor Martin, seconded by Councillor Miller and resolved to **RECOMMEND** the amendments to the Recruitment and Selection Policy to Full Council to be held on Thursday 4th August 2022 as attached.

34/22/23 TO RECEIVE A VERBAL REPORT ON THE FLU JAB FOR ALL STAFF AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk provided Members a written report.

It was proposed by Councillor Martin, seconded by Councillor Miller and **RESOLVED** to approve the provision of flu jabs for all staff.

35/22/23 TO RECEIVE AND NOTE A REPORT ON THE NJC PAY CLAIM 2022-23.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to defer the NJC Pay Claim Deal 2022-23 to the next Personnel Committee meeting to be held on Thursday 29th September 2022.

36/22/23 TO RECEIVE AND NOTE A REPORT ON COVID-19 - EMPLOYMENT.

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

1. Note the report.
2. Reaffirm minute 132/21/222 of the Extraordinary Personnel Committee meeting held in March 2022.
3. Delegate to the Town Clerk to continue to support staff.

37/22/23 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 Town Clerk asked Members to individually note the Chairman's statement - Members in attendance noted the Chairman's statement.

38/22/23

TO RECEIVE A REPORT ON THE RECENT RECRUITMENT PROCESS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Finance Officer and Finance Assistant Posts:

It was **RESOLVED** to note the appointment of:

1. Alex Primmer Finance Officer to Saltash Town Council commencing on 16th August 2022.
2. Kayne Appleby Finance Assistant to Saltash Town Council commencing on 30th August 2022.

Members wished them both every success in their employment at Saltash Town Council.

Assistant Town Clerk Vacant Post:

The Town Clerk updated Members.

It was **RESOLVED** to note the position remains under review.

Casual Caretaker Vacant Post:

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to delegate to the Town Clerk to liaise with other Town/Parish Councils to investigate their recruitment process and further advertise at the University, College, Town Messenger and with the local radio station allocating cost to budget code 6657 Staff Recruitment Advertising.

TO RECEIVE A STAFFING REPORT FROM THE TOWN CLERK.**Key Holding – Town Council premises:**

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** to support the Property Maintenance Sub Committee to review the options to contract out 'key holding' for all Town Council premises.

Service Delivery Manager:

The Town Clerk informed Members of the urgent requirement to appoint a temporary person to carry out the role of the Service Delivery Manager, to ensure the Town Council is compliant and working safely, and to fully support the department and Town Clerk.

It was proposed by Councillor Martin, seconded by Councillor Foster and **RESOLVED** that:

1. A sub-contractor as recommended by HR Support Consultancy be appointed with immediate effect to undertake the role of the Service Delivery Manager on a temporary basis;
2. The sub-contractor to work a 40 hour week, variable hours over 7 days – Monday to Sunday to manage the operational needs of the department;
3. Termination – 1 weeks' notice either party;
4. The sub-contractor attends relevant Town Council Committee and Sub Committee meetings relating to the work of the Service Delivery Department;
5. A remuneration of £750 per week allocated to budget code – Services Delivery Staffing Costs;
6. The Town Clerk issues terms of the appointment to the sub-contractor for agreement.

The Chairman informed Members that the meeting is heading to exceed 2 ½ hours as per Standing Orders.

It was proposed by Councillor Martin, seconded by Councillor Dent and **RESOLVED** to suspend Standing Order Section Two Item 2x and to continue with the remaining items of business to be conducted.

Assistant Service Delivery Manager:

It was proposed by Councillor Martin, seconded by Councillor Foster and resolved to **RECOMMEND** to Full Council to:

1. Uplift the Assistant Service Delivery Manager scale to reflect the temporary duties and responsibilities backdated to 26th May 2022 to 31st July 2022 (P&C letter retained for internal auditor check);
2. Review and uplift the Assistant Service Delivery Manager scale to reflect the duties and responsibilities of the post (P&C letter retained for internal auditor check);

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

1. Approve the Assistant Service Delivery Manager City and Guilds 2391 Level 3 Inspection and Testing of Electrical Installations Training request at a cost of £798 + VAT allocated to budget code 6676 Services Delivery Staff Training. A training agreement must be put in place.

Staffing and Operational Matters:

The Town Clerk informed Members of recent staffing and operational matters.

It was **RESOLVED** to note.

40/22/23 TO RECEIVE ADVICE FROM CORNWALL COUNCIL MONITORING DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to defer to a future meeting.

41/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

42/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

43/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

44/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 29 September 2022 at 6.30 pm

Rising at: 9.40 pm

Signed: _____
Chairman

Dated: _____

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Tuesday 2nd August 2022 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: R Bullock.

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 Bickford, seconded by Councillor Miller and **RESOLVED** to appoint Councillor Dent as Chairman of the Property Maintenance Sub Committee.

3/22/23 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Dent, seconded by Councillor Bickford and **RESOLVED** to appoint Councillor Miller as Vice Chairman of the Property Maintenance 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 PROPERTY MAINTENANCE SUB COMMITTEE HELD ON WEDNESDAY 6TH OCTOBER 2021 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 Peggs and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on Wednesday 6th October 2021 were confirmed as a true and correct record.

7/22/23 TO RECEIVE AND CONSIDER RECOMMENDING THE PROPERTY MAINTENANCE SUB COMMITTEE TERMS OF REFERENCE TO FULL COUNCIL.

It was proposed by Councillor Dent, seconded by Councillor Yates and resolved to **RECOMMEND** the Property Maintenance Sub Committee Terms of Reference to Full Council to be held on Thursday 4th August 2022.

8/22/23 TO RECEIVE AND REVIEW THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN TOGETHER WITH THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk gave a brief overview of the importance of the five-year maintenance plan.

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to note and give delegated authority to the Town Clerk to obtain quotes for the appointment of a Town Council Building Surveyor reporting back at the next meeting.

9/22/23

**TO RECEIVE A REPORT ON GUILDHALL MAINTENANCE WORKS
AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE.**

The Town Clerk informed Members of various maintenance works that have been identified at the Guildhall that require immediate attention. This included wood rot in the timber of various sash windows, deterioration of cement on the external lower walls and requirements for repainting the external walls that have received damage.

The Chairman paused the meeting at 18:40 to allow Members the opportunity to review the internal and external condition of the Guildhall building reporting back at 19:00.

Members returned and the meeting reconvened at 19:01.

Members discussed various areas of concern they had identified. This included but was not limited to, flag pole maintenance and replacement, rotten timber frames of various sash windows and repainting areas externally and internally due to discoloration and damage.

Councillor Yates left the meeting.

Councillor Yates returned to the meeting.

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

1. To give delegated authority to the Town Clerk to spend up to £10,000 for a sash window specialist to investigate and repair the rotten wooden timber frames at the Guildhall;
2. To give delegated authority to the Town Clerk to spend up to £5,000 for minor internal and external repair works to the identified areas at the Guildhall:
 - a. Service Delivery Department to undertake external repair and maintenance works to the lower black painted section of the building to be prepped, resin filled and repainted black (breathable paint to avoid paint removal) to a high finish;
 - b. Contracted works to undertake external masonry repairs to areas impacting on internal walls, clean and paint the Town Seal badge located above the entrance doors and procure a suitable external flag pole to avoid future stains to the building.

3. Above works to be allocated to budget code 6470 EMF Guildhall Maintenance;
4. Further identified areas of work to be considered upon the appointment of a Town Council Building Surveyor.

10/22/23 TO CONSIDER REVIEWING THE TOWN COUNCIL PREMISES TO REDUCE ENERGY COSTS AND MOVE TOWARDS A NET ZERO POSITION.

Councillor Bickford spoke of the requirement for the Town Council to further understand it's energy usage across all Town Council owned premises in order to address areas which could offer potential energy and cost savings.

Members discussed the possibility of installing loft insulation at the Guildhall, as well as draft exclusion which could be further explored when restoring and repairing the sash windows, with the view to further investigate larger energy saving solutions such as battery storage and solar PV options.

Councillor Yates informed Members of personal investigations undertaken to understand the energy usage at the Library Building. Councillor Yates suggested clearer billing information be provided to Members to offer more clarity for the energy usage at each building. This would assist in identifying correlations in what the Town Council are already doing to achieve energy saving and what areas could be further improved.

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

1. To give delegated authority to the Town Clerk to investigate possible draft exclusion to the Guildhall building upon the appointment of a sash window specialist.
2. To request a solar energy specialist to undertake a survey of all Town Council premises and advise of solar power possibilities to be further considered by Members at a future meeting.
3. The newly appointed Finance Officer to provide an energy consumption analysis of all Town Council premises for Members consideration at a future meeting.

11/22/23 **TO RECEIVE QUOTES ON ACCESS CONTROL SYSTEMS AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided a brief verbal overview on the report received.

Members discussed and considered the two quotes received.

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

1. Appoint Company B to supply, install and commission the specified access control system at a total cost of £2,395 + VAT;
2. Note that there are no annual maintenance charges;
3. Note the Town Council appointed fire company are required to link the fire detection system so that activation of the fire alarm should automatically result in the door being unlocked, cost to be determined;
4. Allocate the above cost to budget code 6470 EMF Guildhall Maintenance.

12/22/23 TO RECEIVE QUOTES ON KEY HOLDING FOR ALL TOWN COUNCIL PREMISES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Town Clerk gave a brief overview on the report and the requirement for the Town Council to have a robust call out system in place.

Currently the SD Department attend Town Council buildings out of hours when an alarm has been activated.

The Town Clerk advised Members that staff welfare must be considered and spoke of the support received from the Personnel Committee to appoint an external company to attend all Town Council premises out of hours when required to do so.

Members considered and discussed the three quotes received.

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** to approve:

1. The appointment of company A at a total annual cost of £1,000 + VAT to support all seven Town Council sites out of hours;
2. The response call out charge of £45.00 per hour + VAT (minimum 1 hour charge) and £30 per hour thereafter for all seven Town Council sites;
3. Allocation of the above cost to budget code 6470 EMF Guildhall Maintenance;
4. The Finance Officer to budget for next year's cost.

13/22/23 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.

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:

To resolve 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: 7.53 pm

Signed: _____
Chairman

Dated: _____

SALTASH LIBRARY HUB

04.08.22 Agenda library addition for FTC.

Criteria of SCRAPSTORE grant available.

1. Facilitating the use of re-cycled scrap or surplus materials for a creative source for adults and children to improve their social welfare, mental health and wellbeing.
2. Inspiring individual and group creativity for the public benefit and that of the environment.
3. To do in particular by the use and advancement of arts and crafts.
4. To protect and enhance the environment and the use of re-cycled products.

APPLICATION FOR SCRAPSTORE GRANT - IDEA

There is an opportunity to apply for a grant from Scrapstore Saltash. They have to pass any profits they make back into community projects with a re-cycling theme.

With this in mind I propose to be a little more ambitious as we already do re-cycling workshops with traditional papers, cards and boards.

To mark the criteria we propose having 'music' Saturday morning craft workshops on Saturday 10th September with Plymouth re-cycle drum outfit 'Weapons of Sound'.

Two of the drummers will do a morning series of workshops making musical drums out of re-cycled containers, pipes and anything else to create drums and rhythmic instruments.

These will be played with the Weapons of Sound drummers to inspire music from a range of waste products and materials, educate re-cycling in a creative and fun environment (People are closing off to direct messaging).

This also fits into the Library Hub September (Autumn) Environment month.



SALTASH SCRAPSTORE

APPLICATION FOR GRANT

Organisation applying: - Saltash Town Council (Library Hub)

Contact name: - Dave Orton

Contact Address:- Library Hub. Callington Road. Saltash. PL126DX

Tel No:- 01752 844846 opt 6

Email address:- david.orton@saltash.gov.uk

Reason for applying: - To provide a unique session of music workshops to inspire children and adults and promote re-cycling in a creative and fun manner.

The proposal is to hire re-cycle junk band WEAPONS OF SOUND members who will provide a Saturday morning of workshops to re-cycle and construct all type of drums, pipes and objects to make noise, rhythms and music from. They will be played with the instructors to illustrate the power of re-cycling and inspire towards the art of making music through the beats and sounds.

We will purchase some objects from Scrapstore Saltash as well as household items etc

Amount of grant required:- £450

List of aims of the organization:-

To inspire and educate children and adults to re-cycle in fun activities while learning new creative skills. Promote re-cycling in our September Environment month, which includes Beach Clean UK (re-cycle beach plastics), Re-cycle Week and Big Green Week.

How do you feel that your application fulfills the aims of Scrapstore?

As described it is a creative idea in itself to impart the key messages laid out by the Saltash Scrapstore aims. It will also be a marketing opportunity between Scrapstore and Saltash Town Council to message the key aims as well as being an original event for the town.

When will the grant be required? - September 10th is the proposed event date.

Signature

Date

SALTASH YOUTH COUNCIL CELEBRATES ITS 30TH ANNIVERSARY

The first youth council in Cornwall and possibly nationally was officially launched in 1992.

The youth council was the brainchild of former Saltash Mayor, Sue Hooper during her year in office, 1991-1992.

Sue felt there was an overwhelming need for a central organisation to co-ordinate all the town's youth groups.

For that purpose, Sue called a meeting of every youth organisation and school in Saltash, and chaired regular meetings at the Saltash Guildhall for over a year until the eventual launch.

Virtually every youth group and schools representatives attended the meetings and as a result in 1992 the Saltash Town Youth Council was launched.

In addition, the youth council had the support of the Police, local school teachers, youth workers and youth leaders.

Mrs Hooper was confident at the time that the youth council which was an independent youth forum and not led or governed by local Council authorities, could lead to a wealth of knowledge and be able to co-operate and communicate and be of practical help to every youth and membership youth group.

The aims of the youth council is to provide better facilities and equipment for young people and to provide a focal point for youth organisations to share platforms to demonstrate their organisational work and for young individuals also to partake.

Further objectives are to engage with other organisations that have similar objectives within the community to demonstrate and advance their skills and aptitudes, and to act as a central youth reference point for availability of equipment, transport, events and projects, resources and venues.

Mrs Hooper launched the Saltash Town Youth Council with a donation of £1,000, which she had raised as Mayor at that time specifically.

The Saltash Town Youth Council is still one of the leading youth platforms in Saltash and has been a trail blazer over the past 30 years for other similar youth facilities wishing to be an independent forum for the benefit of youth generally.

The youth council meets quarterly and every member youth group has a voice on all matters raised at the meetings, including discussions on applications for funding, which is endorsed by an elected executive management committee.

The youth council receives annual grants from the Saltash Town Council to distribute to the youth groups as the Town Council felt that the strength and knowledge of the independent youth council was better informed of all the youth activities within Saltash.

Young people and group members applying for funding are encouraged to attend meetings to present their projects to the Youth Council; this gives young people a voice, and life experience in a variety of ways.

The Youth Council has organised various local youth events over the years, such as 'Mission Youth' at Saltmill and 'Youth Village' at the Saltash Mayfair, and over the years and in the past has organised school holiday projects such as sports and music and drama.

Before the Covid-19 pandemic, the Youth Council held awards events where young people who had excelled in their own youth groups and were recognised for their endeavours and presented with awards at special ceremonies.

Following its launch in 1992 the Saltash Town Youth Council won recognition from the Queen's 40th Anniversary Trust's Communication Challenge and received a bronze certificate and a highly commended award in the regional and England round and came within the top 40 in the country.

The award was presented at the Royal Festival Hall in London by Lord Younger of Prestwick. A deputation from the Saltash Town Youth Council representing all the people involved was there to receive the certificate.

There are still two co-founding members that still sit on the Saltash Youth Council, who have both given 30 years' service; Len Maddock representing the Saltash Scouts and Sue Hooper MBE the originator. Len has also been instrumental in the organising of the Mission Youth at Saltmill Park in the past. Sue and Len, both have seats on the Youth Council Executive Committee.

A spokesperson for the youth council said: "The Saltash Town Youth Council has evolved over the past 30 years, but has still maintained its identity, opportunities and resolve.

"It still strongly and resolutely maintains its early principles of supporting the youth of Saltash, and still boasts the majority of the original organisational membership.

"However, the youth council is mindful that there are other organisations within Saltash, that may not be aware of the forum, and we would so much like to touch base with them and invite them to join, as there are so many opportunities and facilities within the youth council to embrace and take advantage of.

"We invite any youth organisation that have not yet learned about the Saltash Town Youth Council, and would like to know more, and maybe join the forum, to contact

Steph Carter, who coordinates the membership communication network; please Email: cartersbvc@tiscali.co.uk – Also details of the youth council can be found on the Saltash Town Youth Council Facebook page.

“Details of the 30th Anniversary celebrations are still under discussion and will be released in early due course.”

ENDS

2.















Dear Saltash Town Councillors,

You may have heard that Cornwall Council is planning to propose a new Mayor of Cornwall. I am writing to you on behalf of the Let Cornwall Decide campaign to ask you if you would be willing to back a Cornwall-wide call for this huge change to be **decided by the people** of Cornwall, rather than by as few as 44 councillors in a single meeting at County Hall. For more details on this please see www.letcornwalldecide.com.

We are a group of residents and (some) councillors from all party and political backgrounds who want this decision to be made democratically. We have a petition running which could be debated at Cornwall Council. The campaign is being run by ordinary residents who feel strongly about this. It also has the support of a mix of Conservative, Independent, Labour and Liberal Democrat councillors. We know that some Cornwall MPs back a referendum too.

If you agree this is important for the people you represent in Saltash, there are four things you might consider doing:

1. Pass a **motion** calling on Cornwall Council to conduct a referendum (possible model wording attached).
2. Resolve as a council to ask all your **local Cornwall Councillors** if they will let the people decide whether there should be a Mayor.
3. Offer personally (if you wish) to help our **street stalls** in your area.
4. Sign the petition yourself and **share** it on your social media.

POSSIBLE MOTION WORDING

“Saltash Town Council believes that the way Cornwall is governed is extremely important to our local residents. We note the emerging proposals for a possible change to a powerful Mayor of Cornwall with their own staff, budget and choice of Cabinet. We believe that such a system should only be implemented if the people of Cornwall support it. We call on Cornwall Council and our local Cornwall Councillors to ensure that there is a referendum of all voters in Cornwall on whether to introduce this significant change, as set out in the relevant legislation.”

We stress that this is about **who decides** on the change to a Mayor. Backing this campaign does not mean you need to be for or against a Mayor – just that it should be the people’s decision.

Please do ask us for any further information. Thank you for reading!

Very best wishes,

Dick Cliffe

Former Independent Mayor of Penzance and petition signatory

Let Cornwall Decide www.letcornwalldecide.com

Town Team – 13 July 2022

Vitality Fund update.

The Town Team met to plan the next steps with regard to the successful bid for funding from the CC Town Vitality Fund.

The funding bid, budget break down included £40,000 to carry out a Charette. A number of team members went to opening of the Bodmin Charette and also held a meeting with A Birchall (Head of Planning and Housing Policy CC) on 17 June 2022 to discuss the pro and cons of holding a Charette to progress the Saltash project.

These discussions were carried forward to a further meeting on 13 July to make a final decision.

The Saltash Town bid was based on delivering a feasibility report to include suitable locations and design to create a community space within the Town centre to drive footfall increase commerce opportunities, stage events (markets etc) and green space increasing the tree canopy.

It was agreed that the scope and cost of holding a charette to achieve this would be excessive based on specific goal for our bid and the existing support from the Saltash Community to create such a space – Neighbourhood plan and others.

Therefore, the team have agreed to write to the CC Town Renewal Team to advise them of the minor change from holding a Charette to appointing consultants / architects to carry out the feasibility report and assess possible locations within the town.

The team will approach three consultants to request quotes for the work to ensure the council financial regulations are adhered to and meet to discuss and appoint once received.

Town Speakers

It was confirmed that the Fore Street speakers are now fully operational, and the Town Team members agreed they are now fully adopted by STC.

Members have requested the following recommendation to STC –

To pursue options to encourage use of the speakers – Consider and investigate linking with the Saltash community radio

Regular Saturday morning music and process to request the use of the speakers.

It was agreed that STC will work in partnership with PL12 No 4 regards to operation of the speakers.

Other Items of Interest

Brunel Bench is artists are well on the way with the design process following initial workshop and visit to dementia group and Chatter & Natter

Brunel Trail – To consider the development of a trail to promote the bench and other Brunel locations in Saltash

Town Guide – Members agreed a sub group to look at developing a Town Guide to be distributed in areas such as Pillmere, Treleddan and offered through estate agents to new arrivals.

SG

IT Equipment for Councillors

Information:

The latest resolution for the purchase of IT Equipment for Members was received at Policy and Finance held on Tuesday 9th November 2021 as follows:

108/21/22 TO RECEIVE A REPORT ON IT PROVISION FOR MEMBERS

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to approve the purchase of IT equipment for Members from the Town Council IT Consultant within budget allocated to EMF Computer Equipment Renewal subject to a further poll of Members to confirm requirements.

A report was received under this item – [Report to P&F – Provision of IT to Council Members](#)

Members were given two options. An iPad or Dell Laptop. Due to supply issues, it was advised by our IT Consultant that iPads may have a significant delay. Therefore, Members were given the option to change their order.

To simplify, costs have been broken down into both initial capital costs of purchase and ongoing / annual costs with relevant budget requirements and availability.

Evidence

Bodmin Town Council were approached regarding the procurement of IT equipment for Members. BTC Members approved their IT Policy stating that no staff Member nor Councillor would be permitted access to documents or download data that is not using a Town Council owned device. This is to protect their organization from any threat of cyber security, allowing them to undertake a cyber audit if required and to ensure GDPR is always adhered to.

The IT/Office Administration and Projects Officer advised that BTC originally procured Samsung Galaxy Tablets. The RFO recommended replacements during COVID with a 2 in 1 tablet with a keyboard. This was due to the internal processor and RAM not being sufficient to run all BTC's required applications.

BTC found that the cheaper the device the less efficiently it ran and additional costs were accrued for IT Support and replacement equipment / devices.

Capital Costs

Equipment:

Item	Quoted cost (£) + VAT	Amount Required
Laptop (Dell) <i>Dell Business 15.6" laptop, with SSD and Windows Pro + 3yr warranty – unable to state exact model as it depends on stock at time of order</i>	£625.00	8
iPad Pro 12.9"	£835.00	1
TOTAL COST FOR IT EQUIPMENT: £5,835.00		

Please note: Since November costs have increased for the purchase of the equipment chosen. Costs below have been confirmed as correct from the Town Council's IT Consultant June 2022.

Protective/ Additional equipment:

Item	Quoted cost (£) + VAT	Amount Required
Smart Keyboard	£154.00	1
Apple Pencil (Gen 2)	£104.00	1
Laptop Bag	£13.20	8
Wireless Mouse	£8.99	8
iPad Protective Case	£12.99	1
TOTAL COST FOR PROTECTIVE / ADDITIONAL EQUIPMENT: £448.51		

Please note: Some of the costs above are through Amazon and can fluctuate depending on discounts provided at the time of researching.

System Set Up:

The Town Council's IT Consultant has advised that eight laptops and one iPad will require an allocation of two staffing days to complete a full system set up at a total cost of £400.00 per day. If the set up takes less time the Town Council will be billed appropriately.

Total Cost for IT Set Up: £800.00

One hour has been included in the total costs for procurement of IT Equipment for Councillors. Additional hours may be charged depending on if required. IT Consultant has advised that they would expect support will be required initially with the view that it would reduce as time went on therefore a review after 6 months is to be scheduled.

Hourly Fee for Support: £60.00 per hour

(This is as per the Town Council's existing contractual terms - Page 3 section 5.2. Members IT Support will be monitored and recorded for 6 Months. Further discussions will be held with the Town Council's IT Consultant after 6 months to ascertain how much support is required to be supplied which can then be applied to the existing contract and billed monthly)

Total Capital Costs: £7,143.51
Budget Code: EMF 6370 Computer Equipment Renewal
Budget Availability: £22,046.00

Ongoing Monthly Costs:

Ongoing IT support and increase in monthly subscriptions:

Item	Quoted cost (£) + VAT	Amount Required
Anti-Virus Software (Per Device Per Month)	£2.75	8
Office 365 Business Premium License <i>(Members have office 365 Mailbox accounts at a cost of £3.60 per mailbox this is an increase of £12.00 per month, per user)</i>	£15.60	16
TOTAL MONTHLY COST: £271.60		
TOTAL ANNUAL COST: £3,259.20		

Anti-Virus Software:

Anti-Virus Software is required for all Town Council IT Equipment as per advice from the Town Council's appointed IT Consultant and stated on page 3 of the Town Council's Provision of IT Equipment & Acceptable Use Policy. Anti-Virus software protects the Town Council's assets and data.

Apple devices have their own anti-virus software built into the device and therefore any Apple products procured do not occur a monthly cost.

Office 365 Business Premium Licenses:

The Town Council's appointed IT Consultant has recommended all Members have office 365 premium licenses. This allows all Members to download and use the Microsoft packages such as word, excel, SharePoint and more. This will assist Members to complete Town Council works and provides the best possible protection of the Town Council's documents and data.

Premium licenses provide robust controls and policies which includes Conditional Access, Intune and Mobile Device Management. This relates to what the Town Council / IT Consultant can do with the data and allows control of Town Council devices and OneDrive access.

When the Town Council appointed the IT Consultant in April 2022 it was with the view to eventually remove the physical server located at the Guildhall and move towards cloud-based data and application storage such as SharePoint and OneDrive.

All packages of Microsoft 365 Business offer limited access control, such as guest links to files and permissions-managed sharing within OneDrive. But only Business Premium gives you additional Advanced Threat Protection and Information Rights Management.

Total Annual Cost:	£3,259.20
Pro Rata (8 Months):	£2,172.80
Budget Code:	EMF 6370 Computer Equipment Renewal
Budget Availability:	£22,046.00

Total cost impact for procurement, software, subscriptions, and support:

Total Annual Cost:	£10,402.71
Pro Rata (8 Months):	£9,316.31

End of report
Admin Officer

Draft Saltash Remembrance 2022

Background

This year's Remembrance Sunday is being held on 13th November 2022. It is an event that is very important to residents and that many in the town wish to be involved in so they can pay their respects. Traditionally the event is held at 2pm so that it does not clash with other events in neighbouring towns held at 11am. The event includes a church service, parade to the war memorial and laying of wreaths at the war memorial located outside of the Church of St Nicholas and St Faith.

In addition the Mayor and Mayoress undertake wreath laying at the Waterside, Saltash Railway Station and St Stephen's war memorial.

Proposed Plans for Remembrance 2022

In both 2020 and 2021 the pandemic forced restrictions on events such as Remembrance and the community was not able to be as involved as they had been in previous years. There was disappointment in 2021 that numbers inside the venue had to be restricted due to the COVID restrictions at the time and community feedback has been that there is a strong desire to be able to be part of the service and pay their respects.

The three locations that have been used previously are

- Church of St Nicholas and St Faith
- The Saltash Wesley Methodist Church
- Church of St Stephen's

Church of St Nicholas and St Faith holds approx. 200 people, The Saltash Wesley Methodist Church approx. 388 and The Church of St Stephen's approx. 295. (All capacities were found on the Church websites). Holding the service outside was considered but due to the time of the year the weather would be too unpredictable.

To allow as many residents, servicing personnel and veterans as possible to attend the Saltash Remembrance service it is proposed that it is held at The Saltash Wesley Methodist Church, subject to the Church's agreement. It is proposed that once guest RSVP's have been received, any remaining seats will be available to the community on the day, on a first come first served basis. It is also hoped that the Church will live stream the event as has happened in previous years.

The parade will march from the Church to the war memorial where wreaths will be laid followed by the civic march past on Fore Street. Tea and coffee will be offered to everyone at the Guildhall afterwards.

End of report

Receptionist / Mayors Secretary

Draft Remembrance Day Invite Protocol

Background

There is currently no formal protocol regarding inviting dignitaries, organisations and the community to the annual Remembrance service. There is a requirement for a formal order of precedence to be adopted.

In addition the current pandemic has highlighted the need to have a protocol of who to invite and in which order in the event of restricted numbers inside the venue.

The protocols will be used for the Remembrance service each year depending on the capacity of the venue and whether restrictions are in place.

Proposal

With no number enforced restrictions in place the below protocol will be used. Where possible a reasonable number of seats will be allocated to the public on the day on a first come first served basis.

Mayor and consort

Deputy Mayor and consort

Saltash Town Councillors and partners

Town Clerk

Mayor's Chaplain

Mayor's Cadet

Lord Lieutenant and Consort

High Sheriff and Consort

Freeman of the Town and partners

Former Mayors of Saltash and partners

Cornwall Councillors and partners

Member of Parliament and partner

Saltash Branch of Royal British Legion

Armed Forces representatives and Associations including charities, territorial and reserves

Local families of those killed whilst on active duty and current serving personnel who are from or live in Saltash and surrounding area

Police/Fire/Ambulance representatives

May Queen and Princesses, Citizens of the Year

Local organisations

Youth organisations

Mayor's charity representative

Members of the public, school children and press

In the event of restricted numbers inside the venue for the Remembrance day service the below precedence protocol will be followed by both Councillors and employees. If maximum capacity isn't reached upon initial invites and RSVPs, second and third round of invitations will be sent until capacity is reached using the below as precedence.

Mayor and consort

Deputy Mayor and consort

Saltash Town Councillors (excluding partners)

Town Clerk

Mayor's Chaplain

Mayor's Cadet

Lord Lieutenant and Consort

High Sheriff and Consort

Freeman of the Town (excluding partners)

Former Mayors of Saltash (excluding partners)

Cornwall Councillors (excluding partners)

Member of Parliament (excluding partners)

Saltash Branch of Royal British Legion (restricted numbers)

Armed Forces representatives and Associations including charities, territorial and reserves (restricted to one person per organisation plus one standard bearer)

Local families of those killed whilst on active duty and current serving personnel who are from or live in Saltash and surrounding area

Police/Fire/Ambulance representatives (restricted to one person plus one standard bearer per organisation)

May Queen and Princesses, Citizens of the Year (excluding partners)

Local organisations (restricted to one person plus one standard bearer per organisation)

Youth organisations (restricted to one person plus one standard bearer per organisation)

Saltash Town Councillors partners

Mayor's charity representative (restricted to one person plus one standard bearer per organisation)

Members of the public, school children and press

If Saltash Town Council or venue staff needed to manage the event are required to be within the number restrictions the minimum amount needed shall be taken from the restricted total number.

Expectations will be made for those who require support to attend.